

**Talent Acquisition Core Services**

**Hiring Process Oversight**

Talent Acquisition Responsibility	Department/College Responsibility
<ul style="list-style-type: none"> <li>• Ensure departments and colleges are following hiring guidelines.</li> <li>• Ensure search committee training is completed by all members. (shared responsibility)</li> <li>• Create resources and provide support for the hiring process to the Department/College.</li> <li>• Attend kick-off meetings (if requested) and outline specifics such as hiring and screening processes, applicant tracking system, confidentiality, search committee resources, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Create the requisition position announcement, offer card, and offer documents.</li> <li>• Ensure search committee training is completed by all members. (shared responsibility)</li> <li>• Update applicant and search status in applicant tracking system (PageUp) throughout the recruitment process.</li> <li>• Schedule interviews through applicant tracking system (PageUp), events, and phone calls.</li> <li>• Collect interview notes, itineraries, and other search related documents as they occur and upload into the document section of the applicant tracking system (PageUp).</li> <li>• Ensure a positive candidate experience providing timely communication and feedback throughout the search process.</li> </ul>

**Hiring Process Support**

Talent Acquisition Responsibility	Department/College Responsibility
<ul style="list-style-type: none"> <li>• Provide support throughout the hiring process.</li> <li>• Serve as a subject matter expert or triage questions to appropriately elevate concerns.</li> <li>• Provide direction related to employment laws, guidelines, and best practices that inform and govern the hiring process.</li> <li>• Consult Policy and Procedures Manual (PPM) chapters and University Handbook when necessary.</li> <li>• Develop sourcing strategies to attract qualified applicants.</li> </ul>	<ul style="list-style-type: none"> <li>• Elevate questions to Talent Acquisition regarding the hiring process pertaining to employment laws, potential violations, discrimination, etc...</li> <li>• If applicable, ensure that department documents are followed regarding minimum qualifications, requirements, promotion, tenure, etc...</li> <li>• Consult Policy and Procedures Manual (PPM) chapters and University Handbook when necessary.</li> </ul>

**Applicant Tracking System (PageUp) Support**

Talent Acquisition Responsibility	Department/College Responsibility
<ul style="list-style-type: none"> <li>• Provide applicant tracking system (PageUp) training and support to hiring departments.</li> <li>• Author and update user guides and other resources to assist with applicant tracking system (PageUp) knowledge and understanding.</li> <li>• Provide one on one training for HCS liaisons as requested.</li> <li>• Create/edit approval processes for PDs, requisitions, and offer cards per college/department protocol.</li> </ul>	<ul style="list-style-type: none"> <li>• Utilize the user guides and resources to navigate the applicant tracking system (PageUp).</li> <li>• Elevate applicant tracking system (PageUp) questions and feedback to Talent Acquisition.</li> <li>• Understand the approval process workflow and consult with Talent partner on the approval processes.</li> <li>• Inform Talent partner of any modifications to maintain the requisition, offer, or approval processes (i.e., start date)</li> </ul>

**Review and Post Requisition/Manage Advertisement Channels**

Talent Acquisition Responsibility	Department/College Responsibility
<ul style="list-style-type: none"> <li>• Verify that position description has been updated, approved, and consistent with requisition and position announcement.</li> <li>• Verify information in blue box (fed from HRIS) to confirm it matches with information on the requisition.</li> <li>• Verify the requisition and all fields are completed accurately by the departments/colleges.</li> <li>• Review and edit position announcement.</li> <li>• Add selection criteria in the requisition.</li> <li>• Advertise the position via the sourcing channels and approve.</li> <li>• For blind recruitments and waivers, include the link (in the Notes tab) to the HCS liaison via email.</li> <li>• Refresh postings if position requires.</li> <li>• Close the advertising channels.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure HRIS position data is correct.</li> <li>• Ensure that position description is updated and has been approved by Compensation &amp; Organizational Effectiveness.</li> <li>• Ensure requisition fields have been completed.</li> <li>• Ensure announcement has been formatted, the most recent position announcement template is being utilized, proofread, and minimum and preferred qualifications are correct in accordance with the position description.</li> <li>• Provide selection criteria to the Talent partner via email or notes.</li> <li>• Communicate with Talent partner for any changes to the requisition throughout the process.</li> <li>• If additional advertisement channels are preferred beyond Talent's identified advertising channels, it is the department's responsibility to secure funds and post the position on those sites.</li> <li>• When the search committee finds an acceptable applicant pool (and no specific end date has been advertised), inform Talent partner when advertisements can be removed from the advertising channels.</li> </ul>

**Screen Applicants for Minimum Requirements**

Talent Acquisition Responsibility	Department/College Responsibility
<ul style="list-style-type: none"> <li>• Screen all University Support Staff positions for minimum requirements.</li> <li>• Screen unclassified position upon request by hiring manager/search chair.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure applicants meet minimum requirements per the position description or announcement (for faculty positions).</li> </ul>

**Offer Card Process**

Talent Acquisition Responsibility	Department/College Responsibility
<ul style="list-style-type: none"> <li>• Review and approve offers in applicant tracking system (PageUp).</li> <li>• Ensure the offer card is complete and accurate.</li> <li>• Review and approve offer documents to ensure they match offer card (i.e., offer letter and initial appointment-if applicable).</li> <li>• Verify if a background check is needed.</li> <li>• Verify approval process is correct and then approve the offer.</li> <li>• Initiate the online offer.</li> </ul>	<ul style="list-style-type: none"> <li>• Once verbal offer has been accepted, gather all details from hiring manager to accurately complete the offer card.</li> <li>• Create the offer documents that match the position type.</li> <li>• Ensure the correct approval process has been selected based on position type.</li> <li>• Ensure electronic onboarding forms and background check (if applicable) have been completed before submitting hire paperwork to HCS Resource Center.</li> </ul>

<ul style="list-style-type: none"> <li>Verify onboarding forms have been completed.</li> </ul>	<p><u>Internal</u>: New starter form, retiree question  <u>External</u>: New starter form, retiree question, hire form, create/enter eID.</p>
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### Process Background/Education Checks

Talent Acquisition Responsibility	Department/College Responsibility
<ul style="list-style-type: none"> <li>Initiate background/education check (if needed).</li> <li>Inform department/college of background/education check completion.</li> </ul>	<ul style="list-style-type: none"> <li>Determine if a background/education check is needed and select the appropriate package.</li> <li>GRA/GTA/GA hires-input information into <a href="#">background check</a> form located on HCS website.</li> </ul>

### Hiring Resources

Talent Acquisition Responsibility	Department/College Responsibility
<p>Talent Acquisition ensures the following hiring resources are relevant and promoted to colleges and departments:</p> <ul style="list-style-type: none"> <li><a href="#">Hiring Toolkit</a></li> <li>REQUIRED <a href="#">online search committee training</a></li> <li><a href="#">Search Committee Resources</a></li> <li><a href="#">Best Practices for Remote Interviewing</a></li> <li><a href="#">Competency Interview Questions</a></li> <li><a href="#">Interview Designer training</a> for department/college by request</li> <li><a href="#">International Hiring Guide</a></li> <li><a href="#">Hiring Guide</a></li> <li><a href="#">Onboarding Guide</a></li> <li>Successful Interviewing Guide</li> <li><a href="#">Applicant tracking system User Guides (PageUp)</a></li> <li><a href="#">Writing a Position Announcement</a></li> <li><a href="#">Diversity Recruitment Resources</a></li> <li><a href="#">Talent Tip Tuesday Communication and Archive</a></li> <li><a href="#">Ethics and Confidentiality Commitment Agreement</a></li> </ul>	<p>Colleges and departments should remain current on where to locate resources and be familiar with key content areas that impact hiring.</p>

### Reporting

Talent Acquisition Responsibility	Department/College Responsibility
<ul style="list-style-type: none"> <li>Provide recruitment metrics to departments upon request.</li> </ul>	<ul style="list-style-type: none"> <li>Collaborate with Talent partner on recruitment metrics needed/requested by the college/department.</li> </ul>