TALENT ACQUISITION RECRUITMENT AND SELECTION
Process Overview

Need for Recruitment Identified → Submit Request via MyHUB → TA Conducts Recruitment Process → Manager Conducts Review & Selection Process → Final Candidate Identified & Documentation Submitted → TA Conducts Hiring Process

1. Need for Recruitment Identified

There are a variety of reasons and scenarios for why there may be an opening within your department. These can include things such as department growth, an employee transfer, a resignation, etc.

2. Submit Request via MyHUB

- Once a need has been identified, you will need to submit a request through MyHUB in order to initiate the approval process.
- The approval process is required to be completed before recruitment can begin on any open position. The approval path for a position varies by department, and can consist of approvals from the department manager/director, department VP, Finance, and Human Resources before reaching the Talent Acquisition recruitment team.

3. TA Conducts Recruitment Process

- Once your position request is approved, your TA recruitment partner will be made aware. They will contact you in order to discuss the request you submitted, verify the details of the positions, and discuss the best recruitment strategy for your need.
- Your position will be posted for applicants to apply to and the recruitment process will begin.

4. Manager Conducts Review & Selection Process

- Your TA recruitment partner will review applicants that apply for your open position.
- Qualified applicants will be routed to you to review via MyHUB.
- When reviewing applicants, you are required to disposition and provide a rejection reason for all applicants not being considered for the position.
- You will need to conduct interviews with all top candidates and record interview dates in MyHUB.

5. Final Candidate Identified & Documentation Submitted

- Once you have identified a final candidate for your position, TA will initiate the official offer process.
- All documentation (e.g. interview notes, waiver and release form, etc.) must be submitted to TA in order for an offer to be extended.

6. TA Conducts Hiring Process

- Once the final candidate officially accepts the offer of employment, TA will conduct all portions of the hiring process.
- The hiring process varies for each candidate, but will consist of things such as various background checks, a pre-employment health assessment, scheduling of new hire orientation, etc.

MANAGER/SUPERVISOR RESOURCE:
Talent Acquisition Recruitment and Selection Process FAQs

How do I submit a request for an existing position that needs to be filled?

In MyHUB under **Human Resources → My Staff → View/Update Employee Information → Position Management and Recruitment →Create a Job Requisition.**

You should select this link to post an existing position in your reporting structure that does not have any changes.

How do I submit a request for a new position that needs to be filled?

In MyHUB under **Human Resources → My Staff → View/Update Employee Information → Position Management and Recruitment →Create a New Position.**

You should select this link to request a new position number that does not currently exist. You can also request to create a new position number and post the new position. If the position exists in your reporting structure and you need to request changes, select the Change an Existing Position link.

How do I request changes to a position before it is submitted for recruitment?

In MyHub under **Human Resources → My Staff → View/Update Employee Information → Position Management and Recruitment → Change an Existing Position.**

You should select this link to make changes to an existing position in your reporting structure. For example, change the status from full time to part time, or change the title or department. You can also submit a request to post a position or inactivate a position. The transactions available to you will be determined by whether the position you select is filled or vacant

Once a request is submitted, how can see where it is in the approval process?

You can view where the position is in the approval path in MyHUB under **Human Resources → My Staff → Monitor Approvals → Requested Position.**

When does the recruitment process for my position begin?

Once the position is approved, a Talent Acquisition recruitment team member who specializes in the service line that your position falls under is assigned the task of guiding and assisting you during the recruiting process. Your TA recruitment partner will receive notification that your position is ready for recruitment and will be in touch with you within 48 hours to talk more about the position and your preferences.

How do I disposition and reject candidates in MyHUB?

When rejecting candidates, you must provide a detailed disposition reason for why you are not considering the candidate further. Make sure to choose the appropriate rejection reason and be sure to include interview dates if you spoke with the candidate either by phone or in person.

How often will my TA recruitment partner be in contact during the recruitment process?

Your recruitment partner will keep you updated frequently throughout the entire recruitment process. However, please make sure you let them know if you need to view more candidates in MyHUB, have a final candidate, or need any direction.

Do I need to take interview notes and send them to TA?

Yes. You are required to submit interview notes that support your decision to move forward in the hiring process before an offer can be extended. *(Please remember that UPMC Mercy has a required phone interview guide and interview guide that must be used when making hiring decisions at UPMC Mercy.)*

I am new to the interview process. Are there resources available to help me with this?

UPMC offers a number of courses through our iLead program, including a course for managers called "Interviewing Skills: Tips and Techniques". You can find a full list of classes being offered in the next few months on the Infonet.

In the meantime, make sure to ask your TA recruitment partner for any resources they may have available for use.

I have found my final candidate! What is next?

Prior to extending any type of offer, it is important to inform your TA recruitment partner as soon as you identify your final candidate. They will work, in line with the UPMC Compensation Manual, to calculate the compensation rate that can be offered for the position. Once approved, your TA recruitment partner will extend the official offer of employment, provide the candidate with an offer letter, and initiate the hiring process.

What does the hiring process consist of?

The hiring process can vary for each candidate depending on position and facility requirements. As part of the standard process, candidates will be subject to some or all of the following:

- Background Checks (will include County, State, Excluded Parties List Databases, and any additional checks as needed)
- Pre-Employment Health Assessment (will include a physical assessment. test for the illicit use of drugs, and Tuberculosis testing if required)
- Clearance Initiation (if required for the position, your candidate will be alerted to initiate the process for any applicable clearances needed such as the Act 33, Act 34, Act 73, and O.A.S.P.A. clearances)
- New Hire Orientation(s) (will include an initial New Hire Orientation to UPMC and any additional facility specific orientation, such as Day 2 or Welcome Day for your candidate)

How long does the hiring process usually take?

We understand how important it is to quickly get your candidate through the hiring process and started with your team. The completion time for the entire process is typically 2-3 weeks. It is important to note that this process varies for each candidate and there may be situations in which the typical turnaround time can be delayed. Although this is not ideal, a delay in start date may be necessary in order to ensure we are meeting all applicable laws as well as requirements set by various regulatory agencies such as The Joint Commission, Department of Health, Department of Aging, and Department of Public Welfare.

What additional things do I need to do during the hiring process?

Prior to your new employee's start date, you will receive an email notification containing important information such as your employee's ID number, orientation information, and useful resources to help you prepare for your their arrival. Many new employees arrive for their first day of work excited and eager to begin, but may have some uncertainties about what they can expect that day. In order to ease these concerns and help to ensure a smooth transition, please reach out to your new employee prior to their first day on the job with your team. Welcome them to the team, answer any questions they may have, and remember to discuss important information with them such as where they should report that day, what they should wear, what parking options are available, etc.

Make sure to reach out to your TA recruitment partner with any questions that you may have.

MANAGER/SUPERVISOR RESOURCE:
Submitting Recruitment Requests in My HUB

Once a need for recruitment is identified, a request must be submitted via My HUB in order to initiate the approval process. There are several transactions available to you on the **Manager Home Page** under **Position Management and Recruitment** for you to select, which include:

Create a New Position — Allows you to request a new position number that does not currently exist in your reporting structure. If the new position also should be posted, you will have the ability to create and post the position. You also can select this link to request assistance from UPMC WorkSource.

Change an Existing Position — Allows you to make changes to existing positions in your reporting structure (for example, change the status from full time to part time, or change the title or department), post a position (with or without changes), or inactivate a position. The transactions available to you will be determined by whether the position you select is filled or vacant. For example, only vacant positions can be inactivated.

Create a Job Requisition (Job Posting) — Allows you to request a job requisition for an existing position in your reporting structure that doesn't require any changes.

Edit a Job Requisition (Job Posting) — Allows you to make changes to a job requisition that already has been posted. This could include changes to the work location or shifts.

These transactions will follow an approval process ending with a final review and sign-off from your Human Resources department before reaching the Talent Acquisition team. As a manager, you can see the details of transactions you have submitted and find out from whom they are awaiting approval at any time by clicking on the "Transactions Submitted" link.

There are "Help" links included on the pages for each new transaction. These help links will open in a new window and will explain the transaction and the fields included. Additionally, below is a link to tutorials for all of the on line transactions available to managers. You can select the tutorial you want to review by clicking on the "+" sign to the left of the headings in the Outline section. Once you highlight the heading you want to view, you will need to select the mode you want to use to review the transaction.

- *See it! Mode* **-** enables you to learn by watching an animated demonstration of the steps for the task.
- *Try it! Mode* **-** enables you to learn interactively in a simulated environment
- *Know it! Mode* **-** enables you to reinforce the concept by completing the task on your own in a simulated environment without the assistance of the step-by-step instructions.