POSTING THE REQUISITION

- Change your user type to **Term Adjunct HM** to access the shortened workflow process. Approval for the Term Adjunct HM user type is given by the authorized business unit administrator.

- From the left bar menu, Select Change User Type.

- Select the Term Adjunct HM and select Change Group.

- Create the requisition from Previous or from Scratch.
TERM ADJUNCT HIRING PROCESS – CREATING A REQUISITION

The streamlined process has removed requisition approver steps for the:

- Provost
- Position Budget Control (PBC)*
- Compensation (Comp) or Broadband (BB)
- Requests to create NEW Term Adjunct Positions that do not already exist within the department organizational structure in UC Flex PPOSE must be requested on the paper Position Maintenance Request (PMR) form located in the under the Forms section on the HR website at www.uc.edu/hr.

Important Note:

Based on the Department of Equal Employment Opportunity & Access (EEOA) guidelines you must have an advertised position created to collect a pool of applicants who have expressed interest in the vacant position. Dependent upon the decision in your college or division related to how to utilize this pool you may either hire directly from the advertised pool or leave the pool intact to collect interested applicants and create another position to hire applicants into.

Either way, up to 90 applicants may be hired to the same requisition.

For Term Adjunct positions, advertising in Job Opportunities is initially sufficient to meet EEOA needs. On a quarterly basis EEOA will review the applicant pool to determine whether or not it contains a diverse pool of candidates. Provided that the pool is diverse, additional advertising beyond Job Opportunities may not be required. If it is determined that the pool is not diverse, then EEOA in collaboration with the department and the HRSC team, will meet to discuss alternative advertising methods to expose the position to a broader audience. Responsibility towards payment of this advertising is solely the department’s responsibility.
TERM ADJUNCT HIRING PROCESS – CREATING A REQUISITION

- Complete the requisition as you normally would and select Submit to Director for Approval

This will alert the Director through e-mail that there has been a requisition submitted for approval.

The Director will review the requisition by selecting VIEW PENDING and locating the appropriate requisition.

The Director may then elect to make any necessary changes directly to the requisition, return to the requisition to the Term Adjunct Hiring Manager to make changes, or indicate their approval by Submitting the Requisition to HR for approval and posting.
• (Note that the Submit to Executive for Approval) no longer exists within this process.

• HRSC will review the requisition and post as directed.
TERM ADJUNCT HIRING PROCESS – SELECTING A CANDIDATE

- The streamlined workflow for the candidate selection in the Term Adjunct hiring process includes the Term Adjunct Hiring Manager to the Director to EEOA to the HRSC. This process eliminates workflow candidate approval steps for the:
  - Provost
  - Compensation or Broadband user

- The Term Adjunct hiring process allows for a position to be posted and individuals to be hired into the requisition simultaneously therefore it is not necessary to CLOSE a position prior to completing the hiring proposal if you plan to hire from that requisition again.

- To initiate the hiring process, locate the desired position from the View Active menu.

- Select View under the desired Position Title to view applicant information.
TERM ADJUNCT HIRING PROCESS – SELECTING A CANDIDATE

- Select Change Status under the Status tab to input interview dates and visual sex and race information for interviewed applicants. This information is necessary for EEOA office compliance review.

- Select your candidate and change status to Finalist
- Select the Term Adjunct Hiring Proposal
- Select Add New Entry
In the Hiring Proposal drop down is a listing of all applicants who have applied to the position.

Click on the Selected Applicant drop down field.
TERM ADJUNCT HIRING PROCESS – SELECTING A CANDIDATE

- Select the desired applicant and complete the Hiring Proposal.

- The Date Selected field is an optional field that may be used for departmental purposes to track recruitment activity. This field is not used by the HRSC or entered into UC Flex.

- You must select a pay schedule for the selected candidate.

- If hiring to the position directly from the applicant pool use the Final Position and Organization fields to indicate the correct information for the selected candidate if changed. For example if a division has a central pool that applicants are applying to, at the point of hire when the individual is moving to the position number in the respective department, this information can be communicated here.

- If leaving the applicant pool intact and hiring into a separate requisition, review the COPY TO POOL information in the Manager’s Toolkit section on the HR website at www.uc.edu/hr.
• The Recurring Payments section is used for Term Adjunct Hiring. Enter information into the Recurring Payment section.

• Input the number of credit hours in the Credit Hour field.
TERM ADJUNCT HIRING PROCESS – SELECTING A CANDIDATE

- Select to Save Entry and enter next applicant.

- Once all applicant hiring proposal entries are completed you MUST select to Save and Stay on This Page. Omitting this critical step will prevent your entry from being saved and hiring proposal information will be lost. This will result in your selected candidate not being entered into the UC Flex HR and Payroll system.
TERM ADJUNCT HIRING PROCESS – SELECTING A CANDIDATE

- Select the Applicants tab and change selected applicant(s) status to Submit to Director for Term Adjunct Review.
TERM ADJUNCT HIRING PROCESS – SELECTING A CANDIDATE

- The Director will receive e-mail notification to review candidate information.

- It is important to note that for the Term Adjunct Hiring process, the Director will review the candidate information under VIEW ACTIVE rather than VIEW PENDING. This is done because the requisition itself has not moved through the workflow and it is only by changing the Applicant Status fields that approvals are being given. It is also important that the Director pay close attention to the e-mail message that is received regarding the position to assist in locating it for approval since the position status will not be listed as Under Review by Director.

- The Director may review and edit the Term Adjunct hiring proposal information by selecting the hiring proposal and locating the selected candidate, or may indicate approval by changing the Applicant Status tab to Pending EEOA Approval.
TERM ADJUNCT HIRING PROCESS – SELECTING A CANDIDATE

- EEOA will review the applicant information and change the Applicant Status to EEOA Denied, EEOA Question or EEOA Approved. Either selection sends and e-mail to the Term Adjunct Hiring manager. Should the applicant status be changed to EEOA Question, the Term Adjunct hiring manager should look in the Applicant Notes/History rather than the requisition Notes/History to determine EEOA’s area of concern.

- Once the department receives the notification from EEOA that their selected candidate has been approved, the Term Adjunct Hiring manager may initiate the background check process.

- From the drop down select Background Check Requested and enter in appropriate information. (See instructions for Ordering Background Check on the Manager’s must change the applicant status to HIRING COMPLETE.

- Please refrain from changing selected candidate applicant statuses to Hiring Complete prior to completing the Term Adjunct hiring proposal and receiving the necessary approvals. Should you change your applicant status to Hiring Complete in error you must contact the HRSC at 556-6381 for assistance.
TERM ADJUNCT HIRING PROCESS – SELECTING A CANDIDATE

- From a database download file received the next day, the HRSC will generate the hire form for printing and distribution to Data Operations for entry into UC Flex. However there will be no note entered into the requisition in People Admin.

- Verification of entry will occur in UC Flex only.

- Once the candidate appears in UC Flex, the hiring department, if the candidate is a new hire or rehire, must complete the New Hire Checklist form located on the HR website under Manager’s Toolkit to prepare the faculty member for Onboarding.

- Individuals meeting this criteria should visit Human Resources for paperwork processing related to form **I-9 Immigration Form** or be seen in UC International for processing should the individual meet International hiring processing needs. (See Template Offer Letters for instructions regarding completing the I-9 process.)

- New hires or Rehires requiring Onboarding, may not start to work until the Onboarding processing occurs.
TERM ADJUNCT HIRING PROCESS – REVIEWING FOR ACCURACY

Review your hire information by selecting the Term Adjunct Hire Report. This report has been added as an extra feature to assist with tracking hired Term Adjuncts.

- To view the Term Adjunct Hire Form Report select the Term Adjunct Hire Form Report.
• Only those candidates at a status of “Hiring Complete” will have information appear in the Selected Applicant area. This will be a complete running list of all selected candidates hired to the requisition.

• Candidates in the Selected Applicant Hire Information category will be those for which you have completed a hiring proposal.

• If you do not have your selected candidate information reported in both the Selected Applicant area and the Selected Applicant Hire Information area, you have missed a necessary hiring step and your candidate will not be entered into the UC Flex HR/Payroll system.

• If you have completed the hiring proposal but not made your candidate HIRING COMPLETE, simply change the candidate to HIRING COMPLETE.

• However, if you have prematurely made your candidate HIRING COMPLETE and have not yet completed the Hiring Proposal, please contact the HRSC at 556-6381 for assistance.
Once all candidates have been hired to your requisition and you are ready to “fill” the requisition, determine how you want to communicate with the remainder of applicants who have applied to your position.

The system does require that you determine a status for all applicants and a final communication status for those that you have indicated an Interview. For those that you did not interview the system can send a generic message however you must at least change the status of the applicants to Not Hired and select an appropriate reason. (See Applicant E-mails located under the Employment Services section of on the HR website at www.uc.edu/hr. Once the position is changed to “filled” applicants will receive an email message indicating that the position was filled with someone who “more closely met your job match.

If you are planning on leaving your position posted for an extended period of time, it is recommended that you make a final determination for applicants that you are confident that you will not be considering for your opportunity. This helps the applicant to know that they should take advantage of other employment options that are presented to them. You may change applicant statuses one at a time or by selecting the All/None area and Change Multiple Applicant Status. All others will be notified at the time that your requisition is “filled” that another individual was hired into the position. Failure to complete this step will prevent the requisition from being “filled” and becoming part of your historical information.