SECTION: Human Resources
SUBJECT: Employment Hiring Process – Job Postings Process Documentation
APPLIES TO: All Regular Staff Members (Excludes Temporary Employees)

The objective of the job posting process is to openly and consistently communicate employment opportunities available at the University, resulting in high quality, diverse candidate pools.

Job Posting Process

Activity	Responsibility	Reference/Comments
If the position is a bargained-for position, refer to the appropriate contract for process activities.	FBS Client – Hiring Manager (See *Appendix A*)	For information on Unions and Contracts: http://www.hr.umich.edu/staffhr/unions.html.
If the position is a Regent-approved position, refer to the Regents Bylaws, and the Regents Communication Manual for process activities.	FBS Client – Hiring Manager (See *Appendix A*)	See Appendix B for a listing of positions that require Regental approval. Regents Bylaws can be found at: http://www.regents.umich.edu/bylaws/ Regents Communication Manual can be found at: http://www.hr.umich.edu/acadhr/manual/index.html.
Staff positions must typically be posted, and the posting must include: a description of the duties, qualifications necessary for success in the position, notation of essential functions of the position, and appropriate jobcode classification including exemption status. Consider whether or not the position should be posted as an underfill. The posting requirement can be waived if a qualified RIF candidate is identified to fill a regular (non-temporary) vacancy in a unit/department. In addition, staff members affected by layoff may be transferred to a position prior to posting the open position or after a position is posted but prior to considering non RIF bidders. Notify FBS of position details.	FBS Client – Hiring Manager (See *Appendix A*)	SPG 201.22, Recruitment and Employment For information on job discrimination and job postings, refer to the document located on the Employee Search Resources page. For guidelines on waiving a posting, contact your University HR Rep. SPG 201.72, Reduction in Force Department resources concerning Reduction in Force can be accessed at http://www.umich.edu/~hraa/empserv/department/rif.html. Review of the jobcode classification including exemption status should be done

		by someone with higher level authority.
Provide comparative data to aid the department's decision making for compensation and job code classification of proposed position including exemption status, if requested by department.	FBS	
If the exemption status of the vacant position was previously classified as non-exempt and is now being classified as exempt, notify FBS which will contact Compensation and Classification. (URL, right.)	FBS Client – Hiring Manager (See *Appendix A*)	https://hr.umich.edu/working-u-m/my-employment/compensation-classification/compensation-classification-tools-procedures.
If the funding source is a federal contract, or other contract including an e-verify clause, notify FBS, which will coordinate with the designated unit to determine if E-Verification is required.	FBS Client – Hiring Manager (See *Appendix A*)	If E-Verification is required, contact University HR for assistance. For contact info and additional information on E-Verify, see: https://hr.umich.edu/working-u-m/management-administration/recruiting-employment-services/form-i-9-e-verify.
If E-Verification is required, contact SSC to schedule the employee for an E-Verify meeting. All employees assigned to federal FAR E-Verify required contracts must be E-Verified within the time frames established by federal regulations: 3 days for new hires, 30 days for existing employees.	FBS Client – Hiring Manager (See *Appendix A*)	For more information on I-9 and E-Verify requirements, see: http://hr.umich.edu/working-u-m/management-administration/recruiting-employment-services/form-i-9-e-verify. An E-Verify checklist is available at: hr.umich.edu/sites/default/files/unitchecklist-everify.pdf.
Determine appropriate minimum or salary range to be included in the job opening in eRecruit. Proposed compensation and classification could be based on data provided by FBS and/or department's compensation philosophy. It is *not* required to post a salary range. NOTE: Clients may contact FBS to obtain data from Compensation and Classification.	FBS Client – Hiring Manager (See *Appendix A*)	For guidance on wage setting: http://www.umich.edu/~hraa/compclass/schedules/index.html. Review department's Compensation Philosophy policy, if available.

For regular staff positions, provide all necessary information to be included in the eRecruit job posting using the HR eForms located in the HR Services box on the Shared Services Center's website (ssc.umich.edu). SSC can duplicate previous applicable postings. (In the eForm there is an option to "clone" a previous posting.)	FBS Client – Hiring Manager (See *Appendix A*)	Purpose is to provide potential candidates clear and specific information regarding the qualifications and expectations for the particular position, and to ensure that the hiring unit also has a clear understanding of the position and what information they need to make a hiring decision.
Job openings are created in eRecruit. Confirm with department if they want the box checked for "underfill."	SSC HR Coordinator	For instructions and information on how to use eRecruit, login to MY LINC. In the Catalog Search box, type "eRecruit" and start the item called eRecruit: User Resources. For additional training, search "HRE116."
For regular staff positions, the job opening is to be approved before it is posted. An Central Office/SSC HR EPC will be listed as the last approver on the job opening. When he/she approves it, the job opening will be posted on the UM Careers website.	SSC HR Coordinator	Approval should be done by someone with higher level authority (by FBS client via the eForm) and a University HR Employment Process Coordinator (EPC).
If a unit wishes to change a position from non-exempt to exempt job classification, notify FBS, which will contact the HR Compensation and Classification team for approval. This must be done prior to posting the job.	FBS Client/FBS	See Compensation and Classification: http://hr.umich.edu/compclass/flsa/classrev.html.
All regular job openings are required to be posted a minimum of 7 calendar days.	SSC HR Coordinator	SPG 201.22, Recruitment and Employment

Other Related Information:

Key Contacts:

- Additional employment resources for departments can be found on the Recruiting and Employment Services website at http://hr.umich.edu/empserv/ and My LINC eRecruit: User Resources.

- Contact SSC for eRecruit access question.

- For University HR assistance contact FBS.

Related Standard Practice Guides:

- In accordance with [SPG 201.18, Employment of Non-U.S. Citizens](#), the International Center is responsible for the approval of all employment related visa application documents prior to submission to government agencies, and provides assistance to operating units in applying for proper employment related visa status for faculty and staff.

- In accordance with [SPG 201.35, Non-Discrimination](#), the University, in its employment and human resource policies and practices, will not discriminate against any individual because of race, color, religion, creed, national origin or ancestry, age, marital status, sexual orientations, gender identity, gender expression, disability, special disabled veteran and Vietnam-era veteran status, and height or weight, except as allowed by the need for bona fide occupational qualifications. Reasonable accommodation will also be provided to persons with disabilities, to disabled veterans, and to accommodate religious practices.

- In accordance with [SPG 201.46, Personnel Records - Collection, Retention and Release](#), the collection, availability and disclosure of the contents of personnel files is governed by regulations established by the University and applicable laws. The Faculty and Staff Records Office, the Medical Center Staff Records Office and the custodian of personnel files or records in various departments, schools, colleges or other University offices are subject to these regulations.

- Refer to [SPG 604.01, Department Record Retention For Business and Financial Records](#), to determine the proper record retention period relating to the job posting process.

- To ensure the proper fiscally responsible internal controls are in place when paying faculty, staff and independent contractors, please refer to [SPG 518.1, Payroll Controls](#).

Record of Revisions:

Date of Issue	Description of Change	Page(s) Affected	Approved By
7/11/2007	Original template created	All	
11/20/2008	Updated with SPG revisions and corrected links	All	
1/26/2010	Updates made for FY2010 Certification (information on E-Verify)	1,2	
6/18/2010	Updates made for FY2010 Certification (information on eRecruit)	All	
12/20/2010	1 update made for FY2011 Certification dealing with posting position as "underfill"	1	
1/3/2012	Updates made for FY2012 Certification (guidance on job discrimination and E-Verify)	1,2	
11/13/2012	2 minor update made for FY2013 (noted specific timeframes for e-Verify process; added course number)	2	
10/4/16	Adopted "new" template for entire doc.	All	
12/2016	Added Clarifying language and updated link	2,3	

| 09/2017 | Added updated URL for E-Verification, and detailed language on changing from non-exempt to exempt classification. | 2,4 | |
| 08/2018 | Indicated changes to federal contracts and payroll before posting, URL for Recruitment and Employment updated. | 2, 3 | |

Document Owner: Fleming Business Services (FBS) supported departments and FBS
Administrative Owner: FBS

FINANCE
UNIVERSITY OF MICHIGAN

Appendix B
Updated September 2017

The following information has been extracted from "Faculty Appointments" located at www.hr.umich.edu/ acadhr/manual/approval.html. While this data includes those titles found in FBS client offices, for complete data and instructions, visit the URL above.

Which personnel actions need Regental approval?
The Regents must approve the following academic personnel (and related) actions:

1. Hiring, appointing, promoting or transferring an individual into a position with one of the following titles. Note that this *is not* an all-inclusive list.

Dean	Associate Provost
Interim Dean	Vice Provost
Assistant Dean	Assistant Provost
Associate Dean	Chair
Dean-Designate	Interim Chair
Executive Associate Dean	Chancellor
Senior Associate Dean	Vice Chancellor
Assistant Dean	Associate Vice Chancellor
President	General Counsel
Interim President	Executive Directors
President Designate	Chief of Clinical Affairs
Vice President	Secretary of the University
Executive Vice President	Secretary to the Faculty
Deputy to the President	University Librarian
Associate Vice President	Chief Investment Officer
Assistant Vice President	Chief Health Officer
Professor	*and*
Associate Professor	Director (of Regentally approved institutes, centers,
Provost	libraries and athletics)

2. Promotions to associate professor and professor (outside of the annual promotion process in May) or promotion of academic administrative staff.

3. Transfer of tenure and titles.

4. Establishing, changing, or appointing an individual to a professorship.

5. Creating a new academic administrative position.

6. Leaves of absence beyond one year and/or extension of a leave of absence beyond one year.

7. When an action is an exception to a by law or policy regarding instructional appointments and the by law or policy requires Regental approval.

8. Establishing or changing titles of academic departments, institutes, centers and divisions also significant operational procedure changes (e.g., reorganization without a change in name).

9. Appointments of executive directors, directors, and chairs of the following units or departments:

Admissions	Center for the Study of Complex Systems
Astronomical Observatories	Michigan Institute for Clinical and Health Research
Athletics	International Institute
Bentley Historical Library	Kelsey Muesum of Archaeology
Biological Station	Life Sciences Institute
Program in Biophysics	Mental Health Research Institute
Program on Organizational Studies	Military Officer Education (Air Force, Navy, Army)
Business Admin., Div. of Res.	Cardiovascular Center
Museum of Anthropology	Cancer Center
Museum of Art	Depression Center
Museum of Paleontology	School of Kinesiology
Museum of Zoology	Exhibit Museum
Program in Linguistics	Geriatric Center
Division of Public Safety and Security	Health Services
Registration (Registrar)	Herbarium
Residential College	Institute for Social Research
Schools and Colleges	Joel D. Tauber Institute for Global Operations
University Hospitals	Institute for Research on Women and Gender
University of Michigan Press	William Clements Library

What do I need to submit to obtain Regental approval?
Please refer to the chart, Attachment I, of this guide. It sets out what is required for each different type of personnel action. It lists both the Regents Communication and the accompanying documents which are required. It also describes what documents are needed to execute the appointment once it has been approved by the Regents.