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). You must have the Facilitator role to manage applicants.

- **Unit/Department**
  - In the Applicant Tracking mode, create requisition
  - Save requisition
  - Change 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”
  - Dean’s Business Office (Business Manager) reviews and changes workflow state to “Academic Services Review”

- **Academic Services**
  - Reviews requisition for appropriate entries in required fields, reviews justification, checks waiver request or required advertising, checks job description, and if no revision needed, moves to workflow state of moves requisition to workflow state “Approved-Pending” (posting may be rejected back to Facilitator for revision)
  - Each Friday morning, generates report from PeopleAdmin for requisitions in workflow state “Approved-Pending” for submission to the Chancellor (requisitions submitted to “Academic Services Review” after 5:00 pm on Thursday will move to the following week’s report)
  - Upon Chancellor approval, Academic Services enters “Date Approved by Chancellor”
  - Obtains Associate Vice Chancellor for Academic Affairs approval, and moves to the appropriate workflow state of “Posted” or “Waiver of Posting”

- **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 website)
    - 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

<table>
<thead>
<tr>
<th>Requisition: Assistant Professor/HP (Faculty)</th>
<th>Edit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Status: Waiver of Posting</td>
<td></td>
</tr>
<tr>
<td>This requisition is not available to applicants via search results but may be accessed directly at <a href="http://unmc.peopleadmin.com/postings/22547">http://unmc.peopleadmin.com/postings/22547</a></td>
<td></td>
</tr>
<tr>
<td>Position Type: Faculty</td>
<td></td>
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<tr>
<td>Department: Pediatrics Nephrology</td>
<td></td>
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<tr>
<td>Created by: Nichole Nervig</td>
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<tr>
<td>Owner: Academic Services</td>
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</tbody>
</table>

- Applicant
  - Locates posting and applies, creating an Academic Candidate Profile
  - Attaches CV and any other required documents

- Unit/Department
  - Screens applicants
  - 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 for faculty, or 7-day for postdocs, selects 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 to “Interviewed/Selected for Hire” or “Interviewed-SEL Hire/begin background check” (if it is more than 60 days to the start date, we recommend waiting to change to the background check workflow state until it is closer to the hire date)
  - Begins hiring process

**Note:** if applicant selected for hire declines offer, 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.