What is the difference between doing a Pooled Position and utilizing Private Postings?

Pooled Positions are used for students, term adjuncts, and Classified positions only. The Recruiter creates the Pooled Posting to gather applicants. As the Hiring Coordinator, you identify the candidates you wish to hire and then create a new requisition for each candidate you are hiring. The Recruiter will then forward the candidate from the Pooled Position into the newly-created requisition for you.

For Private Postings, the Recruiter will not create a pooled requisition. You will create one public requisition and then a private requisition for subsequent positions of the same job type. This is to be used for staff positions. You will need a waiver for the private postings.

When an applicant is forwarded to a new requisition, they appear as “non-applicants” and the Hiring Coordinator receives a message that the candidate has not applied for the job. What does that mean?

If the candidate is copied into a new requisition, it will show as “Forwarded” in the new requisition. At that point, the Hiring Coordinator can treat them as any other candidate and move them through the Talent Pipeline.

Since the candidate applied to one requisition and is being hired into a separate requisition, the candidate will receive an email that their application needs to be updated to attest that they are applying for the position. This will tell SuccessFactors that they are applying for the permanently-posted requisition vs the Pooled Posting.

In this situation, it’s very important to let your candidate know that they will be receiving an email with a URL to update their application attesting that they want to apply for this “new” position.

Should this correspondence appear in the correspondence trail in the candidate’s application?

Yes – this will appear in the candidate’s correspondence.

Once a position has been posted can it be changed to a Pooled Position?

In a manner of speaking. Since the position was posted from a “normal” requisition, versus the pooled “dummy” position the recruiter normally creates, it can’t be changed to an official Pooled Posting, but if you wish to hire more than one candidate from a
posting, the recruiter can forward additional candidates to subsequently-created requisitions. (Similar to the Private Posting option above.)

**Why does the Recruiter have to create the Pooled Position vs the Hiring Coordinator?**

Because of how the requisition is entered into SuccessFactors, only the Recruiter has the functionality to create a “dummy” requisition in SuccessFactors without requiring an OM PCR.

**If you’ve posted a Pooled Posting but you know who you want to hire can it be changed to doing a non-recruitment form?**

The process can be amended for students and term adjuncts for this situation, but if it’s a staff or faculty position you would need to include OEOA to pull the posting and it would likely require a waiver.

**What if you are hiring two different ranks from the same pool? (For instance, term adjuncts are hired based on their level of education.) Will you need two pooled positions or is there a way to do two titles for the same position based on education?**

We would have to create two different pooled positions as the posted position shows different minimum qualifications than the actual position being hired.

**How long does the pooled position stay posted on the website?**

Six months.

**Do pooled positions have to be closed to hire someone or can we leave it posted for new applicants?**

Since a new requisitions is created for those candidates being hired, the Pooled Posting will stay open even after candidates are forwarded.