**SECTION**: Human Resources

**SUBJECT**: Employment Hiring Process - - Selection of Candidate Process Documentation

**APPLIES** **TO**: All Regular Staff Members (Excludes Temporary Employees)

**NOTE: Changes for FY2020 are identified in red text**

**Selection of Candidate Process Overview**

The objective of the selection of candidate process is to review candidates’ experience and qualifications, against the posting’s qualifications and expectations and select the most qualified candidate for the position. This process also serves in documenting the record of decision making process.

**Selection of Candidate Process**

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| --- | --- | --- |
| **Activity** | **Responsibility** | **Reference/Comments** |
| If the position is a bargained-for position, refer to the appropriate contract for process activities. |  | For information on Unions and Contracts:  [Union Contracts and Wage Schedules](https://hr.umich.edu/working-u-m/my-employment/union-contracts-wage-schedules): <https://hr.umich.edu/working-u-m/my-employment/union-contracts-wage-schedules>  [Academic Contracts](https://hr.umich.edu/working-u-m/my-employment/academic-human-resources/contracts): <https://hr.umich.edu/working-u-m/my-employment/academic-human-resources/contracts>  [~~http://www.hr.umich.edu/staffhr/unions.html~~](http://www.hr.umich.edu/staffhr/unions.html) |
| If the position is a Regent approved position, refer to the Regents Bylaws and Regents Communication Manual for process activities. |  | Regents Bylaws can be found at: <http://www.regents.umich.edu/bylaws/>  Regents Communication Manual can be found at: <http://www.hr.umich.edu/acadhr/manual/index.html> |
| Identify qualified candidates by working with the candidate pool in eRecruit or other method. | [insert appropriate person/position] (HR Officer, Administrative Assistant, Hiring Manager) | [SPG 201.22, Recruitment and Selection of all Regular Faculty and Staff](http://www.spg.umich.edu/policy/201.22)  For information on how to work with the candidate pool including running the Applicant Summary Report, running screening on applicant pool, viewing candidates, viewing resumes and applications in eRecruit, including responses to pre-screening questions. Instructions for emailing and printing resumes can be found on My LINC.  Logon to [My LINC](https://its.umich.edu/enterprise/administrative-systems/training/my-linc-overview), type “eRecruit” into the search box, and start the item called  [*eRecruit: User Resources*](http://maislinc.umich.edu/maislinc/lang-en/management/LMS_ActDetails.asp?UserMode=0&ActivityId=30706&CallerURL=/maislinc/lang-en/taxonomy/TAX_Search.asp?UserMode=0&NodeID=0&SelectedNodeID=0&VSC=ItemName&VSO=A&SourceRef=-1&DispMode=normal&AdvType=0&SearchSt) |
| Review RIF candidates listed on the Manage Applicants page in eRecruit or on the Applicant Summary Report to determine if candidates are “qualified”. “Qualified” means the employee is believed to be competent to perform the full range of duties as described in the position posting. It is not appropriate to eliminate a RIF candidate from consideration for a vacancy based on his/her current salary or the perception of being over-qualified. | [insert appropriate person/position] (HR Officer, Administrative Assistant, Hiring Manager) | [SPG 201.72 Reduction in Force](http://www.spg.umich.edu/policy/201.72)  Staff members affected by layoff may be transferred to a position after the position is posted but prior to considering non-RIF bidders.  Department resources concerning Reduction-in-Force can be accessed at <http://www.hr.umich.edu/empserv/department/rif.html> |
| Review disability placement candidates made known to the unit via contact from HR, to determine if qualified, consistent with applicable SPG policies and procedures. |  | [SPG 201.84 EEO Affirmative Action Policy for Individuals with Disabilities](http://spg.umich.edu/policy/201.84) |
| Identify potentially strong candidates by reviewing resumes and cover letters.  For job postings with numerous applications, use the screening feature in eRecruit. (Screening is optional and screening questions must be added to the job opening before it is posted.) Use of the keyword search feature will also narrow the candidate pool by matching criteria against the candidates’ resumes and cover letters.  For candidates who have a restricted code noted on the Applicant Summary Report (available on eRecruit), determine if notation in the restricted table is relevant to the posted position. | [insert appropriate person/position] (HR Officer, Administrative Assistant, Hiring Manager) | For information on using search techniques to identify potentially strong candidates among the job bids and on viewing the restricted table:  Logon to [My LINC](https://its.umich.edu/enterprise/administrative-systems/training/my-linc-overview), type “eRecruit” into the search box, and start the item called [*eRecruit: User Resources*](http://maislinc.umich.edu/maislinc/lang-en/management/LMS_ActDetails.asp?UserMode=0&ActivityId=30706&CallerURL=/maislinc/lang-en/taxonomy/TAX_Search.asp?UserMode=0&NodeID=0&SelectedNodeID=0&VSC=ItemName&VSO=A&SourceRef=-1&DispMode=normal&AdvType=0&SearchSt) |
| The Unit HR Officer or someone in the department not directly involved in the hiring decision reviews pool for qualified candidates and compares results against hiring mangers list of potentially strong candidates to ensure due diligence in non-discrimination in selection process.  Hiring manager and person performing this review should collaborate and reach understanding of exclusion and/or include additional candidates as appropriate. | [insert appropriate person/position] (HR Officer, Central Office/SSC HR Employment Process Coordinator) | Review should be done by someone other than hiring manager.  Tips on recruiting a diverse staff: <http://www.umich.edu/~hraa/empserv/department/empsel/diverse.html> |
| For postings containing an affirmative action goal, hiring team will receive a notifying email at the time of posting prompting you to run the Applicant Summary Report in eRecruit and review the diversity of the applicant pool. The goal is used to signal 'targets of opportunity' for units to do more outreach to identify and interview qualified women, protected veterans, people who identify with a disability, and minority applicants for their positions.  Compare the applicant pool summary data on the Applicant Summary Report with the Affirmative Action Availability data noted on the report. This is to ensure pool resembles availability.  Ensure the appropriate candidate disposition codes are entered into the system for seriously considered candidates. At minimum, set the disposition for candidates that have been interviewed.  Keep notes documenting ~~related to~~ the selection process that can be used if needed to support the hiring decision. Document and file interview notes in eRecruit or local file. | [insert appropriate person/position] (HR Officer, Administrative Assistant) | Review should be done by someone other than hiring manager.  [SPG 201.82, EEO/Affirmative Action Policy](http://spg.umich.edu/policy/201.82)  Affirmative Action Availability Report:  For information on using the EEO Summary Data report, logon to [My LINC](https://its.umich.edu/enterprise/administrative-systems/training/my-linc-overview), type “eRecruit” into the search box, and start the item called [*eRecruit: User Resources*](http://maislinc.umich.edu/maislinc/lang-en/management/LMS_ActDetails.asp?UserMode=0&ActivityId=30706&CallerURL=/maislinc/lang-en/taxonomy/TAX_Search.asp?UserMode=0&NodeID=0&SelectedNodeID=0&VSC=ItemName&VSO=A&SourceRef=-1&DispMode=normal&AdvType=0&SearchSt)  Applicant Disposition should be updated to provide a record of candidates interviewed for the position. Those extended offers, those that are not considered, and those who are ultimately hired are automatically updated by the system. |
| If pool is not diverse or the pool does not contain qualified candidates, additional outreach should be done which may include networking, advertising in publications and other websites, and/or extending the posting. | [insert appropriate person/position] (HR Officer, Administrative Assistant, Hiring Manager) | Contact your HR Officer or University HR Representative for assistance.  HR Sourcing Tool Link: <https://hr.umich.edu/working-u-m/management-administration/recruiting-employment/resources-hiring-departments> |
| Interview qualified candidate(s) to determine best fit for position. Document and file interview notes in eRecruit or local file. | [insert appropriate person/position] (Hiring Manager, Hiring Team) | Guidelines for documenting interview notes including legal interview questions and notes: <http://www.hr.umich.edu/empserv/department/empsel/legalchart.html>  For information on Documenting the Interview in eRecruit:  Logon to [My LINC](https://its.umich.edu/enterprise/administrative-systems/training/my-linc-overview), type “eRecruit” into the search box, and start the item called [*eRecruit: User Resources*](http://maislinc.umich.edu/maislinc/lang-en/management/LMS_ActDetails.asp?UserMode=0&ActivityId=30706&CallerURL=/maislinc/lang-en/taxonomy/TAX_Search.asp?UserMode=0&NodeID=0&SelectedNodeID=0&VSC=ItemName&VSO=A&SourceRef=-1&DispMode=normal&AdvType=0&SearchSt) |
| Administer tests as appropriate to determine skills or abilities relevant to the position. | [insert appropriate person/position] (HR Officer, Administrative Assistant, Hiring Manager) | [SPG 201.22, Recruitment and Employment](http://www.spg.umich.edu/policy/201.22) |
| Select most qualified candidate based on the results of the selection process. | [insert appropriate person/position] (Hiring Manager) | Additional local approval may be required [insert local policy]. |
| After selection of preferred candidate(s), perform professional reference checks. Document and file reference check notes in eRecruit or local file | [insert appropriate person/position] (HR Officer, Administrative Assistant, Hiring Manager) | For information on Making reference checks:  Logon to [My LINC](https://its.umich.edu/enterprise/administrative-systems/training/my-linc-overview), type “eRecruit” into the search box, and start the item called [*eRecruit: User Resources*](http://maislinc.umich.edu/maislinc/lang-en/management/LMS_ActDetails.asp?UserMode=0&ActivityId=30706&CallerURL=/maislinc/lang-en/taxonomy/TAX_Search.asp?UserMode=0&NodeID=0&SelectedNodeID=0&VSC=ItemName&VSO=A&SourceRef=-1&DispMode=normal&AdvType=0&SearchSt) |
| Contact the International Center for assistance in applying for proper employment related visa status for staff. | [insert appropriate person/position] (HR Officer, Administrative Assistant, Hiring Manager) | [SPG 201.18, Employment of Non-U.S. Citizens](http://www.spg.umich.edu/policy/201.18) |
| Change the disposition of all seriously considered candidates to "Interview" on the Manage Applicants page in eRecruit. | [insert appropriate person/position] (HR Officer, Administrative Assistant, Hiring Manager) | For information on disposition status including definitions of each:  Logon to [My LINC](https://its.umich.edu/enterprise/administrative-systems/training/my-linc-overview), type “eRecruit” into the search box, and start the item called [*eRecruit: User Resources*](http://maislinc.umich.edu/maislinc/lang-en/management/LMS_ActDetails.asp?UserMode=0&ActivityId=30706&CallerURL=/maislinc/lang-en/taxonomy/TAX_Search.asp?UserMode=0&NodeID=0&SelectedNodeID=0&VSC=ItemName&VSO=A&SourceRef=-1&DispMode=normal&AdvType=0&SearchSt)  For additional training, search “HRE114” |
| Ensure a valid working permit is secured on or before the first day of work for every minor. Minors are individuals under the age of 18, whether in employee or volunteer status, who have not graduated from high school. The minimum age for legal employment is fourteen. | [insert appropriate person/position] (HR Officer, Administrative Assistant, Hiring Manager) | [SPG 201.20, Employment of Minors](http://www.spg.umich.edu/policy/201.20) |
| Discuss all actual and potential conflicts of interest or commitment with candidate and obtain disclosure obligations as necessary. | [insert appropriate person/position] (HR Officer, Administrative Assistant, Hiring Manager) | [SPG 201.65-1, Conflicts of Interest and Conflicts of Commitment](http://www.spg.umich.edu/policy/201.65-1)  Consult department’s policy [insert Local Policy]. |
| If the candidate has a relationship to another individual employed by the University, ensure this relationship constitutes neither an advantage nor a deterrent to appointment by the University, provided the individual meets and fulfills the appropriate University appointment standards. | [insert appropriate person/position] (HR Officer, Administrative Assistant, Hiring Manager) | [SPG 201.23, Appointment of Relatives or Others with Close Personal or External Business Relationships; Procedures to Assure Equal Opportunity and to Avoid the Possibility Of Favoritism (Nepotism)](http://www.spg.umich.edu/policy/201.23) |
| ~~The University may require a security clearance of its staff members, as a condition of employment in certain positions. Such clearance may be necessary for incumbents or applicants for employment, if their work requires access to information classified by the Federal Government. The determination of need for security clearance for specific positions or projects will be mutually determined by the University (i.e., University Human Resources, department Division of Public Safety & Security, Environment, Health & Safety Occupational Safety and Environmental Health) and the responsible Government Agency.~~ | ~~[insert appropriate person/position] (HR Officer, Administrative Assistant, Hiring Manager)~~ | [~~SPG 201.53, Security Clearance~~](http://www.spg.umich.edu/policy/201.53) |
| For temporary employee appointments qualifying as "Full-Time" under Employer Shared Responsibility regulations, complete the ESR Eligibility Certification form and return to Human Resources at the start of the appointment to trigger an offer of health care coverage.  NOTE: Temporary employee appointments qualifying as "Full-Time" meet all of the following criteria:  - At the time of hire, employee is expected to work 30 or more hours per week consistently for the duration of the appointment  - Position expected to last three months or longer  - Position is not seasonal (lasting six months or less and beginning in the same part of each calendar year) |  | Form can be found at [hr.umich.edu/esr-form](http://hr.umich.edu/esr-form%20)  NOTE: For variable hour temporary employee appointments, Human Resources will track hours worked and, if indicated, trigger offer of health care coverage at end of measurement period. |

Other related information:

Key Contacts:

* Additional employment resources for departments can be found on the Recruiting and Employment Services website at <http://hr.umich.edu/empserv/> and [My LINC](https://its.umich.edu/enterprise/administrative-systems/training/my-linc-overview) *eRecruit: User Resources*.
* Contact your HR Unit Liaison [insert name] for eRecruit access questions.
* Contact HR Officer [insert HR Office or equivalent name] for any concerns.
* For University HR assistance contact University HR Rep.

Related Standard Practice Guides:

* In accordance with [SPG 201.24, Employment of Students](http://www.spg.umich.edu/policy/201.24), employment of students is encouraged to support their financial and educational needs, and to provide work experience that will assist them as they enter the regular workforce. Students will normally be placed into jobs that are seasonal, irregular, or sporadic and are considered supplementary to the regular workforce.
* In accordance with [SPG 201.65-0, Work Outside the University](http://www.spg.umich.edu/policy/201.65-0), University employees may be employed outside of the University, but the outside employment must not detract from the performance of the duties and responsibilities of the University position, nor may it create a conflict of interest.
* In accordance with [SPG 201.35, Non-Discrimination](http://www.spg.umich.edu/policy/201.35), the University, in its employment and human resource policies and practices, will not discriminate against any individual because of race, color, religion, creed, national origin or ancestry, age, marital status, sexual orientations, gender identity, gender expression, disability, special disabled veteran and Vietnam-era veteran status, and height or weight, except as allowed by the need for bona fide occupational qualifications. Reasonable accommodation will also be provided to persons with disabilities, to disabled veterans, and to accommodate religious practices.
* In accordance with [SPG 201.84 EEO Affirmative Action Policy for Individuals with Disabilities](http://www.spg.umich.edu/policy/201.84), the University will not discriminate in its employment practices against applicants who have a disability.
* In accordance with [SPG 201.87 EEO Affirmative Action Policy for Disabled Veterans and Veterans of the Vietnam Era](http://www.spg.umich.edu/policy/201.87), the University will not discriminate against any employee or applicant for employment because he or she is a disabled veteran or veteran of the Vietnam era in regard to any position for which the employee or applicant for employment is qualified.
* In accordance with [SPG 201.46, Personnel Records - Collection, Retention and Release](http://www.spg.umich.edu/policy/201.46), the collection, availability and disclosure of the contents of personnel files is governed by regulations established by the University and applicable laws. The Faculty and Staff Records Office, the Medical Center Staff Records Office and the custodian of personnel files or records in various departments, schools, colleges or other University offices are subject to these regulations.
* Refer to [SPG 604.01, Departmental Record Retention For Business and Financial Records](http://spg.umich.edu/policy/604.01), to determine the proper record retention period relating to the job posting process.

Record of Revisions:

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| --- | --- | --- | --- |
| **Date of Issue** | **Description of Change** | **Page(s) Affected** | **Approved By** |
| 7/11/2007 | Original template created | All | [insert name] |
| 11/20/2008 | Updated with SPG revisions and corrected links | All |  |
| 6/18/2010 | Updates made for FY2010 Certification (information on eRecruit) | All but 5 |  |
| 12/20/2010 | 1 minor update made for FY2011 Certification dealing with checking restricted code | 2 |  |
| 11/12/2012 | Updated for FY2013 (additional step regarding assigning disposition status) | 2 |  |
| 1/15/15 | Disability candidate placement; eRecruit status clarification | 2,5 |  |
| 1/18/16 | Wording Clarifications and removed COOP from this document (Offer Letter). | 2-6 |  |
| 12/2016 | Added clarifying language and removed COOP (added to “Offer Letter” written procedures. | 2,3, & 6 |  |
| 11/2017 | Updated location of Applicant Summary Report, Added “Central Office” to section regarding HR Employment Process Coordinator, for those units not covered by the SSC, Added clarifying language regarding candidate disposition codes | 2-3 |  |
| 10/2018 | Added clarifying language | 1–3, & 5 |  |
| 11/2019 | Added clarifying language and updated links. Section on Security Checks was moved to Offer Letter Process. | 1,3,5 |  |

Document Owner: [insert name], [insert title]

Administrative Owner: [insert name], [insert title]