Online Hiring System – Checklist for Hiring Managers

_____ Complete the Hiring Approval Form  (www.gvsu.edu/hr)  Click on Forms, Employment and then Employment Forms. The dean/appointing officer must sign this form. Once the dean/appointing officer section is complete and signed, send to Sue Lindrup in HR.

_____ HR representative (Employment Manager) meet with search committee to review process and assist in the development of the position description, qualifications, etc.

_____ Create User Account - Go to www.gvsujobs.org/hr and click on create User Account. Complete the online form and submit for approval. Once approved, you will be able to continue using the online system and create a requisition/posting. OR, call Human Resources at 1-2215. Sue or Cheryl can create and approve a user account for you.

_____ Create a Requisition – Log into the system with your user name and password. Create a requisition by clicking on Create Requisition from Template or Create Requisition from Previous (if you have used the online system for a previous position). Creating a requisition is a combination of the Hiring Approval Form, Position Announcement, Recruitment Plan and ad copy (these forms are available on the HR website). See the manual for details on completing the requisition. HR can assist with creating the requisition also.

_____ Submit Requisition for Approval – Once approved, the posting will appear on the website ready for applicants to view the posting and submit an online application and application materials. Once approved and live on the website, HR will send an e-mail to the search committee chair.

_____ Position Posted

_____ View Applicant Information Online

_____ Change Applicant Status of Those to be interviewed to “Interview Pending Dean/Appointing Officer Approval” You can also indicate Pool 1, 2, 3 or 4 of each applicant. For all of those that you are not interested in interviewing, change their status to “Not Selected for an Interview” and give them a “Not Hired Reason”. Notify your dean/appointing officer and Sue Lindrup in HR that the interview approval is pending their approval. Once they approve, it will be forwarded to HR and AA for review and approval. You will be notified by HR when approved and you can proceed with scheduling interviews.

_____ Schedule Interviews   Request that candidates bring a copy of their highest degree transcript to the interview—it can be an unofficial copy.

_____ Interviews Complete – Change Applicant Status of Those Interviewed to “Interviewed” and indicated the interview date in the “Other” box.

_____ Selected Candidate Identified - Change status of selected candidate to “Final Selection Pending Dean/Appointing Officer”. Change the status of those interviewed, but not hired to “Not Hired” and give them a “Not Hired Reason”. Complete the Selection Justification (Tab at the top) for the selected candidate. (Note: Once you have completed the Selection Justification, scroll down to the position and click View Position Summary and then click on Save. If you omit this step, it will not save the information you entered on the Selection Justification.) Notify your dean/appointing officer (cc: Sue Lindrup in HR) that the final selection is pending their approval.

_____ Dean/Appointing Officer notified that Final Selection Approval is Pending their approval. Once the Dean/Appointing Officer approves, it will be forwarded to HR and appropriate VP for final review and approval. Once approved, you will be notified via e-mail.

_____ Offered Position – Once the position is offered to the selected candidate, HR will change the status of the applicant to “Offered Position”

_____ Candidate Accepts Offer – Once the candidate accepts the offer, HR will change the status of the applicant to “Hired” and indicate the start date on the Selection Justification. The online system will generate an e-mail to all candidates telling them that the position has been filled. It is recommended that the department send a letter to those that were interviewed.

_____ Candidate Declines Offer – If the candidate declines the offer, change the status of the applicant to “Declined Offer” and select a “Declined Offer/Not Hired Reason.” Notify HR of the decline. HR and the hiring manager will discuss other options (offer to 2nd choice candidate, reopen search, interview additional candidates, etc.)