Recruiting Working Group Meeting Minutes

THE TEXAS A&M UNIVERSITY SYSTEM
OFFICE OF INFORMATION TECHNOLOGY

Date 06-21-2022
Time 3:00 to 4:30 pm

Location: WebEx

Name	Member		Name	Member	
Alicia Michalak	Texas A&M Forest Service	X	Jeanette Phillips	Texas A&M Agrilife Extension Texas A&M Agrilife Research Texas A&M Veterinary Medical Diagnostic Laboratory	
Tammi Thompson	Texas A&M University-Commerce	X			
Allie Marie Prejean	Texas A&M Engineering Experiment Station	X			
Ashley Johnston	Texas A&M University Health Science Center		Jody Ramirez	Texas A&M University System Offices	X
Ayla Baldwin Alexandra Kelly (proxy)	Texas A&M University - Texarkana	X	Joni Foster	Academic Representative 1	
Riley Odom	Tarleton State University	X	Carolyn Moreno	Texas A&M University at Galveston	
Cassondra Casanova	Texas A&M University - Corpus Christi	X	Tanesha Davis	Prairie View A&M University	
Christina Gomez	Texas A&M University - San Antonio	X	Rita Bowden	Texas A&M University	X
Cindy Platt	West Texas A&M University	X	Robin Elliot	Texas A&M Transportation Institute	X
Claudia Martinez	Texas A&M International University	X	Wendoline Harrell	Texas A&M Engineering Extension Service	X
Claudia San Miguel	Academic Representative 2		Tia Aguon	Texas A&M University - Central Tx	X
Derek Gonzales	Texas A&M University - Kingsville	X	Veronica Orozco	Texas Division of Emergency Management	X
James Ross	Workday Services	X	Rachel Gorman	Workday Reporting	X
Vera Hobma			Wes Wynn		X

1. Welcome & Roll Call

(5 minutes)

2. Action Item Review

(10 minutes)

- James will follow up with another email to the HRO and add Recruiting Partners to support getting this done.
- James will load a Background check notification for Demo at the next meeting.
- The working group agreed to move the NEFR and No Show Columns and will vote on this recommendation at the next meeting.
- Will assemble a smaller subset of WG members to review the grid layout and bring suggestions to the entire working group. Pending
- Regarding the other recruiting sources follow-up questionnaire, the working group agreed to move forward at the next meeting with a vote.
- The Working group will vote on adding the Address Correction To Do at the next meeting.
- James will bring this subject of Talent Pools and Candidate Pools to the next meeting for a vote.

3. New Items

(30 minutes)

   a. Reporting Update and Open Forum
      i. A question was brought up about searching for a report and then running it and it does not have the data they are looking for on it. James and reporting team

demoed the help site to show them where they can find the list of commonly used reports and descriptions.
ii. Demos how to find job posting status and date of posting.
iii. EEO tab on requisition is missing. James will research and make recommendations.

b. Update: TWC integration – no significant changes from TWC. We have reached out to schedule some testing with one member's postings for a trial run.
c. Update: Sterling Contract
   i. The Master Agreement has been fully executed.
   ii. The Member Service Agreement still needs to be completed by several Members
   iii. James will follow up with another email to the HRO and add Recruiting Partners to support getting this done.
d. Demo and Vote: Background Check enhancements: Candidate Notification
   i. This is to help give the candidate a heads up that background check has been triggered in Workday and they should be expecting a contact from Sterling (If using Sterling Background Check from Workday). This will help with validity of a communication from a vendor, and speeding up the completion of BGC. This notification would trigger after the Bill Code Question. The notification will only go to candidates when a Sterling package is selected. If other packages like outside of workday, or Texas DPS background check is selected this will not trigger the notification. This is only planned for recruiting background checks at the moment.
      1. VOTE: It is recommended to add a notification to the recruiting Background Check Business Process when a Sterling background check has been initiated for a candidate. The notification will trigger after the bill code questionnaire has been answered. The text of the notification will be reviewed by the training team for clarity and plain language.
         a. Vote Passed 13 to 2 in favor of the notification.
   ii. Change will go to the August HCM Advisory council meeting.
e. Discussion: Background Check enhancements: Importing DOB and SSN
   i. Gathered additional details from Sterling about using this functionality. The DOB and SSN can be sent back with the background check and attached to the pre hire. Going to continue moving forward with research with Sterling.
f. Discussion and Vote: Rearrange Grid Columns (NEFR and No Show Columns)
   i. There was a request from the HRO meeting to be able to see NEFR and no Show columns more clearly. The Working group reviewed the proposal to move these two columns to the left on the recruiting grid.
      a. VOTE: It is recommended to move the Eligible for Rehire and No show columns on the candidate grid for the job requisitions as far left as possible for better visibility.
         i. Vote Passed 13 to 2 in favor of the notification.
      b. Change will go to the August HCM Advisory council meeting.
g. Demo and Vote: Other Sources Questionnaire
   ii. It has been asked many times how we can collect additional information when a candidate answers Other when they select the recruiting source. The job application does not allow a popup that will collect other details. James proposed the group an option to ask the candidate at the end of the application a follow-up question to provide additional details about the recruiting sources. This would be a binary decision by each member whether to allow this question to trigger when the candidate responds with another as their recruiting source. The results of this questionnaire will display in the candidates' profiles under the questionnaire section.
      a. VOTE: It is recommended to move forward with the configuration to ask the candidate to provided additional information when they

respond with Other as the recruiting sources. I understand that this will be an opt in decision, to collect this additional information
    i. Vote Passed 12 to 1 in favor of the notification.
b. Change will go to the August HCM Advisory council meeting.
c. POLLING FOR INTEREST: My organization would like to be considered in the first group of opting in to this function for collecting additional detail on other recruiting source responses from a candidate.
    i. 7 said, We need to discuss and may opt-in in the future
    ii. 8 said, Yes, we would like to opt in
    iii. 0 said, No we do not want to opt in.

h. Demo and Vote: Address correction step
    i. Discussed with the working group the option to add validation and To Do Step with candidates address line 1 or 2 has more than 30 characters, which causes issues when it is moved into the hiring process. The offer stage would see fewer candidates that might require a correction of the address because fewer candidates will make it to this stage. The To Do step would only trigger when the address line 1 or 2 has more than 30 characters. Otherwise, the step would not be seen as part of the process.
    ii. Group agreed to revisit this at a future meeting, and wanted to see this in a validation error format.
i. Discussion: Visibility of candidate accepting Terms and Conditions
    i. There has been an request to know how to review that a candidate has consented to application. The data is stored in workday but not displayed anywhere, readily available. James demos a new report that would appear on the candidate profile, can be printed on the application print out, and can be displayed other places.
    ii. Will bring back to future meeting for a vote.
j. Discussion, Demo and Vote: Talent Pool and Candidate Pools
    i. Reviewed the talent pools and candidate pool options with the group. When this functionality is turned on, the assigned roles across the system will begin to see the functionality, and it will be the member's choice to utilize the functionality.
    ii. James will bring this subject of Talent Pools and Candidate Pools to the next meeting for a vote.
k. Discussion: Binary Steps in the ready for hires stage – Deferred to Future meeting
l. Continued Discussion Demo: Parallel Steps in Recruiting – Deferred to Future meeting.
m. Discussion: Changing the Check for Duplicate Step to Questionnaire – Deferred to future meeting.

4. Questions/Comments
(5 minutes)

5. Next Steps
(5 minutes)
Work on accepted terms and conditions report.
Work up a validation process for address lines with 30 or more characters
EEO Reports on the job requisition candidate page

Next Meeting: July 19, 2022