Recruitment Overview

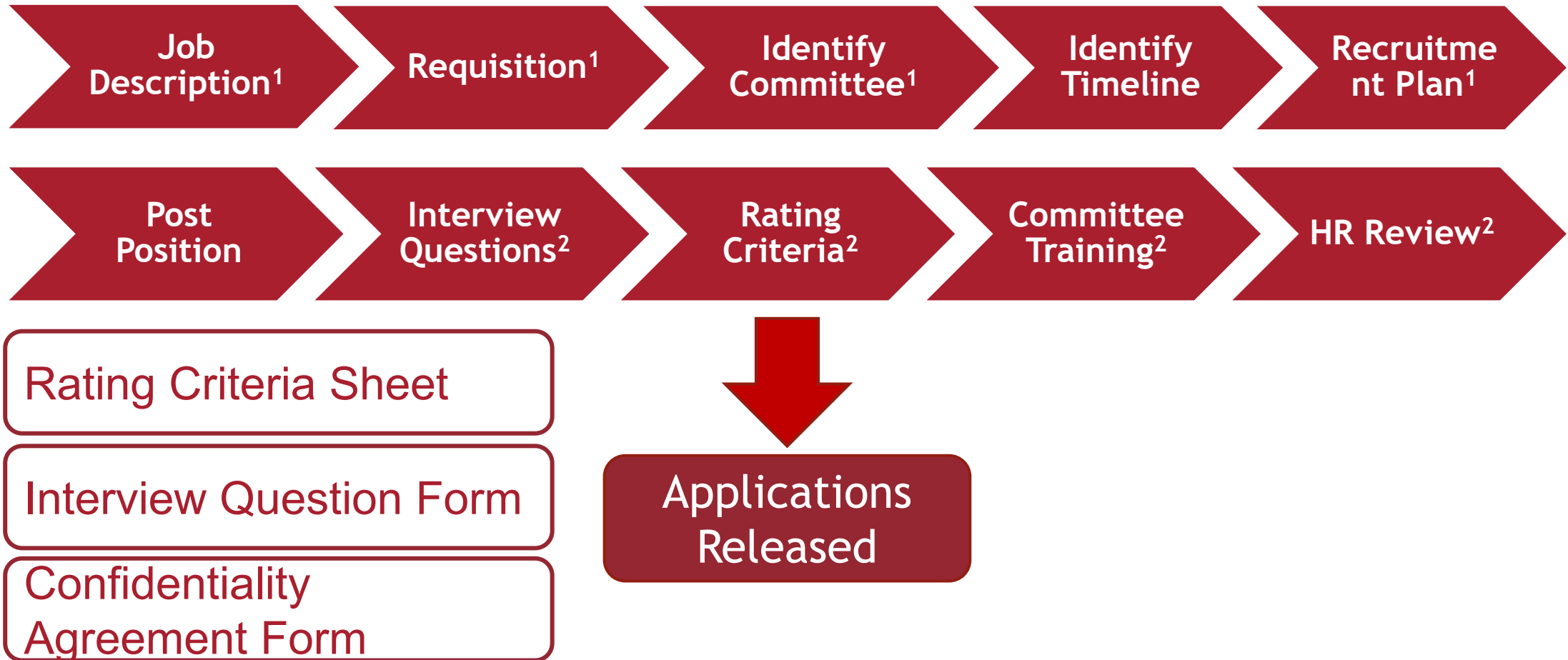*part 1*

SVC

Agenda – Recruitment Overview (part 1)

- Process: Pre application steps
- Process: Post application steps
- Recruitment terms/tools
- Overview of each step

Pre Application Steps

Job Description[1] → Requisition[1] → Identify Committee[1] → Identify Timeline → Recruitment Plan[1]

Post Position → Interview Questions[2] → Rating Criteria[2] → Committee Training[2] → HR Review[2]

Rating Criteria Sheet

Interview Question Form

Confidentiality Agreement Form

Applications Released

[1]pre-requisite to posting a position | [2]pre-requisite to releasing applications to the committee

Post Application Steps

Committee Review	Identify Candidates	Schedule 1st Interview	Conduct Interviews	Strengths/ Opport.

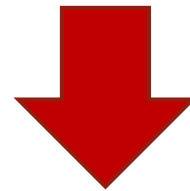| Reference Checks	Identify Finalists	Finalist Interviews	Conditional Job Offer	Finalist Onboarding

Interview Question Notes

Strengths/Opportunities Form

Reference Checking Form

Hire

Recruitment Terms & Tools

- NEOGOV – applicant tracking system
- NEOGOV Insight – administrative side
- NEOGOV OHC – applicant management side
- Search Committee & Recruitment Portal→ resources
- Search Committee Shared Folders → managing committee materials
- Shared Recruitment Folders → HR's electronic recruit folders
- Change Tracking Spreadsheet
- Recruitment Status & Checklist Spreadsheet

Job Description

| Job Description[1] | Requisition[1] | Identify Committee[1] | Identify Timeline | Recruitment Plan[1] |
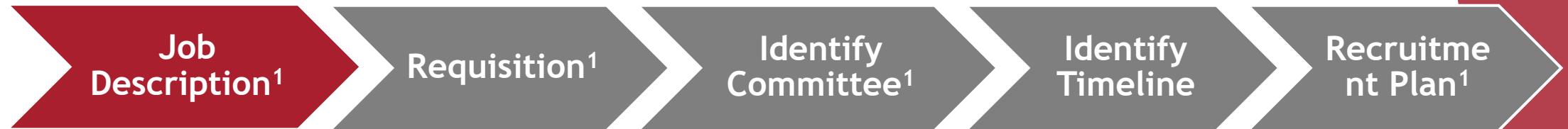
▶ Posting vs. job description

▶ Required for all positions

▶ Must be in template

▶ Outlines summary, duties, competencies, qualifications, and conditions of employment

▶ Summary – overview

▶ Duties – should be broken into major functions. Action statements, essential vs. non-essential

▶ Competencies – knowledge, skills, and abilities

▶ Qualifications – minimum and desired

▶ Conditions of employment - certifications, job requirements, licensees, etc.

Requisition

| Job Description[1]	Requisition[1]	Identify Committee[1]	Identify Timeline	Recruitment Plan[1]
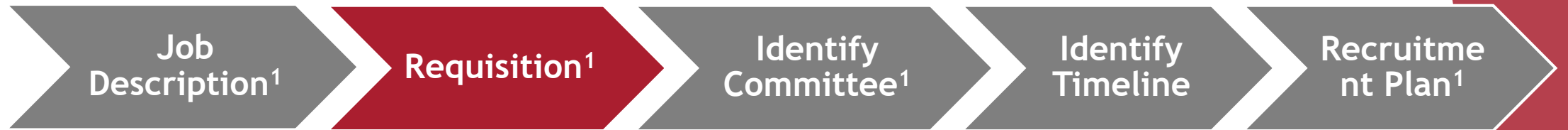
- Required to post all positions
- HR reviews fields, ensure accuracy, correct, and update
- Assign number C, E, F, A, H + year- ## (C22-001 = Classified 2022, first recruitment)
- Reject if major errors (missing committee, missing timeline, etc.)
- Update approvals → add VP
- Approve

Committee Process

Job Description[1]	Requisition[1]	Identify Committee[1]	Identify Timeline	Recruitment Plan[1]

- Regular recruitments
- Chair, and committee members
- Departmental, subject matter experts, etc.
- Committee, minimum of 3
- Search Committee Success Training
- Review→ rate → interview →recommend finalists

Timeline

Job Description[1] → Requisition[1] → Identify Committee[1] → **Identify Timeline** → Recruitment Plan[1]
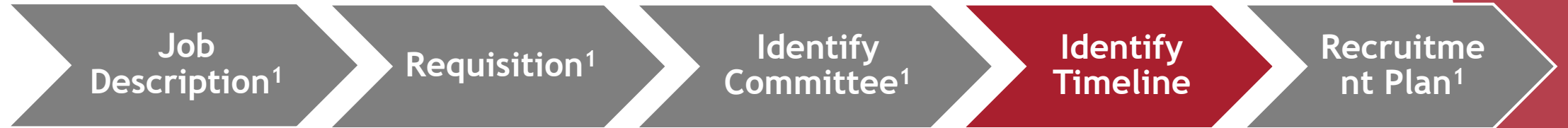
▶ Posting date

▶ Closing date (priority or firm close)

▶ Application release date (HR review and MQs)

▶ Committee identify candidate date – deadline for rating

▶ Committee interview date

▶ 2nd round interview date (or other)

Recruitment Plan

Job Description[1]	Requisition[1]	Identify Committee[1]	Identify Timeline	Recruitment Plan[1]
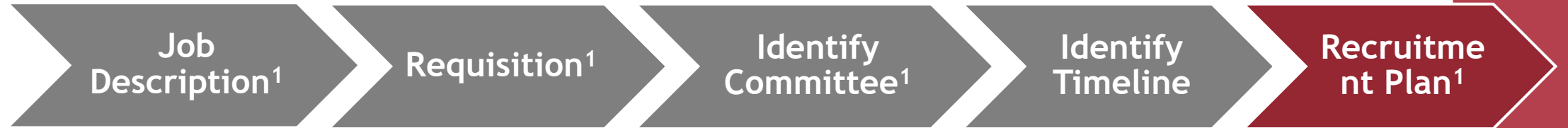
- HR + committee identify job boards, industry associations, contacts, list servs, etc.

- Create a plan, HR Consultant Asst and Talent Acquisition Spec post to these job boards

- Passive recruiting, social media, etc.

Requirements to post

▶ Completed job description (reviewed and finalized by HR)

▶ Committee formed

▶ Timeline developed

▶ Complete Requisition

Post position

Post Position → **Interview Questions[2]** → **Rating Criteria[2]** → **Committee Training[2]** → **HR Review[2]**

▶ Create posting in Insight from appropriate template

▶ Copy template → create new posting

▶ Summary, duties + competencies, qualifications, conditions of employment

▶ Supplemental questions tied to minimum qualifications

Required Forms: Interview Questions

| Post Position | Interview Questions[2] | Rating Criteria[2] | Committee Training[2] | HR Review[2] |

- HR → prev question set and updates OR committee creates
- Committee adds/updates, etc.
- Review for open ended
- Linked to duties/qualifications in JD
- Review for inappropriate/unfair questions
- Include DEI question
- Opening/ Closing questions
- HR creates final copy → committee version & candidate version →upload to shared folders

Required Forms: Rating Criteria

Post Position	Interview Questions[2]	Rating Criteria[2]	Committee Training[2]	HR Review[2]

- ▶ Tool committee to identify candidates
- ▶ Star rating (1 -5 scale)
- ▶ HR → initial form →Qualifications/ Competencies JD
- ▶ Committee modifies
- ▶ HR inputs rating tool in NEOGOV
- ▶ Chair reviews ratings, uses for discussion on candidates
- ▶ HR ensures all committee members rated all applicants

Committee Training

| Post Position | Interview Questions[2] | Rating Criteria[2] | Committee Training[2] | HR Review[2] |

▶ Search Committee Success meeting

▶ Facilitated by Talent Acquisition Specialist

▶ Goes over → recruitment process, confidentiality, fair hiring, DEI, biases, committee expectations, best practices

▶ Committee members must complete to review applications

HR Review

Post Position	Interview Questions[2]	Rating Criteria[2]	Committee Training[2]	HR Review[2]

Application Review

▶ Review applications for completeness

▶ Attached required documents

▶ Responded to Supplemental Questions

Minimum Qualifications

▶ Review Supplemental Questions/Apps → MQs

Committee Review & Identify candidates

| Committee Review | Identify Candidates | Schedule 1st Interview | Conduct Interviews | Strengths/ Opport. |

▶ Rate all apps on own

▶ Review ratings → committee meeting

▶ Discuss candidates

▶ Identify candidates

▶ Chair → move apps to search committee interview

Interview Schedule → Interview

Committee Review	Identify Candidates	Schedule 1st Interview	Conduct Interviews	Strengths/ Opport.

- Ensure applicants at Committee Interview Stage
- HR creates interview schedule → timeline
- Assign committee members
- Set up self-scheduling
- Send notices to candidates
- Review → create schedule → sched to Shared Folders
- Send confirmation email → candidates
- Committee interviews

Strengths & Opportunities for Development

| Committee Review | Identify Candidates | Schedule 1st Interview | Conduct Interviews | Strengths/ Opport. |

▶ Complete form to identify strengths / opportunities → ALL interviewed candidates

▶ Reviewed by HR to ensure fair hiring consideration

▶ Sent back to committee if issues

▶ Sent to hiring manager, VP, President or applicable parties

▶ Official documentation/ justification of candidates

Reference Checks

Reference Checks	Identify Finalists	Finalist Interviews	Conditional Job Offer	Finalist Onboarding

- Required → protect against negligent hiring
- Committee, hiring manger or other complete
- Use standard form
- Specific reference types
- Call references
- Document in form
- Upload to Shared Folder
- Notify HR of concerns

Identify finalists

| Reference Checks | Identify Finalists | Finalist Interviews | Conditional Job Offer | Finalist Onboarding |

- ▶ If second round of interviews → top finalists (often 3)
- ▶ HR schedules → OHC
- ▶ Provides S/Os, etc. to VP or second round individuals
- ▶ HR send confirmation email to cands

Conditional Job Offer

Reference Checks	Identify Finalists	Finalist Interviews	Conditional Job Offer	Finalist Onboarding
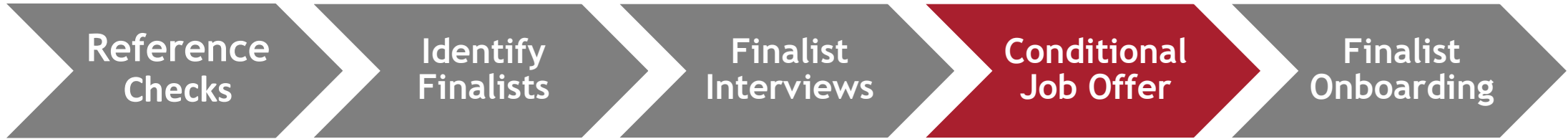
- Finalist identified
- HR reviews, sends job offer script or makes offer
- Move → Hire. Fills out form in OHC
- Fill out offer details in Change Tracking Spreadsheet
- Email → Job Offer Confirmation Letter, JD, contract, etc.

Finalist Onboarding

| Reference Checks | Identify Finalists | Finalist Interviews | Conditional Job Offer | Finalist Onboarding |
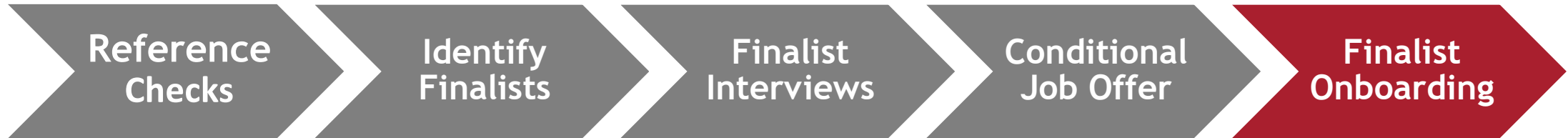
▶ Conditions of employment

   ▶ Background check

   ▶ Conditions of employment meeting (I-9, Covid19 vaccination…)

▶ HR Generalists take over and begin onboarding process

Recruitment Overview

part 2

SVC

Agenda – Recruitment Overview (part 2)

▶ Confidentiality

▶ Fair hiring

▶ NEOGOV, Insight

▶ NEOGOV, OHC

▶ Recruitment tools and forms

Confidentiality

- Protected by WA State statute
- Access → highly confidential info
- Protected: materials, identities, personal info, qualifications, status
- Integrity of the recruitment process
- Chair → responsible secure materials
- Members sign confidentiality agreement
- Avoid hallway/breakroom conversations
- Limit discussions to private locations

Legal Landscape & Fair Hiring

▶ Right thing to do → backed by the law

▶ Federal laws: Title VII CRA 1961/1991, ADA 1990/2008, ADEA 1967

▶ State Laws: RCW unfair practices, WAC discriminatory inquiries, WAC pre-employment

▶ Pre-employment inquiry? → every interaction

▶ All contact w/ applicant → "interview time"

Legal Landscape & Fair Hiring (cont...)

Federal laws	General summary
Title VI, VII of the Civil Rights Act of 1964 (amended in 1991)	It is unlawful to discriminate against any individual with respect to compensation, terms, conditions, or privileges of employment, because of such individual's race, color, religion, sex, or national origin.
The Americans With Disabilities Act of 1990 and ADA Amendment Act of 2008	It is unlawful to discriminate against qualified individuals with physical or mental disabilities that substantially limit one or more major life activities in all employment decisions and terms and conditions of employment. Considers reasonable accommodation.
Age Discrimination in Employment Act of 1967	Prohibits age-based discrimination in all aspects of employment for workers and job applicants age 40 and over.

Legal Landscape & Fair Hiring (cont…)

State laws	General summary
RCW 49.60.180: Unfair practices of employers	It is an unfair for an employer (1) to refuse to hire; (2) to discharge or bar any person from employment; (3) to discriminate against any person in compensation or in other terms or conditions of employment *on the basis of these protected classes*: http://app.leg.wa.gov/RCW/default.aspx?cite=49.60.180
WAC 162-12-130: Discriminatory inquiries are prohibited	Documenting or keeping record of protected status before employment may be evidence of an unfair practice when connected to the applicant's status http://apps.leg.wa.gov/WAC/default.aspx?cite=162-12-130
WAC 162-12-140: Pre-employment Inquiries	(Fair and unfair pre-employment inquiries) If applicants offer information related to any of the protected classes, committee members should not react or ask follow up questions. http://apps.leg.wa.gov/WAC/default.aspx?cite=162-12-140

ⓘ Review WA Pre-employment Inquiry Guidelines P. 9-10

Recruitment Terms & Tools

▶ NEOGOV – applicant tracking system

▶ NEOGOV Insight – administrative side

▶ NEOGOV OHC – applicant management side

▶ Search Committee & Recruitment Portal→ resources

▶ Search Committee Shared Folders → managing committee materials

▶ Shared Recruitment Folders → HR's electronic recruit folders

▶ Change Tracking Spreadsheet

▶ Recruitment Status & Checklist Spreadsheet

NEOGOV: Insight

- System administration
- Account administration
- Master application management
- Posting creation/management
- Requisition creation
- Job descriptions/ class specs
- Reports

NEOGOV: Insight → system admin

▶ Create user accounts

▶ Manage user accounts

▶ Overall system features

NEOGOV: Insight → Create a posting

▶ Use a template from Draft

▶ Create copy of template

▶ Complete details from Requisition / JD

▶ Create supplemental questions

NEOGOV: OHC

- Requisition management → reviewing and updating
- Tasks → My candidates → Requisitions
- Managing recruitment steps → creating/removing
- Moving candidates through the steps
- Setting up rating criteria
- Setting up interview schedules

Shared Folder Items

▶ Recruitment → Recruitment Folders

▶ Interview Schedules

▶ Ad Summaries

Change Tracking

- All employment changes: new hires, promotions, position changes, separations

- Recruitment → new hire info added with Requisition

Recruitment Status & Checklist

▶ In Recruitment folder

▶ Shows status

▶ Manages recruitment tasks (checklist)

Recruitment & Search Committee Portal

- Process
- Forms/resources
- Search committee shared folders

Job classes

Main job classes

▶ Classified

▶ Exempt

▶ Faculty, Tenure Track

▶ Part-time, hourly

▶ Associate Faculty (Adjunct Faculty)

Other types:

▶ Classified Cyclic

▶ Temporary status: Classified/Exempt/Faculty