Recruiting Working Group

Date 08/15/2024 rescheduled to 9/11/24
Meeting Time 10:00 – 11:00

Attendance

Bading, Joy	Loftin, Lisa	Terry, Asia
Childers, Samuel	Martinez, Claudia	Townsend, Valerie
Declue, Kahlei	Michalak, Alicia	Vance, Mandy
Elliott, Robin	Perez, Marissa	Watson-Mendoza, Johnny
Everett, Sydney	Prejean, Allie	
Ho, Melinda	Ramirez, Jody	

1. Review Open Action Items

Completed

- New Report- Declined Offers, 8/1/24
- New Report- Recruiting Source Details for Other, 7/25/24
- Updated Report- Recruiting Sources by Supervisory Organization, 7/25/24
- Opt in: Remove Get Approval for Proposed Offer To Do in Offer BP, 7/25/24
- Remove Manager from initiating Hire, Add Job and Change Job from Job Application, 7/25/24
- Remove notifications to Manager on Job Requisition Change BP, 7/18/24
- Opt in/out: Remove Notification to Manager when a Job Requisition is Approved, 8/1/24
- Create Candidate Tags, 8/1/24
- Create Candidate Readiness Statuses, 7/18/24
- New disposition reasons added, 7/11/24
- Delay notification to Candidates who are automatically dispositioned based on qualifications, 7/25/24
- Validation (warning) on Job Requisition business process to prevent job posting if no costing allocations assigned.

In progress

- External Candidate Reference Check business process – will need to change approach
- Opt in: Add a notification to Recruiting Coordinator and Manager when job has been posted- vote at July HAC
- Create updated document of disposition reasons by stage- request submitted to Training/Education
- Update Ready for Hire question about degree verification
- Updates to notifications
- Update help text on Offer- add wording after the first sentence: "Based on your member's rules, you may need to obtain approvals prior to initiating the offer process."

Awaiting HAC vote

- Separate into two questions: would you now or in the future require sponsorship for immigration-related employment authorization (e.g. H1-B, O-1, E-3, TN)? OGC review completed
- Request to update the military screening question to specify United States military, OGC review completed

2. Discussion:

New items for discussion/decision

- Re-add Schedule Interview and Manage Interview Feedback to Interview BP?
  - Yes: 10 / No: 0

- Any concerns with allowing the referral and comment fields to be filled in on pre-hires?
  - Staffing is looking at removing the "Pre-hire Referred By and Comment fields should be blank" validation from Hire BP so that information can be pulled in on the Hire and Change Job detail cards:
    - No questions or concerns were voiced.

- Add "Eligible for Hire" column to the Recruiting Grid for Recruiting Coordinators?
  - This will allow screening for NERF during Initial Review
    - We would need to grant Recruiting Coordinators security access to the Eligible for Hire field
  - Yes: 11 / No: 1
    - Some members may not use Recruiting Coordinator role in the same way, so in some circumstances individuals with the role may not need access to that information.

3. Next Steps and Action Items

- Next meeting October 17, 2024