**SECTION**: Human Resources

**NOTE:** Any changes to process due to pandemic or remote work should be documented in procedures.

**SUBJECT**: Employment Hiring Process - - Job Opening Process Documentation

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

**NOTE: Changes for FY2022 are identified in red text**

The objective of the job posting process is to openly and consistently communicate employment opportunities available at the University, resulting in high quality, diverse candidate pools.

**Job Posting 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>Academic Contracts: <https://hr.umich.edu/working-u-m/my-employment/academic-human-resources/contracts> |
| If the position is a Regent approved position, refer to the Regents Bylaws and Regents Communication Manual for process activities. |  | Board of Regents Bylaws can be found at: <http://www.regents.umich.edu/bylaws/>Academic Personnel Regents Communication Manual can be found at: <http://www.hr.umich.edu/acadhr/manual/index.html> |
| Staff regular positions must typically be posted, and the posting must include a description of the duties, qualifications necessary for success in the position, notation of essential functions of the position, and appropriate jobcode classification including exemption status. Consider whether or not the position should be posted as an underfill.The posting requirement can be waived if a qualified RIF candidate is identified to fill a regular (non-temporary) vacancy in a unit/department. In addition, staff members affected by layoff may be transferred to a position prior to posting the open position or after a position is posted but prior to considering non RIF applicants. |  | [SPG 201.22, Recruitment and Employment](http://www.spg.umich.edu/policy/201.22)For information on avoiding discrimination in job postings, refer to [the “Avoiding Discrimination in Job Postings” document](http://provost.umich.edu/images/oie-docs/JobPostAvoidDiscrimination.pdf) on the Office of Institutional Equity (OIE) website <https://oie.umich.edu/recruiting-for-staff-diversity/>.For guidelines on waiving a posting, contact your University HR Rep.[SPG 201.72, Reduction in Force](http://www.spg.umich.edu/policy/201.72)Department resources concerning Reduction in Force can be accessed at: <http://www.umich.edu/~hraa/empserv/department/rif.html>Review of the jobcode classification including exemption status should be done by someone with higher level authority. |
| If funding source is a federal contract, or other contract, documents are to be reviewed to determine if E-Verify clause is included. If included, all employees assigned to contract must be E-Verified within the timeframes established by federal regulations (within 3 days for new hires; within 30 days of the effective date of transferring on to the contract for existing employees).  | [insert appropriate person/position] HR Officer, Hiring Manager | If E-Verification is required, contact University HR or the SSC for assistance. For contact info and additional information on E-Verify, see: <https://hr.umich.edu/working-u-m/management-administration/recruiting-employment-services/form-i-9-e-verify> |
| Determine appropriate minimum or salary range, based on the local compensation philosophy, to be included in the job opening in eRecruit.  | [insert appropriate person/position] HR Officer, Department Manager | For guidance on wage setting: <http://www.umich.edu/~hraa/compclass/schedules/index.html>Insert local Compensation Philosophy hereApproval should be done by someone with higher level authority.  |
| Use Standard job posting language when remote or flexible work opportunities are available. | [insert appropriate person/position] HR Officer, Department Manager | Standard language as follows:This position may be eligible for remote and/or flexible work opportunities at the discretion of the hiring department. Flexible work agreements are reviewed annually and are subject to change dependent on the business needs of the hiring department, throughout the course of employment. |
| Job openings for most regular staff, faculty, non-student temporary, and graduate positions are created in eRecruit.  | [insert appropriate person/position] (HR Officer, Administrative Assistant, Hiring Manager) | For instructions and information on how to use eRecruit, login to [My LINC](https://its.umich.edu/enterprise/administrative-systems/training/my-linc-overview), type “eRecruit” in the search box, and start the item called *eRecruit: User Resources*For additional training, search “HRE114, HRE116, or HRE206” |
| For regular staff positions, the job openings are written and developed by: | [insert appropriate person/position] (HR Officer, Administrative Assistant, Hiring Manager) | Purpose is to provide potential candidates clear and specific information regarding the qualifications and expectations for the particular position, and to ensure that the hiring unit also has a clear understanding of the position and what information they need to make a hiring decision. |
| For regular staff positions, the job opening is approved before it is posted. An SSC HR Employment Process Coordinator (EPC) will be listed as the final approver on the job opening. After it is approved the job opening is posted on the UM Careers website.  | [insert appropriate person/position] HR Officer, Department Manager | Approval should be done by someone in the unit with higher administrative authority and a SSC HR Employment Process Coordinator (EPC).***NOTE:*** *If required by unit or institutional guidance, additional approvals should obtained during times of expenditure reduction (budget freeze).* |
| If a unit wishes to change a position from non-exempt to exempt job classification, the University Human Resources Compensation and Classification team must be contacted for approval. This must be done prior to posting the job. | [insert appropriate person/position] HR Officer, Department Manager | Compensation and Classification: <http://hr.umich.edu/compclass/flsa/classrev.html> |
| All regular job openings are required to be posted a minimum of 7 calendar days, unless otherwise noted in the specific bargaining agreement. |  | [SPG 201.22, Recruitment and Employment](http://www.spg.umich.edu/policy/201.22) |

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 question.
* 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 201.18, Employment of Non-U.S. Citizens](http://www.spg.umich.edu/policy/201.18), the International Center is responsible for the approval of all employment related visa application documents prior to submission to government agencies, and provides assistance to operating units in applying for proper employment related visa status for faculty and staff.
* 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 201.46, 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.
* To ensure the proper fiscally responsible internal controls are in place when paying faculty, staff and independent contractors, please refer to [SPG 518.01, Payroll Controls](http://spg.umich.edu/policy/518.01).

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 |  |
| 1/26/2010 | Updates made for FY2010 Certification (information on E-Verify) | 1,2 |  |
| 6/18/2010 | Updates made for FY2010 Certification (information on eRecruit) | All |  |
| 12/20/2010 | 1 update made for FY2011 Certification dealing with posting position as “underfill” | 1 |  |
| 1/3/2012 | Updates made for FY2012 Certification (guidance on job discrimination and E-Verify) | 1,2 |  |
| 11/13/2012 | 2 minor update made for FY2013 (noted specific timeframes for e-Verify process; added course number)  | 2 |  |
| 12/2016 | Added Clarifying language and updated link | 2, 3 |  |
| 11/2017 | Added “Central Office” to section regarding HR Employment Process Coordinator, for those units not covered by the SSC | 3 |  |
| 10/2018 | Added clarifying language | 1 - 3 |  |
| 11/2019 | Added Clarifying language and updated links | 1 - 3 |  |
| 12/2020 | Added clarifying language, added note about approval during budget reduction | 2, 3 |  |
| 12/2021 | Added clarifying language, added standard job posting language when R/FW opportunities are available | 1, 2 |  |

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

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