

## Checklist when Establishing a Job Requisition in Vacancy Builder for Classified Positions

### Vacant Position

- A Job Requisition **must** be established in Vacancy Builder for **each classified** vacant position **prior to filling**. (The *ONLY* exceptions when you do not need a job requisition are for unclassified, temporary and/or emergency appointments.)

### Position Control Number

- Verify that the Position Control Number in SEMA4 Position Data screens matches the Position Control Number on the Vacancy Builder. This information and those below can be found by logging into SEMA4 and clicking on *Develop Workforce/Manage Positions/Use/Position Data* type in the Position Number and click on the Search tab. This brings up the *Description Tab* showing the Position Number and whether or not the position is open or filled.

### Employment Condition and Job Class Code

- Verify that the Employment Condition and Job Class Code in SEMA4 Position Data screens match what you place in Vacancy Builder. Log into SEMA4 and click on *Develop Workforce/Manage Positions/Use/Position Data/Job Info*. This screen shows whether the position is full-time or part-time, the Job Class Code and if you click on the *Specific Info* tab, it will show if it is part-time, the FTE and whether the position is “classified” or “unclassified.”

### Bargaining Unit Code

- Verify that the Bargaining Unit Code in SEMA4 Position Data screens matches the one in Vacancy Builder by logging into SEMA4 and click on *Develop Workforce/Manage Positions/Use/Position Data/Barg Unit/Cost Projections*. If the bargaining unit is 217 or 218, please note this in “Notes about this Request” field in Vacancy Builder.

### Option Code

- Certain job classes require an option code such as State Program Administrators and CLA 1 & 2s. Verify that the option code that is in SEMA4 Position Data screen matches the one in Vacancy Builder. In SEMA4 click on *Develop Workforce/Manage Positions/Use/Position Data/Barg Unit/Cost Projections*.

### Location

- Verify that the work location in Vacancy Builder matches the location in SEMA4 Position Data screen. If the work location where the position will be housed is not in Vacancy Builder, you need to use the closest city in miles to the actual work location. (Example: Cloquet is not listed in vacancy builder but is the actual work location where the employee will be housed. The closest city in miles to Cloquet is Duluth rather than Moose Lake so you would use Duluth as the work location). In SEMA4, this can be found on *Develop Workforce/Manage Positions/Use/Position Data/Location tab*.

### Work Area

- The work area field in which the incumbent will work **must** be filled in for AFSCME positions. Work areas are defined by the college/university HR office for bidding rights within the union.

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## Disparity

- You must indicate in the “Notes About This Request” field in what areas you have a disparity. If you are unsure, check with your campus Affirmative Action Officer.

## Job Duties

- The language that auto populates in Vacancy Builder is from the class specifications and is meant to be modified (or replaced) so it describes the specific vacancy. The job duties should be descriptive enough to let applicants know what the main functions of the position contain but do not need to be as detailed as a position description. Additionally, any variations to work schedules should be placed in this field.

## Minimum Qualifications

- On AFSCME Unit 206 positions, you must use the Statewide Standard Menu for Position Qualifications and the supplemental MnSCU Standard Menu for Position Qualifications if appropriate to the vacancy.

For all other AFSCME positions, you must use the Required Minimum Qualifications for Classes in Multi-Source that are established by DOER. These documents can be found on the attached link <http://www.hr.mnscu.edu/Classification/index.html>. You can view how other agencies have posted vacancies for a class by removing the check mark on “View my Vacancies Only” in Vacancy Builder and click on several vacancies in that class from other agencies as examples.

## Direct Application

- When resumes are submitted directly to your campus and **prior** to sending them to DOER, you **must** check the Resumix database to see if the resume is already there. If the applicant is in the database, **DO NOT FORWARD** the resume to DOER but do track them to your requisition.

**Instructions:** Log into Resumix, click on the Resume Tab on your left, then click on New Search. At the top of the page, click on the General Tab and click on All Resumes. Then click on the Contact Tab and search using the first and last name, remembering you can use wildcards "\*" in place of letters. First name: pet\* and Last name carte\* to locate a Peter Carter. At the top of the page, click on the magnifying glass icon (Search for Matching Resumes) and the results will appear on the left-hand side of your screen. If there are multiples, you can click on the last Icon to your right, and an overview of the resume will appear so that you can verify address and other pertinent information. If the applicant is not in the database, and **prior to submitting the resume to DOER**, you must create a skeleton record for the applicant using the step-by-step instructions below:

Select Resume button from the navigation bar; Click the New Summary button;  
Click the Detail tab; Click the Contact tab; Enter the applicant's name (include middle initial), address, city, state, zip code and home phone number; Click the History tab;  
In the Source Field, click on the yellow folder and select Agency; Make sure you select the Change to button to save the Source Code of Agency; **SAVE**; Track the candidate to your requisition; Include the Job Posting Number on the resume when submitting it to DOER for scanning.

## Resources:

We highly suggest that you and your HR staff review the following training and resource material which can be found on <https://extranet.doer.state.mn.us/Hiring/toolbox.htm> and incorporate it in your search processes to be in compliance with the Minnesota Statute 43A and with the specific bargaining agreement language when filling classified vacancies.