



Recruiting Working Group

Date 02/15/2024

Meeting Time 10:00 – 11:30

Attendance

Alexandra Kelly
Claudia Azua
Kara Barrington
Rita Bowden
Samuel Childers
Christina Gomez

Robin Elliott
Bettsy Hucker
Joni Foster
Joy Bading
Claudia Martinez
Melinda Ho

Noah Nettles
Marissa Perez
Warren Pitt
Allie Prejean
Jody Ramirez
Sarai Guillen

Sydney Everett
Tammi Thompson
Asia Terry
Valerie Townsend

1. Review Open Action Items

- External Candidate Reference Check business process – HAC approved, questions determined, final configuration in progress.
- Enable Recruiting Partners to create Candidate Pools- approved by HAC
- Allow managers to bundle resumes from the recruiting grid- approved by HAC
- Allow Search Committee Members to bundle resumes from the recruiting grid- approved by HAC
- Add a warning on the Job Requisition if the Job Profile of the Position doesn't match the Job Profile on the Position Restrictions- approved by HAC
- New disposition reasons (list)- sent to System Office HR for review by OGC
- Job requisition report- declined reason, job reqs by employee type, etc. - approved by HAC
- Remove the Manager from the Interview BP- approved by HAC, Opt in/out
- Remove the Manager from the Offer BP- approved by HAC, Opt in/out
- Update "My Recruiting Jobs" to include those with a Primary Recruiter assigned- approved by HAC
- Enable the ability to add notes to Candidates, Applications and Job Requisitions- more information/testing requested
- Group reviewing notifications- any recommendations for us to discuss?
- Request to add override labels for disposition reasons
 - We need a list of the reasons and desired overrides so that the working group can vote.
 - We have an option to override so Candidates only see generic messages such as: In progress, Candidate Withdrew or Declined

2. Discussion:

- 2024R1: Career app deprecated, Jobs Hub replacement
 - Amy demoed Jobs Hub in Workday Preview

- Would it be useful to have a job aid (*vel sim.*) that shows employees how to apply internally?
- Several member websites direct their employees to the now deprecated Career App and should be updated.
- Interview BP
 - Remove Schedule Interview step?
 - 14 yes, 0 no
 - Remove Manage Interview Feedback step?
 - 13 yes, 0 no
- Items sent by AgriLife
 - Reference Check – Complete Questionnaire step – allow opt in/out?
 - 10 yes, 0 no
 - Get Approval for Proposed Offer step – can it be moved prior to Compensation step in Offer BP?
 - 8 yes, 0 no
 - Allow opt in/out on above?
 - 10 yes, 0 no

3. Next Steps and Action Items

- Members will need to update directions to internal candidates once the Jobs Hub is available.
- Ensure your HCM Advisory Council representative is aware of your recommendation for any Opt in/Opt out choices prior to the meeting. Next HCM Advisory Council meeting is April 16, 2024
- Next working group meeting April 18, 2024