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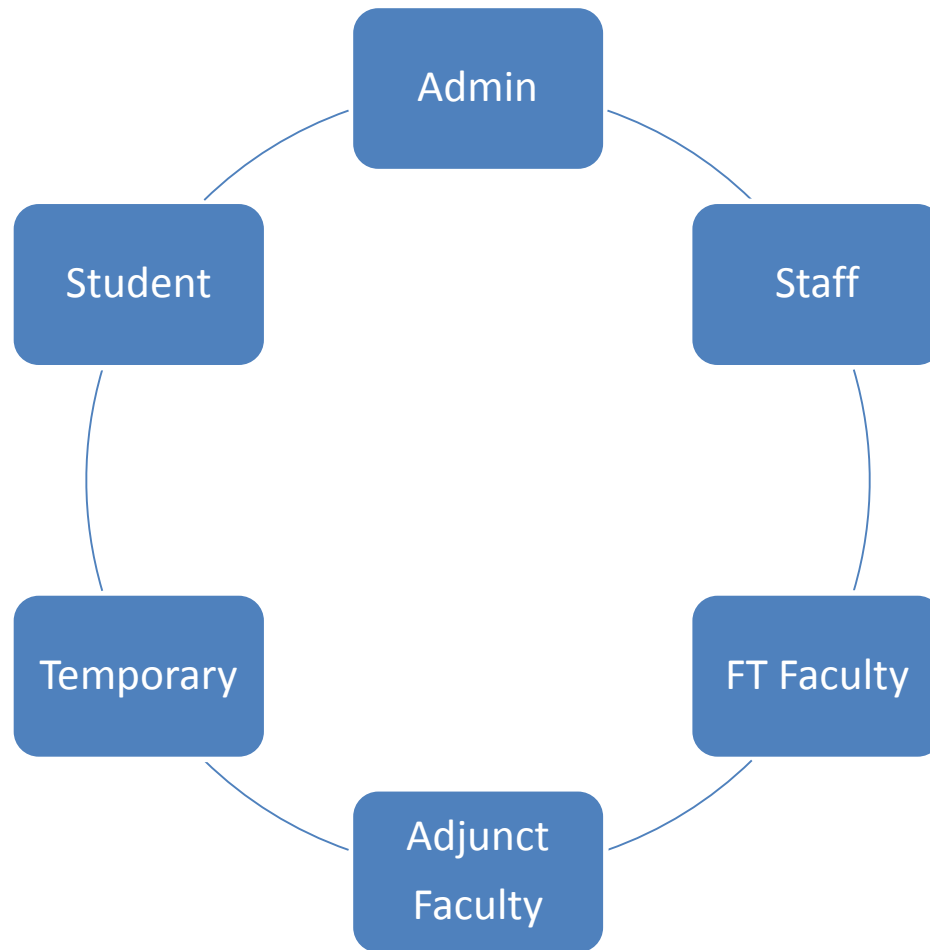


Online Recruitment &
Hiring Process

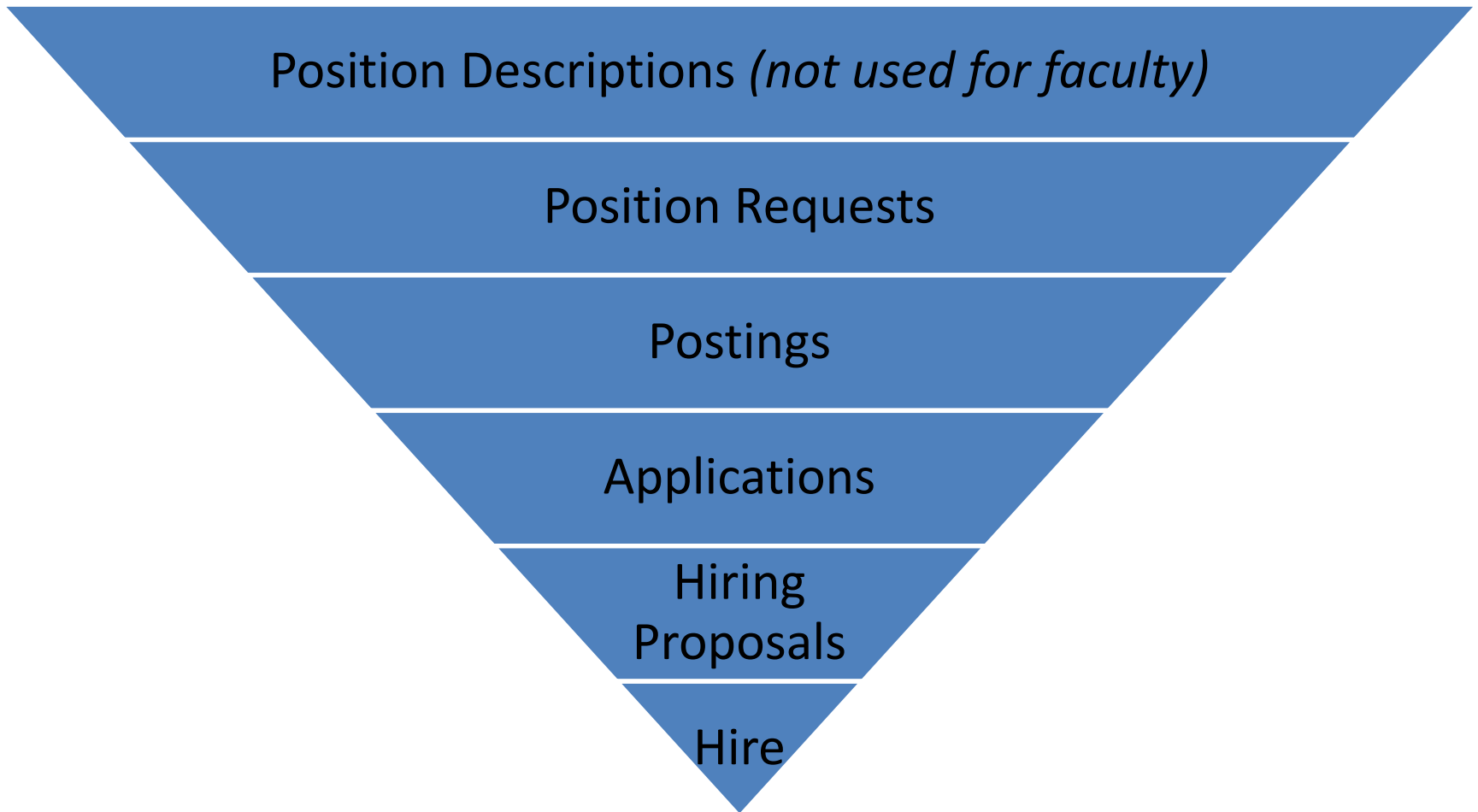
What is Jobs.messiah.edu?

- Online position management, recruitment & hiring software
- PeopleAdmin -- Software Vendor
- Used by:
 - Office of Human Resources & Compliance
 - Student Employment

Included Position Types



Process Overview



Everyone Benefits

- Applicants
- Supervisors, Hiring Managers (Staff) and Department Heads (Faculty)
- Search Committees & Guest Users
- Upper-Level Approvers
- Human Resources

Benefits to Applicants

- Can apply online 24/7 from any location
- Informed of all required application materials, ensuring a complete submitted application
- Receive an automated, personalized application confirmation notification/e-mail

Benefits to Applicants

- All Staff Applicants will receive an automated e-mail notification when job is filled.
- All Faculty Applicants will receive personalized e-mails from department outside of system
- All Faculty Applicants can have confidential reference letters submitted by referees
- Application materials retained in the system and can be used for other positions

Benefits to Supervisors, Hiring Managers and Department Heads

- Accessible 24/7 from any location
- Online routing, review and approval processes
- Automated e-mail notifications to notify approvers when action is required
- Applicants informed of all required application materials, ensuring a complete submitted application

Benefits to Supervisors, Hiring Managers and Department Heads

- Immediate access to application materials upon submission
- Search Committees & Guest Users to access and review applications
- One version of each position description → restricted access to supervisor/hiring manager
- Online applications retained electronically

Benefits for Search Committees

- Application materials available online
- Ability to evaluate applicants online using approved evaluative criteria
- Search Committee Chair can review evaluations of search committee members
- Can also have Guest Users who can view the posting and applications, but cannot evaluate or take action on applications

Benefits for Upper-Level Approvers

- Automated e-mail notifications when approvals are needed
- Ability to access and view items at multiple steps in the process

Benefits for Human Resources

- Immediate access to applications
- Immediate application confirmation to the applicant
- Automated communication to all non-hired applicants
- Analytics on postings, applications, etc.

So What Is the Process?

Admin/Staff/Temp/Student Process

Position Description

Posting

Application

Evaluation

Hiring Proposal



FT/Adjunct Faculty Process

Posting

Application

Evaluation

Hiring Proposal



System Roles

Hiring Manager

- a hiring manager who manages a level-4 budget organization for staff positions

Human Resources

- responsible for global access, system maintenance and assistance in all aspects of the system related to staff and faculty positions

VP of HR

- senior Human Resources employee responsible for initial position approval of staff positions

Department Head

- manages a level-3 budget organization that oversees one or more level-4 budget organizations for staff and faculty positions

Dean/Division

- manages a level-2 budget organization that oversees one or more level-3 budget organizations for staff and faculty positions

System Roles

VP/Provost

- manages a level-1 budget organization that oversees one or more level-2 budget organizations for staff and faculty positions

Finance

- an employee responsible for review and approval of budget organizations, accounts and funding of new or modified staff positions

President

- an employee responsible for review and approval of new and modified staff positions

Search
Committee

- employee(s) given access to a specific posting to provide assistance in evaluating applicants

Guest User

- employee(s) given access to a specific posting to provide assistance in evaluating applicants

Proxy Access Upon Request

Hiring Manager

- Position Description: initiate, modify, and route
- Posting: initiate and route
- Applicant Workflow: evaluate applicants and route
- Hiring Proposal: initiate and route

Department Head

- Position Description: approve and route (staff only)
- Posting: initiate (faculty only), approve and route
- Applicant Workflow: initiate and route (faculty only)
- Hiring Proposal: none

Proxy Access Upon Request

Dean/Division

- Position Description: approve and route (staff only)
- Posting: initiate (faculty only), approve and route
- Applicant Workflow: initiate and route (faculty only)
- Hiring Proposal: initiate and route (faculty only)

VP/Provost

- Position Description: approve and route (staff only)
- Posting: initiate (faculty only), approve and route
- Applicant Workflow: initiate and route (faculty only)
- Hiring Proposal: initiate and route (faculty only)

How To Get Proxy Access?

- Automatically set up with the primary organizations and approval levels (*VPs & Deans only*)
- Users may check their proxy access within the system (*see documentation*)
- Access Request Form should be completed by the proxy's supervisor and submitted to HR

Other Important Items

- Position description is **required** for all administrative and staff positions
- Position request approval is **required** prior to posting a new or vacant position
- Onboarding via New Employee Information Form (NEIF) or Payroll Change Form (PCF/ePCF)

Student Employment Hiring

- Facilitated by Student Employment Office
 - Belinda Conrad
- Centralized hiring process
 - Approval required prior to posting & hiring
- Benefits
 - Improved I-9 and Payroll Compliance
 - Centralized location for all job opportunities

Available Documentation

- HR website (www.messiah.edu/hrc)
 - See “Supervisors | Hiring Protocols”
- PeopleAdmin site
 - See “My Links” (<https://jobs.messiah.edu/hr>)
- Refer to the HR site for the current documentation

Available Documentation

- User Guides
- Sample Staff Position Description, Posting, Application, and Hiring Proposal
- Sample Faculty Posting, Application, and Hiring Proposal

How Do I Start Using?

- Access and Review the Online Documentation
- Contact Human Resources for Access
- Request an Individualized Training, As Needed
- MC Users → <https://jobs.messiah.edu/hr>
- Applicants → <https://jobs.messiah.edu>

What If I Need Help?

- Inger Blount (x. 3941) or Karen Blair (x.2289)
 - Training
 - Position description development/modifications
 - Postings and hiring process
- Sharon Robinson (x.5300)
 - General system questions
- Don Lerew (x. 2030)
 - Security access needs
 - Technical questions/issues

What If I Need Help?

- Include screenshots and/or a detailed explanation whenever possible