Starting in the June 2021, all temporary hires will be processed electronically through the eJobs and/or eContracts system. If renewing or rehiring the same individual into the same position, or if the individual is active in the temp contract system, you will use the e-Contract system (the same system used for hiring Graduate Students and Adjuncts).

Reminders: Hiring Temporary and As Needed (PRN) Positions

- Temporary employees are appointed for periods of less than one-year.

- Temporary hires are approved for a maximum of one year.

- Temporary contracts may not cross a fiscal year.

- All full-time and one-year temporary appointments (with benefits) are required to be advertised.

- All positions offering benefits must be advertised.

- No employee is to be allowed to begin work prior to notification from the Office of Human Resources that the appointment has been approved and **all** required paperwork has been completed (I9, W4, Direct Deposit, etc.).
- Department heads that allow potential employees to begin work prior to formal approval may be personally liable for wages due during the period prior to formal approval being obtained.

- Hourly temporary employees are paid on the 15th and the last working day of the month; pay is not current.

- Temporary non-benefited postings/hires are <u>NOT</u> required to have the applicant pool certified before interviewing or hiring. This rule applies **<u>ONLY</u>** to temporary non-benefited positions (positions that do not qualify for state insurance, leave accrual, etc.).

1. **<u>Confirm Position</u>**

   - Review the need for position.
   - Confirm Funding, Position Number, and Permission to advertise per your areas proper approval authority(s).

2. **<u>Advertise/Post Positions in eJobs (as appropriate)</u>**

   - **How to create a posting and navigate eJobs**

     - You may choose to conduct your temporary search with a search committee, but it is not required.

     - Departments/Colleges may continue to use the ETSU Temporary Applicant Pool to hire their desired candidates, or they may choose to advertise the vacancy by posting their own advertisements.
       o For access to the Temporary Staff Pool, contact Human Resources at HR@etsu.edu.
       o If desired, departments/colleges may create and maintain their own their own "Temporary Pool" advertisements for applicants that have indicated their desire to work temporary assignments for that particular area. This is highly recommended for those departments/colleges that:
         o have numerous temporary hires; and/or
         o have a particular need.

     - To advertise a temporary position, you will post the opening through eJobs.
       o eJobs System Login

- Please see the eJobs User Guide and/or watch the training videos for step-by-step instructions on how to navigate, create and post positions in eJobs.

  - [eJobs User Guide](#) (Updated 2/4/2021) – Page 13 of the User Guide
  - Training Video - eJobs - Creating a Job Posting
  - Training Video –- eJobs User Guide- eJobs - Introduction: Navigating from the Homepage (If you have not used eJobs before, this training video will help you get filmier with the program)

- A posting must be set up for all different types of temporary hires.

  - Support Staff/Hourly Temporary hires should have a Support Staff posting
  - Administrative/Monthly Temporary hires should have an Administrative posting
  - Temporary Faculty/Adjuncts – you can post temporary faculty/adjunct, but hiring might need to be processed through eContracts. Please check with your HR Business partner.
    - The title the temporary pool position should be named something like: "20xx/20xx Temporary _____ Pool." *The blank should state the type of position (support staff/admin/faculty/adjunct).*

- Postings should include the following supplemental questions (these questions should be asked of **every** temporary hire):

  - Are you currently working as a Federal Student Worker?
  - Are you employed as a Graduate Assistant?
  - Do you have other current or pending temporary contracts?
  - If yes to any of the above, please enter the total hours worked per week for each position.

- If total hours worked per week is greater than or equal to 30 hours, the temporary appointment should be designated as a full-time appointment. The employee will be offered health benefits. Hiring departments that increase an individual's hours worked per week to 30 or more are responsible for paying benefits and overtime.

3. **Interviewing and Reference Checks:**

- Temporary non-benefited postings/hires are <u>NOT</u> required to have the applicant pool certified before interviewing or hiring. This rule applies **ONLY** to <u>temporary non-benefited</u> positions (positions that do not qualify for state insurance, leave accrual, etc.).
- You must still follow all the rules and guidelines for interviewing. Please see <u>Interview Guidelines.</u>
- You must also perform Reference Checks prior to hiring your candidate.
- Conducting a reference check is the responsibility of the hiring authority or a member of the search committee. Please see the <u>Reference Check Guide</u> for information.
- Be sure you are following the most up-to-date protocols prior to conducting in-person interviews. See <u>Bucs Are Back</u> or contact your HR Business Partner for guidance.

4. **Viewing and Hiring from a "Job Specific" Temporary Posting**
    - o Be sure you review all applicants that applied.
    - o Be sure applicants meet the requirements as posted.
    - o You may close the posting at any point once you feel you have a good applicant pool and/or candidate by emailing your request to HR@etsu.edu
    - o Update the status of all your applicants. If you are not sure how to update applicants, please see the following online trainings.
        - o eJobs - Move Single Applicant in Workflow
        - o Move Applicants in Workflow in Bulk
    - o Follow all the same steps as listed below for the hiring process

5. **Viewing and Hiring Applicants from a Temporary Pool (including ETSU Temporary Pool)**

    - **Viewing Applications in the ETSU Temporary Pool -** Please contact HR for the username and password.
    - **Viewing Applications**
        - o In the Pull Down under "Postings", select the type of temporary position you are wishing to fill (for this example we are using Support Staff)

- o Find the correct position and click on the blue position title to open the posting.
    - ▪ If needed, you can search for the correct posting by searching for the **Posting Number** and/or **Position Name.** Under the posting tab, use the **SEARCH BAR** at the top of the tab. See example below:
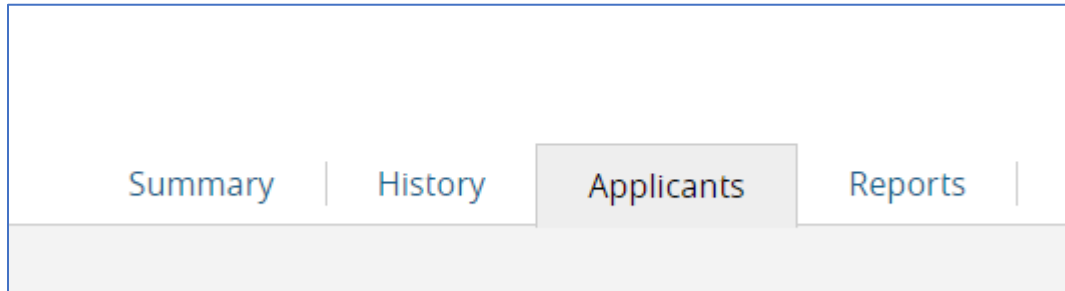
o Click on the position title in Blue to open the posting.

	Position Title	Posting Number	Department	Active Applications
☐	2020/2021 Temporary Staff Pool	SS00516P	Temporary Employment - 00000 (00000)	394

o To view Applicants, click on the "**Applicant**" tab at the top

Summary	History	Applicants	Reports

o Click on the Applicant's Last Name (Blue) to open and review application and any attached documents.
  o If you are looking for a particular applicant, use can use the **SEARCH BAR** at the top of the tab. You can enter last name, first name, and/or any combination of the two; then click on the search button. This will bring up all applicants by the name you entered (spelling must be accurate).

Summary	History	Applicants	Reports

To add a new column to the search results, select the column from the drop down list.
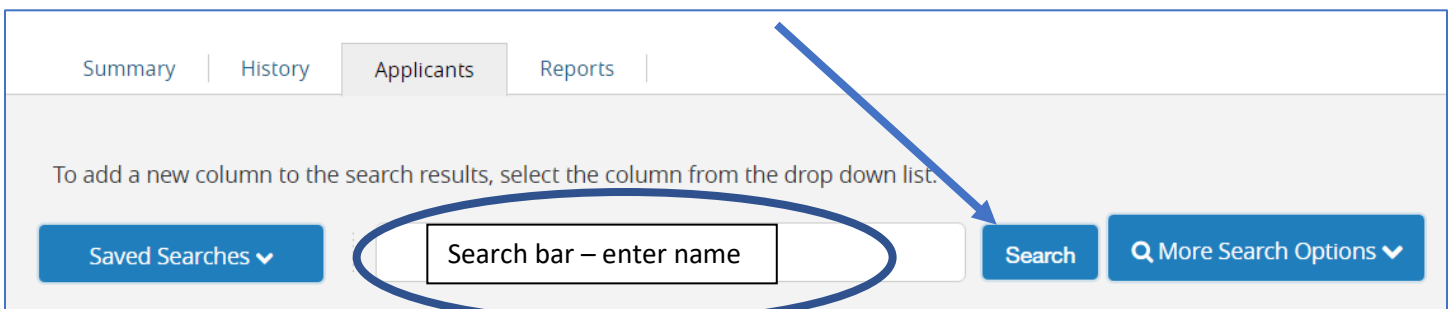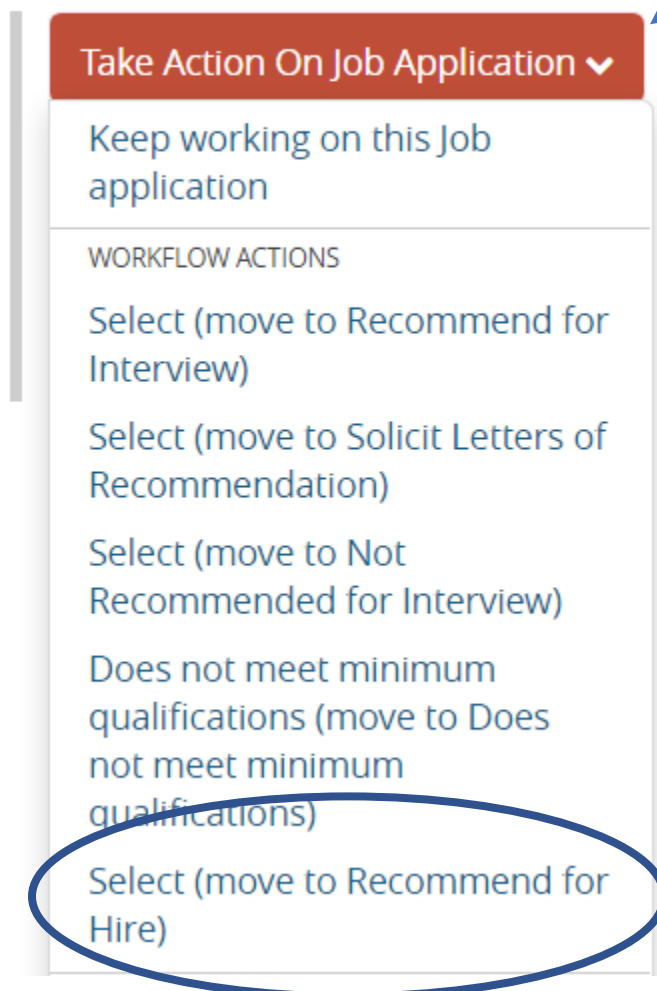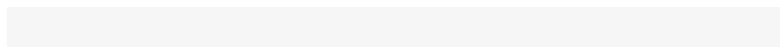
Saved Searches ⌄   Search bar – enter name   Search   🔍 More Search Options ⌄

o For Temporary non-benefited postings/hires are <u>NOT</u> required to have the applicant pool certified before interviewing or hiring. You are not required to move applicants into "Recommend to Interview" in Pool postings.

- **Hiring**
  - **You must use the correct NEW position number.** Search the **Temporary Position Numbers** for your information.
  - **Hiring Applicants from the ETSU Temporary Pool -** Please contact HR or your HR Business Partner for further assistance
  - After you have completed interviews and checked references, you are ready to hire.
  - As the **Applicant Reviewer**, open the application of the candidate you wish to hire.
  - To update an applicant's status, under **TAKE ACTION ON JOB APPLICATION** and click on "**Select (move to Recommend for Hire)**" and submit.

Take Action On Job Application ⌄

Keep working on this Job application

WORKFLOW ACTIONS

Select (move to Recommend for Interview)

Select (move to Solicit Letters of Recommendation)

Select (move to Not Recommended for Interview)

Does not meet minimum qualifications (move to Does not meet minimum qualifications)

Select (move to Recommend for Hire)

o After status updates, inside the application you should now be able to **"Start Temporary Hiring Proposal"** – Must be listed as the **Hiring Manager** to start the hiring proposal
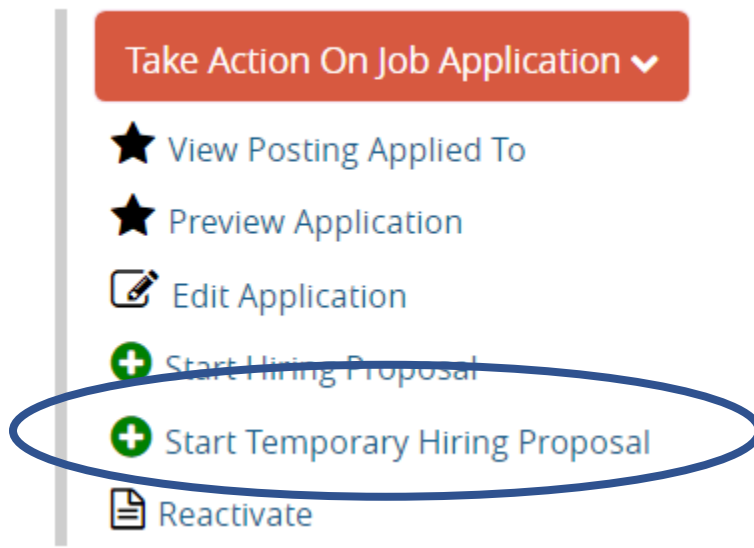
o NOTE – if you interview more than one candidate for a position, and they are not selected for the position, be sure that you contact them to let them know. **The system will not push out any automated notices** for pooled posting until the posting is closed/canceled at the end of the cycle. Below you will find suggested and approved language to use. If you wish to use something differently, we highly encourage you to reach out to your HR Business Partner.

Dear XXXXX,
Thank you for applying to the position of XXXXXX in the XXXXXXX department and taking the time to interview with us. Unfortunately, we have selected another applicant for this position. We encourage you to continue to apply for additional positions that match your interests and skills set.

Thank you,

6. **Submit for Approval**
7. **Candidate will sign contract electronically in eJobs –** Hiring Manager will receive an email when signed.
8. **Onboarding**
   - Department creates onboarding events (if retiree, assign retiree form as onboarding task). In the Supervisor field of the Onboarding checklist, **enter the name of the person who will be responsible for onboarding the new employee.**
   - Applicant will receive a request to complete post certification information at this time
     o personal information
     o I-9
     o W4
     o Direct Deposit
     o Etc.
   - Tutorials can be found on the HR-Learning and Development-Online Training site under Hiring and Position Management.

The onboarding supervisor is responsible for monitoring the employee's completion of the onboarding tasks and paperwork. The I-9, Direct Deposit, and W-4 <u>must</u> be completed before the employee may begin working.