**Job Posting/Salary Setting/Job Offer Process – Non-eRecruit Users Only**

**Step 1: Employment**
- Job Posting:
  1. Dept. Needs to Fill Open Position
  2. Dept. Creates Web Form (Ticket)
  3. HRSC Creates Job Posting in eRecruit

**Additional Details:**
- Department Fills in Required Info. to Complete Job Posting & attaches Approval-to-Post Email in Web Form (Ticket)
- Attach a Position Description Form for new non-patient care positions. Link: [https://hr.umich.edu/sites/default/files/position-description.pdf](https://hr.umich.edu/sites/default/files/position-description.pdf)

**Step 2: Department: Interviews & Selects Candidate**
- Step 2: Department:
  1. Dept. Creates Web Form (Ticket) with info from Step 2
  2. HRSC makes Salary Recommendation

**Step 3: Compensation**
- **Salary Setting:**
  1. Dept. Creates Web Form (Ticket) with info from Step 2
  2. HRSC makes Salary Recommendation

**Additional Details:**
- Candidate has been identified, Department creates Web Form (Ticket) in Remedy requesting Salary Review/Recommendation
- Submit to Compensation Team
- Department Provides Job Posting Number, Possible Salary Range or any Additional Information in Comment Section

**Step 4: Department: Extends Offer**
- Step 4: Department:
  1. Dept. Creates Web Form (Ticket) with info from Step 4
  2. HRSC Generates Contingent Offer Letter
  3. HRSC initiates and sends the CBC and pre-employment drug link to candidate
  4. HRSC sends Welcome letter
  5. HRSC finalize the hire in e-Recruit

**Step 5: Employment**
- **Job Offer:**
  1. Dept. Creates Web Form (Ticket) with info from Step 4
  2. HRSC Generates Contingent Offer Letter
  3. HRSC initiates and sends the CBC and pre-employment drug link to candidate
  4. HRSC sends Welcome letter
  5. HRSC finalize the hire in e-Recruit

**Additional Details:**
- External candidates are required to complete background check and drug test – may take up to 5-10 days to complete.
- Once criminal background check (CBC) and drug test are successfully complete, a welcome letter is generated by HRSC which will provide details regarding orientation (NEO)
- NEO is schedule by HRSC. NEO takes place every Monday
- When the final hire is processed in e-Recruit, all those listed on the hiring team will receive email notification of the new person starting.