

DEARBORN ADMINISTRATIVE GUIDE

Section: Faculty and Staff
Subject: Employment
Issued by: Human Resources/Affirmative Action
Number: 201.22
Date Revised: 10/2003

Service Provided:

Assist departments with the hiring process by explaining policies and procedures, facilitating recruiting activities, and referring qualified candidates, and recommending appropriate starting and promotion/transfer salaries.

Primary Contact Person:

Renee Moton

Note: If the above individual is not available, additional HR/AA staff will be able to assist you.

General Information:

Forms Necessary to Post an Opening:
(Completed by hiring unit)

- Create a Job Requisition (Electronically)
- [Selection Criteria](#)
- [Budget Clearance Form](#)

Employment Process:

- See Regular Instructional, Primary Research, and Ungraded Academic Administrative Positions
http://www.hraa.umd.umich.edu/Employment_Services/EmpProcedures.pdf
- See Non-Instructional Positions With a Search Committee
http://www.hraa.umd.umich.edu/Employment_Services/EmplProcNonInsWSearchComm.pdf
- See Non-Instructional Positions without a Search Committee
http://www.hraa.umd.umich.edu/Employment_Services/EmplProcNonInsWSearchComm.pdf

DEARBORN ADMINISTRATIVE GUIDE

Information regarding Leaves of Absence can be obtained from HR/AA.

Primary References

Standard Practice Guide Sections:

- [201.22 Recruitment and Employment Process](#)
- [201.30 Leaves of Absence*](#)
- [201.35 Non-Discrimination](#)
- [201.37 Orientation](#)
- [201.47 Recruiting](#)
- [201.61 Transfer-Promotional, Lateral and Demotional](#)
- [201.72-0 Reduction in Force-Regular](#)
- [201.72-1 Reduction in Force-Instructional](#)
- [201.76 Promotional Openings Program](#)
- [201.82 EEO Affirmative Action Policy](#)

*(Although there is no leave specifically labeled "Maternity/Pregnancy", coverage is provided under [SPG 201.30](#) "Leaves of Absence, Medical, Medical/Child Care and Child Care" and "Family & Medical Leave".)

SUBJECT: Candidate Summary Form (CSF) (Non-instructional, Non-represented staff)

Documentation of "good faith effort" is an important part of the University's Affirmative Action Program. Federal agencies review our information and records to evaluate these efforts, and the Programs of the Department of Labor to report the flow of applicants for all open positions.

The Candidate Summary Form had been designed to document your efforts in filling the open position in your unit. The information compiled from this form will be included in the University's Affirmative Action Report to the Department of Labor. It will be audited by the Human Resources and Affirmation Action Office and the Department of Labor to assure compliance with the University's Affirmative Action Program, as well as with federal regulations.

If there is a department, unit, or campus affirmative action goal for your open position, this information can be accessed electronically when creating the Job Req. A "Goals button" is at the bottom of the page.

In such cases, special recruiting/outreach efforts are required. This is your opportunity to assist the University in reaching its equal employment objectives. Before making a job

DEARBORN ADMINISTRATIVE GUIDE

offer, send the AAR to the employment representative. A job offer may not be extended to the selected applicant until a consensus is reached with Human Resources and Affirmative Action regarding goals (if applicable), effective starting date and salary.

The Human Resources and Affirmative Action Staff is available to assist you with any of the appointment procedures.

rev 01/03

SUBJECT: Appointment Activity Record (AAR) (Instructional, Academic Administrative and Primary Positions)

Documentation of "good faith effort" is an important part of the University's Affirmative Action Program. Federal agencies review our information and records to evaluate these efforts, and the Programs of the Department of Labor to report the flow of applicants for all open positions.

The Appointment Activity Record had been designed to document your efforts in filling the open position in your unit. The information compiled from this form will be included in the University's Affirmative Action Report to the Department of Labor. It will be audited by Human Resources and Affirmative Action Office and the Department of Labor to assure compliance with the University's Affirmative Action Program, as well as with federal regulations.

The attached AAR is to be completed by the person making the appointment decision or the search committee chairperson. It is to be approved by your dean and the UM-D Affirmative Action Coordinator before an offer is extended. If there is an affirmative action goal, it is noted on the AAR form, and special recruiting efforts are required.

For all academic appointments of half-time or greater and which extend over more than one term, the UM-D Human Resources and Affirmative Action Office must receive an official copy of the highest degree claimed. Questions concerning the Affirmative Action process may be addressed to Eric Bolling. Matters regarding the employment process may be referred to Renee Moton.

rev 9/93