

Recruiting Working Group Meeting Minutes

Date: 10-24-2022

Time: 3:00 to 4:30 pm

Location: Microsoft Teams

1. Welcome & Roll Call

Name	Member		Name	Member	
Alicia Michalak	Texas A&M Forest Service	X	Joy Bading	Texas A&M Agrilife Extension	X
Tammi Thompson	Texas A&M University-Commerce	X		Texas A&M Agrilife Research	
Proxy Kevin Martin				Texas A&M Veterinary Medical	
Allie Marie Prejean	Texas A&M Engineering Experiment Station	X		Diagnostic Laboratory	
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	X
Claudia Azua	Tarleton State University	X	Carolyn Moreno	Texas A&M University at Galveston	
Betsy Hucker	Texas A&M University - Corpus Christi	X	Tanesha Davis	Prairie View A&M University	X
Christina Gomez	Texas A&M University - San Antonio	X	Rita Bowden	Texas A&M University	
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	X
Claudia San Miguel	Academic Representative 2	x	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
Proxy Sarai Guillen			Proxy Melinda Ho		
James Ross	Workday Services	X	Rachel Gorman	Workday Reporting	X
Mechelle Oaks	Workday Services	X	Wes Wynn	Workday Reporting	X

2. Action Item Review

3. New Items

- a. Reporting Discussion:
 - i. No new information; No reporting questions from the working group
- b. Discussion: Indeed.com scraping the Primary Location on the external career sites
 - i. The indeed scraping functionality that checks for data from the Workday career sites does not pull the correct location for some postings. Indeed pulls a portion of the Primary location and marks it as the job location. We have identified a solution for this fix that is expected to roll out in the change notes. Workday Recruiting will update all of the Primary Locations in Workday with the correct location and not the name of the member. This will change the location that visibly appears on the external website and on indeed.
 - ii. View location - Business Site – External Name, to view the Primary Location updates
- c. Discussion: Background Check enhancements: Importing DOB and SSN
 - i. No new updates from the Sterling Development team.
- d. Discussion and Demo: External Applicant Reference Check Process
 - i. Workday has released a new way to check references for External candidates. This new functionality changes the reference check process for External applicants. After the contacts are submitted, someone on the recruiting team will be able to review the references provided by the applicant. After the review is

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- submitted, the reference questions will route to the referees to complete. The applicable security partner will be able to track the referees' responses. We will discuss the applicable security roles for this functionality during a later meeting.
- ii. James previewed the Proposed Reference Check business process workflow and demoed the reference check functionality with an external candidate. The external candidate will receive an email notification to complete a task in their WD account to add references to initiate the business process.
 - e. Discussion: New Disposition Reason in Background or Ready For Hire Stage "Did not pass export control check"
 - i. To add a new disposition reason specifically for members who have compliance control to check foreign nationals' visas. This will provide a way to select an accurate disposition reason in Workday. The working group discussed adding this disposition to the background check stage with condition rules. We will vote at the next meeting.
 - f. Discussion: Breaking up the BP Steps that have Multiple Security Roles getting the task.
 - i. Who have you trained for each of these steps? Going forward, do we want to continue the current routing or create binary steps for these tasks? We need to break out some of these individual steps into security roles. We will discuss this more in-depth during the next meeting.
 - ii. Reference Check:
 - 1. Complete Questionnaire (Mgr, and RC)
 - 2. RC Decision (Mgr, and RC)
 - iii. Interview:
 - 1. Schedule Interview (Mgr, and RC)
 - iv. Job Requisition and Job Requisition Change
 - 1. To Do: Create and/or Manage Interview Settings (Mgr, RP and RC)
 - g. Discussion: Condition Rule for Binary decision on the Interview Scheduling Setting To Do in Create Job Requisition BP
 - i. Some want to remove this step completely and others want to make it binary. We will continue to discuss the binary steps during future meetings.
4. Questions/Comments
- a. How can we improve the reference check process for internal candidates if we decide to use the reference check feature for externals?
5. Next Steps

Next Meeting: 11-08-2022