

Student or Non-Student Temporary Employee Recruitment & Hiring Process

Definition of a Temporary Employee: Employees that are hired to meet short-term or sporadic staffing needs (i.e. those anticipated to last less than 12 months). Temporary appointments will vary in their duration and may be ended at any time, for any reason. Standard practice guide 201.57 <http://spg.umich.edu/pdf/201.57.pdf>

Definition of a Student Employee: Students will normally be placed into jobs that are seasonal, irregular, or sporadic and are considered supplementary to the regular workforce. Standard practice guide 201.24 <http://spg.umich.edu/pdf/201.24.pdf>

What	Who	Action	Comments
Position Vacancy: This occurs under two different situations: a vacancy created by a termination or an identified need for a newly created position	Hiring manager and/or Senior Officer/ Dean	The hiring manager should assess the need for the position.	Depending on the nature of the position, the HR Consultant and hiring manager may meet to discuss departmental needs.
A Requisition/Job Posting Requisition: Creating an application and on-boarding form in the e-Recruit application system. Posting: Adding a position description to the requisition so it can be advertised on our career portal, www.umjobs.org	Hiring Manager and/or Dept. Admin.	A requisition/job posting using the e-Recruit system is created. Instructions on creating a requisition	A requisition must be created in all circumstances through the e-Recruit system to hire a student or non-student temporary employee. A posting is created to gather a pool of qualified candidates. Interested candidates apply through umjobs.org .

What	Who	Action	Comments
The requisition/ job posting is routed electronically to the Office of Human Resources	The HR Assistant will review each requisition and job posting to ensure that it is complete and has the necessary information. HR Consultants review and approve all postings in order to make sure they comply with recruitment standards.	Available positions for student or non-student temporary employees are posted at umjobs.org for 3 – 5 days to build a pool of qualified applicants. All positions must be posted.	In rare situations when a hiring manager has pre-identified a student employee the posting requirement may be waived. In this situation, the hiring manager must consult with human resources. Offers of employment may not be extended until the applicant has completed the application process and background check.
Resume Screening	HR Consultant and/or Hiring Manager and/or Search Committee	HR Consultant and/or Hiring Manager and/or Search Committee thoroughly screens submitted applications and resumes for potential and qualified candidates to be considered for a phone and/or in person interview.	Once candidates are identified to be interviewed the HR Consultant will thoroughly review the e-Recruit application and the restricted tables for any information that may exist.
Determine Work –Study Eligibility	Hiring Manager	Call Financial Aid Office to determine eligibility X35300	Work-study eligible students benefit the department by covering a portion of the salary expenses through the work-study award.

What	Who	Action	Comments
Interviews - Sample questions (Phone) (Face to face)	HR Assistant and/or Department Administrator	Face to face interviews are scheduled based on the availability of the search committee and Hiring Manager.	<p>This step can vary from initial phone screens/interview to immediate campus interviews depending on the candidate pool and needs of the hiring manager.</p> <p>The HR Consultant and hiring manager will collaborate to create a list of appropriate questions to be asked during interviews.</p>
Reference Check - Sample questions	HR Consultant	Hiring manager or HR Consultant solicits a list of references (should include current and past supervisors) from top 2-3 candidates. Past performance evaluations can also be considered for former or internal UM employees.	Reference questions are provided by HR.
Contingent Job Offer	Dept. Admin.	After candidate has been selected for the position, department administrator prepares offer in the system. The employment eligibility form (I-9) needs to be completed by the employee by the first day of employment and verified by the department within three days of the start date.	<p>This step occurs simultaneously with the criminal background check.</p> <p>It is recommended that the I-9 is completed simultaneously with the job offer.</p>

What	Who	Action	Comments
Criminal Background Check	Office of Human Resources	The criminal background check process is started.	<p>The candidate is prompted via email to complete the authorization for the criminal background check.</p> <p>This step occurs simultaneously with the contingent job offer. Consultant reviews application and background check.</p>
Approval	HR Consultant	The HR Assistant routes the application and resume to the HR Consultant for review and approval.	If the criminal background check is not successful, the HR Consultant will assess the nature of the offense and make a determination for employment eligibility.
Prepare For Hire	Dept. Admin	<p>Upon notice of offer approval, department administrator modifies offer to “Accept” in the e-Recruit system.</p> <p>The department administrator completes the last step, “Prepare for Hire”, which sends the information to M-Pathways</p>	The selected candidate receives follow up emails to validate his/her personal information.

What	Who	Action	Comments
Employee Validation	Selected candidate		The Dept. Admin must inform selected candidate that they will be required to validate his/her personal information so that their record can be built and they can start receiving pay for their work. If this step is not completed, the employee will not transition into the payroll database and receive payment in a timely manner.
Employee Hired in System	HR Assistant	The employee's appointment is processed in the e-Recruit system	INTERNAL HR PROCESS
On-Boarding	Non-student temporary employees	New Employee Orientation (NEO) -Last Friday of each month	INTERNAL HR PROCESS
List of Activities	Student and non-student temporary employees	Departmental On-Boarding Process	