UAS Recruitment Offer Instructions

Go to MyUA:  http://www.alaska.edu/myua/

*Please use Chrome as your internet browser and make sure pop up blockers are turned off for MyUA.* All employees have a MyUA account to view their position description, contact either your HR Consultant or HR Recruiter to add additional user account access to perform hiring.

Select **MyUA Recruitment Module**. This will enter the administrative area where you can create postings, manage jobs, and complete other tasks.

**Recruitment Phases (Benefit-Eligible & Competitive)**

The MyUA system allows for supervisors to trigger a recruitment workflow on the position description, all sequential phases’ builds off of position details already established. A HR representative will partner with every hiring manager on a benefit eligible recruitment and guide them through the process. This working partnership is essential for both an expedient process and finding multiple qualified candidates.

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<td><em>One to Two Weeks for Processing</em></td>
<td><em>One to Two days for processing</em></td>
<td><em>One to Seven days for processing</em></td>
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<td>Establish Position Duties</td>
<td>Finalize posting details</td>
<td>Finalize assignment details</td>
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<td>Approve Grade &amp; Classification</td>
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**Applicant Screening (Competitive)**

Perform both a preliminary (minimum qualifications) and interview screening on each applicant. Bulk actions are available to users wanting to update a group of applicant statuses. To update an individual applicant status, go to the applicant pool, click on their current status and the “change applicant statuses” window should appear. Highlight the correct status and select the “Next” option.

- Update applicant statuses along the way:
  - Use the check boxes to group together applicants moving to the same status
  - Use the “Select a Bulk Action” drop down menu to perform a “Bulk Move”
- To eliminate applicants select an “Unsuccessful” applicant status and then “Next”
- Turn On/Off the applicant notification about the new application status
- To advance applicants select the next screening level and then “Next”
- Select “Cancel” at any point in the process to prevent moving an applicant to the incorrect status

To perform individual applicant status updates, select the applicant’s status, highlight the new status and select the “Next” option at the bottom.

You will be directed to the confirmation window as shown below.

**Email Applicant:** Select yes if you would like to send an email to the applicant about their new status. If moving an applicant to an unsuccessful applicant status there will be an option to provide a reason for this status change.

**Move Now:** Triggers the email to the applicant if selected and updates the applicant status in the pool.

Following the interviews and final search committee meeting, collect the notes and coordinate the following screening levels:
- Perform a reference check on the final candidate, allow up to a week to obtain at least two references to complete this screening round
- Based on strengths and weaknesses found in interview submit a screening summary to HR that includes justification for final candidate and alternates
- All screening forms and/or notes from the whole recruitment need to be submitted to the HR Office before contacting the final candidate

**Background Check**

Required for all adjunct positions, and any temporary positions that interact with students on a daily basis. TrueScreen is our background check vendor. Contact your HR Recruiter with the final candidate’s name and email address for an online request. Alternatively have the final candidate complete the “Background Check Authorization” form, submit to HR Office for entry. Wait for HR Office to notify you with the background check results.

**Verbal Offer**
After all applicant screening has been submitted and reviewed by the HR Recruiter the hiring manager may contact the final candidate to verbally offer the position. This initial conversation is needed to negotiate a starting salary and start date. The following are some verbal offer tips for hiring managers:

- Complete the Faculty & Staff Salary placement forms to identify a salary range for negotiations based on education and experience
- For staff positions, if the applicant desires a step above ten consult with department Admin Manager and Director about budget restrictions
- Start dates beginning at the start of a pay period are always preferred
- Refer candidates to HR Consultant for benefits information and clarification

After the final candidate has verbally agreed to both a starting salary and start date, move the applicant to the “Verbal Offer” to trigger the offer details.

Direct Appointment(s) can move straight by changing the applicant status to “Verbal Offer” after the applicant has applied to the position.

The “Verbal Offer” applicant status triggers the Offer Details form to finalize assignment details and generate a contract letter.

**Offer Details**

Both the personal details and job details sections are completed based off of position requisition and application information.

**Employee Details**

- Use the PEAEMPL Banner screen to verify if the employee is already active in the system. Use NBAJOBS to verify number of previous assignments in this same position (PCN) to assign the appropriate Suffix.
- Please remember that our Student ID and Employee ID numbers are the same

![Offer details](image)

**Position Details**

Refer to our Job Forms page for assignment classification details for temporary positions.

**Offer Details**

*Use the Calendar icon to select future dates, but remember the days are listed Monday to Sunday.*

Revised November 20th, 2016
**Expected Hire Date:**

First day on the job, first teaching day, and/or assignment begin date. This date will be the assignment “Effective date” in NBAJOBS.

**End Date:**

Required field for all term positions only. Last contract day, preferably the Saturday of final pay period.

**Labor Distribution:** Update field(s) to correct position fund/org

**On Boarding:**

**Onboarding Form:** Electronic new hire packet that will be completed online prior to the employee’s first day of work. Applicant status is automatically updated to “Offer Accepted & Post Hire Forms Complete” when all forms have been completed.

**Onboarding Portal:** Welcome page for new employees

**Onboarding Task list:** Email notifications to both the new employee and supervisor about remaining onboarding steps to complete based on hire date. These steps go from before first day to six months (performance evaluation). Notify your HR Consultant if task notification emails need to be turned off or updated.

**Reports To:** Supervisor signature generated on the contract letter

**Offer Documents:**

Do Not skip this step to assign an approval process, the Contract Letter needs to be created first.

Select Merge Document, triggers a warning message, click “ok”.

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Revised November 20th, 2016
Offer Documents

Find the UAS folder and then appropriate letter based on position classification. For example the adjunct contract letter is labeled UNAD. Check the box next to the contract letter and then select “Merge” at the bottom. Ignore any error message that occurs during the process.

Return to Offer Documents section to find contract letter uploaded to the Offer Details card. Always view the document before routing for approval and ensure the merge worked. To make changes, save the document to desktop, edit, and use the “Add Document” option to upload new letter; delete previous one.

Approval Process

Only after the necessary Offer Details have been assigned and a contract letter uploaded, select the appropriate “Approval Process” to route the offer. Assign appropriate users to each level of additional approval level. Select “Save and Close” to leave the page and trigger the first approval level notification email.

You will receive an email notification after all approvals have been obtained. Then move the applicant to the “Online Offer Made” status for the applicant to accept the offer and initiate the automate onboarding process setup in the “Offer Details” section.
Employee Set Up

See our New Hire Forms page for new employee on-boarding and setup instructions. Coordinate new employee set up with Payroll Technician (x6479). Our HR Office requires only the new employee to complete the I-9, W-4, and sign their contract letter on their first day of work.

To retrieve approved contract letter and/or offer details, perform an applicant search, select view application, scroll down to the history section on the application until you see the following notation (s):

The top line will direct you to the final contract letter, while the bottom line redirects you back to the Offer Details window. To close a recruitment send the job number and position title to your HR Recruiter. Note, all applicants should be moved to the final applicant status at this time.