Recruiting Working Group Meeting Minutes

THE TEXAS A&M UNIVERSITY SYSTEM
OFFICE OF INFORMATION TECHNOLOGY

Date 09-20-2022

Time 3:00 to 4:30 pm

Location: WebEx

Name	Member		Name	Member	
Alicia Michalak	Texas A&M Forest Service	x	Joy Bading	Texas A&M Agrilife Extension Texas A&M Agrilife Research Texas A&M Veterinary Medical Diagnostic Laboratory	x
Tammi Thompson Proxy Kevin Martin	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
Alexandra Kelly	Texas A&M University - Texarkana	x	Joni Foster	Academic Representative 1	
Claudia Azua	Tarleton State University	x	Carolyn Moreno	Texas A&M University at Galveston	
Bettsy Hucker	Texas A&M University - Corpus Christi	x	Tanesha Davis	Prairie View A&M University	x
Christina Gomez	Texas A&M University - San Antonio		Rita Bowden	Texas A&M University	x
Nancy Hamilton	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	
Claudia San Miguel	Academic Representative 2		Tia Aguon	Texas A&M University - Central Tx	x
Derek Gonzales Proxy Sarai Guillen	Texas A&M University - Kingsville	x	Veronica Orozco	Texas Division of Emergency Management	x
James Ross	Workday Services	x		Workday Reporting	
Mechelle Oaks	Workday Services	x	Wes Wynn	Workday Reporting	x

1. Welcome & Roll Call

(5 minutes)

2. Action Item Review

(10 minutes)

3. New Items

(30 minutes)

A. Reporting Discussion: The working group referenced missing EO Summary reports on the Job Requisition profile in the June 2022 meeting. James and the reporting team converted a copy of the existing candidate EEO Summary and Candidate Pool EEO Summary Reports into worklets that will be added to the job requisition candidate tab. The planned release date is 09/29.

   I. Candidate EEO Summary

    a. The candidate EEO summary will appear on the candidate tab of the requisition, and will provide current requisition specific data. This report is meant to be seen by the recruiting coordinators and managers

  II. Candidate Pool EEO Summary

    a. The candidate pool EEO summary will appear on the candidate tab of the requisition, and will provide current requisition specific data. Content on this report can be drilled down for additional information. This report is meant to be seen by the recruiting partners.

B. 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. No new updates.

C. Demo and Vote: Address correction step review as Validation and To Do step

  I. Discussed and demoed the addition of the To Do Step when the candidates address line 1 or 2 has more than 30 characters, which causes issues when it is moved into the hiring process. The background stage was chosen for two reasons, 1. The recruiters would see fewer candidates that might require a correction of the address. 2. All candidates are required to complete the background stage to make it to hire.

  II. Demo: In the demonstration of the background stage the recruiting partner selected the applicable background check package and then responded to the bill code question, if needed. The business process will evaluate the length of the candidate's address line and trigger a To Do step and email notification to Recruiting Partner to correct the address line if line 1 or 2 has more than 30 characters. The To Do must be submitted for the business process to continue.

  III. VOTE: It is recommended to move forward with the addition of the to do step to the background check stage, that will only trigger when the candidates address line 1 or 2 is longer than 30 characters. An email will also go to the recruiting partners to expedite the correction. The recruiting partner will need to correct the address to prevent down stream impacts with the hire process.

    a. The Vote was unanimous 14 to 1

    b. This will be scheduled to go to the next HCM Advisory Council meeting in October.

D. Discussion and Vote: Add "Incomplete Application" as Disposition Reason to Screen stage

I. The request came from a member to add the "incomplete application" status as a disposition reason to the screening stage. There were no concerns mentioned at the last meeting in July 2022.
II. VOTE: It is recommended to move forward with the addition of the disposition reason "incomplete application" to the Screen Stage of the recruiting process.
    a. The Vote was unanimous 15 to 0
    b. The change will be scheduled.

E. Discussion and Vote: Condition Rule for Binary decision on the Interview Scheduling Setting for Temp Casual Worker requisitions.
    I. Discussed adding a condition rule that would by-pass the interview scheduling settings To Do step on create job requisition, if the proposed worker type is temp casual.
    II. During the discussion the group would rather consider a binary decision on this TO Do Step and skip the step completely by member choice rather than on specific worker type.
    III. The working group is tasked to go back to their organization and discuss if this is how they would like to proceed. Group will wait vote at the next meeting.

F. Discussion: Job Application Notes, Job Requisition Notes, and Candidate Notes
    I. Discussed and demoed notes on three different aspects of recruiting. Notes on the candidates job application, Notes on a job requisition and notes on the candidate. These notes are meant to provide an opportunity to collaborate hiring across roles by enabling users to have conversations as well as track recruiting activity and hiring decisions. Security access will be part of the discussion in designing this functionality for release.
    This functionality if activated with be turned on for all members and visible to the security roles that have access.
    II. Demo 1: In the demonstration of the Job Requisition Notes the recruiting partner added a note on the job requisition from the right panel and confirmed who wrote the note and what date and time the note was written. Other roles allowed to view the requisition notes will be able to see them as well. In the Demo the manager can also view the note from the recruiting partner and add notes as well. Users only have the ability to delete or edit their own notes.
    III. Demo 2: In the demonstration of the Job Application Notes the recruiting partner added a note on the candidates job application from the right panel and confirmed

who wrote the note and what date and time the note was written. Recruiting partners can then see all notes associated with that specific application. Application notes will follow candidate from evergreens to linked requisitions. Users only have the ability to delete or edit their own note. Job application notes do limit visibility to roles who have access to see the application on a requisition.

IV. Demo 3: In the demonstration of the Candidate Notes, the recruiting partner added a note on the candidate profile from the right panel and confirmed who wrote the note and what date and time the note was written. Recruiting partners can then see all notes associated with that specific candidate profile. James brought up concerns about candidate notes. These notes added to a candidate profile are visible to all security roles given access to see candidate notes across the system. For example, TTI will see what Tarleton writes about a candidate in candidate notes.

V. Working group is tasked with considering these three new note features and discussing with their organization uses cases and concerns.

G. Candidate Pool Design Discussion

I. Will meet about this during the next meeting

4. Questions/Comments

(5 minutes)

5. Next Steps

(5 minutes)

A. James will request additional information from Sterling about importing DOB and SSN.

B. The working group is tasked to go back to their member and discuss the addition of a binary rule on the “To Do: Interview scheduling settings” step in the Create Job Requisition Business process regardless of the worker type.

C. The working group is tasked with discussing with their member about implementing the Job Application Notes, Job Requisition Notes, and Candidate Notes functionality.

Next Meeting: October 17, 2022