eRecruit Health System Business Process
USER GUIDELINES

Background: This document has been prepared to assist users with our specific eRecruit business processes here at the Health System. Please use this document in conjunction with the eRecruit Step-by-Step and Quick Reference Sheets available on MyLinc at http://maislinc.umich.edu/.

Health System Business Process:

Screening Questions: At go-live, we will not be using the screening questions as a standard practice. Once we have reached stabilization, we will convene a group of individuals from departments with a large volume of posted jobs, and an interest in using screening, and create guidelines around the appropriate usage based on the job. However, you may choose to use screening questions at go-live if you have a departmental business need. We recommend that you do not change any point values associated with screening questions in order to have a fair representation and point allocation for every applicant.

Approvals: The EPC will be the only approver on Job Openings and Job Offers.

**EXCEPTION FOR NURSING POSITIONS:** The Nurse Recruiter will be listed as the Job Opening approver for all jobs. The EPC will be listed as the Job Offer approver (this will require a change of approvers when creating the Job Offer. Please contact your EPC prior to creating the Offer for further details).

Underfill: If you create a job and add an underfill job code, insert the “Underfill Statement” in the Posting Description Destination section of the Job Opening.

Health System Mission Statement: Add the Health System Mission Statement for every job created in eRecruit. You will find this in the Posting Description Destination section when creating a new job.

*Refer to the eRecruit Step-by-Step, Quick Reference Sheets and Practice and Guided Simulations on MyLinc at http://maislinc.umich.edu for more detailed process information and guidance.*