HIRETOUCH

USER MANUAL FOR SEARCH COMMITTEE CHAIRS, HR LIAISONS & SUPPORT STAFF

Equality ▲ Validity ▲ Alignment ▲ Clarity
Elements of a successful search

- **Equality**: All applicants should be treated as equally as possible. If you (the search committee member) is wondering, 'Can we do this?' The answer is often, 'If you do it for one, you need to do it for all.' This is one of the reasons we ask standardized questions, invite applicants to the same kind of interviews, rate them by a standardized set of criteria, etc.

- **Validity**: Selection criteria should be based on bonafide occupational qualifications. Therefore, at the University of Maine we use the criteria identified in the Qualifications portion of the Job Ad and or Job Description to screen applicants and as the foundation to create interview questions.

- **Alignment:** The criteria that are found in the Qualifications portion of the Job Ad and or Job Description should be reflected in the documentation of the initial screening, subsequent screenings, in the interview questions and in the characteristics of the successful candidate

- **Clarity:** The search documentation should be CLEAR. The persons who will review it will not have first hand knowledge of the committee's deliberations. Therefore, the documentation should clearly show a reasonable reviewer the 'rationale for non-selection' for each unsuccessful candidate and the 'rationale for selection' for the successful candidate.

Terms Guide

HRP: Human Resources Partner

RTF: Request to Fill

Job Template: Job posting that is required before completing an RTF

PDQ: Position Description Questionnaire

JD: Job Description

Recruitment Strategy: How/who/where the department intends to recruit

Position Number: Unique to the position. A regular position will have only one position number associated with it.

HIRETOUCH

HR LIAISON & DEPARTMENT SUPPORT USER MANUAL

The Hiring Process– In Brief

Once a department receives initial permission to post a vacancy or new position, they should contact HR for further guidance. HR will want to know the following information:

1. What type of hire will this be: Hourly, Faculty, Salary, Post-Doc? Will this be external, internal or a search waiver?

2. Is this a new position or a replacement?

3. Who will be on the search committee?

   According to the Office of Equal Opportunity, the search committee will be diversified to the degree possible, by race, gender, culture, other perspectives, etc. It is the university's expectation that both men and women will participate on each search committee. *If this is problematic, contact the Office of Equal Opportunity.*

4. If a salaried positions, are there any changes to the job description and/or position description questionnaire should be made prior to sending them to the HRP.

5. Department HR Liaison, chair, or HR will initiate the RTF for approval. The chair will complete the Recruitment timeline and forward to HR.

> **If HR initiates the RTF, a HireTouch Requisition and Posting Template will need to be completed by the department. Please reach out to HR to request this form.**

6. Once the RTF has been electronically routed and approved, the department will receive an email indicating the RTF has been approved and the job is ready to be posted. PLEASE NOTE: *Departments are responsible for posting position externally.*

7. EO Briefing: For all professional and faculty searches, the search chair must meet with Office of Equal Opportunity staff to be updated on equal opportunity and affirmative action issues that pertain to the search being conducted. This meeting must occur before the committee meets to review applications for the position. Please contact OEO to schedule a briefing.

8. Applicants begin to populate within the workflow for the position. HR Liaisons, Search Chairs and Support personnel are the only groups who are able to view the applicants.

9. If the applicant pool is determined to be large enough at the time of the initial review, the posting *will* be closed. If not, the review date will be extended and the new appilcants will be reviewed with the initial pool.

The Hiring Process-In Brief

10. Chair moves qualified applicants forward within the workflow.

11. Any applicants not moved forward should have their statuses changed to DNNM. HR Liaison/Support will send email correspondence to applicants who "Did Not Meet Minimum." (Rejection screening).

12. The Department Chair and search committee complete the comparative applicant rating sheet (an example of the rating sheet is provided under Resources tab in HireTouch).

14. The Chair will select applicants to be interviewed by selecting the green arrow under evaluations and selecting qualified proceed. Those not being interviewed should be given a status. HR will send rejection notification.

15. Once the selected applicants are identified and approved by the HRP, the candidates can be invited to interview. A green circle will now show under the interview column

17. Interviews can be done either by phone, skype or on-campus (Please make sure that all interviewees are given the same opportunity to interview). A phone interview adds value by minimally determining the applicant's true interest. Move applicant's forward if they have a campus interview

18. The committee identifies the finalist. Move forward to check references.

19. References are completed.Click on the green circle and choose the appropriate status. This will open the next step of HR approval.

20. The search chair/liaison/Department will initiate the HR Approval form and provide HR with a search narrative (upload document via HireTouch) discussing the rationale for non-selection for each unsuccessful candidate and the rational for the successful candidate interviewed. Essentially, a strengths and weaknesses assessment for each interviewed candidate that would lead the HRP to draw the same conclusion as the search committee.

22. Chair/Department will contact the finalist with a tentative offer. Once the offer has been accepted, email HR to initiate the background screening.

23. A background check will be initiated. Please note, all new employees are required to complete a successful background screening prior to their start date. An appointment letter *will not* be sent until the results have been received.

24. Appointment letter is generated. The finalist reviews the appointment letter and will accept the position electronically.

25. The Search Chair needs to notify all of the candidates interviewed, but not selected for the position. HR will update the status to "Notified."

Hourly Hire-
Things to Consider

General hourly job descriptions have been created under the HECCP (Hourly Employee Classification and Compensation Program), but in order to adequately determine what the essential duties are, a task list is required when completing the job description.

Please consider the following:

1. Are there some duties that could be added or eliminated from the existing JD? If so, perhaps class levels need to be adjusted.
2. Does the JD adequately describe what this position is expected to do?
3. Are any changes to the work schedule or work year of this position necessary from a budget or programmatic perspective?
4. Is adequate funding available?
5. Is the need for this position expected to continue into the foreseeable future?
6. Think about the qualifications, educational requirements, certifications and or licensing of the position separate from the qualifications and education of any previous incumbent.
7. Do the described qualifications for this position directly relate to the work that needs to be done?
8. Which minimum qualifications are required? Preferred?

If a search has internal candidates, it is advised that the department contact HR to confirm their employment status.

Per the ACSUM contract: "All internal applicants who meet the stated minimum qualifications shall be interviewed. In the event 10 or more internal applicants apply for a position; those who best meet the preferred qualifications shall be selected for an interview. Internal applicants shall be interviewed before external applicants, assuming internal applicants are available for interview within a reasonable amount of time."

NOTES

Salary Hire-
Things to Consider

Whether filling a vacancy or establishing a new position within the department, your department's HRP will assist and collaborate with you in updating or developing the Job Description (JD) and the PDQ (Position Description Questionnaire). You will be updated as the PDQ is evaluated and the position is assigned to a Job Family and Salaried Employees Classification & Compensation Program (SECCP) Salary Band. All regular salaried positions require a JD and PDQ (except for post doctoral research assistants and interns). The job description will become the basis for setting the qualifications, screening applicants and determining what background checks and/or pre-employment screenings will be required.

Things to consider before you talk with your HRP:

1. Are there some duties that could be added or eliminated from the existing JD?
2. Does the JD adequately describe what this position is expected to do?
3. Could this job be accomplished in less than 7 months?
4. Are any changes to the work schedule or work year of this position necessary from a budget or programmatic perspective?
5. Is adequate funding available?
6. Is the need for this position expected to continue into the foreseeable future?
7. Think about the qualifications and educational requirements of the position separate from the qualifications and education of any previous incumbent.
8. Do the described qualifications for this position directly relate to the work that needs to be done?
9. Which minimum qualifications are required? Preferred?
10. Can experience be substituted for all or part of any educational requirements?
11. Do you anticipate difficulties recruiting a qualified applicant?
12. How will the advertised salary range for this position be described (Required for UMPSA)?

NOTES

Faculty Hire
Things to Consider

Your assigned HRP will assist and collaborate with you in developing or updating the job description (recommended but not required for faculty positions) and job advertisement. Job descriptions can be helpful in identifying and describing in general terms the nature of the responsibilities, qualifications, and determining what background checks and/or pre-employment screenings will be required. Electronic submission of these documents is required.

Things to consider:

- Which minimum qualifications are required? Preferred?
- Do you anticipate difficulties recruiting a qualified applicant?
- What is your anticipated timeline for beginning the application review? (Consider the deadlines of the recruiting venues proposed in the Recruitment Strategy Form)

The Salary range for a faculty position should fit within the existing departmental salary hierarchy but also take into account market conditions at the time of recruitment. National survey data from similar land grant institutions is available from the Office of Human Resources.

NOTES

Requesting User Permissions for Departments

In order for those involved in a department's hiring process and/or search committee, the following information is needed to set up user permissions within HireTouch:

- **Hiring Department's Name**
- **User Name** (Make sure to provide full legal name - no nicknames please)
- **User maine.edu email** *or email of external committee member*

Please provide your Human Resources Partner with the above information so they can request user permissions.

Initiate Training of HireTouch

To become more familiar with the process or for a refresher training, please contact the Office of Human Resources at 581-1581 to schedule a support and/or chair training session, a committee training session or a 1:1 training session.
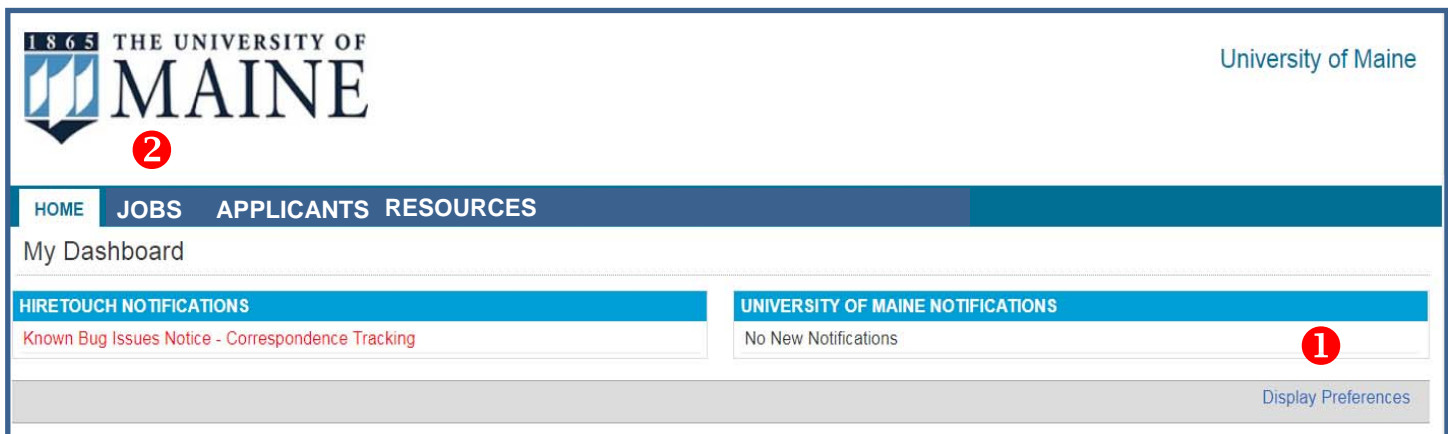
Navigating HireTouch

HireTouch Login Screen

umaine.hiretouch.com/admin

1. Enter your MaineStreet user name

2. Enter your password

My Dashboard– Home Page

The Dashboard provides updates, quick access to previously viewed applicants and jobs.

1. To change your dashboard preferences, click on "**Display Preferences**"

2. To view the list of jobs you have access to, click the "**Jobs**" tab

Requisition-
Creating the RTF

Please make sure to request user permissions from HR. Please contact Amanda York at amanda.york@maine.edu or Melissa Richmond at melissa.richmond@maine.edu.

1. Go to umaine.hiretouch.com/admin

> **Enter Username**
> **Enter Password**

2. Click **the Jobs Tab**

3. Click **Add Requisition**

4. Find your template within the list of template options**. The template will connect the information from the RTF to the job posting.**

> *A. Step 1:* **Choose Template** *and* **Click Continue**
> *B. Step 2:* **Verify Correct Template** *and* **input Job Code and Job Family Code** *and* **Click Continue**
> *C. Step 3: Review forms attached to the Requisition and* **Click Continue**

②

HOME	JOBS	APPLICANTS	RESOURCES

My View [_____▼] 💾

③

➕ Fill Vacancy   ➕ Add Requisition   ➕

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z **All**

Search [_____] 🔍 GO CLEAR   Job Status [_____▼] GO CLEAR 📊

AVAILABLE JOB TEMPLATES

Category: [- All Categories - ▼]

Department: [- All Departments - ▼]

Search: [generic]

④

◉ **Administrative Specialist CL2: (Generic - List Area of Specialty)

○ **Generic Professional (Generic)

○ **Generic Professional (Test)

○ *Accounting Support Specialist CL1: (Generic, list area of Specialty)

○ *Administrative Specialist CL1: (Generic - List Area of Specialty)

○ *Administrative Support Supervisor: (generic, Area of Specialty)

○ *Food Service Positions: (generic, Area of Specialty)

◀ Back ▶ Continue   **A**

Add a Requisition

Choose Template	**Position Title**	Requisition Forms

Step 2. Please verify correct Template is selected

Job Details > **Administrative Specialist CL2: (Generic - List Are

Position Title: [**Administrative Specialist CL2: (Gener]

Workflow Configuration: [Standard ▼]

Location: [- Select - ▼] 🗓

Send Reference Notification: ○ Manually only (either from a bulk acti
◉ On the 'Send Reference Notification'

Additional Information

Job Family: [_____]   **B**

◀ Back to Template ▶Continue

Choose Template	Position Title	**Requisition Forms**

Step 3. Attach Forms to the Requisition

Forms have been pre-selected
Do Not Make Changes. Click "Continue" below to move to the next

Applicant Related Form Packages

Name

☑ Background Consent - Standard

☑ Employment Application - standard

☑ Job Offer Form

☐ Background Consent

☐ Employment Application

☐ Employment Application - Internal Police

☐ Onboarding Package

☐ patfa

☐ Search Waiver Package

☐ Temporary Facilities Application

Job Related Form Packages

Name

☑ Position Forms - Standard

☐ Position Forms

Position Related Form Packages

Name

Position Related Form Packages

Name

☐ Position   **C**

◀ Back to Settings ▶Continue

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Requisition- Creating the RTF

5. Under **Action**, click **Start**

**Administrative Specialist CL2: (Generic - List Area of Specialty)
Hourly - Pending Acceptance

| Properties | Applicant Review | Applicant List | Activity | Processes | Forms | Campaigns | Posting |

Job Forms | Form Packages | Comments

Package added successfully

Show Job Forms

Form Name	Auto Generated Number	Due Date	Status	Completed	Completion Date	Recertify	Recertified By	Recertified On	Action	Approval	Document History
Position Forms - Standard											
Request to Fill Standard									Start		
HR Approval Form									Start		

Form   **Step 1 of 3**

Request to Fill Standard

Job Details (STEP 1 OF 3)

1. Job Details | 2. Job Search Details | 3. Compensation and Funding

Position Title:	**Administrative Specialist CL2:
Job ID:	49315
*Position #:	TBD
	Please enter a valid position number(s)
Position Category:	Hourly ▼
*Campus:	- Select - ▼
	Enter campus
*Department:	- Select - ▼
*Location:	
*Division:	- Select - ▼
*Percent Time:	

1. Update Position Title
2. Enter all information with the red *

Request to Fill Job Details continued on next page

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RTF-Job Details

Step 1 of 3 continued

# of Months if not 12:	
*Length of Appointment:	- Select - ▼
Bargaining Unit:	ACSUM ▼
Salary Band/Wage Band:	B22,
Hourly Wage:	$13.95
*Building address - you can also enter "unknown" but will need an address by time of appointment.:	
Faculty discipline code:	
Position Type	Ongoing ▼
Fixed Length Start Date:	[ ] 🗓 Today
Fixed Length End Date	[ ] 🗓 Today
*Supervisor Name:	
*New or Replacement:	- Select - ▼
If this is a replacement please answer the following:	
Reason for Leaving:	- Select - ▼
Date Left:	[ ] 🗓 Today
Person Being Replaced:	
Please briefly discuss the nature of this position as it relates to meeting your ongoing departmental needs and indicate if any additional financial obligations will be created if this position is approved:	

◀ Back Ⓢ Save and Continue Ⓢ Save ▲ Exit

Once completed with Job Details, click save and continue. You will be directed to the Job Search Details page below.

Request to Fill Standard **Step 2 of 3**

Job Search Details (STEP 2 OF 3)

1. Job Details | 2. Job Search Details | 3. Compensation and Funding

Position Title: Test Administrative Specialist CL2- OSBE
Department: School of Biology & Ecology
HR Partner: [ ] 👤 🔴

Position Management Number: 00012365
Search Committee Chair: [ ] 👤 🔴

2nd Search Committee Chair *(If needed)*: [ ] 👤 🔴

Support Staff:

Complete the job search details to the best of your ability. If you are unsure who the search chair is, feel free to leave it blank. You can do the same for the search committee

(The search committee must be diverse with regards to gender)

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RTF

Search Type: - Select - ▼

Please explain why a search waiver is necessary.

External General Recruitment: This section includes advertising in print and electronic media, as well as notices sent to other institutions. It also includes recruitment to be accomplished through professional meetings/conferences and personal contacts. Please be specific.

Affirmative Action Recruitment (this section may not be vacant for administrative, faculty and professional positions with annual salaries in excess of $50,000) This section includes mailings to organizations that reach out to underrepresented groups. As with the section above, it should include all types of recruitment being undertaken. If you have any questions, please contact the Office of Equal Opportunity.:

Job ad for external sources (if applicable):

◀ Back Ⓢ Save and Continue Ⓢ Save ▲ Exit

Once completed with Job Search Details, click save and continue. You will be directed to the Compensation and Funding

Form

Request to Fill Standard   **Step 3 of 3**

Compensation and Funding (STEP 3 OF 3)

1. Job Details | 2. Job Search Details | 3. Compensation and Funding

Position Title: Test Administrative Specialist CL2- OSBE
Position Management Number: 00012365
Department: School of Biology & Ecology
# of Months if not 12:
Length of Appointment: Fiscal Year (12 Months)
Salary Band/Wage Band and Hourly Rate: B22, $13.95/hr
Hiring Range:

Provide in $000,000 format:

FTE Salary:

This amount is only needed if the position is less than full time or full year (excluding faculty):

RTF

PAYROLL EARNINGS DISTRIBUTION

	Start Date	End Date	GL Dept	Fund Code	Account	Class	Program	Project	Op Unit	Accounting ID	Distribution %
☒	mm/dd/yyyy	mm/dd/yyyy	0000000	00	00000	00	0000000	0000000	000	0000000000	%
	Totals										0% This column must equal 100% Please Correct.

➕ Add Row

Please upload any required job documents for this position below:

NAME	DESCRIPTION	FILE
None		

➕ Add

Requisitioner Name (you):

Date Submitted for Approval:

📅 Today

Please complete the funding page to include both the accounting ID and the chartfield.

Any additional documents that you would like applicants to complete, feel free to upload in the section provided.

Once completed, please add your name, date and click save and continue

You will be directed to the Approvers page where you will select titles and names of staff that will approve the RTF. To add additional approvers, click Edit Approvers

Approvers

Title	Name
Human Resources	Approver: [▼]

🆂 Save and send notifications   🆂 Save Approvers Only   🔺 Edit Approvers

Select additional approvers by clicking the title and then clicking on the right arrow. Once you've made your selections, click save.

Approver Positions

Form Approvers:
Available
Assistant Dean
Assistant Director
Associate Dean
Associate Director
Associate Provost
Chair
Chief Business Officer
Chief Finance Officer
Chief General Services Officer
Chief Officer
Chief Operating Officer
Dean

Selected
Human Resources

>>
>
<
<<

▲
▼

➕ Save   ☒ Close

Requisition– Selecting Approvers

Approver Positions

Form Approvers:
Available

- Executive Director
- HR Liason
- Human Resources
- Manager
- Manager of Compensation
- President
- President's Council
- Recommended 1
- Recommended 2
- Recommended 3
- Resource Review Committee

Selected

- Human Resources
- Div/Unit Financial Mgr - NSFA
- Provost

Save   Close

Approvers

Title	Name
Human Resources	Approver:
Div/Unit Financial Mgr - NSFA	Approver:
Provost	Approver: Avery, Dianne

Save and send notifications   Save Approvers Only   Edit Approvers

Approvers

Title	Name
Human Resources	Approver: Hoovler, Kelly
Div/Unit Financial Mgr - NSFA	Approver: Gallant, Susan
Provost	Approver: Avery, Dianne

Save and send notifications   Save Approvers Only   Edit Approvers

Once you've saved the titles, you will be re-directed to the Approvers Page where you can make your selections to choose the names of the appropriate approvers.

Please note, this is an example, if your department typically has research approve or finance, please make those adjustments.

*A tenure-track faculty position will require the **President's approval.***

Requisition– Approval Stage

Title	Name	Approved	Rejected	
Human Resources	**Kelly Hoovler**	✔		
Div/Unit Financial Mgr - NSFA	Susan Gallant			
Provost	Dianne Avery			

◀ Back   ➕ Approvers   🔺 Review   🔺 Edit   ☑ Approve   ➖ Reject   ☑ Download

Once the RTF is complete, you will receive an email like the one below: (each level of approvers will receive the same email)

Hello,

The Request to Fill for **Test Administrative Specialist CL2- OSBE** is in need of your approval. Please log into the UMaine applicant tracking system at the following address:

Please login using your UMS username and password.

From a mobile device**:** https://umaine.hiretouch.com/admin?toapp   Linda Boody to update

From a desktop**:** http://umaine.hiretouch.com/admin

Approval directions:

Once logged in, please select the following:
Jobs, Test Administrative Specialist CL2- OSBE- 49315,
Forms,
Approvals,
Click View to review the request,
You may make changes to the Request to Fill by clicking edit.
If you need more information before approving, please contact the hiring department or the Human Resources Partner assigned to this department.
When you are finished with the request, select Approve.

Thank you for your prompt attention to this.

Once the RTF is approved it will be posted externally on the Umaine.hiretouch.com website. The chair and support staff will be notified when the position has been posted so that you can make arrangements to post to other resources.

Screening Applicants

The Chair and/HR Liaison /Support will review the applicants for minimum qualifications and move those who meet the minimum qualifications forward so that the search committee will be able to review their submitted materials and rate them accordingly.

Please note, you will only be able to see submitted/completed applications. Incomplete applications will count toward the number of applications received, however, they will not be accessible to you.

A	B	C	D	E	F	G	H	I	J	K	L	M

Search   🔍 GO CLEAR Advanced Search   Applicant

APPLICANT INFO   **SCREENING**

☐ NAME ▾	CURR EMPL	APP DATE	APPLICANT STATUS	EDUCATION	OPEN ALL DOCS	APP	MIN QUAL SCREEN
☐ Boop, Betty	Yes	07/12/18	In Process	Technical Diploma	📨	●	➡

- Bulk Actions - ▼

On your dashboard, you will click the **Jobs** tab and the position(s) that you have permission to view will be populated on your screen. Select the position you want to begin screening applicants. The chair will have access to view all completed applications.

To review the applicant's documents, click on each applicant's name or click OPEN ALL DOCUMENTS

Screening Applicants

The selected applicant's record will then appear and you can view demographics, education, employment history, skills, correspondences and their uploaded documents.

To view their documents you can do either one of two things:

1. Select Download Documents under the Actions box. This action will merge all of their documents they've uploaded to a PDF where you can view all of them at once.

2. Click on Documents and select an individual document to view.

Actions

- Edit Demographics
- Edit Questions
- Send Correspondence
- Upload a Document
- Schedule an Event
- Attach a Note
- Create a Task
- Assign Ownership
- Download Documents

Betty Boop (kjhoovler@gmail.com)
Test Administrative Specialist CL2- OSBE - Interviewing

Return to Applicants
Betty Boop Prospect Record

| Demographics | Jobs | Activity | Processes | Evaluations |

Addresses | Aliases | Availability | Certifications | Contact Information | Education | Employment | License History | Licenses | Location Categories | Locations | Memberships | Military | References | Relatives | Skills

Demographics

Demographics

Name: Betty Boop
Address: lala land
You're makin' me crazy
Home Phone: 2075555555

Correspondence (1) Last Updated: 07/12/2018 at 11:29 AM

Documents (0)

Events (0)

Notes (0)

Job Details

Title:	Test Administrative Specialist CL2- OSBE
Home Campus:	Orono
Position Type:	Hourly
Department:	School of Biology & Ecology
Organization:	Orono, ME
Workflow Configuration:	Standard
Job Status:	Requisition Approved

View Applicants by Job

To return to the Applicant page and change the applicant's status, click on **View Applicants by Job** located to the right of the applicant's record under the **Job Details** box.

Moving Applicants Forward

Click on the green arrow under the Qualification Screening column and select the appropriate status. For the purposes of moving the candidate forward, select **Qualified Proceed** and click Save. The search committee will now be able to view the qualified applicant(s).

Selecting a status other than Qualified Proceed will prevent the applicant from moving further within the workflow, thus preventing the search committee from being able to view them.

At this point, HR will send a rejection correspondence to the applicants who did not meet the minimum qualifications.

Evaluation & Rating

		APPLICANT INFO				SCREENING		
NAME ▼	CURR EMPL	APP DATE	APPLICANT STATUS	EDUCATION	OPEN ALL DOCS	APP	MIN QUAL SCREEN	COMM EVAL APPS
Boop, Betty	Yes	07/12/18	Interviewing	Technical Diploma	🔲	●	●	➡

Applicants who have been moved forward will be evaluated using the Comparative Applicant Rating Sheet located under the Resources Tab in HireTouch.

Comparative Rating Sheet

Required Criteria Ratings	45472
4 = Exceeds Criteria	Department:
3 = Meets Criteria	Position Title:
2 = Partially Meets Criteria	Search Committee:
1 = Does Not Meet Criteria	

| Applicants | Required Criteria | Preferred Criteria | Total | Finalist (yes/ no) |

| Total |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Once the rating sheet is completed, the chair should select the green arrow under COMM EVAL APPS to change the status (moving the applicants forward to the HR Approval stage)

		APPLICANT INFO				SCREENING				IN
NAME ▼	CURR EMPL	APP DATE	APPLICANT STATUS	EDUCATION	OPEN ALL DOCS	APP	MIN QUAL SCREEN	COMM EVAL APPS	HR 1ST INTV APPRV	1ST INTV.
Boop, Betty	Yes	07/12/18	Interviewing	Technical Diploma	🔲	●	●	●	●	➡

- Bulk Actions - ▼   Record

An email is sent to HRP for each applicant who has been selected "qualified proceed" for the interview. The HRP will review the selections and move them forward to the 1st interview column.

Interviews

Once the HRP has moved the applicant forward by approving them for interviews, the department/search chair may proceed with inviting the candidates for interviews.

Upon the conclusion of the interviews, please select an appropriate status for each candidate interviewed under the **1st Interview Column.**

		APPLICANT INFO			SCREENING					IN
☐ NAME ▾	CURR EMPL	APP DATE	APPLICANT STATUS	EDUCATION	OPEN ALL DOCS	APP	MIN QUAL SCREEN	COMM EVAL APPS	HR 1ST INTV APPRV	1ST INTV.
☐ Boop, Betty	Yes	07/12/18	Interviewing	Technical Diploma	✉	●	●	●	●	➡

1st Interview Process

STATUS	DATE	USER
Not Started	Thu 7/12/18 at 11:31 AM	Kelly Hoovler

Update Status

Status:
- ⦿ Qualified: Proceed
- ○ Less relevant education
- ○ Less relevant experience
- ○ Less relevant skills
- ○ Unable to contact
- ○ Withdrew from consideration
- ○ Accepted another external position
- ○ Accepted another internal position
- ○ Did not report to interview

Select the most appropriate option. The selection will populate the Status column of the applicant workflow and SAVE.

Ⓢ Save   ⊟ Close

References

You moved the finalist forward to the reference stage. Please make sure to follow up on the references provided by the finalist and forward the questions and answers to HR to be uploaded into the search record.

Applicant List	Activity	Processes	Forms	Campaigns	Posting

References Process

STATUS	DATE	USER
Not Started	Fri 7/27/18 at 2:33 PM	Kelly Hoovler

Update Status

Status:
- ○ In Process
- ○ Cancelled
- ○ Withdrew
- ● Approved
- ○ Reference check unsatisfactory

SSave   **−** Close

Final narrative process for [[Job Title]]

Hi,

Now that you have completed your campus interviews and checked references, you need to complete the HR Approval Form. This form will provide us a narrative of your search process. You will also upload any supporting documents.

Please click on the green arrow under HR Apv and then "start" the HR Approval Form.

Once your finalist has been approved, you will be notified via email.

Sincerely,

Employment at UMaine

		APPLICANT INFO			SCREENING				INTERVIEWING				
☐ NAME ▼	CURR EMPL / APP DATE	APPLICANT STATUS	EDUCATION	OPEN ALL DOCS	APP	MIN QUAL SCREEN	COMM EVAL APPS	HR 1ST INTV APPRV	1ST INTV.	2ND INTV.	REF CHECKS	HR/SALARY APPROVAL
☐ Boop, Betty	Yes 07/12/18	Interviewing	Technical Diploma	⊡	●	●	●	●	●	●	●	🟢

- Bulk Actions - ▼	Records 1-1 of 1	First	Previous

HR Approval Form–
Approving the finalist

Properties	Applicant Review	Applicant List	Activity	Processes	Forms	Campaigns	Posting

Job Forms | Form Packages | Comments

Show Job Forms

Form Name	Auto Generated Number	Due Date	Status	Completed	Completion Date	Recertify	Recertified By	Recertified On	Action
Position Forms - Standard									
Request to Fill Standard	1800186								Re-generate PDF | Edi
HR Approval Form									Start

> Enter the candidate's name in the box provided. Below, upload all of the documents required above. Providing this information during this stage of the hiring process is helpful in getting the background screening initiated and the finalist hired sooner.

HR Approval Form - standard (STEP 1 OF 1)

Search Details

Candidate Name: [   ]

Title:	Test Administrative Specialist CL2- OSBE
Position #:	00012365
Department:	School of Biology & Ecology
Salary Band/Wage Band and Hourly Rate:	B22, $13.95/hr
Percent of time:	100
# of months if not 12:	
Length of Appointment:	Fiscal Year (12 Months)
Search Chair:	Hoovler, Kelly
2nd Committee Chair:	
Hiring Manager:	Hoovler, Kelly
Hiring Range:	

Please provide a narrative of your search process and upload any supporting documents (rating sheets, interview notes, etc.).
Important points to include in the narrative are:
Brief explanation of methodology for selecting top candidates
Names of candidates who were phone/SKYPE interviewed
Names of candidates who were campus interviewed
Reason your top candidate is the best individual for the position out of this pool of applicants.

Form Creator Name (you):

[   ]

Date Submitted for Approval:

[   ] 🗓 Today

☑ Submit 🅂 Save ⬛ Exit

> Once the documents are uploaded, please fill in your name and date the submission for approval. Selecting submit will prompt an email to be sent to HR alerting them that they need to review the HR Approval Form.

Correspondence-
Rejection Letters

While screening applications, HR encourages rejection correspondences to be sent to those who "did not meet minimum" requirements. To do this:

1. Select those identified as DNNM by clicking on the box to the left of their name.

2. Click on **Bulk Actions**

3. Select **Rejection Letter Screening**

4. An email template will appear on your screen, click **Send to all**

*(Repeat steps 1-2 and select **Rejection Letter-Post Interview** to send to applicants who were interviewed, but not selected.)*
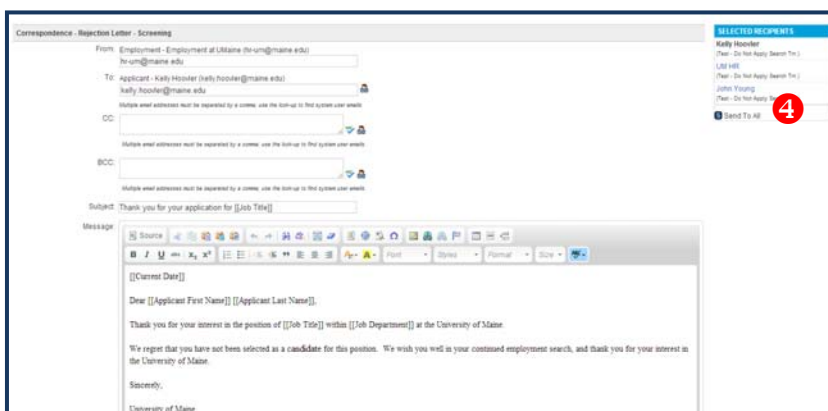
Finalizing the Search

1. Search committee has a identified a finalist

2. References were done and approved

3. HR Approval form was completed and required search documentation has been uploaded

4. Finalist was reviewed and approved by HR

5. Tentative Offer has been initiated

6. Chair follows up with HR to confirm candidate accepted tentative offer and gives desired start date and salary

7. HR initiates background screening and/or post-offer physical

8. Rejection letters have been sent to those who were not interviewed (rejection letters screening)

9. Rejection letters have been sent to those interviewed, but not selected (rejection letters-post-interview)

11. HR will send the appointment letter to the finalist

12. Department will prepare the employee onboarding process

Roles & Responsibilities

Hiring Department- Upload into HireTouch: The search narrative, interviews and search notes– attach the document to the position within search record.

Hiring Department- Rejection letters/notices should be sent at this time for those who were screened.

Hiring Department– Tentative Offer: *Any communication to the prospective employee must make it very clear that you are recommending his/her appointment or extending a tentative offer of employment. Board of Trustee policy requires that each new employee receive an appointment letter with general information regarding the terms and conditions of employment. This official offer of employment comes from the University of Maine President or the Vice President for Human Resources.*

For Faculty Positions: The tentative offer letter should be reviewed by the HRP and the department's Business Office prior to being sent to the finalist.

Human Resources: Initiates background checks, physicals, and screenings with a candidate. Once the screenings are successfully completed, the HRP will contact the employee with a tentative offer and establish a start date. The official start date for a regular employee should allow enough time for the HR review. Please note that the official job offer comes in the form of an appointment letter to the candidate from Human Resources.