Job Requisition Process Flow

Scenarios

There will be three scenarios for working with staff or faculty at Daemen:

- **Need to hire someone brand new:** fill out a job requisition for the category type (Adjunct, Full Time Faculty, Staff/Admin), applicants apply, screening/interviewing occurs, EE is notified who to hire.

- **Need to hire someone who worked here before but was purged from payroll and is no longer active:** fill out a **rehire** requisition. The job will not be posted, and the returning individual does not need to apply to anything, they must only have done that once before. The rehire requisition is for academic affairs budgeting.

- **Need to issue a contract for someone who is active on payroll:** simply engage in the academic affairs contract process, routing the contract to the Payroll Director as usual. No requisition or hiring process necessary as they are already on board.

Rehire Process

If someone has worked at Daemen previously but has been purged from ADP, they need to be rehired. **If they are still active on payroll and have not been purged yet, you may ignore this process.** It is only for employees who have been termed in the system, and will need a new background check and abbreviated paperwork.

When the paper form was being utilized, Chairs would fill it out or have it filled out and list the candidate to rehire, with Dean and VPAA approval:

Send link to onboard specific candidate I have hired: *(Only if you have a candidate in mind to be hired)*

____ Timothy ⬛⬛⬛⬛   (both courses)

_____

Candidate's Full Legal Name   Email Address to Contact Them ⬛⬛@⬛⬛.edu
⬛⬛@⬛⬛.com
Mandatory Financial Information: ⟵ reflects 2 courses.

Pay: ____⬛⬛⬛⬛____ ✗   Is position budgeted for Y/N: ___y___   Budget Account #:
/- 051⬛⬛ - ⬛⬛ 5 0⬛

Approval: (Must have signatures from both the Department Chair, Dean, & VPAA Office in order to post/hire)

Chair: _____   Date: __11/22/2022__
          (signature)

Dean: _____   Date: __11/22/2022__
          (signature)

✗ _____ PROVOST 11/28/22

Job Requisition Process Flow

Understanding who to rehire from a Dean and VPAA perspective is still necessary. The candidate experience has dramatically improved, because we no longer require them to *re-apply* to a job posting. Getting their rehire and payment information approved by the leadership in Academic Affairs will still be required.

Rehire Workflow

On the Hiring Supervisor Information and Procedures page where the paper requisitions used to be, there are instructions now to navigate ApplicantPro and input an adjunct, full time faculty, or staff/admin requisition. These are straightforward forms for when we **do not have a prior candidate to bring back To Daemen.**

If you do wish to bring someone back who has been removed from ADP, you will have the option under "requisition form" to select the "rehire" version of the three reqs.

The most typical form you will be rehiring for is the adjunct role. When you select this, a concise form pops up. Again, this is less for EE needs and more for your Dean and VPAA office to understand who you are bringing back and what they will be doing/for what dollar value.

You will see a dedicated section to input the candidate info, and a call to action to send the candidate's updated resume to HR. **Once the rehire form is approved by VPAA leadership, you will send an updated copy of their resume to hr@daemen.edu with the request to initiate rehiring of this person.**

Job Requisition Process Flow

Job & Candidate Information	
Job Title:*	
Department:*	
Department Chair:*	
Candidate's Full Legal Name: *Send candidate resume to hr@daemen.edu**	
Email Address to Contact:*	
Course(s) to be taught (include course name and course description):*	
Term Start:*	
Term End:*	
Reason:*	○ New Position ○ Replacement
If replacement, name of incumbent:	

Mandatory Financial Information	
Salary Range:*	
Is the position budgeted?*	
Charge to Account(s):*	

Requisition Approvers

Dean*	
VPAA Office*	*Doris Murphy*

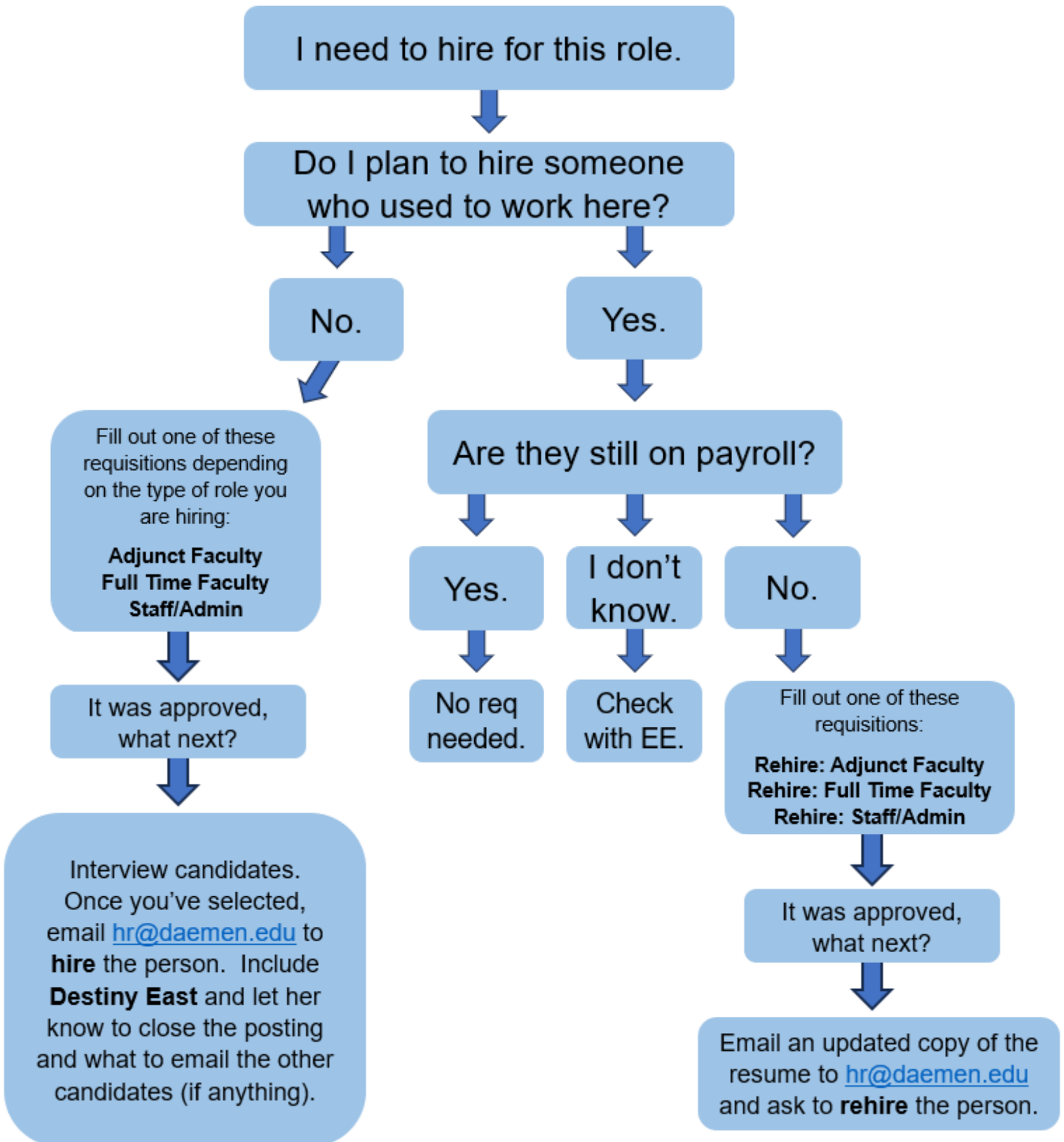## Why is ApplicantPro the vehicle for approvals?

ApplicantPro is designed to be a one-to-one equivalent of the paper form. EE needs to be notified to rehire someone, and we need to know that is approved and accounted for by VPAA leadership. This is the most seamless way to accomplish this with the tools available.

Why am I sending an updated resume to hr@daemen?

We update the pre-existing employee file with a new background check, and we need to check that against any changes that occurred. We improved the applicant process and they don't need to re-apply, but we still need to get a copy of the resume. It does not to be an extensive email, please just state, "See resume attached, rehire approved for [name]."
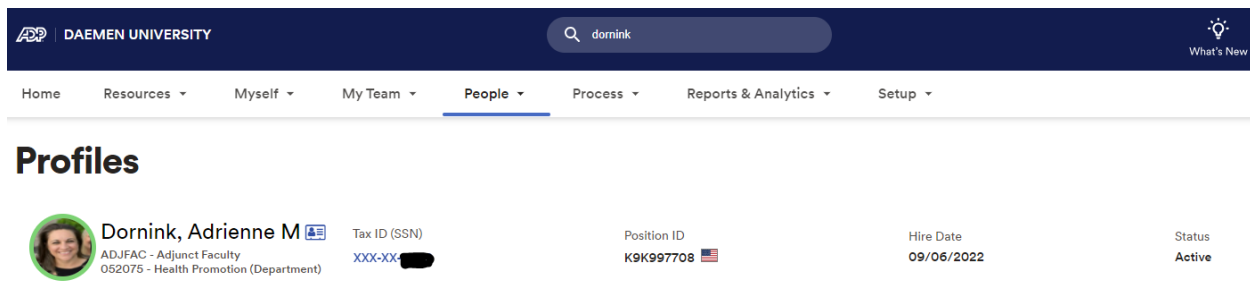
Job Requisition Process Flow

Requisition Decision Tree

I need to hire for this role.

Do I plan to hire someone who used to work here?

No.

Yes.

Fill out one of these requisitions depending on the type of role you are hiring:

Adjunct Faculty
Full Time Faculty
Staff/Admin

It was approved, what next?

Interview candidates. Once you've selected, email hr@daemen.edu to **hire** the person. Include **Destiny East** and let her know to close the posting and what to email the other candidates (if anything).

Are they still on payroll?

Yes.

I don't know.

No.

No req needed.

Check with EE.

Fill out one of these requisitions:

Rehire: Adjunct Faculty
Rehire: Full Time Faculty
Rehire: Staff/Admin

It was approved, what next?

Email an updated copy of the resume to hr@daemen.edu and ask to **rehire** the person.

Job Requisition Process Flow

Can I check to see if someone is still on payroll on my own?

You can for adjunct faculty for your department. To build out our data tools in preparation for some workflow updates, all **active** adjunct faculty have been reassigned to department chairs in ADP.
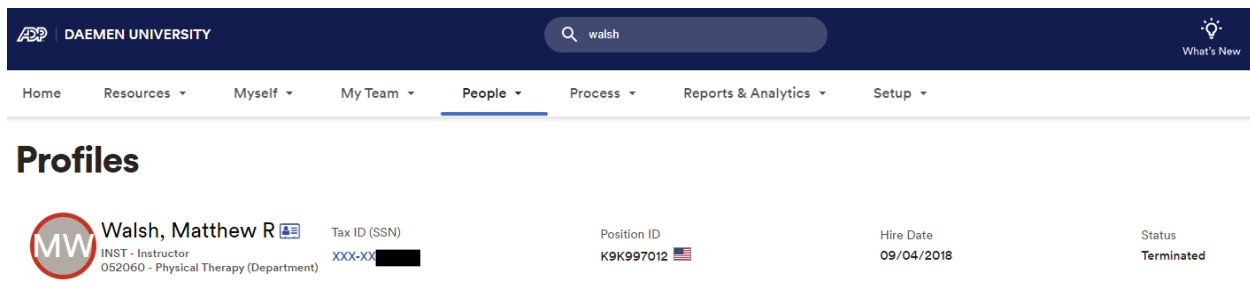
Enter ADP (MyDaemen > ADP). Type the last name of the individual in the very top bar in the navy-blue section. Click on their name to pull up their profile.

If the circle on the left is **green**, and the status lists "**active**," you don't need to follow the requisition process.

If their circle on the left is **red,** and the status lists "**terminated**," you will need to submit a rehire requisition.

I typed a name and nothing loaded?

If your search turns up "no results found," and you've double-checked the spelling, they will need to be rehired. In May 2023, only active adjuncts were re-organized under Chairs. If this adjunct was not re-organized, they were not active.

NOTE: If you are not certain, it is always best to check with EE.