Recruiting Working Group
Meeting Minutes – 12-09-2019

1 - Working Group Members

Name		Name		Name	
Barbara Bayer - TAMU	X	Jeannette Phillips - AG	X	Tia Hadley - TAMUCT	X
Rita Bowden - TAMU	X	Robin Elliot - TTI	X	Jana Smith - PVAMU	X
Kim Syptak - TAMU		Cassondra Casanova - TAMUCC	X	Claudia Martinez - TAMIU	X
Cindy Platt - WTAMU	X	Wendy Haynes - Tarleton	X	Trudy Hanson - Academic	X
Joni Foster - Academic	X	James Ross Chair	X	Anna McCoy	X

Visitors:
Rhonda Newton
Rene Quiroz
Kami Xiong

2 - Discussion Areas

1. Demo – Changes to the Interview sub process of recruiting business process (BP). We walked through the current interview BP. Followed by the new updated interview management business process. The Workday Training Team followed the presentation up with questions about training needs for the end users.
    a. Training is going to evaluate the feedback and work with James on a solution when we roll out this update.

2. Recruiting Dashboard Discussion
    a. Use of existing reports
        i. Reviewed the current dashboard reports and main issue it the majority of the reports do not load when you enter the dashboard.
        ii. There is some redundancy in the reports.
        iii. Need additional filtering features for the data sets
    b. Tentative dashboards – discussed moving some of the robust reports to the dashboard action menu, and producing more streamlined graphical dashboards, with additional filtering.
    c. Open discussions
        i. Asked for three working group members to participate in a smaller task force to help review new dashboard reports under development and provide feedback
            1. Wendy Haynes
            2. Cassondra Casanova
            3. Rita Bowden

3. Demo – DocuSign integration. Completed a live demo of the offer letter stage using the DocuSign for the offer letter, and where the offer letter was stored in the candidate profile.
    a. Polled the group “Will the DocuSign Functionality be useful to implement?”
        i. 11 of 12 yes
        ii. 1 of 12 no
    b. We will continue development and work on defining costing needs if there are any.
4. As part of reviewing the DocuSign functionality there is an opportunity to reduce clicks when confirming if the candidate accepted the offer. By changing the “did the candidate accept the

offer" questionnaire into a To Do Step. The To Do Step Gives them a direct link to the candidate profile to review the attachments and comments. Instead of sending the recruiter to the requisition and searching for the candidate.

a. The working group like the functionality and is tasked with discussing with those they represent and bring feedback to the next working group meeting.

5. Workday Enhancement Request to please remove the following sentence from the candidate offer notification email: "In addition, please notify the hiring manager or other HR Contact with your decision."
   a. Polled the working if this statement should be removed?
      i. 9 of 12 yes
      ii. 1 of 12 no
      iii. 1 of 12 reword the sentence
      iv. 1 of 12 no response
   b. Will move forward with the feedback

6. Discussed with the working group about giving access to recruiting coordinators to see the "not eligible for hire" column on the recruiting grid, to assist in the decision making during the initial review stage.
   a. Polled
      i. 4 of 12 yes
      ii. 7 of 12 no
      iii. 1 of 12 no response

7. James posed the question regarding the column titled "Veteran Employment Preference" was the appropriate title considering the data source is from the State of Texas veteran employment question on the primary questionnaire. The working group confirmed to leave the title as it is.

3 - Decisions

- No other decisions were made outside the discussions above.

4 - Action Items

- Rita, Wendy and Cassondra will form a small group to help with rapid feedback on recruiting dashboard.
- Working Group members will discuss with members they represent about changing the questionnaire after a candidate accepts an offer to a "to do step". Bring feedback to the next meeting.

5 - Next Meeting

- Date