eRecruit Updates & Enhancements
UL Meeting - May 2012
eRecruit GSA Project
  • Project Overview
  • Unit Readiness Program
  • Other System Enhancements

6 Month Rule

eRecruit Purge
• Replaces paper process for graduate student appointments
  o New Hire
  o Rehires
  o Additional Appointments
  o Reappointments (will accommodate)
• Go Live 9/10/2012 for Winter 2013 Term hires
• Post Job Openings to www.umjobs.org
• Accept non posted applications
• Manage Applicant Pools
• Graduate Students Apply Online (replaces List Srv)
• Check Restricted Table
• Automated Fraction Calculation Form
• Onboard New Hires (I-9 Process Still Paper)
Unit Readiness Coordinators

- Beth Manning
- Betty Thomas
- Brian Jones
- Brian Ralph
- Catherine Seay-Ostrowski
- Curt Smitka
- Dean Girbach
- Debbie Apsley
- Derek Moss
- Diana Curran
- Diana Woodworth
- Erin Fluharty
- Jane Holland
- Jennifer Pinkham
- Julie Smigielski
- Kelsey Sieverding
- Karen Liska
- Linda Dabrowski
- Lisa Gubaci-Root
- Lori Bowden
- Lori Ristau
- Mark Nelson
- Maureen Conlin
- Michelle Melis
- Melissa Wiersema
- Nancy Fleming
- Patricia Smith
- Rich Schrader
- Rima Berry-Hung
- Sharon Disney
- Tamaria Leverett
- Tom Hart
- Tom Mull
- Trish Ellis
- Diane Vasquez
- Paula Trail
- Kathy Hayford
- Casey Miller
GOALS:

- Units Are Engaged in Readiness Efforts
- Users Are Prepared for Go-Live
- Units Experience a Smooth Implementation
• Identification of Unit Readiness Coordinators

• Workplan
  o Business Process Review/Design
  o Security and Access
  o Internal Unit Communication
  o Training
  o Process Testing
  o Implementation
  o Stabilization
• Monthly Meeting Through Go Live
• Individual Consultations
  o Support business process change
  o Individualized system training
DONE:
- Per Diem Nurse changes (NURSING)
- Updated Vets 100 information during onboarding (ALL)

PLANNED:
- Multiple DBE rows with varied effective dates (ALL)
- Link to State of Michigan website in Employee Oath (ALL)
- Display other active appointment on offer page (GSA)
- Warning on short code if not associated with Appointing department (GSA)
- Multiple Empl record numbers on a single job opening (NST)
6 Month Policy

• 6 Month obligation for non bargained for employees to stay in a new position
  o Policy published in staff handbook
  o Employee can apply for jobs, but the hiring team is under no obligation to consider
  o Applicant Summary Report to display the start date of the most current regular position
    *(Coming Soon)*
eRecruit Purge

- Scheduled to begin the 3rd Weekend in May
- Phased over multiple days
- Will purge data older than 4 years when:
  - Job Opening Status = “Cancelled” or “Closed/Filled” and there is no hire
  - Job Opening Status = “Closed/Filled” with a hire. It retains job openings and application materials for the selected candidate
  - Applicant Records: registered, but have not logged on in 4 years
  - Applicant resumes and applications that are older than 4 years, on jobs that have been Closed/Filled or Cancelled
Questions