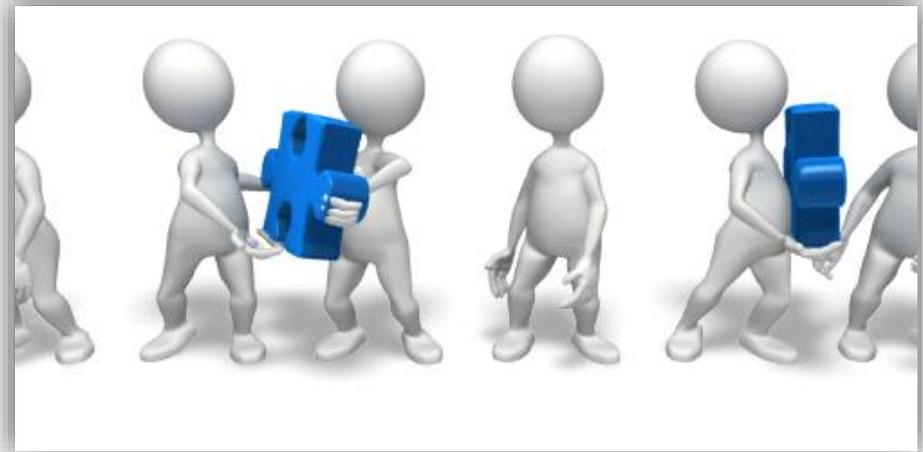




WyoCloud Recruitment

July 25, 2019

- **Pre-Survey**
- **Recruitment Process**
- **Onboarding**
- **Work Study Hiring Process**
- **Time Savers**
- **Resources**
 - **Hiring Toolkit**
 - **Quick Reference Guides**



Recruitment is a Collaborative Process



Could we get a step by step instruction document for hiring work study students?

Are there tips on how to figure out where your requisition/candidate is “stuck”?



Recruiting Overview

Step 1

Communicate internally to determine vacancies.

Determine the following and completes necessary pre-work:

- Hiring Manager/Hiring Manager Assistant/Collaborators
- Target Start Date
- Pay Rate

Step 2

Confirm completion of required HCM Recruiting Access in the Employee LearnCenter.

Review the Hiring Toolkit and Quick Reference Guides.

Step 3

Create a requisition in HCM Recruiting.

Utilize Quick Reference Guides based on hire type:

- Administrative or Benefited Staff Hire
- Academic Hire
- Non-Benefited Staff / Graduate Assistant / Work Study Hire

Step 4

Direct hires:

- Manager provides application link to candidate.

Non-direct hires:

- Applications received until posting closes.

Step 5

Benefited:

- Hiring Manager screens candidates and provides a matrix for EEO and HR approval.

Non-Benefited:

- Hiring Manager selects candidates and moves them into the status of Interview.

Step 6

Hiring Manager progresses the candidate through the interview process as directed in the Quick Reference Guide.

Step 7

Obtain approvals for final candidate selection from EEO/HR, if required.

Step 8

Hiring Manager gives verbal offer to candidate and confirms:

- Start Date
- Rate of Pay
- At-Will/Classified (if applicable)
- Probationary Period (if applicable)

Step 9

Employment & Staffing Partner creates an offer letter.
Offer letter is sent for approval.

- **Please confirm the correct:**
 - Start Date
 - Rate of Pay

Step 10

Offer letter is approved.

Benefited:

- Employment & Staffing Partner extends the offer letter for benefited hires.

Non-Benefited:

- Employment & Staffing Partner extends and accepts the offer on behalf of the candidate.

Step 11

Employment & Staffing Partner requests 2nd pass information, if needed.

- Social security number
- Date of Birth
- Gender
- W#

Step 12

Perform background check when needed. Once background check is clear and complete, candidate is exported for Records to input into HCM.

- **Please Note:** Until Human Resources has entered the employee's active record in HCM, they will not be able to complete training to enter Time and/or Absences in HCM.

Supervisor communicates onboarding steps to employee:

1

I-9: When needed, employee receives an email to complete section 1 from Sterling Talent Solutions.

- **Section 1:** To be completed on or before their start date.
- **Section 2:** Must be completed within 3 business days of their start date.
 - Per Federal Law, documents must be an original or certified copy.
 - Please communicate to the employee regarding this information.
 - Let Human Resources know if your employee is a remote hire.

2

Employee LearnCenter: Employee should complete assigned training in My Learning Plan.

3

HCM Personal Information, W-4, Direct Deposit:

- Verify mailing, permanent address, and additional personal information in HCM once access is granted post training.
- Complete W-4 and Direct Deposit in HCM.



Work Study Hiring Process

Hiring Manager steps:

- 1) Hiring Manager creates requisition.
- 2) Employment & Staffing Partner posts the requisition to the Student and Work Study site.
- 3) Hiring Manager reviews candidate files and marks the below fields to ensure eligibility:
 - a. Fall 2019
 - b. W# (Make sure a capital W is entered with 8 digits)
 - c. Indicate if Current or Previous UW Employee
- 4) Banner Integration runs and changes candidate to “Passed Screen” or “Failed Screen”.
- 5) Hiring Manager reviews applicants marked as “Passed Screen”.
- 6) After the Hiring Manager selects and interviews candidates, they will move candidates into “Rejected” or “Proceed to Written Offer”. Provide verbal offer prior to changing a candidate’s status.
- 7) Employment & Staffing Partner creates a written offer and extends it to the candidate. Once accepted, the Employment & Staffing Partner finalizes the hire.

***Please note: Banner Integration runs to ensure that all individuals who applied have Work Study funding available for them.**

4. Profile Information

Basic Profile

Please complete the information below.

Work Study Eligibility

Enrollment Term



* W Number

* Current or Previous Employee

Not Specified

Schedule

Not Specified

Full-time

Part-time

Worksharing

Per Diem

Contingent

Job Type

Not Specified

Standard

Internship

Cooperative

Summer Job

Graduate Job

Temporary Work

For additional information, see the [Work Study Hires Quick Reference Guides](#).

More Information to Follow:

Graduate Assistant Task Force will be scheduling a meeting during the week of July 29th with Cost Center Approvers, Decentralized Human Resources Representatives, and others to relay the Graduate Assistant process.



Candidate Application

Step 1: Sign In or Create Account

Welcome. You are not signed in. | [My Account Options](#)

[Job Search](#)

[My Jobpage](#)

[Basic Search](#)

[Advanced Search](#)

[Return to the home page](#)

[Apply Online](#)

[Add to My Job Cart](#)



SHARE



Job Description

Pooled Position Monthly - (19000903)
Description

Welcome. You are not signed in.

[Job Search](#)

Login

To access your account, please identify yourself by p and follow the instructions to create an account.

Mandatory fields are marked with an asterisk.

*User Name

*Password

[Forgot your user name?](#)

[Forgot your password?](#)

[Login](#)

[New User](#)

Step 2: Resume Upload

Welcome. You are signed in. | My Account Options My J

[Job Search](#) [My Jobpage](#)

Applying for: **Pooled Position Monthly (Job Number: 19000903)**

⏪

Resume Upload

Personal Information

Job Specific Questions

Education

Employment History

Certifications and Licenses

Professional References

⏩

[Save and Continue](#) [Save as Draft](#) [Quit](#)

Resume Upload

Please upload your resume or CV

You can submit personal and professional information by uploading a resume. The system will automatically extract the relevant information included in the resume and fill out part of the online submission. You can review the extracted information and make the appropriate changes in the next steps.

If you do not upload a resume, you will need to fill out the online submission manually.

- I do not want to upload a resume.
- I want to upload a resume.

Select the resume file to upload

Choose File No file chosen

Note: Once the process is completed, please verify the fields containing values automatically extracted from the resume. You may have to manually correct or fill out some of them.

***Resume upload only required if listed in posting.**

Step 3: Personal Information

←

Personal Information

Job Specific Questions

Education

Employment History

Certifications and Licenses

Professional References

File Attachment

Save and Continue
Save as Draft
Quit

Personal Information

Source Tracking

Please indicate how you heard about this job.

*Source Type

Personal Information

Please enter all relevant personal information in the fields below.

Please use your legal name as it appears on your legal identification documents.

*First Name

Middle Name

*Last Name

*Street Address (line 1)

Address (line 2)

*City

*Zip/Postal Code

Current or Previous Employee

If region not found, please select closest region to you.

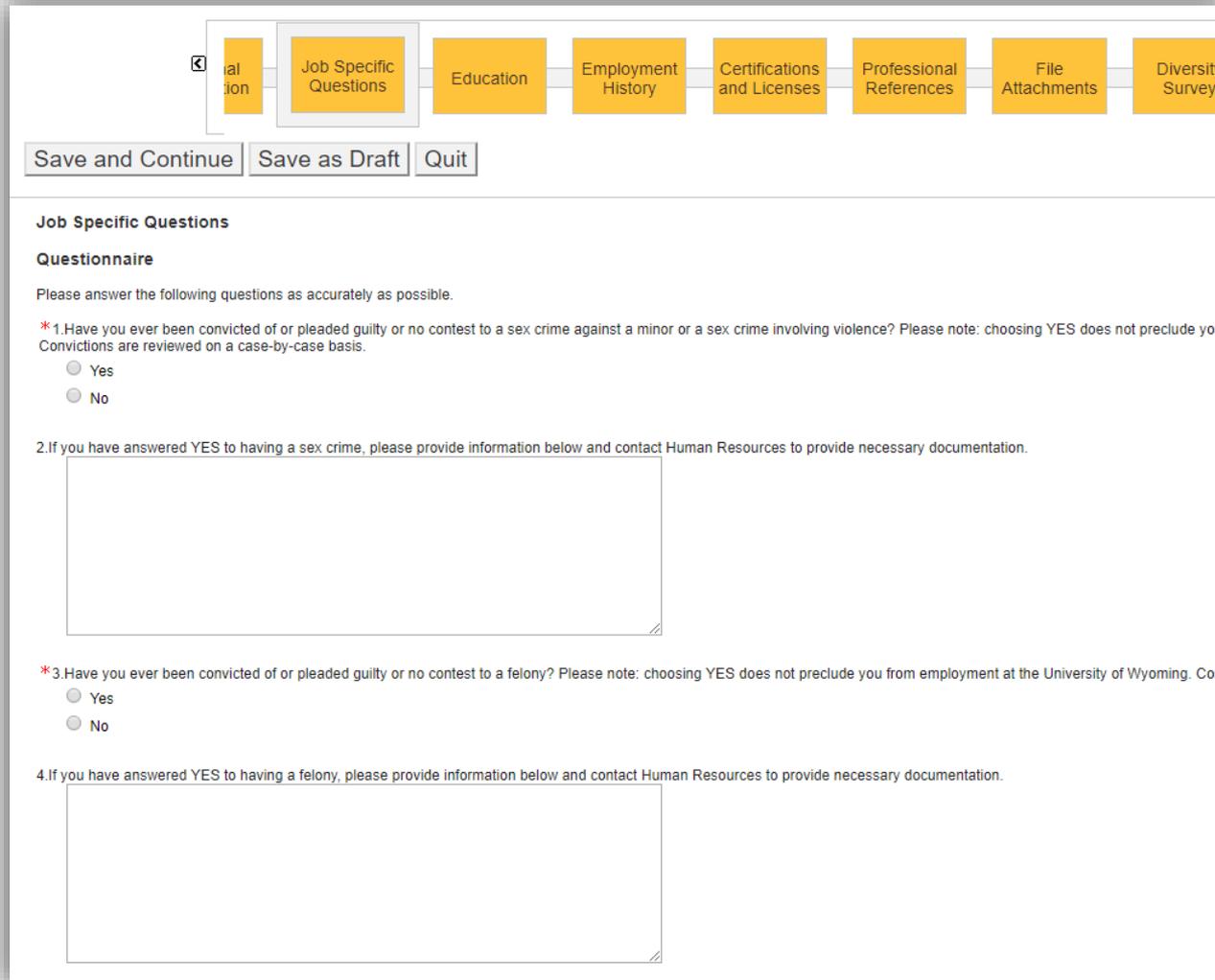
*Place of Residence

Country

Please select if you are a current or previous employee at UW. If not applicable, N/A

***Items required**

Step 4: Job Specific Questions



The screenshot shows a multi-step process with the following steps: Application, Job Specific Questions (highlighted), Education, Employment History, Certifications and Licenses, Professional References, File Attachments, and Diversity Survey. Below the steps are buttons for 'Save and Continue', 'Save as Draft', and 'Quit'.

Job Specific Questions

Questionnaire

Please answer the following questions as accurately as possible.

*1. Have you ever been convicted of or pleaded guilty or no contest to a sex crime against a minor or a sex crime involving violence? Please note: choosing YES does not preclude you. Convictions are reviewed on a case-by-case basis.

Yes

No

2. If you have answered YES to having a sex crime, please provide information below and contact Human Resources to provide necessary documentation.

*3. Have you ever been convicted of or pleaded guilty or no contest to a felony? Please note: choosing YES does not preclude you from employment at the University of Wyoming. Con

Yes

No

4. If you have answered YES to having a felony, please provide information below and contact Human Resources to provide necessary documentation.

***Items required**

Step 5: Education



[Save and Continue](#) [Save as Draft](#) [Quit](#)

Education

List your education below

Please note: While completing details of your education, start with your most recent education.

Education 1

*Institution [Select](#)

*Program [Select](#)

*Education Level
Not Specified ▼

Start Date
Month ▼ Year ▼

Graduation Date
Month ▼ Year ▼

Anticipated Graduation Date

[Remove Education](#)

[Add Education](#)

*Items required or Remove Education if none available

Step 6: Employment History

Applying for: **Pooled Position Monthly (Job Nu**

[←](#) **ion** **Employment History** **Certifications and Licenses** **I**

[Save and Continue](#) [Save as Draft](#) [Quit](#)

Employment History

List your employment history below

Please note: While completing details of your work experience, start with the most recent first.

Work Experience 1

Employer
 [Select](#)

Job Title Current Job

Start Date Month Year End Date Month Year

Achievements

[Remove Work Experience](#)

[Add Work Experience](#)

Step 7: Certifications and Licenses



[Save and Continue](#) [Save as Draft](#) [Quit](#)

Certifications and Licenses

List your certifications and/or licensures below

Please note: While completing details of your certifications and/or licensures, start with your most recent and active. Expired certification

Certification 1

Certification [Select](#)

Issuing Organization Number/ID

Issue Date Month Year Expiration Date Month Year

If this certification will be received in the future, enter the expected issuing date.

[Remove Certification](#)

[Add Certification](#)

Step 8: References

⏪

Employment History

Certifications and Licenses

Professional References

File Attachments

⏩

Save and Continue

Save as Draft

Quit

Professional References

For candidates applying to benefited positions: If in the event you are being considered as one of the top four (4) different individuals – two (2) supervisors and (2) professional references via Skill Survey, the University will contact you for references.

[List your references below](#)

Please note: List your references below in the order of contact preference, starting with the most relevant or your education training. Examples include managers and/or supervisors; peers/co-workers/colleagues; and

Reference 1

Type

First Name <input type="text"/>	Last Name <input type="text"/>
Relationship <input type="text"/>	How long have you known this person? <input type="text" value="Not Specified"/>
Employer <input type="text"/>	Title <input type="text"/>
Location Country <input type="text" value="Not Specified"/>	
Phone Number <input type="text"/>	Email Address <input type="text"/>

[Remove Reference](#)

[Add Reference](#)



File Attachments

Attachments

You can attach files to the candidate record (e.g.: cover letter, resume, references, transcripts, etc.). Once a file is attached, you can overwrite it by attaching a file with exactly the same name and extension.

Select the file to attach

No file chosen

Comments about the file

Step 10: Diversity Survey



Diversity Survey

Voluntary Self-Identification of Disability

Why are you being asked to complete this form?

Because we do business with the government, we must reach out to, hire, and provide equal opportunity to qualified people with disabilities.[1] To help us measure how well we are doing, if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for a job, any answer you give will be kept private and will not be shared with anyone else.

If you already work for us, your answer will not be used against you in any way. Because a person may become disabled at any time, we are required to ask all of our employees to update their voluntarily self-identify as having a disability on this form without fear of any punishment because you did not identify as having a disability earlier.

How do I know if I have a disability?

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or condition.

Disabilities include, but are not limited to:

[Save and Continue](#)[Save as Draft](#)[Quit](#)

eSignature

eSignature

Please read the following statement carefully, then acknowledge that you have read and approved it by providing the information requested at the bottom of the page. Please note that an eSignature is the electronic written signature.

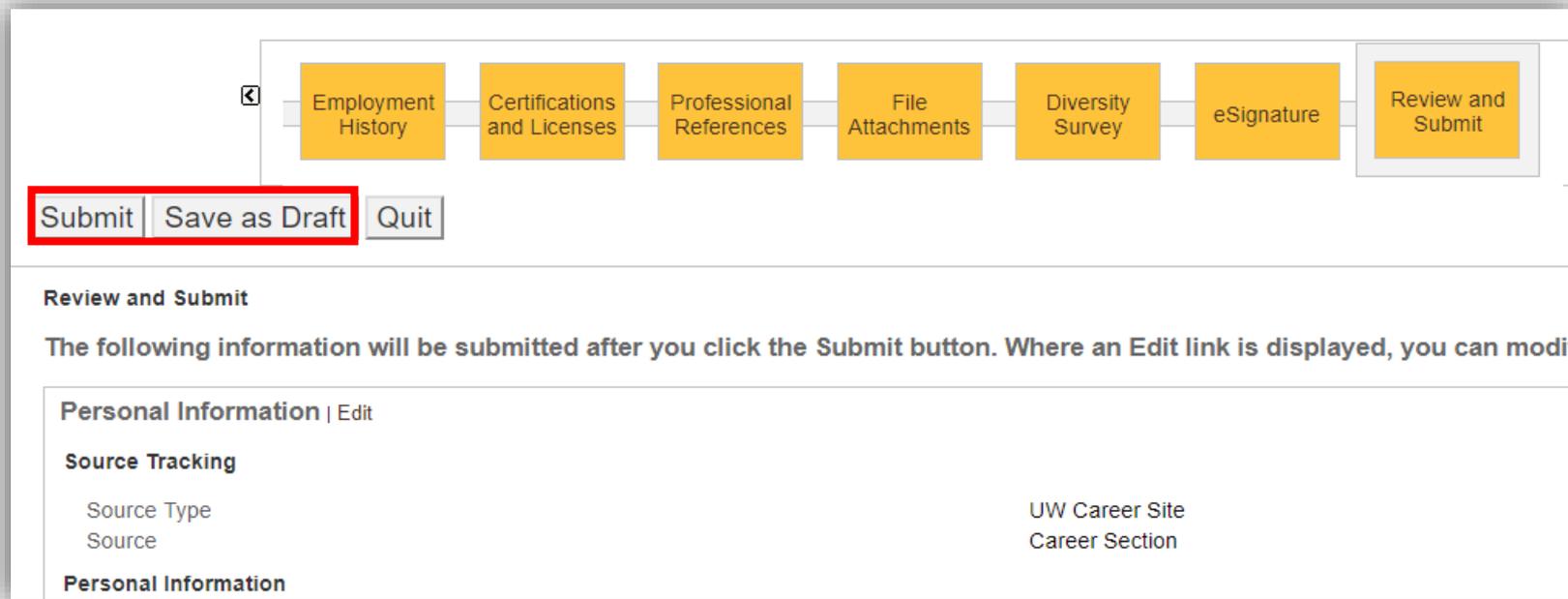
I certify that all information given by me on this application (including supporting documents) or in interviews is correct and true in all respects. I certify that all information provided by me but third party (for example transcripts, employment records, etc.) is correct and true to the best of my knowledge. I understand that giving false information may disqualify my application or result in employment. I authorize the University to investigate all statements made on my application for employment and I authorize the use of any information in this application to verify my statements with educational institutions, past employers, all references, and any other person (and their agents or employees) to respond to questions concerning information given on this application and to be asked concerning my ability, character, reputation, and previous educational and employment record. I understand and agree that the information provided to the University is confidential and that a reference check or application verification will not be made available to me. I release all such persons and organizations from liability or damages and agree to hold them harmless for providing or answering such questions and I release the University from liability or damages and hold the University harmless for seeking and using the information.

I understand that nothing contained in this application or the granting of an interview is intended to create a contract of employment. I understand that no offer of benefits such as insurance, health care, or retirement rate is final until approved by the Human Resources Department. If I am employed by the University, I understand and agree that the University may require my participation in retirement plan for employment. I will be required to serve a probationary period during which time I may be terminated in accordance with University policy. I understand that as a condition of the application process I will be required to conduct federal, state and local criminal history and records check, motor vehicle records checks and documentation of my identity and federal employment authorization and agree to such

Do Not E-Sign Until You Have Read The Above Statement.

By my eSignature below, I certify that I have read, fully understand and accept all terms of the foregoing statement. Please signify your acceptance by entering the information requested in the fields below.

*Please enter your full name:



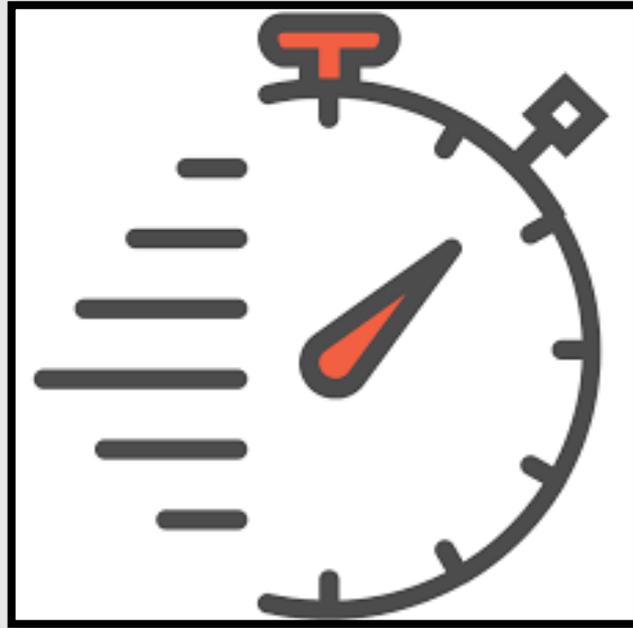
☐ Employment History — Certifications and Licenses — Professional References — File Attachments — Diversity Survey — eSignature — Review and Submit

Submit Save as Draft Quit

Review and Submit

The following information will be submitted after you click the Submit button. Where an Edit link is displayed, you can modify the information.

Personal Information Edit	
Source Tracking	
Source Type	UW Career Site
Source	Career Section
Personal Information	



Time Savers

Time Saver – Duplicating a Requisition

Requisitions Candidates Offers Libraries ▾

Quick Search Results



<input type="checkbox"/>			Title	ID	1 ▾	Status	Status Detail				Recru
<input type="checkbox"/>			0 Pooled Position Limited Tempor	9003077		Draft	-				St Clair

Quick Search Results



<input type="checkbox"/>			Title	ID	1 ▾	Status	Statu
			0 Pooled Position Limited Tempor - TEST	19003115		Draft	

- Edit
- Prevent Posting
- Request Contribution
- Put on Hold
- Cancel Requisition
- Duplicate this requisition**
- Print...
- Add Comments

WyoCloud Time Saver – Hire Multiple Individuals on 1 Requisition

1. Requisition Structure

Identification

Please Note: Job openings MUST be filled within 6 months of the posting date

* Requisition Title

Pooled Position Limited Tempor - TEST

Number of Openings

4 Unlimited

4. Job Information

Direct Hire

* Direct Hire

- N/A
 No
 Yes

Direct Hire Reason

To assist with frontline desk duties

Direct Hire Name

Cowboy Joe
Pistol Pete

WyoCloud Time Saver – Internal Candidates Apply in HCM

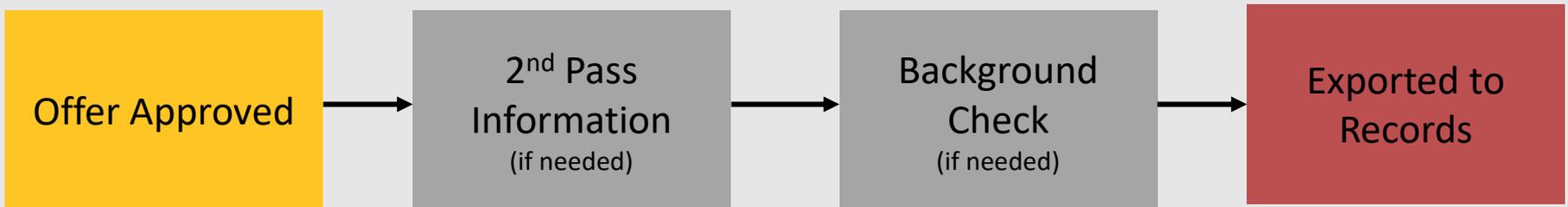
To apply as an internal candidate, you can access internal job opportunities in HCM > My Profile.



View Job and
Advancement
Opportunities

WyoCloud Time Saver – Extending Offers Hourly, Non-Benefited

- **For Hourly, Non-Benefited Hires:**
 - Human Resources has eliminated extending offers to candidates.
 - Once an offer is approved, it will progress to 2nd Pass, Background Check, or Hired.



To assist in managing your hire, here is how to view where your candidate is at in progress:

Go to [WyoWeb](#) > [Human Resources](#) > [Hiring Toolkit](#) > [Where is My Candidate at in the Hiring Process?](#)

🏠 HUMAN RESOURCES HOME

MENU

- NEW EMPLOYEES
- ADDITIONAL RESOURCES
- CLASSIFICATION/COMPENSATION
- DIVERSITY
- EMPLOYEE BENEFITS
- EMPLOYEE RELATIONS
- RECORDS MANAGEMENT
- TRAINING / PROFESSIONAL DEVELOPMENT
- TALENT ACQUISITION
- | [HIRING TOOLKIT](#)
- [WHERE IS MY CANDIDATE AT IN THE HIRING PROCESS?](#)

WHERE IS MY CANDIDATE AT IN THE HIRING PROCESS?

THE DIFFERENT STEPS & STATUSES IN HCM RECRUITING

Below are all statuses possible in HCM Recruiting, with some notes for each.

Requisition Status & Status Details

Draft - Hiring Manager or Hiring Manager Assistant has initiated a Requisition and saved it. HM/HMA will need to complete the requisition and Request Approval.

Pending - Hiring Manager or Hiring Manager Assistant has submitted the Requisition for review/approval, which is in progress.

- To Be Approved** - HM/HMA can check who the Requisition is pending by viewing the Approvals tab.
- Rejected** - Requisition has been rejected along the approval chain. Hiring Manager and/or Hiring Manager Assistant should view the Approvals tab to see any noted comments. HM/HMA will need to make appropriate edits and resubmit for review/approval.

Open - Requisition has been reviewed by the Recruiter and is currently posted.

- Approved** - Requisition is approved to be posted by the Recruiter. Recruiter will post the position and provide the Hiring Manager and Hiring Manager Assistant a link for the posting.
- Posted** - Requisition is currently posted.

Filled - The number of openings has been met and candidate's for this requisition submitted and processed.



Additional Resources

 HUMAN RESOURCES HOME

MENU

[NEW EMPLOYEES](#)[ADDITIONAL RESOURCES](#)[CLASSIFICATION/COMPENSATION](#)[DIVERSITY](#)[EMPLOYEE BENEFITS](#)[EMPLOYEE RELATIONS](#)[RECORDS MANAGEMENT](#)[TRAINING / PROFESSIONAL DEVELOPMENT](#)[TALENT ACQUISITION](#) [HIRING TOOLKIT](#)

HIRING TOOLKIT

Are you involved in the hiring process? This HR resource contains all hiring information, checklists, guides and charts to help you request to fill a vacancy through the process and hire. Examples of information contained within include:

- At-A-Glance/How-To Processes
 - [Staff, Academic, Administrative or Non-Benefited](#) and [Graduate Assistants](#)
- [FTE Conversion Chart](#)
- [Hiring Quick Reference Guides](#)
- [Hiring FAQ's](#)
- [How to Write a Job Advertisement](#)
- [Interview Questions Help](#)
- [Screening Evaluation Help](#)
- [Reference Checks](#)
- [Helpful Forms](#)
- [Diversity Information](#)
- [Onboarding Information](#)
- [Veteran Preference](#)
- [Exceptions to the Search Process & Direct Hires](#)
- [Information on I-9 and E-Verify](#)

Before You Begin

Reviewing Tasks and Pending Approvals in Recruiting - **NEW!**

Delegating Approvals in Recruiting – **NEW!**

Scheduling Interviews for Benefited Hires – **NEW!**

Create Requisition for Non-Benefited Hire

Managing and Progressing the Candidate Pool: Non-Benefited Hires

Managing and Progressing the Candidate Pool: Benefited Hires



For additional Recruitment quick reference guides, please see the WyoCloud Knowledge Base > Quick Reference Guides > [Recruiting & Onboarding](#).

If you have additional questions, please contact:

Help Desk: userhelp@uwyo.edu or
307-766-4357, Option #1

Human Resources: 307-766-2377

Individual Working Sessions are available for registration in the Employee LearnCenter.

- These sessions are open to all questions related to WyoCloud Finance & HCM.

