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# **Welcome To Hiring Manager Training**

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# Sean Lipsey

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  - Email: [slipsey@du.edu](mailto:slipsey@du.edu)
  - Location: Mary Reed Building 4<sup>th</sup> Floor
-

# Agenda

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- Assessing a need
  - Creating a Requisition
  - Advertising the Position
  - Reviewing Applicants
  - Interviewing
  - Background and Reference Checks
-

# Agenda

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- Making an Offer
  - New Hire Paperwork
  - Office Culture
  - Employee Separation
-

# After this session you should be able to...

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- Thoroughly understand the hiring process
  - Navigate in the Job Site
  - Know the appropriate resources
  - Submit a job requisition
  - Take the next steps after a hire is made
-

# People Admin Job Site

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- ❑ Third party administrator for DU since 2004
- ❑ PeopleAdmin provides software systems uniquely designed to automate the recruitment process used in Higher Education and the Public Sector. Over 250 institutions are streamlining their recruitment process using our software
- ❑ Compliant with Federal and State Regulations
- ❑ Great Reporting Capabilities
- ❑ Higher Education Focused



# People Admin Job Site Operating Hints

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- ❑ Supports browser versions of Netscape 4.7 and above and Internet Explorer 4.0 and above
  - ❑ Requires Adobe Acrobat
  - ❑ System may have problems with Apple Browser "Safari"
-

# People Admin Job Site Operating Hints

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- Do Not click the "Back" Button
- Please use the navigational buttons within the site
- Save without submit or Save and submit!
- For security, the system will automatically log you out after 60 minutes
- Do not log in twice.



# The Job Site

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- Hiring managers should log in at
  - [www.dujobs.org/hr](http://www.dujobs.org/hr)
  - [www.du.edu](http://www.du.edu)
    - Click “jobs @ DU” then scroll down to Hiring Managers.  
Click on: [Click here to access the online hiring management system](#)
  
  - Applicants can log on at  
[www.dujobs.org](http://www.dujobs.org) or [www.du.edu](http://www.du.edu)
-

# 8 Steps in hiring

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- Step 1: Assessing a need
  - Step 2: Creating a Hiring manager account
  - Step 3: Creating a requisition
  - Step 4: Reviewing Applicants
  - Step 5: Background and Reference Checks
  - Step 6: Filling the position
  - Step 7: New Hire Paperwork
  - Step 8: Office Culture
-

# Step 1: Separating employee or new employee

---

- What is the FTE?
- Budget considerations
- Get the needed approvals (division head, budget chair, executive office)
- Reclassify the job description
- Restructure the department



# In PeopleAdmin

---

Option 1: Post a previous position

Option 2: Post and reclassify a previous position

Option 3: Create a new position

Option 4: Reclassify other positions  
(PCR form needed)



# Step 2: Creating an Account

- 1) Go to the website and Click the 'Create User Account' link and complete the information
- 2) WRITE DOWN your user name and password

Job Site - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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EMPLOYMENT OPPORTUNITIES  
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USERS  
CREATE USER ACCOUNT

Create User

\* Username

\* Password

\* Confirm Password

\* First Name

\* Last Name

\* Banner ID

\* Title

Phone Number

\* Email

Department

\* 1) Click on the name of your department and click the top arrow (>) to select. Please only select your own department.  
2) Selected department(s) is shown in the right hand box.

Not Selected

Human Resources  
Sample Office  
1010-Traditional Undergrad  
1020-Student Life  
1030-University Health & Co  
1040-Residence  
1050-Graduate Studies  
1060-Arts & Humanities / So

Selected

Not Assigned

User Status

Submit for Approval

CANCEL CONTINUE

Done

## Step 3: Creating a Requisition

---

- My user account was approved
- I'm ready to post a position

Let's Get started

---

# Step 3: Creating a Requisition

---

Please type into the URL:

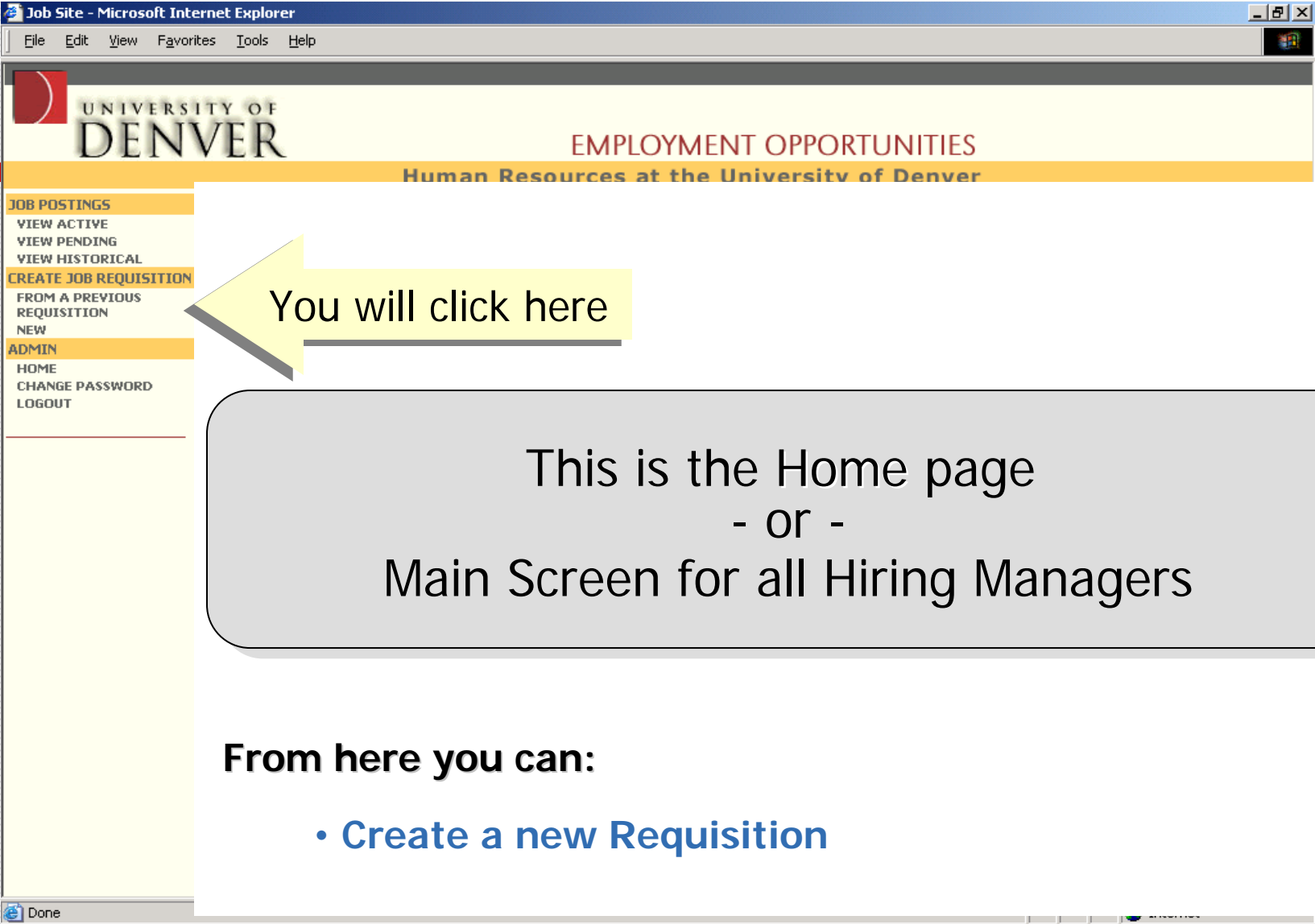
training167.peopleadmin.com/hr

username: hiringmanager1

password: training1

Do not type in: (www)

---



You will click here


This is the Home page  
- or -  
Main Screen for all Hiring Managers

From here you can:

- Create a new Requisition

Job Site - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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EMPLOYMENT OPPORTUNITIES  
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**JOB POSTINGS**  
VIEW ACTIVE  
VIEW PENDING  
VIEW HISTORICAL

**CREATE JOB REQUISITION**  
FROM A PREVIOUS REQUISITION  
NEW

**ADMIN**  
HOME  
CHANGE PASSWORD  
LOGOUT

You will click here


From here you can:

- View your active positions

Done

Job Site - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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EMPLOYMENT OPPORTUNITIES  
Human Resources at the University of Denver

**JOB POSTINGS**  
VIEW ACTIVE  
VIEW PENDING  
VIEW HISTORICAL

**CREATE JOB REQUISITION**  
FROM A PREVIOUS REQUISITION  
NEW

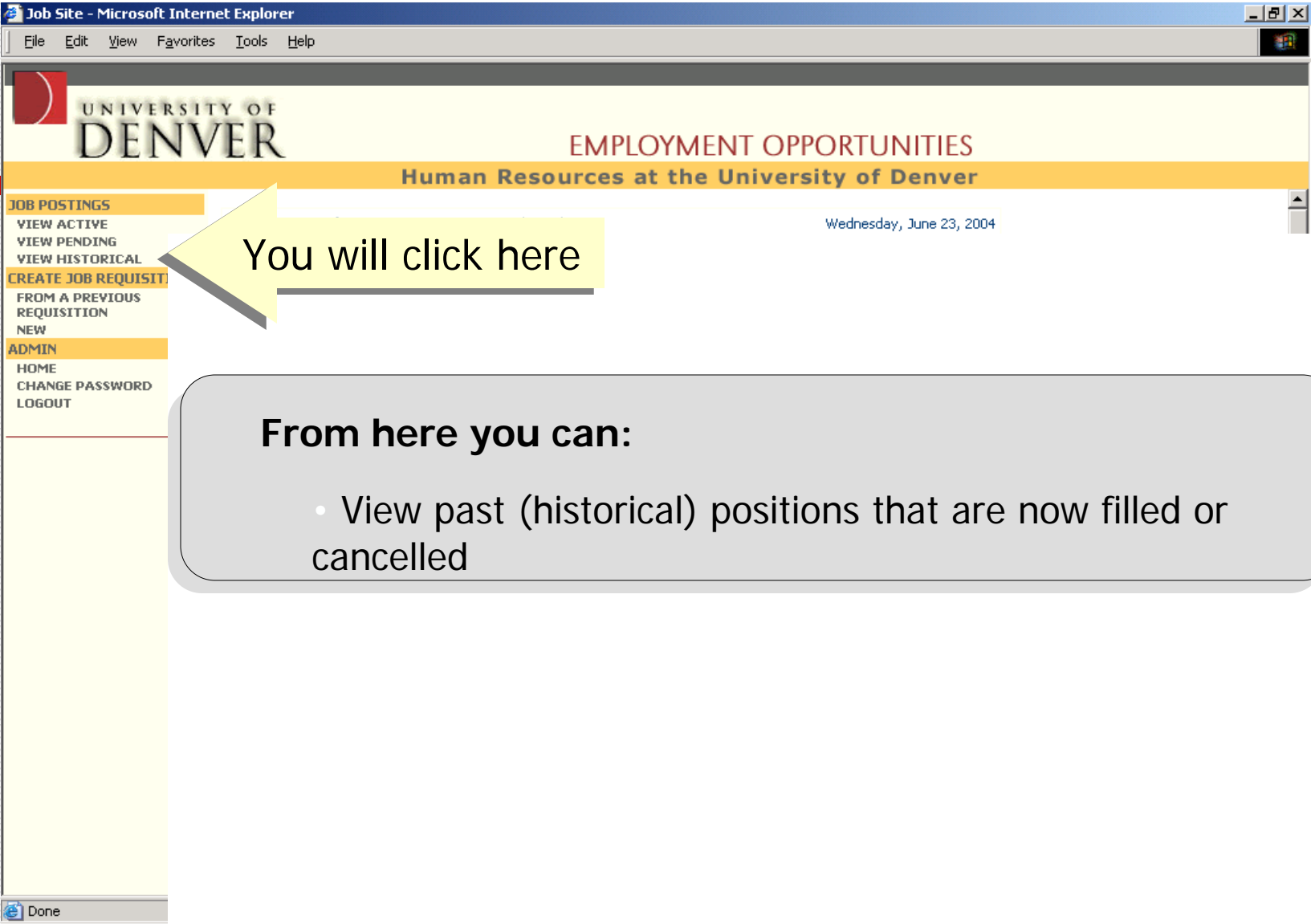
**ADMIN**  
HOME  
CHANGE PASSWORD  
LOGOUT

You will click here

**From here you can:**

- View a Requisition submitted to HR for approval (pending)

Done



## EMPLOYMENT OPPORTUNITIES

Human Resources at the University of Denver

### JOB POSTINGS

- [VIEW ACTIVE](#)
- [VIEW PENDING](#)
- [VIEW HISTORICAL](#)

### CREATE JOB REQUISIT

- [FROM A PREVIOUS REQUISITION](#)
- [NEW](#)

### ADMIN

- [HOME](#)
- [CHANGE PASSWORD](#)
- [LOGOUT](#)

Wednesday, June 23, 2004

You will click here

### From here you can:

- View past (historical) positions that are now filled or cancelled



## EMPLOYMENT OPPORTUNITIES

Human Resources at the University of Denver

- JOB POSTINGS**
- VIEW ACTIVE
- VIEW PENDING
- VIEW HISTORICAL
- CREATE JOB REQUISITION**
- FROM A PREVIOUS REQUISITION
- NEW
- ADMIN**
- HOME
- CHANGE PASSWORD
- LOGOUT

You will click here

You can change your password at any time.

Note: You should always **Logout** when you leave the site or walk away from your desk for more than a few minutes.



## EMPLOYMENT OPPORTUNITIES

Human Resources at the University of Denver

### JOB POSTINGS

- VIEW ACTIVE
- VIEW PENDING
- VIEW HISTORICAL

### CREATE JOB REQUISITION

- FROM A PREVIOUS REQUISITION
- NEW

### ADMIN

- HOME
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# Creating a Requisition



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- VIEW HISTORICAL
- CREATE JOB REQUISITION**
- FROM A PREVIOUS REQUISITION
- NEW
- ADMIN**
- HOME
- CHANGE PASSWORD
- LOGOUT

Welcome **Sample Hiring Manager**. You are logged in. Wednesday, June 23, 2004

**Internal Hiring Site**

To view the position details, click the arrow next to the column header.

**You will create a New Requisition or one from a Previous Posting.**

14 Records

<input checked="" type="checkbox"/> Position Title	<input checked="" type="checkbox"/> Posit Numl						
<a href="#">Assistant Men's Lacrosse Coach</a>	1234567			2004	Filled		
<a href="#">Applicants Can Not Apply Online</a>	New		0	06-14-2004	Open Until Filled	Sample Office	Reopened
<a href="#">tap dancer</a>	new	0018	0	06-11-2004		Sample Office	Posted
<a href="#">Used Car Salesman</a>	New	0019	0	06-11-2004		Sample Office	Posted
<a href="#">Barista</a>	New	0016	0	06-11-2004		Sample Office	Posted
<a href="#">Head Men's Lacrosse Coach</a>	1124	0014	0	06-09-2004	Open Until Filled	Sample Office	Posted



# EMPLOYMENT OPPORTUNITIES

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- JOB POSTINGS**
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  - VIEW PENDING
  - VIEW HISTORICAL
- CREATE JOB REQUISITION**
  - FROM A PREVIOUS REQUISITION
  - NEW**
- ADMIN**
  - HOME
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  - LOGOUT

Welcome **Sample Hiring Manager**. You are logged in. Wednesday, June 23, 2004

### Create Job Requisition

- Posting Details**
- [Current Position Information](#)
- [New Position Information](#)
- [Documents](#)
- [Posting Specific Questions](#)
- [Points](#)
- [Guest User](#)



...appears, select the Submit button and click Continue. Your requisition will not be saved/submitted until you see the confirmation page and click the

*\*Required information is denoted with an asterisk.*

* Current Position Number Enter "New" if a new position	<input type="text"/>
* Job Title	<input type="text"/>
Effective Date	<input type="text"/>
* Classified Ad? If yes, attach a <a href="#">Request for Classified Advertising</a> form on the documents tab.	Choose...
Hiring Range This field will not be seen by applicants.	<input type="text"/>
For Hiring Range below, applicants will see exactly what is written.	<input type="text"/>

You can move from one section to another by clicking on the links in the boxes at the top of your screen.

# Posting Details

---

- This is what the applicant can see
  - Use it as a recruiting tool
  - Must closely match the job description
  - Drivers license? (Can they get there by bus, or special transit?)
  - Bachelors Degree? (why is it required? Are we discriminating in any way?)
-

When finished entering information on this screen, click the Continue to Next Page button.

LOGOUT

* Approved Applicant Documents to be Attached	<input type="checkbox"/> Other Doc <input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Letter of Recommendation
Quicklink	test24.peopleadmin.com/applicants/Central?quickFind=50339

To complete, please complete the posting information on this screen, then click Continue to Next Section. Proceed through all sections completing all necessary information. To submit the requisition, you must click on the Continue to Next Section button from the last section. Once a summary page appears, select the Submit button and click Continue. Your requisition will not be saved/submitted until you see the completion page and click the Confirm button.

\*Required information is indicated with an asterisk.

**CONTINUE TO NEXT PAGE >>**

**CANCEL**      **PREVIEW JOB REQUISITION**

# Attaching Documents

---

- Documents
    - Request for Classified Advertising
    - Memo to budget
    - Memo of explanation (now required)
    - Current job description
    - New job description (if reclassifying)
  - Advertise
    - Fill out *Request for Advertisement* form
-

# Attaching Documents

---

- ❑ Human Resources requires a job description
  - ❑ Memo of Explanation is **required** by Executive office
  - ❑ If you are reclassifying the position at all, you need to attach an old and new job description
  - ❑ Memo to Budget, Request for classified advertising, are optional in most circumstances
-



# EMPLOYMENT OPPORTUNITIES

## Human Resources at the University of Denver

- JOB POSTINGS**
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Welcome **Sample Hiring Manager**. You are logged in. Wednesday, June 23, 2004

### Create Job Requisition - 1

<a href="#">Posting Details</a>	<a href="#">Current Position Information</a>	<a href="#">New Position Information</a>	<a href="#">Documents</a>	<b>Posting Specific Questions</b>	<a href="#">Points</a>	<a href="#">Guest User</a>
---------------------------------	--	--	---------------------------	-----------------------------------	------------------------	----------------------------

To add questions that will be asked of every applicant who applies to this position, click **Add a Question**. Click **Continue to Next Section**>> to skip this section or **Finish** when finished.

No Posting Specific Questions exist.



If you choose to ask job-related questions, click the "Posting Specific Questions" box.

# Why Specific Questions

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- ❑ Disqualifies unqualified applicants
  - ❑ Can cut down on the amount of applicants in the pool
  - ❑ Legal issues with minimum qualifications
  - ❑ A way to cut down on interview time
  - ❑ Get more criteria for selection
  - ❑ Questions should be specific to the qualifications in the job description
-



## EMPLOYMENT OPPORTUNITIES

### Human Resources at the University of Denver

#### JOB POSTINGS

- VIEW ACTIVE
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- VIEW HISTORICAL

#### CREATE JOB REQUISITION

- FROM A PREVIOUS REQUISITION
- NEW

#### ADMIN

- HOME
- CHANGE PASSWORD
- LOGOUT

Welcome **Sample Hiring Manager**. You are logged in.

Wednesday, June 23, 2004

### Create Job Requisition - 1

[Posting Details](#)

[Current Position Information](#)

[New Position Information](#)

[Documents](#)

**Posting Specific Questions**

[Points](#)

[Guest User](#)

To add questions that will be asked of every applicant, click **Add a Question**. Click **Continue to Next Section** >> to

No Posting Specific Questions exist.

**ADD A QUESTION**

**CONTINUE TO NEXT PAGE >>**

**CANCEL**

**PREVIEW JOB REQUISITION**

Then click **Add a Question**.



# EMPLOYMENT OPPORTUNITIES

## Human Resources at the University of Denver

- JOB POSTINGS**
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- LOGOUT

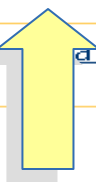
Welcome **Sample Hiring Manager**. You are logged in. Wednesday, June 23, 2004

### Add a Question

Search Existing Questions:

**Search by Keyword:**


[Create a Question](#)



A question may already exist that relates to your topic. Enter a keyword in the "Search by Keyword" box. Otherwise, leave this space blank, and click **"Search"**.

Job Site - Microsoft Internet Explorer

File Edit View Favorites Tools Help


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**JOB POSTINGS**  
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Search by Keyword:

**Search Results**  
13 Records

 **Question Text**

How many years of industry experience do you have?	<a href="#">View/Add</a>
How often do you go surfing?	<a href="#">View/Add</a>
Please select the response that best represents your educational training i...	<a href="#">View/Add</a>
Please select the response that best represents your full years of paid ful...	<a href="#">View/Add</a>
Do you have knowledge of NCAA rules and regulations?	<a href="#">View/Add</a>
Do you have an MFA?	<a href="#">View/Add</a>
Do you have a Bachelor's degree or equivalent in relevant area and one to t...	<a href="#">View/Add</a>
Do you have teaching experience?	<a href="#">View/Add</a>
Do you have experience in lacrosse?	<a href="#">View/Add</a>
why DU?	<a href="#">View/Add</a>
Do you have atleast 10 years experience in Human Resources	<a href="#">View/Add</a>
Do you have at least 10 years opf head coach experience ?	<a href="#">View/Add</a>
How long have you worked in an academic environment before	<a href="#">View/Add</a>

To view a question (and possible answers) click the **View/Add** link to the right of each question. If one of the questions relates to your position, you may submit it by clicking 'Add'.



## EMPLOYMENT OPPORTUNITIES

### Human Resources at the University of Denver

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- ADMIN**
- HOME
- CHANGE PASSWORD
- LOGOUT

Search by Keyword:

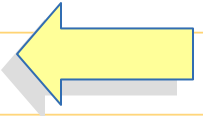
  
 

#### Search Results

13 Records

Question Text	
How many years of industry experience do you have?	<a href="#">View/Add</a>
How often do you go surfing?	<a href="#">View/Add</a>
Please select the response that best represents your educational training i...	<a href="#">View/Add</a>
Please select the response that best represents your full years of paid ful...	<a href="#">View/Add</a>
Do you have knowledge of NCAA rules and regulations?	<a href="#">View/Add</a>
Do you have an MFA?	
Do you have a Bachelor's degree or equivalent in relevant	
Do you have teaching experience?	
Do you have experience in lacrosse?	
why DU?	
Do you have atleast 10 years experience in Human Resou	
Do you have at least 10 years opf head coach experience	
How long have you worked in an academic environment b	

[Create a Question](#)



If you'd prefer to compose your own job-related question, click the "Create a Question" at the bottom of the screen.

- JOB POSTINGS
- VIEW ACTIVE
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[Create Question Help](#)

**Question**

Please enter question text:

Please select answer type:  
 Closed Ended (e.g., "Are you currently working in...")  
 Open Ended (e.g., "What is your work experience relevant to...")

**Closed-Ended Answers**

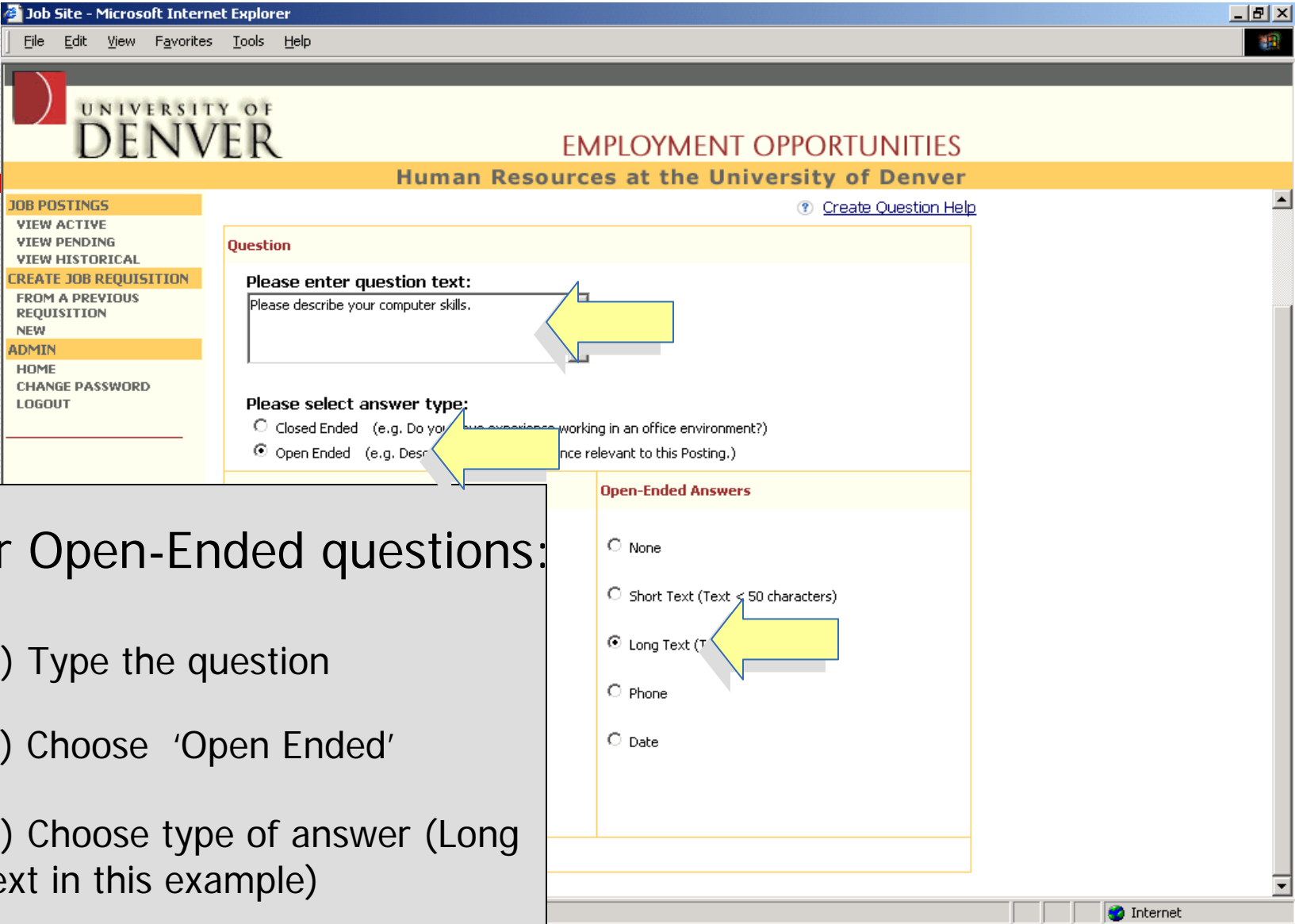
Display No Response As:

Possible Responses (up to 7):

- 
- 
- 
- 
- 
- 
- 

You can create a Closed-Ended question by:

- (1) Typing the question
- (2) Choosing "Closed Ended"
- (3) Typing possible answers



**Question**

**Please enter question text:**

Please describe your computer skills.

**Please select answer type:**

- Closed Ended (e.g. Do you have experience working in an office environment?)
- Open Ended (e.g. Describe your experience relevant to this Posting.)

**Open-Ended Answers**

- None
- Short Text (Text < 50 characters)
- Long Text (Text > 50 characters)
- Phone
- Date

For Open-Ended questions:

- (1) Type the question
- (2) Choose 'Open Ended'
- (3) Choose type of answer (Long Text in this example)



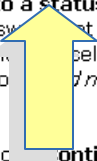
## EMPLOYMENT OPPORTUNITIES

### Human Resources at the University of Denver

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- Posting Details
- Current Position Information
- New Position Information
- Documents
- Posting Specific Questions
- Points**
- Guest User

**Applicants who select a disqualifying answer will be automatically moved to a status of Did Not Meet Minimum Qualifications.** On this page, you may assign points to any question that can be used to rank applicants and designate an answer as a disqualifying answer. Applicants who select a disqualifying answer will be automatically moved to a status of not hired with a reason of *did not meet minimum qualifications*.



When finished adding points, selecting disqualifying answers, or to skip this section, click **continue to Next Section**>>.

Open-ended questions will not be visible on this tab, but will be visible on the summary page.  
Maximum Points Possible: 0

#### Posting Specific Questions

If you ask closed-ended questions, you have an opportunity to rank and/or disqualify candidates based on their answers. Click on the "Points" label.

	DISQUALIFYING	SCORE
	<input type="checkbox"/>	0
	<input type="checkbox"/>	0
	<input type="checkbox"/>	0



EMPLOYMENT OPPORTUNITIES

Human

JOB POSTINGS

- VIEW ACTIVE
- VIEW PENDING
- VIEW HISTORICAL

CREATE JOB REQUISITION

- FROM A PREVIOUS REQUISITION
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[Posting Details](#)

[Current Position Information](#)

Applicants who select a disqualifying answer will be automatically disqualified from consideration.

When finished adding points, selecting disqualifying answers, or to skip this section, click **Continue to Next Section**>>.

Open-ended questions will not be visible on this tab, but will be visible on the summary page.

Maximum Points Possible: 0

Posting Specific Questions

Can you type 50 wpm?

ANSWER	DISQUALIFYING	SCORE
No Response	<input type="checkbox"/>	0
Yes	<input type="checkbox"/>	0
No	<input checked="" type="checkbox"/>	0

0 %

RECALCULATE

RESET

CONTINUE TO NEXT PAGE >>

Select any answer that should disqualify someone by checking the box in this column





Human

JOB POSTINGS

- VIEW ACTIVE
- VIEW PENDING
- VIEW HISTORICAL

CREATE JOB REQUISITION

- FROM A PREVIOUS REQUISITION
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[Posting Details](#)

[Current Position Information](#)

Add any ranking points in the "Score" column

Applicants who select a disqualifying answer

**Did Not Meet Minimum Qualifications.** On this page, you may assign points to answers that can be used to rank applicants and designate an answer as a disqualifying answer. Applicants who select a disqualifying answer will be automatically moved to a status of not hired with a reason of *did not meet minimum qualifications*.

When finished adding points, selecting disqualifying answers, or to skip this section, click **Continue to Next Section**>>.

Open-ended questions will not be visible on this tab, but will be visible on the summary page.

Maximum Points Possible: 0

Posting Specific Questions

Can you type 50 wpm?

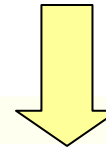
ANSWER	DISQUALIFYING	SCORE
No Response	<input type="checkbox"/>	0
Yes	<input type="checkbox"/>	50
No	<input checked="" type="checkbox"/>	0

0 %

RECALCULATE

RESET

CONTINUE TO NEXT PAGE >>





## EMPLOYMENT OPPORTUNITIES

Human Resources at the University of Denver

- JOB POSTINGS**
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Welcome **Sample Hiring Manager**. You are logged in. Wednesday, Jun 10 2004

### Create Job Requisition - 1

<a href="#">Posting Details</a>	<a href="#">Current Position Information</a>	<a href="#">New Position Information</a>	<a href="#">Documents</a>	<a href="#">Posting Specific Questions</a>	<a href="#">Points</a>	<b>Guest User</b>
---------------------------------	--	--	---------------------------	--	------------------------	-------------------

On this screen you may create an account that will be used by members of the review committee. Committee members who log in using this account may view applications and resumes to this requisition and are not able to take action on the applicants. When finished, click **Continue to Next Section**.

[Activate Guest User](#)

**CONTINUE TO NEXT PAGE >>**

**CANCEL**

**PREVIEW JOB REQUISITION**

**To allow Search Committee Members to review applicants, click on the box, labeled "Guest User" then click on the "Activate Guest User" link.**



Human Res

JOB POSTINGS

- VIEW ACTIVE
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CREATE JOB REQUISITION

- FROM A PREVIOUS REQUISITION
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Welcome **Sample Hiring Manager**. You are log

Create J

<a href="#">Posting Details</a>	<a href="#">Current Position Information</a>	<a href="#">New F Infor</a>
---------------------------------	--	-----------------------------

On this screen, you may create an account

Committee members who log in using this requisition only, and are not able to take a

When finished or to skip this section, click **Continue to Next Section**.

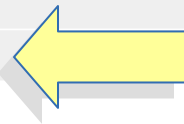
[Deactivate Guest User](#)

**Create Guest User**

\*Required information is denoted with an asterisk.

User Name: GU51554

\* Password:   
Between 6 and 20 Characters



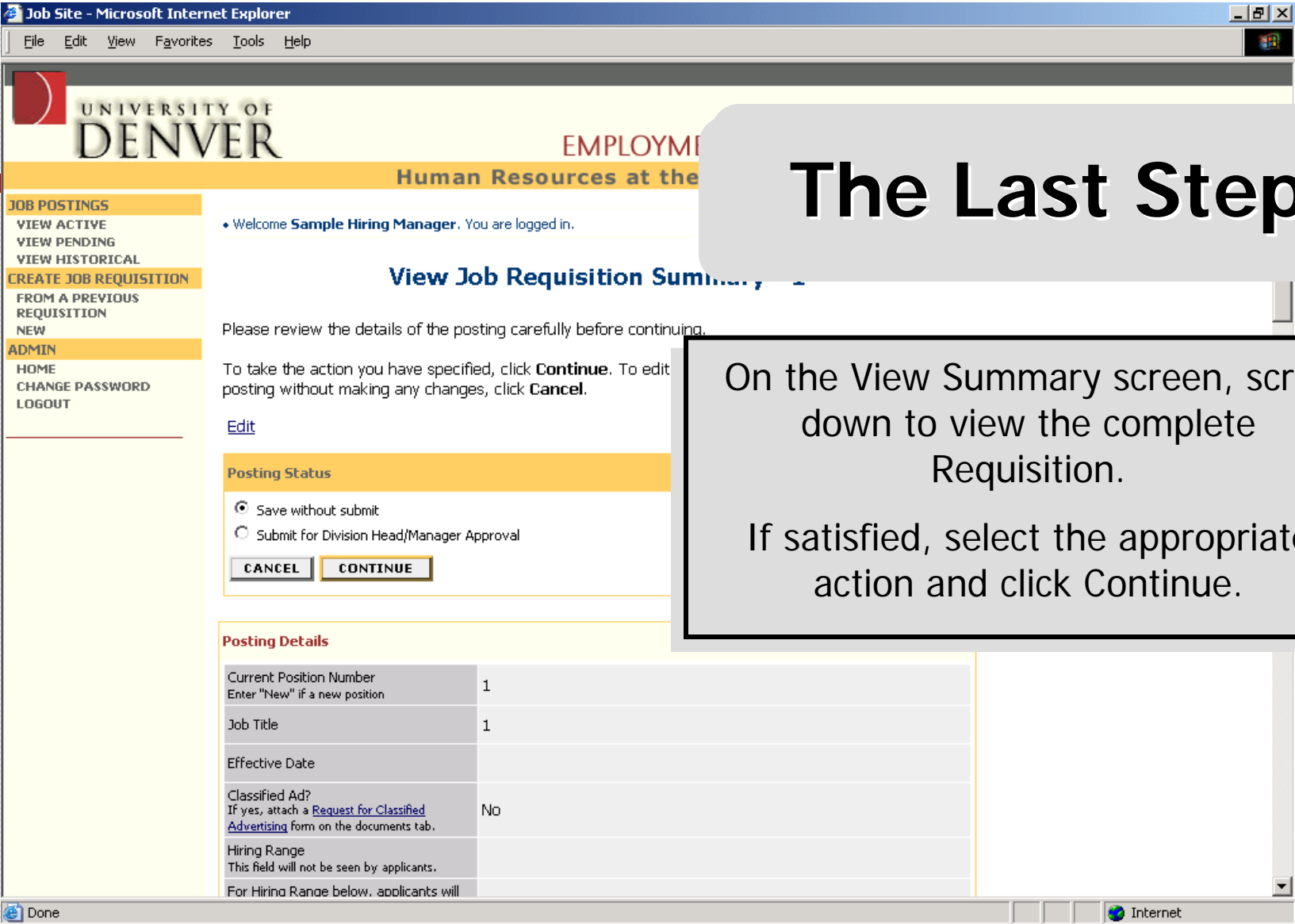
CONTINUE TO NEXT PAGE >>

CANCEL

PREVIEW JOB REQUISITION

The system will automatically assign a "User Name".

You will need to choose a password.



# The Last Step

On the View Summary screen, scroll down to view the complete Requisition.

If satisfied, select the appropriate action and click Continue.



## EMPLOYMENT OPPORTUNITIES

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Welcome **Sample Hiring Manager**. You are logged in.

Wednesday, June 23, 2004

### Confirm Cl

The following rec about to be submit

Posting Status

Save without sub.

You must hit the CONFIRM button to save or submit your requisition.

# The Approval Process

---

- (HR Liaison creation)
  - Hiring manager's approval
  - Division/department head approval
  - Human Resources Approval
  - Executive (Staff), Provost (Faculty) Approval
  - Budget Approval
  - OSP (grants), EEO(Faculty) approval
-

# Deadlines

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- ❑ Requisitions need to be in HR approval by Wednesday afternoon to be posted on Friday. No exceptions!




# Group Postings

---

- ❑ 2 or more identical requisitions
  - ❑ We will combine them into one requisition so applicants do not have to apply twice
  - ❑ Requisition will get a position number, usually a GP-08-\_\_\_\_\_
  - ❑ When one hire is made, an additional requisition will be posted
-

Job Site - Microsoft Internet Explorer

File Edit View Favorites Tools Help



UNIVERSITY OF  
DENVER

EMPLOYMENT OPPORTUNITIES  
Human Resources at the University of Denver

**JOB POSTINGS**  
VIEW ACTIVE  
VIEW PENDING  
VIEW HISTORICAL

**CREATE JOB REQUISITION**  
FROM A PREVIOUS  
REQUISITION  
NEW

**ADMIN**  
HOME  
CHANGE PASSWORD  
LOGOUT

Done

# Step 4: Viewing Applications, Resumes, & Other Documents

# Step 4: Reviewing Applicants

---

- Every Applicant in the pool should be given an equal non-biased overview
  - Discrimination is not permitted and applicant pools will be audited
  - Hiring within is recommended but not required
    - Check employee file in HR
    - Contact current supervisor
-

# Step 4:

## Reviewing Applicants

---

- Closing the position
    - Exempt position: minimum 2 week posting
    - Non-Exempt position: Minimum 1 week, two weeks recommended
  
  - Contact HR to close the position to new applications
-

# Reviewing Applicants





## EMPLOYMENT OPPORTUNITIES

Human Resources at the University of Denver

### JOB POSTINGS

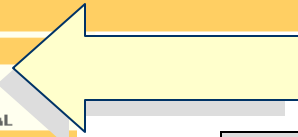
[VIEW ACTIVE](#)  
[VIEW PENDING](#)  
[VIEW HISTORICAL](#)

### CREATE JOB REQUISITION

[FROM A PREVIOUS REQUISITION](#)  
[NEW](#)

### ADMIN

[HOME](#)  
[CHANGE PASSWORD](#)  
[LOGOUT](#)



Back to Reviewing applicants

Click on the **View Active** link to view your open positions.



## EMPLOYMENT OPPORTUNITIES

### Human Resources at the University of Denver

**JOB POSTINGS**

- VIEW ACTIVE
- VIEW PENDING
- VIEW HISTORICAL

**CREATE JOB REQUISITION**

- FROM A PREVIOUS REQUISITION
- NEW

**ADMIN**

- HOME
- CHANGE PASSWORD
- LOGOUT

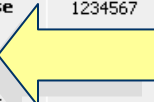
Welcome **Sample Hiring Manager**. You are logged in.

Wednesday, June 23, 2004

### Internal Hiring Site

To view the position details, click on the "View" link below the Title. To sort by any column, click on the arrow next to the column title.

Active							
14 Records							
<input type="checkbox"/> Position Title	<input type="checkbox"/> Position Number	<input type="checkbox"/> Requisition Number	<input type="checkbox"/> Apps In Process	<input type="checkbox"/> Job Open Date	<input type="checkbox"/> Job Close Date	<input type="checkbox"/> Department	<input type="checkbox"/> Posting Status
Assistant Men's Lacrosse Coach <a href="#">View</a>	1234567			06-22-	Open Until		
Applic. Can Not Apply Online <a href="#">View</a>	New						
tap dancer <a href="#">View</a>	new	0018	0	06-11-2004		Sample Office	Posted
Used Car Salesman <a href="#">View</a>	New	0019	0	06-11-2004		Sample Office	Posted
Barista <a href="#">View</a>	New	0016	0	06-11-2004		Sample Office	Posted
Head Men's Lacrosse Coach	1124	0014	0	06-09-2004	Open Until Filled	Sample Office	Posted



Click "View" below a title.



# EMPLOYMENT OPPORTUNITIES

## Human Resources at the University of Denver

### JOB POSTINGS

- VIEW ACTIVE
- VIEW PENDING
- VIEW HISTORICAL

### CREATE JOB REQUISITION

- FROM A PREVIOUS REQUISITION
- NEW

### ADMIN

- HOME
- CHANGE PASSWORD
- LOGOUT

Welcome **Sample Hiring Manager**. You are logged in.

Wednesday, June 23, 2004

## View Posting - Assistant Men's Lacrosse Coach

<a href="#">Applicants</a>	<a href="#">Posting Details</a>	<a href="#">Current Position Information</a>	<a href="#">New Position Information</a>	<a href="#">Documents</a>	<a href="#">Posting Specific Questions</a>	<a href="#">Points</a>	<a href="#">Guest User</a>	<a href="#">Notes / History</a>
----------------------------	---------------------------------	--	--	---------------------------	--	------------------------	----------------------------	---------------------------------

### Active Applicants

4 Records

Name	Documents	Score	Link To	Date Applied	Status	Actions	All / None
<b>obell,</b> <a href="#">View Staff Application</a>	<a href="#">Res</a>	0	<a href="#">History/Notes</a>	06-22-2004	Interviewed <a href="#">Change Status</a>		<input type="checkbox"/>
<b>en, Linda</b> <a href="#">View Staff Application</a>	<a href="#">Res</a>						
<b>Schrage, Scott</b> <a href="#">View Staff Application</a>	<a href="#">Res</a>						
<b>vliet, walter</b> <a href="#">View Staff Application</a>	<a href="#">Res</a>						



You can sort the data by clicking on the arrow at the top of each column:

CHANGE MULTIPLE APPLICANT STATUSES

Refresh

View Multiple

VIEW MULTIPLE APPLICATIONS



## EMPLOYMENT OPPORTUNITIES

## Human Resources at the University of Denver

## JOB POSTINGS

VIEW ACTIVE  
VIEW PENDING  
VIEW HISTORICAL

## CREATE JOB REQUISITION

FROM A PREVIOUS  
REQUISITION  
NEW

## ADMIN

HOME  
CHANGE PASSWORD  
LOGOUT

Welcome **Sample Hiring Manager**. You are logged in.

Wednesday, June 23, 2004

## View Posting - Assistant Men's Lacrosse Coach

Applicants	Posting Details	Current Posit Inform	Posting			
<b>Active Applicants</b>						
4 Records						
	<b>Name</b>	<b>Documents</b>				
	<b>Campbell, Karen</b> <a href="#">View Staff Application</a>					
	<b>Kosten, Linda</b> <a href="#">View Staff Application</a>	<a href="#">Res</a>				
	<b>Schrage, Scott</b> <a href="#">View Staff Application</a>	<a href="#">Res</a>				
	<b>vliet, walter</b> <a href="#">View Staff Application</a>	<a href="#">Res</a>				
<b>Refresh</b>						

To review the first Application, click "View Application" under an applicant's name

The Application will come up in a separate window. To print a paper copy, select **File: Print** from your browser window.



# EMPLOYMENT OPPORTUNITIES

## Human Resources at the University of Denver

- JOB POSTINGS**
- VIEW ACTIVE
- VIEW PENDING
- VIEW HISTORICAL
- CREATE JOB REQUISITION**
- FROM A PREVIOUS REQUISITION
- NEW
- ADMIN**
- HOME
- CHANGE PASSWORD
- LOGOUT

Welcome **Sample Hiring Manager**. You are logged in. Wednesday, June 23, 2004

### View Posting - Assistant Men's Lacrosse Coach

- Applicants
- Posting Details
- Current Position Information
- New Position Information

#### Active Applicants

4 Records

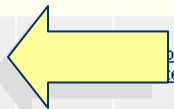
Name	Documents	Score	Link 1	Link 2	Link 3	Link 4	Link 5
<b>Campbell, Karen</b> <a href="#">View Staff Application</a>	<a href="#">Res</a>		<a href="#">History/Notes</a>		<a href="#">Change Status</a>		<input type="checkbox"/>
<b>Kosten, Linda</b> <a href="#">View Staff Application</a>	<a href="#">Res</a>	0	<a href="#">History/Notes</a>	06-22-2004	Interview Pending <a href="#">Change Status</a>		<input type="checkbox"/>
<b>Schrage, Scott</b> <a href="#">View Staff Application</a>	<a href="#">Res</a>	0	<a href="#">History/Notes</a>	06-22-2004	Interview Pending <a href="#">Change Status</a>		<input type="checkbox"/>
<b>vliet, walter</b> <a href="#">View Staff Application</a>	<a href="#">Res</a>	0	<a href="#">History/Notes</a>	06-22-2004	Under Review by Manager <a href="#">Change Status</a>		<input type="checkbox"/>

**CHANGE MULTIPLE APPLICANT STATUSES**

Refresh View Multiple

**VIEW MULTIPLE APPLICATIONS**

To see an applicant's resume and/or cover letter, click on the link (if any) in the "Documents" column.



**Please Wait -- Loading PDF Document(s)**

Your selected PDF files are now being loaded. The files should open automatically into this window once they have finished loading.

Netscape users: You may be asked to open the pdf using the Acrobat Reader Program. Select 'Open Using' the program listed and click 'OK'.

If you have problems, please upgrade to the latest ver:

Resumes and cover letters will be submitted to you by the applicant in PDF format.  
If you do not have Adobe Acrobat Reader installed, you must click and install this FREE version.

Having trouble viewing pdf documents?

[Download the latest version](#) of Adobe Acrobat Reader here:



**Sample Applicant**  
**6000 East Highway 50, Clermont, FL 34777, 352-333-0000**  
**[applicant@hotmail.com](mailto:applicant@hotmail.com)**

**PROFESSIONAL EXPERIENCE**

---

**FAMILY FINANCIAL ADVISORS, PRESIDENT- Registered Investment Advisor** **3/2001-Current**

- ◆ Responsibilities includes all aspects of marketing, sales management, training, financial planning case design, technology, human resources & recruiting.
- ◆ Advise pensions, foundations and personal clients with comprehensive financial planning and investment advisory.
- ◆ NAPFA Registered Investment Advisor and Trust Representative of National Advisors Trust Co.

*Instructor at University of Phoenix Online –Graduate Level Marketing, E Business*

*Instructor at Lake Sumter Community College- Investing and Protecting Women's Financial Future*

**LORD ABBETT & CO.-Investment Management** **2/99-3/2001**

**Director of Electronic Marketing & Commerce**

- ◆ Responsible for development, deployment and growth of the Firm's Domestic and Global Internet and E-commerce Strategic Initiatives (Internet, Extranet & Intranet), while minimizing redundancy.
- ◆ Spearheaded the Firm's effort to leverage its brand value into a dominate and successful "e-brand" presence throughout the US, UK, Europe and Japan.
- ◆ Developed and Presented E-Brand (Barney, Paine Webber, etc.) and
- ◆ Collaborated with Senior Level Management on e-commerce initiative, generating
- ◆ Built department of 10 while managing
- ◆ Developed and Managed the intranet for personalization and customization

The resume, cover letter and/or other submitted documentation will appear in a separate window.

Lynch, Smith  
prehensive global  
nt time.  
ment with full  
ware.

# Interviewing

---

## *Effective Interviewing and Selection*

- For an in-depth look at quality interviewing
- Part of our Workplace Issues Series
- Bi-Yearly, Look for it on the HR Website

# Interviewing

---

- Goals of Good Employee Selection:
    1. Match applicants skills with job descriptions requirements.
    2. Make informed decisions about an individual's probable success.
    3. Ultimately, improve overall organizational effectiveness and productivity.
-

# Prepare for the Interview

---

- Types of interview questions
    - Open-ended questions
    - Reflective or Probing questions
    - Problem-solving questions
    - Direct questions
    - Situational or Behavioral questions
-

# Prepare for The Interview

---

## Check for Bias

- Make sure all questions are job-related and legal
  - Conduct equivalent interviews for all applicants
  - Ask the same questions of all applicants
  - Stick to your predetermined questions
-

# Interviewing

---

- ❑ The interviewing process will differ depending on the position
  - ❑ Select an average of 5 top applicants to interview
  - ❑ Phone interviews can be a valuable tool before bringing them in for an in person interview
-

# Interviewing

---

- Search committees for faculty positions should contact Susan Lee in the Office of Diversity and Equal Opportunity
  - Extension 1-7436
-



EMPLOYMENT OPPORTUNITIES

Human Resources at the University of Denver

JOB POSTINGS

- [VIEW ACTIVE](#)
- [VIEW PENDING](#)
- [VIEW HISTORICAL](#)

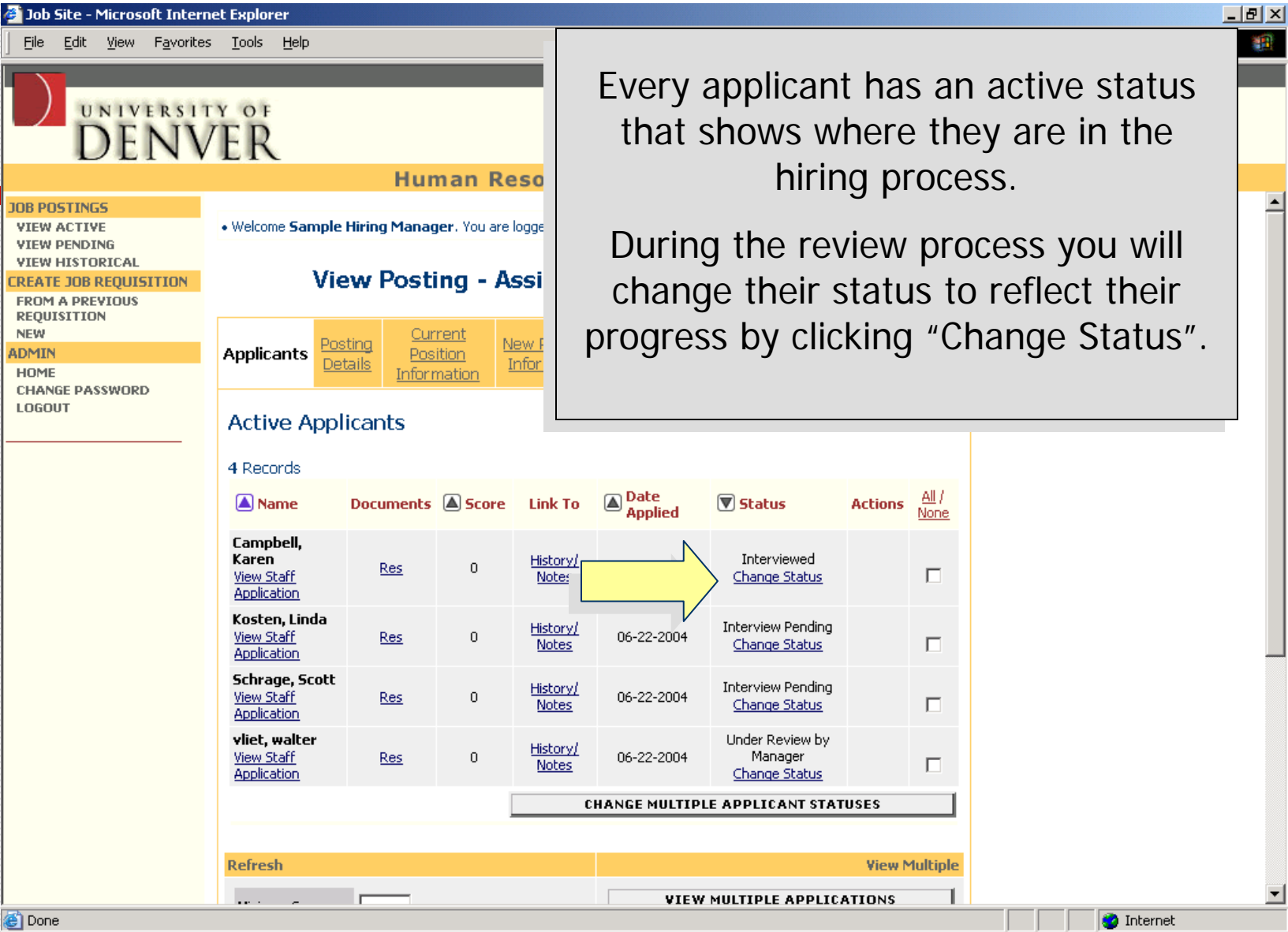
CREATE JOB REQUISITION

- [FROM A PREVIOUS REQUISITION](#)
- [NEW](#)

ADMIN

- [HOME](#)
- [CHANGE PASSWORD](#)
- [LOGOUT](#)

# Changing an Applicant's Status



Every applicant has an active status that shows where they are in the hiring process.

During the review process you will change their status to reflect their progress by clicking "Change Status".

Active Applicants

4 Records

Name	Documents	Score	Link To	Date Applied	Status	Actions	All / None
<b>Campbell, Karen</b> <a href="#">View Staff</a> <a href="#">Application</a>	<a href="#">Res</a>	0	<a href="#">History/Notes</a>		Interviewed <a href="#">Change Status</a>		<input type="checkbox"/>
<b>Kosten, Linda</b> <a href="#">View Staff</a> <a href="#">Application</a>	<a href="#">Res</a>	0	<a href="#">History/Notes</a>	06-22-2004	Interview Pending <a href="#">Change Status</a>		<input type="checkbox"/>
<b>Schrage, Scott</b> <a href="#">View Staff</a> <a href="#">Application</a>	<a href="#">Res</a>	0	<a href="#">History/Notes</a>	06-22-2004	Interview Pending <a href="#">Change Status</a>		<input type="checkbox"/>
<b>vliet, walter</b> <a href="#">View Staff</a> <a href="#">Application</a>	<a href="#">Res</a>	0	<a href="#">History/Notes</a>	06-22-2004	Under Review by Manager <a href="#">Change Status</a>		<input type="checkbox"/>

CHANGE MULTIPLE APPLICANT STATUSES

Refresh View Multiple

VIEW MULTIPLE APPLICATIONS



## EMPLOYMENT OPPORTUNITIES

## Human Resources at the University of Denver

## JOB POSTINGS

[VIEW ACTIVE](#)  
[VIEW PENDING](#)  
[VIEW HISTORICAL](#)

## CREATE JOB REQUISITION

[FROM A PREVIOUS  
REQUISITION  
NEW](#)

## ADMIN

[HOME](#)  
[CHANGE PASSWORD](#)  
[LOGOUT](#)

Welcome **Sample Hiring Manager**. You are logged in.

Wednesday, June 23, 2004

## Change Applicant Status

Name	Documents	Status	Not Hired Reason
<b>Campbell, Karen</b> <a href="#">View Staff</a> <a href="#">Application</a>	<a href="#">Res</a>	Interviewed	Choose Option Below: ▾

[CONTINUE TO CONFIRM PAGE >>](#)

[RESET TO ORIGINAL STATUS](#)

[CANCEL](#)

The Status menu contains the options you may move an applicant to.

The applicant whom you eventually hire will have a Status of "Hired".

Those not hired will have a Status of "Not Hired"



## EMPLOYMENT OPPORTUNITIES

### Human Resources at the University of Denver

#### JOB POSTINGS

- VIEW ACTIVE
- VIEW PENDING
- VIEW HISTORICAL

#### CREATE JOB REQUISITION

- FROM A PREVIOUS REQUISITION
- NEW

#### ADMIN

- HOME
- CHANGE PASSWORD
- LOGOUT

Welcome **Sample Hiring Manager**. You are logged in.

Wednesday, June 23, 2004

### Change Applicant Status

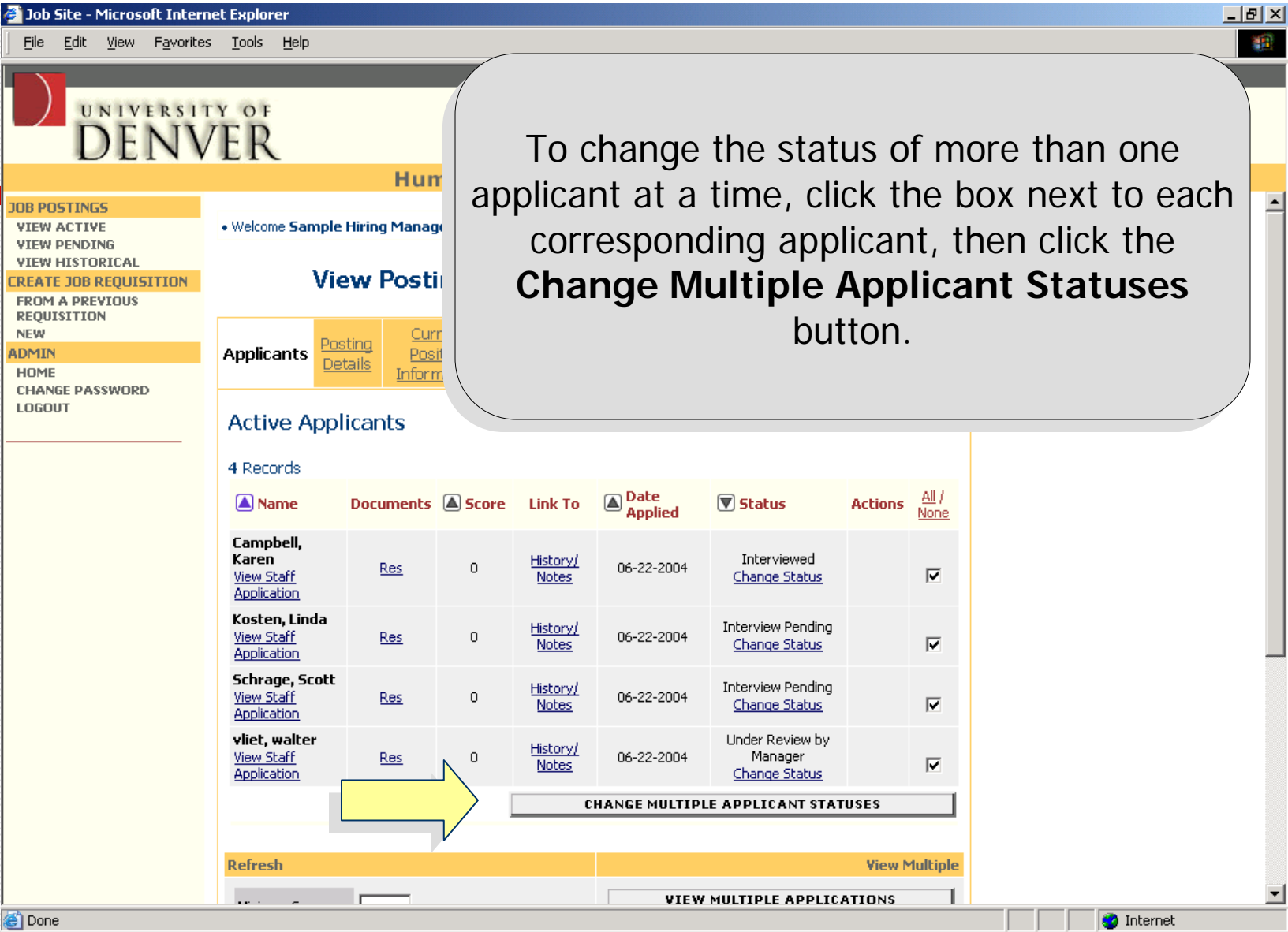
Name	Documents	Status	Not Hired Reason
<b>Campbell, Karen</b> <a href="#">View Staff Application</a>	<a href="#">Res</a>	Interviewed	

**SAVE STATUS CHANGES >>**

CANCEL



Click the **Save Status Changes** button to confirm your action.



To change the status of more than one applicant at a time, click the box next to each corresponding applicant, then click the **Change Multiple Applicant Statuses** button.



# EMPLOYMENT OPPORTUNITIES

## Human Resources at the University of Denver

- JOB POSTINGS**
- VIEW ACTIVE
- VIEW PENDING
- VIEW HISTORICAL
- CREATE JOB REQUISITION**
- FROM A PREVIOUS REQUISITION
- NEW
- ADMIN**
- HOME
- CHANGE PASSWORD
- LOGOUT

Welcome **Sample Hiring Manager**. You are logged in. Wednesday, June 23, 2004

### Change Applicant Status

**Change For All Applicants:**

<b>Status</b>	<b>Not Hired Reason</b>
Hired	Choose Option Below:

Name	Documents	Status	Not Hired Reason
<b>Campbell, Karen</b> <a href="#">View Staff</a> <a href="#">Application</a>	<a href="#">Res</a>	Interviewed	
<b>Kosten, Linda</b> <a href="#">View Staff</a> <a href="#">Application</a>	<a href="#">Res</a>	Interview Pending	
<b>Schrage, Scott</b> <a href="#">View Staff</a> <a href="#">Application</a>		Interview Pending	
<b>vliet, walter</b> <a href="#">View Staff</a> <a href="#">Application</a>		Under Review by Manager	



Select the status for each applicant, then click the **Continue to Confirm Page** button.

**CONTINUE TO CONFIRM PAGE >>**    **RESET TO ORIGINAL STATUS**    **CANCEL**



# EMPLOYMENT OPPORTUNITIES

## Human Resources at the University of Denver

### JOB POSTINGS

- VIEW ACTIVE
- VIEW PENDING
- VIEW HISTORICAL

### CREATE JOB REQUISITION

- FROM A PREVIOUS REQUISITION
- NEW

### ADMIN

- HOME
- CHANGE PASSWORD
- LOGOUT

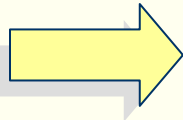
Welcome **Sample Hiring Manager**. You are logged in.

Wednesday, June 23, 2004

### Change Applicant Status

Name	Documents	Status	Not Hired Reason
<b>Campbell, Karen</b> <a href="#">View Staff Application</a>	<a href="#">Res</a>	Interviewed	
<b>Kosten, Linda</b> <a href="#">View Staff Application</a>	<a href="#">Res</a>	Interview Pending	
<b>Schrage, Scott</b> <a href="#">View Staff Application</a>	<a href="#">Res</a>		
<b>vliet, walter</b> <a href="#">View Staff Application</a>	<a href="#">Res</a>		

**SAVE STATUS CHANGES >>**

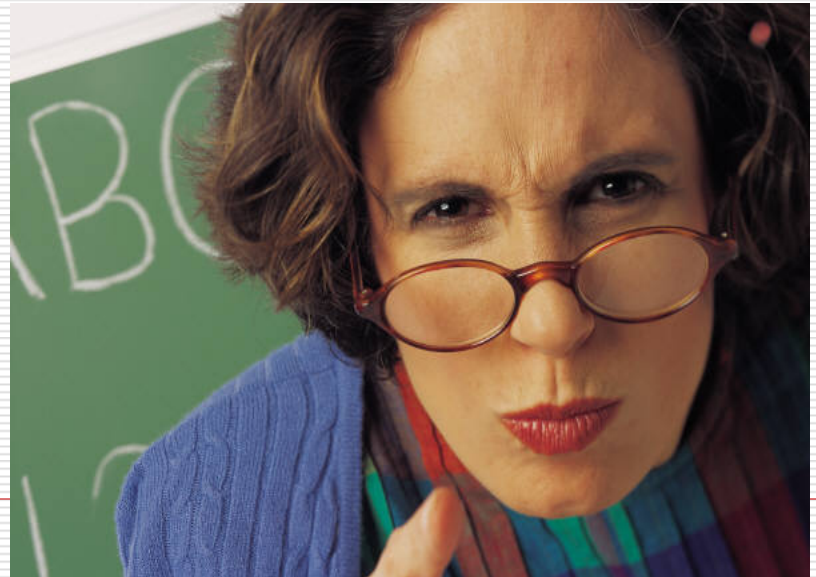


Click the **Save Status Changes** button to confirm your action.

# Applicant Questions

---

- ❑ To be considered an applicant, you must submit your application online. No Exceptions



# Applicant Questions

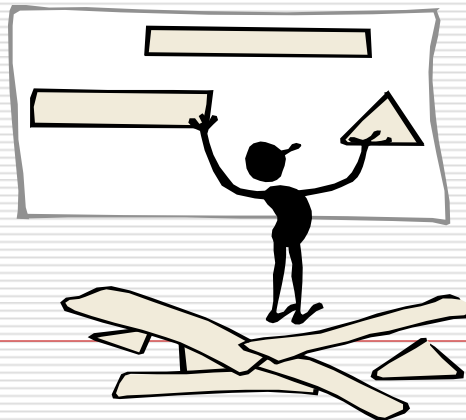
---

- Human Resources does not give out the names of hiring managers to inquiring applicants
  - Hiring managers must include a contact email for applicant questions
-

# Applicant Questions

---

- Once an applicant has completed the application, no changes can be made without contacting HR.



# Step 5: Reference and Background checks

---

- Check references
  - Check all available references
- Background checks
  - Sean Lipsey - 1-4140
  - Fill out online background check form at [www.du.edu/hr/forms](http://www.du.edu/hr/forms)
  - An email from “Hireright.com” will be sent to the applicant to fill in personal information

# Step 6: Fill the position on the job site

---

- Change status of new employee to “Hired”
  - Change status of other applicants to “Not Hired”
    - Enter all information as to why they were not hired
  - Notify all “Not Hired” applicants
    - By email: HR has rejection examples
    - By mail: Mail merge, send letters
-

## Step 6: Fill the position on the job site

---

### □ “Not Hired, Sends Rejection Letter”

1. Instantly sends email to applicants
  2. This is only an option
  3. Email is a generic letter
  4. Discuss with your department how you handle rejecting applicants
-



1 8 6 4

---

Dear \_\_\_\_\_:

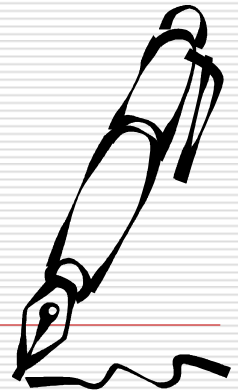
Thank you for expressing interest in the position of \_\_\_\_\_ in the department of \_\_\_\_\_ at the University of Denver. We have experienced a large response to this opening from a number of highly qualified individuals. With this response, we have been able to very closely match our job specifications with another candidate. Your interest in the University of Denver is appreciated, and I wish you success in your job search.

---

# Step 7: New Hire Paperwork

---

- Complete BECR
- Complete I-9, Affirmation Statement, W-4, (attach copy of new employees documents (passport, DL, ID))
- Setup phone, email (UTS help desk)
- Patent Agreement ,Confidentiality statement- Self Identify online in WebCentral
- Direct Deposit online
- Sign-up for Banner training
- Get Pioneer ID Card
- PEDS Performance Review
- Parking Permits
- Follow checklist on website: @ [www.du.edu/hr](http://www.du.edu/hr)



# Step 7: New Hire Paperwork

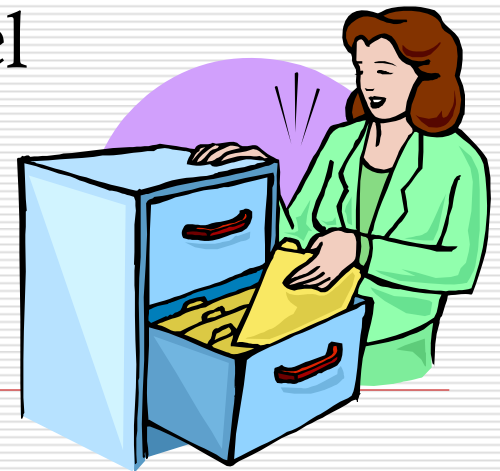
---

- Sign up for New Hire Orientation
    - Orientation: New Hire Session
      - 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays of the month
- [www.du.edu/hr/training](http://www.du.edu/hr/training)
- Select "Register"
-

# Step 8: Office Culture

---

- Welcome the new employee
- Dedicate ½ day or more on employees first day for preliminary training and introductions
- DU is a community filled with different work cultures, make them feel comfortable



# Upon Termination

---

- Fill out BES
  - In-person exit interview with Sean, call 1-4140; or form will be sent to employees home
  - Return Eco-Pass ID, Keys, Laptop, P-card, parking pass, etc.
-

# Now you should be able to:

---

- Thoroughly understand the hiring process
  - Navigate in the Job Site
  - Know the appropriate resources
  - Submit a job requisition
  - Take the next steps after a hire is made
-

# Questions?

---



# Thank you!!!

---

- Don't forget to fill out the Evaluation
- Apply what you have learned
- Contact Human Resources (1-7420) with additional questions
  
- Have a great day

