Timeline for Filling a Vacancy
Posting Process Overview

MSU Human Resources
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Classification vs Job Description
Classification vs Job Description

**Classification**
- General overview of a job
  - e.g. – Cars are *classified* as *sedans* or *trucks*.

**Job Description**
- Provides details regarding the actual responsibilities of a specific job
  - e.g. – A car can be *described* as a *Spartan Mini Cooper* or the *Spartan Food Truck*.
Classification vs Job Description

Classification

• General overview of a job
  • Jobs are classified as Administrative Assistant or Information Technologist.
  • Characteristic duties are those which are characteristic of job duties under the classification.

Job Description

• Describe the actual duties of a specific job
  • Duties are those specific job responsibilities assigned to a position
  • Positions may also use functional titles which provide a more specific title than that of the classification title.
Classification vs Job Description

Classification

**Information Technologist I**

<table>
<thead>
<tr>
<th>Classification</th>
<th>Level</th>
<th>Personnel Sub Area</th>
<th>FLSA</th>
<th>Job Code</th>
<th>Job Group</th>
<th>EE Group</th>
<th>EE Subgroup</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information Technologist I</td>
<td>12</td>
<td>AP</td>
<td>E</td>
<td>20002081</td>
<td>A2 J2</td>
<td>UNION</td>
<td>A7</td>
</tr>
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<td>Information Technologist I/S</td>
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<td>E</td>
<td>20002082</td>
<td>A2 J2</td>
<td>UNION</td>
<td>A9</td>
</tr>
</tbody>
</table>

**CLASSIFICATION: Information Technologist I**

**Basic Function**
 Provides independent complex professional support in one or more of the following information technology areas: software development, customer support, computer/systems operations, systems administration, systems software support, hardware support, communications network support, database administration, or a related technical area.

**Characteristic Duties and Responsibilities**

**Software Development**

- Independently meets with customers to determine information technology status, desires and needs.
- Develops complex technical specifications for entire systems.
- Performs functional systems design, including business function design, user interface design and database design.
- Develops, tests and implements complex applications software solutions.
- Prepares cost/benefit analyses, and performs other responsibilities related to business systems development.
Classification vs Job Description

Job Description

- Classification – Information Technologist I
- Functional Title – Senior Service Desk Analyst
- Job Summary – IT Services Management’s Information Technologist I position will serve as a Senior Service Desk Analyst responsible for the effective and efficient operation of the designated shift; will assist service desk analyst with...
- Job Duties
  - 60% - Provide first level support through taking calls and handling the resulting incidents, access requests or service requests. Acting as an escalation point where higher level support for calls is needed.
  - 15% - Identify needs for related training, documentation, and technical issues, arranging staff training and awareness sessions, train new service desk staff members in service desk operating procedures, mentor service desk analyst.
  - 10% - Represent the Service Desk at meetings and provide project support.
Posting Process Overview
Posting Process Overview

After the Department has determined the appropriate classification and the job duties for the position a Position Request Form will be created under the Unit Administrator tab, Administrative Services and selecting the Staffing Request Post/Reclassify Position link to bring up the form.

If there is a forms issue not letting you submit/enter information please contact EBS 432-6200.
Posting Process Overview – Request Tips

• Use the Classifications Specification as a guideline for the title/level position you are posting; specifically the education level and the years of experience range.

• You may opt to view previous postings of similar titles to aid in writing text/formatting; just confirm it still aligns with the Classification Specification (Class. Spec.) Required Education/Experience as Class. Specs. get revised.

• Avoid listing “ability to”, “knowledge of”, or “excellent communication skills” statements in the REQUIRED and SUMMARY fields. These statements should be in the DESIRED field.

• Specific software should be listed in DESIRED unless the Class. Spec. allows. Substitute with generic names. e.g. – spreadsheet, database, presentation, word processing, desktop publishing, web page software.
Posting Process Overview – Request Tips

• AP and APSA positions should not include basic clerical skills as those should be in the Clerical/Technical positions due to union contracts and the Fair Labor Standards Act (FLSA).
• Complete Summary, Required and Desired fields. If you need more space submit an attachment as a Word doc. vs a PDF to allow cut/paste/edits into COMPASS. If possible avoid “see attached” in these fields.
• The percentage description breakdown should always be completed and equal 100%.
• Corrections to the form should not be put in the comments or special instructions. The forms should be correct when HR receives it (e.g. – funding corrections, supervisor corrections).
• Additional staff being supervised can be added buy selecting “add row” while creating the positions request form and you can add as many rows/people as needed.
Posting Process Overview

- After the unit submits their forms to HR we identify this week’s postings: Friday 12pm (last week) – Friday 11:59am (this week).
  - Mouseover “sent” cell to see date & time posting was submitted.
- Identify all items with status: Normal
- Open Form
Posting Process Overview

1. Verify salary level (next slide) using below info and info on the next slide
   1. Identify Job Classification
   2. Identify Functional Title
   3. Identify Dual Organization (rare)

Note: Positions with /P may still show titles as active due to a holder still being in them at this time, but should not be used.

Engineering Physicist Accelerator III
14 (pay grade level)
Posting Process Overview

1. Using union, pay grade level, and position location. Select Salary level using “EBS subgroup details” document. This is important as the Salary Level determines the type of benefits, how much time off and other related compensation that an employee should receive.

2. Tip: if you need help determining the appropriate Salary Level you may find a table to assist using this link when creating the position request form.
Posting Process Overview

<table>
<thead>
<tr>
<th>Employee Subgroup</th>
<th>Employee Types within Subgroup</th>
<th>Pay and Quota Description</th>
<th>Pay Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td>MSU student employees</td>
<td>EG 1,2 - Hourly paid</td>
<td>Biweekly</td>
</tr>
<tr>
<td></td>
<td></td>
<td>EG 5 - non-employee (includes no pay intern)</td>
<td>Biweekly</td>
</tr>
<tr>
<td>Hrly Temp 120-180</td>
<td>CT union hourly temps approved for 60 day extension (beyond 120 days)</td>
<td>Hourly paid Pay dues Holiday pay</td>
<td>Biweekly</td>
</tr>
<tr>
<td>Salary Regular</td>
<td>FOP, FOPK, 274 (stage managers)</td>
<td>FOP/FOPK-Self report overtime - Not calculated by system. vac accrual 8/12/16</td>
<td>Monthly</td>
</tr>
<tr>
<td>Salary-Level 1</td>
<td>AP &amp; APSA union &lt; level 12</td>
<td>Additional hrs @1.5 vac accrual 8/12/16</td>
<td>Monthly</td>
</tr>
<tr>
<td></td>
<td>AP &amp; APSA types (off campus)&lt; level 12</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Nurses &lt; level 74</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salary-Level 1 - Conf. 1</td>
<td>APA type confidential &lt; level 12</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>APSA type confidential&lt;level 12</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salary-Level 2</td>
<td>AP union level 12-15</td>
<td>Additional hrs @1.5 vac accrual 8/12/16</td>
<td>Monthly</td>
</tr>
<tr>
<td></td>
<td>APA &amp; APSA type off campus level 12-15</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>All Advisory Staff/Resident Advisors</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salary Level 3</td>
<td>APA union &gt; level 15</td>
<td>Additional hrs @1.0 vac accrual 16</td>
<td>Monthly</td>
</tr>
<tr>
<td></td>
<td>APA type off campus &gt; level 15</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>APSA union &gt; level 12</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>APSA type off campus &gt; level 15</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Nurses &gt; level 74</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salary Conf. Level 3</td>
<td>APA type confidential &gt; level 12</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>APSA type confidential &gt; level 12</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Link to the HR website where the Employee Subgroup Detail table can be located in addition to the link within the Position Request form

http://www.hr.msu.edu/ebs/time_payroll/docs/PersonnelSubareaCombos.pdf?search=employee%20subgroup
Posting Process Overview

1. Review and verify ALL information and fields on the form
   a. **If No Post** – must be documented union agreement
   b. **Off-Date status** – must be > 9 mos
   c. **Verify schedule** – Standard, Non-Standard, or Variable and that hours are listed if non-standard/variable.

Check here if the duties of this position will involve exposure to health risks. If so, complete the Exposure to Health Risks Form and attach to this form

| Exposure to Health Risks: | ☐ |

Education/Experience/Skills, Work Hours and Typing Requirements
The requirements text must be supported by the classification description for this job. For purposes of the American Disabilities Act, and Michigan Handicappers Civil Rights Act, it is important that you describe any physical and/or mental requirements exactly.

<table>
<thead>
<tr>
<th>Position Summary:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assigned Scope</td>
</tr>
<tr>
<td>In support of the design, construction, and operation of the FRIB accelerator facility, the FRIB Bean</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Required Education/Experience/Skills:</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Bachelor’s degree in Electrical Engineering, Nuclear Engineering or Physical Sciences</td>
</tr>
<tr>
<td>Significant analog, digital and electronics design, implementation, and validation experience</td>
</tr>
<tr>
<td>Strong interpersonal skills with ability to work well with diverse people of various cultural backgrounds</td>
</tr>
<tr>
<td>Excellent customer service skills and professionalism</td>
</tr>
</tbody>
</table>

Desired Education/Experience/Skills:

Typing Requirements:

2. Compare the following sections with Classification Specification to ensure conformance with the Class Spec
   a. Summary
   b. Minimums
   c. Desired
   d. Typing (CTU only)
Creating a Posting in COMPASS
Creating a Posting in COMPASS

1. Log into Compass
2. Create a Posting
3. Copy and Paste information from Position Request form into the posting within COMPASS. All fields have to be manually entered.
Creating a Posting in COMPASS

1. Two Qualifying Questions are created for each posting regarding education and experience.
2. Additional specific Qualifying Questions may be created based on the minimum requirements, if needed. (i.e. drivers license, certain medical licenses, experience in labor relations and so on)
   - Departments can request 1 or 2 important skill set questions in the comments that may be created and will appear on the application to aid in the department review of applicants.
     - These would NOT disqualify or would NOT be used by HR to screen out applicants; but rather provide a snapshot of applicants experience to departments.
   - These questions would be found here on the application:
Creating a Posting in COMPASS

After the posting is approved for posting Tuesday afternoon the primary Staffing Coordinator should receive a system-generated email with notification the position has been posted, including the posting number and posting description.

After receiving this email the following should be reviewed:
- Placement Goals for recruiting planning (found here in the posting)
- Posting information to ensure no revisions need to be made. If revisions are needed, contact the HR team by Noon on Wednesday to ensure the posting is updated before it goes live at 1 p.m. on Wednesday; edits will not be made to the posting once it is live to applicants.
- View the HR analyst assigned to the posting.
Monitoring the Internal and External Posting Process
Monitoring the Posting Process

Monitoring the Internal & External Posting Processes

The Road to Receiving Your Postings

- Applicant reporting is completed each Wednesday morning

- Postings are released to the HR Analysts on Wednesday by 12:00 noon
  a. Role of the HR Analyst – Works with Dept. Staffing Coordinator on postings (start-to-finish)
  b. Some postings are assigned to a Screen Team

- Dept. Staffing Coordinators receive applicant lists (via email) to review by Monday 12:00 noon.
  a. This includes any required interviews

- You may choose to reopen your posting once the applicant list is received
  a. REMINDER:
     ✓ When reopening a posting, it must be opened for a minimum of 3 business days and a maximum of 14 days
     ✓ Postings cannot close on Fridays or Saturdays and the next business may not be a University holiday
     ✓ Advise reopening postings in one week increments
     ✓ Once reopened, HR is unable to close posting until designated close date
     ✓ Specific questions regarding your posting should be directed to your assigned Analyst – general questions should be directed to HR.TalentManagement@hr.msu.edu.
Applicant Report

- Applicant reporting is completed each Wednesday morning.
### Applicant Report

#### Active Applicants

<table>
<thead>
<tr>
<th>Name</th>
<th>Docs</th>
<th>Candidate Number</th>
<th>Seniority Date</th>
<th>Personnel Subarea</th>
<th>Emp Grp</th>
<th>Cand Type</th>
<th>Current Department</th>
<th>Date Applied</th>
<th>HR Notes</th>
<th>Status</th>
<th>References Received</th>
<th>All / None</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>1</td>
<td>12-21-2001</td>
<td>Professionals-AP</td>
<td>Union</td>
<td>Reg Internal</td>
<td>Reg Internal</td>
<td>12-22-2015</td>
<td>History/Notes</td>
<td>Referred to Department</td>
<td>2 of 0</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>2</td>
<td>01-31-2011</td>
<td>Professionals-AP</td>
<td>Union</td>
<td>Reg Internal</td>
<td>Reg Internal</td>
<td>12-21-2015</td>
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<td>Referred to Department</td>
<td>0 of 0</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>3</td>
<td>08-19-2013</td>
<td>Professional Supervisory-APSA</td>
<td>Union</td>
<td>Reg Internal</td>
<td>Reg Internal</td>
<td>12-18-2015</td>
<td>History/Notes</td>
<td>Referred to Department</td>
<td>0 of 0</td>
<td></td>
</tr>
</tbody>
</table>
## Applicant Report

### Comprehensive Automated Staffing System

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Position Title/Rank</th>
<th>Personnel Subarea</th>
<th>Posting Number</th>
<th>Placement Goals</th>
<th>Total Apps</th>
<th>MRT Review</th>
<th>Emp Analyst</th>
<th>Posting Date</th>
<th>Internal Close Date</th>
<th>External Close Date</th>
<th>Department</th>
<th>Posting Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Assistant III/S</td>
<td>View/Edit</td>
<td>View Summary</td>
<td>Professional Supervisory-APSA</td>
<td>2558</td>
<td>Get Reports List</td>
<td>Placement Goal Met</td>
<td>31</td>
<td>28</td>
<td>Bomar, Anna (<a href="mailto:bomar@msu.edu">bomar@msu.edu</a>)</td>
<td>12-23-2015</td>
<td>01-09-2016</td>
<td>01-09-2016</td>
</tr>
<tr>
<td>Dining Services Sous Chef</td>
<td>View/Edit</td>
<td>View Summary</td>
<td>Professional Supervisory-APSA</td>
<td>2566</td>
<td>Get Reports List</td>
<td>Minorities</td>
<td>22</td>
<td>19</td>
<td>Bomar, Anna (<a href="mailto:bomar@msu.edu">bomar@msu.edu</a>)</td>
<td>12-23-2015</td>
<td>01-09-2016</td>
<td>01-09-2016</td>
</tr>
<tr>
<td>Cook I</td>
<td>View/Edit</td>
<td>View Summary</td>
<td>Service Maintenance-1965</td>
<td>2579</td>
<td>Get Reports List</td>
<td>Both Women and Minorities</td>
<td>22</td>
<td>20</td>
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<td>01-09-2016</td>
<td></td>
</tr>
<tr>
<td>Culinary Platform Attendant</td>
<td>View/Edit</td>
<td>View Summary</td>
<td>Service Maintenance-1965</td>
<td>2580</td>
<td>Get Reports List</td>
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<td>01-09-2016</td>
<td></td>
</tr>
<tr>
<td>Dining Services Sous Chef</td>
<td>View/Edit</td>
<td>View Summary</td>
<td>Professional Supervisory-APSA</td>
<td>2591</td>
<td>Get Reports List</td>
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<td>01-09-2016</td>
<td>01-09-2016</td>
</tr>
<tr>
<td>Culinary Platform Attendant</td>
<td>View/Edit</td>
<td>View Summary</td>
<td>Service Maintenance-1965</td>
<td>2592</td>
<td>Get Reports List</td>
<td>Placement Goal Met</td>
<td>11</td>
<td>9</td>
<td>Bomar, Anna (<a href="mailto:bomar@msu.edu">bomar@msu.edu</a>)</td>
<td>12-23-2015</td>
<td>01-09-2016</td>
<td>01-09-2016</td>
</tr>
<tr>
<td>Secretary III</td>
<td>View/Edit</td>
<td>View Summary</td>
<td>Clinical Technologist-CT</td>
<td>2572</td>
<td>Get Reports List</td>
<td>Placement Goal Met</td>
<td>22</td>
<td>11</td>
<td>Bomar, Anna (<a href="mailto:bomar@msu.edu">bomar@msu.edu</a>)</td>
<td>12-22-2015</td>
<td>01-09-2016</td>
<td>01-09-2016</td>
</tr>
<tr>
<td>Human Resources Assistant</td>
<td>View/Edit</td>
<td>View Summary</td>
<td>Clinical Technologist-CT</td>
<td>2574</td>
<td>Get Reports List</td>
<td>Placement Goal Met</td>
<td>25</td>
<td>20</td>
<td>Bomar, Anna (<a href="mailto:bomar@msu.edu">bomar@msu.edu</a>)</td>
<td>12-22-2015</td>
<td>01-09-2016</td>
<td>01-09-2016</td>
</tr>
<tr>
<td>Nurse Manager I</td>
<td>View/Edit</td>
<td>View Summary</td>
<td>Nurses-NURS</td>
<td>2565</td>
<td>Get Reports List</td>
<td>Placement Goal Met</td>
<td>1</td>
<td>1</td>
<td>Bomar, Anna (<a href="mailto:bomar@msu.edu">bomar@msu.edu</a>)</td>
<td>12-22-2015</td>
<td>01-09-2016</td>
<td>01-09-2016</td>
</tr>
</tbody>
</table>
Hiring Recommendations
Hiring Recommendations

• After the interviews, a recommendation is submitted to HR confirming that the department is interested in making a job offer to a candidate.
• No offers can be made to any candidates prior to the department receiving authorization.
• Candidates must successfully complete a criminal background check before starting to work.
Hiring Recommendations

- HR administers the “required interviews” aspect of the collective bargaining agreements(s) and provides the seniority ranking of internal applicants.
- Departments must interview required applicants.
- All required interviews are to be completed before submitting hiring recommendations.
- First Step: indicate which candidates were interviewed for this position. Click the “change status” link for each candidate.
Hiring Recommendations

- Change the status link to “Interviewed (95)”.

- Include the interview date in the open field as shown above.
Hiring Recommendations

• Next, indicate which candidate you want to hire. Click the “Change Status” link again for this individual.

• When the screen refreshes, use the drop down in the status field to select “Recommend for Hire”.

![Image of a table and status field]

![Image of a table with options to view and manage references]
Hiring Recommendations

• You must select a reason. Use the reason/Intv(s) dates drop down and select “Most Qualified/Most Senior Qualified.”

• Now you can create the hiring recommendation. Click on the green “Hiring Recommendation” tab.
Hiring Recommendations

• When the screen refreshes, click the “Add New Entry” button.

• Now you can enter the hiring recommendation data. Complete all the fields with red asterisks and click the “Add New Entry” button.
Hiring Recommendations

• The **Personnel Action** must also be completed by the department – indicate the appropriate hire action by choosing from the drop down (New Hire, Promotion, Demotion, or Transfer).

• To submit for approval, first click the “View Postings Summary” button at the bottom of the screen.
Hiring Recommendations – Letter of Salary Justification

- For Salaries above the APL or proposed increases above the union contracts, a “Letter of Justification” is required and should be submitted to HR via the “Supplemental Documentation” tab in COMPASS.
- The authorized signer for your department/college must be copied on the letter of justification.
Hiring Recommendations

- Then select “Submit Hiring Recommendation for Review” and click the “Continue” button.
Hiring Recommendations –
Office for Inclusion and Intercultural Initiatives (OIII)

• Placement goals are located in the posting
• Unmet Placement Goals: ways to speed up the review process
  • Supportive documentation should be attached in the “Supplemental Documentation” tab in COMPASS.
  • Time Frame: OIII needs a minimum of 3 days
  • Time Frame: Allow an additional 2 days for HR approval
After the offer has been accepted, it is the staffing coordinators responsibility to change the status of the interviewed applicants who were not selected for hire to “Another Candidate Selected (30)“.
Hiring Recommendations – Criminal Background Check (CBC)

- Human Resources initiates ALL background checks for support staff employees.
- Regular applicants may not begin working until the required background check has been performed and the results received and assessed by MSU Human Resources.
- Average turnaround time after a criminal background check has been submitted is 72 hours pending no delays.
- Delays in turnaround time do occur. Please allow at least one to two weeks processing time for each background check in the event of a delay.
- A delay can occur for any of the following reasons:
  - The information has been entered incorrectly by the applicant or the requestor into the HireRight system.
  - The county or district listed for a background check in researching whether the applicant has any criminal felony or misdemeanor charges is delayed in providing a response to HireRight.
Orientation

• Staffing Coordinators should provide applicants with details of the next steps after the Hiring Offer has been confirmed;
  • Background Check
  • Orientation
  • CAT Assessment (1585, 999, 324, 274 Union Groups)
    • CAT Assessment must be completed within one week of date of hire
    • Candidate must complete and pass CAT Assessment prior to scheduling orientation
• The email used to complete the background check comes from the candidate’s employment application
• Contact is made to the candidate within 48 hours of receipt of finalized hiring recommendation
• Phone calls are made by the Solution Center to the candidate