



RECRUITING GUIDE FOR HIRING MANAGERS



Table of Contents

INTRODUCTION	3
DIRECTIONS FOR HIRING STAFF	4
<i>Initiating the Process & Posting</i>	4
<i>Recruiting, Selecting, Interviewing Candidates & Extending an Offer</i>	8
<i>Diversity</i>	13
<i>Search Firms</i>	13



Introduction

The effective recruitment of qualified candidates is vital to furthering the mission and vision of the Illinois Institute of Technology as well as enhancing the creativity, diversity, and excellence of the Illinois Institute of Technology community. The Office of Human Resources is pleased to provide this recruiting guide as a tool that is designed to assist hiring managers in achieving those goals; however, it is critical that all hiring managers (both experienced and first-time hiring managers) understand that the first step in the process is to have a discussion with the assigned HR Business Partner (HRBP) who will guide the hiring manager through the entire process from obtaining approval to post the position and then all the way to extending an offer and ultimately onboarding the new hire. And, in fact, due to the approvals required and assigned access in our talent acquisition system, PeopleAdmin, posting a position without the involvement of an HRBP is not possible.

It is important for hiring managers to understand a reasonable timeline for conducting a search. A thoughtfully and thoroughly executed job search will typically take anywhere from 8 – 12 weeks. The HRBP will also discuss the timeline with the hiring manager, but a sample timeframe might look like the following:

- Obtaining approval to post, finalizing the position description details, and posting the position - @ 2 weeks
- Review of resumes and narrowing down the pool to the candidates who appear to be the most qualified - @ 3 weeks
- HRBP discussions with top candidates to confirm continued interest in the position - @ 1 week
- Interviews with candidates - @ 3 weeks depending on availability of candidates and interviewers
- Confirming agreement on the candidate to whom an offer will be extended, extending the offer, and initiating the background check - @ 1 week

If you are not sure your assigned HRBP is, please use the following [guide](#), or contact The Office of Human Resources at hr@iit.edu or at (312) 567-3318.

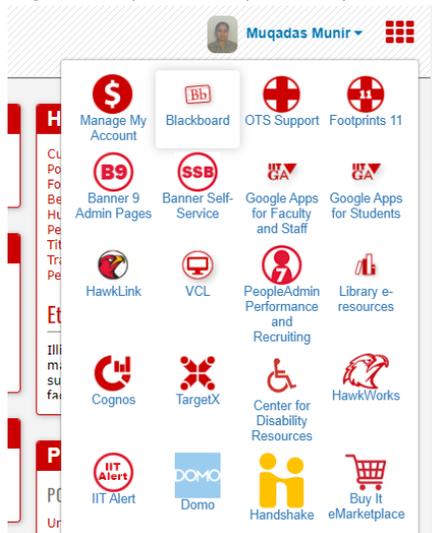
The Office of Human Resources looks forward to working with you on your recruiting journey!



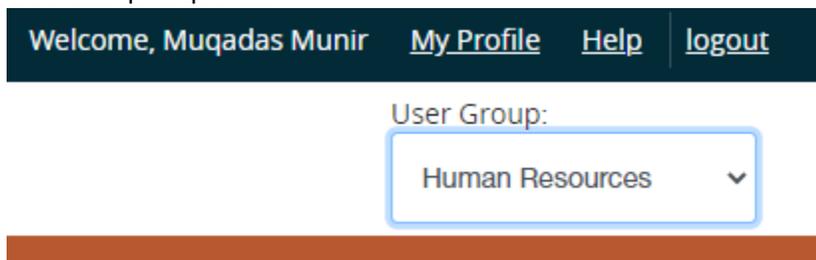
Directions for Hiring Staff

Initiating the Process and Posting

1. Please discuss with your desire to post/fill a position with your HRBP before initiating this process.
2. Log into MyIIT and open PeopleAdmin

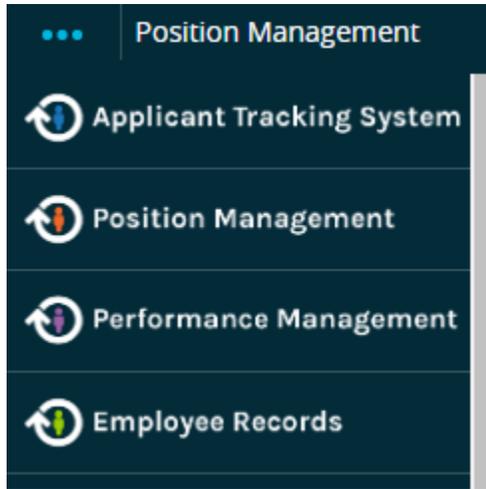


3. In the top right hand corner, choose "Department User" or "Department Approver" from the User Group dropdown





4. In the top left hand corner, click on the three blue dots and select “Position Management”



5. From the “Position Description” drop down choose “Staff”



6. If the position description already exists, for example the positions was recently vacated by an employee who resigned, than search for the position title and use the existing description as a starting point.

Staff Position Descriptions

To add a new column to the search results, select the column from the drop down list.



7. Otherwise click on “Create New Position Description” button in the top right hand corner



8. Fill out (or update) the required information.



To create a new Position Description, select a title and Organizational Unit. Select a Position Description be

Position Title *

Test Admin Assistant

Organizational Unit

Branch *

Administrative

School/Division *

Finance and CFO

Department *

Human Resources

Editing Position Request

- Position Details
- Budget Information
- Supervisory Position
- Seated Employee
- Position Documents
- Position Request Summary

Position Details

[Check spelling](#)

* Required Information

Position Information

* Position Title: Test Admin Assistant

Job Category: Please select

Pay Grade Level: Please select

FLSA: Please select

ECLS: Please select

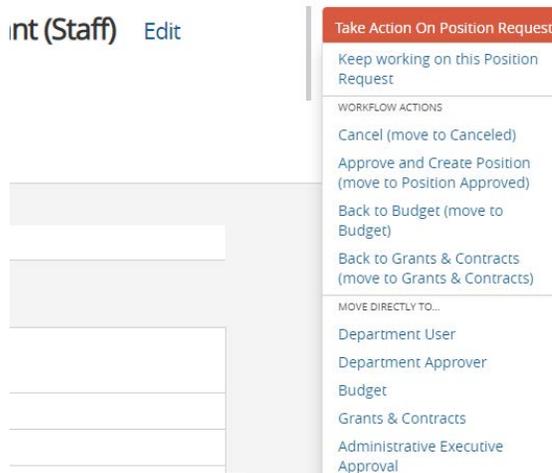
Please note that all Illinois Institute of Technology job postings include the EEO statement below:

Illinois Institute of Technology is an EEO/AA/Title VI/Title IX/Section 504/ADA/ADEA employer committed to enhancing equity, inclusion and diversity within its community. It actively seeks applications from all individuals regardless of race, color, sex, marital status, religion, creed, national origin, disability, age, military or veteran status, sexual orientation, and/or gender identity and expression. All qualified applicants will receive equal consideration for employment.

All of Illinois Institute of Technology's job postings include the physical address of where the work will be performed.



9. After all the required information has been filled out then review it in the “Position Request Summary” tab. If everything is accurate then “take action” button in the top right corner and send the description to the “Department Approver” for review.

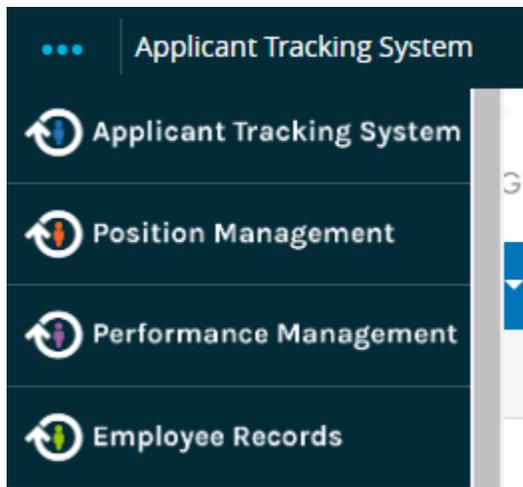


10. Once the Department Approver has reviewed it, they will also use this action button to send the description to Human Resources.
11. Both HR and the Budget office will review the submitted information before posting the position.
12. You, the Department User/Department Approver, will receive a notification when it has been posted.
13. In addition to our website, the position will be automatically posted to the following sites:
 - a. Illinois Joblink
 - b. HigherEd Jobs
 - c. Indeed
 - d. HERC
 - e. If you would like it to be advertised on any additional sites, please feel free to do so but the candidates must submit their applications through our sites so link them back to our website.
14. Consider leveraging your own network and the networks of other department members by sharing the posting on professional social media sites such as LinkedIn and Indeed. Your HRBP can provide you with further guidance on this.



Recruiting, Selecting & Interviewing Candidates and Presenting the Offer

1. Once the position has been posted, you may go to the “Applicant Tracking System” to see the posting and applications for any candidates who may have applied. Please note that all applicants will receive an acknowledgement message, thanking them for their interest and explaining that we are reviewing their credentials and will be in touch about next steps shortly. All applicants are also required to submit reference contact information to the system; the hiring manager and HRBP will coordinate on reference discussion later in the process at the appropriate point.



2. Click on “Postings” and choose “staff” (or faculty if it is a faculty position) from the drop down.





3. Search for the position by the position title.

Staff Postings

To add a new column to the search results, select the column from the drop down list:

Ad hoc Search × Staff Postings

Ad hoc Search + Save this search? Selected records 4 × Clear selection?

<input type="checkbox"/>	Position Title	Posting Number
<input type="checkbox"/>	HR Coordinator	500206P
<input type="checkbox"/>	HR Associate	500513P

4. Click on the appropriate title from the search results. This will take you to the posting. You may view a list of the applicants by clicking on the “Applicants” tab.

Posting: HR Coordinator (Staff) [Edit](#) [Delete](#)

Current Status: Canceled

Position Type: Staff | Created by: Jorene Richards
Department: Human Resources | Owner: Human Resources

[Summary](#) | [History](#) | [Settings](#) | [Applicants](#) | [Reports](#) | [Hiring Proposals](#) | [Associated Position Description](#) | [Background Checks](#)

Please review the details of the Posting below. Page titles prefaced with an X and highlighted in RED have errors or missing data. Page titles prefaced with a check the Posting using the actions listed in the Workflow actions for this posting pane.

5. After you have reviewed the resumes and applications and have decided on the top 3-5 candidates that you want to bring in for interview (or do phone interviews), please send the names of the candidates to your HRBP. The HRBP will send emails to the candidates to check if they are interested at our compensation level. The HRBP will only share with the applicant the targeted salary established for this position; the candidate will not be asked any questions about their current compensation or benefits, prior compensation or benefits, or expectations about salary or benefits.
 - a. Often time candidates will let us know if they are making more and opt out. That way you will save time on the interviews.
 - b. Please do not discuss compensation or anything that could be considered discriminatory with the candidates.



- 6. The Office of Human Resources regularly offers a training program for Managers on recruiting, retaining, and developing talent. If the hiring manager and other interviewers have not yet attended one of these programs, the HRBP can provide coaching on interviewing best practices. The interviewers should establish a strategy for questions that will be asked, who will ask specific questions, etc., and be consistent in this strategy with all interviewees. Interviewers should also remember that, in addition to interviewing the candidate, they are also being interviewed by the candidate and should project a positive image of the University.

The questions below should never be asked in an interview.

Illegal Interview Questions

It is against the law to ask questions related age, race, religion, national origin, marital status, family status, disability and other topics that may lead to discrimination. Here are examples of questions that you CANNOT ask.

ILLEGAL QUESTION	REASON
X How old are you?	age
X When did you graduate from high school?	age
X Do you go to church?	religion
X Are you pregnant?	family status
X What is your height/weight?	personal
X Are you married or do you have a partner?	marital status
X Do you wish to be addressed as Mr., Ms...?	gender
X What are your child care arrangements?	family status
X Do you have any disabilities?	disability
X What is your race?	race

- 7. Special considerations:
 - a. Internal applicants – when a hiring manager/department feels that a sufficient and diverse applicant pool can be built, the position can be posted internally only or initially and then only post externally if needed.
 - b. Work eligibility/sponsorship for international candidates – some candidates might ask about visa sponsorship or indicate that they already hold a particular type of work visa. For example, they may have a visa that allows them to work for a few years while a spouse/partner is receiving a degree or working on a visa with a defined timeframe. The candidate may or may not be informed of the time limitations or that continued employment beyond that time requires a new visa or work eligibility. Candidates may

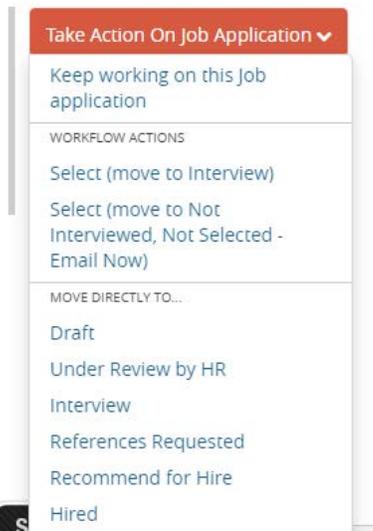


not have work eligibility but may ask for our sponsorship for an H1B temporary work visa or U.S. permanent residency (otherwise known as a "green card"). There are very specific requirements for most work visas and for University sponsorship of an employee for U.S. permanent residency. Some visas have specific educational requirements for the job, require proof that there are no candidates with American citizenship, contain certain legal or government filing fees, and specify possible periods of time without eligibility to work.

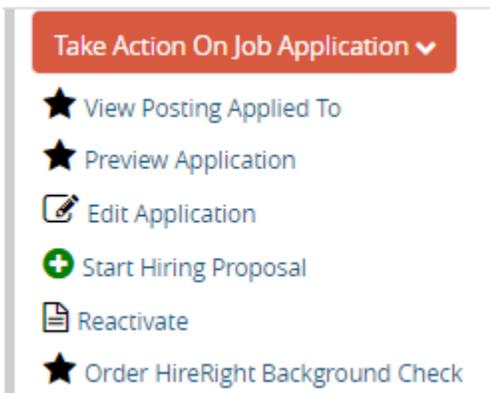
The University cannot employ any individual, regardless of citizenship, without documented work eligibility. An individual hired by the University cannot work as a volunteer without pay or receive "benefits only" until official documents proving work eligibility are received.

The International Center provides expertise and advice about appropriate visas available to any potential or current University hire, admitted student, or visitor and can offer information regarding University sponsorship for U.S. permanent residency.

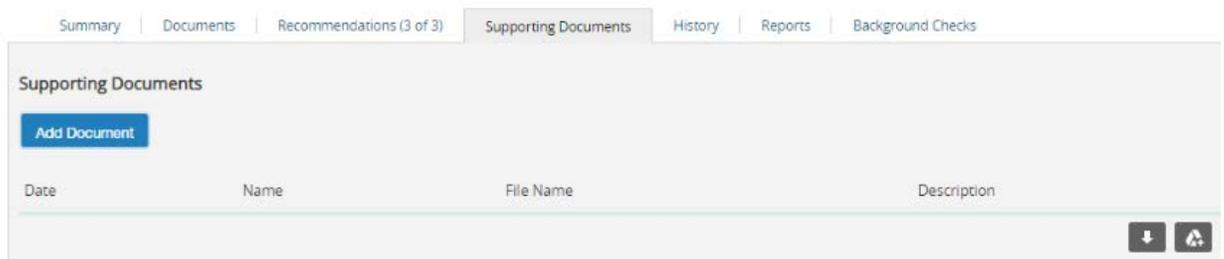
8. Once you have decided on a hire, open the candidate's application in PeopleAdmin, click on the take action button and choose recommend for hire.



9. You will notice that a green "Start Hiring Proposal" button has now appeared.



10. Click on “Start Hiring Proposal” and fill out the required information such as “starting salary”, “Negotiable maximum salary” and “Start Date”. Leave the following four fields blank: SSN, Citizenship code, Date of Birth, and Gender.
 - a. When choosing the start date follow the payroll calendar and choose a date that is at the start of a pay period.
 - b. New hires also require background checks, which on average take approximately 14 days, so choose a date that is at least 2 weeks in the future.
11. Go to the “take action” button and submit the Hiring Proposal to Human Resources. This will inform your HRBP that you have selected the candidate and the HRBP will extend the formal offer to the candidate.
12. Lastly, for any candidates that you interviewed you should upload the interview notes into PeopleAdmin. You can do this by going into the candidate’s application and clicking on “supporting documents” tab and you can upload document there.



13. Your HRBP will inform you if the candidate has accepted/declined the job offer or please notify the HRBP if you present the offer.



- 14. The HRBP will also let you know the background check has completed.
- 15. Lastly the HRBP will enter the job into Banner, create an A# and email address and send that to the supervisor.

Diversity

Illinois Tech believes in hiring from a diverse pool of candidates. HigherEdJobs and HERC both assist us in reaching larger demographics, but as a hiring manager you are strongly encouraged to make use of additional resources such as the following, and your HRBP can also discuss additional methods of recruiting a diverse candidate pool.

- 1) NBMBA.com (National Black MBA Association)
- 2) NFBPA (Black Public Administrators)
- 3) NAAAP.org (National Association of Asian American Professionals)
- 4) NAACPJobFinder.com (National Association for the Advancement of Colored People)

Search Firms

Use of a Search Firm requires Budget and Department Head approval prior to use. If approved, Illinois Tech has coordinated with several firms such as Robert Half International, The Salem Group, LaSalle Network to agreed on Conversion Rates for temp to hires, listed below. Before agreeing to any rate, please consult with your HRBP.

Hours	Conversion Rate
1) 0-120	20%
2) 121-240	15%
3) 241-320	10%
4) 321-520	5%
5) 521+	0%

Should you experience performance issues with your hire, please notify HR immediately so that we can resolve the situation through the contract. Search firm needs for full-time staff hires must be vetted and approved by HR first.