URFaculty Postings and myURHR position creation

Process for faculty positions posted in FIS (URFaculty) before myURHR launch

Create the corresponding myURHR position

DO NOT send the position to FIS (because it already exists there)

When hire is identified, disposition all candidates in the search

Send the hire to myURHR so that the hire is placed in the corresponding myURHR position.

INSTRUCTIONS FOR EXISTING UR FACULTY: FACULTY SEARCH POSITIONS AFTER MYURHR GO-LIVE

Now that myURHR is live, position creation for recruitment will initiate in myURHR and be sent over to UR Faculty: Faculty Search via integration. To hire for positions that already exist in Faculty Search, we have come up with a workaround solution. Here is what you need to do:

- Create a position in Workday, but do not select the option to send the position to Faculty Search. Once the position goes through the approval process in Workday, move on to the next step.
- In Faculty Search, locate the existing position. Edit the position and go to the Position Notes/Internal Notes section. In the Position ID or Requisition Number field, enter the Workday Position ID number (do not enter any other values in this box).

Internal Notes

Any information entered on this screen remains private to users at your institution and will never be seen by applicants.

Position ID or Requisition Number

PO00184879 ⬅

- Go the applicant profile for the hire. In the Notes section, enter the business process in Offer Note (BP: new hire, BP: rehire or BP: change job). If the hire already has a URID, enter it in Hiring Note.

Add Note

| Add an Application Note |
| Add a Hiring Note |
| Add Offer Notes ⬅ |

Process for faculty positions that are [NOT YET posted in FIS]() (URFaculty)

NEW faculty postings should follow this process

First - Create a myURHR position (seat)

Have the position sent to FIS (to create the posting)

Facilitate recruitment

Disposition all candidates in the search

Close the position, and send the hire to myURHR