# Recruiting Working Group

Date 10/10/2023
Meeting Time 3:00 – 4:30
Attendance:

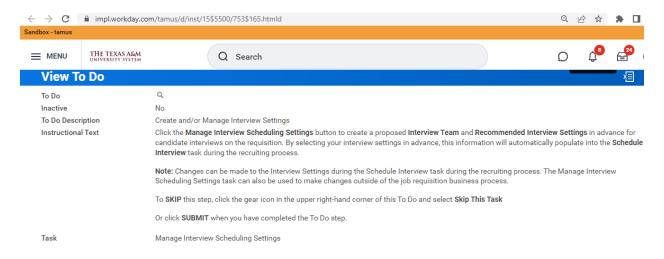| | | | |
|---|---|---|---|
| Aguon, Tia | Kelly, Alexandra | Azua, Claudia | Bowden, Rita |
| Hucker, Bettsy | Bading, Joy | Martinez, Claudia | Ho, Melinda |
| Michalak, Alicia | Ramirez, Jody | Harrell, Wendoline | Steinle, Carly |
| Foster, Joni | Prejean, Allie Marie | Donnel, Sarah | Gomez, Christina |
| Pitt, Warren | McNair, Becky | Townsend, Valerie | Berry, Sharissa |

## 1. Review Open Action Items

- New disposition reason "Accepted another position" – complete
- Unpost/Repost of job to reflect updated language- complete
- Military Preference update- complete
- Remove the Manager's ability to take action from the grid- HAC approved- complete
- Enable "Active Job Applications" functionality on Candidate Profiles- HAC approved- complete
- External Candidate Reference Check business process – HAC approved
- Revise Change Job and Add Job step routing- HAC approved
- New close requisition reason- October HAC meeting
- Opt in/out to turn off inbox items for Screen step- October HAC meeting
- Opt in/out to turn off notifications for Screen step- October HAC meeting
- Enable Primary Recruiter role and update reports- October HAC meeting
- Add "Declined Offer- Compensation is insufficient" disposition reason to Background Check step- October HAC meeting

## 2. Discussion:

- Welcome new Business Analyst, Christopher Watson

- Request to Add disposition reason of "Candidate Declined Verbal Offer" to the Screen step
  - 2 votes in favor, 11 opposed
  - Add specified disposition at interview step
    - 3 votes in favor, 8 opposed

- Candidate pool configuration
  - A candidate pool is a collection of candidates
  - Candidates who are part of the pool are 'members' of that pool
  - A security role(s) needs to be designated to create pools

- Recruiting Partner makes the most sense since it has access to the Find Candidates report
  - 15 votes in favor, none opposed
- Once a pool is created, the worker who created the pool will receive a 'Pool Manager' role
- This role gives them access to editing the pool or managing members
- At creation, the creator of the pool will assign a Pool Contact (you can have multiple)
- This role grants access to access the pool to review candidates
- Candidate pool membership can be manually selected (static), using the Find Candidates report
- Candidate pool membership can be dynamically populated using criteria
- Actions: There are available actions that can be taken regarding candidates (such as, invite to apply)

- Create and/or Manage Interview Settings To Do in Job Requisition and Job Requisition Change business processes. Goes to Manager, Recruiting Partner and Recruiting Coordinator
  - This step is frequently skipped
  - Propose Opt in/Opt out choice by System Member or elimination if nobody wishes to keep it.
    - 17 votes to remove or opt out, none opting in or opposing removal



**View To Do**

| | |
|---|---|
| To Do | 🔍 |
| Inactive | No |
| To Do Description | Create and/or Manage Interview Settings |
| Instructional Text | Click the **Manage Interview Scheduling Settings** button to create a proposed **Interview Team** and **Recommended Interview Settings** in advance for candidate interviews on the requisition. By selecting your interview settings in advance, this information will automatically populate into the **Schedule Interview** task during the recruiting process. |
| | **Note:** Changes can be made to the Interview Settings during the Schedule Interview task during the recruiting process. The Manage Interview Scheduling Settings task can also be used to make changes outside of the job requisition business process. |
| | To **SKIP** this step, click the gear icon in the upper right-hand corner of this To Do and select **Skip This Task** |
| | Or click **SUBMIT** when you have completed the To Do step. |
| Task | Manage Interview Scheduling Settings |

### 3. Next Steps and Action Items

- HAC approvals
- Opt in/Opt out decisions from HROs
- Configuring updates
- Next meeting December 12, 2023