

Recruiting/Hiring Process

Create a Job Opening

- The department HR Facilitator (link to HR Facilitators page) will obtain necessary approvals, and create a Job Opening in eRecruit. After creating the job opening, contact your assigned recruiter to schedule an intake meeting.
- Job offers cannot exceed the amount on the job posting. Adjustments to the posted salaries can be made at the hiring department's request during the time of the posting. Any changes made after the initial posting will require an additional five business days on the job listing prior to extending job offer. Adjustments cannot be made at the time the job offer is extended.
- Minimum qualifications are taken from the official job specifications found on the UM Job Code Detail (link to <http://www.umsystem.edu/ums/departments>) page and provided on the job listing. Preferred qualifications can be added, but minimum qualifications cannot be changed.
- Job Description information can also be found on the official job specifications found on the UM Job Code Detail (link to <http://www.umsystem.edu/ums/departments>) page. You are encouraged to use a more detailed description if available at the department level, and still aligned with the official job specification.
- Administrative job postings must include a closing date. All positions should be posted for a minimum of five business days and a maximum of 10 business days. These are UMKC's standard posting dates.
- If you do not have an adequate candidate pool to select from at the end of the 10 business days, the hiring department can request to have the posting extended for an additional 10 business days. If after those additional days, the department still does not have an adequate candidate pool to select from after the extension, contact your Recruiter to discuss recruitment strategy options.

- If it is known at the beginning of the search that there are extenuating circumstances that will require posting the position for an extended period of time, indicate that close date on the job posting. Unless there are extenuating circumstances, the maximum posting period should not exceed 30 days.
- **When determining a closing date, please note:** The candidate pool must be certified by the Affirmative Action Office (AAO) (link to Affirmative Action page) before interviews begin. The candidate pool cannot be certified by the AAO until the position is closed.
- Anyone needing access to applications or communications related to the search must be listed as either "Interviewer" or "Interested Party" in the Job Opening.
- If a security request for someone listed as "Interviewer" or "Interested Party" has not already been submitted, the HR Facilitator (link to HR Facilitators page) must email the request to the Recruiter. The turn-around time for security access is typically a week.
- Once the Job Opening is submitted, the Recruiter will review the Job Opening for compliance. If there are any discrepancies, the Recruiter will notify the HR Facilitator (link to HR Facilitators page) and discuss the information in question.

Website Posting/External Recruitment Efforts

- The position is posted on the UMKC Human Resources recruitment tool, internally on the myHR (link to <https://myhr.umsystem.edu/psp/prd/?cmd=login&languageCd=ENG&>) web site, and on designated bulletin boards for the required five business days.
- The Recruiter will email a posting confirmation to the HR Facilitator (link to HR Facilitators page) and anyone else attached to the job when the position is posted. A toolkit that includes instructions on how to view applications in eRecruit will be provided in that email.
- The HR Facilitator (link to HR Facilitators page) or hiring manager should review the job posting immediately, and respond to their Recruiter with any necessary changes to anything in the job posting.

- External Job Posting Resource Information (link to PDF) is provided on the Recruitment page. The hiring manager can contact the Recruiter to discuss various recruitment options.

Candidates/Applications

- Candidates apply by completing an online application (link to Why UMKC page). Candidates are required to have a current application on file in eRecruit to be reviewed and considered for employment. Resumes and applications that are sent directly to the departments are not to be considered. These individuals must be directed to the UMKC online application (link to Why UMKC page) webpage to officially apply.
- If a candidate's application is successfully submitted online, and is completed in its entirety, the application will be screen for minimum qualifications. Minimum qualifications are taken from the official job specifications and provided on the job listing. Preferred qualifications can be added, but minimum qualifications cannot be changed. The minimum qualifications stated on the job listing are what the recruiters will screen for when reviewing applications.
- Qualified applications are made available to individuals (attached to the Job Opening as "Interviewer" or "Interested Party") for review and consideration until position is closed as indicated in the Application Deadline section of the Job Posting.
- While applications can be reviewed during the time the position remains open, candidates cannot be interviewed until the position is closed and the candidate pool is certified.

Candidate Pool Certification/Interviewing

- Once the position closes, the Affirmative Action Office (AAO) (link to Affirmative Action page) will review the ethnicity and gender data on the candidate pool list. The AAO will use census utilization data from local and national markets to determine whether to certify the pool.
- The candidate pool must be certified by the AAO before interviews begin.

If candidate pool is certified:

- The AAO (link to Affirmative Action page) will review the candidate list and e-mail pool certification status (approved or not approved) to the HR Facilitator (link to HR Facilitators page), with a copy to the Recruiter, within two business days of receiving the candidate pool list from Human Resources.
- The hiring manager should interview at least three qualified applicants, when at least three are in the candidate pool. See the HR homepage (link to Home page) for interviewing and selection training dates as well as other recruitment tools and resources.
- Interview notes and reasons for non-selection should be kept electronically at the department level or emailed to your Recruiter.
- Using the Reference Check Form (link to PDF), the department completes at least two reference checks for the final candidate selected.

If the candidate pool is not deemed certified:

- The AAO (link to Affirmative Action page) will contact the department HR Facilitator (link to HR Facilitators page) to recommend that more outreach be done to diversify the pool; and the position will be reposted for another five business days.
- The department will provide the AAO documentation of additional recruitment efforts made to diversify the pool.
- If the department still does not have additional candidates to diversify the pool at the end of the additional five business days, the AAO will make a determination regarding certifying the pool upon the receipt of documentation from the hiring manager or HR Facilitator regarding additional recruitment efforts made to diversify the pool. Unless there are extenuating circumstances, the department should be permitted to proceed with the existing candidate pool. Such recommendation will be provided via e-mail from the AAO to the hiring manager and HR Facilitator, with a copy to the Recruiter within two business days of receiving the documentation of additional recruitment efforts from the hiring manager.
- The hiring manager interviews at least three qualified applicants when at least three are available. See the HR homepage (link to Home page) for

interviewing and selection training dates as well as other recruitment tools and resources.

- Using the Reference Check Form (link to PDF), the department completes at least two reference checks for the final candidate selected.

Job Offer

- Decision to hire is made by hiring manager and must be email to the HR Facilitator (link to HR Facilitators page), entered in eRecruit, and approved by the Recruiter prior to any job offers being extended.
- The department HR Facilitator will obtain appropriate approvals, create the Job Offer in eRecruit, and attach the references in eRecruit.
- Each candidate interviewed, and the reason for non-selection should be kept electronically at the department level or emailed to the Recruiter.
- The recommended salary cannot exceed the amount on the job posting.
- While exceptions can be made, ideally, the start date should always correspond with a New Employee Orientation date. See the Recruitment page for the orientation schedule (link to PDF). If other arrangements need to be made, contact the Recruiter. Unless extenuating circumstances warrant it, all new hires will start on a Monday.
- The Recruiter will review the Job Offer for compliance. If there are any discrepancies, the Recruiter will notify the HR Facilitator and discuss the information in question.
- HR will also confirm that:
 - the recommended salary falls within the posted range, and
 - two completed reference checks have been conducted and attached in eRecruit.

Job Offer/Criminal Background Check/Onboarding

- If the Job Offer is in compliance, the Recruiter will contact the candidate to extend the tentative offer contingent upon successful background check results. The link and instructions for submitting a HireRight Criminal Background Check profile is provided to final candidate at this time.

- Once the tentative offer has been accepted, the HR Facilitator (link to HR Facilitators page) and anyone else attached to the job will be notified by email.
- The online profile and account is created by the final candidate.
- The Recruiter initiates and receives the criminal background check report (3 days anticipated turnaround time).
- If no adverse information is discovered, the Recruiter confirms start date with final candidate and notifies the HR Facilitator and anyone else attached to the job. If job-related adverse information is discovered, the Recruiter initiates conversations with the head of Human Resources who will make the ultimate hiring decision.
- At this time, notification letters must be emailed to candidates interviewed who were not selected, informing them that the position has been filled. eRecruit provides email templates that should be utilized. Contact your Recruiter for a 'How to Send Correspondence' training guide.
- HR will assume all responsibility for new-hire processing.
- New-hire paperwork, benefits, ID cards and parking permits will all be covered during orientation to provide a "one-stop shop" for the new employees. Employees report to work directly after orientation.
- If the start date is a non-orientation Monday, new employees will begin their day completing their new-hire paperwork in the HR office and then will report for work upon completion.