

eRecruit Tips and Tricks:

A Candidate is Selected, What Happens Next?

New Hire Onboarding Process

- ✓ Offer accepted and submitted in eRecruit
- ✓ SSC orders background check
- ✓ New hire completes vendor consent



Day 1-3

- ✓ New Hire receives instruction to validate personal information, create username, password and DUO set up



Day 7-8

- ✓ New Hire attends orientation
- ✓ Receives M-Card
- ✓ Completes I-9
- ✓ Receives temporary Orange parking permit

Central Orientation

Day 3-6

- ✓ Background check complete
- ✓ Hire finalized in eRecruit



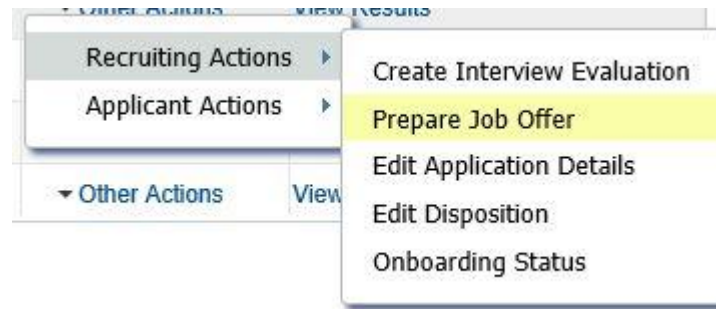
Day 9-10

- ✓ Appointment loaded to M-Pathways
- ✓ New Hire completes W4, Direct Deposit and other tasks in Employee Self Service



Create Job Offer

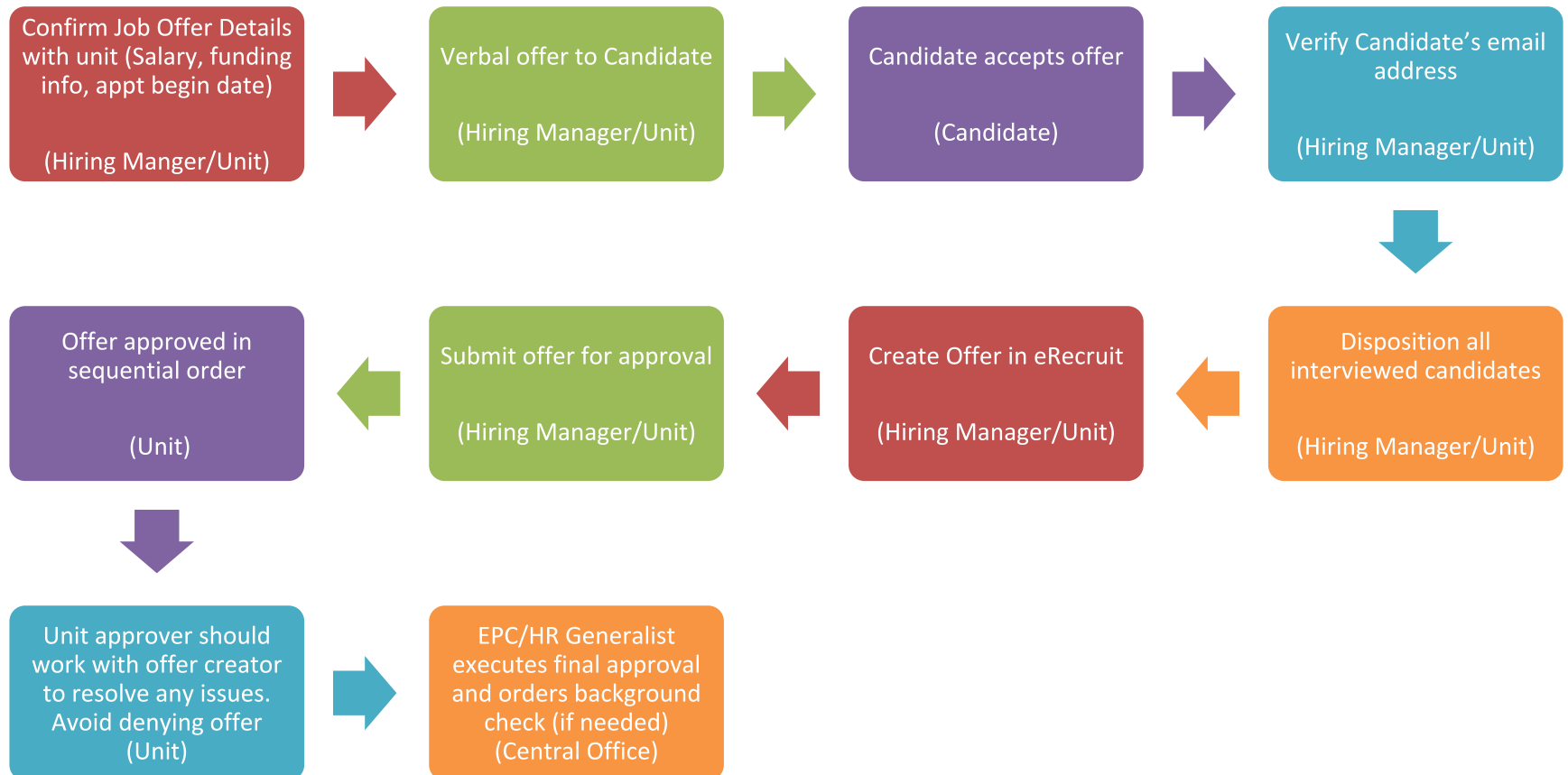
- Select **Prepare Job Offer** from the **Other Actions > Recruiting Actions** drop-down menu for the selected applicant.



Job Offer Step-by-Step:

https://maislinc.umich.edu/mais/html/HR_EMP_CreateJobOffer.html

Offer Flow



Offer Tips and Reminders

- Do not manually change the candidate's disposition to Offer or Hired
 - Units should only select Reviewed, Interview, Reject, Withdrawn
- **Regular Only:** Mark the appropriate job code as Primary if the job opening has multiple job codes (underfill)



Additional Job Specifications ? Find | View All First 3 Last

Job Code 101807 ☒ Primary Job Code HR Assistant Intermediate

- Attach RIF Justification
- **Internal Hires Only:** Select appropriate button for the new appointment

Provide additional information in the comments section if transaction selected.

☐ Additional Appointment ☐ Transfer ☐ None



Comments ? Find | View All First 1 of 1 Last

Job Offer Quick Reference Document: https://maislinc.umich.edu/mais/html/HR_EMP_Offers.html

Offer Letters

- SSC or HRSC will send contingent offer letter with appointment and background check information
- Review the need or use for separate offer letter from unit
 - End dated appointments
 - Special terms agreed upon during offer process

Pre-Employment Checks

- Reference Checks
- [Restricted Table](#) and Internal File Reviews
- Background Check
- Drug Testing - required for all Michigan Medicine faculty and staff
- Other compliance related checks
(Fingerprinting, Motor Vehicle Record, etc)

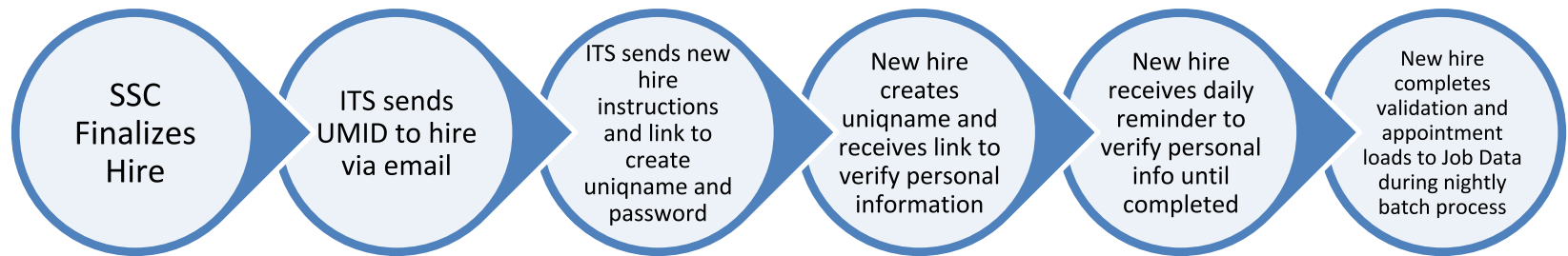
How Can I Make The Process Move Faster?

- Confirm candidate's email address in eRecruit is correct
- Advise candidate of upcoming email from HireRight and to consent as soon as possible
 - Consent email expires after 7 calendar days
- Background screenings average 3-5 business days for completion after candidate consents (under ideal conditions)

Prepare for Hire/Hire Finalized

- Welcome Letter with Orientation information sent to new employee
- New Person Starting email to hiring team
- System Onboarding begins (external hires)
- Appointment loads to Job Data

Campus Onboarding New Hire Process

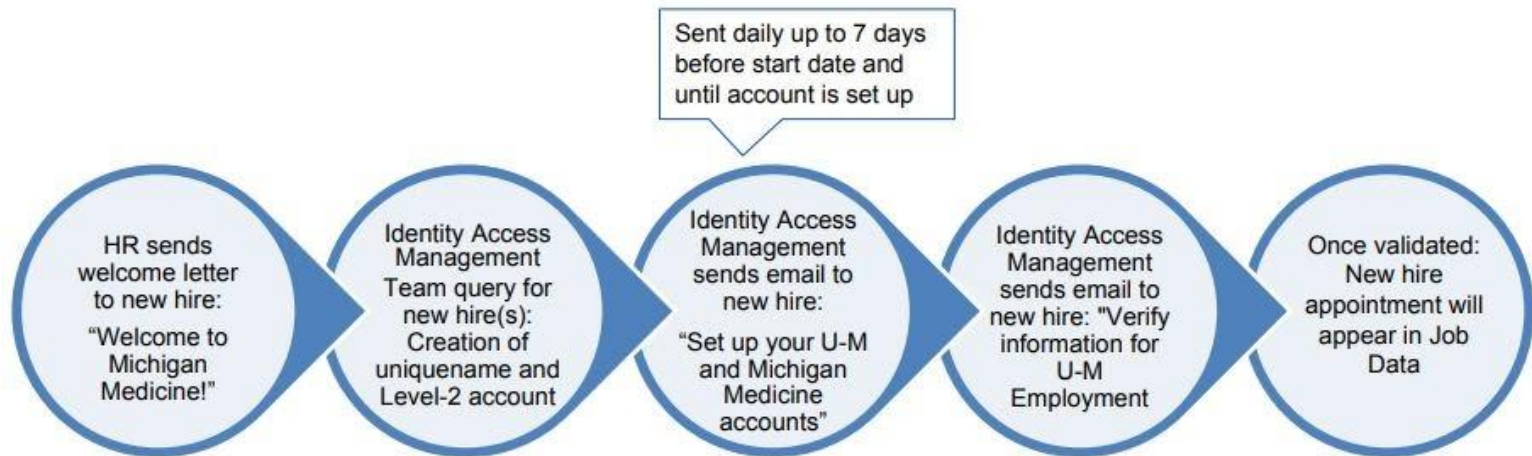


- For help with campus new hire onboarding issues, contact ITS Help Desk

List and description of all eRecruit email messages:

https://maislinc.umich.edu/mais/html/HR_EMP_EmailMessages.html

Michigan Medicine Onboarding Process



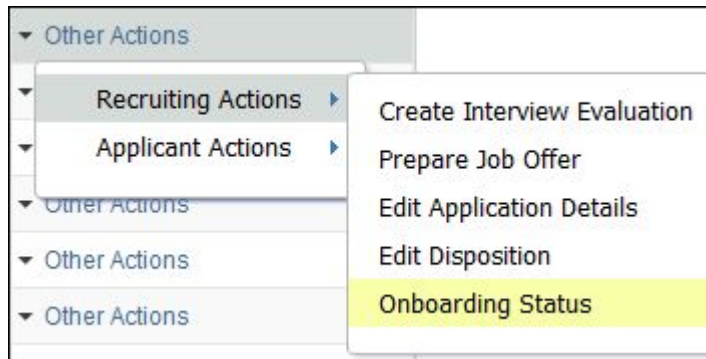
Notes:

- All emails are sent to new hire's email on file.
- "Verify Information for U-M Employment" email trigger is contingent on new hire completing setting up their account passwords.

For help with Michigan Medicine New Hire onboarding, contact [HITS Service Desk](#)

Onboarding Status

- View the candidate's **Onboarding Status** from the **Other Actions > Recruiting Actions** drop-down menu for the selected applicant



OnBoarding Status

Onboarding Status

This page explains where applicant is in onboarding process.

Applicant ID 12345678

Applicant Name Judy Sheindlin

Onboarding Status Employee needs to complete personal data validation

The employee has to complete the new hire validation step. Once the new hire validation is complete the appointment will be processed with the next nightly batch program.

New Employee Orientation

- Campus: Regular Staff Only
- Michigan Medicine: Regular and Temp Staff
- Topics Covered:
 - Introduction to university policies and culture
 - Overview of Benefits and Wellness
 - Logistics, Parking, and Transportation Options

Campus: <https://hr.umich.edu/working-u-m/my-employment/new-employee-orientation>

Michigan Medicine:
<https://hr.medicine.umich.edu/hr-services/manager-resources/onboarding-orientation/new-employee-orientation-neo>

First Day Tips for Success

- Touch base with new hire prior to first day to answer questions and concerns
- Discuss parking options near work location
- Make a plan for the first day
- Provide a contact name and phone number in case of issues or questions on Day 1
- More tips:
<https://hr.umich.edu/working-u-m/management-administration/recruiting-employment/resources-hiring-departments>

Successful Onboarding

- Onboarding is not one brief 30 minute meeting
- Remember the 3 P's
 - People
 - Informal social events, buddy/mentor assignments
 - Performance
 - Job shadowing, check-ins, expectations
 - Paperwork
 - Policies, resources, orientation to the unit

Unsuccessful Onboarding

- “There was no orientation, building tour, training, etc. Had to ask around and learn as needed. Often I'm not even sure who to ask to get such information. Didn't have a meeting one-on-one with my manager until 3 months in.”

Questions?

What would you like to see in future sessions?

Do you like this live-interactive format?

Recruitment Process Resources

- UHR Website
 - **NEW!!** [Resources for Hiring Units](#)
 - [Screening and Sourcing Strategies](#)
 - [Sourcing Tool](#)
- Organizational Learning
 - [Unconscious Bias in Selection and Hiring](#)

eRecruit Resources

- Previous Tips and Tricks Sessions
 - <https://hr.umich.edu/working-u-m/management-administration/recruiting-employment/resources-hiring-departments/erecruit-tips-better-hiring-experience>
- MyLinc
 - [eRecruit User Resources](#)
- SSC Employment Process Coordinator or Michigan Medicine HR Generalist
- Your local unit HR
- Feedback: talent.acquisition@umich.edu

Thanks for Joining!
