

Non-Academic Recruitment

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Agenda

TMC Roles & Responsibilities/OHS Introduction

- ❖ Role Clarification
- ❖ WSU Hiring Process
- ❖ System Overview
 - Special Handling List (Recall List)
 - Searches (Applicants, users, etc.)
 - Creating, Approving, Inactivating User Accounts, and Resetting Passwords
- ❖ Guide for Posting Jobs

Role Clarification

- ❖ Human Resources Solutions
- ❖ Talent Management Coordinator (TMC)
- ❖ Academic Personnel (AP)
- ❖ Business Manager (BM)
- ❖ Hiring Manager (HM)
- ❖ Office of Equal Opportunity (OEO)

Role Clarification

Human Resources Solutions

- ❖ System Oversight & Maintenance
 - Ensure system is operating effectively
 - Resolve any system issues
 - Work with vendor when necessary

Academic Personnel

- ❖ Guide TMC, BM, and HM in the academic hiring process
- ❖ Requisition review and approvals
- ❖ Offer letter packet review & approvals
- ❖ Requisition maintenance & oversight

Office of Equal Opportunity

- ❖ Guide TMC, BM, and HM and search committees in academic search process
- ❖ Federal and State Reporting



Role Clarification

Business Manager

- ❖ Partner with TMC to guide HM in the non-academic hiring process and search process
- ❖ Guide HM in the academic hiring and search process
- ❖ Requisition review and approvals
- ❖ Review offer letters
- ❖ Requisition maintenance & oversight
- ❖ Application management

Hiring Manager

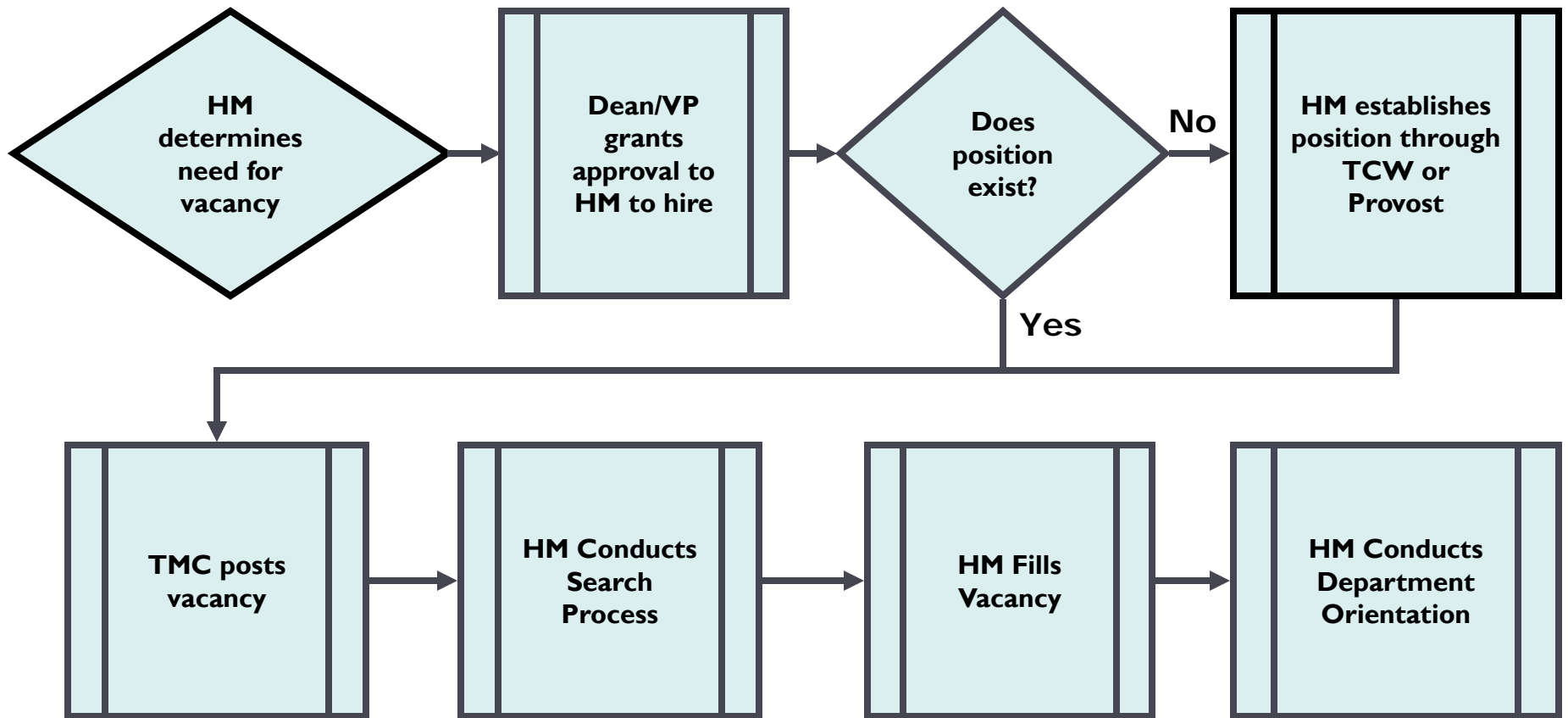
- ❖ Requisition maintenance & oversight
- ❖ Conduct and search process
- ❖ Applicant Management

Role Clarification

Talent Management Coordinator

- ❖ Guide the HM in the non-academic/academic hiring process
- ❖ Creating, Approving, Inactivating user accounts & resetting passwords
- ❖ Create, review & post requisitions
- ❖ Requisition maintenance & oversight
- ❖ Applicant Management
- ❖ Applicant Screening & Selection
- ❖ Employment offers
 - Offer Letters
 - Background Checks
 - Onboarding

WSU Hiring Process



OHS System Overview

- ❖ How to Access OHS
- ❖ Special Handling List (Recall List)
- ❖ Searches (Applicants, Users, etc.)
- ❖ Creating, Approving, Inactivating User Accounts, and Resetting Passwords

Special Handling List

Applicants

- ❖ Placing applicants on the Special Handling List
- ❖ Handling applicants that have a status of “Special Handling List”

Laid Off Employees

- ❖ Placing Laid-Off Employees on the Special Handling List
- ❖ Viewing Laid Off employees that have been placed on the Special Handling List
- ❖ Removing laid-off Employees from the List

Recall List

- ❖ Recall Letter
- ❖ Acceptance declination form
- ❖ Draft/Sample email to labor
- ❖ Sample email sent to unit
- ❖ Sample email sent to the employee

Guide to Posting Jobs

- ❖ All postings submitted must be created/reviewed within 48 hours
- ❖ Determine if any bargaining unit members are eligible for recall prior to posting represented positions (Staff Association, P&A, and AFSCME)
- ❖ All positions must be posted in order to be filled with the exception of the following:

Student assistants, graduate teaching assistants, work-study students, graduate research assistants, instructional assistants, or post-doctoral fellows. (WSU Policy: 99-5 Position Posting: Section 3.0)

Non-Academic Postings

- ❖ Create/review using TCW approved templates prior to posting

Research Postings

- ❖ Generally created from scratch





QUESTIONS?

