



Recruiting Working Group

Date 04/18/2024

Meeting Time 10:00 – 11:30

Attendance

Azua, Claudia
Childers, Samuel
Christina Gomez
Elliott, Robin
Homba, Vera
Johnny Watson
Joy Bading

Loftin, Lisa
Martinez, Claudia
Melinda Ho
Michalak, Alicia
Perez, Marissa
Prejean, Allie
Ramirez, Jody

Santo, Dawn
Sarai Guillen
Sydney Everett
Tammi Thompson
Terry, Asia
Townsend, Valerie
Vance, Mandy

1. Review Open Action Items

- Enable Recruiting Partners to create Candidate Pools- complete
- Allow managers to bundle resumes from the recruiting grid- complete
- Allow Search Committee Members to bundle resumes from the recruiting grid- complete
- Add a warning on the Job Requisition if the Job Profile of the Position doesn't match the Job Profile on the Position Restrictions- complete
- Remove the Manager from the Offer BP, Opt in/out- complete
- Update "My Recruiting Jobs" to include those with a Primary Recruiter assigned- complete
- Job aid: Apply for Job as Internal Candidate- complete

- Job requisition report- declined reason, job reqs by employee type, etc. – in the que, priority 3
- New disposition reasons- modified list approved by HAC 4/16
- Consolidated changes to Interview Business Process
 - Remove the Manager from the Interview BP, Opt in/out- approved previously
 - Remove Schedule Interview and Manage Interview Feedback – approved 4/16
- External Candidate Reference Check business process – in progress
- Enable the ability to add notes to Applications and Job Requisitions- HAC approved
- Enable the ability to add notes to Candidates- HAC denied
- Opt in/out of Complete Questionnaire step in Reference Check business process- HAC approved
- Opt in/out of moving Get Approval for Proposed Offer step to earlier in process

- Possible solutions: Move the To Do before the decision step of the previous process OR move to the To Do after the decision step of the previous process.
- Instead of a To Do, can a reminder be added to the help text of the Initiate step of the Offer BP?

2. Discussion:

- Degree verification
 - System wide form?
 - Integration to National Clearinghouse?
 - Change Ready for Hire question related to degree verification?

Some Members say no to the checklist, then send a welcome email to the new hire with information. The email includes a form, so it is done outside Workday.

Many Members have their own degree verification form as a PDF in Workday. Is a system-wide degree verification form viable? There is interest, if yes.

- Create updated document of disposition reasons by stage?
 - Yes: 12 / No: 0
- Remove notification to manager when a job requisition is approved
 - Yes: 8 / No: 5
 - On hold before we proceed with changing this.
 - Allow opt in?
 - Yes: 12 / No: 0
- Add a notification to Recruiting Coordinator and Manager when job has been posted
 - Yes: 10 / No: 0
 - Some Members send an email at this time outside of Workday
 - Allow opt in?
 - Yes: 11 / No: 0
- Job Requisition Change BP: Remove all notifications to Managers
 - Yes: 15 / No: 0
 - No opt in/out needed
- Edits/Updates to disposition notifications (word document)
 - Rejected - Does not meet minimum requirements
 - Can there be different versions for auto-disposition vs manual?
 - What if they meet education but not experience (or vice versa)? Add "and/or"?
 - No vote today; Members want to review and discuss further.
 - Internal Candidate - Needs to reapply internally

- Fix immediately, since instructions are incorrect since enabling Jobs Hub
 - Yes: 7 / No: 0
- Candidate Readiness Status
 - Could we add “potential” or “HM interested”?
- Candidate Tags
 - Functionality needs to be enabled
 - Determine Tags to be created

3. Next Steps and Action Items

- Next meeting June 20, 2024