# A&M System sealRecruiting Working Group

Date 2/20/2025

Meeting Time 10:00–11:00

**Attendance**

Bading, Joy

Berry, Sharissa (ETAMU proxy)

Childers, Samuel

Clark, Liberty

Elliott, Robin

Everett, Sydney

Foster, Joni

Garza, Ivore

Gomez, Christina

Ho, Melinda

Hucker, Bettsy

Martinez, Claudia

Mathis, Shannon

Michalak, Alicia

Nettles, Noah

Perez, Marissa

Prejean, Allie

Ramirez, Jody

Steinle, Carly

Terry, Asia

Vance, Mandy

Waters, Jason

Watson-Mendoza, Johnny

Young, Pam (WTAMU proxy)

## Review Open Action Items

*Completed*

* Allow Recruiting Coordinators access to view Eligible for Hire field
* Opt in: Change Screen step so HR Contact and HR Partner are assigned. They should get inbox items and notifications for the step
* New disposition reason “Candidate notified outside of Workday” on all steps in Job Application process with no notification to the Candidate
* Opt in: Add “Careers in Government” to recruiting source list
* Opt in: Update to offer letter templates (export controls/nepotism) language

*In progress*

* External Candidate Reference Check business process
* Updates to notifications

## Discussion:

*New items for discussion/decision*

* Expectations of working group members
  + Be present for meetings or arrange a proxy
  + Prepare
    - Submit or bring ideas and problems/solutions for the group to discuss
    - Discuss agenda items with own team
  + After meeting
    - Take items of relevance back to own team
    - Submit follow-up questions or concerns
* Request from Staffing Working Group:
  + Remove manager initiation permissions from these two BPs:
    - Create Position
    - Close Position
  + For that to work, we need to remove Manager from:
    - Job Requisition
    - Close Job Requisition
  + 15 yes / 2 no
    - Some members have Managers initiating Create Job Requisition.
    - Security configuration in Workday cannot be opt in/out.
    - We will circle back to our Staffing team to see if there are alternatives to accommodate the “no” votes.
    - **Update:** After the meeting, our Staffing team said they will not proceed with this change since some members are using this functionality.
* Turn off Inbox Items and Notifications for the Screen step that is going to Recruiting Partners and Coordinators. OR Opt in/out choice for those who opted into the previous change.
  + TAMUCT, WTAMU, TAMU, TAMUHSC, TAMUGV, TAMUSA, TEEX, Tarleton opted in
    - TAMUCT - off
    - WTAMU - on
    - TAMU/G/HSC - off
    - TAMUSA - off
    - TEEX - off
    - Tarleton - off
* Add/Delete pool managers from Candidate Pools- we are researching options for this.
* Systemwide Job Search
* Any other items for discussion?
  + Opt-in: Remove the ability to utilize/select the Offer step- by all roles or just Manager
    - Just Manager
    - 15 yes / 0 no
  + What are other members using for reference checks? Does anyone use Xref? Reference functionality in Workday?
    - External Candidate Reference Check within Workday is still in-progress due to technical difficulties in implementation.
    - TAMU/G/HSC uses Xref.
    - At several members, Managers are calling/emailing references.
  + Remove “equal opportunity” and “affirmative action” language from job postings.
    - We have not received guidance from OGC / SO HR, but we will follow up with them.
  + Sterling integration to see SSN earlier?
    - We have seen a draft of a contract, but we are unsure of current status.
  + Is it possible to add search committee members in bulk?
    - We do not think this is possible, but we will need to confirm.
  + Having search committee functionality on Evergreen Requisitions would be helpful.
    - We will have to check whether this is something Workday is looking at.

## Next Steps and Action Items

* Next meeting April 17, 2025