

# QUICK START GUIDE TO FILLING A DEPARTMENT VACANCY

(Full RIT iRecruitment user guide is available at: <http://finweb.rit.edu/humanresources/docs/irecruitmentmanager.pdf> )

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## **Brand New (Incremental) Position for Faculty or Staff**

A brand new position that does not have an existing PC # is an *incremental* position. You will need to fill out the hard copy paper requisition and get department signatures, and then forward to your [Human Resources Services Manager](#). The form can be found on the HR website-[Requisition Form-Faculty and Staff](#). For staff positions --It must also be accompanied by [the Job Description Questionnaire \(JDQ\)](#).

- An electronic version of the JDQ should be sent to your [Human Resources Services Manager](#) with the hard copy of the requisition.
- HR will review the position, assign a salary band to staff positions, assign the PC#, and obtain the remaining signature approvals. This process may take a few days as it has to go to the President, Provost, VP Finance & Administration, and Budget Office for final approvals once the HR processes have been completed.
- HR will then post the position to the RIT Career Site (iRecruitment Employee Candidate for Internal Only Postings and [CareerZone](#) for openings that are also posted externally).
- You will need to provide HR with an electronic **job ADVERTISING description** (bottom of the [Job Description Questionnaire \(JDQ\)](#)) or email to Lizanne at [lxzpsn@rit.edu](mailto:lxzpsn@rit.edu) ) . **The advertising should match the format of the iRecruitment Posting and have the following sections:**
  - Department Description
  - Brief Posting Description
  - Detailed Description
  - Job Requirements
  - Additional Details (including application instructions)
- A list of any recruiting team members to be added to the vacancy in iRecruitment should also accompany the job posting so they are put in to iRecruitment at the time the requisition is posted.

## **Filling an Existing Position for Faculty or Staff**

Someone has left your department/college and you have been authorized to post a job for a replacement.

- Contact your [Human Resources Services Manager](#) to discuss your department needs
- If there is a job description change, the amended JDQ needs to be forwarded to the HRSM for review prior to the position being posted. Changes in job descriptions may require changes to grades or other characteristics of the position.
- If there is a title change for the PC #, you will need to contact your [Human Resources Services Manager](#) and send a revised JDQ.
- Once any changes to the position setup have been completed, the position can then be posted by the department on iRecruitment.

- You will log in through <http://myinfo.rit.edu> with your standard Oracle username and password and then follow these steps to **create your vacancy** (if you are off-campus and you log in to <https://mybiz.rit.edu> rather than <https://myinfo.rit.edu> , you will need to have VPN <http://www.rit.edu/its/services/vpn/> installed first)
  - Select the **RIT iRecruitment Manager** responsibility on the left side of the Oracle Home page.
  - If you do not have the RIT iRecruitment Manager responsibility, you can request it online using the instructions at: <http://finweb.rit.edu/humanresources/forms/onlinerequests.pdf>
  - After you select the RIT iRecruitment Manager responsibility, you will then see a menu of functions.
  - Click on the “Search and Create Vacancies” link and then click on the CREATE A VACANCY button on the lower left side of the page.
  - If this is the first time you have created a vacancy, you may wish to first review the full iRecruitment Manager Manual at: <http://finweb.rit.edu/humanresources/docs/irecruitmentmanager.pdf>
  - The first page-VACANCY OVERVIEW- will appear. iRecruitment will auto-populate the IRC number (this is a unique identifier for each vacancy). Under the Vacancy name-you will see a field 'ORGANIZATION RELATED TO THE PC#'. Clear that field so there is no data. Your name can be left in the "manager" area.
  - The next field you should populate is "POSITION COMBINATION". Click on the magnifying glass and you can then search for the PC# when the pop up window comes up (the wildcard character for any field with a magnifying glass is the % character. You can search for a position by entering part of the PC number surrounded by the %. For example, to search for PC 001234, you can enter %1234%. If a pop up window does not come up, then go to the "tools" bar and where it says "pop up blocker" you will have a choice to allow pop up blocker. Allow pop up blocker for entire document otherwise you will get the message every page. You will then be required to fill in the remainder of the page with information needed for approval.
  - You can then click the "NEXT" button to get the second page (ENTER REQUIRED SKILLS). This information is optional
  - The third page (ENTER TEAM MEMBERS) is for you to add anyone who will be reviewing the applicant pool. You can add team members now or later. Select either “Business and Team” or “Team” Security. If you select “TEAM” you will need to add yourself to the team.
  - Fourth page (FORMAT JOB POSTING) is the job posting that is visible to the public. Here you can also select a posting end date for the external and internal sites. This is optional.
  - REVIEW PAGE: (page 5)

***VERY IMPORTANT: The BUDGETED SALARY is required to be typed into the comment box for approvers to verify. If it is not there, you run the risk of the vacancy being returned by any approvers back to you for correction. This will delay the posting and advertising of the position. If you have a position that is getting funding from more than one budget line-you should enter it in this area as well. You can determine the budget value by running a manager self service report called “Open and Filled Positions” or by calling your HRSM or the Budget Office.***

- At the bottom, you can review your approval list and optionally add additional “ad hoc” approvers.
- Click the SUBMIT button to send the vacancy through the approval process.
- The creator will receive email notifications as each person approves the vacancy.
- Once all approvers have approved the vacancy, it will automatically post on the iRecruitment applicant site.
- The creator and all those on the search team will receive daily email notifications when new candidates have applied for the position. All of the applicant information is on line for your review.

## ***Help for Applicants***

If an applicant is having issues with the iRecruitment system, it is best to refer them to one of these resources that have been set up exclusively for help:

EMAIL: [careers@rit.edu](mailto:careers@rit.edu)

PHONE: Between 8:30 & 4:30 585-475-2424

TTY: Between 8:30 & 4:30 585-475-2420

## ***Search Teams and Access to RIT iRecruitment Manager***

***Search Committee Chairs/Hiring managers need to*** make sure that members of their team have **RIT iRecruitment Manager** on their Oracle home page. If they do not, they can self-request their access. The instructions for doing so are located at: <http://finweb.rit.edu/humanresources/forms/onlinerequests.pdf> Self-requests will go to the employee's supervisor for approval. Search Committee Chairs can also email [careers@rit.edu](mailto:careers@rit.edu) to request specific people have the access added to their Oracle account.

## ***Viewing Applicants***

In order to view applicants who have applied to your posting, you will need to log in to: <http://mybiz.rit.edu> (not in to myinfo.rit.edu.) A complete user guide for managers is available at: <http://finweb.rit.edu/humanresources/docs/irecruitmentmanager.pdf> . An online tutorial is available at: [http://finweb.rit.edu/humanresources/demo/newsearch\\_demo.html](http://finweb.rit.edu/humanresources/demo/newsearch_demo.html)

## ***External Advertising***

Should you decide to advertise with trade publications or other job websites relevant to your opening, please use the following paragraph to direct applicants to our site to apply:

### ***How To Apply***

*Your application information and any relevant documentation such as resume and cover letter should be uploaded via this website -<http://careers.rit.edu> KEYWORD SEARCH: IRCxxxxx in order to be considered for this position. Rochester Institute of Technology is an equal opportunity/affirmative action employer.*

- **HigherEdJobs.com**- For national recruiting, if you would like to have this posted to HigherEdJobs.com, contact Liz to post to that sight as well. This is no charge. You are also able to access their resume database of over 90,000 prospective candidates. Contact Lizanne in HR for further information. There is no charge for this; however your position must be posted in HigherEdJobs.com.
- **CareerBuilder.com**- Democrat and Chronicle on line advertising. 30 day on-line advertisement is \$220.00 and applicants are directed to your position when they click "Apply Now". Lizanne can post this onto Career Builder today! With your ad on Career Builder-you are now able to access their resume database of over 24 million prospective candidates. Contact Lizanne in HR for further information

## ***Role of Human Resources***

The process of recruiting and hiring a new employee is a collaborative effort between the hiring manager/chairperson, search committee and Human Resources. The **Manager of Staff Recruitment, Kathy Carcaci**, will support you in this process through participating in the interview process with final candidates, advising on advertising sources, compliance questions, assisting with selection criteria and interview questions, etc. If you are running a search committee for the position, you will find more details in the Staff Recruitment Search Committee Manual (contact the Manager of Staff Recruitment if you need a copy of the manual). Please note that as part of the process, **Human Resources should be included as a partner in the final candidate interview process**. Kathy Carcaci can be reached at 5-6964 or [kjc4979@rit.edu](mailto:kjc4979@rit.edu)

## ***Employee Applicants***

As a courtesy to internal RIT applicants in your pool, if they are not selected for the job, please contact them via email or phone in addition to just updating their status in iRecruitment. This process does not apply to RIT temporary employees.

- **Hiring of Candidate:** Upon candidate's acceptance of verbal offer you should begin the [background check](#) process. The following forms should be sent to the employee to begin the process:

**Background Check Form:** <http://finweb.rit.edu/humanresources/forms/backgroundcheck.pdf>

**Background Check Rights:** <http://finweb.rit.edu/humanresources/forms/backgroundcheckrights.pdf>

## **Required background checks**

Criminal Background and/or MVR Checks must be completed **PRIOR TO THE NEW EMPLOYEE START DATE**. If the background check is not completed and on record on their first day, **the person is ineligible to start work**. Even if they were a previous employee, or a student employee, this needs to be done through HR. If you are unsure, please call Liz at 5-6261 for clarification.

## **Applications Received Directly by Departments**

Should you receive any candidate applications directly, please direct them to fill out the on line application at: <http://careers.rit.edu> (external candidates) or <https://myinfo.rit.edu> (internal candidates), so that they are part of the applicant pool.

## **Making the Offer**

- Salary offers for prospective faculty or staff **must be approved in advance** by the appropriate Divisional Vice President or his or her delegate and the Staff or Faculty Recruitment Manager.
- The salary offer to a prospective faculty/staff member should be presented in writing and be consistent with the approved budget figure documented on the requisition form.
- The hiring manager submits a fully-detailed [new hire](#) or [transfer EAF](#) .
- Written documentation accompanying the EAF is required when the salary offer is higher than the approved budget figure on the requisition form. This documentation can be in the form of an e-mail and must address how the department will fund the gap between the budgeted figure and salary offer.

## **Additional Help and Contacts**

**General Manager Recruitment Procedures** can be found at: <http://finweb.rit.edu/humanresources/managers/>

### **Office of Staff Recruitment Contacts:**

*Kathy Carcaci, Manager, Staff Recruiting*

[kjc4979@rit.edu](mailto:kjc4979@rit.edu)

(585) 475-6964

*Lizanne Zamites, HR Assistant, Staff Recruiting*

[lxzpsn@rit.edu](mailto:lxzpsn@rit.edu)

(585) 475-6261

### **Office of Faculty Recruitment Contacts:**

*Renèe Baker, Executive Director*

[mrbpsn@rit.edu](mailto:mrbpsn@rit.edu)

(585) 475-7169

*Charity Bontadelli, Recruitment Specialist*

[cfrpsn@rit.edu](mailto:cfrpsn@rit.edu)

(585) 475-5775