

*Strength in People*

# FOCUS RECRUITMENT DIGEST

**A Guide for Classified & Service Professional Positions**

**Focused Recruitment/Hire:** An exception to the advertised competitive recruitment policy. Used to hire individuals who would bring particular distinction to and serve the best interests of the University. Also used to fill long term temporary positions. Consult Recruitment & Selection re: situations with special circumstances.

## **Recruitment & Selection Team:**

- Daniel S. Klug—HR Manager
- Gretchen Williams—HR Specialist Sr.
- Socorro Meek—Background/Fingerprints Specialist Sr.
- Irma Christian—Advertising Specialist
- Allison Walas—West Campus HR Employment Analyst

## FOCUS RECRUITMENT PROCEDURE

Please use the following guide to in completing a focus recruitment in Peoplesoft. The steps that department will complete:

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### Security Roles

Here are the roles that you will need in order to start the process. To check what roles you currently have, you can go to **ASU HCM Custom > ASU Security > My Security Access Roles**

Human Capital Management (HR) - Talent Acquisition (TA)	
<input type="checkbox"/> <a href="#">ASU Recruiter</a>	<input type="checkbox"/> <a href="#">OHR Recruitment Administrator</a>
<input type="checkbox"/> <a href="#">Dept Applicant Data Upd</a>	<input type="checkbox"/> <a href="#">OHR Staffing General User</a>
<input type="checkbox"/> <a href="#">Dept Applicant Data View</a>	<input type="checkbox"/> <a href="#">OHR Staffing Super User</a>
<input type="checkbox"/> <a href="#">HR Hiring Manager</a>	<input type="checkbox"/> <a href="#">Provost Office Hiring Mgr</a>
<input type="checkbox"/> <a href="#">HR Hiring Manager View Only</a>	<input type="checkbox"/> <a href="#">Provost Office Hiring Mgr Vw</a>
<input type="checkbox"/> <a href="#">Offer Letter Role for Pvst Adm</a>	<input type="checkbox"/> <a href="#">TA Query role for Affirm Action</a>

To request a role, go to: <http://asu.edu/oasis/support/Access.html>

**HR Hiring Manager:** Gives you the basic functionality under the Recruiting Menu to create a job opening, search jobs, etc.

**Provost Office Hiring Manager:** Provides you with Add Applicant and Self-Approval for Non Staff Job Openings.

In order to create a job, you will need to have a **Position Number** to select from the drop down menu. For information on how to create a position in Peoplesoft, talk to your Business Officer for your department's business process or contact Linda Shupe in Position Management (480-965-9546).

- **Creating a Job:**
  1. Login Peoplesoft: <https://hrsa.oasis.asu.edu/psp/asusaprd/?cmd=login>
  2. Click the Recruiting Link
  3. Click Create New job Opening
  4. Job Opening Type—"Standard"
  5. Business Unit- (first letter of dept code) and Department
  6. Position Number-(must be in dropdown menu. If not, call Position Mgmt @ 5-9546)
  7. Other fields will populate themselves. Click "Continue."
  8. Click "Save as a Draft" and system auto populates a Job Number.
  
- **Job Details:**
  1. Template ID: 1013 Staff-Short app w attachment
  2. Click "Save As Draft"
  
- **Hiring Team: (Use eyeglass-Last Name, First)**
  1. Recruiters (Klug, Dan)
  2. Hiring Manager—enter last name and click spyglass
  3. Interviewers—enter last name and click spyglass
  4. Click "Save & Submit"
  5. **Email Recruitment & Selection** <http://www.asu.edu/hr/partners/staffingservices.html>
    - **(Dan Klug, Socorro Meek, and Gretchen Williams) to get approval. State that it is "FOCUS RECRUITMENT" and include job ID number. It will be put in "OPEN" status.**
  
- **Add New Applicant & Resume**
  1. Recruiting
  2. Add New Applicant **(Must meet the Minimum Qualifications of Job Title)**
  3. Enter Info **(Name, Address, email, & phone number.)**
  4. Save
  5. Click "Manage Applicant Activity"
  6. From top Take Action dropdown Menu, select "Link Applicant To Job" and click "Go"
  7. Enter Job Opening ID and click submit
  8. Record of link will appear.
  9. **Send resume of applicant to Daniel Klug (HR), Gretchen Williams, and Socorro Meek for attachment of resume on job.**
  10. **Now do the offer—See Prepare Job Offer**
  
- **Prepare Job Offer**
  1. Click "Take Action/Select Action" dropdown & Select "Prepare Job Offer"
  2. Scroll and click "Component" dropdown to activate the menu.
  3. Select "Base Pay"
  4. Enter Offer Amount (Annual or Hourly)
  5. **Click in Comment Box:**
    - Focus Recruitment
    - Start Date (and End Date if temporary)
    - Type of Hire: [New, Transfer, Agency Transfer (ABOR, UofA, NAU), Rehire, or additional job]
    - If Rehire or additional job—include Affiliate ID
    - If Transfer—Include Affiliate ID# (1000...) & Dept "transfer from"
    - Six digit Position Number
  6. Scroll and click on "Submit" button
  7. **Recruitment & Selection (Dan Klug, Socorro Meek, and Gretchen Williams) will approve and send you email confirmation.**

- **Send Focus Recruitment Form & Resume to Office of Diversity** [Janina.Kokins@asu.edu](mailto:Janina.Kokins@asu.edu)
  - Go to <http://www.asu.edu/hr/forms/index.html>
- **Completing Offer Process**
  1. Click on Find Job Openings
  2. Enter Job Opening ID (Search)
  3. Click on Job Title
  4. Click on the disposition status "Offer" for the hired applicant
  5. Scroll and click on the *grey bar* that says; "Click icon to edit disposition details"
  6. Click "\*"Status Code" dropdown menu to activate the disposition options.
  7. Click on "071 Offer Accepted"
  8. Change "Status Date" to New Hire Start Date
  9. Click "Save"

#### **Courtesy Affiliate:**

1. **Search /Match** – See if the employee already exists in our database
2. **Add/Update a Person** – If employee does not exist in our database Add personal data for a new employee and create employee ID/campus ID number.
3. **Add an Affiliation to the University** – Specify the type of employee the future hire will be to obtain the appropriate access to university systems.

#### **Completing an eHire**

1. Go to myASU and sign in using ASURITE and Password
2. Under Department menu click on eHire link
3. Click on Create New Job
4. Search and choose employee to process
5. Enter Job & Personal Data
6. Make sure to include Job Opening and Applicant ID numbers in the Recruitment Information section of the eHire form
7. Click Save and Submit HPR
8. Data Management will review and approve HPR and/or follow up with department if there are any questions

- **Create Offer Letter**
  - Go to HR Advisor <http://www.asu.edu/hr/partners/advisor/index.html>
- **Background Check & Fingerprinting**
  - Go to <http://www.asu.edu/hr/backgroundcheck.html> for procedure.
  - Reminder to include the cover sheet

- **New Hire Payroll Packet**—If necessary.
  - Go to <http://www.asu.edu/hr/forms/index.html>. It contains forms that must be submitted no later than **Three (3) business days from your date of hire**. There are three options for submission:
    1. **Prior to Start Date**  
Bring the packet to the **ASU Employee Service Center (ESC)**, located at the University Services Building (USB) at 1551 S. Rural Road, Tempe (just south of the intersection of Apache Blvd. and Rural Rd.). Complete the **Employment Eligibility Verification (I-9) form** with an ESC rep for documentation. Be sure to have the required IDs with you.
    2. **On Start Date**  
Bring packet to the **ASU Employee Service Center**. Complete the **Employment Eligibility Verification (I-9) form** with an ESC rep for approval. Be sure to have the required IDs with you. This choice could delay your first paycheck.
    3. **Prior to Start Date (Out of State)**  
Complete packet, have the Employment Eligibility Verification (I-9) form **notarized by a notary public** and Fax to 480.993.0005. (Mail original to Hiring Dept. address.)
- **Benefits Packet**—If necessary
  - Go to <http://www.asu.edu/hr/benefits/index.html>
  - It contains the information you need to complete your online benefits enrollment no later than **31 days of your hire date**.
- **Retirement Forms**—If necessary
  - Go to <http://www.asu.edu/hr/benefits/index.html>
  - They must be submitted no later than **30 calendar days from your date of hire**.

**Assistance needed with Focus Recruitment Process?**

- **Dan Klug** .....480-965-9841
- **Gretchen Williams**..... 480-965-0730
- **Socorro Meek**.....480-965-4115
- **Position number not in Peoplesoft?**.....480-965-9546 **Position Mgmt**
- **Applicant not showing up in Peoplesoft?**.....480-965-2704 **Data Mgmt**