

HIRING SUPPORT@WAYNE

WHO TO CONTACT DURING THE HIRING PROCESS

WSU Contact	Support Available
<p>Business Affairs Officer (BAO)</p> <p><i>Be sure to check with your BAO prior to posting an open position to confirm that the budget is loaded with funds to support the role. Your Cognos report may not show what's actually loaded.</i></p> <p>Click here for contact information</p>	<p>Your BAO will:</p> <ul style="list-style-type: none"> • Confirm budget loads for positions • Reinforce the need for unit executive approval • Initiate and approve Position Action Request (PAR) forms for submission to the Office of Budget Planning and Analysis for final processing • Approve and submit Banner Access Request forms for processing by the C&IT Information Security Office and Finance and Business Operations Functional Systems Support team <p>Questions she/he may ask include:</p> <ul style="list-style-type: none"> • What type of position is it? What type of work will be performed? Is it a represented or non-represented role? How does this role compare to other positions in your department? (This information helps the BAO to determine salary requirements which impacts the budget.)
<p>HR Consultant (HRC)</p> <p><i>A good first point of contact for complex hiring questions and counsel. Can assist with determining a strategy for completing the entire talent acquisition and staffing process.</i></p> <p>Click here for contact information</p>	<p>For <i>academic</i> hiring, your HRC can help:</p> <ul style="list-style-type: none"> • Provide support on academic hiring <i>based upon client request</i> as it relates to administrative assistance or involvement in search committees <p>For <i>non-academic</i> hiring, your HRC can help:</p> <ul style="list-style-type: none"> • Ensure policy and collective bargaining agreement compliance • Identify alternative staffing options • Support the creation of a new/revised job (<i>in partnership with TCW</i>), including job analysis, job description & position classifications and promotion, transfer & demotion • Participate in search committees/interview panels
<p>Talent Management Coordinator (TMC)</p> <p><i>Your working partner for all</i></p>	<p>For <i>academic</i> hiring, your TMC can help:</p> <ul style="list-style-type: none"> • Provide support on academic hiring <i>based upon client request</i> as it relates to administrative assistance or involvement in search committees

WSU Contact	Support Available
<p><i>aspects of the recruitment process.</i></p> <p>Click here for contact information</p>	<p>For <i>non-academic</i> hiring, your TMC can help:</p> <ul style="list-style-type: none"> • Create a position number for new pool/grant funded positions • Post positions in the Online Hiring System (OHS) • Screen internal represented applicants according to contract requirements; screen resumes/applications; conduct phone screens • Develop interview questions and an interview matrix to document responses • Perform background checks • Extend job offer or support the process by sending the offer letter and following up to share benefits explanation and answer questions • Generate Banner and Access IDs • Share staffing metrics (i.e. retention rates, turnover, new hire failure rate, cost per hire, time to fill, vacancy rate) • Coordinate student hiring • Facilitate work authorization process with Office of International Students & Scholars (OISS)
<p>HR Administrator (HRA)</p> <p><i>Part of the Client Services team support for all of your hiring needs</i></p> <p>Click here for contact information</p>	<p>Your HRA will:</p> <ul style="list-style-type: none"> • Facilitate I-9 process • Ensure paperwork is completed for each new hire • Complete EPAF transaction • Invite new hire to Faculty/Staff Orientation
<p>Total Compensation & Wellness (TCW)</p> <p><i>Always partner with your HR Consultant and TCW prior to creating or modifying an existing job description and for compensation questions.</i></p> <p>Contact a Benefits & Compensation Analyst at 313-577-3717</p>	<p>For <i>non-academic</i> hiring, TCW will:</p> <ul style="list-style-type: none"> • Create or adjust job descriptions (<i>in partnership with Labor Relations</i> for non-academic represented roles) • Perform market-based salary determinations • Support as needed with non-academic, non-represented promotions, demotions or career development assignments and salary equity adjustments <p>Check out TCW's Classification & Compensation Support Tools</p>
<p>HR Solutions</p> <p><i>A central resource for staffing metric questions and OHS</i></p> <p>Contact:</p>	<p>HR Solutions can help:</p> <ul style="list-style-type: none"> • Share information/resources for the online hiring system (OHS) • Grant OHS access based upon successful completion of the OHS eLearning modules in Blackboard • Provides OHS system oversight and maintenance, responses to technical questions about the system

WSU Contact	Support Available
hrosolutions@wayne.edu	<ul style="list-style-type: none"> • Provide OHS reports
<p>Organization & Employee Development (OED)</p> <p><i>A central resource for OHS eLearning, University orientation and department onboarding support as well as other talent management initiatives.</i></p> <p>Contact: oad@wayne.edu</p>	<p>OED can help:</p> <ul style="list-style-type: none"> • Confirm successful completion of OHS eLearning modules (for HR Solutions to grant OHS access) • Respond to OHS eLearning questions (modules in Blackboard) and Resource Portal questions (included in Blackboard) • Facilitate WSU’s quarterly University orientation for <i>non-academic</i> employees • Provide central tools for the full talent management spectrum – including orientation and onboarding, performance management and employee development support
<p>Equal Opportunity Specialist (EOS)</p> <p><i>Facilitators of the Faculty Hiring plans and Faculty Searches.</i></p> <p>Click here for contact information</p>	<p>For <i>academic</i> hiring, EOS can help:</p> <ul style="list-style-type: none"> • Answer questions regarding Faculty Hiring Plans. • Assist and train departments regarding conducting a successful Faculty Searches. • Review and monitor Faculty Hiring Plans. • Monitor Affirmative Action efforts.
<p>Director for the Office of Equal Opportunity</p> <p>Approver for all Tenure/Tenure – Track Faculty Hiring Plans</p>	<p>For <i>academic</i> hiring, The Director will:</p> <ul style="list-style-type: none"> • Review, monitor and approve all Tenure/Tenure – Track Faculty Hiring Plans. • Monitor Affirmative Action efforts.