Frontline Recruiting & Hiring

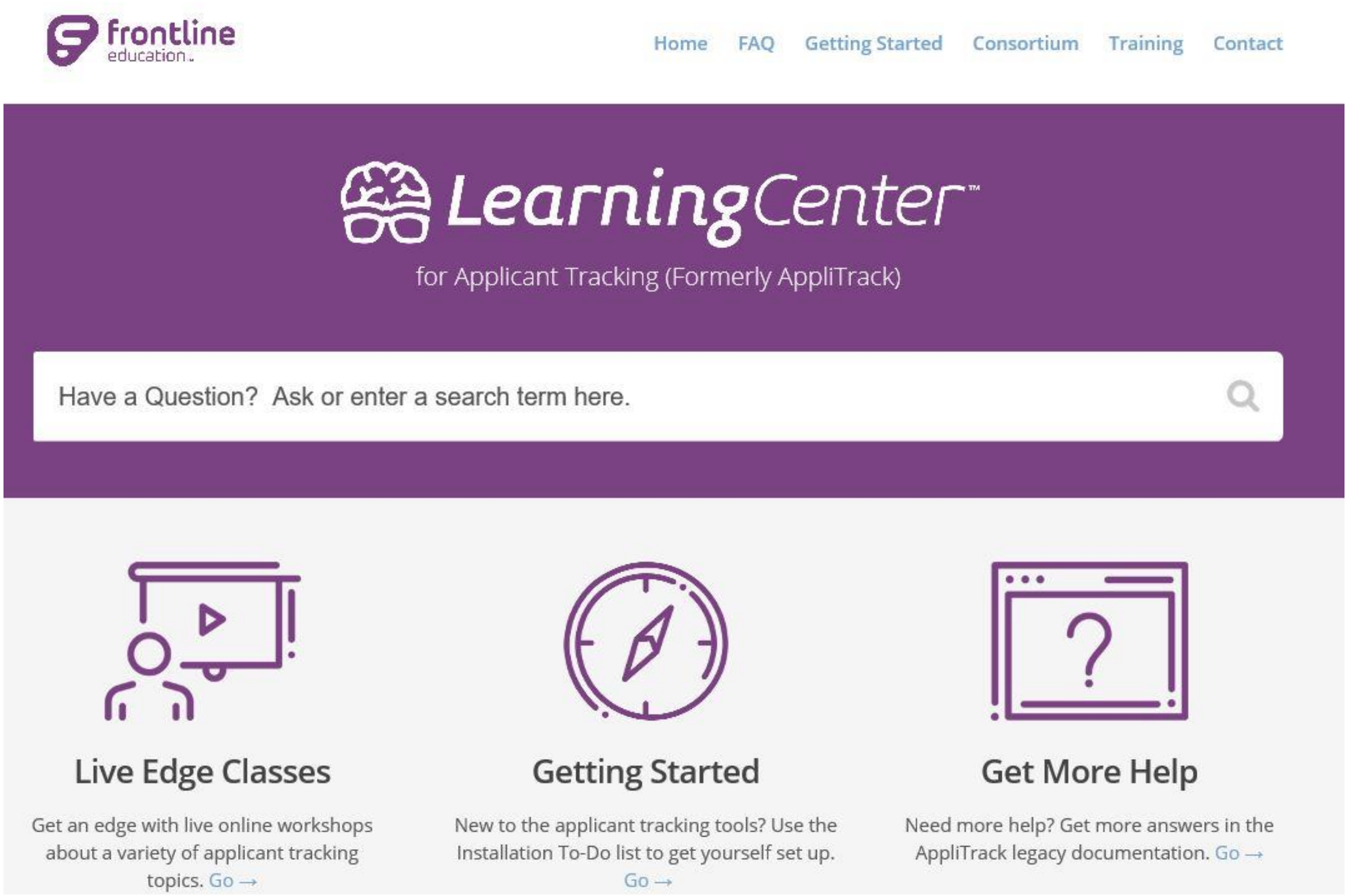
A User's Guide for MSU Hiring Supervisors and Managers

Welcome…

In an effort to automate our workflow and processes across recruitment and hiring, most of the NDUS schools, including MSU, have entered into a joint agreement with Frontline Recruiting & Hiring (AKA AppliTrack), allowing them to host our recruiting system in the "cloud". This system can be accessed anywhere you have access to the internet.

This system will enable MSU hiring departments to become more efficient and effective via automation of job requisitions, approval processes and full lifecycle recruiting initiatives. Human Resources (HR) will gain greater access to the talent marketplace via social media and job boards, screen qualified candidates with proven tools, leverage data & analytics for better decision-making and most importantly, provide our applicants with an engaging experience.

Frontline offers some excellent resources for learning their system. At any time, you can access this page at: http://help1.frontlinek12.com/?b_id=5262



Here is what our HR employment page looks like after implementing Frontline.

Openings as of 12/15/2016
Minot State University

» Minot State University » All Types (8 openings) Search Postings: Search Postings Go

Options

- 0000|1000-Executive Administration|Directors
- 2000 Academic
- 3000 Professional (6)
- 4000 Technical-Paraprofessional
- 6000 Skilled|Trades
- 7000 Services
- 9000 PT Employment (2)
- All Vacancies

Apply For A Job:

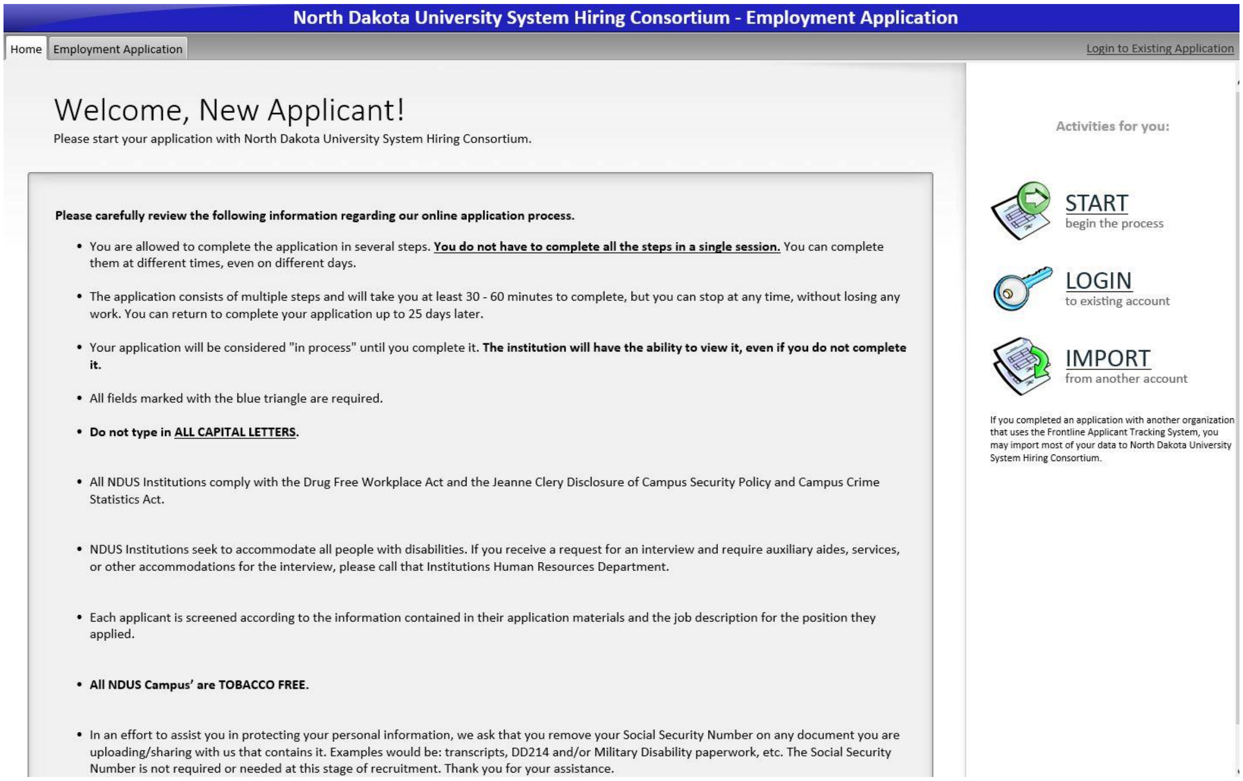
- **Start an application for employment**
- **Continue/modify my application for employment**
- **Use passcodes sent to me**
- **Request technical help**

Clicking on a category will provide a list of jobs with additional information. The "Apply" button will bring the applicant to the NDUS landing page.

Social Media Manager JobID: 3028 Apply

When a person visits MSU's website and clicks "apply", they will be brought to this page to begin their application. This is the NDUS Landing Page for people who are interested in applying for an open position with any of the schools who are currently participating in the NDUS Hiring Consortium.

NDUS Landing Page



Frontline Job Requisition Procedure

Step One: Please communicate with Human Resources via email that you need to submit your first Job Requisition form and need to have access to Frontline. HR will then establish your rights in the system and you will receive a "mailbot" from Frontline providing your initial login information.

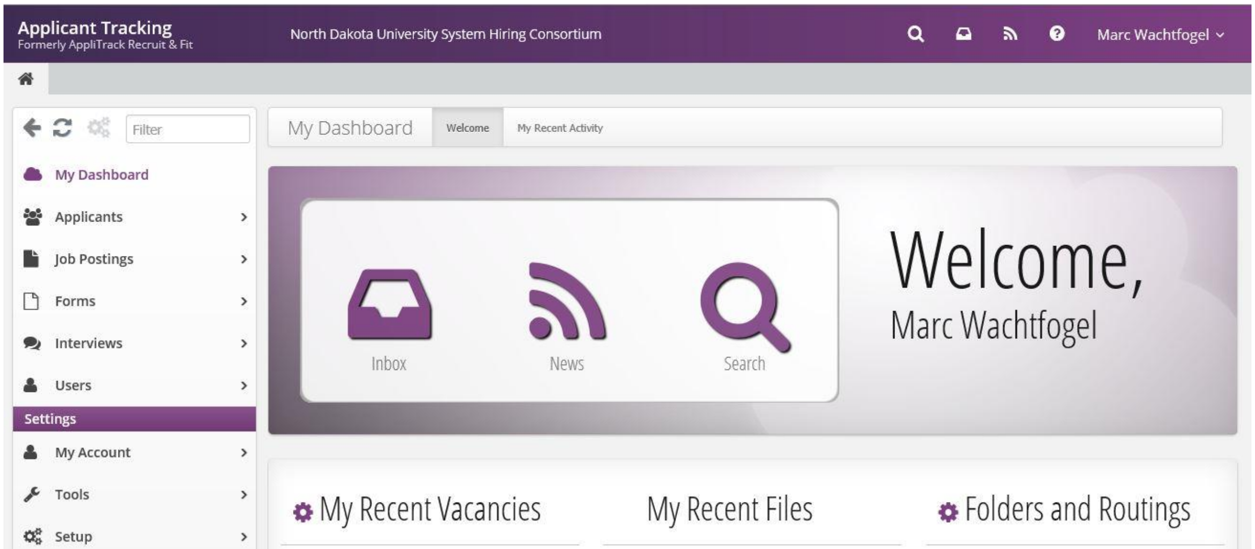
Step Two: Successful completion and submission of the Job Requisition Form.

The Job Requisition needs to be completed via the Frontline Recruiting System, to staff a vacant or new position. It is used by the hiring department to input initial information (formerly the "Recruitment Authorization" form), and Human Resources will finish, and then post the job on Frontline and the MSU Website.

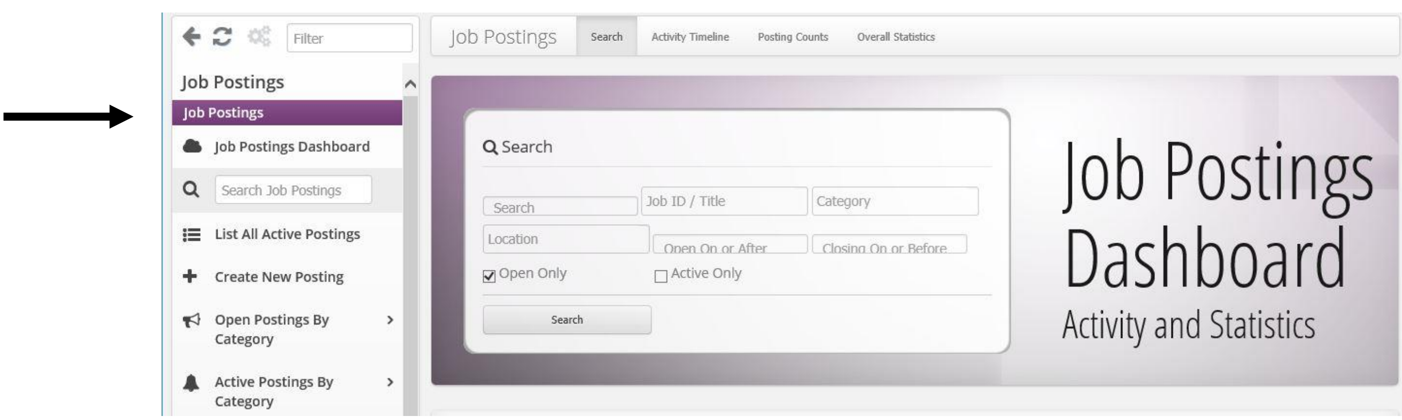
Prior to submitting a Job Requisition, please ensure that the details of the position description are current and accurately reflect the details of the job. Verify you have the correct position number for both the position being recruited for and the supervisor responsible for managing this position. All full-time positions require a criminal history background check. For part-time roles, please refer to NDUS 602.3 to identify whether this position requires a criminal history background check.

Okay, here we go. Just follow the steps…and call HR if you have any questions.

First, log into the NDUS Hiring Consortium page of Frontline www.Frontline.com/ndus. Your User ID will be your first.last name and your password. **You will be brought to this page:**

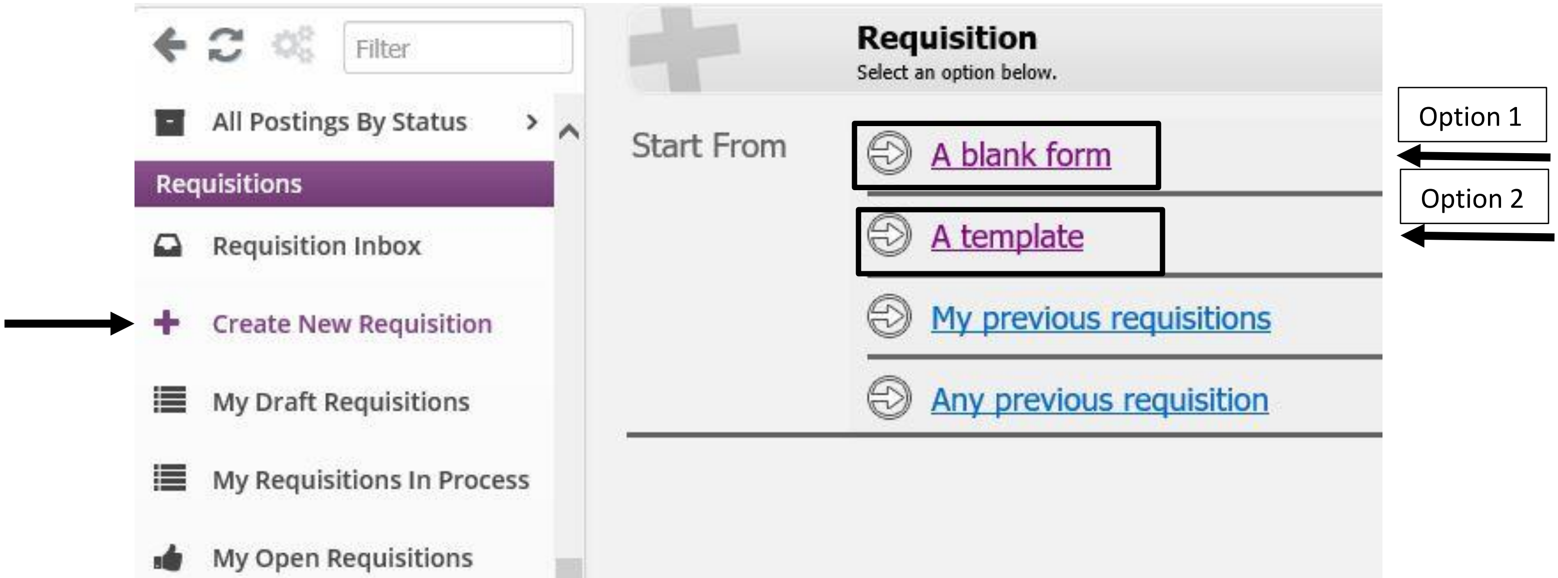


From here, select the "Job Postings" tab on the top left side of the page.



The next page asks you to "Start From"/Select an option below; choose "A Blank Form".

Select the "Create New Requisition" tab. Select "A template"



The next page asks you to "Start From"/"Select an option below".

<u>Option 1</u>

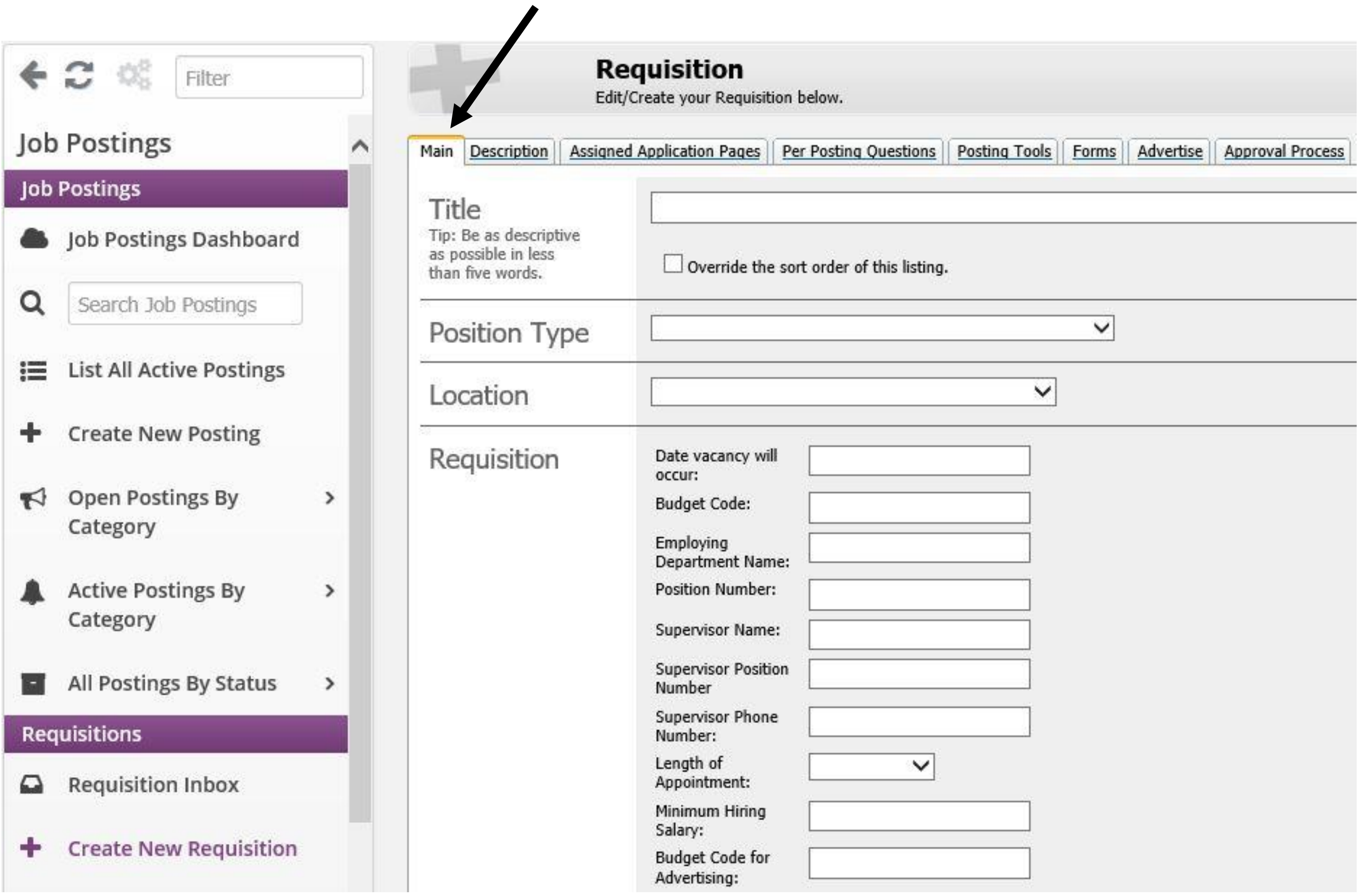
Select a "blank form" and start filling out the requisition form. You will need to create the job description when you reach the next tab.

<u>Option 2</u>

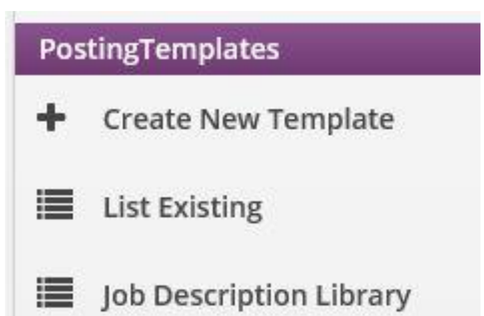
Click on "A template" and see if a similar job posting was created already. This will populate some fields in the job requisition page and your job posting will already be completed on the next tab. Some minor changes will be necessary. Most often, you will need to update the position number.

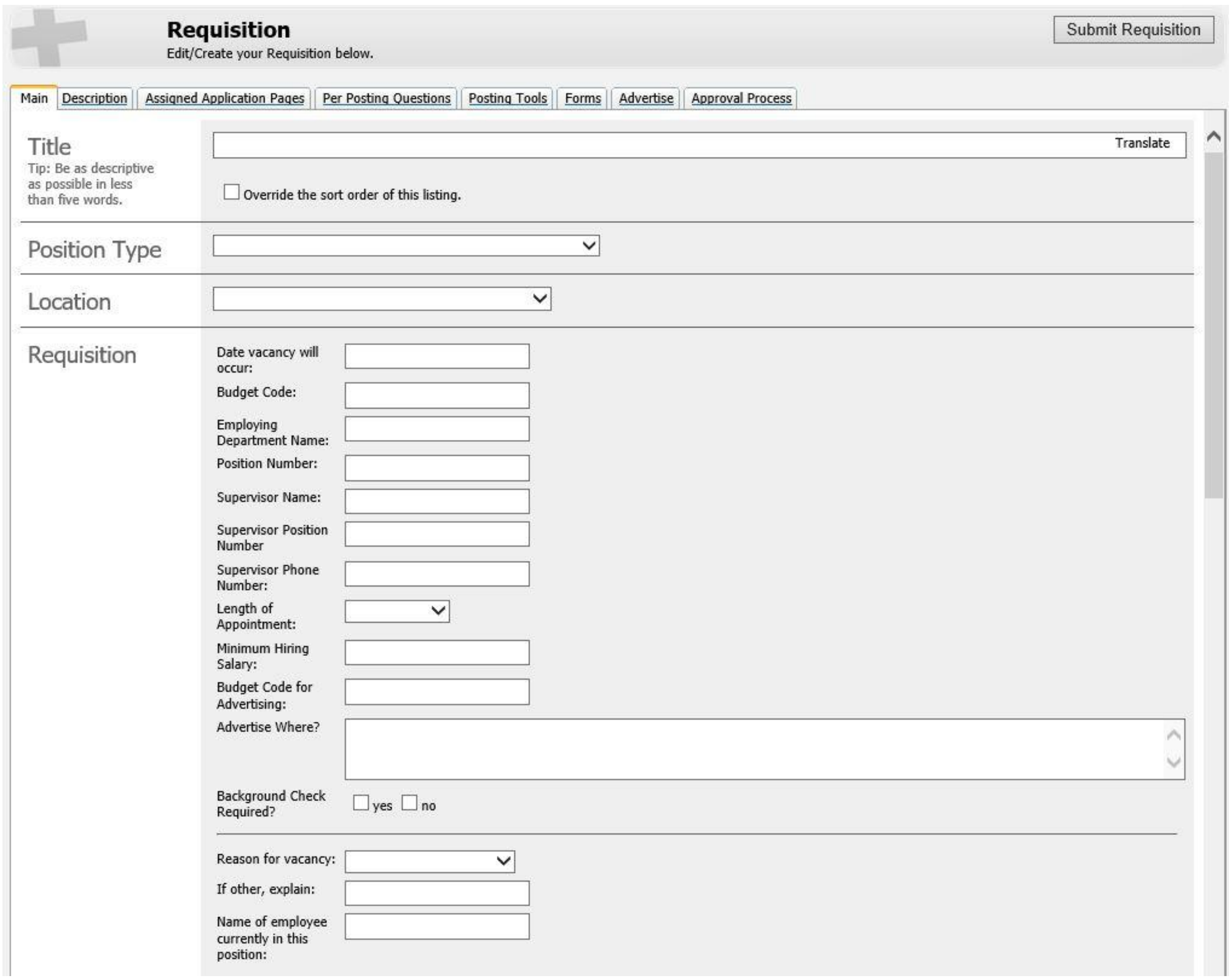
As we upload job postings to the system, we will accumulate templates that can be used for new requisitions. If you click on templates and see a similar job posting, you may copy that template, create a new template and your information will be stored in the system. You may have to change some information, like the position number, as you fill out the requisition form.

You will then be connected to the actual <u>Requisition Form</u> shown below:



If you scroll down on the left hand side of the page, past "Job Postings" and "Requisitions", you will see "Posting Templates". Here you can create a new template and keep on using it for each similar job opening.




Requisition
Edit/Create your Requisition below.
Submit Requisition

Main | Description | Assigned Application Pages | Per Posting Questions | Posting Tools | Forms | Advertise | Approval Process

Title
Tip: Be as descriptive as possible in less than five words.
Translate
Override the sort order of this listing.

Position Type

Location

Requisition
Date vacancy will occur:
Budget Code:
Employing Department Name:
Position Number:
Supervisor Name:
Supervisor Position Number
Supervisor Phone Number:
Length of Appointment:
Minimum Hiring Salary:
Budget Code for Advertising:
Advertise Where?
Background Check Required? yes no
Reason for vacancy:
If other, explain:
Name of employee currently in this position:

Follow each prompt: (not all fields are listed in the above screen shot)

<u>Title</u>: This should be the actual working title of the open position. (Delete the title “Copy of Sample Job Posting Template”. As more templates are created, we will have all the individual job titles)

<u>Position Type</u>: Click the drop down menu and choose the correct Job Family Code

<u>Location</u>: This is the city that the position is located in: i.e. Grand Forks, Bismarck, Minot, etc.

<u>Requisition:</u> These are the specifics that need to be verified and approved.

- <u>Date the vacancy will occur</u>: either when the incumbent is leaving or use the current date if newly created.
- <u>Budget Code:</u> where the salary dollars come from.
- <u>Employing Department:</u> What specific department will this position serve?
- <u>Position Number:</u> This is the PeopleSoft position number.
- <u>Supervisor Name:</u> The name of the person directly supervising the position.
- <u>Supervisor Position Number:</u> This is the PeopleSoft position number.

- Supervisor Phone Number: Phone number of person who directly supervises this position.
- Length of Appointment: This is a drop down with options; 9, 10, 11, or 12 months or other.
- Minimum Hiring Salary: This is the salary that will be published.
- Budget Code for Advertising: Should this recruitment effort need external, specific advertising, such as a stand-alone ad, funding source information is needed for billing.
- Advertise Where?: This box is to identify specific information from the dept. about where they want to have the position advertised, outside of our normal processes.
- Background Check: All FT employees receive a background check. For non-benefited employees it depends on the duties of the position.
- Reason for Vacancy?: This is a drop down menu with options. If other, please explain in the text box below.
- Name of employee currently in this position: Name of incumbent
- Assignment Type: Full time, Part Time, Benefitted or Non-Benefitted - Choose TWO
- Assignment Tenure: Regular or Temporary-Choose ONE
- If temporary, indicate the end date: Note date that the temporary assignment will be complete.
- IF Faculty Position: Note Major and Minor if Known
    - Type of Appointment: Tenured, Non-Tenured, Other, choose ONE and if need be, note comments for further clarification.
    - Other Position Information….: Any other information needed

These sections from here on down are for **HR OFFICE Use only**:

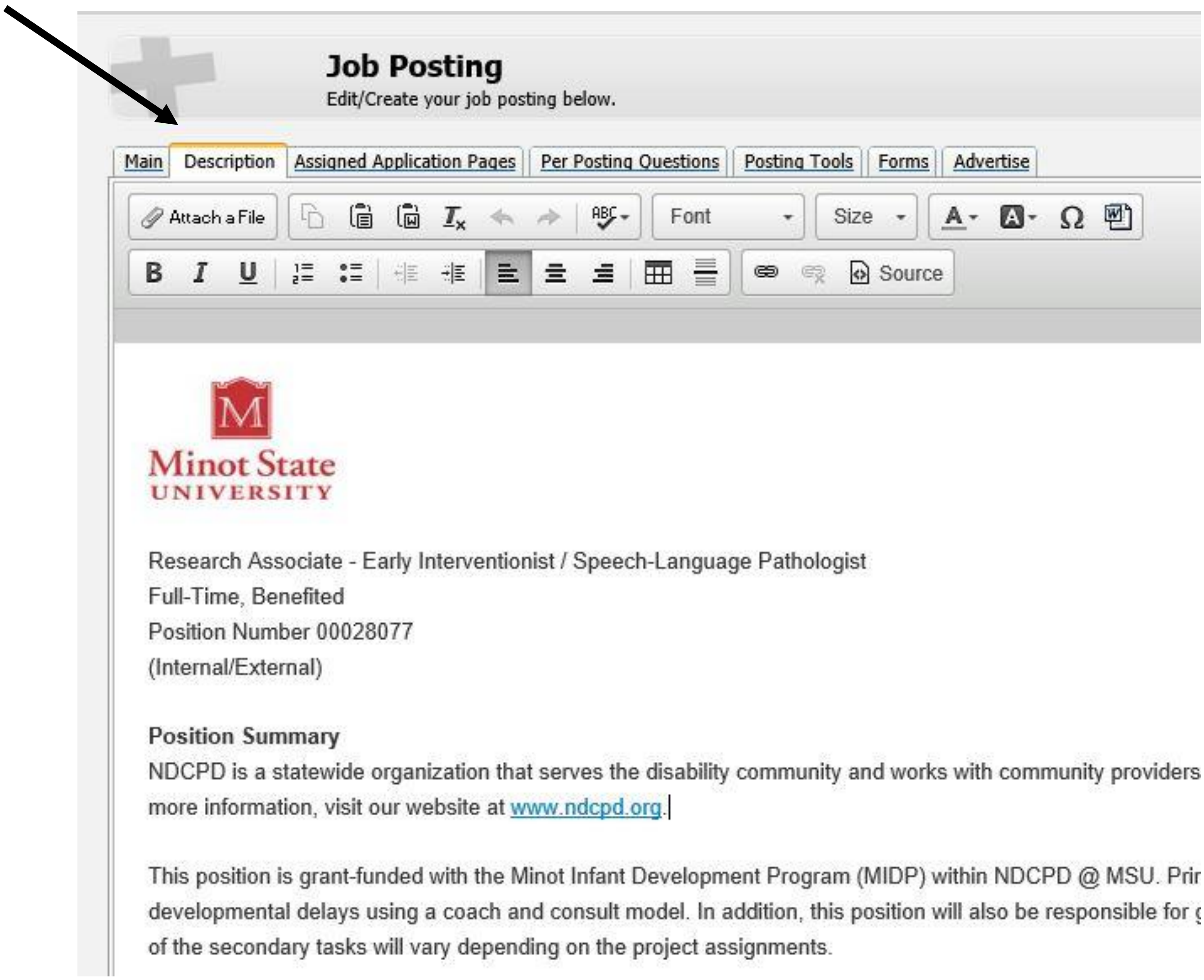
DISPLAY Info/Applicant Tracking Status/Selection Pipeline/Office Use Only

Step Three: Successful completion of the Position Description.

Proceed to the bottom right of the page and click on "SAVE & NEXT". This will take you forward to the "Description" Tab.

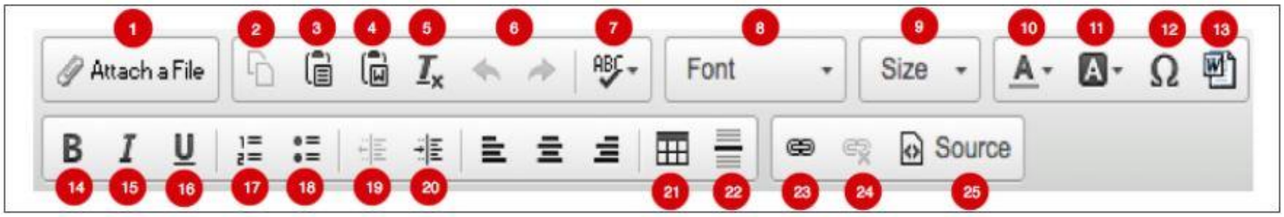
This section describes the essential functions/duties of the position. It is also the place to list the Minimum Requirements/Qualifications and the Preferred Qualifications. This section should be based on the details of the current position description. You won't see it; however, the title, location, posting dates, and position type etc. will automatically merge when the posting is complete. Please complete the Main Description section as outlined below in the example: **Do not write a paragraph of duties and responsibilities. Please separate them as we have in this example.**

Main Description Tab:



The next example shows what the description should look like when you have saved your work and “preview”. You will need to make sure that all that information listed in the example below are found on the job posting. You will need to input the department name, **minimum hiring salary/position status information**, **position details**, **minimum requirements** and **preferred qualifications**. At the bottom of the description you can identify the position’s work schedule. When you are finished, the preview of the job posting/description should look like the example below. You have a chance to preview the job posting by clicking on the “preview” button on the bottom left of this page.

Tab Functions



1. Allows you to attach a file to the description by clicking the *Attach a File* button, searching your computer's folders, and uploading a document.
2. Copies the text
3. Pastes the text
4. Allows you paste content from a Microsoft Word document
5. Removes the text's formatting
6. These arrows allow you to "undo" or "redo" changes to the text. The arrow facing left is the "undo" arrow. The arrow facing right is the "redo" arrow.
7. Checks your spelling
8. Lets you choose a font for your text
9. Changes the size of your text
10. Changes the color of your text.
11. Lets you choose a background color for your text.
12. If you need to use a symbol or special character, click this button to open the "Special Characters" window. Then, click the special character you want to include in your text.
13. Clean MS Word HTML: Corrects poor Microsoft formatting.
14. Bolds text.
15. Italicizes text.
16. Underlines text.
17. Creates a numbered list.
18. Creates a list with bullet points.
19. Decreases indent.
20. Increases indent.
21. Inserts a table/chart.
22. Inserts a horizontal line.
23. Turns text into a clickable link.
24. Turns links back into normal text.
25. Allows you to see the html source code.

When you have finished entering the details on the "Description" tab, click the **Save & Next -->** button to save your changes and continue to the next tab, or click the **Save** button to save your details and leave the "Job Posting" screen.

Minot State UNIVERSITY

Sample Template – Arial-12 point

Analytical Chemistry – Tenure Track
Full-Time, Benefited
Position Number 00028077

Position Summary:
The Department of Chemistry at Minot State University invites applications for a tenure-track faculty position in Analytical Chemistry. This appointment will be at the assistant professor level starting Fall 2017.

Responsibilities:
The position is a tenure track position with a nine month contract. Teaching expectations include Quantitative Analysis, Instrumental Analysis, Inorganic Chemistry, Environmental Chemistry as well as introductory courses (possibilities include Survey of Chemistry, Introductory Chemistry, Chemistry of the Environment and General Chemistry). The expected teaching load is 12 Equated Load Hours per semester.

Applicants for the position should demonstrate potential for excellence in undergraduate teaching and active engagement in research and service. Research expectations include development of an active research program that would ideally include studies involving undergraduate students.

Qualifications:
A PhD in Chemistry by time of appointment is expected. Candidates who are ABD may be considered but must have PhD by the contract start date. We seek someone with a background in Analytical Chemistry. Priority will be given to applicants with experience and commitment to high-quality teaching as well as research involving undergraduates, and service to the University and community.

Compensation:
$50,000 - $55,000. Comprehensive benefit package including employer paid health insurance, NDPERS retirement plan, and tuition waiver benefits. Explore MSU benefits.

Application Process:
Candidates must submit a complete application packet which includes a completed faculty employment application, cover letter, curriculum vita, unofficial transcripts, statement of research interests, statement of teaching interests/philosophy and three letters of recommendation. The state of North Dakota has an open records law; therefore, your application could be subject to review upon request.

Additional Information:
Preference given to applications received on or before January 15, 2017 and review of applications will continue until the position is filled. Apply online. For more information, contact Dr. Bob Crackel, Chemistry Search Committee Chair, at professor@minotstateu.edu For accommodations contact: hr@minotstateu.edu. For ND Relay Services: Click here.

MSU is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or national origin. Women, minorities, veterans and individuals with disabilities are encouraged to apply. This position is subject to North Dakota Veteran's Preference.

Posting on the MSU web site.

Openings as of 12/14/2016

Analytical Chemistry - Tenure Track ***JobID: 3064*** Apply

0 Email To A Friend Print Version

Position Type:
2000 Academic/2110 Assistant Professor

Date Posted:
12/14/2016

Location:
Minot, North Dakota

Minot State UNIVERSITY

Analytical Chemistry – Tenure Track
Full-Time, Benefited
Position Number 00028077
(Internal/External)

Position Summary:
The Department of Chemistry at Minot State University invites applications for a tenure-track faculty position in Analytical Chemistry. This appointment will be at the assistant professor level starting Fall 2017.

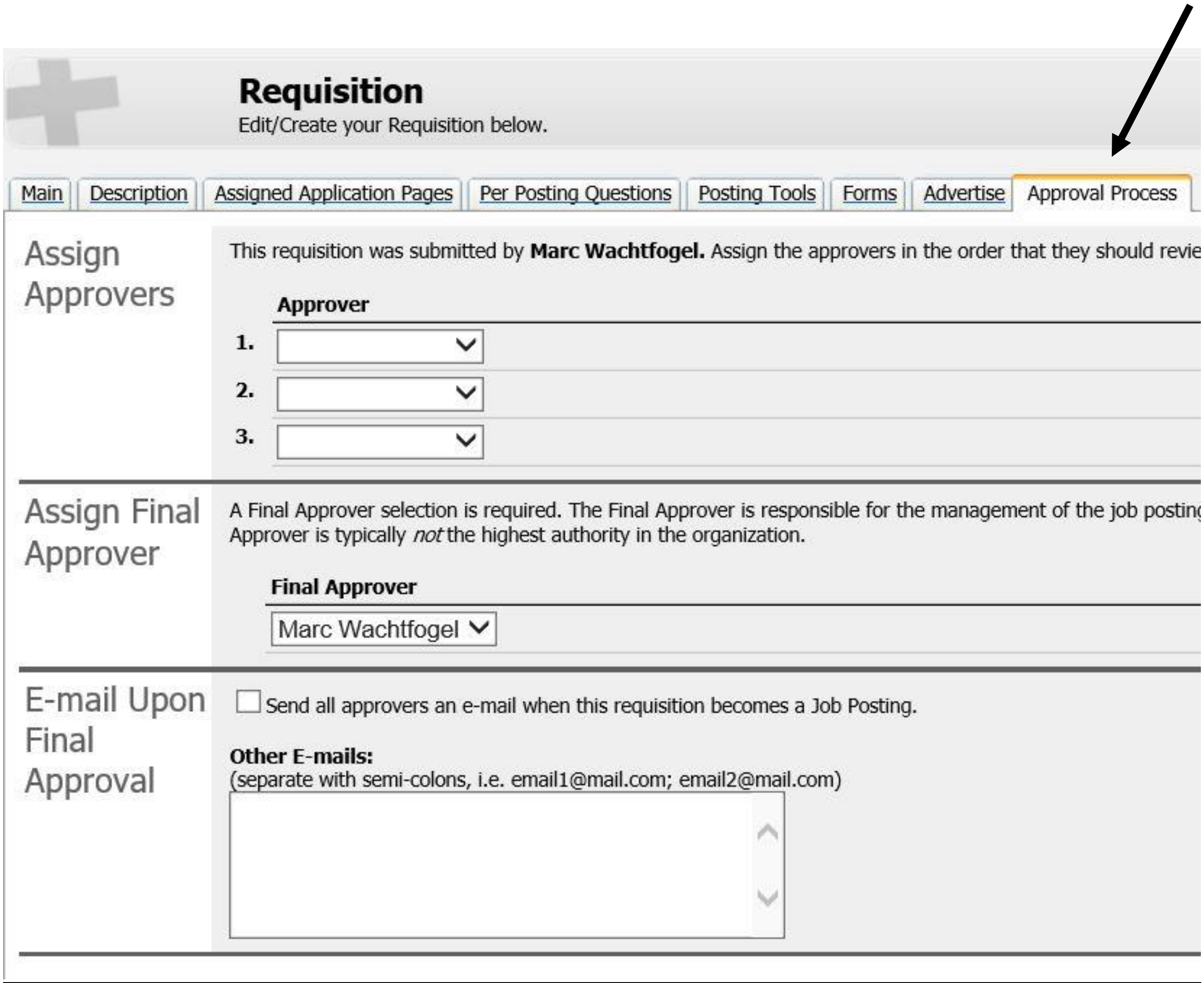
<u>Note</u>: when HR reviews this description section, it must match with the position description that HR has on file. If it does not, HR will send the requisition back to the department for further review and submission of a new position description. The same will hold if there is not a current position description on file.

Once you have completed this section, please click on "Save & Next".

Please skip the next two sections entitled "Assigned Application Pages" and "Per Posting Questions" by simply clicking the "Save & Next" button until you are at the "Approval Process" tab.

Approval Process Tab

In this section you will assign approvers to authorize the Job Requisition Request. You will only be able to assign three approvers. These approvers are the same as our "job Description" hard-copy form. They include: Your Dean/Director, Vice President, and the Business Office (Brent Winiger).



Click the drop down box and choose the appropriate name (s) for each of the three approvers if needed. The Final Approver will **always** be MSU HR. If the name you are seeking is not listed, call HR to have them added into Frontline.

In the “Email Upon Final Approval” box, you may list email addresses of those who want to know when the requisition is approved and complete. Additionally, after the requisition has been submitted for approval, you can log in and see where it is in the approval process.

The request for approval will go to the next approver via their email account. This will appear in an email from mailbot@Frontline.com . When the approver receives the email that they have a requisition to approve, log into Frontline, choose the “Job Posting” tab and in the Requisition box on the left, click on “Requisition Inbox” to review any pending requisition requests.

Frontline Recruiting System

Section Two

Application Review, Interviewing, and Selection/Non-Selection Notes

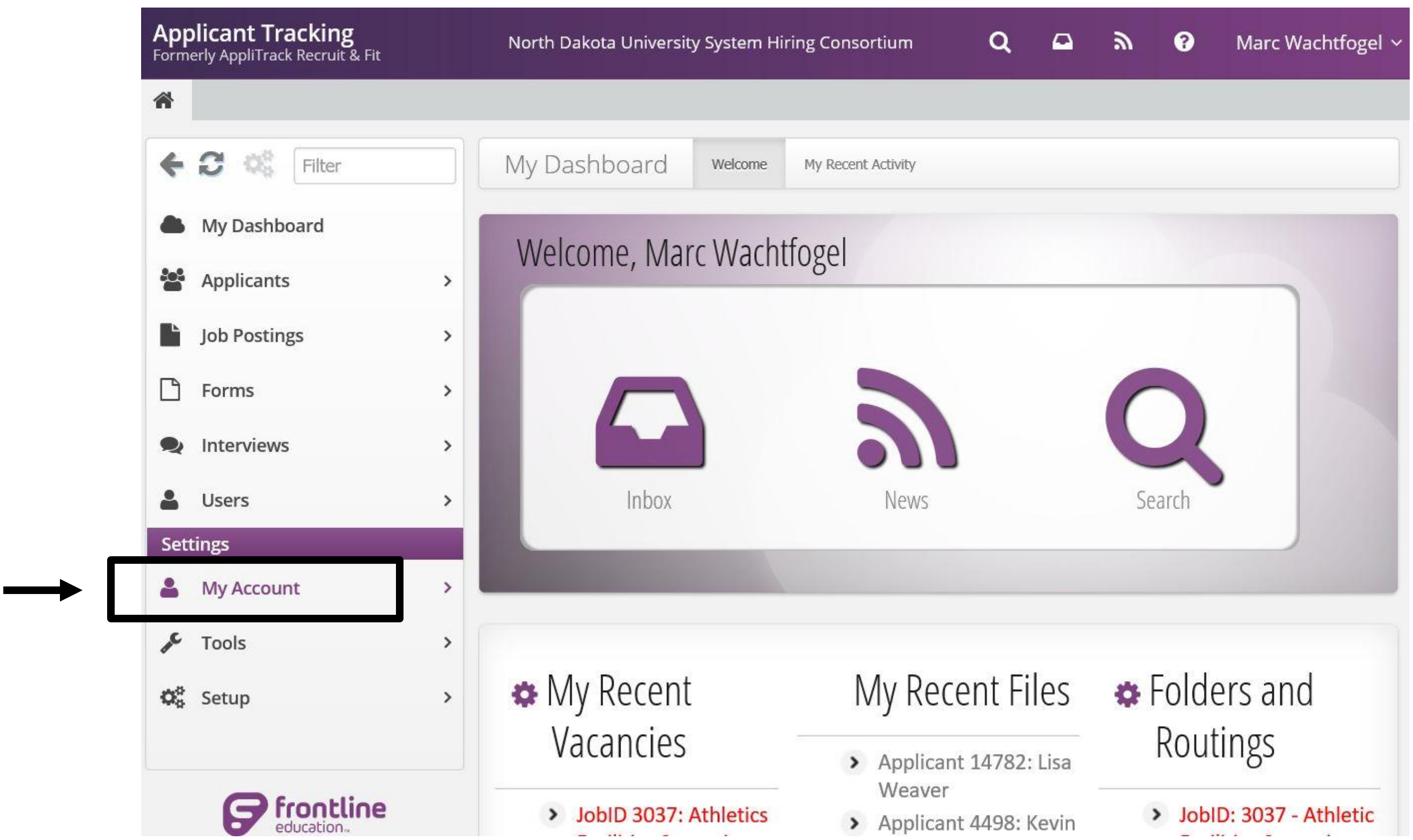
This procedure/process outlines how hiring managers/supervisors use the Frontline Recruiting system to review eligible applications, share with others involved in interviewing, make notes, note selection/non-selection reasons, note the first choice (or second, etc.) and notify Human Resources when this portion of the hiring process is complete.

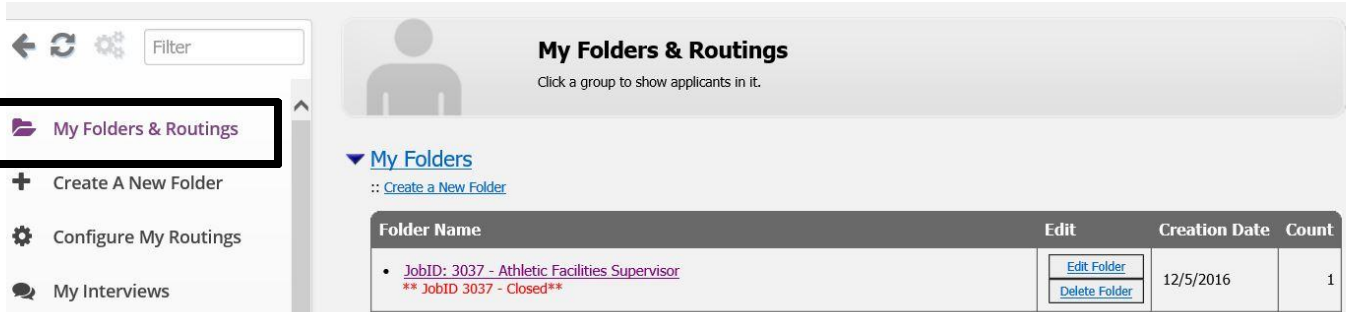
Step One: Once the position has been closed to recruitment, the next process will be followed.

Applicant Review and Hiring Process

Once the Job Requisition process has been completed and the internal/external recruiting process has been completed, Human Resources (HR) will notify the hiring department that the "Job Folder" in the Frontline system is ready for the appropriate person to review. At that point, they would log into Frontline using their username and password.

Once you have logged into the Frontline Recruiting System, you will be at your personal page in the system. At this point you would click on "My Account".

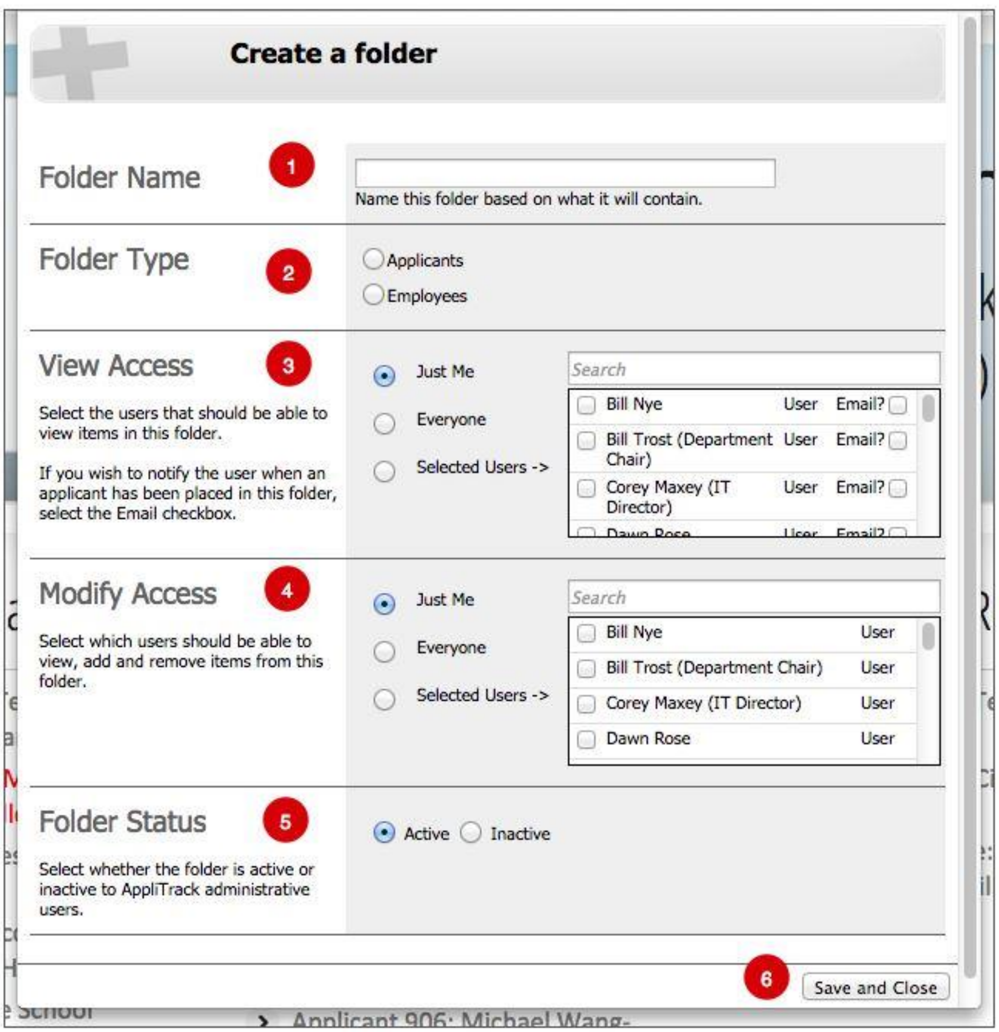




This is the page that will allow you to access any Folders that have been established and shared with you to review Click on "My Folders". This will bring up the folder that HR has established for the current position being recruited. In this folder will be those applications that HR has passed along to the hiring department, based on the screening requirements.

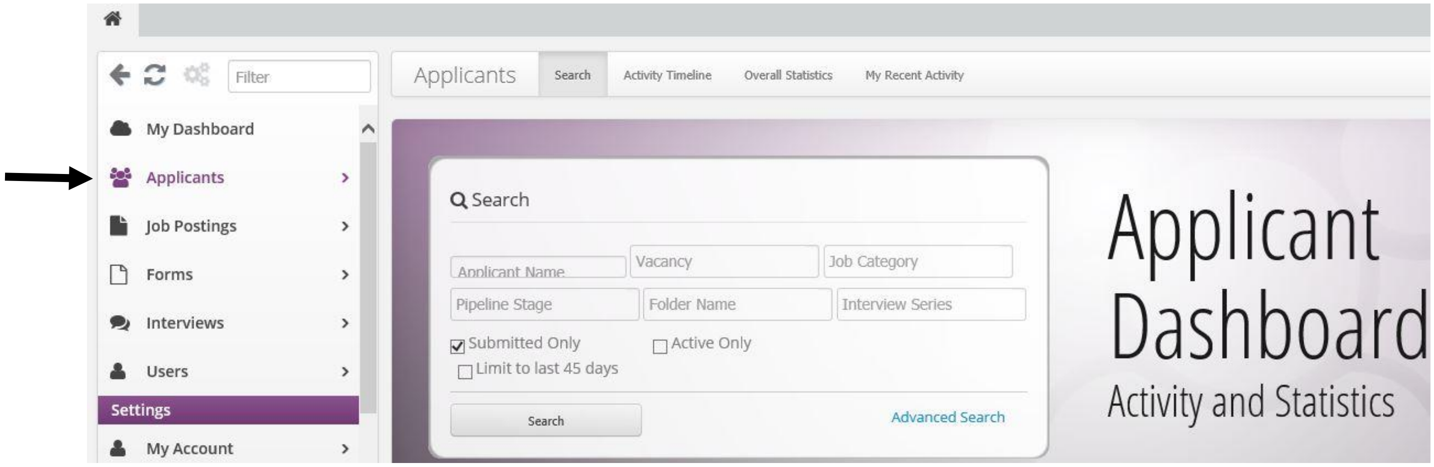
You can also create your own folders.

Please use the numbered image along with the number key below it:

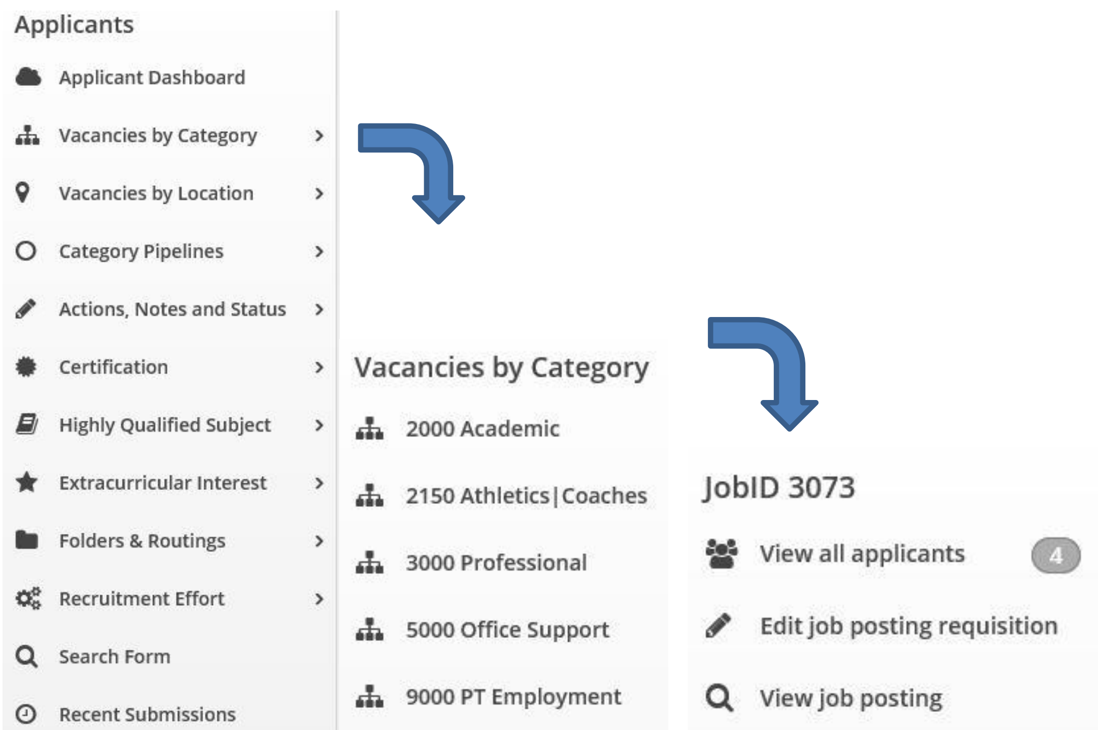


Applicants

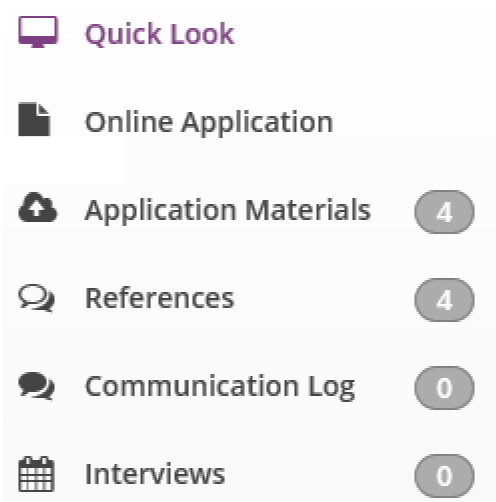
There are several ways to filter applicants. The first step is to go to the "home-screen" (little house icon in top left-hand corner) and then click on "Applicants".

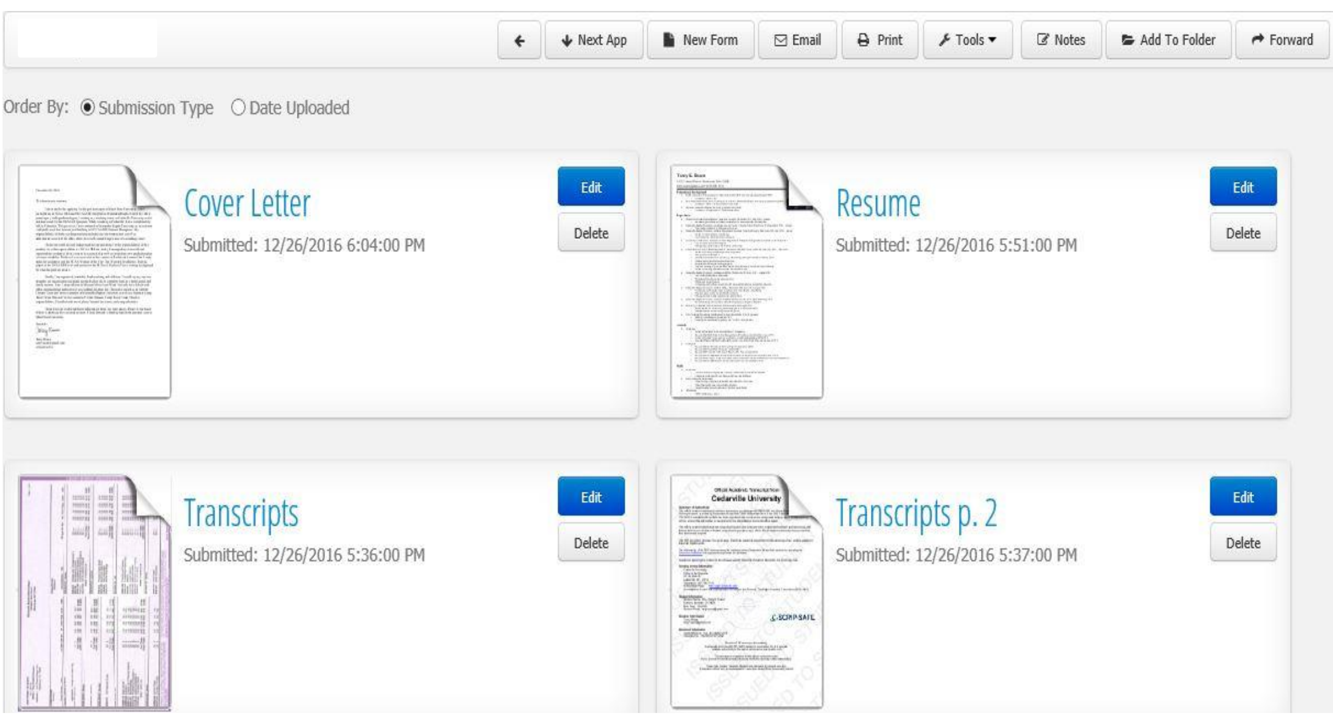


There are numerous choices based on how you wish to view them. An easy approach is to view applicants by category.



Here you can see the names of applicants and any notes associated with them. To review the actual application, click on the word "open" highlighted in blue and the application will be opened.





Anytime that you click to open another document, you may come back to this main application page by choosing the “Back” button at the top left of the page.

These tabs are affiliated with the applicant you are viewing. These include:

Next App – move to the next applicant in the deck

New Form – Forms to further assess the applicant

Email – send an email to the applicant

Print – Print the file

Tools – Administrative tools

Notes – The “Notes” button allows you to make notes that are viewable by **<u>all</u>** looking at the application. This is for the hiring supervisor to make Affirmative Action Selection and Non-Selection Notes ONLY. Do not use this for general notes on the applicant. Do not use the “recommend”, or “hire” buttons at all.

Add to Folder – Add the applicant to your folder for other to view

Forward – The “Forward to User (s) is a button that allows you to forward an application to another Frontline user to view. That view must be set up with established rights in the Frontline system. You could use this function to share applications with others who are on the interview team.

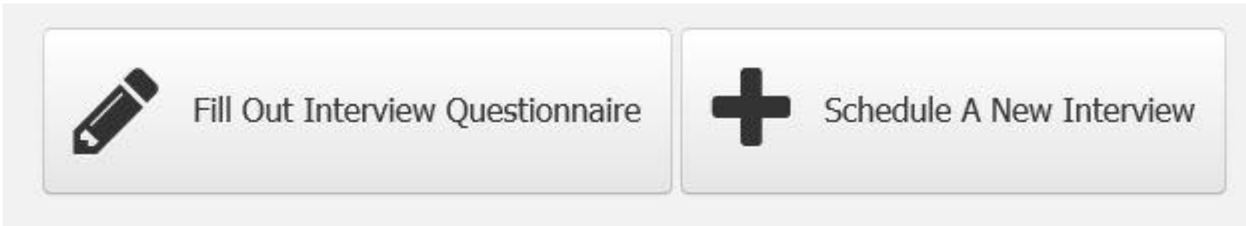
NEVER use the “RECYCLE BIN” button. This will delete this application. This button is not always on the Dashboard.

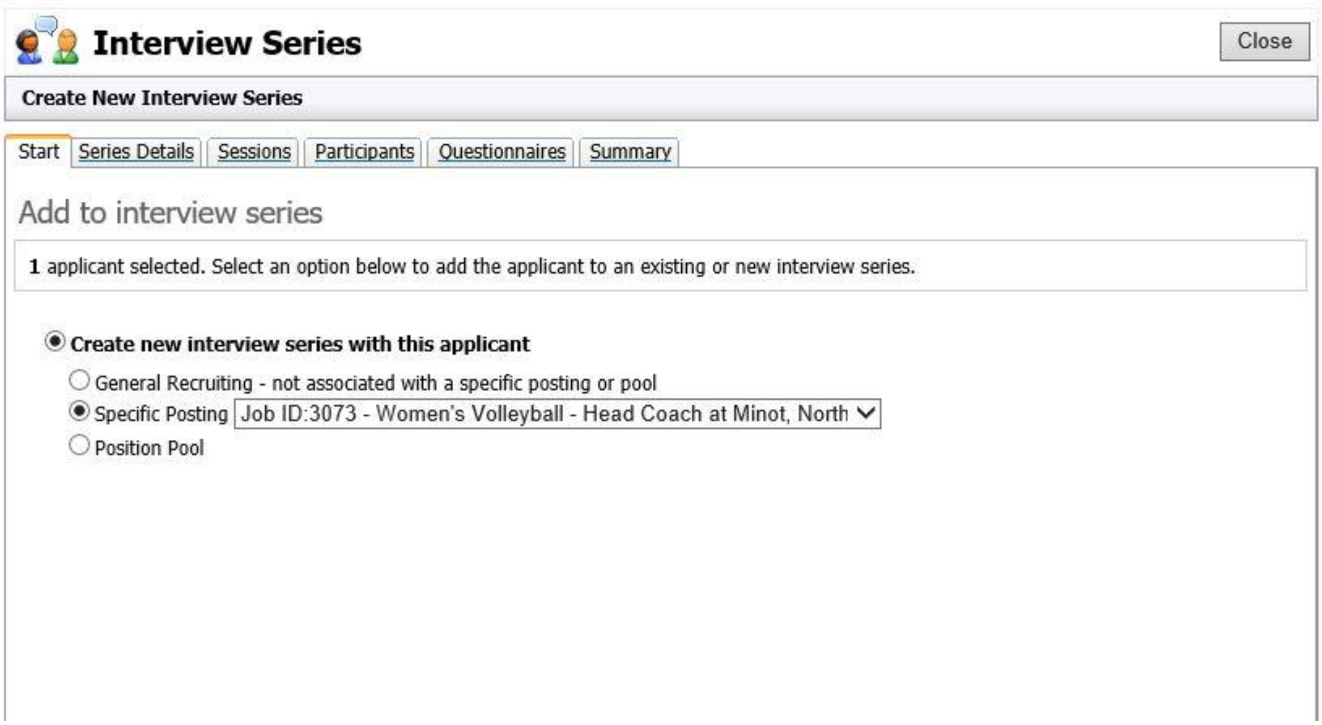
<u>Step Two</u>: Establish your interview schedule

Create an Interview Series from the Applicant Dashboard

When an interview series is created from an individual applicant's dashboard, that applicant will be automatically added to the new series. Here's how:

- Open the Applicant Dashboard for the desired applicant.
- Click the "Schedule an Interview" button





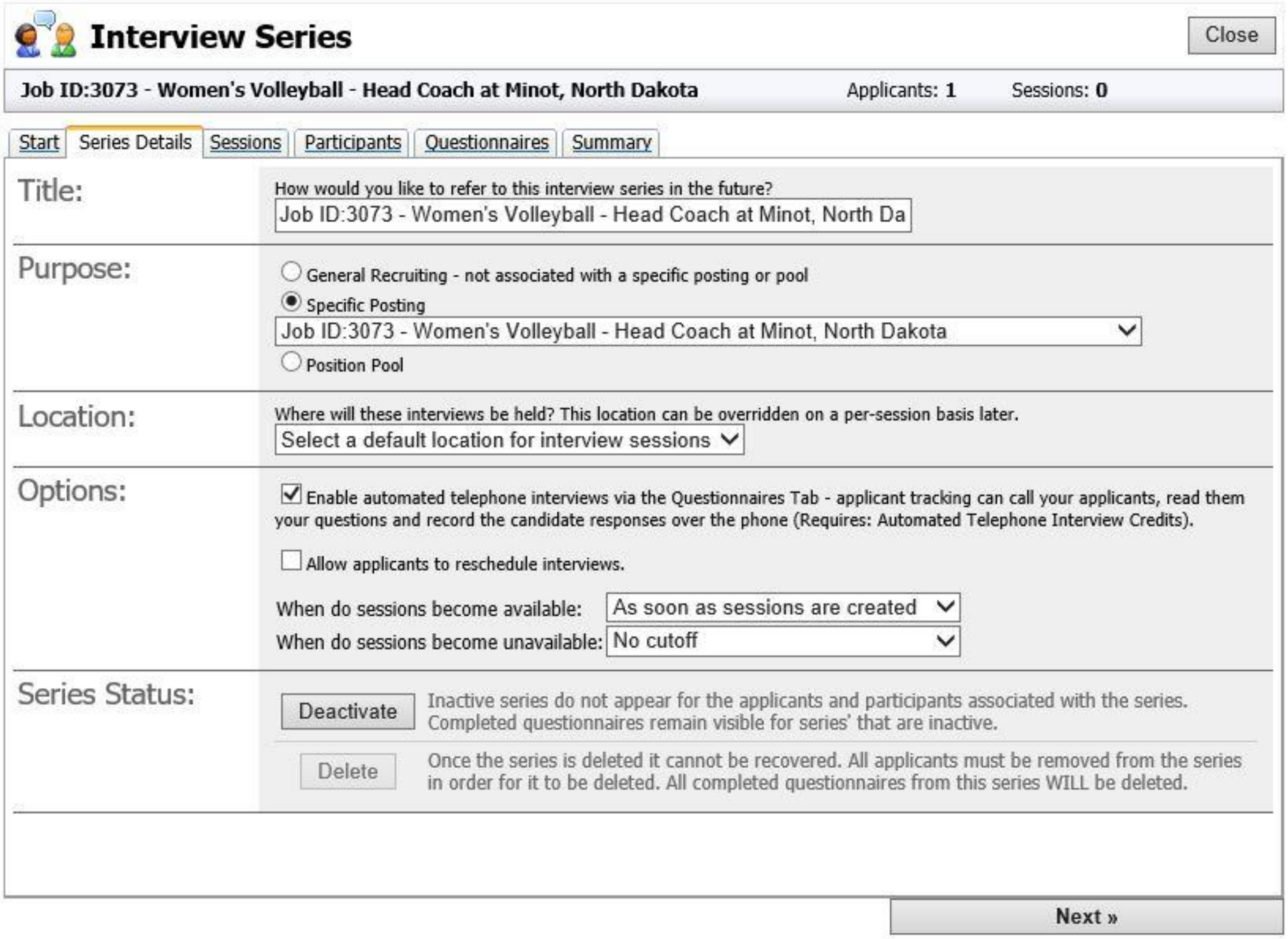
- Select the "Create new interview series..." option (#1)
- Select a purpose of the series (#2)

  General Recruiting - often used for substitutes, volunteers, or interviews not otherwise associated with a posting or pool.

  Specific Posting - used when interviewing for a specific (active) posting. This is the most common interview series purpose. **This is currently the only reason for MSU hiring managers/supervisors.**

  Position Pool - used when interview for multiple positions where specific assignment is not yet determined.

- Click "Next" to continue



- A default series title will be provided (#1). Please use this for all series identifiers. It should correlate with the position information that is currently being recruited.

  Recommendation: If multiple interview rounds will be completed for a given position or pool, include identifying information about which round is associated with the series. In this case, a separate series should be created for each round and titled accordingly, e.g., "Job IS: 218 - ASL Interpreter at HS - Initial Round"

- A default location (#2) for the interview sessions may be selected. Each session within the interview series will have an independent location - the series default will be automatically added to any new session.
- Click "Next" to save the new interview series and add the applicant. At this point, you may choose to configure the series' sessions, participants, or questionnaires, or close and continue working with applicants.
- The Applicant Dashboard will show the newly-created interview series in the "Interview Materials" section (#1)

Step three: Documentation of Selection and Non-Selection

Interview and Selection Documentation

Currently, we use a point scoring form and WE DO NOT use Frontline for applicant notes.

Once the documentation on each application is complete, please ensure that whoever is the final approver for your area, i.e. VP, Dean, Director, etc. has had an opportunity to review and sign off on the "Request to Hire" and forward to Human Resources. This notifies HR that the interview cycle is complete and the selection has been made. At this point a soft offer may be made contingent upon a Criminal History Background Check (if applicable) and an official Offer Letter from the Director of Human Resources, signed by the President, will be sent to the candidate.