



Recruiting Working Group

Date 12/12/2023

Meeting Time 3:00 – 4:30

Attendance:

Pitt, Warren (for Pam Young)

Steinle, Carly (for Joy Bading)

Kelly, Alexandra

Azua, Claudia

Bowden, Rita

Gomez, Christina

Donnel, Sarah

Elliott, Robin

Hucker, Bettsy

Foster, Joni

Declue, Kahlei

Mathis, Shannon

Ho, Melinda

Michalak, Alicia

Martinez, Claudia

Townsend, Valerie

Harrell, Wendoline

1. Review Open Action Items

- Revise Change Job and Add Job step routing- complete.
- New close requisition reason- complete
- Opt in/out to turn off inbox items for Screen step- complete.
- Opt in/out to turn off notifications for Screen step- complete.
- Add “Declined Offer- Compensation is insufficient” disposition reason to Background Check step- complete
- Opt in/out: Create and/or Manage Interview Settings To Do in Job Requisition and Job Requisition Change- complete
- Request additional information when candidate indicates “Other” as their Recruiting Source- scheduled for 12/7; next step update reports to include this information.
- Enable Primary Recruiter role and update reports- role active, report updates in progress.
- External Candidate Reference Check business process – HAC approved, groups that opted in need to determine questions to be asked on questionnaire.
- Enable Recruiting Partners to create Candidate Pools- January HAC meeting

2. Discussion:

- Allow managers to bundle resumes from the recruiting grid:
15 yes, 0 no

Similar request as above: Allow Search Committee Members to bundle resumes from the recruiting grid
13 yes, 0 no

- Allow managers to message groups of applicants:
 - 1 yes, 13 no
- Mass Cancel To Dos?: are there any To Dos in the Recruiting process that you would like us to automatically cancel after a set period of time? (3 months for example)
 - to do for reposting when changes are made?
 - to do for schedule interviews?
- We (TEES) are wanting to review which disposition reasons send an email to the candidate and the text of the emails themselves
 - Many emails are the same, regardless of disposition reason selected.
 - WG sub-committee to review which disposition reason messages should be updated:
 - TEES
 - W. Harrell
 - V. Townsend
- Add a warning on the Job Requisition if the Job Profile of the Position doesn't match the Job Profile on the Position Restrictions
 - Votes: 9 yes, 0 no
 - Warning vs Error?
 - 11 warning, 0 error
- Enable the ability to add notes to Candidates, Applications and Job Requisitions
 - Add Candidate notes to the Candidate Grid
 - What roles will have this ability?
 - 8 yes, 0 no
 - 5 votes recruiting partner only / no recruiting coordinators

- Add the following disposition reasons to the Job Application BP:
 - Candidate Withdrew - Compensation is Insufficient – interview stage
 - “Declined Offer- Compensation is insufficient” is already available as a disposition reason on Offer and Background check steps
 - Candidate Withdrew - Unwilling to relocate – interview stage
 - “Declined Offer – Unwilling to relocate” is already available as a disposition reason on the Offer step
 - Candidate withdrew due to insufficient compensation during interview step or because not fully remote.
 - Candidate Withdrew - Job duties unappealing – interview stage
 - Candidate Withdrew – Poor Manager rapport -- interview stage
 - Candidate Withdrew – Mismatching department culture -- interview stage
 - Candidate Withdrew – Lack of career development opportunity -- interview stage
 - Declined Offer - Job duties unappealing
 - Declined Offer - Poor Manager rapport
 - Declined Offer - Mismatching department culture
 - Declined Offer - Lack of career development opportunity
 - 10 new dispositions reasons
 - 13 yes to all dispositions reasons, 0 no

These disposition reasons will be reviewed by System Office OGC before being submitted to the HCM Advisory Council.

- Request to add override labels for the more blunt/worrying disposition reasons allowing candidates to see more subtle wording.
 - We need a list of the reasons and desired overrides so that the working group can vote.
- Would like to have a report available to review filled job requisitions for selected company(s) that were filled between X and Y dates. How many of those had an offer extended that was declined? What was the reason recorded for each case?
 - We received a similar request where they want to see job requisitions for a period and a specific employee type: student, faculty, etc.
 - 11 yes, 0 no
- Would like to remove the Hiring Manager from the Interview process in the Job Application BP, including any notifications that they would receive. The Interview tasks would only go to the Recruiting Coordinator.
 - Opt in/out possible
 - 11 yes, 0 no
- Would like to remove the Hiring Manager from the initiation and subsequent steps of the Offer BP. Recruiting Coordinators and Recruiting Partners will handle instead removing opportunities for incorrect processing.
 - 11 yes, 0 no

- Update “My Recruiting Jobs” report to include Requisitions that have a Primary Recruiter assigned to them.
 - 12 yes, 0 no
- New meeting time for this working group?
 - Amy will send out a poll.

3. Next Steps and Action Items

- Next meeting February 13, 2024
 - Time TBD according to poll results.