

Temporary Employment

Guide to Manage Applicants through to Hiring Proposal

COLLEGE OF WILLIAM AND MARY

July 1, 2013
Human Resources

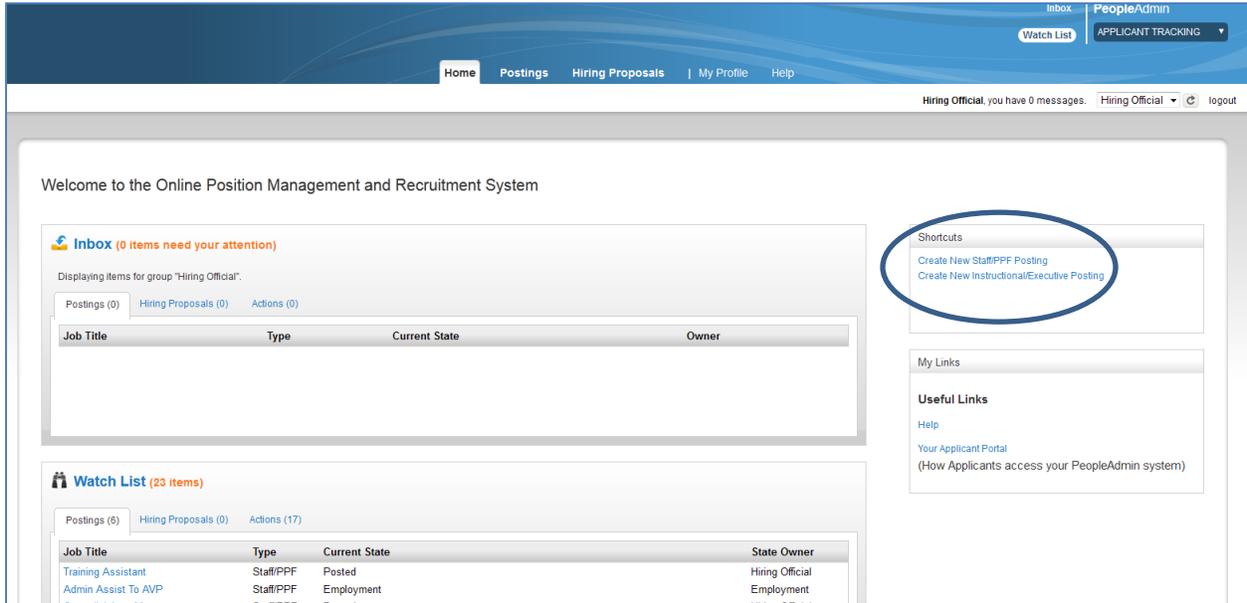
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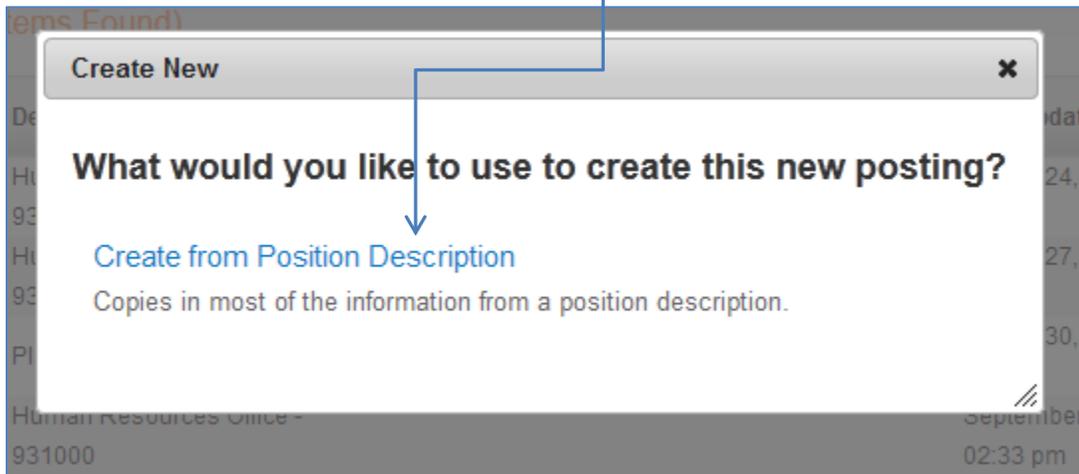
Creating a Staff or Professional Posting

You will need to have an approved temporary position description before you can hire a temporary employee. (See Position Description Guide)

To begin login to the site at <https://jobs.wm.edu/hr>. On the Home Page, from the Shortcuts box, select Create New Staff/PPF Posting.



This box will appear for you to choose **Create from Position Description**



Creating a Staff or Professional Posting (Continued)

Choose the Role Title or Position Title of the position you want to use to create this new posting and hover over Actions to View the position description. If you do not see the position you wish to create the posting from you can utilize the search box. First click “More search options” to expand your search. Enter the position number in the search box and click “search”.

Staff/PPF Position Descriptions

Open Saved Search ▾ Search: Search More search options ←

Ad hoc Search Approved Position Description

Saved Search: "Approved Position Description" (2 Items Found)

Role Title	Position Title	Department	Position Number	Employment Category	Agency	(Actions)
Admin & Office Specialist III	Office Manager	Human Resources Office - 931000	00001W	Operational FT	W&M (204)	Actions ▾
Admin & Office Specialist III	Training Assistant MLD	Human Resources Office - 931000	00120W	Operational FT	W&M (204)	View Create From

Agency (Actions)

W&M (204) Actions ▾

W&M (204) View
Create From

Choose “Create From” by hovering over and clicking to select.

New Posting Settings

The Position Title will default from the approved Position Description. The Department field may be a drop-down depending on the user's permissions. If you have more than one department as part of your user assignments a drop-down box will allow you to choose from those departments. If you have one department assigned, that department will default to the field.

 **New Posting**

*** Required Information**

Position Title Training Assistant MLD

Organizational Unit

Division * Default Division Division should always be "Default Division"

Department * Human Resources Office - 931000 ▾

Applicant Workflow

Workflow State Under Review by Manager ▾

When an application is submitted for this job, it should move to which state in the Candidate Process workflow?

Posting Details Tab

You will need to create a draft posting for the temporary position. (See Posting Guide) You will need to complete most of the posting information even though this position will not be recruited but only offered to your selected applicant.

*Please complete at least the Posting Details and Applicant Documents tabs.

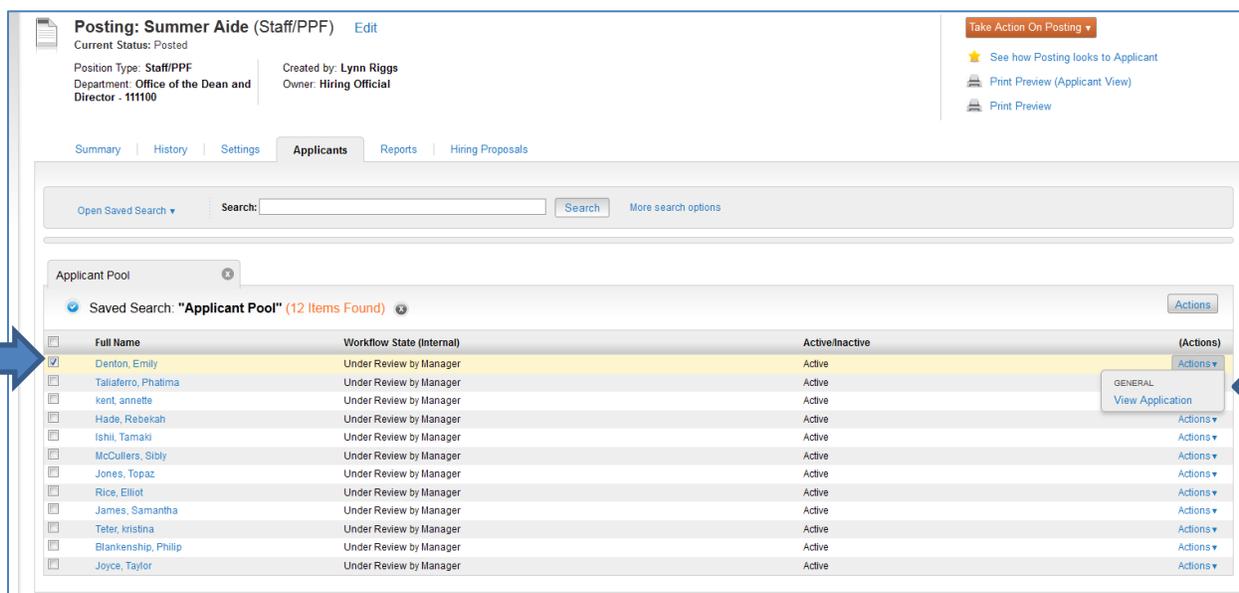
Once the draft posting is complete you can select the option to send it to Employment. When you submit the posting to Employment, include in your comments the name of the individual along with their email address so your Employment Specialist can contact the selected applicant and provide them with the Internal Link to the posting for them to submit their application.

*If you need to recruit to fill this temporary position, the process is the same as for any other position. (See Posting Guide)

Managing Applicants

Once the applicant has completed the application, you will manage them by updating their status and moving them eventually to Finalist – begin HP.

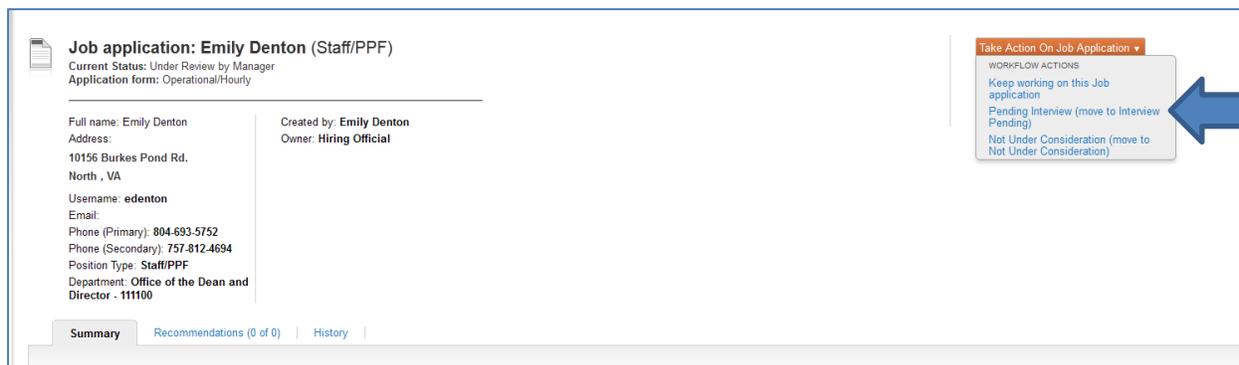
To view the application, check the box next to the Full Name of an applicant and then hover over “Actions” to see the link to “View Application”.



The screenshot shows the 'Applicant Pool' interface for a 'Posting: Summer Aide (Staff/PPF)'. The page includes a search bar and a table of applicants. The first applicant, 'Denton, Emily', is selected. A blue arrow points to the checkbox next to her name. Another blue arrow points to the 'Actions' dropdown menu for her row, which is open and shows the 'View Application' option.

Full Name	Workflow State (Internal)	Active/Inactive	(Actions)
<input checked="" type="checkbox"/> Denton, Emily	Under Review by Manager	Active	Actions ▼
<input type="checkbox"/> Taliaferro, Phatima	Under Review by Manager	Active	Actions ▼
<input type="checkbox"/> kent, annette	Under Review by Manager	Active	Actions ▼
<input type="checkbox"/> Hade, Rebekah	Under Review by Manager	Active	Actions ▼
<input type="checkbox"/> Ishii, Tamaki	Under Review by Manager	Active	Actions ▼
<input type="checkbox"/> McCullers, Sibyl	Under Review by Manager	Active	Actions ▼
<input type="checkbox"/> Jones, Topaz	Under Review by Manager	Active	Actions ▼
<input type="checkbox"/> Rice, Elliot	Under Review by Manager	Active	Actions ▼
<input type="checkbox"/> James, Samantha	Under Review by Manager	Active	Actions ▼
<input type="checkbox"/> Teter, kristina	Under Review by Manager	Active	Actions ▼
<input type="checkbox"/> Blankenship, Philip	Under Review by Manager	Active	Actions ▼
<input type="checkbox"/> Joyce, Taylor	Under Review by Manager	Active	Actions ▼

After clicking on the “View Application” the full application can be viewed. You can move this applicant to “Pending Interview”.



The screenshot shows the 'Job application: Emily Denton (Staff/PPF)' page. The current status is 'Under Review by Manager'. A blue arrow points to the 'Workflow Actions' dropdown menu, which is open and shows the 'Pending Interview (move to Interview Pending)' option.

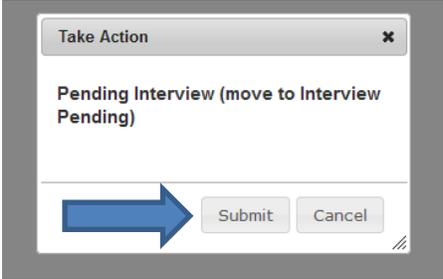
Take Action On Job Application

- Keep working on this Job application
- Pending Interview (move to Interview Pending)
- Not Under Consideration (move to Not Under Consideration)

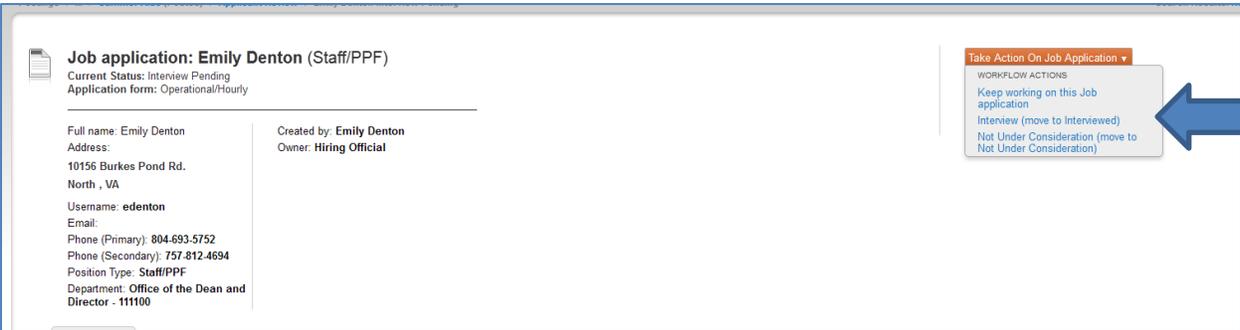
Managing Applicants

(Continued)

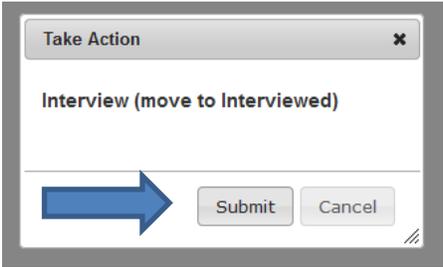
The following "Take Action" screen will appear for you to choose "Submit".



Next you can move the applicant to "Interview" by making that selection by hovering over "Take Action on Job Application".



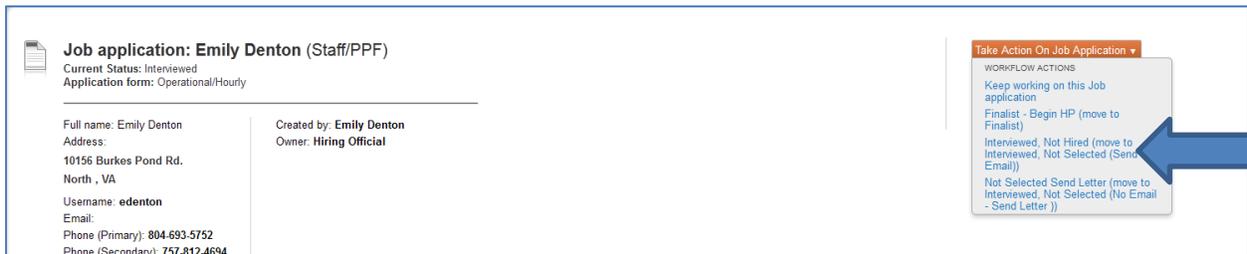
The following "Take Action" screen will appear for you to choose "Submit".



Managing Applicants

(Continued)

Next, hover over “Take Action on Job Application” and move this applicant to “Finalist – Begin HP”.



The screenshot shows a job application profile for Emily Denton (Staff/PPF). The current status is 'Interviewed' and the application form is 'Operational/Hourly'. The profile includes contact information such as address, phone numbers, and email. On the right side, a dropdown menu titled 'Take Action On Job Application' is open, displaying a list of workflow actions. A blue arrow points to the 'Finalist - Begin HP (move to Finalist)' option.

Job application: Emily Denton (Staff/PPF)
Current Status: Interviewed
Application form: Operational/Hourly

Full name: Emily Denton
Address: 10156 Burkes Pond Rd. North, VA
Username: edenton
Email:
Phone (Primary): 804-693-5752
Phone (Secondary): 757-812-4694

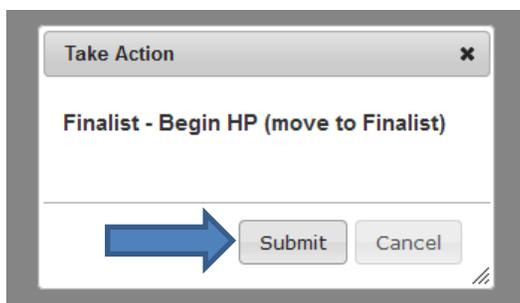
Created by: Emily Denton
Owner: Hiring Official

Take Action On Job Application

WORKFLOW ACTIONS

- Keep working on this Job application
- Finalist - Begin HP (move to Finalist)
- Interviewed, Not Hired (move to Interviewed, Not Selected (Send Email))
- Not Selected Send Letter (move to Interviewed, Not Selected (No Email - Send Letter))

The following “Take Action” screen will appear for you to choose “Submit”.



The screenshot shows a 'Take Action' dialog box with a close button (X) in the top right corner. The main text reads 'Finalist - Begin HP (move to Finalist)'. At the bottom, there are two buttons: 'Submit' and 'Cancel'. A blue arrow points to the 'Submit' button.

Take Action [X]

Finalist - Begin HP (move to Finalist)

[Submit] [Cancel]

Hover over “Take Action on Job Application” and select “Start Staff/PPF Hiring Proposal”.



The screenshot shows the same job application profile for Emily Denton, but the current status is now 'Finalist'. The dropdown menu 'Take Action On Job Application' is open, and a blue arrow points to the 'Start Staff/PPF Hiring Proposal' option, which is highlighted with a green plus icon.

Job application: Emily Denton (Staff/PPF)
Current Status: Finalist
Application form: Operational/Hourly

Full name: Emily Denton
Address: 10156 Burkes Pond Rd. North, VA
Username: edenton
Email:
Phone (Primary): 804-693-5752
Phone (Secondary): 757-812-4694

Created by: Emily Denton
Owner: Hiring Official

Take Action On Job Application

- ★ View Posting Applied To
- ★ Preview Application
- + Start Staff/PPF Hiring Proposal

Any approved position description available for you to select will appear in your “bucket”.

Managing Applicants

(Continued)

Choose the appropriate Temporary position by selecting the “radio button” next to the position Role Title and then selecting “Select Position Description”.

• None

Position Descriptions

Open Saved Search ▾ Search: Search Hide search options

Add Column: ▾

Role Code:

Current Position Descriptions ✕

🔍 Saved Search: "Current Position Descriptions" (12 Items Found)

Role Title	Position Title	Department	Employment Category	Hiring Official	Position Number	Last Updated	(Actions)
<input checked="" type="radio"/> VIMS Summer Aide	Laboratory Aide	ABC - 133100		Debrah Pelata, Lynn Riggs	T0334V		Actions ▾
<input type="radio"/> VIMS Summer Aide	Laboratory Aide	Biological Sciences - 141100		Regina Burrell, Lynn Riggs, David stanhope	T0327V		Actions ▾
<input type="radio"/> VIMS Summer Aide	VIMS Summer Aide	Biological Sciences - 141100		Regina Burrell, Kathleen Knick, Lynn Riggs	T0361V		Actions ▾
<input type="radio"/> VIMS Summer Aide	Laboratory Aide	Fisheries Science - 181100		Cindy Forrester, Lynn Riggs	T0337V		Actions ▾
<input type="radio"/> Prof/Lecturer/12-Mth	Dir, Employment/Employee Rel	Human Resources Office - 931000		Lynn Riggs	FP199W		Actions ▾
<input type="radio"/> Prof/Lecturer/12-Mth	Dir, Training and Development	Human Resources Office - 931000		Lynn Riggs	FP179W		Actions ▾
<input type="radio"/> Admin & Office Specialist I	Receptionist	Human Resources Office - 931000	Operational FT	Lynn Riggs, Lynn Riggs	H0025W		Actions ▾
<input type="radio"/> Admin & Office Specialist II	Secretary/Receptionist	Human Resources Office - 931000		Lynn Riggs	T0168W		Actions ▾
<input type="radio"/> Admin & Office Specialist III	Office Coordinator	Human Resources Office - 931000		Lynn Riggs	00120W		Actions ▾
<input type="radio"/> Human Resource Analyst I	Employment/Employee Rel Spec	Human Resources Office - 931000		Lynn Riggs	00353W		Actions ▾
<input type="radio"/> Human Resource Analyst I	Employment/Employee Rel Spec	Human Resources Office - 931000		Lynn Riggs	00831W		Actions ▾
<input type="radio"/> Info Technology Specialist II	Systems Administrator	Human Resources Office - 931000		Lynn Riggs	00138W		Actions ▾



Creating the Hiring Proposal

Completing the Hiring Proposal – the fields marked with a ★ below must be completed.

Editing Hiring Proposal	
Hiring Proposal	
<input checked="" type="checkbox"/> Budget Information	
<input checked="" type="checkbox"/> Hiring Proposal Documents	
<input type="checkbox"/> Hiring Proposal Summary	

Hiring Proposal	
 Check spelling ▼	
* Required Information	
Hiring Proposal	
Position Number	<input type="text" value="T0364V"/>
Position Title	<input type="text" value="VIMS Summer Aide"/>
Hours Per Week	<input type="text" value="40"/>
Role Code	<input type="text" value="89541"/>
First Name	<input type="text" value="Sarah"/>
Last Name	<input type="text" value="Puchalski"/>
★ Finalist's Email Address	<input type="text" value="streaky97@gmail.com"/>
★ Justification for Selection	<div style="border: 2px solid red; height: 60px; width: 100%;"></div> <p style="color: red; font-size: small;">This field is required.</p> <p style="font-size: x-small;"><i>Provide a detailed explanation of why candidate was preferred to other candidates</i></p>
★ Salary or Hourly Rate to be offered	<input type="text" value="\$8.00"/>
Proposed Begin Date	<input type="text" value="06/19/2013"/>
Date of Hire	<input type="text" value="06/19/2013"/>
★ If temporary, specify end date	<input type="text" value="08/30/2013"/>
College Orientation	<input type="text"/>
Benefits Orientation	<input type="text"/>
Employee Background Check	<input type="text" value="Non-Sensitive"/>

Then choose to move the the next page.

Creating the Hiring Proposal

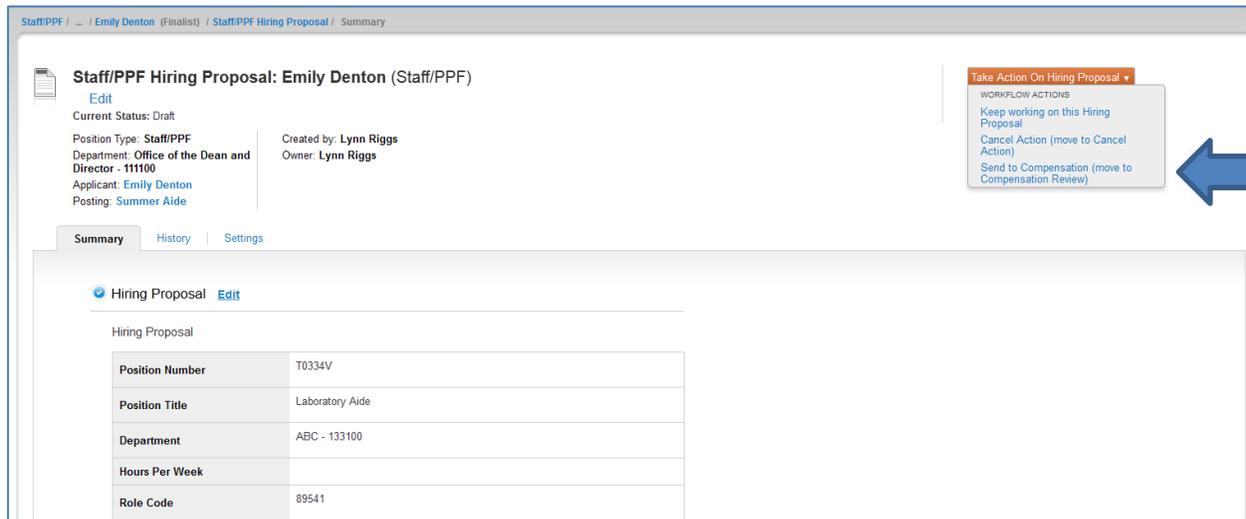
(Continued)

Completing the Budget Information – This will also require the Banner Funding Source.

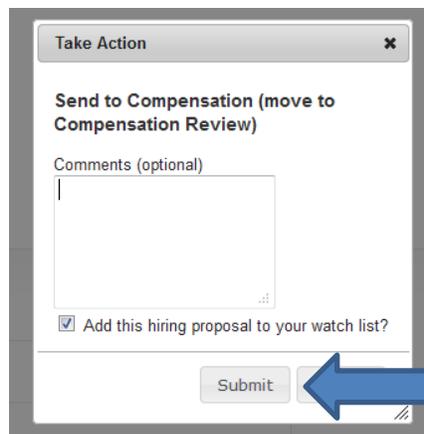
The screenshot shows a web interface for editing a hiring proposal. On the left is a navigation menu with the following items: 'Editing Hiring Proposal' (selected), 'Hiring Proposal', 'Budget Information', 'Hiring Proposal Documents', and 'Hiring Proposal Summary'. The main content area is titled 'Budget Information' and includes a 'Check spelling' dropdown. Below this is a section for 'Required Information' with a sub-section for 'Budget Information'. It states 'Information defaulted from the approved position description.' and lists the following details: Agency: W&M (204); Position Status: Continuing - E&G Funded; Employment Category: Operational FT; Position Term: 12-Month; and a field for 'If other, specify the months'. Under 'Funding Source', there are four checkboxes: 'E&G Funded' (unchecked), 'Auxiliary Funded' (checked), 'Grant Funded' (unchecked), and 'Foundation Funded' (unchecked). Below this is the 'Banner Funding Source' section, which is highlighted with a blue arrow. It contains four required fields: 'Index' (310190), 'Account' (611230), 'Percentage' (100%), and 'Activity Code'. At the bottom of this section are a 'Remove Entry?' checkbox and an 'Add Banner Funding Source Entry' button.

Then choose   to move the the next page.

Review the Hiring Proposal before choosing to hover over “Take Action on Hiring Proposal”. The next step in the approval process is to “Send to Compensation”.



Provide any comments and choose “Submit”.



Staff Hiring Proposals for W&M will go through approvals by Compensation, Level 1, Level 2, and VP of Admin before it is sent to Employment. You will be notified by Employment when you can proceed with extending the offer. Staff Hiring Proposals for VIMS will go through approvals by Compensation, Level 1, and Level 2 before it is sent to Employment.

PPF Hiring Proposals for both W&M and VIMS will go through approvals by Compensation, Level 1, Level 2 and the Provost before it is sent to Employment.

Please Note that if your requested offer exceeds the original approved budget amount, any Hiring Proposal must receive further financial approval based on funding, i.e. Budget, Sponsored Programs and/or Investment Administration prior to being sent to Employment.

Employment will handle any criminal history background check required and coordinate with the Hiring Official for ensuring all details are completed so the temporary employee can begin working.