

Guidelines for Senior Administrator (job codes 9301-9330) Employment

1. The Requisition Initiator OR the Hiring Authority prepares the job requisition (requisition) in the employment system.
2. The requisition is submitted to HR Pro. (The role of HR Pro at this stage is held by UMD OEO for consultation (Deborah Petersen-Perlman and/or Cathy Rackliffe)). The HR Pro will add information in the “Notes/History” section of the requisition. The HR Pro will return the requisition to the Hiring Authority.
3. The Hiring Authority makes revisions, if any, and reviews the requisition before submitting it to the Department Head.
4. The Department Head reviews the requisition and, assuming it is in order, approves and submits it to the Dean. The Department Head should add a note indicating approval prior to submitting it to the Dean. See [Documenting Approvals for Academic Searches in the Employment System](#). If changes are desired, the Department Head can return the requisition to the Hiring Authority.
5. The Dean reviews the requisition and, assuming it is in order, approves and submits it to the HR Pro. See [Documenting Approvals for Academic Searches in the Employment System](#). (The role of HR Pro at this stage is held at the Vice Chancellor or Chancellor level). If changes are desired, the Dean can return the requisition to the Hiring Authority to make them.
6. The HR Pro will review the requisition with, and obtain approval to search from, the appropriate Vice Chancellor or Chancellor. The HR Pro will convey the approval in the “Notes/History” section of the requisition. The HR Pro reviews and completes four fields in the requisition before submitting it to the Employment Team. (The four fields are: 1) Job Open Date (the date you want the requisition to be posted to the web; this field can be future dated); 2) Job Close Date or Open Until Filled (if known, the date the posting is to come down from the web or whether it is to stay posted until filled); 3) Recruiter (Anna Noren has the role of Recruiter for UMD academic hires); and, 4) whether a Background Check is required – indicate yes or no).
7. The Employment Team posts the requisition to the web.

Once the requisition is posted you need to:

A. Manage applications online. See [Appendix E](#) to the User Guide for Hiring Authorities/HR Pros. In order to generate an accurate Faculty/Academic Pool Summary, it is vital that the individual responsible for changing applicant statuses take action on each applicant as the applicant proceeds to each stage of the search process. Do not skip steps. This information is tracked in the Faculty/Academic Pool Summary report, which you can locate by clicking on [Get Reports List](#) link within the requisition.

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Applicant Statuses tracked in the Faculty/Academic Pool Summary report are as follows:

- Under Review by Department
- Referred for Further Review
- Referred for Interview
- Interviewed
- Recommended Finalist(s)
- Offer Made
- Offer Accepted/Hired
- Not Hired with the appropriate "Not Hired Reason"

B. Obtain Applicant Pool Approvals: The applicant statuses must be updated to reflect the actual status of each applicant in order to conduct pool approval.

1. Send a memo to OEO via email with the list of applicants referred for interviews, along with reason(s), based on selection criteria, for non-selection of qualified minority and/or female applicants. Simultaneously, hand-deliver to OEO any applicant documents not available electronically. OEO will review the applicant pool and advise of any potential problems or concerns.

2. Route request for approval to the Department Head and then to the Dean.

C. Refer a Candidate for Hire: Approvals by the Dean and Vice Chancellor/Chancellor are required. Send a memo to the Dean and Vice Chancellor/Chancellor via email with the name(s) of the candidate(s) you wish to hire. The Dean and Vice Chancellor/Chancellor will comment and provide his/her decision by reply email. If desired, consult with OEO. Remember to change the applicant status online at each stage reached during the search process.

D. Close the Search: When you have identified the individual(s) to hire, update his/her status online to "offer accepted/hired". Update all other applicant statuses with the appropriate action. Next, notify Betsy Behning (behni001@d.umn.edu) that you want to remove the posting from the web. When the status of the posting has changed to "removed from web", the HR Pro (in the unit) will be able to designate the position as "filled". Closed requisitions are then found under Historical postings.