

ECU Human Resources 2018 Talent Management Conference Featuring



PEOPLEADMIN

Applicant Tracking

Take the Stress Out
of How-To,
Recruitment Made
Simple



Recruitment Made Simple

- The Goal
 - Find the best talent available
 - As quickly and as stress-free as possible
 - With minimum disruption to your business routine



The Importance of a Writing a Job Ad

“Who wants to work for a company that can’t get potential candidates excited about a job from its description? No one. Too many companies when hiring forget that a job ad is precisely that, an advertisement, and that to attract candidates they need to think like a marketer...In addition, if the description is clear and as simple as possible, as well as realistic in it’s explanation of the job, this should result in higher quality applicants who know exactly what they are applying for as opposed to not getting what they bargained for.”

<https://www.linkedin.com/pulse/importance-advertising-your-job-right-way-jacob-perkins/>



The Importance of a Writing a Job Ad



Use clear, concise language. Don't use ambiguous or elaborate language. The goal is to be literal, not literary.

Describe only the duties, skills, and knowledge required of the position, and avoid describing personal traits.

Be accurate about the duties and responsibilities of the position – don't understate or overstate them.

Describe the position as it exists today – not how it was in the past, or how it will be in the future.

Avoid technical terms, acronyms, or abbreviations. If you must use acronyms or abbreviations, use the full term the first time followed by the acronym or abbreviation in brackets.

<http://www.hr.ubc.ca/administrators/recruiting/writing-job-description/>

Bad vs. Good Job Ad

The primary purpose of this position is to plan comprehensive Sport Programs through Intramural Sports and Sport Clubs.



The Public Communications Specialist shares results of research projects and outreach efforts funded or administered by the Water Resources Research Institute of the University of North Carolina and North Carolina Space Grant. This includes working with other team members, researchers and community partners to present timely information through varied communication venues including printed and online resources, social media, reports for individual projects and the full programs, videos, newsletters, and educational materials.

Responsibilities include writing and editing, basic graphic design, mapping and multimedia content-management. The messages inform varied audiences and underscore the value and impacts of the interdisciplinary, statewide programs.



Utilize the Preferred Education & Experience

Preferences are a great way to evaluate candidates. Preferences should include any desired criteria that enhances an individual's capacity to perform the functions of the position.

Minimum Education/Experience	Bachelor's degree; or equivalent combination of training and experience. All degrees must be received from appropriately accredited institutions.
Preferred Experience, Skills, Training/Education	<ul style="list-style-type: none">• Bachelor's degree in public administration, business, or related field.• Two years of program administration in university or research setting.• Knowledge and understanding of conflicts of interest and potential risks to the individual and institution of not mitigating or removing conflicting interests.• An analytical mind for the analysis of financial, professional, or personal interests that may conflict with the fulfillment of university duties.• Clear and concise written and oral communication.

The Hiring Process

Post the Position

Review the Applicants

Conduct the Interviews



The Hiring Process

Check references!!!!

It is a requirement that adequate references are obtained on your candidate of choice.

References should be current or previous supervisors, colleagues, customers, professors, mentors.

Ask questions similar to your interview questions.

If a current employee, contact ECU Employee Relations to review portions of personnel file.

The Hiring Process

Select the candidate of choice



Competency Assessment

When departments want to offer
100% of market

When departments wish to offer the
position at one competency level
lower than what was advertised



Functional Competency Assessment
(enter title)Position # (enter position #)

Key Functional Competencies	Expectations	Final results	Level		
			C	J	A
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Competency Assessment

Helpful tips –

1. **Detail, detail, detail** – The more detail you can provide assessing the applicant’s knowledge, skills, and abilities as they relate to the competencies will be helpful as HR reviews the assessment. Remember – you are not assessing the position but the individual’s level.
2. **Accuracy** – Be accurate and honest in the assessment of the applicant because you are essentially evaluating the applicant just as you would a current employee in a performance evaluation.

Compensation Forms

Applicants who are internal transfers or promotions

Applicants who are current UNC system employees

Applicants who are current State employees



Compensation Forms



Format

Content

Grammar and Spelling

Your employment counselor would be happy to review the compensation form prior to submitting it for approval

Compensation Forms

Points to include:

- ✓ External/internal recruitment
- ✓ Number of applicants
- ✓ Number interviewed
- ✓ Explanation for any difficulty recruiting, online recruitment efforts, how long was it advertised, and was it re-posted
- ✓ Education and years of experience for candidate of choice
- ✓ Compelling justification if MI is greater than 90%
- ✓ Equity data
- ✓ Salary, MI, amount of increase, percent of increase
- ✓ JCAT/CUPA codes
- ✓ Approval requirements
- ✓ Source of Funds

Compensation Forms

Header for the justification –

Jane Doe. SHRA, Administration & Finance, Materials Management,
Administrative Support Associate – Journey to Administrative Support
Specialist – Journey (JCAT:460X11, CUPA:196230)

*JCAT and CUPA codes can be found in NBAPOSN

Compensation Forms

The first sentence should state that this is a request for an increase, whether or not the increase is temporary or permanent and the reason for the increase. For example:

This is a permanent salary increase request, as Ms. Doe has been selected as the candidate of choice for an Administrative Support Specialist – Journey as a result of an external search.

Compensation Forms

Jane Doe. SHRA, Administration & Finance, Materials Management, Administrative Support Associate – Journey to Administrative Support Specialist – Journey (JCAT:460X11, CUPA:196230) This is a permanent salary increase as Ms. Doe has been selected as the candidate of choice for an Administrative Support Specialist – Journey as a result of an external search. There were 46 applicants for the position and seven were interviewed. This position is responsible for serving as the front line of customer service and will assist callers with requisitions and PORT. This position works closely with the Associate Director in the daily operations regarding electronically assigning requisitions. Ms. Doe holds a Bachelor's degree in Business Administration and has more than six years of experience in customer service, utilizing PORT, as well as experience with Internet Native Banner. Ms. Doe's interviewed demonstrated the strongest grasp and scope of the position. A recommended salary of \$35,500, MI 94 is a 6.5% increase over the June 30,2017 salary, plus LI. This increase does not present any equity concerns. This action requires approval by the Vice Chancellor of Administration and Finance. State Funds.

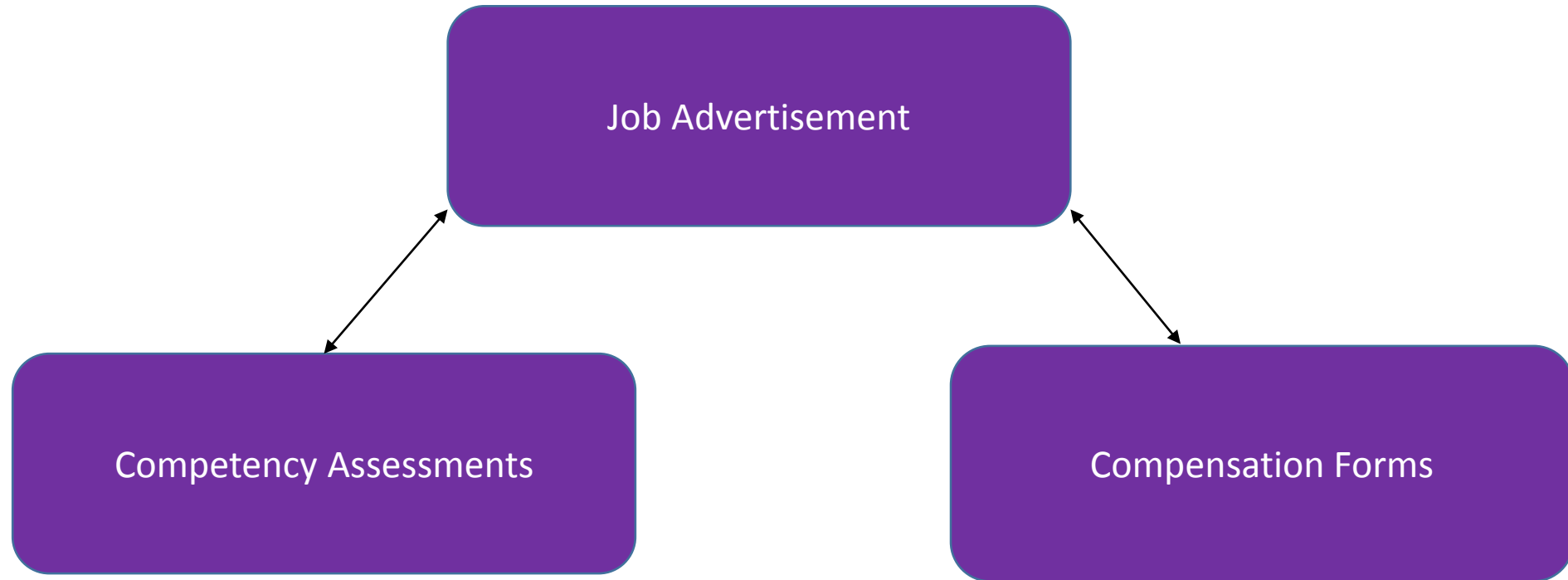


You may not need a compensation form...

A justification will also be needed when a department would like to offer more than 90% of market.

- ✓ Compelling justification
- ✓ Assessing the applicant's knowledge, skills, and abilities as they relate to the duties of the job (aka – the job advertisement).

How It All Works Together



Questions

