

I. JOB DESCRIPTION

- Review current approved job description
[Job Code Descriptions](#)>[Search Job Code Description](#) by Job Code Description, Title, Department, Position Number>Select>View Summary
- Create Brand New Job Description and Post
[Position Descriptions](#)>[Begin New Action](#)>[Create New Description & Post](#) >Complete [Job Details](#)>[Essential functions](#)>[Physical & Mental Job Demands](#)>[Working Conditions](#)>[Save](#)
- Modify Existing Job Description (OR use existing job description as is) and Post
[Position Descriptions](#)>[Begin New Action](#)> [Edit Existing Description & Post](#) > Edit appropriate fields if necessary>[Save](#)
- Modify Existing Job Description without Posting
[Position Descriptions](#)>[Begin New Action](#)>[Update without Post](#)>Edit appropriate fields if necessary>[Save](#)

II. REQUISITION

- When you have reviewed/edited/displayed the job description you wish to post
[Position Descriptions](#)>[Begin New Action](#)>[Create New Description & Post](#) >Complete [Job Details](#)>[Essential functions](#)>[Physical & Mental Job Demands](#)>[Working Conditions](#)>[Requisition](#)>complete all [Job Information](#)>[Compensation](#)>[Schedule](#)>[Posting Advertising](#)>[Supplemental Information?](#)>[Summary](#)>[Edit/Add?](#)>[Save/Submit?](#) OR [Save/No Submit?](#)>[Confirm](#)
- To find a requisition you saved but did not post
[Job Code Descriptions /Requisitions](#)>[Search Actions](#) by Job Code Description, Title, Dept, Position Number, Name, Action Number or Status. Once you pull up the requisition, you may move it forward in workflow.

III. APPROVAL OF REQUISITION

- When you have reviewed/edited/displayed your requisition>[Save/Submit](#), will move it to the next level of approval. An approver will receive an email indicating the need for action.
 - If a Hiring Manager I initiates an action, their Hiring Manager II, Dept. Head, or Sr. Officer can pick up the action and submit it forward.
 - If a Department Head or Sr. Officer user initiates an action, they submit to the level directly above them, e.g. a Sr. Officer starts an action and submits directly to the HR Director.

IV. POSTING HR receives approved posting and saves for posting at a later date; posts internally only; posts to the general public**V. VIEW APPLICANT MATERIALS (including Guest Users)**

- When your position has been posted for at least five (5) business days or at any later time during the search, if you feel you have a large enough candidate pool, you may contact HR (email careers@bowdoin.edu) to remove the posting from the web page. Applicants will still be able to see the posting and their application materials, but the posting will no longer be available to new applicants.
- To see all applicants
[Active Postings](#)> [Select Posting](#)> [View Active Applicants](#)> [View Application](#)> [Print](#) if necessary
- Review requisition details or posting specific questions
- Review qualifying questions/points
- As a search progresses, you should be sure to change the status of applicants for your position. For example, an applicant who is no longer in contention should be moved to a different status (e.g., Inactive, etc). An applicant who will be interviewed should have a status of Scheduled for Interview, etc.
- HR has several sets of guidelines to assist you in your interview process (travel guidelines, effective interviewing questions, etc.)
- Once you have interviewed your top candidates and have selected one whose qualifications best fit the requirements of the job, follow the Hiring Proposal steps outlined below.

VI. HIRING PROPOSAL

- Once you have selected your candidate, begin the Hiring Proposal by completing the following actions:
[Active Postings](#)> [Select Posting](#)> [View Active Applicants](#)> [Select Internal Status as "Recommend for Hire"](#)> [Begin Hiring Proposal for Job Listed](#)
- You may hire your candidate into the posting listed OR hire your candidate into another job description not listed. In the latter case, [Search](#) for the correct job description before proceeding.
- Review all final information before [Submitting](#) to the next level of workflow approval (Hiring Manager II or Department Head).

- You, as Hiring Manager I or II, should send an email to HR (careers@bowdoin.edu) asking to:
 - a. Close position so that it no longer shows on web
 - b. Continue to receive applications
- [Search Hiring Proposals](#); [Check Status](#); when status is [Hiring Proposal Submitted to HR for Final Processing](#), HR will contact you so you may extend verbal offer. Remember that the verbal offer is contingent on the candidate passing all applicable pre-requisite checks (e.g., background, credit, pre-placement physical exam, etc.)
- You should follow your verbal offer with formal offer letter - contact HR for appropriate template for your position.
- When you receive a verbal acceptance of offer, Update Hiring Proposal . Click on [Search Active Hiring Proposals](#) with final [Job Information>Compensation>Schedule>Save](#). If your final salary offer is greater than the salary approved on the original hiring proposal, you must resubmit the revised hiring proposal to HR Director for approval.
- Send an email to HR (careers@bowdoin.edu) about candidate accepting offer. If necessary, work with the candidate and medical providers to arrange for pre-placement physical exam. In the meantime, HR will perform other pre-requisite employment checking and notify you of results.
- Once the candidate passes all prerequisite checks successfully, notify other applicants appropriately. You may elect to:
 - a. speak personally with all applicants interviewed and/or alumni applicants
 - b. send letters to all interviewees
 - c. send letters to all applicants
 - d. request that HR notify interviewees via letter

VII. POSITION FILLED

- Send an email to HR (careers@bowdoin.edu) that communication with applicants is complete and position is now filled. HR will remove position posting from web (if not removed earlier in process) and change status to Position Filled. HR will add your new employee to the TimePro and HRIS databases.

PLEASE CALL X7070 FOR ASSISTANCE IN USING RECRUIT!