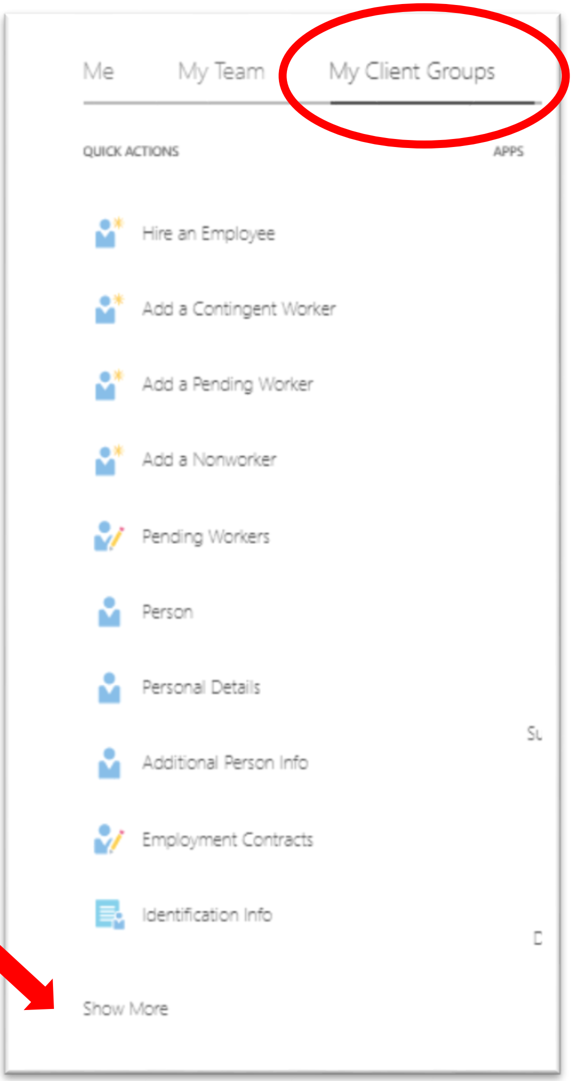
To request a posting, please email HR-Hiring Staff HR-HiringStaff@ceimh.org with title, schedule, posting language and who it is replacing (if applicable).

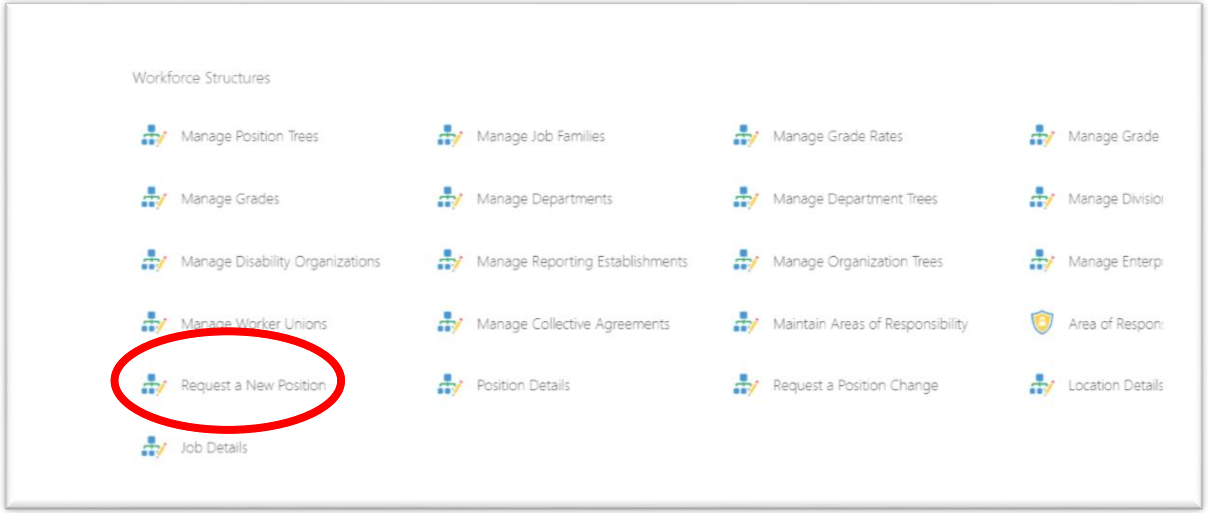
Note: Include any collaborators you want added to review applications or schedule interviews.

Requesting New Position

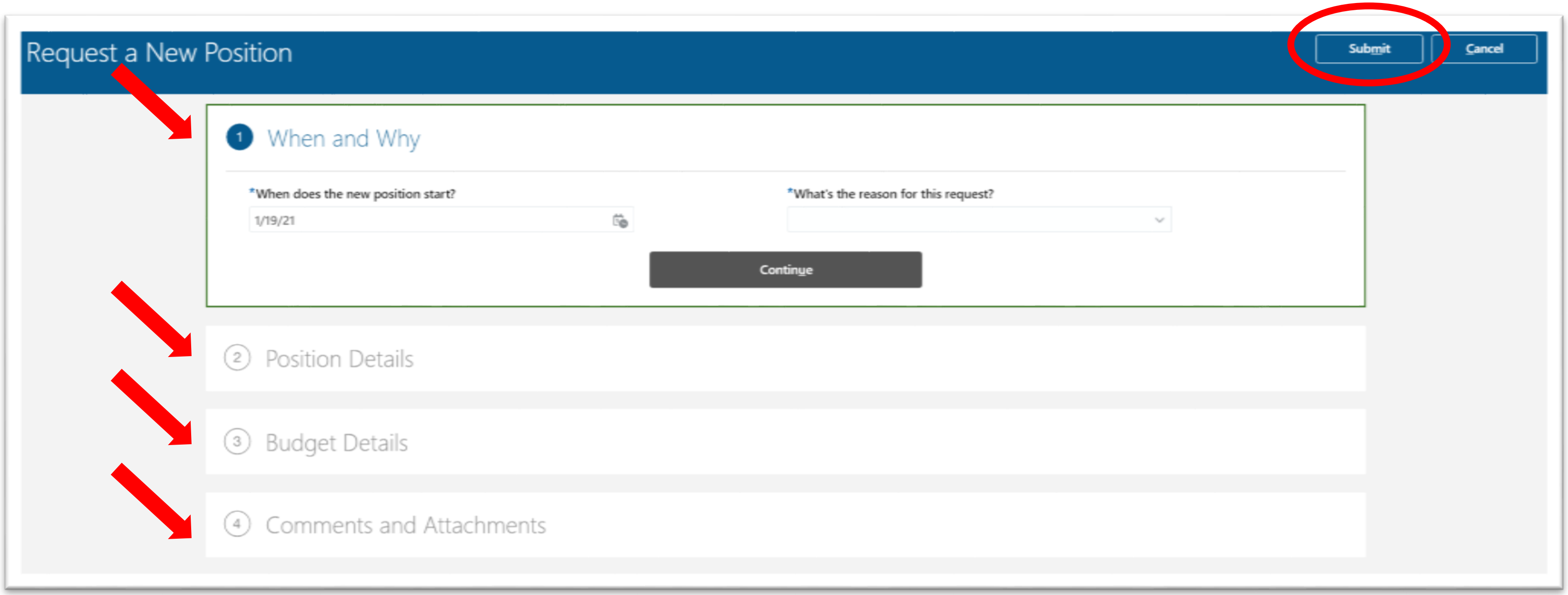
1. To create a new position, you must go to Request a New Position.

Under My Client Group, click show more, scroll down to workforce structures and then choose, request a new positons.





2. You will then fill out the following fields:
When and Why(when the new position starts) and (what is the reason for the request)
Position Details (name, department title, etc.)
Budget Details
Comments and Attachments
Once complete Submit



After posting- notifications from the applicable HR Specialist will be sent that candidates are ready for your review and your request for pull or repost the position for the week.

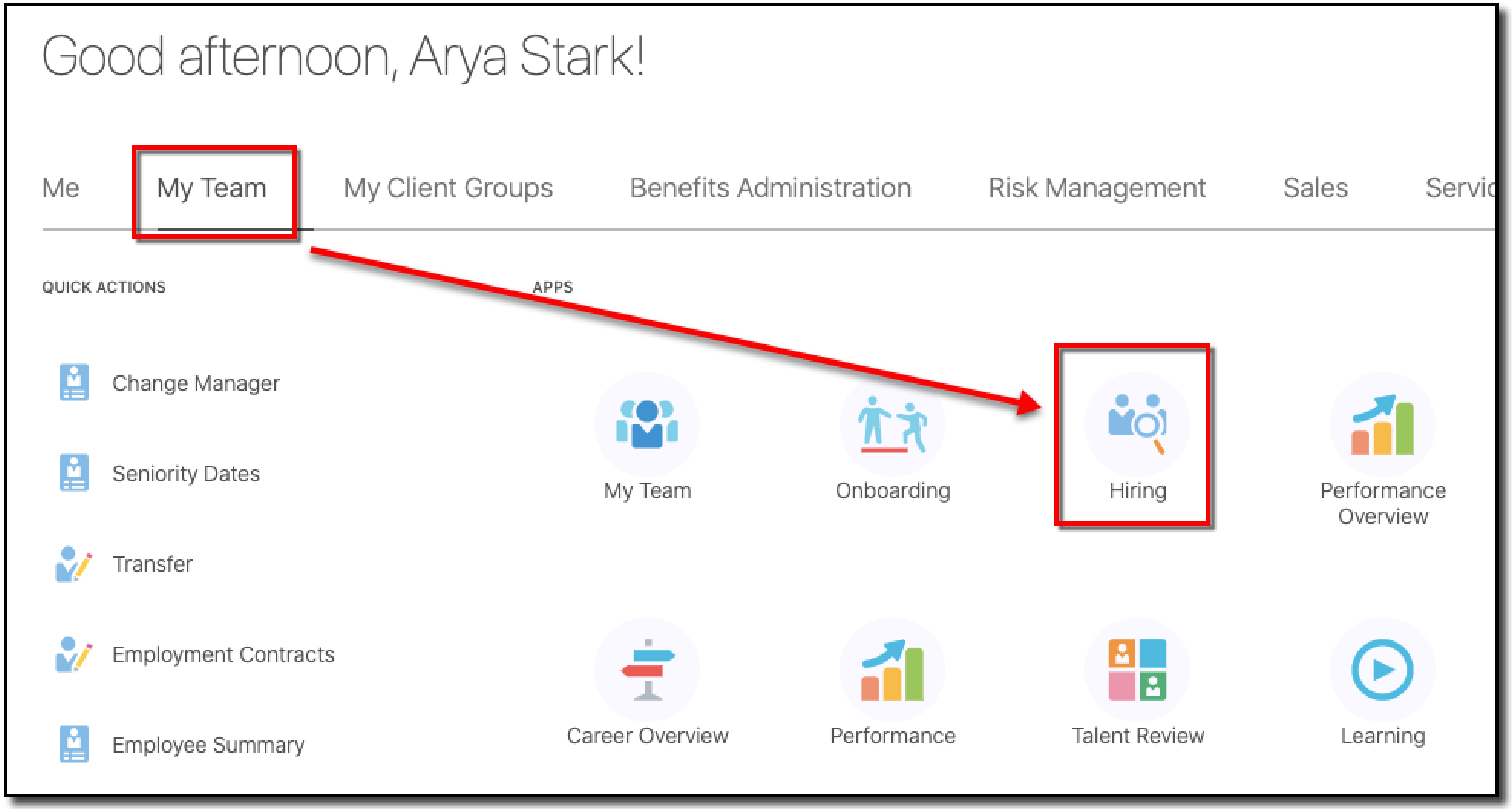
NOTE: The screening and notifications of candidates will continue on Weds and Fridays.

Viewing Application Process

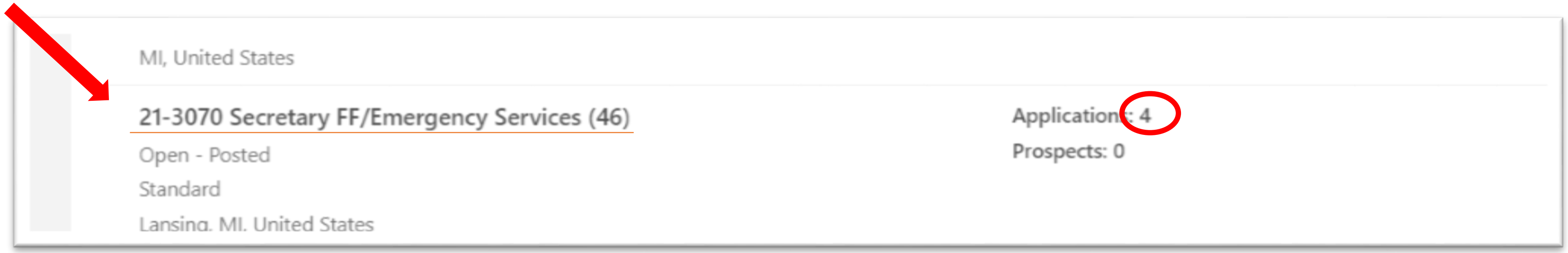
1. Login into Connect and select the My Team option.

Select Hiring:

Within the Connect system, your job requisitions/job postings should be available to view, if not get with the hiring team to review filter.



2. Select the title to view the details. You will be able to see how many applicants are available within the requisition including to be reviewed and active applications.



3. To review applications, select "Active Applications"

All Candidates will then be shown

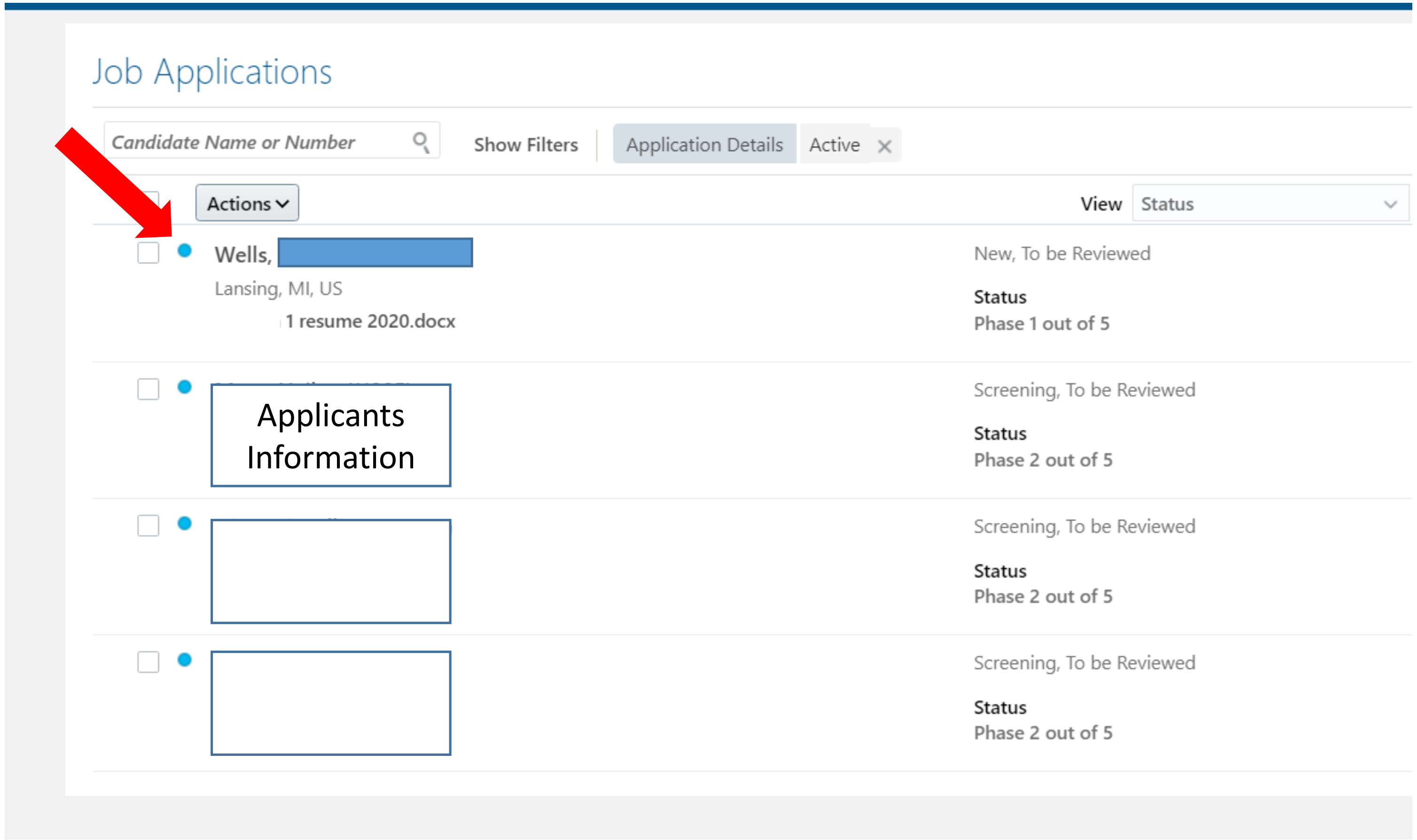
NOTE: The phase and state on all QUALIFIED SCREENED candidates will be listed as Screened and Reviewed

Connect

4. To review applications, click on the candidates name.

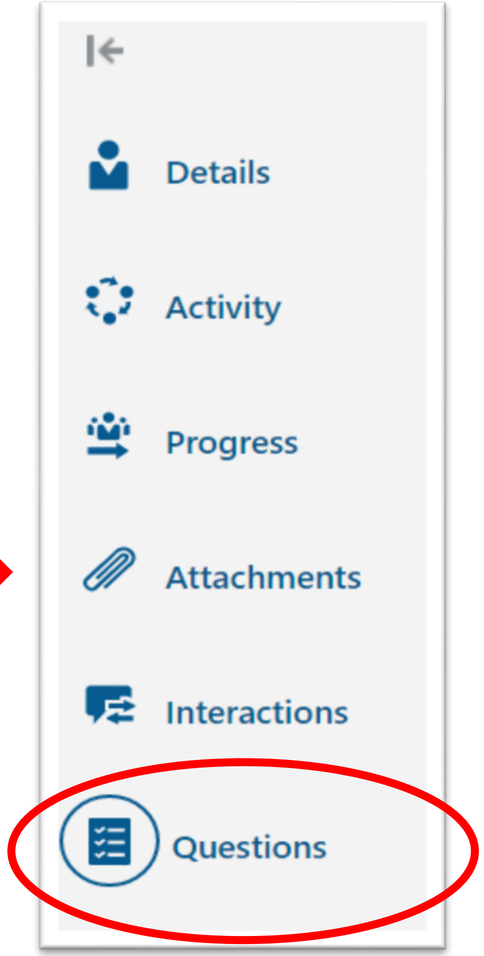
This will show the entire candidate application including:

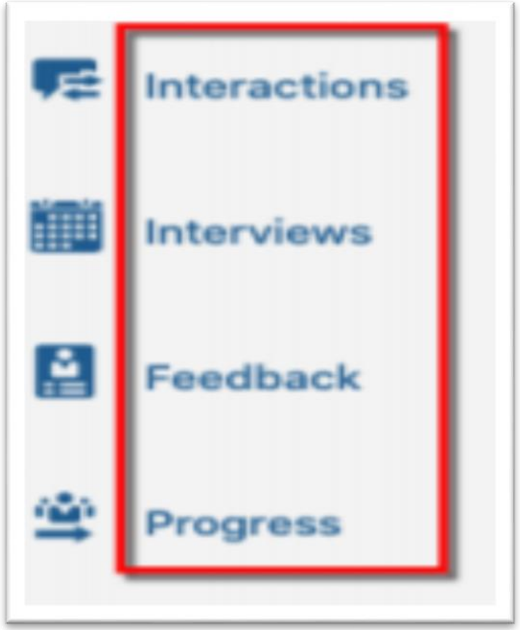
- **Key Highlights**
- **Skills**
- **Licenses and Certifications**
- **Degrees**
- **Languages**
- **Work Preferences**
- **Work History**
- **Endorsements**
- **Personnel Info**
- **Address**
- **Source info**



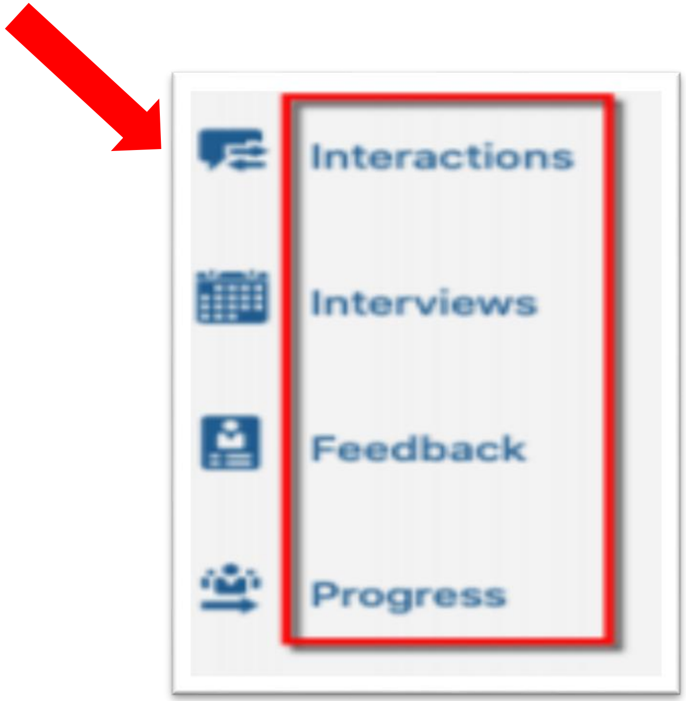
5. To review all pre-screening questions click the Questions tab which is on the left hand side of the application. You will also see an option for Interactions, Interviews, Feedback, and Progress.

Attachments will include cover letter, resumes, licensures and certifications.

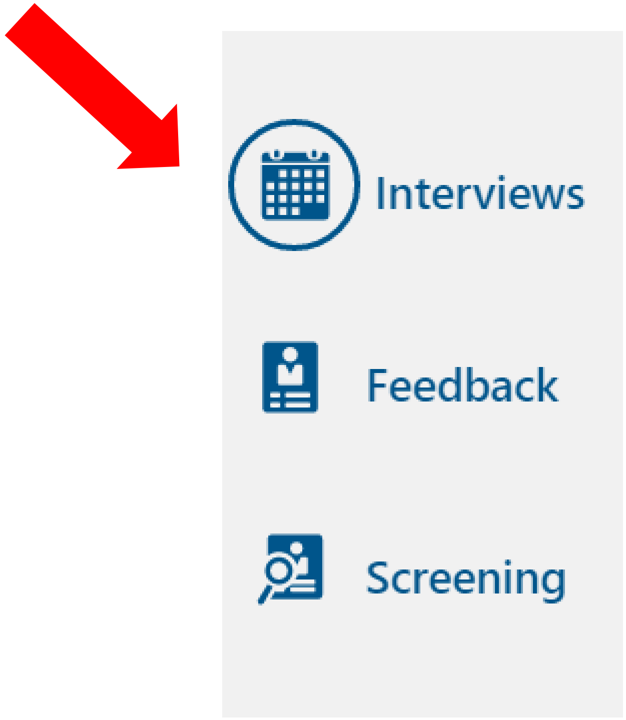




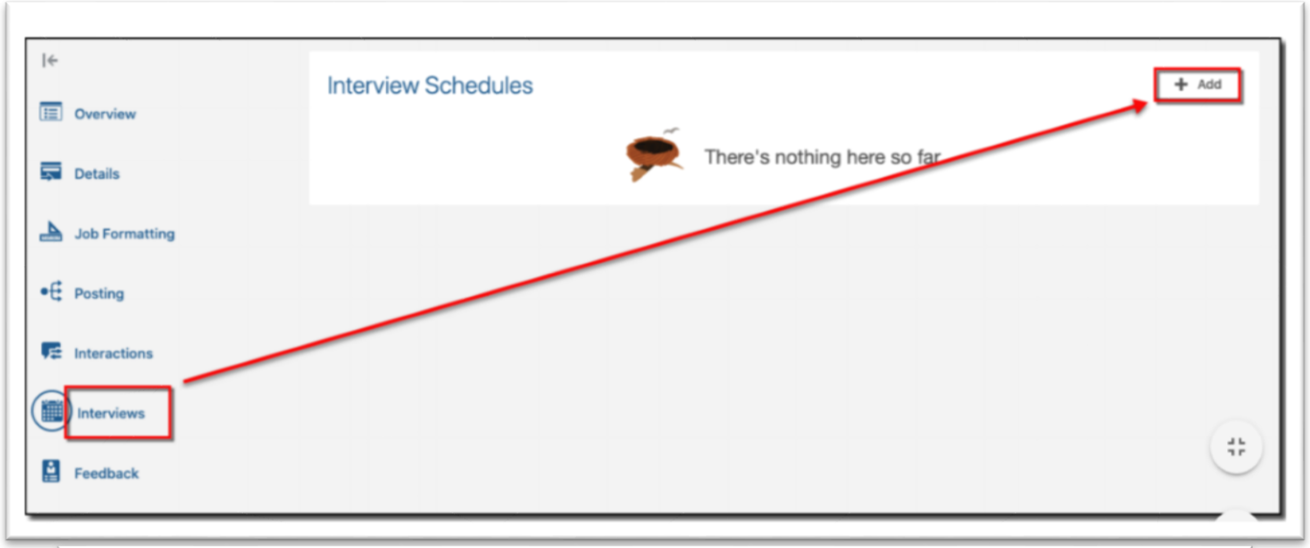
6. The interaction options will include any notes of existing disciplines and seniority dates AND allow all communication with the hiring team about interactions you both have had with the candidate to be recorded.

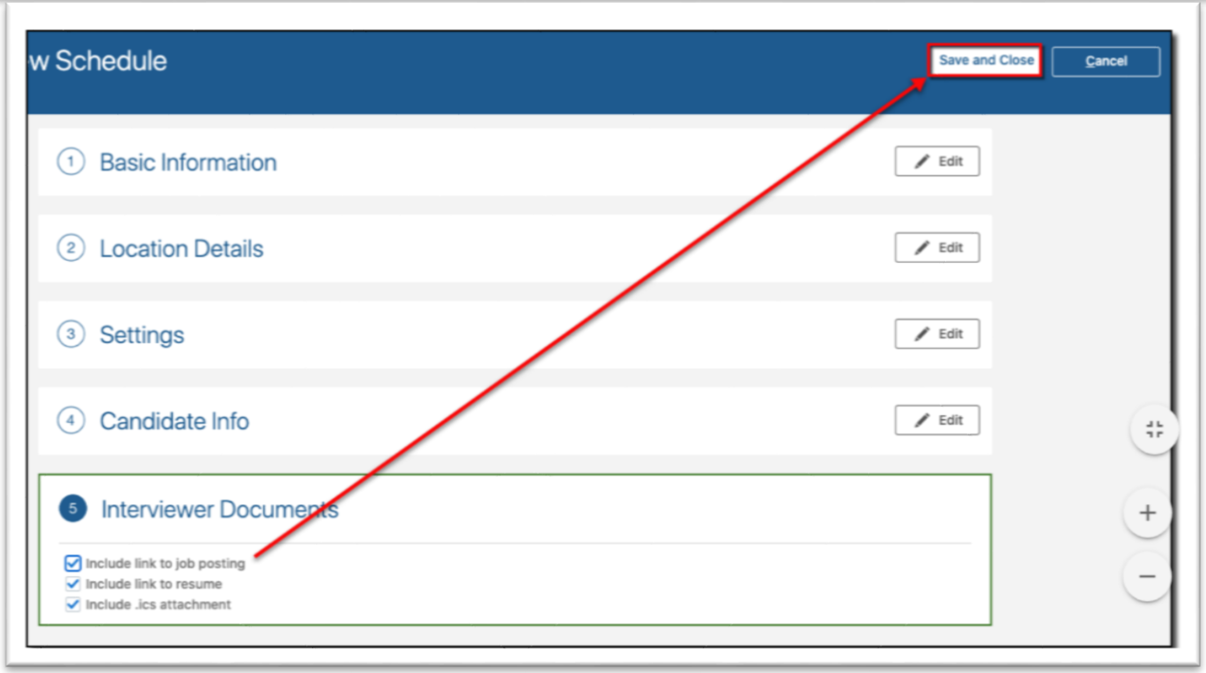


7. If you would like to move forward scheduling an interview for a candidate by providing the candidate times to select from, select "interviews".



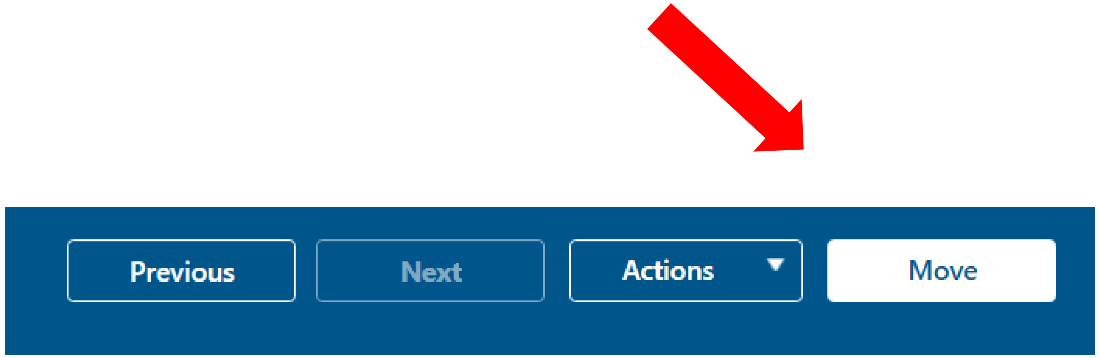
NOTE: PLEASE FEEL FREE to move forward with interview, as you have in the past, this is optional and hopefully helpful in the long term. This is also a decision that can be made job posting by job posting.

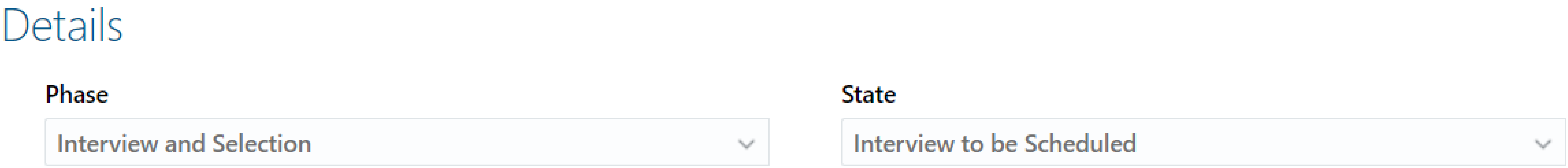




This will allow you the option to create an interview schedule. The first option will be the title which should always be 'interview schedule for candidate', select interview format (web conference, phone, in person), and start and end time.

Once you have created the schedule for interviews, return to the candidate application (go to applicable job requisition and select candidate name). You will see ‘Move’ button on the top right corner. This will take you to the Move Candidate selection which allows you to change the candidate phase to interview and selection and state to interview scheduled.





As the candidate moves through the process and the interview is completed, you can return to this and change to interview completed. **<u>It is important for these phases to be changed so HR staff can adequately update and monitor the job requisition for the candidates.</u>**

Details

Phase

Interview and Selection

State

Interview Completed

State

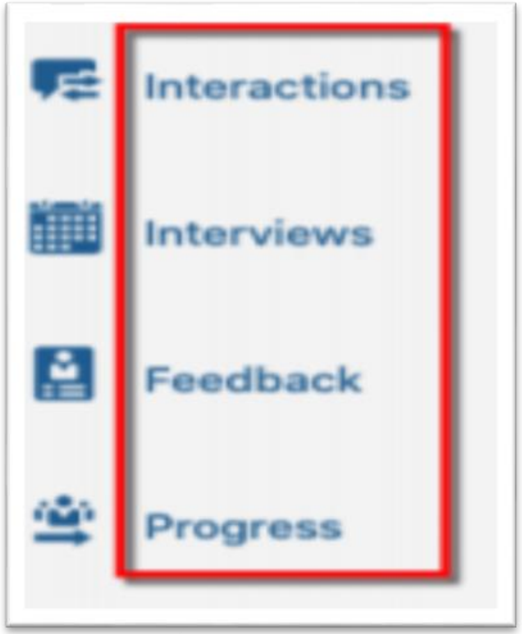
If more than one internal applicant is interviewed and a QA is required put both applicants in the same phase and state.

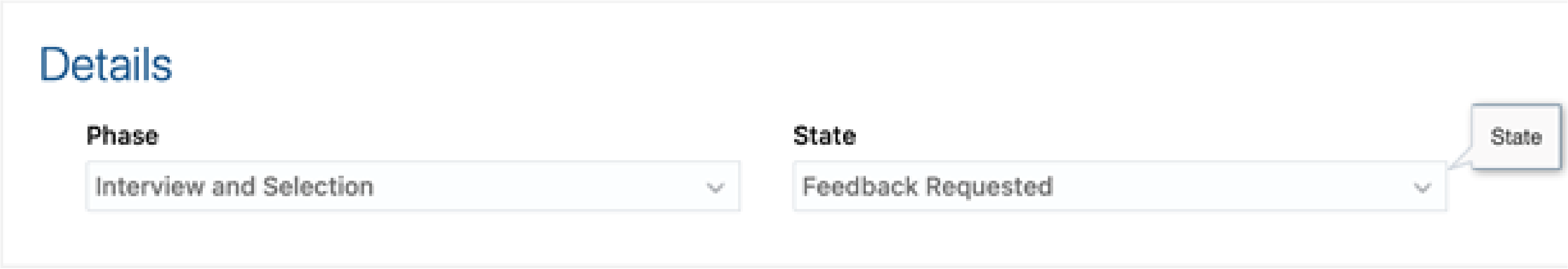
Phase: Interview and Selection

State: Feedback Requested

Within individual applications, add to the interactions which applicant you want to hire and do not want to hire.

Complete QA form and email the HR Hiring Staff and attach interview notes for both applicants.

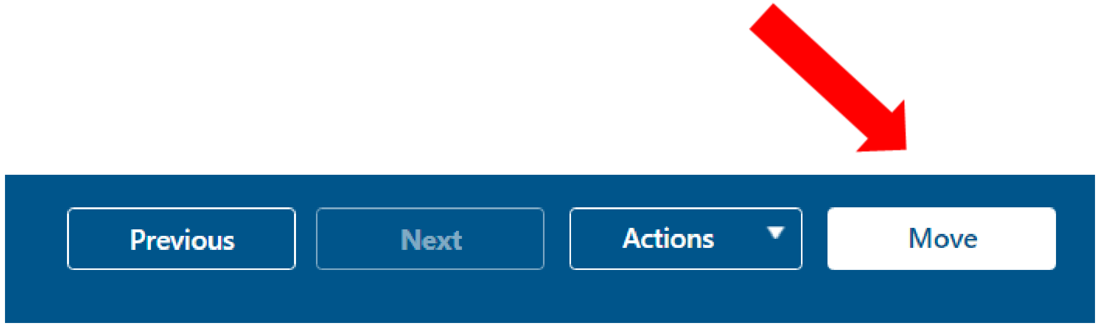


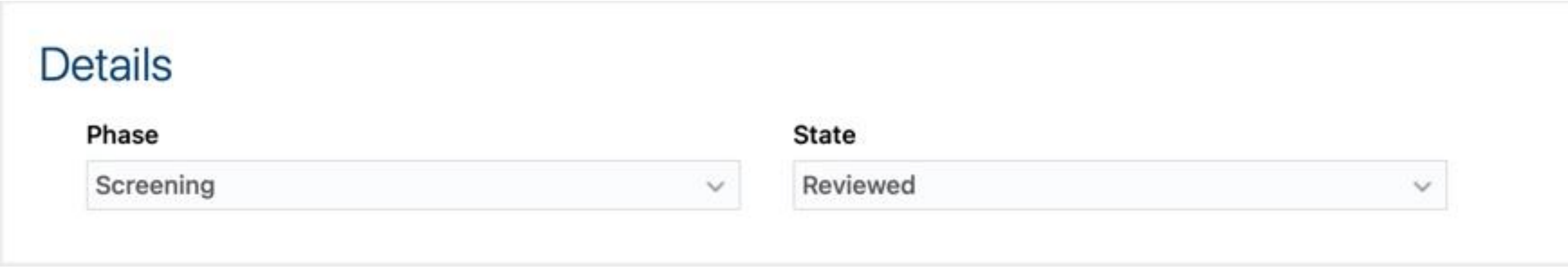


After reviewing candidate application and you do not want to interview nor reject the candidate, move the candidate to the following phase and state for Hiring Manager to keep track.

Phase: Screening

State: Reviewed



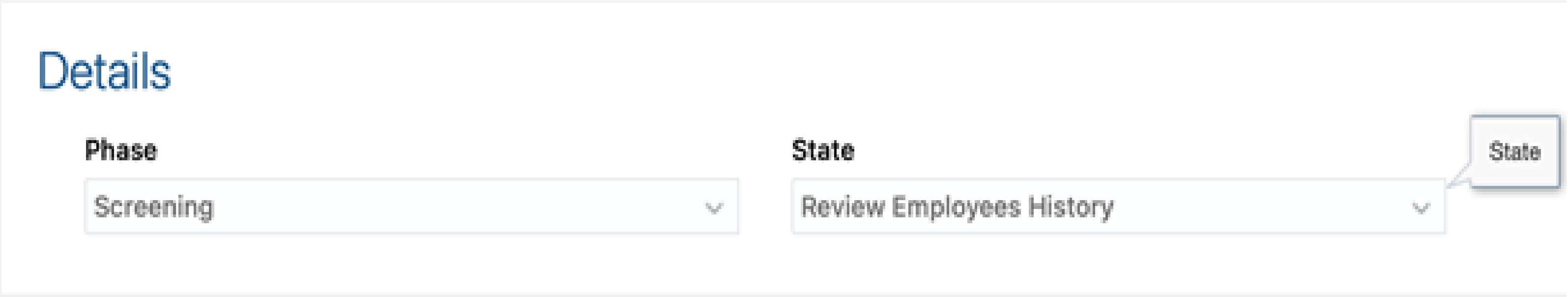


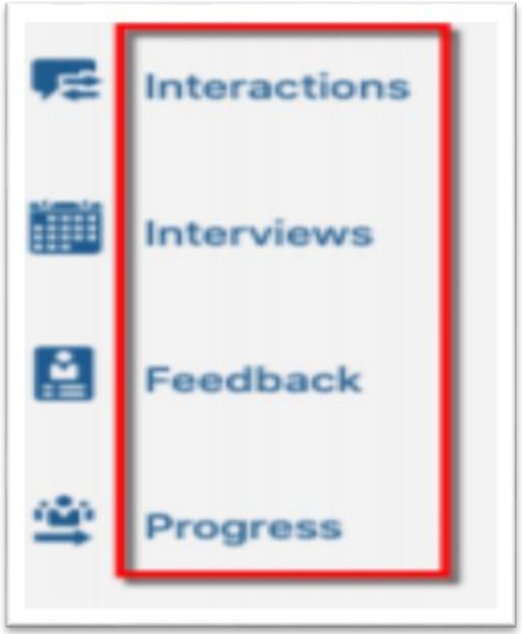
If you do not want to hire this candidate and want to reject them from the job requisition after screening put them in the following phase and state.

Phase: Screening

State: Review Employees History

Also in interaction please note why you want to reject this candidate from the requisition.



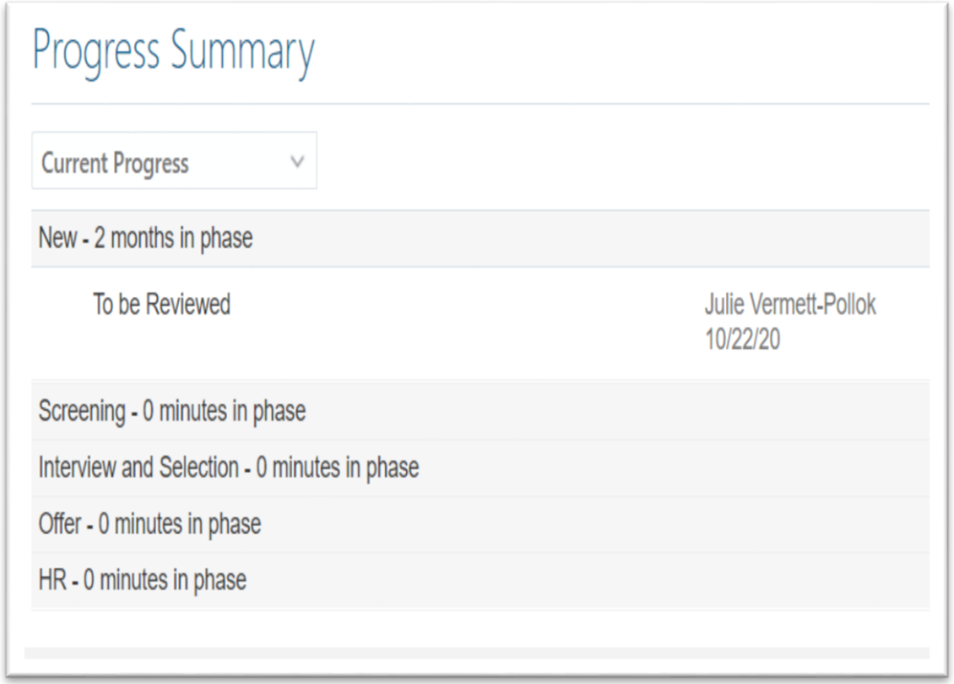


You can select progress, to review the summary of phases for the candidate.:

Once you have interviewed prospective candidates and **have selected a candidate**, return to the applicable job requisition and select the application by the candidate name whom has been selected for the position.

At the top right corner of the application of the candidate, you will see a button for “Move”.

This will take you the Move Candidate phase. You will see a box labeled Details with options to change the Phase and State.

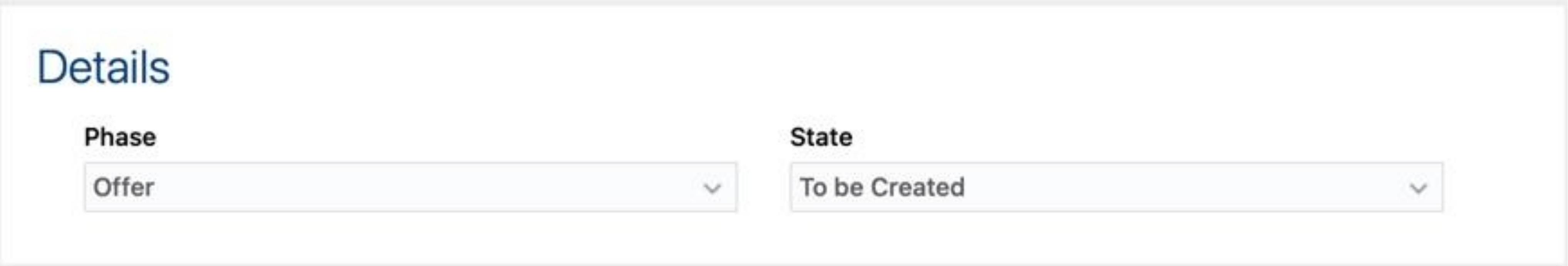


To select for offer, select the phase as “Offer” and select the state as **“To be Created”.** Select “Save and Close”.

This will send a notification to the Hiring Specialist and update the application in the requisition.

Please send an email to HR-HiringStaff@ceimh.org if you have any questions.

NOTE: If this is an internal transfer, create an interaction stating what the budgeted amount for this position is.



Connect

Once the candidate has accepted the offer, the HR Specialist will notify you via email that the candidate has accepted along with their new hire date (if applicable). You will also be able to review the status in the job requisition/job posting. The HR Specialist will fill the role via the HR Hiring Module. You no longer need to complete a status change in the previous status change system, you WILL receive an IS Access form via Connect notification that will be filled out and emailed to Helpdesk to provide them with the computer access and info needed, so please complete and email asap.

Todd, Julianna (1651)

Lansing, MI, US

Prescreening score: 4 out of 5

Offer, To be Created

Status

Phase 4 out of 5