

Method II and Recruitment Advertising

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Method II

Method II Hiring Considerations

Two Types of Non-Academic P&A Represented Hiring

- ▶ Method I – Seniority Based Hiring
 - Fill vacant positions on the basis of seniority (most senior/qualified)

- ▶ Method II – Most Qualified Based Hiring
 - *For Managers who have completed Method II training*
 - A. Effective selection interviewing
 - B. Performance appraisal
 - C. Contract administration

Method II Hiring Considerations

- ▶ A bargaining unit employee who is not promoted or transferred and is more senior than the selected candidate **shall be informed in writing** of the reasons for non-selection as soon as possible.



Method II Documentation: Grid

Two documents should be prepared when developing Method II Documentation: A Grid and a Narrative

▶ *Method II Grid*

- ▶ Include candidate names in columns across the top
- ▶ Include required and preferred skills in left column
- ▶ Score each skill on a scale of (1-4) and include a brief comment-rationale for score
- ▶ You may prioritize skills by weighting scores within grid
 - Multiply weighted value times skill score = weighted score
- ▶ Include an overall impression/hire-ability score
- ▶ Tally total scores at bottom of grid
- ▶ Finalist will be the candidate with the highest score

Method II Grid Format – Posting 00000

Required / Preferred Skills	Candidate I	Candidate II	Candidate III
a.			
b.			
c.			
d. Hire ability/ Overall Impression			
Total Score			

Score Scale 1 – 4
1=Low/4=High



Example Method II Grid

Method II Grid for Administrative Assistant II

Required and Preferred Skills	<i>Candidate I</i>		<i>Candidate V</i>		<i>Candidate II</i>		<i>Candidate III</i>	
Degree	BA-Acct.	4.0	Partial in Business & Accounting	2.0	Partial in Business & Accounting	2.0	BIS Interdisciplinary Studies	
Yrs. Professional Acct- AA Exp Experience	3.5 Yrs	1.0	24 Yrs	4.0	4.0 Yrs	1.0	3.0 Yrs.	
Budget Preparation & Projections	Y-1.2 Yrs Loaded Budgets at WDIV 5 Departments	2.0	1.8 Yrs Projection, Reporting, Preparation 20 indexes, 7 \$million	3.0	\$ %Million 10 indexes Moderate Complexity reports & projections 1.6 yrs	2.5	Y-1.8 Yrs \$1Million Some Projections No Preparation Mostly reviewing Banner reports some standard spreadsheets	
Reconciliation	1.2 Yrs WDIV Multiple formats \$Millions	3.0	15 + Yrs Extensive many formats	4.0	1.6 Yrs Basic Comparing Spreadsheets to Banner	2.0	No - More looking at Financials	1.0
Financial Report Preparation	2 -3 Yrs, Multiple	3.0	15+Yrs Extensive	4.0	1.6 Yrs reporting \$5 Million Ba	2.0	No - More Looks at Exist	1.0



Method II Documentation: Narrative

- ▶ Summarize position purpose and background
- ▶ Summarize candidate review process
- ▶ List required and preferred skills obtained from posting
- ▶ List names of represented employees and finalist
- ▶ Summarize candidates strengths and weaknesses
- ▶ Provide justification for selection
- ▶ Written clarification and summary of grid

Method II Narrative Example: AAI Position

Narrative Method II

AAII Position

Computing & Information Technology

Position Background: The complete focus of the vacant AAI position is financial duties. Unlike some other similar positions across campus, administrative duties such as human resource processing and facilities are not handled by that AAI position because other persons within the Administration and Finance Department handle them. The financial size and complexity of C&IT as a Division is reflected in many of the financial tasks assigned to this position. The Division has a General Fund budget of \$11.7 million along with a \$4.5 million budget for its Network Services Auxiliary Unit. Beyond these areas, it is in the final stages of completion of the \$45 million Integrated Systems program. Finally the Division annually administers \$5.5 million in Omnibus Technology Fees, the Grid Computing project, and has special funded Network improvement initiatives that in the past few years have ranged in size from \$1 to \$12.5 million. All of this financial activity is recorded in 100 different indexes with Banner. C&IT conducts a large volume of business with numerous sizable external vendors particularly in the hardware and software arena. Long term or year to year contracts are executed with estimated 30 – 50 vendors.

The financial duties performed by the AAI include the preparation of: journal vouchers, invoices, financial reports and purchase requisitions. Budget and expense tracking duties include

Method II Narrative: Candidate Review Process

Candidate Review Process: After a careful screening of the 57 applicants for the position all four seniority based union represented candidates along with two others were selected for the next level of screening. This next level involved a telephone interview with a specific list of questions asked of each candidate. After this telephone interview each of these final candidates was ranked (See Attachment I) based on a numerical rating system, which utilized information gathered from their resumes and the telephone interviews. After this ranking the four highest remaining candidates were interviewed by a team of three persons in order to further refine their qualifications. The final decision regarding these four candidates was made via revised ranking using information gathered from the resume and questions from the personal interviews.

Method II Narrative: Candidate Review & Determination

Candidate Review & Determination:

Disqualified I: Disqualified after the phone interview process. Has no college coursework. No experience doing reconciliations, during the phone interview she indicated someone else in the Department did those reconciliations. Limited experience in Financial Reports with no experience in preparation but more experience using existing formats. No experience in IRB's, Invoice or Journal Vouchers. No experience with hardware/software vendors. No experience interacting with Accounting.

Disqualified II: Disqualified after the phone interview process. Has completed some college coursework (less than 2 years) in Interdisciplinary Studies but no degree and no coursework in finance/accounting. Very minor experience in doing reconciliations for small dollar amounts and

Method II Narrative: Selected Finalist

Candidate IV: Selected candidate. Most experience in accounting and finance profession with 24 years of diversified duties including significant responsibilities in terms of complexity and dollar volume. Worked 1.8 years at Wayne as contract employee. Has reconciled multi-\$million accounts including bank statements, payroll, purchase order contracts, etc. Has prepared reports for full ISP project of \$45 million and \$3.6 million annual General Expense budget. Has designed and created reports from scratch as well as reporting and projecting more complex expenditures including overtime. Extensive experience in journal vouchers outside of Wayne. Within Wayne has prepared all ISP budget transfers/journal vouchers. Internal and external invoice experience. Has dealt with an estimated 40 vendors here at Wayne State including periodic regular contact. Has been required to review and understand financial portions of related contracts. Very regular and proactive interaction with Disbursements, Purchasing and Accounting.

Method II Process

- ▶ Submit grid and narrative to Labor Relations for review
- ▶ Obtain approval from Labor Relations
- ▶ If you do not receive approval, provide addition info.
- ▶ Scan approval and add Method II approval to the online hiring system under documents
- ▶ *If you do not receive Method II approval, you must proceed with Method I hiring.*

WSU Recruitment Advertising: *What to Include & Where to Place Them*

Where Have You Found Your Best Applicants?



WSU Recruitment Advertising

Goals of effective advertising

- ▶ Attract best candidates quickly
- ▶ Expand reach to talent while reducing sourcing effort
- ▶ Reduce job posting administration and time to hire
- ▶ Improve control of the hiring process
- ▶ Expand reach to talent while reducing sourcing efforts
- ▶ Utilize multi-tiered screening and assessment tools



WSU Recruitment Advertising: Online

▶ Suggestions for Advertising Resources

▶ Online Resources

- WSU Posting Process – Online Hiring System
- Professional Organizations and User Groups
- Web banners
- Custom Career Websites or Recruitment site for SCD
- Social Media Sites
 - Facebook and Twitter
 - Linked In.com – Social networking website for professionals
- Jobs Sites – Online Job Posting sites
 - Career Builders, Monster.com
 - Craigslist

WSU Recruitment Advertising: C&IT Example



LEAD SYSTEMS INTEGRATOR - POSTING 038975

Looking for a rewarding technology job with one of Detroit's largest employers? Wayne State University has an exciting new position for a Lead Systems Integrator to work on workflow and imaging projects. We hope you'll consider joining our extraordinary team.

Want to work on a team implementing document capture solutions utilizing EMC Documentum and Captiva products? Want to improve business processes using workflow solutions including web forms and Banner's workflow engine? This position may be for you!

What's in it for you?

- Work in an open and supportive environment.
- Learn and grow--we offer an outstanding [employee benefits package](#) including a generous tuition assistance program.
- Be part of a close-knit team full of very diverse backgrounds.
- Enjoy an excellent work-life balance with paid overtime and comp time available.

For more details and to apply go to:

https://jobs.wayne.edu/applicants/jsp/shared/position/JobDetails_css.jsp?postingId=475246



WSU Recruitment Advertising: LinkedIn

- ▶ LinkedIn.com is a social networking website for people in professional occupations
- ▶ Provides a source for top candidates because it serves as a job network
- ▶ Promotes our WSU brand
- ▶ Provides searching capabilities
- ▶ Targets active and passive candidates through jobs postings and in mails



WSU Recruitment Advertising: LinkedIn

- ▶ **Find**
- ▶ Search over 200 million LinkedIn profiles, plus all your own notes and anything you import.
- ▶ **Contact**
- ▶ Send a direct message to anyone on LinkedIn, no contact info needed.
- ▶ **Organize**
- ▶ Manage your pipeline and workflow with projects, notes, and other powerful tools.
- ▶ **Nurture**
- ▶ Follow and nurture potential candidates so you can reach out at the right time.



WSU Recruitment Advertising: Print Suggestions

- ▶ Chronicle for Higher Ed
- ▶ Newspaper
- ▶ Professional Publications
- ▶ Minority Newspapers and Publications
- ▶ Magazines
- ▶ Billboards



WSU Recruitment Advertising: Media Resources

- ▶ Radio
- ▶ Television
- ▶ Digital Advertising
- ▶ Smart Phone Advertising



10 Components of Good Ad Layout

- 1. Border**
- 2. Heading**
- 3. Illustrations**
- 4. Price**
- 5. White space**

10 Components of Good Ad Layout

6. Body copy

7. Signature

8. The one second test

9. Color

10. Creativity

WSU Recruitment Advertising



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Recruitment Advertising Branding

- ▶ Improves Candidate Perceptions
- ▶ Increases Media Exposure and Coverage
- ▶ Be Creative
- ▶ Enhances Response Rate & Candidate Quality

