

Talent Acquisition Core Services

Hiring Process Oversight

Talent Acquisition Responsibility	Department/College Responsibility
<ul style="list-style-type: none"> • Ensure departments and colleges are following hiring guidelines. • Ensure search committee training is completed by all members. (shared responsibility) • Create resources and provide support for the hiring process to the Department/College. • Attend kick-off meetings (if requested) and outline specifics such as hiring and screening processes, applicant tracking system, confidentiality, search committee resources, etc. 	<ul style="list-style-type: none"> • Create the requisition position announcement, offer card, and offer documents. • Ensure search committee training is completed by all members. (shared responsibility) • Update applicant and search status in applicant tracking system (PageUp) throughout the recruitment process. • Schedule interviews through applicant tracking system (PageUp), events, and phone calls. • Collect interview notes, itineraries, and other search related documents as they occur and upload into the document section of the applicant tracking system (PageUp). • Ensure a positive candidate experience providing timely communication and feedback throughout the search process.

Hiring Process Support

Talent Acquisition Responsibility	Department/College Responsibility
<ul style="list-style-type: none"> • Provide support throughout the hiring process. • Serve as a subject matter expert or triage questions to appropriately elevate concerns. • Provide direction related to employment laws, guidelines, and best practices that inform and govern the hiring process. • Consult Policy and Procedures Manual (PPM) chapters and University Handbook when necessary. • Develop sourcing strategies to attract qualified applicants. 	<ul style="list-style-type: none"> • Elevate questions to Talent Acquisition regarding the hiring process pertaining to employment laws, potential violations, discrimination, etc... • If applicable, ensure that department documents are followed regarding minimum qualifications, requirements, promotion, tenure, etc... • Consult Policy and Procedures Manual (PPM) chapters and University Handbook when necessary.

Applicant Tracking System (PageUp) Support

Talent Acquisition Responsibility	Department/College Responsibility
<ul style="list-style-type: none"> • Provide applicant tracking system (PageUp) training and support to hiring departments. • Author and update user guides and other resources to assist with applicant tracking system (PageUp) knowledge and understanding. • Provide one on one training for HR liaisons as requested. • Create/edit approval processes for PDs, requisitions, and offer cards per college/department protocol. 	<ul style="list-style-type: none"> • Utilize the user guides and resources to navigate the applicant tracking system (PageUp). • Elevate applicant tracking system (PageUp) questions and feedback to Talent Acquisition. • Understand the approval process workflow and consult with Talent partner on the approval processes. • Inform Talent partner of any modifications to maintain the requisition, offer, or approval processes (i.e., start date)

Review and Post Requisition/Manage Advertisement Channels

Talent Acquisition Responsibility	Department/College Responsibility
<ul style="list-style-type: none"> • Verify that position description has been updated, approved, and consistent with requisition and position announcement. • Verify information in blue box (fed from HRIS) to confirm it matches with information on the requisition. • Verify the requisition and all fields are completed accurately by the departments/colleges. • Review and edit position announcement. • Add selection criteria in the requisition. • Advertise the position via the sourcing channels and approve. • For blind recruitments and waivers, include the link (in the Notes tab) to the HR liaison via email. • Refresh postings if position requires. • Close the advertising channels. 	<ul style="list-style-type: none"> • Ensure HRIS position data is correct. • Ensure that position description is updated and has been approved by Compensation & Organizational Effectiveness. • Ensure requisition fields have been completed. • Ensure announcement has been formatted, the most recent position announcement template is being utilized, proofread, and minimum and preferred qualifications are correct in accordance with the position description. • Provide selection criteria to the Talent partner via email or notes. • Communicate with Talent partner for any changes to the requisition throughout the process. • If additional advertisement channels are preferred beyond Talent's identified advertising channels, it is the department's responsibility to secure funds and post the position on those sites. • When the search committee finds an acceptable applicant pool (and no specific end date has been advertised), inform Talent partner when advertisements can be removed from the advertising channels.

Screen Applicants for Minimum Requirements

Talent Acquisition Responsibility	Department/College Responsibility
<ul style="list-style-type: none"> • Screen all University Support Staff positions for minimum requirements. • Screen unclassified position upon request by hiring manager/search chair. 	<ul style="list-style-type: none"> • Ensure applicants meet minimum requirements per the position description or announcement (for faculty positions).

Offer Card Process

Talent Acquisition Responsibility	Department/College Responsibility
<ul style="list-style-type: none"> • Review and approve offers in applicant tracking system (PageUp). • Ensure the offer card is complete and accurate. • Review and approve offer documents to ensure they match offer card (i.e., offer letter and initial appointment-if applicable). • Verify if a background check is needed. • Verify approval process is correct and then approve the offer. • Initiate the online offer. 	<ul style="list-style-type: none"> • Once verbal offer has been accepted, gather all details from hiring manager to accurately complete the offer card. • Create the offer documents that match the position type. • Ensure the correct approval process has been selected based on position type. • Ensure electronic onboarding forms and background check (if applicable) have been completed before submitting hire paperwork to HR Resource Center.

<ul style="list-style-type: none"> Verify onboarding forms have been completed. 	<p><u>Internal</u>: New starter form, retiree question <u>External</u>: New starter form, retiree question, hire form, create/enter eID.</p>
--	---

Process Background/Education Checks

Talent Acquisition Responsibility	Department/College Responsibility
<ul style="list-style-type: none"> Initiate background/education check (if needed). Inform department/college of background/education check completion. 	<ul style="list-style-type: none"> Determine if a background/education check is needed and select the appropriate package. GRA/GTA/GA hires-input information into background check form located on HR website.

Hiring Resources

Talent Acquisition Responsibility	Department/College Responsibility
<p>Talent Acquisition ensures the following hiring resources are relevant and promoted to colleges and departments:</p> <ul style="list-style-type: none"> Hiring Toolkit REQUIRED online search committee training Search Committee Resources Best Practices for Remote Interviewing Competency Interview Questions Interview Designer training for department/college by request International Hiring Guide Hiring Guide Onboarding Guide Successful Interviewing Guide Applicant tracking system User Guides (PageUp) Writing a Position Announcement Diversity Recruitment Resources Talent Tip Tuesday Communication and Archive Ethics and Confidentiality Commitment Agreement 	<p>Colleges and departments should remain current on where to locate resources and be familiar with key content areas that impact hiring.</p>

Reporting

Talent Acquisition Responsibility	Department/College Responsibility
<ul style="list-style-type: none"> Provide recruitment metrics to departments upon request. 	<ul style="list-style-type: none"> Collaborate with Talent partner on recruitment metrics needed/requested by the college/department.