



# Recruiting Working Group

Date 10/17/2024

Meeting Time 10:00–11:00

## Attendance

Bading, Joy

Declue, Kahlei

Elliott, Robin

Foster, Joni

Garza, Ivore

Gomez, Christina

Guillen, Sarai

Hobma, Vera

Hucker, Betsy

Loftin, Lisa

Martinez, Claudia

Melinda, Ho

Michalak, Alicia

Newsome, Ashley

Perez, Marissa

Prejean, Allie

Ramirez, Jody

Shorb, Lann

Sydney, Everett

Terry, Asia

Townsend, Valerie

Vance, Mandy

Watson-Mendoza, Johnny

## 1. Review Open Action Items

### Completed

- Feature: external apply updates
- Updates to compensation fields WD 2024R2
- Create updated document of disposition reasons by stage

### In progress

- External Candidate Reference Check business process
- Opt in: Add a notification to Recruiting Coordinator and Manager when job has been posted-vote at July HAC
  - See further discussion below
- 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...all approved on 10/15/24

- 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
- Opt in: Re-add Schedule Interview and Manage Interview Feedback to Interview BP
- Allow Recruiting Coordinators access to view Eligible for Hire field

## 2. Discussion:

### *New items for discussion/decision*

- Upcoming notification to Managers and Recruiting Coordinators when a job is posted:
  - Should this notification be sent for every job that is posted, or only jobs that include an external posting?
  - We can include a direct link to an external posting, but not to an internal posting.
  - For internal postings, we could include instructions for accessing the Jobs Hub and locating the posting there.
- Discussion: Send this notification for *all* job postings. Include a link to the external posting (if applicable) and instructions for internal applicants.
- Opt in: Change Screen step so HR Contact and HR Partner are assigned. They should get inbox items and notifications for the step
  - TAMU would like to prevent the Manager from taking any action on the Screen step
  - Allow opt in/out for this change:
    - Yes: 16 / No: 0
- Any other items for discussion?

## 3. Next Steps and Action Items

- Next meeting rescheduled/moved up to December 12, 2024