Hiring Process
Start to Finish

Business Office
Jan 2013
(updated)
Position Types

- **Academic**
  - Tenure/Tenure Track
    - Professor/Assistant Professor/Associate Professor
  - Ranked Non-Tenure Track (NTT)
    - Professor/Assistant Professor/Associate Professor with titles identifying their area (Research, Teaching, Clinical)
  - Un-Ranked Full-Time Non-Regular Title
    - Research Assistant, Research Associate, Lecturer, Instructor, Visiting Scholar
  - Adjunct Faculty (less than .75 FTE)

- **Administrative**
Request a Position

- Position Request Form
  http://www.med.umkc.edu/business_office/forms.shtml
Complete all sections
- If questions on salary range contact Business Office for clarification

Form must be signed by Hiring Manager AND Department Head

If Research Position must be signed by Research Office Director prior to submission

The Business Office will have Dean Drees sign if Faculty

Business Office will review and approve. If any adjustments are made, the hiring manager will be notified.
NEW Administrative

- Classified by Human Resource
- Position Classification Questionnaire
  http://www.med.umkc.edu/business_office/forms.shtml
Full Time Academic

- Requires approval of Provost Office
- Business Office will work with the Hiring Manager to complete the required documents
  - Request to Recruit Academic Position Form
  - Draft Advertisement
  - Recruiting Plan
    - Samples of above can be found at http://www.med.umkc.edu/business_office/policies/Academic-Recruitment-Procedures.pdf
Job Posting

- Based on information from the Position Request Form
- Once all approvals are received, the job posting will be submitted to HR by the Business Office.
- For Administrative Positions, the Recruiter on campus will contact the Hiring Manager to discuss the posting and strategy before it is active.
- Active jobs will be listed on UMKC Website http://www.umkc.edu/hr/career-opportunities/default.asp
Viewing Job Openings

- All Positions are found in HR Production
  [https://hrprd.umsystem.edu/psp/prd/?cmd=login](https://hrprd.umsystem.edu/psp/prd/?cmd=login)
- Login with your Single Sign On
- Job Openings are found under “Find Job Openings”

Click Main Menu, point to Recruiting, and then click Find Job Openings.

Click Search.
Select the job opening by clicking on the Job Opening hyperlink.

<table>
<thead>
<tr>
<th>Job Opening</th>
<th>Job Title</th>
<th>ID Nbr</th>
<th>Type</th>
<th>Location</th>
<th>Target Openings</th>
<th>Available Openings</th>
<th>Department</th>
<th>Created</th>
<th>Internal Posting Remove Date</th>
<th>External Posting Remove Date</th>
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<td>6752</td>
<td>Standard Requisition</td>
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<td>Intramurals &amp; Campus Rec</td>
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<td>03/09/2012</td>
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<td>03/13/2012</td>
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<td>Standard Requisition</td>
<td>4104</td>
<td>Standard Requisition</td>
<td>ROOM 226 ADMINISTRATIVE CENTER</td>
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<td>Human Resources</td>
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<td>1015 EAST 50TH STREET</td>
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<td>Laboratory Animal Center</td>
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<td>1</td>
<td>Vocal Studios</td>
<td>02/28/2012</td>
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</tbody>
</table>
All candidates who have applied through umkc.edu/jobs will appear.
Interviewing

- Administrative postings must be closed and certified by Affirmative Action Office (AAO) prior to Interviewing
- Academic postings do not have to be closed prior to Interviewing
- Tenured/Tenure Track candidate pool must be certified by Affirmative Action Office (AAO) prior to Interviewing
- Salary expectations should be discussed with the candidate as part of the Interview
- The Business Office Training Webpage has a link to Sample Interview Questions and Interviewing Tips
Forms are found on Business Office Webpage
http://www.med.umkc.edu/business_office/forms.shtml

- Request to Hire Form
- Academic Candidates Disposition Form
- Reference Checks

If you are working with a Recruiter they can assist in the Reference Check and Candidate Disposition.
- Med School’s Recruiter: Kelly Limpic
Complete All Sections

Form must be signed by Hiring Manager AND Department Head

Business Office approves salary.
• All Candidates in eRecruit must be included.

• Form must be signed by Hiring Manager
Two Reference Checks must be completed

The form is an example, other methods can be used. (email, letter, etc.)
Job Offer

- Administrative offers extended by HR

- Academic offers require an Offer Letter to be completed by the Business Office

- All Hires are not complete until the candidate passes a Criminal Background Check
After Acceptance

- Business Office notifies needed SOM departments of hire and start date
- Space & Resource Request and Change Form needs completed by Hiring Manager
Employee’s First Day

- Administrative Employee’s complete new hire paperwork at Volker
- Academic Employee’s complete new hire paperwork at Business Office
- New Employee Orientation Checklist (optional)
  http://www.med.umkc.edu/business_office/forms/NewEmployeeOrientationChecklist.pdf
Any Questions?