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
TapRecruit does not replace hiring manager and HR discretion.

A final review of posting content is always suggested.

Postings are more appealing to qualified candidates

Inclusive language

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

Stronger candidates pools

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

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 marketing tools

What words would a candidate use to find the posting?

Postings are more appealing to qualified candidates

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Stronger candidates pools

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

Titles match keyword searches

What words would a candidate use to find the posting?

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

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

TapRecruit Article: How to Write a Job Posting that Attracts a Diverse and Qualified Candidate Pool
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:

<table>
<thead>
<tr>
<th>Section</th>
<th>Words</th>
</tr>
</thead>
<tbody>
<tr>
<td>About the Company</td>
<td>100</td>
</tr>
<tr>
<td>About the Job</td>
<td>400</td>
</tr>
<tr>
<td>Perks</td>
<td>100</td>
</tr>
<tr>
<td>Admin/EEOC</td>
<td>100</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Applicants</th>
<th>U-M Average - Actual*</th>
<th>Average Availability</th>
<th>Candidates Reported - Actual</th>
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<tbody>
<tr>
<td>Minority</td>
<td>17%</td>
<td>21%</td>
<td>43%</td>
</tr>
<tr>
<td>Female</td>
<td>68%</td>
<td>60.7%</td>
<td>56.3%</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Applicants</th>
<th>U-M Average - Actual*</th>
<th>Institutional Utilization Goal</th>
<th>Candidates Reported - Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disability</td>
<td>2.5%</td>
<td>7%</td>
<td>6.4%</td>
</tr>
<tr>
<td>Veteran</td>
<td>1.7%</td>
<td>5.9%</td>
<td>2.8%</td>
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</tbody>
</table>
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
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
Login in and Support

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
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