

# eRecruit Tips and Tricks

## Advanced Features

# Agenda

- Applicant Management
- M-Application
- Screening
- Activities and Attachments
- Updates

# Applicant Management

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- [Applicant Summary Report](#) Video
- Excel Download
- Group Actions
- One-Click Dispositioning
- Filter Tabs

# Applicant Management: Applicant Summary Basic Report

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
	APPLICANT LAST NAME	APPLICANT FIRST NAME	APPLICANT ID	APPLIED DATE	EMAIL ADDRESS	INT/EXT	INTERNAL EMPLID	EMPL STATUS	SERVICE DATE	RIF	CURRENT JOB TITLE	CURRENT ANNUAL SALARY	CURRENT DEPTID	CURRENT DEPARTMENT NAME	RESTRICTED FLAG	Are you aware of any potential conflicts of commitment (such as an outside job you would maintain if hired) or conflicts of interest (such as a current contract you hold with the University)?	Are you aware of any relatives working in the department for which you are applying?
1	Gellar	Ross	998986	11/11/2019	rosstheboss@icloud.com	Ext											
2	Cooper	Sheldon	998987	11/5/2019	sciencepro@harvard.edu	Ext											
3	Baker	Colson	998988	11/11/2019	music42@umich.edu	Int	99999999	A	7/7/1977		HR Director	91888	677051	Human Resources			
4	Pope	Olivia	998989	11/14/2019	itshandled@gmail.com	Ext											
5	Knope	Leslie	998990	11/9/2019	noteagleton@pawnee.org	Ext											
6	Keaton	Alex	998991	11/11/2019	1985show@abc.com	Ext											
7	Ricardo	Lucille	998992	11/8/2019	grapequeen@umich.edu	Int	11111112	L	11/1/2018		Documentation Specialist	34000	789044	ITS Training			
8	Grouch	Oscar	998993	11/11/2019	goawaynow@umich.edu	Int	98765432	A	4/5/2004		Change Manager	123500	803330	Center for Change			
9																	
10																	
11																	
12																	
13	JOB OPENING ID: 179638																
14	JOB OPENING STATUS: 010 Open																
15	POSTING TITLE: IT Project Associate Manager																
16	JOB CODE: 100332																
17	JOB TITLE: IT Project Associate Manager																
18	FLSA: N																
19	SALARY GRADE: PF																
20	JOB FAMILY: Information Technology																
21	POSTING BEGIN DATE: NA																
22	POSTING END DATE: NA																
23	SHIFT: D																
24	HOURS: 40																
25	DEPTID: 677050																
26	DEPARTMENT NAME: HR Recruiting & Employmnt Svcs																
27	RUN DATE: 11/14/2019																
28																	

Navigation: Recruiting Tile → eRecruit Reporting

# Applicant Management: Excel Download

## Manage Job Opening

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**Job Opening ID** 179638 **Status** 010 Open  
**FLSA** Nonexempt **Job Posting Title** IT Project Associate Manager  
**Job Code** 100332 (IT Project Associate Manager) **Appointing Department** 677050 (HR Recruiting & Employmnt Srvc)  
**Job Family** 210 (Information Technology)

[Applicants](#) | [Applicant Search](#) | [Applicant Screening](#) | [Activity & Attachments](#) | [Details](#)

All (8)	Applied (3)	Reviewed (3)	Screen (0)	Route (0)	Interview (2)	Offer (0)	Hire (0)	Hold (0)	Reject (0)											
Applicants															Personalize   Find   View All			First	1-8 of 8	Last
Select	Applicant Name	Applicant ID	Type	RIF	SRC	Disposition	Date Applied	Resume	M Application	Mark Reviewed	Mark Interview	Forward Applicant	Reject	Print						
<input type="checkbox"/>	Baker, Colson	998988	Employee			Applied	11/11/2019								Other Actions					
<input type="checkbox"/>	Grouch, Oscar T	998993	Employee			Reviewed	11/11/2019								Other Actions					
<input type="checkbox"/>	Ricardo, Lucille	998992	Employee			Reviewed	11/11/2019								Other Actions					
<input type="checkbox"/>	Cooper, Sheldon	998987	External			Interview	11/11/2019								Other Actions					
<input type="checkbox"/>	Gellar, Ross	998986	External			Applied	11/11/2019								Other Actions					
<input type="checkbox"/>	Keaton, Alex P	998991	External			Reviewed	11/11/2019								Other Actions					
<input type="checkbox"/>	Knope, Leslie	998990	External			Interview	11/11/2019								Other Actions					
<input type="checkbox"/>	Pope, Olivia	998989	External			Applied	11/11/2019								Other Actions					

[Select All](#) | [Deselect All](#) | [Group Actions](#)

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# Applicant Management: Excel Download

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Select	Applicant Name	Applicant ID	Type	RIF	SRC	Disposition	Date Applied	Resume	M Application	Mark Reviewed	Mark Interview	Forward Applicant	Reject	Print		
2		Baker, Colson	998988	Employee			Applied	11/11/2019	Resume	M Application	Mark Reviewed	Mark Interview	Forward Applicant	Reject	Print	Other Actions	
3		Grouch, Oscar T	998993	Employee			Reviewed	11/11/2019		M Application	Mark Reviewed	Mark Interview	Forward Applicant	Reject	Print	Other Actions	
4		Ricardo, Lucille	998992	Employee			Reviewed	11/11/2019	Resume	M Application	Mark Reviewed	Mark Interview	Forward Applicant	Reject	Print	Other Actions	
5		Cooper, Sheldon	998987	External			Interview	11/11/2019	Resume	M Application	Mark Reviewed	Mark Interview	Forward Applicant	Reject	Print	Other Actions	
6		Gellar, Ross	998986	External			Applied	11/11/2019		M Application	Mark Reviewed	Mark Interview	Forward Applicant	Reject	Print	Other Actions	
7		Keaton, Alex P	998991	External			Reviewed	11/11/2019	Resume	M Application	Mark Reviewed	Mark Interview	Forward Applicant	Reject	Print	Other Actions	
8		Knope, Leslie	998990	External			Interview	11/11/2019	Resume	M Application	Mark Reviewed	Mark Interview	Forward Applicant	Reject	Print	Other Actions	
9		Pope, Olivia	998989	External			Applied	11/11/2019	Resume	M Application	Mark Reviewed	Mark Interview	Forward Applicant	Reject	Print	Other Actions	
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# Applicant Management: Group Actions

## Manage Job Opening

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Job Opening ID 179638  
FLSA Nonexempt  
Job Code 100332 (IT Project Associate Manager)  
Job Family 210 (Information Technology)

Status 010 Open  
Job Posting Title IT Project Associate Manager  
Appointing Department 677050 (HR Recruiting & Employment Svcs)

[Applicants](#) | [Applicant Search](#) | [Applicant Screening](#) | [Activity & Attachments](#) | [Details](#)

All (8)	Applied (3)	Reviewed (3)	Screen (0)	Route (0)	Interview (2)	Offer (0)	Hire (0)	Hold (0)	Reject (0)						
<b>Applicants</b> <span>?</span> <span>Personalize</span>   <a href="#">Find</a>   <a href="#">View All</a>   <a href="#">First</a>   <a href="#">1-8 of 8</a>   <a href="#">Last</a>															
<input type="checkbox"/>	Applicant Name	Applicant ID	Type	RIF	SRC	Disposition	Date Applied	Resume	M Application	Mark Reviewed	Mark Interview	Forward Applicant	Reject	Print	
<input type="checkbox"/>	Baker, Colson	998988	Employee			Applied	11/11/2019								Other Actions
<input type="checkbox"/>	Grouch, Oscar T	998993	Employee			Reviewed	11/11/2019								Other Actions
<input type="checkbox"/>	Ricardo, Lucille	998992	Employee			Reviewed	11/11/2019								Other Actions
<input type="checkbox"/>	Cooper, Sheldon	998987	External			Interview	11/11/2019								Other Actions
<input type="checkbox"/>	Gellar, Ross	998986	External			Applied	11/11/2019								Other Actions
<input type="checkbox"/>	Keaton, Alex P	998991	External			Reviewed	11/11/2019								Other Actions
<input type="checkbox"/>	Knope, Leslie	998990	External			Interview	11/11/2019								Other Actions
<input type="checkbox"/>	Pope, Olivia	998989	External			Applied	11/11/2019								Other Actions
<a href="#">Select All</a>   <a href="#">Deselect All</a>   <a href="#">Group Actions</a>															

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# Applicant Management: Group Actions

- Group Actions can be used to:
  - Mark as Reviewed
  - Mark as Reject
  - Route Applicants
    - Sends the recipient an e-mail with two links:
      - The first link opens the Applicant's Disposition Details page, requesting a response regarding whether to invite the Applicant for an interview. The second link opens the Manage Applicant page for the job opening where the application and resume can be viewed.
    - Used when the recipient has an M-Pathways eRecruit role.
    - Changes the disposition of the Applicant to **Route**.
  - Forward Applicants
    - Sends the recipient an e-mail with the Applicant's resume attached.
    - Used if the recipient does not have an M-Pathways eRecruit role.
    - Does not change the disposition of the Applicant.



# Applicant Management: Filter Tabs

## Manage Job Opening

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Job Opening ID 179638	Status 010 Open
FLSA Nonexempt	Job Posting Title IT Project Associate Manager
Job Code 100332 (IT Project Associate Manager)	Appointing Department 677050 (HR Recruiting & Employmnt Svcs)
Job Family 210 (Information Technology)	

Applicants	Applicant Search	Applicant Screening	Activity & Attachments	Groups					
All (8)	Applied (3)	Reviewed (3)	Screen (0)	Route (0)	Interview (2)	Offer (0)	Hire (0)	Hold (0)	Reject (0)

Applicants												Personalize   Find   View All			First 1-3 of 3 Last	
Select	Applicant Name	Applicant ID	Type	RIF	SRC	Disposition	Date Applied	Resume	M Application	Mark Reviewed	Mark Interview	Forward Applicant	Reject	Print		
<input type="checkbox"/>	Grouch, Oscar T	998993	Employee			Reviewed	11/11/2019								Other Actions	
<input type="checkbox"/>	Ricardo, Lucille	998992	Employee			Reviewed	11/11/2019								Other Actions	
<input type="checkbox"/>	Keaton, Alex P	998991	External			Reviewed	11/11/2019								Other Actions	

Select All Deselect All ▼ Group Actions

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# Applicant Management: One Click Dispositioning

## Manage Job Opening

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Job Opening ID 179638  
FLSA Nonexempt  
Job Code 100332 (IT Project Associate Manager)  
Job Family 210 (Information Technology)

Status 010 Open  
Job Posting Title IT Project Associate Manager  
Appointing Department 677050 (HR Recruiting & Employmnt Svcs)

Applicants | Applicant Search | Applicant Screening | Activity & Attachments | Details

All (8)	Applied (3)	Reviewed (3)	Screen (0)	Route (0)	Interview (2)	Offer (0)	Hire (0)	Hold (0)	Reject (0)
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Applicants ? Personalize | Find | View All | First 1-8 of 8 Last

Select	Applicant Name	Applicant ID	Type	RIF	SRC	Disposition	Date Applied	Resume	M Application	Mark Reviewed	Mark Interview	Forward Applicant	Reject	Print	Other Actions
<input type="checkbox"/>	Baker, Colson	998988	Employee			Applied	11/11/2019								Other Actions
<input type="checkbox"/>	Grouch, Oscar T	998993	Employee			Reviewed	11/11/2019								Other Actions
<input type="checkbox"/>	Ricardo, Lucille	998992	Employee			Reviewed	11/11/2019								Other Actions
<input type="checkbox"/>	Cooper, Sheldon	998987	External			Interview	11/11/2019								Other Actions
<input type="checkbox"/>	Gellar, Ross	998986	External			Applied	11/11/2019								Other Actions
<input type="checkbox"/>	Keaton, Alex P	998991	External			Reviewed	11/11/2019								Other Actions
<input type="checkbox"/>	Knope, Leslie	998990	External			Interview	11/11/2019								Other Actions
<input type="checkbox"/>	Pope, Olivia	998989	External			Applied	11/11/2019								Other Actions

Select All Deselect All Group Actions

Return | Recruiting Home | Search Job Openings | Previous | Next | Create New | Clone | Refresh | Add Note | Print Job Opening | Top of Page

# M-Application

- Information Shown

- Work History
- Education Level

## Pre-Screening Question Responses

- Work eligibility and visa sponsorship requirement\*
- Conflict of commitment and/or interest
- Disclosure of relatives working in same department\*
- Criminal history responses\*

\* denotes external applicants only

# M-Application

## Manage Job Opening

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Job Opening ID 179638	Status 010 Open
FLSA Nonexempt	Job Posting Title IT Project Associate Manager
Job Code 100332 (IT Project Associate Manager)	Appointing Department 677050 (HR Recruiting & Employmnt Svcs)
Job Family 210 (Information Technology)	

Applicants	Applicant Search	Applicant Screening	Activity & Attachments	Details						
All (8)	Applied (3)	Reviewed (3)	Screen (0)	Route (0)	Interview (2)	Offer (0)	Hire (0)	Hold (0)	Reject (0)	

Applicants ?								Personalize   Find   View All							First 1-8 of 8 Last	
Select	Applicant Name ▲	Applicant ID	Type ▲	RIF SRC	Disposition	Date Applied ▼	Resume	M Application	Mark Reviewed	Mark Interview	Forward Applicant	Reject	Print	Other Actions		
<input type="checkbox"/>	Baker, Colson	998988	Employee		Applied	11/11/2019								Other Actions		
<input type="checkbox"/>	Grouch, Oscar T	998993	Employee		Reviewed	11/11/2019								Other Actions		
<input type="checkbox"/>	Ricardo, Lucille	998992	Employee		Reviewed	11/11/2019								Other Actions		
<input type="checkbox"/>	Cooper, Sheldon	998987	External		Interview	11/11/2019								Other Actions		
<input type="checkbox"/>	Gellar, Ross	998986	External		Applied	11/11/2019								Other Actions		
<input type="checkbox"/>	Keaton, Alex P	998991	External		Reviewed	11/11/2019								Other Actions		
<input type="checkbox"/>	Knope, Leslie	998990	External		Interview	11/11/2019								Other Actions		
<input type="checkbox"/>	Pope, Olivia	998989	External		Applied	11/11/2019								Other Actions		

Select All Deselect All Group Actions

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# M-Application

## System Generated Application Details

<b>Name:</b>	Bucky Barnes	<b>Address:</b>	6624 Blue Jay Way Los Angeles, CA 90026
<b>Applicant ID:</b>	922480		
<b>Job Opening:</b>	Internal Auditor Senior		
<b>Job Opening ID:</b>	179754	<b>Email:</b>	nicholasadam@outlook.com
		<b>Telephone:</b>	310/555-1212

## Work Experience

<b>Employer:</b>	Amazon
<b>Address:</b>	Seattle, WA
<b>Telephone:</b>	
<b>Ending Job Title:</b>	Desktop Support Specialist
<b>Start Date:</b>	October 02, 2009
<b>End Date:</b>	December 30, 2013
<b>Duties:</b>	Identified computer issues Prepped new computers for distribution
<b>Employer:</b>	IBM
<b>Address:</b>	.
<b>Telephone:</b>	
<b>Ending Job Title:</b>	Systems Administrator
<b>Start Date:</b>	January 25, 2014
<b>End Date:</b>	
<b>Duties:</b>	Monitored systems for outages Worked with stakeholders for system upgrades and enhancements Troubleshot and resolved system issues

## Education History

<b>Highest Education Level:</b>	me Graduate School
---------------------------------	--------------------

## Questionnaire Results

<b>How many years of supervisory / management experience do you have?</b>	1 - 2
<b>How many years of experience do you have with all stages of the project life cycle, from gathering requirements from users through project implementation and support?</b>	3 - 5
<b>Have you managed projects with multiple customers?</b>	None

Page 1 of 2



<b>How many years of project management experience do you possess?</b>	None
--	------

## Default Prescreening Questions

<b>Have you ever been employed at the University of Michigan?</b>	No
<b>Are you currently eligible to work in the United States of America?</b>	Yes
<b>Will you now or in the future require University of Michigan visa sponsorship for continued employment in the USA?</b>	No
<b>Are you aware of any potential conflicts of commitment (such as an outside job you would maintain if hired) or conflicts of interest (such as a current contract you hold with the University)?</b>	Yes
<b>Are you aware of any relatives working in the department for which you are applying?</b>	Yes
<b>Have you ever been convicted of a misdemeanor or felony?</b>	No
<b>Do you have any felony charges pending?</b>	Yes stepped on a spider in June 1996

# Screening Overview

- Helps manage large pools of applicants
- Questions available for use were developed by a team of HR professionals from across the University and approved by Office of General Counsel

# Screening Types

- Basic – Review Answers on M-Application
- Advanced – Applicants assigned a score based on answers

# Screening Use Guidelines

- Only use questions that are relevant to the qualifications
- Do not add or delete questions after the job is posted
- Wait to run screening until you have your final candidate pool
- Responses depend on applicant's willingness to respond truthfully
- Review of resumes and cover letters, work samples, job-related tests, etc. are still critical to your obligation to review the applicant pool and hire the most qualified candidate.



# Screening Demo

- [Screening Instructions](#)
- [Screening Guided Simulation](#)
- [Screening Guidelines](#)

# Activities and Attachments Tab

- Uses:
  - Full Job Description/Position Description Form
  - Interview Notes
  - Candidate Withdrawal Correspondence
  - Bargained-for Seniority Bid Lists
  - Position/Salary Approvals
  - Non-Selected RIF Justifications

# Activities and Attachments Tab

## Manage Job Opening

[Save](#) | [Return](#) | [Recruiting Home](#) | [Search Job Openings](#) | [Next](#) | [Create New](#) | [Clone](#) | [Add Note](#) | [Print Job Opening](#) Personalize

Job Opening ID 179754  
FLSA Exempt  
Job Code 101147 (Internal Auditor Senior)  
Job Family 160 (Finance)

Status 010 Open  
Job Posting Title Internal Auditor Senior  
Appointing Department 677050 (HR Recruiting & Employmnt Svcs)

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**Job History** ?

Date	Subject	Reason	Action Taken By
01/29/2020	010 Open		Wyatt Burp
01/29/2020	006 Pending Approval		Faux Lucas

**Searches** ?

No searches are related to this Job Opening.

**Notes**

Subject	Note Date	Author		
James Brown Withdrew from Candidacy	02/18/2020	Nicholas Chapman		

[Add Note](#)

**Attachments** 1-3 of 3

File Name	Description	Audience	Updated	Uploaded By	
<a href="#">Interview_Team_Notes.pdf</a>	Interview_Team_Notes.pdf		02/18/2020 6:15PM	Nicholas Chapman	
<a href="#">Candidate_Matrix.xlsx</a>	Candidate Matrix		02/18/2020 6:15PM	Nicholas Chapman	
<a href="#">Salary_Approval.docx</a>	Salary Approval from Scott		02/18/2020 6:14PM	Nicholas Chapman	

[Add Attachment](#)

**Expenses**

No Expenses have been added to this Job Opening.

[Add Expense](#)

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# Questions?

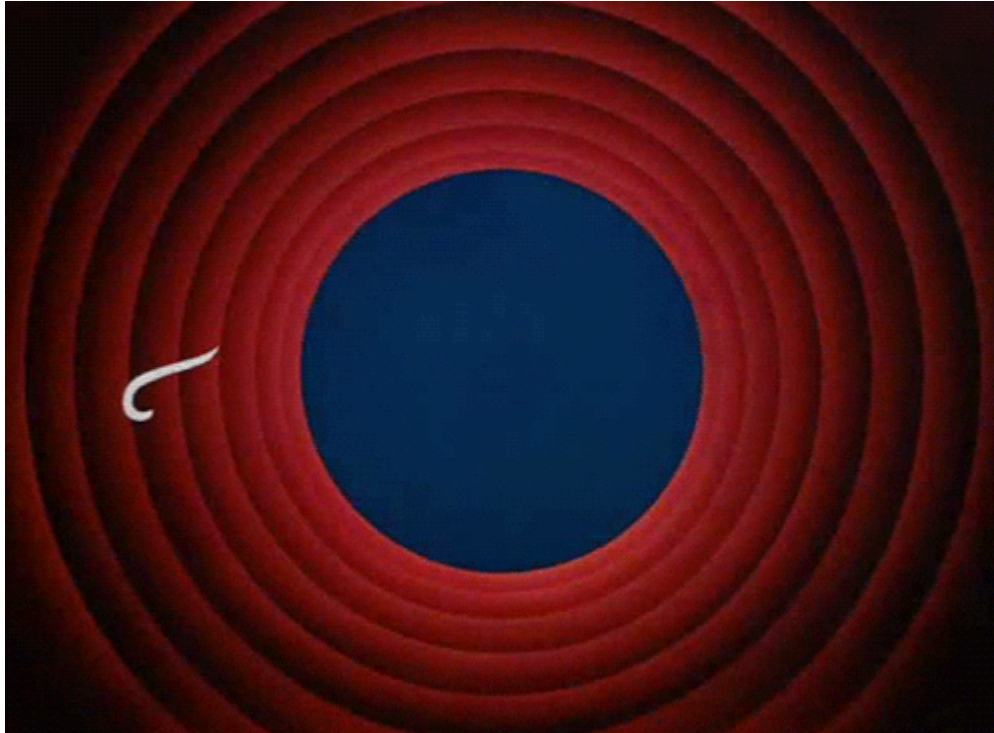
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# Recruitment Process Resources

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

# eRecruit Resources

- MyLinc
  - [eRecruit User Resources](#)
- SSC Employment Process Coordinator or Michigan Medicine HR Generalist
- Your local unit HR
- Feedback: [talent.acquisition@umich.edu](mailto:talent.acquisition@umich.edu)



Next session: Using Applicant Lists  
Thursday, March 26<sup>th</sup> @ 10am