The New & Improved Employee Hiring Process
Session Objectives

- Discuss benefits of the new standardized hiring process
- Discuss the upgrade of the existing applicant tracking system from Careers@Marquette to Employment@Marquette
- Outline new features and functionality changes
- Review the steps in the hiring process
- Learn how to submit the Confirmation of Offer Form, “CO”
  - NEW HIRES Only
New Hire Process Standardization

According to the Society for Human Resource Management, new employees decide within the first 30 days whether they feel welcome in their organization, and as many as 1 in 25 people leave their job just because of a poor or non-existent onboarding program, while 4 percent of new employees leave their new jobs after a disastrous first day.

Benefits of New Process

- New Employee is welcome and ready for day one
- Faster entry into Myjob for email/D2L/PeopleSoft/EmpCenter
- Replace manual Salary Authorization for NEW HIRES only and streamline the academic appointment process
- Leverages the information and approvals already obtained within the hiring requisition
- HR plays a critical role in the new hire process for all employee types; new hire letter sent for all non-faculty
- Keep confidential paperwork confidential
The Process

1. Requisition to Hire
2. Post & Recruit
3. Candidate Credentials Received
4. Selection & Offer
5. Confirmation Offer through Manager Self-Service
6. New Hire Correspondence Sent
7. EDF Returned; Employee is set-up in MyJob
8. Employee at Human Resources First Day
Step 1 - Requisition to Hire
Step 2 - Post & Recruit
Step 3 - Candidate Credentials Received
Step 1: Requisition to Hire

- Department identifies hiring need

- Job Description is updated

- Budget is identified and secured
  - Requisitions require that total funds available for hire are dedicated

- An existing position template is used to launch requisition
  - If no matching template is available, send job description to Director of Compensation (Jennifer Burns)

- All hires are approved via Employment@MU

- Requisition details must be accurate
Welcome to Employment@Marquette

- Careers@Marquette is now Employment@Marquette

- New URL = http://employment.marquette.edu and for hiring managers http://employment.marquette.edu/hr

- Upgraded on March 11, user information transferred to new site

- Postings on old site will remain active on Careers@Marquette until filled
  - Guest User access remains active with same log-in information

- Historical data available via HR
Enhancements to the Hiring Manager site

- Email Communication
  - To Applicants when position is filled (not those marked interviewed or hired)  **Must mark candidates timely!**
  - To Hiring Managers to announce progress in workflow (customizable)
  - To Guest Users with sign-in information

- Search Committee with Evaluative Questions (new option)
Differences – Hiring Manager Site

- Look and feel, navigation

- Old “Search Coordinator” user type is now “Initiator No Salary” same functionality except
  - can’t move posting to status of “Closed/Remove from Web”
  - returned requisitions go to Initiator

- All requisitions must have an initiator named

- Academic/Non-Academic Workflow pre-defined

- New launch page includes position title, type of application accepted, and type of user who will manage the applicant workflow (Initiator or Initiator no salary)
Create Requisition - New Launch Page

- **Position Title**: Academic Coordinator
- **Organizational Unit**: Marquette University
- **Department**: Human Resources

**Applicant Workflow**
- **Workflow State**: Under Review by Initiator

**References**
- Please leave “Accept References” unchecked

**Online Applications**
- Accept online applications

Determines who (initiator or Initiator with no salary) will have access to applicants workflow.
Access: Must have Initiator

Department Information

- Initiators with Access to Posting
  - Nixon, Angela

Initiator no Salary Assigned
- Select Some Options

Position Reports To

Start-up Costs Up To ($)
(if any, including equipment, space, other; please explain)

Moving Expenses Up To ($)
(if any)

Account # for Moving Costs

Account # for Start-up Costs
Example: Here the resume is now a required document and a cover letter is optional.
Search tools are customizable based on user personal preferences.

Add different credentials to your search.

To save your search setting(s).
Search tools are customizable based on user personal preferences. Name and make the search your default search option.
Search tools are customizable based on user personal preferences

View all previous saved search options
Step 2: Post & Recruit

- All positions are required to be posted for a minimum of seven days on the Employment@Marquette site
  - Any posting exceptions must be approved by HR

- HR consultation/assistance available regarding advertising and during search process

- Optional external advertising placed by HR for best pricing, or by department as indicated on requisition

- Phone screening questions improve selection process; Supplemental questions streamline search process
The Supplemental Questions functionality can be used to quickly sift through applicants and narrow down your applicant pool based on job-related questions.

- Provides a quick method to review candidates

- New reporting tool provides the ability to sort and review specific applicants based on responses

- Download option also allows information to be exported into an MS Excel spreadsheet by question, applicant name and response
Sample Supplemental Questions View

Question 1
(Required) How many years of experience do you have as an Administrative Assistant?
Answered by 1 of 6 (16.67%)

Available Answers
- 0-2 years: Chosen by 0 of 6 (0.0%)
- 3-5 years: Chosen by 0 of 6 (0.0%)
- 6-8 years: Chosen by 0 of 6 (0.0%)
- 9+ years: Chosen by 1 of 6 (16.67%)
- Not Answered: Chosen by 5 of 6 (83.33%)

Question 2
(Required) How would you address
Answered by 1 of 6 (16.67%)

1 of 6 Applicants answered "4. 9+ years"

<table>
<thead>
<tr>
<th>Special Handling List</th>
<th>Applicant Name</th>
<th>Documents</th>
<th>Workflow State (Internal)</th>
<th>Supplemental Score</th>
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Actions
Step 3: Candidate Submits Credentials

Welcome to Marquette University's Employment Homepage. The university's automated application system enables you to search for jobs and apply online.

If you have questions, please contact Marquette's Department of Human Resources at (414) 288-7305.

Marquette University does not discriminate in any manner contrary to law or justice on the basis of race, color, gender, age, sexual orientation, religion, disability, veterans status or national origin in its educational programs or activities, including employment and admissions. At the same time, Marquette cherishes its right and duty to seek and retain personnel who will make a positive contribution to its religious character, goals and mission in order to enhance the Catholic, Jesuit tradition.

Marquette University hires only U.S. citizens and aliens lawfully authorized to work in the United States.
Improvements to Candidate Experience

- Updated look and feel with improved online process
- New search options
- Candidate can save applicant materials on site
- More interactive; candidate can bookmark and send posting to a friend
- Candidate receives email confirmation that applicant materials have been received
Improvements to Candidate Experience

Candidates know what documents and screening questions are required in advance

<table>
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<tr>
<th>Special Instructions to Applicants</th>
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<tbody>
<tr>
<td>Required fields are indicated with an asterisk (*).</td>
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</table>

1. Do you have at least a Master's degree?
   - Yes
   - No
   - In progress

2. * Please include a salary range.

   (Open Ended Question)

3. * How many years of experience do you have in this role?
   - 2 years
   - 3-5 years
   - 5-10 years
   - 10+ years

Required Documents
1. Resume

Optional Documents
1. Curriculum Vitae
Step 4 - Selection & Offer
Step 5 - Confirmation of Offer
Step 6 - New Hire Correspondence
Step 4 – Selection and Offer

- Manager conducts search and verbally offers position to a candidate within the parameters of the approved requisition
  - If salary or other employment conditions need to be updated, prior approval from all requisition approvers is needed before a verbal offer is made. Approval documentation will be attached to the requisition in Employment@MU by HR.

- Initiator - closes out search on Employment@Marquette
  - Timely so that emails can be sent

- All candidates must be at a final status of either:
  - Recommend for Hire
  - Interviewed Not Hired – with selected reason
  - Dept. Determined Not Best Match – with selected reason
Step 5: Confirmation of Offer “CO”

- For all new hires, hiring managers submit a “CO” Confirmation of Offer to HR electronically via MyJob.
  - Available on MU Manager Self Service menu

- A copy of the CO is forwarded via MyJob workflow to Budget; dedicated budget is adjusted to actual salary

- A copy of the CO is forwarded to Provost/ORSP as required

- Replaces current paper Salary Authorization for New Hires (only) and separates the academic appointment process

- HR confirms that CO matches requisition details and closes search on Employment@MU
Confirmation of Offer via MyJob
Step 6: New Hire Correspondence

- New Hire correspondence sent within 24 hours of offer with a postage paid envelope

- All non-faculty offer/welcome letters done by HR, Employee Data Form (EDF) sent
  - Improves new employee experience, all connect to HR, all get consistent information, all get free parking pass for first day

- All full-time faculty contracts done by Provost (part-time done by department), Employee Data Form (EDF) sent with cover letter
  - Cover letter provides important information for day one and instructions to send back EDF
Step 7 - EDF returned; Employee in MyJob

Step 8 - Employee at HR on their first day
Step 7: EDF & Employee Entry

- Employee Data Form (EDF) returned directly to HR (with signed contract for faculty)
  - Faculty contracts returned to College (weekly)

- Can be returned via email, fax, mail (return envelope provided)
  - Improve privacy for all employees – EDF stays in HR (religion, marital status, ethnicity, etc.)
  - Central Collection of hiring documents = faster entry into MyJob

- Employment Record and MUID created in MyJob
  - Confirmation of Offer (CO) and Employee Data Form are used to create record
  - 180 day look-ahead creates faster access to Emarq, Checkmarq and D2L
  - EmpCenter (timekeeping) set up can be done prior to day one
  - MyJob access granted starting first day of hire

- Acknowledgement sent to Hiring Manager via MyJob that candidate has been entered into MyJob
Faculty Only

- Faculty new hire documents still required: CV, transcript, letters of recommendation
- Documents forwarded to the Provost Office in bulk for each college by semester for the official faculty personnel file
- Does not impact the timeliness of new hire process
Step 8: Day One in HR

- Consistent New Hire Process
- I-9 completion
- W- 4
- Direct Deposit
- Employee Handbook acknowledgement
- Sexual Harassment Prevention requirement information
- Other Information and Resources (list)
- Benefits packet (if applicable)
Summary

- New Employee is welcome and ready for day one
- Faster entry into Myjob for email/CheckMarq/PeopleSoft/EmpCenter
- Replace manual Salary Authorization for NEW HIRES only and separates the academic appointment process
- Leverages the information and approvals already obtained within the hiring requisition
- HR plays a critical and standardized role in the new hire process for all employee types; new hire letter sent for all non-faculty
- Employment@Marquette has been upgraded and improved for candidates and hiring managers