

New Enhancement to Online Hiring System

As you know, in the fall of 2007 the Online Staffing Management System (OSMS) was introduced. This system moved us from a paper-based system to a paperless online system which allows us to do everything from creating a requisition to screening applicants. Submitting requisitions for vacancies, reviewing applications and resumes, and obtaining necessary approvals electronically have become second nature to our hiring managers.

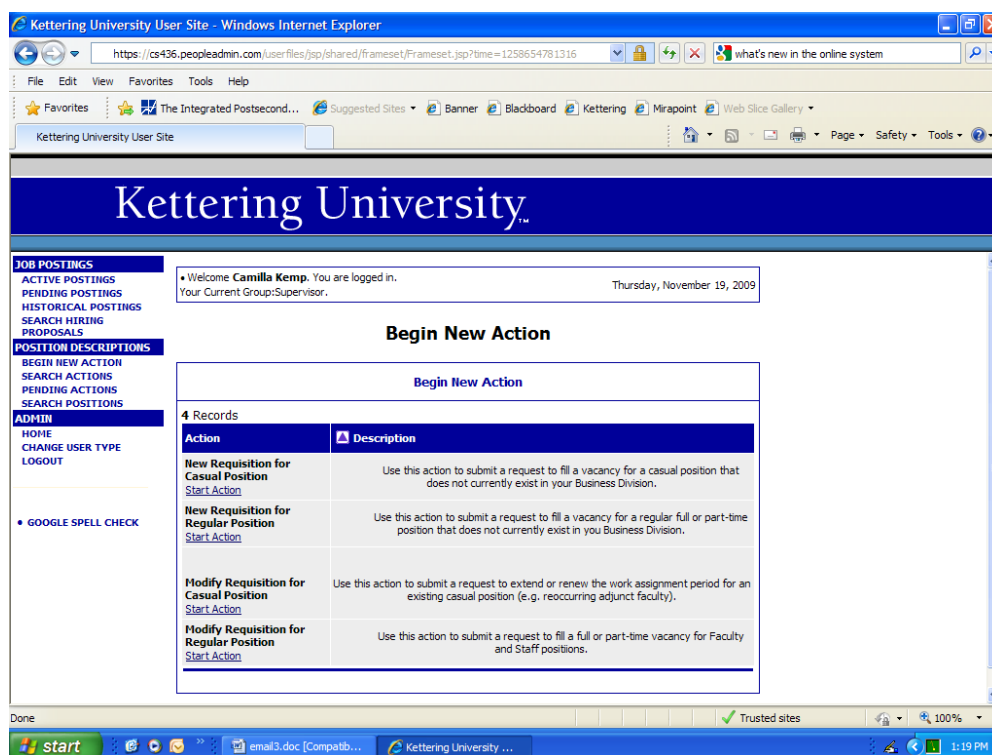
As part of Human Resource Department's efforts to provide continuous improvement of the system, we are pleased to announce the addition of the "Modify" and "Casual" actions, enhancement which were incorporated based on feedback from our end users.

Effective Tuesday, December 1, 2009, job requisitions will be broken down into four different request types in the online system. They are:

- **New Requisition for Casual Position**
- **New Requisition for Regular Position**
- **Modify Requisition for Casual Position and**
- **Modify Requisition for Regular Position**

The **New Requisition** options will be reserved for creating brand new jobs only and should be submitted only after consulting with Human Resources Department.

Going forward, the "**Modify Requisition for Casual Position**" and the "**Modify Requisition for Regular Position**" options (the last two items listed in the table displayed below) will be the primary actions used by hiring managers for submitting requests to fill regular and casual vacancies.



The screenshot shows a web browser window displaying the Kettering University User Site. The page title is "Begin New Action". A navigation menu on the left includes sections for "JOB POSTINGS", "POSITION DESCRIPTIONS", and "ADMIN". The main content area shows a table with 4 records of actions:

Action	Description
New Requisition for Casual Position Start Action	Use this action to submit a request to fill a vacancy for a casual position that does not currently exist in your Business Division.
New Requisition for Regular Position Start Action	Use this action to submit a request to fill a vacancy for a regular full or part-time position that does not currently exist in your Business Division.
Modify Requisition for Casual Position Start Action	Use this action to submit a request to extend or renew the work assignment period for an existing casual position (e.g. reoccurring adjunct faculty).
Modify Requisition for Regular Position Start Action	Use this action to submit a request to fill a full or part-time vacancy for Faculty and Staff positions.

The submission and approval process has not been changed. The actions still must be initiated by the Admin/Preparer or Supervisor and submitted electronically to the second level supervisor for approval. From there, the second level supervisor can direct the action to HR or Budget per our normal approval guidelines.

We will post a revised Hiring Manager User Guide to include this information and other updates in the near future. For additional information or general assistance regarding this change, please contact me at (810) 762-9937 ext. 9937.

Sincerely,

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