

Employment News

Helpful updates & hints for Employment Systems & Business Process



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eEmployment Facts

Did you know.....

once a candidate applies for a job posting, they cannot modify any information attached to that application/resume? This includes updating an email address or phone number.

The new employee onboarding process relies heavily on a correct email address and it is highly recommended that each unit verify that the email address on the Candidate record is current when extending a verbal contingent job offer. Updates can be completed through the **Candidate: Contact Information** panel, where work address is recorded.

Completing this step as part of your offer process ensures that your new hire will receive the pertinent new hire emails that require immediate attention and complete the onboarding process.

Have an idea or suggestion for a Newsletter topic?

Please forward your ideas and suggestions for Employment Newsletter to Katie McCollum at:

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REVIEW CANDIDATE TESTS WHEN SCREENING YOUR CANDIDATE POOL

When building a short list of candidates to interview, you may find a quick review of the **Candidate: TEST** panel helpful. The results of candidate testing information and any previous unsatisfactory background check results are recorded here.

For those Health System jobs that require pre-employment screening, this is the area where you can determine if your candidate has been PEP screened or if an appointment needs to be scheduled.

Any questions regarding the content of the Candidate Test should be directed to your Employment Process Coordinator.

eEmploy Security Role Review

Sometimes it can be hard to remember what information you have access to and what information is locked down and out of your reach. This month's newsletter topic provides an eEmploy security role review. There are five (5) security roles: Line Employee, Hiring Manager, Unit HR (HR Representative), EPC (Recruiter) and System Administrator. Below are brief descriptions of the security access roles, what staff might be assigned to it, and any MAIS Online Access request or training required to be granted access. ***See the attached document for a listing of typical system functions that can be performed by each of the different security roles. This list is not all inclusive, but does contain the most common types of functions performed on a daily basis.*

LINE EMPLOYEE: Assigned to all regular staff and faculty by the system. No MAIS Access Request is required. Provides access to the Career Portal to view job postings and apply for jobs. A person with this role may also be selected as an "Approver", "Screener" or "Interviewer" on a job requisition and/or as an "Approver" on a job offer.

HIRE MANAGER: Assigned by Unit Liaison using the MAIS Online Access Request process. HRE110 online training through My LINC is highly recommended. Provides the assignee access to create job requisitions and when they are also identified as a member of the job requisition's hiring team provides access to candidate listings and resumes, and the ability to disposition candidates, create job offers and correspond with applicants on their job requisitions. This role is usually extended to managers, supervisors and other department staff with delegated authority to coordinate hiring activity within the unit.

UNIT HR: Assigned by Unit Liaison using the MAIS Online Access Request process and must also be approved by central UHR office. HRE110 online training through My LINC is highly recommended and HRC202 instructor led training is required. The role encompasses all aspects of the Hire Manager role (without being identified as a Hiring Team member) in addition, has access to candidate race and gender information, broad access to entire candidate base, all job requisitions, online personnel files and rehire restrictions for former employees of the University. This role is limited to individuals responsible for Human Resources and Affirmative Action program management within the unit.

EPC: Assigned and approved by central HR office using the MAIS Online Access Request process. This role includes access to all of the prior mentioned functions and has the ability to release sourced job postings to the CP and CWS job seeker sites. A person in this role can also order HireRight background searches on selected job candidates. This role is limited to a handful of central HR staff responsible for the employment function in their assigned service areas.

SYSTEM ADMIN: Assigned and approved by MAIS and the central HR office using the MAIS Online Access Request process. Extended system training outside of My Linc is provided for staff members in this role. The role is a combination of all other roles and also has administrative rights to all system modules. This role is limited to MAIS and University HR selected staff members only.

CONTACT US: Employment Process Coordinators

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EMploy SECURITY ROLES AND COMMON FUNCTIONS MATRIX

TASK	SECURITY ROLE				
	LINE EMP	HIRE MGR	UNIT HR	EPC	SYS ADMIN
Create a Job Requisition		✓**	✓	✓	✓
Approve a Job Requisition	✓	✓**	✓	✓	✓
Create Source Information		✓**	✓	✓	✓
Modify Internal & External Posting Information		✓**	✓	✓	✓
Add Documents to Requisition		✓**	✓	✓	✓
Create Screens		✓**	✓	✓	✓
Provide Screen feedback	✓	✓**	✓	✓	✓
Create Interviews		✓**	✓	✓	✓
Provide Interview feedback	✓	✓**	✓	✓	✓
Review resumes		✓**	✓	✓	✓
Create Interest List		✓**	✓	✓	✓
Create Job Offer		✓**	✓	✓	✓
Approve a Job Offer	✓	✓**	✓	✓	✓
Find Matching Candidate Search		✓**	✓	✓	✓
Copy to a New Requisition		✓**	✓	✓	✓
Post a job to the job seeker web site				✓	✓
Basic Candidate Search			✓	✓	✓
Full Text Candidate Search			✓	✓	✓
View Candidate documents		✓**	✓	✓	✓
Update Candidate contact information		✓**	✓	✓	✓
View Candidate EEO information			✓	✓	✓
Order HireRight Background checks				✓	✓
View Candidate Screens		✓**	✓	✓	✓
View Candidate Interviews		✓**	✓	✓	✓
View Candidate Offers		✓**	✓	✓	✓
View Candidate Job Bids		✓**	✓	✓	✓
View Candidate Tests		✓**	✓	✓	✓
Monitor system function					✓
Resolve processing errors					✓

** Must be indentified as a Hiring Manager on the Job Requisition Hiring Team