Recruiting Working Group

Date 12/12/2024

Meeting Time 10:00–11:00

**Attendance**

Azua, Claudia

Bading, Joy

Childers, Samuel

Clark, Liberty

Declue, Kahlei

Elliott, Robin

Foster, Joni

Ho, Melinda

Hucker, Bettsy

Martinez, Claudia

Michalak, Alicia

Terry, Asia

Vance, Mandy

Watson-Mendoza, Johnny

1. Review Open Action Items

*Completed*

* Update help text on Offer- add wording after the first sentence to remind to get outside approvals as needed.
* Request to update the military screening question to specify United States military
* 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)?
* Opt in: Add a notification to Recruiting Coordinator and Manager when job has been posted- vote at July HAC
* Update Ready for Hire question about degree verification

*In progress*

* External Candidate Reference Check business process
* Updates to notifications
* Opt in: Re-add Schedule Interview and Manage Interview Feedback to Interview BP
	+ TAMUT only group to opt back in, awaiting verification before proceeding
* Allow Recruiting Coordinators access to view Eligible for Hire field

*Awaiting HAC vote*

* 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
1. Discussion:

*New items for discussion/decision*

* New disposition reason “Candidate notified outside of Workday” on all steps in Job Application process with no notification to the Candidate
	+ Only Recruiting Partners to have access
	+ For use with high profile positions
		- Yes: 13 / No: 0
* Proposed update to offer letter templates:
	+ “This offer of employment is contingent upon successful completion of a criminal background check, your demonstration of your authorization to work in the United States, export controls clearance, nepotism approval if applicable, and verification of degree(s)/certifications/licensure, if applicable.”
	+ Everyone has their own offer letter. If you would like this language added to yours, *please send in a request by Friday, January 17th*.
* Add “Careers in Government” to recruiting source list
	+ Each site has its own recruiting source list. If you would like this source added to yours, *please send in a request by Friday, January 17th*.
* Sterling update (Nov/Dec)
	+ You will have the ability to filter within available columns in the Dashboard, Quick Search, and Recently viewed order grids in Client Hub
	+ Within Historical Records Search option, you will be able to access a new Additional Filters field to add columns and filter using Status, Position, Package, and Client Status criteria.
* Any other items for discussion?
	+ Can/will the screening questionnaire be updated for GA-48?
		- Yes, although it will likely need to go through Export Controls and/or OGC.
1. Next Steps and Action Items
* Next meeting February 20, 2025