



Talent Acquisition: Recruitment Strategy, How it works...

Human Resources

HOW IT IS NOT
SUPPOSE TO
WORK...





HOW DO WE FIND THE PERSON TO HIRE?

- HR takes all of your input and needs, history, established policies, rules, RCWs, WACs, employment law, CBAs, HRIS capabilities available, recruiting resources and ... we do our best to go out into the public from coast to coast, border to border and “look” to find you the best possible candidates as quickly as possible.



WHO IS INVOLVED?

- YOU! Are the most important part of this process..., the Hiring Manager/Chair (**EO Representative**)
- Human Resources...
- Support of the College- numerous members of the College Staff and Faculty serve on hiring committees...
- RCWs, WACs, Employment Law and CBAs...
- HRIS platforms, NEOGOV...

HIRING CONSIDERATIONS...



We have to remain objective

We are reviewing hundreds of applicants

CAUTION

THINGS TO CONSIDER THAT DIRECTLY IMPACT TIME

JOB ALLOCATION ?

IF CLASSIFIED...

POSTS 10 DAYS

POSTS 14-21 DAYS
POSS 30 DAYS

POSTS 30 DAYS

IF EXEMPT...

IF FACULTY...

Applicant Screening ?

We really Only Screen To MQs...

Your MQs

Time Allows For a 4 Step Process... NeoGov

We DO NOT Move People Or Remove Our Own...

We can't Target People

You can Request To Screen

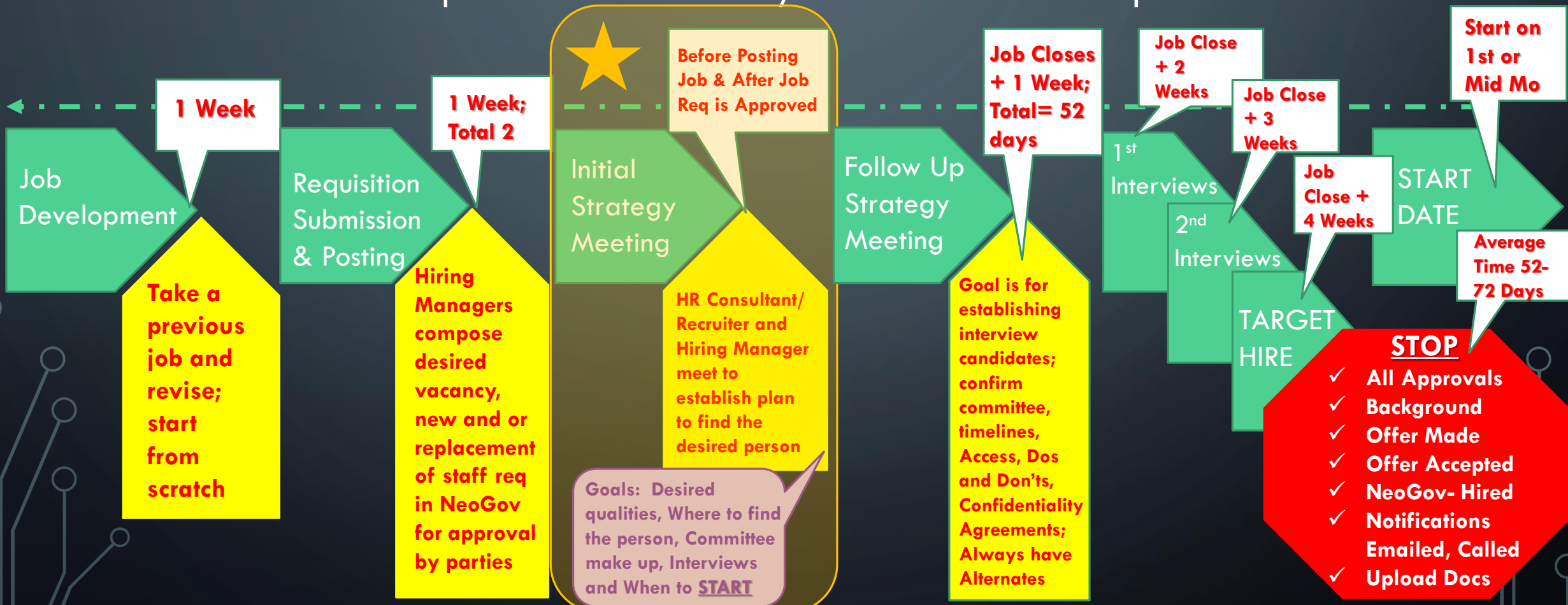
We work with NeoGov To Assist in moving Candidates to your Referral List... Time Consuming

We can't Qualify Applicants To the Job & Cause delays & Violations



HOW DOES IT HAPPEN?

- We start with a question... When do you want or need this person to start?





THINGS TO AVOID...

✓ **Rating Candidates By Number...**

- ✓ **Salary Based on Candidate
Not Comparison of Group...**
- ✓ **Do Not make Offer before All Steps
are completed...**
- ✓ **Please remember that the Offer
Still has to be reviewed by VP of HR
(Not talking PT/Hourly or Work study)**
 - ✓ **Don't forget the Hiring Manager
Is the EO Steward, compliant
With all EEO and College Goals**



A CLOSER LOOK AT A STRATEGY MEETING AND HOW IT BEST HELPS YOU

- Here is where we get into the “Five W’s” and the “Hows”...

HR

**Initial Strategy Meeting
Key Points**

**Hiring
MGR**

- ✓ Review the Job Title
- ✓ Do we keep job open
- ✓ Interview Questions

- ✓ Identify Committee Needs
- ✓ Confidentiality Agreement Review

- ✓ Interview dates
- ✓ Need for 2nd Interview
- ✓ Who is the person?

- ✓ Advertising Requests
- ✓ Special Qualities
- ✓ Special Skills
- ✓ Licensing or Education

- ✓ Assessment Tools
- ✓ Hiring MGR Training
- ✓ FTE understanding
- ✓ Internal Candidates

- ✓ Understanding of College position on Diversity/EEO
- ✓ Understanding of Promotional Postings

Team Collaboration



Hire Process Cycle

(Approved Requisition to Onboarding)

<27-59 Days Min>

Strategy Phase

- Requisition approved
- Job Developed
- Job Posted
- Advertisement Launched

Recruitment Phase

- Advertisement refined
- Candidate screening
- Outreach activities
- Canvas external sources

Interview Phase

- Candidates selected
- Candidates interviewed
- Finalist(s) identified
- Finalist(s) vetted

Selection Phase

- ✓ Hire selected
- ✓ Hire background ran
- ✓ Hire approved by VP
- ✓ Hire offered

<3-5 Days Min>

<10-30 Days Min>

<7-14 Days Ave>

<7-10 Days Min>

Factors:

- Creating a job description vs being provided a job concept
- Approval chain timeliness
- Exam plan approval
- Timely strategy planning dates for selection

Factors:

- Classified, 10 days
- Faculty/Exempt/Professional, 30 days
- PT/Hourly/Temp/Pools are continuous or time set by hiring manager and HR

Factors:

- Hiring Committee schedule
- Hiring Manager submission of committee items
- Determination of needing a second interview

Factors:

- NeoGov actions by Hiring Manager moving candidate in system
- Background hold up
- NeoGov approval chain
- Candidate Onboarding; Processed in ctcLink



Questions/Comments/Discussion

How can we help you?

Human Resources