Student Recruitment Project Team

Student Initiator and Approver Training

July 27, 2017

Our Strategy and Process

- In our 10 weeks together, the team has worked cohesively challenging ideas, practices and one another to come up with an improved, streamlined process that addresses our stakeholders' concerns and the expectations set forth by the Project Sponsors. We did this by:

  - Identifying **WHO** our stakeholders are, **WHAT** is the current process, **HOW** did we get to the current state and **WHY/HOW** do current policies, practices and systems affect the process

  - Reaching out to stakeholders to get input and feedback on their experience with the student hiring process to ensure we addressed concerns across the university

  - Meeting with Financial Aid to explore and better understand how work study codes are assigned and interact with student recruitment

  - Breaking down the student recruitment process from posting request ➡ onboarding

  - Ideal-Logic demonstration

    - Database system used by COE for GRA/GTA appointments (starting to implement regular student positions)

  - Identifying where flexibility is important and where standardization should occur

Immediate Action Plan

1. Centralized online request form

   a) A user-friendly template that populates information and allows supervisors to change as needed

   b) Programmed to route to the appropriate HR Team

2. Promote the use and benefits of student employment pools and cloning of previous postings

3. Non-competitive posting process to include:

   a) Use of existing fields in PeopleAdmin to support administrative reporting

   b) Direct appointment option for positions lasting 7 calendar days or less

   c) Direct appointment option for students who are uniquely qualified for the position

4. Reduce competitive posting requirement from 3 days ➡ 1 day

5. Utilize PeopleAdmin for ALL student employment applications

6. Reduce the number of individuals required to complete the student recruitment process.

   a) Remove HR Manager as hiring approver

7. Use DocuSign for hiring paperwork

Immediate Action Plan Benefits

▶ Reduces minimum cycle time from 5-3 days

▶ Reduces maximum cycle time by at least 3 days

▶ Ease of use and standard language for supervisors to submit a student job/hire request, ensuring the best use of our faculty and staff's time

▶ Supports efficient and transparent hiring practices for short-term and uniquely qualified positions

▶ Supports student success by creating a more streamlined process to provide work experience and skill development

▶ Supports better and more efficient use how students apply for jobs and will support the specific needs of departments that externally collect application materials

▶ Keeps two individuals involved in the process to provide for checks and balances

Immediate Action Plan
Centralized Online Request Form

▶ http://hr.oregonstate.edu/main/webform/student-position-request-form

▶ Programmed to route to the appropriate HR Team

▶ Location: http://hr.oregonstate.edu/student-employment

▶ For questions and assistance, contact Employment@oregonstate.edu

▶ User-friendly with auto-populating, pull-down menus, and check boxes

Promote the use and benefits of student employment pools and cloning of previous postings

▶ **Benefits of pools**

  ▶ Efficient for sporadic and/or large quantity of the same positions for which you are recruiting

    ▶ Examples: seasonal farm positions, dining center positions and tutors

  ▶ The posting can remain open for the term or academic year

  ▶ Ability to hire as needed

  ▶ Multiple supervisors can pull from the same posting and applicant pool

▶ **Benefits of cloning**

  ▶ Easier to create a posting when you start from a previous posting with minor edits

  ▶ Cuts down on data entry

  ▶ More efficient use of previous postings and Initiator time

▶ New Pools and Cloning Quick Facts Resource Sheet available on the Student Employment website, http://hr.oregonstate.edu/student-employment

Promote the use and benefits of student employment pools and cloning of previous postings

Information necessary to clone a posting:

Promote the use and benefits of student employment pools and cloning of previous postings

Create New

What would you like to use to create this new posting?

Create from Position Type

Includes only the information that applies across the entire Position Type. A new Posting from a Position Type is almost completely blank.

Create from Classification

Copies in general information from a classification. You will need to provide specific information inside the posting.

Create from Posting

Uses an existing posting as a template and automatically copies in most information.

Promote the use and benefits of student employment pools and cloning of previous postings

Promote the use and benefits of student employment pools and cloning of previous postings

Non-competitive posting process

1. **Non-Competitive Posting Approval Guidelines:**

   a) Lasting 7 calendar days or less

   b) Appointee is uniquely qualified - must demonstrate specialized education, training, or experience that distinguishes the appointee from other possible candidates

   c) Student approver role reviews the justification for those uniquely qualified

Utilize PeopleAdmin for
all Student Employment Applications

Benefits and Features

➤ Simplifies the student experience by creating a positive and consistent application process

  ➤ Create one profile to submit and apply for many different positions

  ➤ Track application history

  ➤ Ability for students to interact with an application tracking system (real-world experience)

➤ Ability to create posting specific application questions

➤ Ability to export applicant information and/or supplemental question responses to sort, filter and create reports for departmental or university purposes

Facilitating Change

➤ Outreach efforts underway to assist specific concerns and needs for departments that will be affected

➤ Provides a consistent and secure mechanism for the university to track and retain student employment applications

Use DocuSign for Hiring Paperwork

What is DocuSign?

"An electronic signature system designed to improve the workflow of signing and approving documents in a way that's simple, secure, and fully digital."
http://is.oregonstate.edu/docusign

How to use it?

Use DocuSign for hiring paperwork

- **Benefits**

  - Pre-populates hire documents (ex. Personal Demographics, I9, W4) from information entered on base form

  - Uses built-in logic to determine necessary forms and required fields for each individual employee

  - Time savings for student employees and Human Resources

  - No need to print out new hire documents

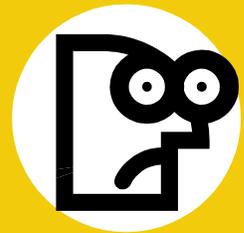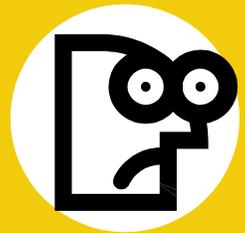 - Saved electronically and stored in appropriate folder in Nolij

More to come……

➢ Supervisor Training for Immediate Action Plan-August 3rd, 9:30-10:30, LInC Room 200

➢ Additional university-wide communication before August 15th

➢ Explore an IT solution to simplify and further streamline student hiring processes across the university

➢ Streamline work study assignment in partnership with Financial Aid Office including exploring the possibility of having Human Resources assign work study codes

➢ Collaborate with university stakeholders to better understand and ensure efficiency in student eligibility verification requirements

It's QUESTION TIME!!