

Frequently Asked Questions for Supervisors

1. What steps do I need to take to post a position?

Overview of entire recruitment process: <http://hr.cofc.edu/supervisor/assets/new-hire/overview-of-hiring-process>.

Contact Compensation/Classification Manager (ext. 8237) to assist you with the position description. The first two steps in the recruitment process are as follows:

- Email the “Human Resources” group a copy of the employee’s resignation letter
- Submit the “request to post” in PeopleAdmin.

Important: The hire authorization form is now online and part of the “request to post” action. **No more Paper!**

Detailed Update and Post Screenshot Instructions:

<http://hr.cofc.edu/supervisor/assets/new-hire/update-and-post>. (Contact Compensation/Classification Manager to assist you with this step)

Once these steps are completed and approved, Sherri Shannon will prepare the posting for you to review.

2. How long is a posting required to remain open?

Postings must remain open for a minimum of 10 days. “On Campus only” postings must remain open for 5 business days.

3. What is an “on campus only” posting?

This is a posting that is available to only College of Charleston employees. This special posting must receive EEO approval before advertising to the campus. HR will make the request to the EEO in PeopleAdmin.

4. Can I post the entire salary range on my job postings?

Salary ranges are generally posted showing the minimum up to the midpoint (at the supervisor’s discretion). Any salary listed above the midpoint must be approved by the President.

5. Can I schedule my own interviews?

Interview selections must be made in PeopleAdmin and approved by the EEO before interviews can be scheduled. After approvals are attained the supervisor can schedule the interviews and send a copy of the schedule to Sherri Shannon.

Applicant Review Screenshot Guide: <http://hr.cofc.edu/supervisor/assets/new-hire/applicant-status>

6. I'm ready to make a job offer what should I do?

You must create a hiring proposal and submit it in PeopleAdmin. Once approvals have been attained, Human Resources will contact you and make the job offer. **Do not make job offers without Human Resources approval!**

Hiring Proposal Screenshot Guide: <http://hr.cofc.edu/supervisor/assets/competencies-and-behavior-questions>

7. What is the status of my hiring proposal?

If you saved it to your watch list, you should easily see it on your home screen in the watch list box. The "Current State" heading tells you what approver needs to approve the proposal. If you did not save it to your watch list you can click on the hiring proposal tab at the top of the screen (click staff or temporary) and all of your hiring proposals should be displayed.

8. What should I include in the justification on the hiring proposal?

Justification Instructions: <http://hr.cofc.edu/supervisor/assets/new-hire/offer-above-minimum>

9. How do I approve something in PeopleAdmin?

Approvers Screenshots & Instructions: <http://hr.cofc.edu/supervisor/assets/new-hire/approver1.pdf>

10. Am I required to post temporary positions?

If you know who you want to hire, you are not required to post the position. You must post the position in PeopleAdmin if you do not have someone in mind to hire.

11. What are the steps for posting temporary positions?

Overview of Recruitment Process Screenshots:

<http://hr.cofc.edu/supervisor/assets/new-hire/temporary/quickguide-7.14-%20temporary.pdf>

The first step in the recruitment process:

- Submit the “request to post” in PeopleAdmin
Temporary Request to Post Screenshot Instructions:
<http://hr.cofc.edu/supervisor/assets/new-hire/temporary/posting-request-9.14-temporary.pdf>
- Once the step is completed and approved, Sherri Shannon will prepare the posting for you to review.
Important: The hire authorization form is now online and part of the “request to post” action. **No more Paper!**

12. Can I schedule interviews for temporary positions?

- You must make your interview selections in PeopleAdmin.
- Human Resources must approve the interviews
- You may schedule the interviews after HR approves.
- Send Sherri Shannon a copy of the interview schedule

Applicant Review Temporary Screenshots and Instructions:

<http://hr.cofc.edu/supervisor/assets/new-hire/temporary/Applicant-Status-9.14-temporary.pdf>

13. Can you give me some interview guidelines?

Interviewing guidelines from Careerbuilder: <http://hr.cofc.edu/supervisor/assets/career-builder-e-book.pdf>

14. Where can I find some sample interviewing questions?

Sample Competencies and Behavior Questions: <http://hr.cofc.edu/supervisor/assets/new-hire/competencies-and-behavior-questions>

15. Are there interviewing questions that I should not ask?

Legal Guidelines: <http://hr.cofc.edu/supervisor/assets/new-hire/legal-guidelines>

16. Who do I contact in Human Resources regarding the recruitment process?

- **Compensation/Classification Manager** ext. 8237– Position Descriptions (PD)- updating PD's, requesting a job posting, reclassification of PD's (Compensation/Classification Manager will assist you with the first part of the process in PeopleAdmin when requesting a posting and attaining approvals.)
- **Sherri Shannon** ext. 1455– Recruitment Process, job postings, hiring proposals, job offers (Once approvals are attained in PeopleAdmin for the request to post, Sherri will assist you.)