

COURSE OVERVIEW

COURSE NAME

Non-Academic Recruitment

FACILITATION

Discussion will be guided by Kristan Darty, Toya Glenn and Sharon Walker with meeting facilitator, Dawn Aziz, Organization & Employee Development.

COURSE LENGTH: 1 - 1/2 DAYS

COURSE DESCRIPTION

This course will provide **Talent Management Coordinators** with an introduction to WSU's Online Hiring System (OHS) and share non-academic application scenarios for posting, sourcing and advertising non-academic positions. Particular emphasis will be placed upon contractual requirements for Staff Association, Professional & Administration, and AFSCME roles. Temporary employment and Method II templates will also be shared.

An interactive question-and-answer session will be facilitated with WSU experts to ensure participants know who to contact when and can successfully navigate WSU procedures, policies and collective bargaining agreements (if applicable).

LEARNING OBJECTIVES

As a result of this module, participants will be able to:

- Access and use the Online Hiring System to post, approve, manage and close out non-academic OHS position requisitions
- Abide by the special handling list and recall list requirements
- Apply knowledge of WSU policy and collective bargaining agreements to identify staffing implications prior to posting a position – particularly for Staff Association, P&A and AFSCME positions
- Create and/or utilize templates for documenting the Method II hire steps
- Distinguish between temporary employment procedures for staffing agency and direct hires
- Determine what should be included in a recruitment advertisement when seeking external applicants
- Identify the best vehicles for reaching external applicants in their region based upon disciplines in region
- Know who to call when questions arise

PREREQUISITES

Prior to this module, it is recommended participants complete:

- **OHS eLearning.** To access, login to Blackboard.
 - [Lesson 1: Basic Concepts](#)
 - [Lesson 2: Managing OHS Requisitions](#)
 - [Lesson 3: Managing Applications](#)

- **Accelerate eReading.** To access, login to Pipeline and click on Accelerate from the Employee tab.
 - [The Brave New World of HR: Human Resources in the Digital Age](#), Chapter 2, e-Recruiting – Online Strategies for Attracting Talent
 - [Harvard Business Essentials: Hiring and Keeping the Best People](#), Chapter 2: Beyond Hiring

- **Method II.** To register, login to Pipeline and search for the next available session in Training. Seminars. Workshops. (TSW).

- **ProCard.** To register, login to Pipeline and search for the next available session in Training. Seminars. Workshops. (TSW).

- **WayneBuy training.** To register, login to Pipeline and search for the next available session in Training. Seminars. Workshops. (TSW).

ADDITIONAL RESOURCES

There are several eLearning resources available through Accelerate Employee Development Tools (AEDT) to supplement this course. The recommended eLearning resources listed below are not required for this course but are helpful references that could be referred to as needed.

- [Workforce Planning and Employment: Recruitment Strategies](#). 1 hr eCourse (ID: hr_11_a02_bs_enus)

- [Finding Keepers: The Monster Guide to Hiring and Holding the World's Best Employees](#) (ISBN: 9780071499088)