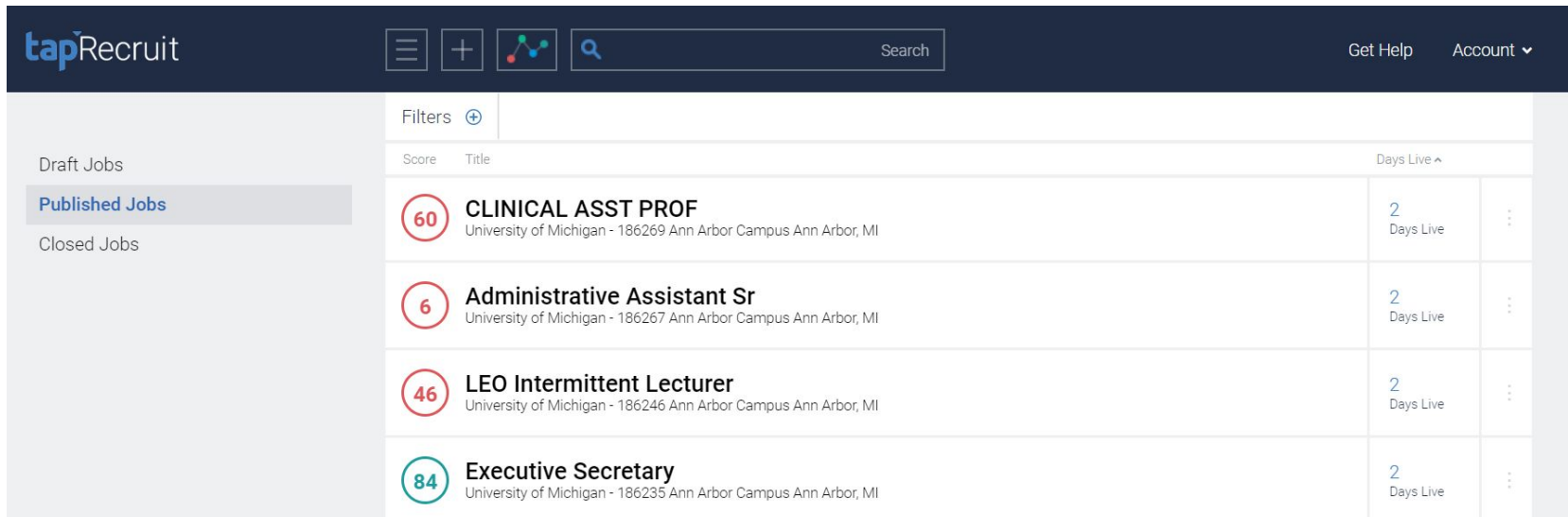


eRecruit Tips and Tricks

TapRecruit and eRecruit

What is TapRecruit?

- Inclusive, candidate friendly job posting platform
- Augmented writing and natural language processing
- Helps hiring teams and HR develop contemporary postings
- Check out this [presentation](#) with tips, tricks and login info



The screenshot shows the TapRecruit interface. On the left, there is a sidebar with navigation options: Draft Jobs, Published Jobs (highlighted), and Closed Jobs. The main content area displays a table of job listings. The table has columns for Score, Title, and Days Live. The job listings are as follows:

Score	Title	Days Live
60	CLINICAL ASST PROF University of Michigan - 186269 Ann Arbor Campus Ann Arbor, MI	2 Days Live
6	Administrative Assistant Sr University of Michigan - 186267 Ann Arbor Campus Ann Arbor, MI	2 Days Live
46	LEO Intermittent Lecturer University of Michigan - 186246 Ann Arbor Campus Ann Arbor, MI	2 Days Live
84	Executive Secretary University of Michigan - 186235 Ann Arbor Campus Ann Arbor, MI	2 Days Live

Shared Philosophy

Shorter postings

<80 seconds to get
your message
across

**Realistic
responsibilities**

Don't over inflate if
someone needs to
file paperwork, say
that

**Postings are more
appealing to qualified
candidates**

Inclusive language

**Candidates get a feel
for what the work
environment is like
based on language**

**Titles match
keyword searches**

What words would
a candidate use to
find the posting?

**Postings are
marketing tools**

Get quality
candidates to
apply and use the
rest of the process
for details

**Stronger candidates
pools**

**Self-select in/out -
the right candidates
will apply**

TapRecruit does not replace hiring manager and HR discretion.

A final review of posting content is always suggested.

Does not check for ADA language compliance.

+

Job Description and Job Postings

How is this working for you? Are your candidate pools where you'd like them to be?



Job Postings


Motivate qualified individuals to apply for openings. Are sales/marketing material meant to build a strong candidate pool.

Less is more. In today's market, you must be able to grab someone's attention as they scroll the content on their mobile device. Posting language helps people picture themselves in the role and the organization.

Job Descriptions

Outline major functions and duties, responsibilities, knowledge, skills and abilities, working conditions and essential functions.

Answers questions like: who, what the work entails, where, when or how often, why and how. Tends to be more formal.



Posting Length

How Long Should Your Job Posting Be?

Shorter is always better. And 700 words is a good target. Here's a guide:

About the Company - 100 Words

About the Job - 400 Words

Perks - 100 Words

Admin/EEOC - 100 Words

WHY NOT ?

Why Use TapRecruit

- Better and more diverse applicant pools
- Qualified candidates get a ***better understanding*** of the position
- Platform intelligence, millions of postings analyzed
- Ease of collaboration
- Easy to make modifications to content
- Copy/paste to eRecruit directly (no need for Word Pad)

TapRecruit & Applicant Pools

30 Recent Postings Scoring >70			
Applicants	U-M Average - Actual*	Average Availability	Candidates Reported - Actual
Minority	17%	21%	43%
Female	68%	60.7%	56.3%
Applicants	U-M Average - Actual*	Institutional Utilization Goal	Candidates Reported - Actual
Disability	2.5%	7%	6.4%
Veteran	1.7%	5.9%	2.8%

Let's Check It Out

DEMO

- Brief TapRecruit overview
- How to get content into eRecruit

Screenshots in 'Attachments' below

For full demo, email

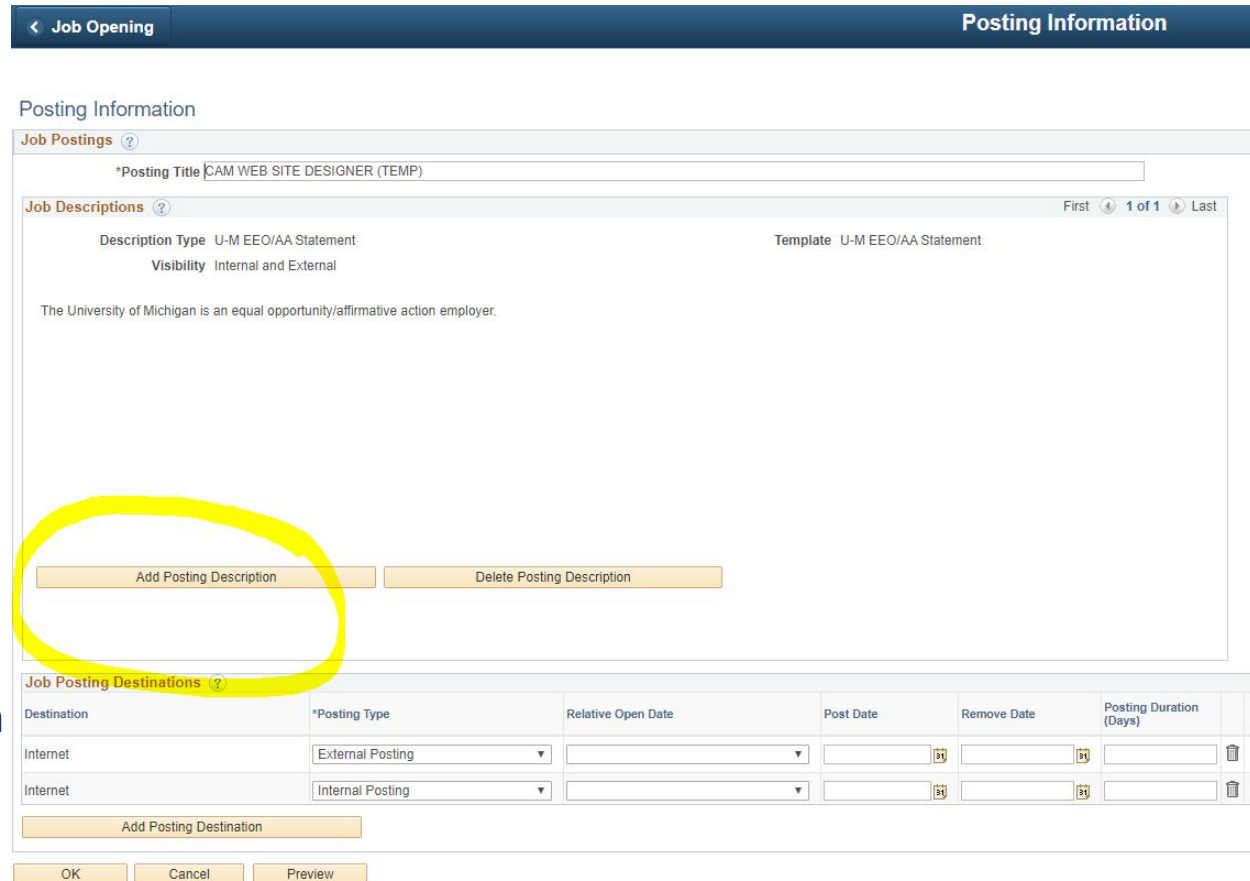
talent.acquisition@umich.edu

Steps to Get Content Into eRecruit

We already copied from TapRecruit

Go to your posting in eRecruit (assumes a posting *shell* has been developed, posting is in draft mode)

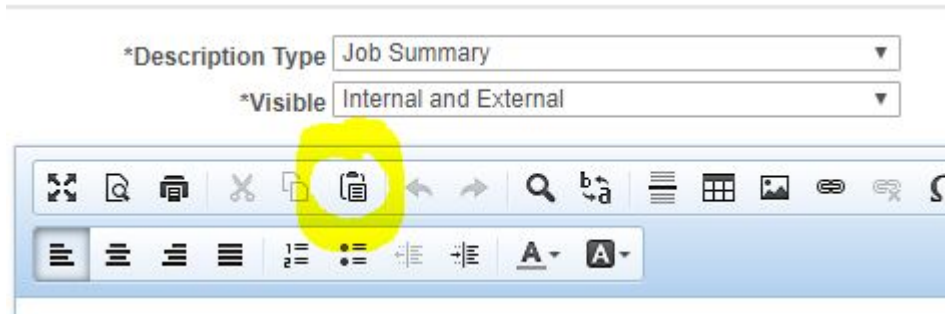
On the posting information page, click **Add Posting Description** and a new section will open



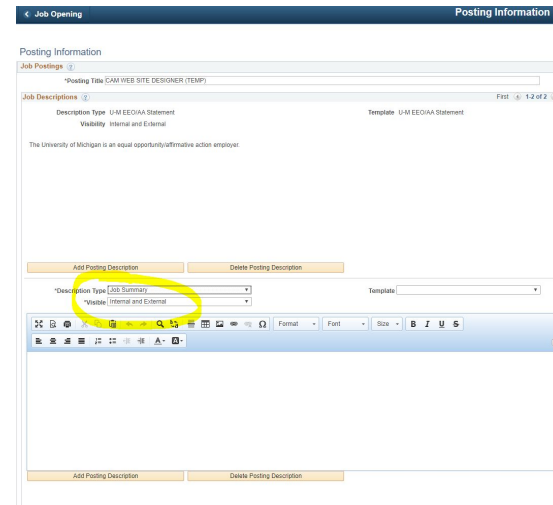
The screenshot shows the 'Posting Information' page in the eRecruit system. The page title is 'Posting Information' and the breadcrumb is '< Job Opening'. The main content area is titled 'Job Postings' and contains a form for editing a posting. The 'Posting Title' is 'CAM WEB SITE DESIGNER (TEMP)'. Below this, the 'Job Descriptions' section is visible, showing 'Description Type' as 'U-M EEO/AA Statement' and 'Visibility' as 'Internal and External'. The description text reads: 'The University of Michigan is an equal opportunity/affirmative action employer.' At the bottom of the 'Job Descriptions' section, there are two buttons: 'Add Posting Description' and 'Delete Posting Description'. The 'Add Posting Description' button is circled in yellow. Below the 'Job Descriptions' section is the 'Job Posting Destinations' table, which has columns for Destination, *Posting Type, Relative Open Date, Post Date, Remove Date, and Posting Duration (Days). The table contains two rows: one for 'Internet' with 'External Posting' and another for 'Internet' with 'Internal Posting'. At the bottom of the page, there are three buttons: 'OK', 'Cancel', and 'Preview'.

Steps to Get Content Into eRecruit

Select **Job Summary** in the **description type** drop down



Right click inside of the open posting description box and select **Paste** OR use the **Paste** button highlighted in this image



You might see this **pop up**



Steps to Get Content Into eRecruit

Use **Ctrl/Cmd+V** to paste the content you copied in TapRecruit

That's it - you **only use one additional section** to paste the information

Select to **Preview** the posting to ensure it appears how you'd like it to appear

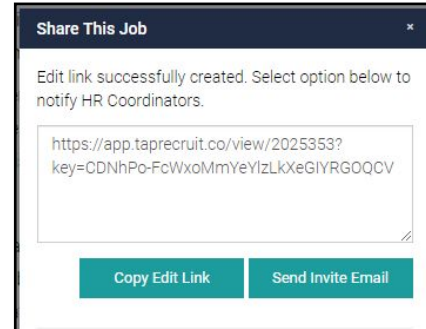
Questions

Unit Process Suggestions

Process Changes - Using TapRecruit and Collaborating with Unit HR

Using TapRecruit allows units to send a link to the HR contact instead of attaching or linking separate documentation in an email string.

1. When you've completed your job posting in TapRecruit, use 'Invite' button on the top right of the screen. A pop up resembling the image on the top right will appear:
2. Enter First Name/Last Name/Email Address for your HR contact
3. Click 'Create Link'
4. Choose to 'Copy Edit Link' and paste into the email you'd typically send <<or enter the link into the comments of the webform>>.
5. Your HR contact will then pull the job posting content from TapRecruit to build the posting
6. The rest of the process remains the same

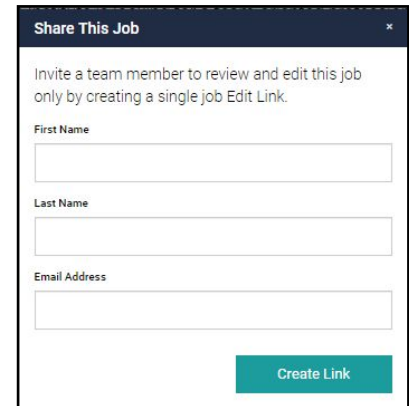


Share This Job

Edit link successfully created. Select option below to notify HR Coordinators.

<https://app.taprecruit.co/view/2025353?key=ODNhPo-FcWxoMmYeYlzLkXeGIYRGOQCV>

Copy Edit Link Send Invite Email



Share This Job

Invite a team member to review and edit this job only by creating a single job Edit Link.

First Name

Last Name

Email Address

Create Link

Logging in and Support

taprecruitsupport@umich.edu

Login into TapRecruit for the first time:

1. Accept terms of service by checking the box
2. Select "Sign Up With Email"
3. Enter your name, @umich.edu email and a new password.
4. Click "Create Account"

At this point, you may be redirected to your U-M landing page, or you may receive a confirmation email from TapRecruit before continuing. Please check your inbox.

To learn more about how to use the platform, check out these [training videos](#).

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

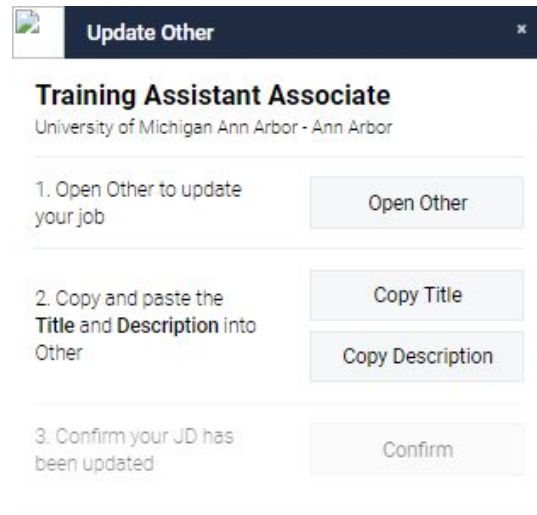
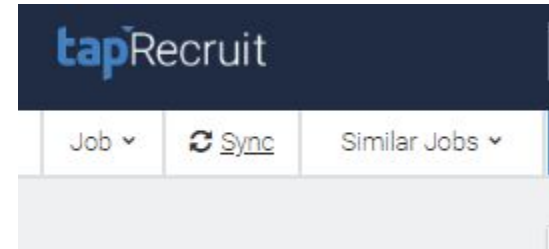
Next Topic: The Candidate is Hired! What Happens Next?

May 28th 10am

Attachments

Steps to Get Content Into eRecruit

1. Once you are ready to post the content to an open position, click **'Sync'**
2. Select **Option 2: Click Copy Title and Copy Description**
3. This will **copy the content in TapRecruit**, formatting and all. *No need to paste to an intermediary such as Word Pad, this functionality will keep desired formatting.*



Steps to Get Content Into eRecruit

4. Go to your posting in eRecruit (assumes a posting *shell* has been developed, posting is in draft mode)

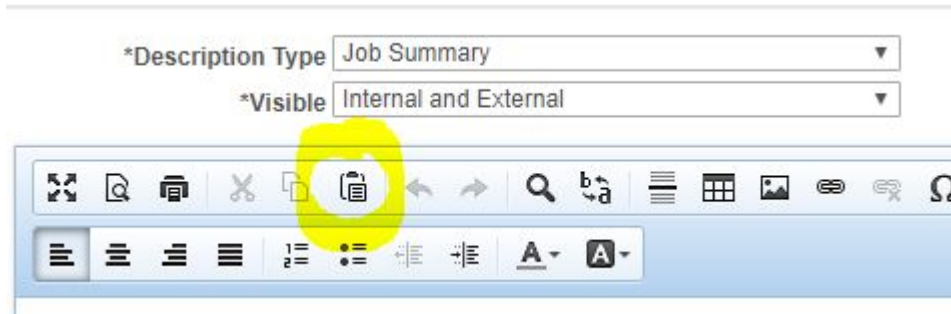
5. On the posting information page, **click Add Posting Description** and a new section will open

The screenshot shows the 'Posting Information' page in eRecruit. The page title is 'Posting Information' and the breadcrumb is '< Job Opening'. The main content area is titled 'Job Postings' and contains a form for editing a posting. The 'Posting Title' is 'CAM WEB SITE DESIGNER (TEMP)'. Below this, the 'Job Descriptions' section is visible, showing 'Description Type' as 'U-M EEO/AA Statement' and 'Visibility' as 'Internal and External'. The text of the description is 'The University of Michigan is an equal opportunity/affirmative action employer.' At the bottom of the 'Job Descriptions' section, there are two buttons: 'Add Posting Description' and 'Delete Posting Description'. The 'Add Posting Description' button is circled in yellow. Below the 'Job Descriptions' section is the 'Job Posting Destinations' table, which has columns for 'Destination', '*Posting Type', 'Relative Open Date', 'Post Date', 'Remove Date', and 'Posting Duration (Days)'. There are two rows of data, one for 'Internet' with 'External Posting' and one for 'Internet' with 'Internal Posting'. At the bottom of the page, there are three buttons: 'OK', 'Cancel', and 'Preview'.

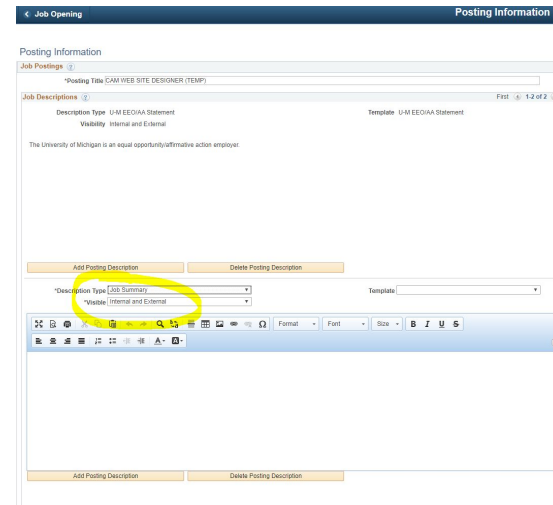
Destination	*Posting Type	Relative Open Date	Post Date	Remove Date	Posting Duration (Days)
Internet	External Posting				
Internet	Internal Posting				

Steps to Get Content Into eRecruit

6. Select **Job Summary** in the **description type** drop down



7. Right click inside of the open posting description box and select **Paste** OR use the **Paste** button highlighted in this image



8. You might see this **pop up**



Steps to Get Content Into eRecruit

9. Use **Ctrl/Cmd+V** to paste the content you copied in TapRecruit
10. That's it - you **only use one additional section** to paste the information
11. Select to **Preview** the posting to ensure it appears how you'd like it to appear