

Recruiting for a Vacant Position

1. Hiring manager guide for cornerstone applicant tracking

1.1 Recruiting in the Employee Development Center



1.2 What is Cornerstone recruiting?



WHAT IS CORNERSTONE RECRUITING?

Milwaukee County's system for recruiting and hiring is called an Applicant Tracking System (ATS).

The hiring process will be driven through the RECRUIT tab in the ATS platform. That includes job requisitions, applications, candidate review and selection, interviewing, and on-boarding.

You should be familiar with this platform – it's the system you're using for this training.

1.3 Am I a hiring manager?



AM I A HIRING MANAGER?

You probably are, even if you're not familiar with that title.

Any supervisor or manager may be a hiring manager – some hire new employees routinely, while some will hire only one employee a year.

It isn't difficult, and your Human Resources team is available to help you through the process.

1.4 As a hiring manager, what do I have to do?



AS A HIRING MANAGER, WHAT DO I HAVE TO DO?

As a hiring manager, your primary duties are to:

- ❑ Inform Human Resources (HR) when you want to fill a vacant position
- ❑ Review and update the Job Evaluation Questionnaire
- ❑ Work with the Recruitment Analyst to establish the qualities of your ideal candidate, and approve screening questions, the ratings form and the job posting
- ❑ Schedule and interview applicants and select your final candidate
- ❑ Welcome the new employee to his or her new working environment!

Notes:

1.5 Let's get started – how do I fill a position?



LET'S GET STARTED – HOW DO I FILL A POSITION?

You have a permanent vacancy in your department or a newly created position and have authorization to fill that position. Some departments require internal department approval – check with your manager.

Your **first step** is to **review the Job Evaluation Questionnaire and identify the specific Job Code** for that position to make sure it is accurate and up-to-date. The Job Code identifies the specific role. Look specifically at the job duties and the minimum and preferred qualifications.



Your HR Business Partner can help you obtain and review the JEQ and identify the Job Code.

The Compensation Division in HR must review and approve changes to the JEQ before the job can be opened.

Notes:

1.6 Untitled Slide

Job Evaluation Questionnaire



MILWAUKEE COUNTY
JOB EVALUATION QUESTIONNAIRE

This form is designed to assist you in describing your departmental job. You are asked to fill this form out to outline the essential duties and responsibilities; and identify the knowledge, skills and abilities required to successfully perform the job. This form is used to request new job classifications, review current classifications, reclassification, reallocations, and general updates to the job description. Note: it is the job that is being evaluated, not the position/incumbent. Thank you for your cooperation.

GENERAL INSTRUCTIONS:

1. Before beginning, please look over the entire questionnaire. Each question should be answered completely and accurately. If a question does not apply to this job, please indicate "N/A" (Not Applicable).
2. To complete the questionnaire, please type and/or select your responses.
3. If you wish to make additional comments, please use the space available in the "Additional Comments" section of the questionnaire.


A. JOB IDENTIFICATION INFORMATION

| | | | |
|------------------------|-----------------------------|-------------------------|----------------------|
| Department (High Org): | | Division (Low Org): | |
| Contact for this Study | Name: <input type="text"/> | Email: | <input type="text"/> |
| | Title: <input type="text"/> | Phone: | <input type="text"/> |
| Current Job Title: | <input type="text"/> | Current Job Code: | <input type="text"/> |
| Health Screen Level: | <input type="text"/> | Background Check Level: | <input type="text"/> |

Make sure to note the eight-digit Job Code number – you'll need it later


1.7 My jeq is approved. What's next?

MY JEQ IS APPROVED. WHAT'S NEXT?




The next step is to request a job requisition. The job requisition request is the formal notification that you are authorizing HR to fill a vacancy. It is an important part of the hiring record.

To request a job requisition, you need to log in to the Applicant Tracking System. The login that you've used for the Learning Management System will get you access to RECRUITING. At login, you'll see a screen like this:




Notice the 'RECRUIT' tab

1.8 Requesting a requisition (cont.)



REQUESTING A REQUISITION (CONT.)

After clicking 'RECRUIT' you'll need to click 'Create New Request' on the next screen, as shown below.



Milwaukee County Employee Development Center

Navigation: HOME | LEARNING | REPORTS | MY TEAM | KNOWLEDGE BANK | **RECRUIT** | CAREERS


Requisition Requests

Create New Request

Submitted Requests

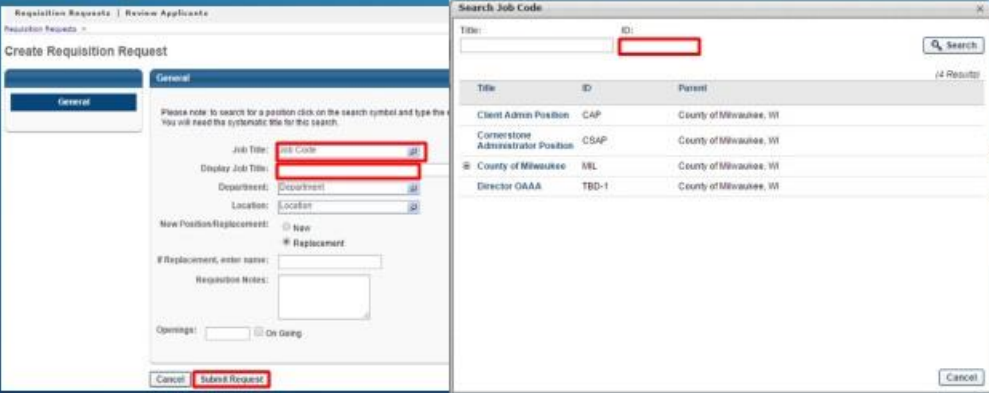
| Job Title | Request Reviewers | Submitted | Status | Requisition ID | Options |
|-----------------------|-------------------|--------------------|----------|----------------|---------|
| Accountant 2 | Angela Nivon | 4/5/2016 2:14 PM | Declined | req5 | |
| Forestry Maint Worker | Angela Nivon | 2/26/2016 2:55 PM | Accepted | req3 | |
| Drafting Supervisor | Angela Nivon | 2/26/2016 11:59 AM | Accepted | req4 | |

1.9 Requesting a requisition (cont.)



REQUESTING A REQUISITION (CONT.)

After clicking 'Create New Request', you'll see the screen below. Click the 'Job Title' field and, **using the search** function, **enter the eight-digit Job Code number in the ID field**. Make sure the results match the title and Job Code on your JEQ. You'll need to select your department as well. The search function also works for that. Then click 'Submit Request.'



Requisition Requests | Review Applicants

Create Requisition Request

General

Please note: to search for a position click on the search symbol and type the ID. You will need the systematic title for this search.

Job Title: **ID**

Display Job Title: **Department**

Department: **Location**

New Position/Replacement: ☐ New ☒ Replacement

If Replacement, enter name:

Requisition Notes:

Openings: ☐ On Going

Cancel **Submit Request**

Search Job Code

Title: **ID** Search

| Title | ID | Parent |
|-------------------------------------|-------|-------------------------|
| Client Admin Position | CAP | County of Milwaukee, WI |
| Construction Administrator Position | CSAP | County of Milwaukee, WI |
| County of Milwaukee | MIL | County of Milwaukee, WI |
| Director OAAA | TBD-1 | County of Milwaukee, WI |

Cancel

1.10 Requisition requested! Now what?



REQUISITION REQUESTED! NOW WHAT?

Now there's some behind-the-scenes work. The Recruiting team will begin creating the job requisition you requested and prepare to get your job posted.

The Recruitment Analyst will contact you – the hiring manager – to:

- ❑ Establish the qualities of your ideal candidate
- ❑ Discuss recruiting strategy
- ❑ You and your Recruitment Analyst will partner together to develop:
 - ❑ Screening questions
 - ❑ The ratings form
 - ❑ The job posting

Once this preparation work is complete, the job is ready for posting.

1.11 The job is closed. When do I get my names?



THE JOB WAS POSTED AND IS NOW CLOSED. WHEN DO I GET MY NAMES?

When the job posting closes, your Recruitment Analyst will let you know how many candidates applied, and will give you a timeframe for how long it will take to review and score those applicants.

The amount of time needed to generate a list of names depends on the volume and complexity of the applicant pool. Sometimes performance testing is also required.

After candidate review and scoring is complete, the Recruitment Analyst will send you – the hiring manager – a note that the top ten scoring applicants are available for your review.

1.12 The job is closed. When do I get my names?




WHAT DO I DO WITH THESE NAMES?

On the following slides, we'll show you how to review the candidates and advance them in the Applicant Tracking System.


As you begin to review candidates, contact your HR Business Partner to assist you in compiling interview questions and assembling an interview panel, team or format.

1.13 Where can I review my candidates?



WHERE CAN I REVIEW MY CANDIDATES?

Excellent question. The answer is the Applicant Tracking System. Log in to the Applicant Tracking System and click either the RECRUIT OR HIRING DASHBOARD tabs.



Milwaukee County Employee Development Center

HOME ADMIN LEARNING REPORTS ILT MY TEAM KNOWLEDGE BANK **RECRUIT** **HIRING DASHBOARD** COUNTY CAREERS

Welcome | Scheduled Tasks

1.14 Manage requisition [screen shots]

THE RECRUIT TAB

If you click the RECRUIT tab, you'll see a screen like this.

Review Applicants

Open Positions

My Interviews (0)

| Priority | Job | Location | Owner(s) | Date Opened | Target Hire Date | Openings | Applicants | In Review |
|----------|---|----------|--------------|-------------|------------------|----------|------------|-----------|
| ● | Manager Assistant - Human Resources (req10) | | Angelo Nixon | 5/6/2016 | 6/6/2016 | 2 | 2 | 2 |

(2 Results)

Your candidates will be in the status 'In Review' and you can access them by clicking on the number under 'In Review.'

1.15 Where can I review my candidates?

THE HIRING DASHBOARD TAB

If you click on the HIRING DASHBOARD tab, and then Active Applicants for the applicable requisition, a new screen opens with the list of certified candidates.

Hiring Dashboard

APPROPRIATE JOB

32 ACTIVE APPLICANTS

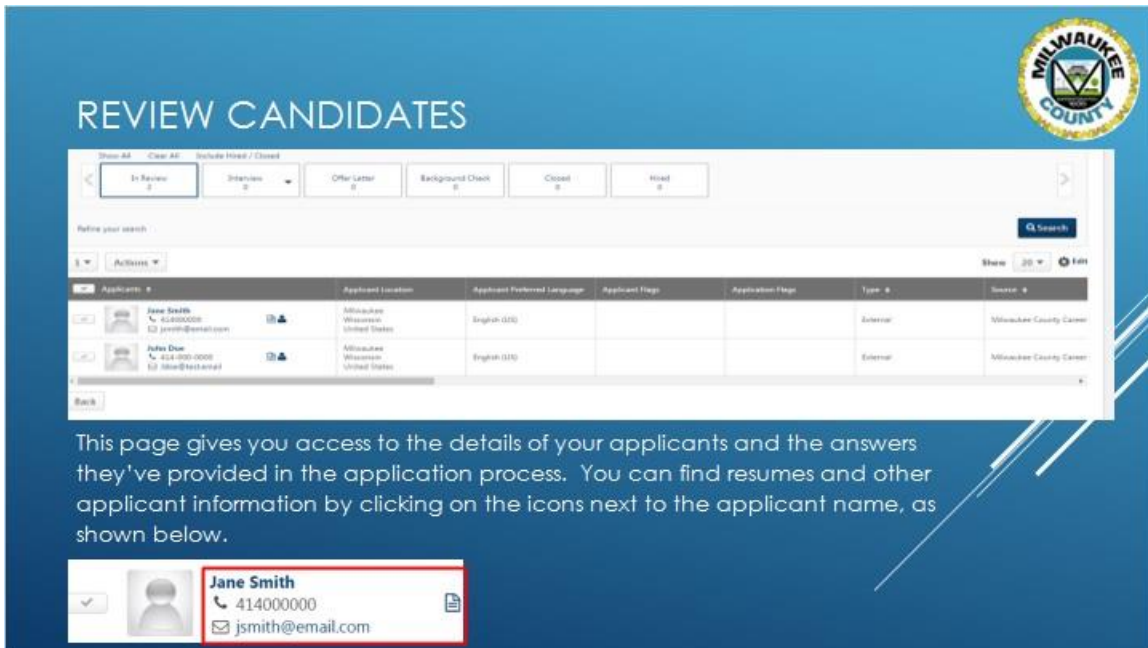
26 In Review
0 Interview
0 Background Check
0 Other Status
0 Other Status

REQUISITION JOB

26 In Review
0 Interview
0 Background Check
0 Other Status
0 Other Status

26 Active Applicants

1.16 Manage candidates [screen shots]



REVIEW CANDIDATES

Buttons: Show All, Clear All, Include Head / Cover, In Review, Interview, Offer Letter, Background Check, Closed, Hold.

Refine your search: [Search]

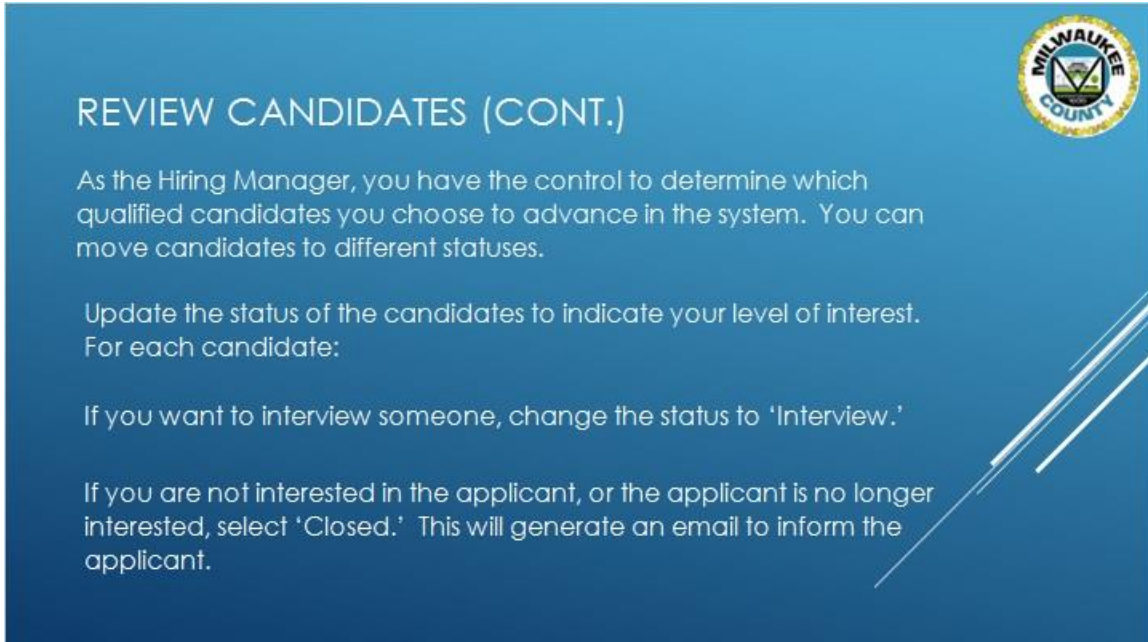
| Applicant | Application Location | Applicant Preferred Language | Applicant Photo | Application Photo | Type | Source |
|---|-----------------------------------|------------------------------|-----------------|-------------------|----------|-------------------------|
| Jane Smith 414000000 jsmith@email.com | Milwaukee Wisconsin United States | English (US) | | | External | Milwaukee County Career |
| John Doe 414-000-0000 jdoe@test.com | Milwaukee Wisconsin United States | English (US) | | | External | Milwaukee County Career |

Back

This page gives you access to the details of your applicants and the answers they've provided in the application process. You can find resumes and other applicant information by clicking on the icons next to the applicant name, as shown below.

Jane Smith
414000000
jsmith@email.com

1.17 What do I do with these names?



REVIEW CANDIDATES (CONT.)


As the Hiring Manager, you have the control to determine which qualified candidates you choose to advance in the system. You can move candidates to different statuses.

Update the status of the candidates to indicate your level of interest. For each candidate:

If you want to interview someone, change the status to 'Interview.'

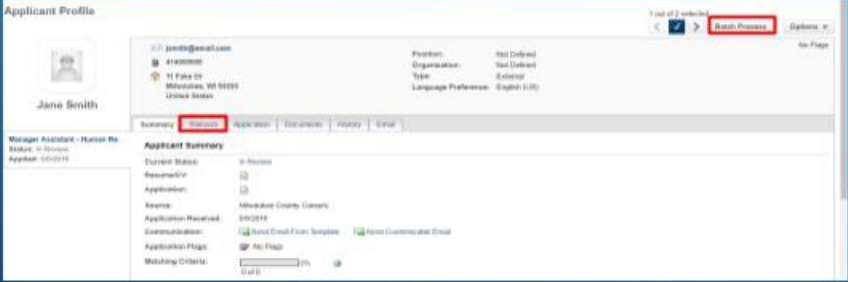
If you are not interested in the applicant, or the applicant is no longer interested, select 'Closed.' This will generate an email to inform the applicant.

1.18 Manage Candidates [screen shots]



REVIEW CANDIDATES (CONT.)

You advance a candidate through the process by changing their status. To change the status, click on the candidate's name and select 'Statuses.'



You can change the status for a number of applicants – for instance, those you no longer wish to consider – using the 'Batch Process' option.

1.19 Interviews are done and I'm ready to make an offer



INTERVIEWS ARE DONE AND I'M READY TO MAKE AN OFFER

Each department has a service team assigned consisting of your Recruiting Analyst, HR Business Partner and HR Management Assistant. If you do not know who is on your assigned team, please visit the HR page on County Connect.

Let your HR Management Assistant (MA) know which candidate you've selected. The MA will ask for details to include in the offer letter and send the offer letter through the RECRUITING system to the candidate.

The hiring manager will be copied on the candidate's response. At this point, HR will take over and move the candidate through the pre-employment phase of hiring.

1.20 When can the new hire start




WHEN CAN THE NEW HIRE START?

Before the new hire can start, they will have to have a **background check and a pre-employment health screen**. Those pre-employment activities are coordinated by the HR Operations Team with the candidate through the RECRUITING system.

Results of these tests are handled confidentially in the downtown HR offices, with pass or fail information conveyed to the hiring manager and the HR Business Partner.

Upon passing the background and tests, Central HR will send an invitation to attend New Employee Orientation (NEO). NEOs are scheduled every other week to coincide with the beginning of a pay period.

1.21 What happens after neo?

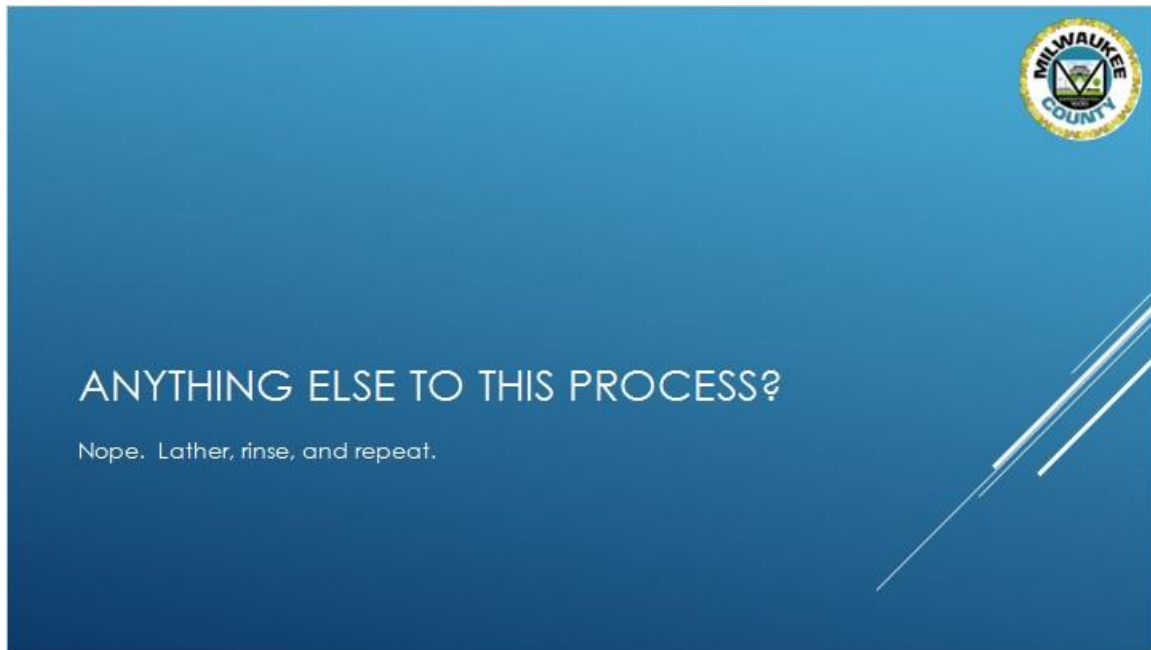


WHAT HAPPENS AFTER NEO?

Ideally you should have a plan for departmental on-boarding – a training plan, an on-site 'buddy,' a welcome, a functioning workstation, etc.

Your **HR Business Partner** can help you develop such a plan.

1.22 Anything Else to this process?



1.23 Anything Else to this process?

