



Recruiting Working Group

Date 06/20/2024

Meeting Time 10:00 – 11:30

Attendance:

Gomez, Christina

Elliott, Robin

Garza, Ivore

Watson-Mendoza, Johnny

Bading, Joy

Loftin, Lisa

Martinez, Claudia

Mathis, Shannon

Ho, Melinda

Michalek, Alicia

Nettles, Noah

Perez, Marissa

Prejean, Allie

Ramirez, Jody

Guillen, Sarai

Everett, Sydney

Terry, Asia

Townsend, Valerie

Vance, Mandy

1. Review Open Action Items

Completed

- Consolidated changes to Interview Business Process – completed 5/2
 - Remove the Manager from the Interview BP, Opt in/out
 - Remove Schedule Interview and Manage Interview Feedback
- Enable the ability to add notes to Applications and Job Requisitions- completed 5/9
- Opt in/out of Complete Questionnaire step in Reference Check business process- completed 5/2
- All Executive Approvers must approve Job Requisition business process- completed 6/13
- 3 changes to update/clean up notifications

In progress

- Job requisition report- declined reason, job reqs by employee type, etc. – in the que, priority 3
- New disposition reasons- in the que, will be completed with notification updates
- External Candidate Reference Check business process – in progress

Awaiting HAC vote

- Opt in: Remove notification to manager when a job requisition is approved- vote at July HAC
- Opt in: Add a notification to Recruiting Coordinator and Manager when job has been posted- vote at July HAC
- Remove notification to Managers on Job Requisition Change BP- vote at July HAC

2. Discussion:

Previously discussed, decision pending

- Opt in/out of moving Get Approval for Proposed Offer step to earlier in process
 - Of available choices to address this, those that opted in voted to add wording to the Help Text on the offer step.
 - Current help text:
During the Offer stage, the offer is developed and approved, a document is generated, the Candidate accepts or rejects the offer, and the offer decision is made.

Directions: Use the Guided Editor to move through four sections: Start, Compensation, One-Time Payment and Summary.

 - Everyone okay with adding wording after the first sentence? “Based on your member’s rules, you may need to obtain approvals prior to initiating the offer process.”
 - Yes: 10 / No: 0
 - Does anyone want to opt out of the existing To Do in the business process? (currently prior to Research and Recruiting Partner approvals)
 - Yes: 12 / No: 0
- Degree verification
 - System wide form?
 - Integration to National Clearinghouse?
 - Sterling is looking into whether degree verification is an option.
 - Change Ready for Hire question related to degree verification?
 - Change wording to “Has education [etc.] been verified?”
 - Yes (or N/A) → Does not launch verification.
 - No → Launch verification.
 - Add “N/A” response.
 - Yes: 13 / No: 0
- Create updated document of disposition reasons by stage?
 - Sam shared a document with the group
 - We will work with Training/Education to create a resource/list after the new disposition reasons are added
- Edits/Updates to disposition notifications (word document)
 - Currently the notification that sends when candidate is dispositioned based on knock out questions is the same as the one that is used if the candidate is reviewed and dispositioned for not meeting the minimum requirements. Do you want separate messages?
 - There is interest in separate messages.
 - Rejected- duplicate applications- are you using this if the candidate applied multiple times to the same job? (only can happen if they create a different account with a new email)
 - Used when candidate applies twice to the same Job Requisition.
 - The proposed wording needs to be adjusted to remove reference to multiple Requisitions.
 - Incomplete application, Internal applicant/terms and conditions- we can add a field to pull in the HR email address as we do with other notifications.

- Some members want HR email, others want Employment email.
 - Internal applicant applied externally, needs to reapply- already updated
 - Rejected- Hired No Show- everyone good with updates?

Notification changes agreed upon:

Yes: 11 / No: 0

- Add Candidate Readiness Status

Requested Statuses:

Contacted

Not Looking

In Process on Job Req

Phone Screened

HM Interviewed

Finalist

Yes: 11 / No: 0

- Add Candidate Tags
 - See attached excel document (with additions received since last meeting)
 - Yes: 10 / No: 0

New items for discussion/decision

- The Staffing working group would like to remove Manager from being able to initiate Hire, Add Additional Job, and Change Job.
 - Due to recruiting tie in, we would need to remove permissions for these from the Recruiting business process
 - Vote: remove Manager from being able to initiate Hire, Add Additional Job and Change Job business processes from the Recruiting process
 - Yes: 9 / No: 0
- Candidates who are automatically dispositioned based on qualifications (using knock out questions) receive the “application received” and “application rejected” emails simultaneously
 - Recommend setting up a delay on the rejection email (# days?)
 - Yes (1 day): 12 / Yes (3 days): 1 / No: 0
- Request to update the military screening question to specify United States military
 - OGC will need to review
 - Yes: 11 / No: 0
- Update or remove the “If so, have all hiring documents been reviewed?” question on the Ready for Hire Compliance Checklist as it confuses Managers
 - Step goes to Recruiting Partners only
 - Any need to adjust?
 - No need to adjust. No vote needed.

- Validation (Warning) on Job Requisition business process to prevent job posting if no costing allocations assigned.
 - Yes: 13 / No: 0

- Reporting on “Other” Recruiting Sources options
 - Option A: Recruiting Sources by Supervisory Organization- update to existing report

 - Option B: Requisition Sources- Only reports on text responses to the “Other” Recruiting Resource question

 - Option C: Both
 - Yes (option C): 10 / No: 0

Informational only

- The message templates available for the “send message” functionality from the Recruiting Grid are not member-specific.

- We are reviewing and cleaning up the notifications for Job Application

Separate into two questions? “Would you now or in the future require sponsorship for immigration-related employment authorization?”

- OGC will need to review.
- Yes: 9 / No: 0

3. Next Steps and Action Items

- Next meeting August 15, 2024