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

FINANCE
UNIVERSITY OF MICHIGAN

SECTION: Human Resources

SUBJECT: Employment Hiring Process - - Job Opening Process Documentation

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

NOTE: This document has been revised as part of the Annual Internal Controls Update

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

Job Posting Process

Activity	Responsibility	Reference/Comments
If the position is a bargained-for position, refer to the appropriate contract for process activities.	EBS Director	For information on Unions and Contracts: Union Contracts and Wage Schedules Academic Contracts
If the position is a Regent approved position, refer to the Board of Regents Bylaws and Academic Personnel Regents Communication Manual for process activities.	EBS Director	
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 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.	EBS Client	SPG 201.22, Recruitment and Employment Refer to Avoiding Discrimination in Job Postings for more information. For guidelines on waiving a posting, contact your University HR Rep. SPG 201.72, Reduction in Force Department resources concerning Reduction in Force can be accessed at Reduction in Force (RIF) Resources for Administrators 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).	EBS Client – Hiring Manager (See Appendix A)	If E-Verification is required, contact the Shared Services Center (SSC) for assistance. For contact info and additional resources: Form I-9 and E-Verify.
Determine appropriate minimum or salary range, based on the local compensation philosophy, to be included in the job opening in eRecruit.	EBS Client – Hiring Manager (See Appendix A)	For guidance on wage setting, see Wage Schedules Review department's Compensation Philosophy policy, if available. Approval should be done by someone with higher level authority.
Use Standard job posting language when remote or hybrid work opportunities are available.	EBS Client – Hiring Manager (See Appendix A)	Standard language as follows: Positions that are eligible for hybrid or mobile/remote work modes are at the discretion of the hiring department. Work agreements are reviewed annually at a minimum and are subject to change at any time, and for any reason throughout the course of employment.
Job openings for most regular staff, faculty, non-student temporary, and graduate positions are created in eRecruit.	SSC HR Coordinator	For instructions and information on how to use eRecruit, login to My LINC, 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:	Department	Purpose is to provide potential candidates with 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.	SSC HR Coordinator	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 be 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.	EBS Client/EBS	
All regular job openings are required to be posted a minimum of 7 calendar days, unless otherwise noted in the specific bargaining agreement.	EBS Client/EBS	SPG 201.22, Recruitment and Employment
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 managers 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.	EBS Client – Hiring Manager (See Appendix A)	Review should be done by someone other than hiring manager. Search for Job Board Sourcing on the Resources for Hiring Departments webpage.

Other related information:

Key Contacts:

- Additional employment resources for departments can be found on the Talent Acquisition website and My LINC *eRecruit: User Resources*.
- Contact your HR Unit Liaison for eRecruit access questions.
- Contact HR Officer 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, 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, 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, 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, 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.

Record of Revisions:

Date of Issue	Description of Change	Page(s) Affected	Approved By
7/11/2007	Original template created	All	Eric Sortor
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 updates 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	
11/2022	Updated language and links	1, 2, 4	
12/2023	Updated website link	2, 4	
11/2024	Update link	1	
11/2025	Updated links per Accessibility Quick Tips, added clarifying language, added reviewing for qualified candidates	1-4	

Document Owner: Executive Business Services (EBS) supported departments and EBS
Administrative Owner: EBS