

# 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](http://www.med.umkc.edu/business_office/forms.shtml)

The screenshot shows the website for the University of Missouri-Kansas City School of Medicine. At the top, there is a navigation bar with the UMKC logo, a search bar, and links for Faculty/Staff and Students. Below this is a secondary navigation bar with links for About UMKC, Academics, Admissions, Athletics, A-Z Index, Calendar, Jobs, Invest in UMKC, Libraries, myUMKC, and Research. The main header features the School of Medicine logo and the tagline "Advancing the Health of our Community" along with the website URL www.med.umkc.edu.

The main content area is divided into two columns. The left column contains a "Business Office" menu with links for Home, Policies, Forms, Helpful Links, Announcements, Training, and Contact Us. The right column is titled "Forms" and is further divided into "Business Forms" and "Human Resource Forms".

**Business Forms**

- Appearance Agreement
- Classification Checklist
- Consulting Agreement
- Gift Routing Form
- Performance Agreement
- Space & Resource Request and Change
- Surplus Form

**Human Resource Forms**

- Academic Committee's Candidates Disposition
- Courtesy Appointment / Volunteer Form
- New Employee Orientation Checklist
- Position Request
- Position Classification (PCQ)
- Pre-Employment Reference Check
- Request to Hire
- Employee Exit Checklist

A red arrow points to the "Position Request" link in the Human Resource Forms list.

**Contact Us**

**Business Office**  
UMKC School of Medicine  
M5-105 (Red 5)  
2411 Holmes Street  
Kansas City, MO 64108

Phone: 816-235-1816  
Fax: 816-235-5587

- ▶ 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.

**Position Request Form**

Position Title: \_\_\_\_\_ Department: \_\_\_\_\_  
 Requested Salary Range: \_\_\_\_\_ Requested Posting Time: \_\_\_\_\_  
Posting Time: All positions should be posted for a minimum of 5 days.

New Position   
  Direct Promote   
  Replacement Of: \_\_\_\_\_  
 Hourly (Non-Exempt)   
  Salaried (Exempt)   
 Full Time   
 Part Time   
 Temp

**Strategic Priority:**  
 (explain how this position advances unit's and School's strategic plan)

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**Funding:**  
 (Specify the source(s) of the funding, percentage of salary from each source and whether funds are recurring)

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**Position Description:**

---

**Qualifications:**

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_____	_____
Hiring Manager	Date
_____	_____
Department Head (Dean/Director/Chair)	Date
_____	_____
Business Affairs Director	Date
<i>If Research Position:</i>	
_____	_____
Associate Dean/Director Research	Date
<i>If Faculty Position:</i>	
_____	_____
Dean	Date

# NEW Administrative

- ▶ Classified by Human Resource
- ▶ Position Classification Questionnaire

[http://www.med.umkc.edu/business\\_office/forms.shtml](http://www.med.umkc.edu/business_office/forms.shtml)

UMKC Faculty/Staff Students

search go

About UMKC Academics Admissions Athletics A-Z Index Calendar Jobs Invest in UMKC Libraries myUMKC Research

UNIVERSITY OF MISSOURI-KANSAS CITY

School of Medicine *Advancing the Health of our Community* www.med.umkc.edu

**Business Office**

- Home
- Policies
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- Helpful Links
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- Training
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**Forms**

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# 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](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>
- ▶ Login with your Single Sign On
- ▶ Job Openings are found under “Find Job Openings”

University of Missouri System  
COLUMBIA | KANSAS CITY | ROLLA | ST. LOUIS

Home | Add to Favorites | Sign out

Favorites: Main Menu

Search Menu:

Top Menu

The menu Click on M

Highlight:

- UM Custom Search/Match
- Self Service
- Recruiting
- Workforce Administration
- PeopleTools

Administration

- Postings
- Pending Approvals
- Applicant Lists
- Browse Job Openings
- Find Job Openings**
- Create New Job Opening
- Interview Calendar
- Print Application

Recently viewed pages now appear under the Favorites menu, located at the top left.

Breadcrumbs visually display your navigation path and give you access to the contents of subfolders.

Menu Search, located under the Main Menu, now supports type ahead which makes finding pages much faster.

Welcome to UM HRMS  
Welcome to the University of Missouri Human Resources

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

University of Missouri System  
COLUMBIA | KANSAS CITY | ROLLA | ST. LOUIS

Favorites: Main Menu > Recruiting > Find Job Openings

## Find Job Openings

Enter Search Criteria

Search Reset

Job Opening ID:

Status:

Most Recent Activity:

Job Opening Type:

Display Jobs:

Manager:

Recruiter:

Originator:

Business Unit:

Position Number:

Title:

Recruitment Contact:

Search Reset

Click Search.





## Find

View

5 Results Found

### Search Results

[Customize](#) | [Find](#) | [View All](#) | | | [First](#) | [1-5 of 5](#) | [Last](#)

	Job Opening	ID Nbr	Type	Location	Target Openings	Available Openings	Department	Created	Internal Posting Remove Date	External Posting Remove Date
<input type="checkbox"/>	<a href="#">MGR_BLDG OPNS- REC SVCS</a>	6762	Standard Requisition	SWINNEY GYMNASIUM	1	1	Intramurals & Campus Rec	03/05/2012	03/09/2012	03/09/2012
<input type="checkbox"/>	<a href="#">ADMINR-STU HLTH SVCS</a>	6760	Standard Requisition	206 STUDENT SERVICES BUILDING	1	1	Counseling Center	03/05/2012	03/13/2012	03/13/2012
<input type="checkbox"/>	<a href="#">9.1 Testing HUMAN RES SPCLST II 27758</a>	4104	Standard Requisition	ROOM 226 ADMINISTRATIVE CENTER	1	1	Human Resources	03/05/2012	03/12/2012	03/12/2012
<input type="checkbox"/>	<a href="#">MGR RESEARCH ANIMAL FACL</a>	6754	Standard Requisition	1015 EAST 50TH STREET	1	1	Laboratory Animal Center	03/05/2012	03/27/2012	03/27/2012
<input type="checkbox"/>	<a href="#">PROF, AST TEACH</a>	6749	Standard Requisition	Conversion Location	1	1	Vocal Studies	02/28/2012		

[Select All](#) | [Deselect All](#) | [Select Action...](#) | [Go](#)

[Create New Job](#) | [Browse Job Openings](#) | [Find Job Postings](#)

# Viewing Applicants

- ▶ All candidates who have applied through [umkc.edu/jobs](http://umkc.edu/jobs) will appear

The screenshot shows the University of Missouri System's job opening page. The page header includes the university's name and logos for Columbia, Kansas City, Rolla, and St. Louis. The navigation bar shows 'Home', 'Add to Favorites', and 'Sign out'. The breadcrumb trail is 'Favorites > Main Menu > Recruiting > Find Job Openings'. The main content area is titled 'Find Job Opening' and 'Job Opening'. It displays details for a job opening: Posting Title: 9 1 Testing HUMAN RES SPCLST II, 27758; Job Opening Status: 010 Open; Job Title: HUMAN RES SPCLST II; Position Number: 00027758; Business Unit: KCITY University of MO-Kansas City. A 'Print Job Opening' link is available. Below the details are links for 'Save', 'Clone', 'Create New', 'Previous Job Opening', 'Next Job Opening', and 'Job Opening List'. The 'Manage Applicants' tab is selected, showing 'View Applicants' and 'Interview Schedule' links. A table of applicants is displayed with columns: Select, Applicant Name, ID, Type, Disposition, Resume, Application, View Attachment, Last Updated, and \*Take Action. The table contains three rows of applicants: Lane, Lorna; Wheel, Wacon; and Pineapple, Pauls. A red box highlights the 'Resume' and 'Application' icons for the 'Pineapple, Pauls' row. A speech bubble points to these icons with the text 'Click the icons.' The browser's address bar shows 'javascrip...submitAction\_win0(document.win0,'HRS\_LINK\_WFK\_VIEW\_DETAIL\_BTN50');' and the status bar shows 'Internet | Protected Mode: On'.

University of Missouri System  
COLUMBIA | KANSAS CITY | ROLLA | ST. LOUIS

Home | Add to Favorites | Sign out

Favorites | Main Menu > Recruiting > Find Job Openings

Find Job Opening

Job Opening

Print Job Opening

Posting Title: 9 1 Testing HUMAN RES SPCLST II, 27758  
Job Opening Status: 010 Open  
Job Title: HUMAN RES SPCLST II  
Position Number: 00027758 HUMAN RES SPCLST II  
Business Unit: KCITY University of MO-Kansas City

Job Opening ID: 4104  
Job Type: Standard  
Job Code: 5037

Save Clone Create New Previous Job Opening Next Job Opening Job Opening List

Manage Applicants | Activity & Attachments | Job Opening Details

View Applicants Interview Schedule

Manage Applicants

Display: All

Applicants

Select	Applicant Name	ID	Type	Disposition	Resume	Application	View Attachment	Last Updated	*Take Action
<input type="checkbox"/>	<a href="#">Lane, Lorna</a>	98754	Emp	<a href="#">Route</a>				05/11/2011 10:37AM	Select Action...
<input type="checkbox"/>	<a href="#">Wheel, Wacon</a>	105782	Ext	<a href="#">Route</a>				05/11/2011 10:27AM	Select Action...
<input type="checkbox"/>	<a href="#">Pineapple, Pauls</a>	105781	Ext	Withdrawn					

Click the icons.

Internet | Protected Mode: On

# 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

# Hiring

- ▶ Forms are found on Business Office Webpage  
[http://www.med.umkc.edu/business\\_office/forms.shtml](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.



### Request to Hire

*Due to Criminal Background Check obligations, all offers of employment are extended by Human Resources. Please contact the Business Office to discuss options if there are extenuating circumstances that warrant an offer extended by the Hiring Manager.*

\*Non-Selected candidates status must be updated as rejected in eRecruit prior to Job Offer Submission

Position Title \_\_\_\_\_

Department \_\_\_\_\_

New Hire's Campus Phone Number \_\_\_\_\_

New Hire's Campus Address \_\_\_\_\_

*Refer to School of Medicine Policy 15 to Request Space*

#### JOB OFFER

I recommend that a salary offer of \_\_\_\_\_ be made to \_\_\_\_\_

Select ONE:  Exempt (Monthly)  Non-Exempt (Hourly)

Effective Date: \_\_\_\_\_  
*Requested Start Date*

*Unless there are extenuating circumstances all new employees will start on a Monday.*

\_\_\_\_\_  
Hiring Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head (Dean/Director/Chair)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Business Affairs Director

\_\_\_\_\_  
Date

- ▶ All Candidates in eRecruit must be included.
- ▶ Form must be signed by Hiring Manager

**Academic Candidates Disposition**

List all candidates and the reason(s) they were not selected.  
(See non-selection reason codes listed below).

CANDIDATE NAME	DISPOSITION CODE

- Reasons for Non-Selection:
- 1 Applicant Declined Offer
  - 2 Hours/Availability
  - 3 Ineligible to Work in Position
  - 4 Internal Candidate Selected
  - 5 Lacks Preferred Credentials
  - 6 Lacks Preferred Education
  - 7 Lacks Preferred Experience
  - 8 Lacks Required Credentials
  - 9 Lacks Required Education
  - 10 Lacks Required Experience
  - 11 Location
  - 12 Misrepresentation/Falsification
  - 13 More Qualified Candidate Selected
  - 14 No Show for Interview
  - 15 Not as Strong in Other Factors
  - 16 Not as Strong in Research
  - 17 Not as Strong in Teaching
  - 18 Poor Interview
  - 19 Poor Quality Applications
  - 20 Poor References
  - 21 Poor Writing Sample(s)
  - 22 Questionable Work History
  - 23 Research Field not Match
  - 24 Selected for Other Position
  - 25 Unable to Contact

\_\_\_\_\_  
Hiring Manager (Electronic Signature is Acceptable)

\_\_\_\_\_  
Date



Print

- ▶ Two Reference Checks must be completed
- ▶ The form is an example, other methods can be used. (email, letter, etc.)

PRE-EMPLOYMENT REFERENCE CHECK

PREVIOUS EMPLOYER CONTACT INFORMATION:

Name of Candidate: \_\_\_\_\_ Company: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Contact/Supervisor: \_\_\_\_\_

EMPLOYMENT VERIFICATION:

Job Title:			
Dates of Employment:			
Reason For Leaving:			
Eligible for Rehire?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not allowed to disclose <input type="checkbox"/> N/A

WORK ETHIC:

How would you rate the following?

	Excellent	Good	Fair	Unsatisfactory
Dependable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Good Attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

WORK PERFORMANCE:

How would you rate the following?

	Excellent	Good	Fair	Unsatisfactory
Multitasking Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to handle stress	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

IS THERE ANYTHING ELSE YOU FEEL IS IMPORTANT FOR US TO KNOW ABOUT THIS PERSON?

References Checked By:

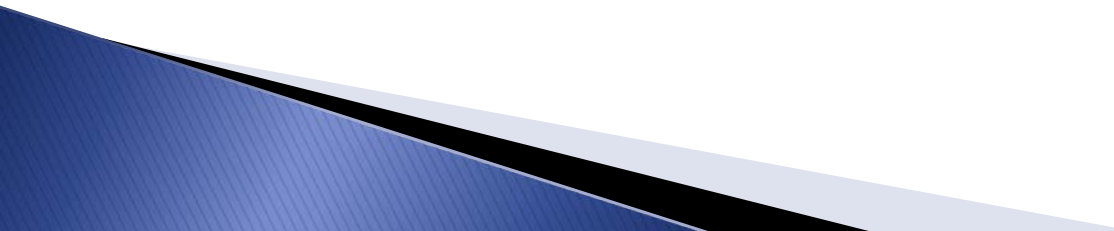
Signature

Print Name

Title

Date

# 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

SCHOOL OF MEDICINE  
Space & Resource Request and Change Form

**CONTACT INFORMATION**

Requesting Department:  Current Date:

Name:  Phone:  E-mail:

New Employee's Name:

Request is for:  Swap of Office Space  Space for New Employee  Request Lab Space or change in Lab Space

Click on Buttons below for space needs      Click on all appropriate Buttons below

Office Space Required  Will have Lab Animals  Will conduct human subject research

Lab Space Required  Will be storing Human Tissue

If Lab Space Required also check boxes to right:  Will be storing Hazardous Material

**1. REQUEST TO REASSIGN SPACE IN THE SCHOOL OF MEDICINE (Office or Lab Space)**

**CHANGES**

From Room Number:  To Room Number:  Dept./Unit Name:

Check if Movers will be required      Anticipated Date of Move:

Reason for Move:

or any section notes for the Business Office

**2. REQUEST SPACE FOR NEW EMPLOYEE OR LAB SPACE FOR CURRENT EMPLOYEE (Office or Lab Space)**

Proposed Office Space Number:  New Employee's Supervisors Name:

Check All that Apply and if item is needed:

Office needs Cleaning  Office does not have a data port  Office does not have a phone port  Computer requires special options

Office does not have a Desk  Office does not have a computer

Supervisors Office Number:

New Employee Start Date:

Proposed Lab Space Number:  New Employee's Supervisors Name:

Check All that Apply and if item is needed:

Lab needs Cleaning  Lab does not have a data port  Lab does not have a phone port  Computer requires special options

Lab needs a computer  Lab does not have a phone port  Computer requires special options

Supervisors Office Number:

New Employee Start Date:

**3. REQUIRED APPROVAL SIGNATURES**

Chair/Dept Manager Signature:  Date:

Forward to Business Office after Chair/Manager Sign

Asst. Dean/Director Research Signature:  Date:

Required if Lab Space is involved

Dean/Director, Business Affairs Signature:  Date:

# 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](http://www.med.umkc.edu/business_office/forms/NewEmployeeOrientationChecklist.pdf)

**Any Questions?**