Faculty Recruitment Process in PeopleAdmin

A requisition is created by the unit/department designee through PeopleAdmin. If you do not have an administrator ID, submit your request at the login screen at: https://jobs.unmc.edu/hr (Special Note: To manage applicants you must have the Facilitator role)

Please contact Sue Welch at 402-559-5187 or swelch@unmc.edu if you have any additional questions.

- **Unit/Department**
  - In the Applicant Tracking Module, creates requisition
  - Saves requisition
  - Changes requisition workflow state to “Department Approver/Chair” or “Business Manager”, depending on Unit needs

- **Unit/Department Approvals**
  - Chair, or designee, reviews and changes workflow state to “Business Manager”. (You may need to call Tina Johnson-Randle to confirm your Chair level approver has correct system access. This individual will be responsible for moving it through the workflow states in the system) [Eppley and MMI may skip this step and proceed directly to Dean/Director approval level.]
  - Dean’s Business Office (Business Manager), reviews and changes workflow state to “Academic Services Review”

- **Academic Services**
  - Reviews requisition for justification, checks waiver request or required advertising (see requirements on Academic Services site), checks job description and notes appropriate revisions. Posting may be approved or rejected back to Department Facilitator for changes. Moves to workflow state of “Academic Affairs”
  - Obtains Vice Chancellor Approval
  - Changes workflow state to “Posted” or “Waiver of Posting”, accordingly

- **Unit/Department**
  - Upon receipt of e-mail notification stating the requisition has been placed in the “Posted” workflow state, places advertisement in required journals. (see requirements on Academic Services site)
    - Advertisement text should reference the Quick link from the posting.
    - HR prefers no personal contact information in advertisement text.
    - Text used in advertisement must be included in the Advertising Information section of the requisition.
    - Sends e-mail to Sue Welch in Academic Services containing advertising dates and if possible, link to advertisement.
  - Upon receipt of e-mail notification stating the requisition has been placed in the “Waiver of Posting” workflow state, sends link to applicant so they may apply
• Applicant
  • Locates posting and applies, creating an Academic Candidate Profile
  • Attaches CV and any other required documents

• Unit/Department
  • Screens applications
  • Makes decision on each applicant; i.e., applicant workflow state of “Not Hired”, providing reason, if not qualified OR applicant workflow state of “Pending” if still under consideration
  • After 30 day required posting period has been reached and department no longer wishes to accept additional applications, notifies Academic Services to change Posting Status to “On Hold”
  • After 30-day required posting period, selects and contacts applicants that the Search Committee wishes to interview and changes applicant status to “Interview Scheduled”
  • Search Committee conducts interviews and selects applicant they wish to hire
  • Changes applicant status in PeopleAdmin to “Interviewed/Selected for Hire” or “Interviewed – SEL HIRE/ begin background check” [if it’s more than 60 days to the start date, we recommend waiting to change to the background check workflow state until it’s closer to the hire date] (status change generates an email notification to Academic Services)
  • Begins hiring process

** Note: If applicant selected for hire declines offer, unit/department should change status to “Interviewed, Not Hired” then choose “Declined Offer” for the reason. If the reason why the applicant declined is known, please enter that in the explanation box.