



myHRinfo

quick reference guide

Hiring Managers Recruiting for Ongoing Staff Positions

What Steps Do I Follow as a Hiring Manager?

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Step 1: [Obtain Department Approval to Hire](#)

Your internal process within your department will still be followed to obtain the approval to hire. This approval process is no longer reflected on a signed Request for Recruit form. Your department may want to develop their own internal procedures for recording these approvals.

During the hiring postponement, the [Mission Critical Form](#) is still required with appropriate approvals.

Step 2: [Review and Update Position Information](#)

If the recruitment is for a new position, the new position must be set up by Human Resources in myHRinfo before you can create your job opening. A [Request for New Position Form](#) must be submitted to Human Resources.

If the recruitment is for a vacant position, and any details about that position are changing for the new recruit (grade level, FTE, full time/part time, et cetera), these changes must be made by Human Resources before the job opening is created. You must submit a [Request for Changes to an Existing Position Form](#).

Position information within myHRinfo can be viewed through Manager Self Service Position Inquiry by Directors, Chairs and any delegates they have granted this access to.

Step 3: [Create Job Opening](#)

You have the ability to create your job opening online. Login to myHRinfo and navigate to Recruiting > Create New Job Opening.

Discuss any automated screening criteria you may want to set up for your job opening with your HR Advisor.

Note that the job will not be posted until the appropriate electronic approvals are acquired. If you have a job opening pending, please plan with your HR Advisor, Department Head and Executive Council representative to ensure that the approvals will be granted in a timely manner.

Step 4: [Review Applicants](#)

As soon as an Applicant applies to your job, you can view their application through myHRinfo by navigating to either Recruiting > Browse Job Openings or Self Service > Recruiting Activities > Review Resume. You can also view the Applicant's online application information and answers to screening questions.

Step 5: [Rank Applicants](#)

Rank your Applicants in Yes/No/Maybe categories by navigating to Self Service > Recruiting Activities > Review Resume. A ranking of 'Yes' will grant access to the Applicant's resume to everyone on your interview team.

Step 6: [Select Applicants to Interview](#)

Applicant interviews will be scheduled within myHRinfo and appropriate notifications will be sent. myHRinfo now integrates with calendaring applications, such as Outlook. Please reply to any interview invitations you receive via email, as you would for any other meeting you are scheduled for through these applications.

Interview and discuss with your Interview team.

Step 7: [Prepare Job Offer](#)

Enter the details of the job offer to be extended to the successful Applicant after discussions with your Hiring Team and HR Advisor. Enter these details in myHRinfo by navigating to Recruiting > Browse Job Openings. Offer withdrawals, refusals and acceptances can also be recorded. Online job offers are also an option for the successful Applicant. Your HR Advisor will extend the offer and notify you upon acceptance/refusal.

Tips

- » Do not use your browser's 'back' and 'forward' navigation buttons within myHRinfo
- » Do not share your password
- » 15 minute system time out
- » Pop ups must be allowed for this site
- » Hiring for secondments and temporary positions are not done through myHRinfo
- » [Click for a Summary of what has recently changed in myHRinfo](#)

Did You Also Know...

- » You can search by key words through your Applicants' resumes
- » You can create Applicant Lists