

SME: STAFF HIRING PROCESS TRAINING

– MARCH 14, 2019



SUBMITTING THE REQUEST

Staff Position Action Request Form

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Position Description

IES ENTRY

- Log in to IES
- Select the **Position Coordinator Role**
- Under the **Position** menu select “Staff”
 - 
- Either locate and “Modify” an existing position or begin a new position entry.
 -  [Modify Position](#)
- **Tip: MJR Formatting**
 - Paragraph format
 - Professional Standards, Customer Service and Organizational Improvement MJR

JOB POSTING SPECIFICS

- **Qualifying Equivalency**

Actual Examples:

 - Research (Scientist I)
 - Administrative, Office and/or Clerical (Admin Support Associate I)
 - Food Service, Kitchen Management and Maintenance (Food Service)

Does volunteer work count?
- **Posting Duration**

PES & DISPOSITIONS

- **PES**
- **Dispositions**
- **Personnel Action**

RESOURCES

<http://cafebusinesscenter.ca.uky.edu/>

College Forms:

- **Staff Position Action Request Form**
- **Staff Hiring Process Timeline**
- **Staff Onboarding Checklist**

IES Quick Reference Guides:

- **Entering Multiple Disposition Reasons**
- **Hiring Faculty**
- **Hiring Proposal Process**
- **Hiring Staff**
- **Hiring STEPS**
- **Hiring STEPS/Other**
- **Saving a View**
- **Updating Your Profile**

CAFE Programs:

CAFE New Employee Orientation Course
Staff Mentor Program
Staff Professional Development Fund

HANDOUTS & DISCUSSION

- **Staff Hiring Process Timeline**
- **Staff Pre-paid Advertising**
- **Staff Onboarding Checklist**
- **CAFE New Employee Orientation**
- **Staff Mentor Program**

GROUP EXERCISE #1

Job Summary Scenarios

GROUP EXERCISE #2

Experience & Education Calculator

Experience & Education
Calculator - Campus

MONITOR HANGER RESOURCE – FEEL FREE TO CLIP & HANG



College of Agriculture,
Food and Environment
Department

- Confirm funding sources & review pos. desc.
- Submit a Staff Pos. Action Request Form.
- **After** the request is approved, post job in IES
- Once the job is closed conduct an applicant review
- Schedule phone interviews
- Schedule in person interviews
- Perform reference checks/personnel file review
- Calculate experience & conduct equity review
- Submit a Hiring Prop. for consideration
- **After** the HP is Approved – Extend Offer

Staff Hiring Process Timeline

HR ADMINISTRATOR SITE

Stay up to date on the latest resources:

<https://cafebusinesscenter.ca.uky.edu/content/hr-administrator-resources>

Click a topic below:

› Forms & General

› Employee Enhancement Resources

› ECRT & FES

› IES & Hiring Process

› /SPIN/ER

› SAP & BW

QUESTIONS

Questions?

PRIZES

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CLOSING

Thanks for attending!

A survey and certificates will be distributed within the next few days.