

—SPS ALERT—

SPS Alert 220: Tips for Hiring, To Avoid Delays

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Before PIN is Vacant:

- Overlap Decision

Agencies can decide to allow for an overlap of the current incumbent and the new incumbent, usually if the current incumbent gives enough notice for the selection to take place. The decision to use an overlap must be made at the time the pin will be vacated (through transfer, end additional job or termination event), overlap is a check box on the termination event. Additional rules pertaining to overlaps:

- Any changes to the Position (PIN) must be completed before the transfer, end additional job or termination event and Overlap Hire are completed (i.e., reclass to the current incumbent).
 - The new incumbent must start before the termination date of the current incumbent.
 - The Job Profile and Grade must be the same for the current and new incumbent.
 - The Step may be different for the current and new incumbent.
 - Any changes to the PIN not completed before the Termination and Overlap events must have an effective date that is after the overlap period and termination date.
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- Recruitment Posting prior to a Vacant PIN

Agencies can request to have a shell job planner created in JobAps by DBM RED in instances where a PIN is not available to create the requisition or an overlap cannot be processed. An example of this

would be if a PIN is being reclassified, but the agency wants to start on the recruitment even though the requisition cannot be created yet. To request a shell planner, submit a ticket to service.desk@maryland.gov and include the job profile title and job profile number along with a short description on why you want the planner created, the circumstances of the recruitment.

Workday before Selection:

- ID PIN---make sure that the position is complete and available for the hiring date you anticipate
- Ensure the **Earliest Hire Date** on the Position Restrictions and the Recruiting Start Date on the **Workday Job Requisition** are not later than the start date of the selected candidate
- Check the org structure and manager are correct, as well as the **Cost Center**
- **Move PIN** before hiring event, if needed
- Confirm the job profile

JobAps:

- Ensure that the PIN has been cleared from the **Hire Details** for any candidate on the same recruitment that was initially selected, but turned down the position
 - Ensure that the **Process Date** on the **Hire Details** is a current or future business date
 - No dates in the past
 - No weekend dates
 - Resolve Discrepancies using the **Employee Verification (Discrepancy)** file on the HR Officers webpage
 - Check the **Pre-Offer Check (POC)** for top candidate
 - Confirm the type of Action for the Hire Details
 - Hire (for those who have never been employees of the State)
 - Rehire
 - Transfer
 - Promotion
 - Demotion
 - Secondary State Employment (comes to Workday as an Add Job)
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Workday at Selection/Hire Event:

- Enter correct start date
- Have legible documents in hand for SSN, Name, Date of Birth, Home Address, etc.---corrections to any of these items will cause delays
- Confirm salary offer before starting **Hire Event**

Job Aid Links for Hiring:

Help Center for

HR https://dbm.maryland.gov/sps/Pages/HR_HelpCenter.aspx This is the HR Help Center page that has all of the job aids related to managing positions, hiring, compensation, etc.

Contractual Conversion Process

[Transfer Contractual Conversion Job Aid \(maryland.gov\)](#)

Create a Job

Requisition https://dbm.maryland.gov/sps/SPS%20Training%20Guides/SPS_Help_Center/Creating_and_Managing_Positions/Create%20a%20Job%20Req.pdf

Completing Hire Details in

JobAps https://dbm.maryland.gov/sps/SPS%20Training%20Guides/SPS_Help_Center/Working_with_JobAps/Completing_the_Hire_Details.pdf

Reports for Monitoring Vacancies, Hiring and Retention:

Reminder, any report that does not appear on screen in a few seconds and displays the button "Notify Me Later" must be sent to the notify me later process, name the report and it will run in the background as you navigate to other screens and activities. The report will pop up on screen when read, in the right-hand corner of your screen or will appear in your My Reports folder if you have timed out of Workday and returned. Your My Reports folder is

displayed by clicking on your photo or circle in the right-hand corner of the Home page.

These are some of the reports that may help HR and Recruiting staff to monitor and facilitate the hiring process.

- **SPMS Vacant Positions by Agency In Detail:** This report gives detailed information about vacant positions. The type of position can be selected (i.e. State/Regular, Contractual). A field for Job Requisition indicates if the position is in JobAps for recruitment purposes.
 - **SPMS View All Positions:** Similar to the previous report, but allows the user the option to filter by position status. There is a required prompt in which you can choose one or multiple position statuses (i.e. Filled, Open, Frozen)
 - **SPMS Position Budget Data by Organization:** The SPMS Position Budget Data by Organization report shows all filled and vacant positions with budget information such as funding codes, funding code percentages and RSTARS codes.
 - **SPMS Onboarding Status Summary:** This report gives a status of recent hire's onboarding completion in Workday. Shows which items in the onboarding process that are completed and those that are outstanding.
 - **SPMS Hires and Terminations:** Tracks employees who have been hired and those that have been terminated within the user provided time period.
 - **SPMS NCP Series Classes:** All NCP (non-competitive promotions) levels are included, from the lowest to the highest. This report does NOT indicate eligibility only that the job profile/class is an NCP series. Compensation details and applicable dates are included to aid in determining eligibility. Required prompt: Supervisory Organization Optional prompts: Effective As Of Date
 - **SPMS Transfer Out Report:** The SPMS Transfer Out report allows agencies to see employees who haven't terminated from state service but have transferred to another SPMS Agency. Make sure to use your agency in both Agency prompts.
 - **SPMS Transfer In Report:** This report is very similar to the transfer out report, but will return rows of those staff that transferred **into** your agency from another agency.
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- **SPMS Time to Fill:** This report will show how many days that a position took to fill from the date the recruitment started in Workday until the position was filled.
 - **Suggestions to Lower the Average Time to Fill:**
 1. Do not create Workday requisitions for PINs for which you are not actively recruiting.
 2. Close Workday requisitions for PINs that you no longer intend or need to fill.
 3. When creating a Workday requisition, use a Recruiting Start Date that more accurately reflects when the recruiting process for the specific PIN actually started.
 4. When filling multiple positions, fill those PINs which have the oldest Recruiting Start Date first, if possible.
 5. Regularly review your active Workday requisitions to identify any that should be closed due to inactivity or for which recruitment is no longer occurring.
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