HR/PAYROLL FORUM

February 10, 2023

Oregon State University

General Forum Information

- You can raise your hand or put your questions in the chat
- The forum is recorded
- You can find the recording and slides for the monthly meetings at this website: https://hr.oregonstate.edu/operational-excellence
- Links and topics for future forums are also listed there

Agenda

- General Announcements
- Graduate Student Hiring
- Exit Surveys
- HRSD Drop in Sessions
- Criminal History Check cost
- Open Enrollment corrections information and composite rate changes
- Renewal process
- New recruitment tools (Job Elephant and LinkedIn Pilot)
- Social Justice Education Program (SJEI) and Search Advocate Program

Announcements

- TIAA is now doing on-campus consultations (2/15-2/17 and 3/8-3/10 from 10am-4pm, Kerr 236A)
- April 4 Retirement Expo – PERS, PERS Health, OSGP, SHIBA (Medicare 101), TIAA, and Fidelity will present workshops
- We will cover the Summer Appointment process next month at our March forum
- Hiring Q&A – Tuesday, February 28th from 11am-12pm
  - Link: https://oregonstate.zoom.us/meeting/register/tJwkf-GprDkvHtyA_8YeMdmN8vQopB-jsSm9

Reminder about hiring graduate students

- For any NEW Spring Term Graduate Assistant appointments that have not already been submitted, please enter your appointments in Benny Hire ASAP (prior to 2/14/23) to ensure offer letters are being provided at least 30 days prior to the start of employment.
  - In addition to maintaining CGE compliance, this also helps to limit delays in new hire paperwork, Criminal History Checks & Motor Vehicle History Checks (if required), pay, enrollment in benefits, and applying of tuition remission.
- Spring Term Review is scheduled to open on 2/20/23. Once open, an email reminder will be sent out to department liaisons who process Graduate Assistant appointments.
- Please reach out to hr.gradassistants@oregonstate.edu with any additional questions regarding Graduate Assistant (GTA & GRA) and Hourly Graduate appointments.

Exit Survey – Employee Terminations

- The Exit Survey tool was implemented in June 2022
- In most cases, jobs are terminated but employees remain active in Banner
- Full utilization of the tool requires timely terminations
- HR Service Delivery (HRSD) Off-Boarding should help in notification of terminations to UHR
- If you know of an employee leaving OSU, you can reach out to me at Michael.Mandzuk@oregonstate.edu

HRSD Drop-In Sessions

- Upcoming sessions:
  - Thursday, February 23rd from 11am-12pm
  - Tuesday, February 28th from 2-3pm
- Session registration links and previous session recordings are located on the "Resources for HR Liaisons and Supervisors" webpage: https://uit.oregonstate.edu/esm/hrsd/resources-hr-liaisons-and-supervisors
- We anticipate working in ServiceNow HRSD early next week

Criminal History Check Cost

- We have updated our background check packages with our vendor CastleBranch to provide a more comprehensive background check
- A candidate who has lived outside of Oregon within the last 7 years will need a National CHC, otherwise an In-State CHC is completed
- Current Cost
  - $25.80 In-State check (lived in Oregon for 7+ years)
  - $26.40 National check (lived outside of Oregon in the last 7+ years)
- Hiring units are responsible for the cost of background checks. Human Resources can answer questions about the process and fees and can be contacted at CHCEmployment@oregonstate.edu

Open Enrollment Corrections information and composite rate changes for benefits plans

- PEBB Open Enrollment Corrections can be submitted through February 28, 2023. All changes are prospective.
- Not able to correct HEM status or FSA
- Didn't complete Open Enrollment? You can still correct:
  - Other Group Coverage Surcharge
  - Tobacco use status
- OPE updates –
  - PSA (Medical Contribution) $1515 to $1568
  - TUI (Unemployment) dropped from 0.20% to 0.10%

JobElephant and LinkedIn Pilot Update

JobElephant

- University Human Resources (UHR) has recently partnered with JobElephant. JobElephant is driven to simplify and expedite recruitment advertising by facilitating the placement of ads with speed and exceptional customer service and are considered the recruitment advertising experts in higher education.
- Whether you need to advertise your vacancies in local newspapers, major trade journals or online job boards, they do all the ad distribution for you at the *same price* you would pay when doing all the work yourself. They also provide analytics to help ensure you are getting the most bang for your buck!
- Please reach out to Susan Ganley at susan@jobelephant.com to utilize their services. Please reference the posting, where you would like to advertise, and include your billing index. For more information on JobElephant visit https://www.jobelephant.com/oregon-state-university-working-with-jobelephant/

JobElephant and LinkedIn Pilot Update

LinkedIn Pilot

- UHR has partnered with LinkedIn for a 6-month pilot program.
- LinkedIn will assist OSU in finding and hiring top talent with real-time data and access to the world's most dynamic professional community.
- We will be able to target our jobs to the right people by sourcing, connecting, engaging, and optimizing our talent pipelines, and improving our hiring strategy.
- We will be able to promote historically hard to fill positions which increases visibility to a targeted audience.
- All OSU competitive faculty and staff searches will be posted automatically to LinkedIn and refresh nightly
- Please visit and follow OSU's LinkedIn page at https://www.linkedin.com/school/oregon-state-university/.

Jane Waite

Senior Associate for Social Justice Learning & Engagement

- Direct the **Social Justice Education Initiative**
  - Develop and deliver professional development workshops for OSU faculty, staff and graduate students
- Consult and Collaborate
  - Across the OSU community – leaders, students, and administrators; academic, research, and professional faculty.
- Facilitate
  - DEI Strategic Planning
  - College, department and unit-level custom professional development
- Contribute
  - Kaku-Ixt Mana Ina Haws Advisory Council
  - Faculty Senator (Executive Committee 2018-2021)
  - Presidents Commission on Indigenous Affairs (Faculty/Staff Services Branch Lead)
  - Active Search Advocate
  - Equity Leaders Consortium

Jane Waite

Senior Associate for Social Justice Learning & Engagement

SJEI Tier One Platform

- Sessions 1, 2, & 3

- Designed to act as a foundation for all other professional development.
- Shifting from majority all OSU events to more unit-specific events as planned.
- Creates a “toolbox” for institutional growth by calibrating employee vocabulary, conceptual frameworks and background knowledge.
- Increased confidence and capacity invites colleagues to embed inclusion and social justice throughout their work in ways that make the most sense to them within their respective disciplines and contexts.

Social Justice Education Initiative
Standard Workshop Offerings

SJEI Tier Two Next Level

- workshops build on the learning objectives of the Tier One Platform to deepen understanding and develop specific skills.

- **Current Tier Two Options:**
  - It's Not About Being Good: other ways of being
  - Oregon History: how does it impact us today?
  - Addressing Microaggressions in Teaching and Learning Environments

Consultations and Collaborations

Select Engagements 2021-2023

Associate Deans CEOAS, COE, Pharmacy …
- College-level Faculty development
- DEI praxis

Administrative Central, Extension, CoB, SHS…
- Projects
- Communications and media
- Unit-level professional development

Instructional Faculty CEOAS, COE, Science …
- Curricula: support and collaboration
- Pedagogy development
- Resources
- Instructional mentoring

External Projects External funding
- Oregon Coast Aquarium
- Statewide Farm to School 10yr. Strategic Plan

Professional Faculty Search Advocate, Extension …
- Curricular collaboration
- Project support
- Professional development

Department/School Heads SLCS, Statistics …
- Department-level Faculty development
- DEI Praxis

Students Unpacking Diversity, Student Employees …
- Individual support – academic, cultural
- Group support – mentor, collaborator
- High level of graduate student engagement

Research Faculty CEOAS, Science, Engineering
- Culturally fluent design
- Professional development

OSU Search Advocate Program

- **Purpose** – trained process advocate/facilitators serve on search committees to enhance equity, validity, and inclusive excellence
- **Initial Training** – Four 4-hour remote sessions:

  - Clarify search advocate role
  - Develop each person's "advocate lens"
  - Establish facilitative (rather than directive) approach and practices
  - Make *strategic* recommendations
  - Use and share key tools/resources

Continuing Education – periodic professional development every 12-24 months to maintain eligibility – enhances equity awareness and builds alignment with search advocate program recommendations

Program Model - lowering barriers & increasing equity

Advocate & committee work *together* at all stages

Pre-posting
- Committee charge from hiring manager
- Job description equity suggestions
- Develop criteria matrix

Recruit
- Active outreach efforts to build a more diverse applicant pool
- Wide-ranging broadcast advertising

Screen
- Address known candidates and COI before screening
- Use criteria matrix; screen in rather than out

1st interviews
- Apply universal design principles to interview design for all stages
- Develop/ask questions from criteria matrix

2nd interviews
- Use criteria matrix
- Collect evidence-based feedback
- Attend to candidate needs/experience

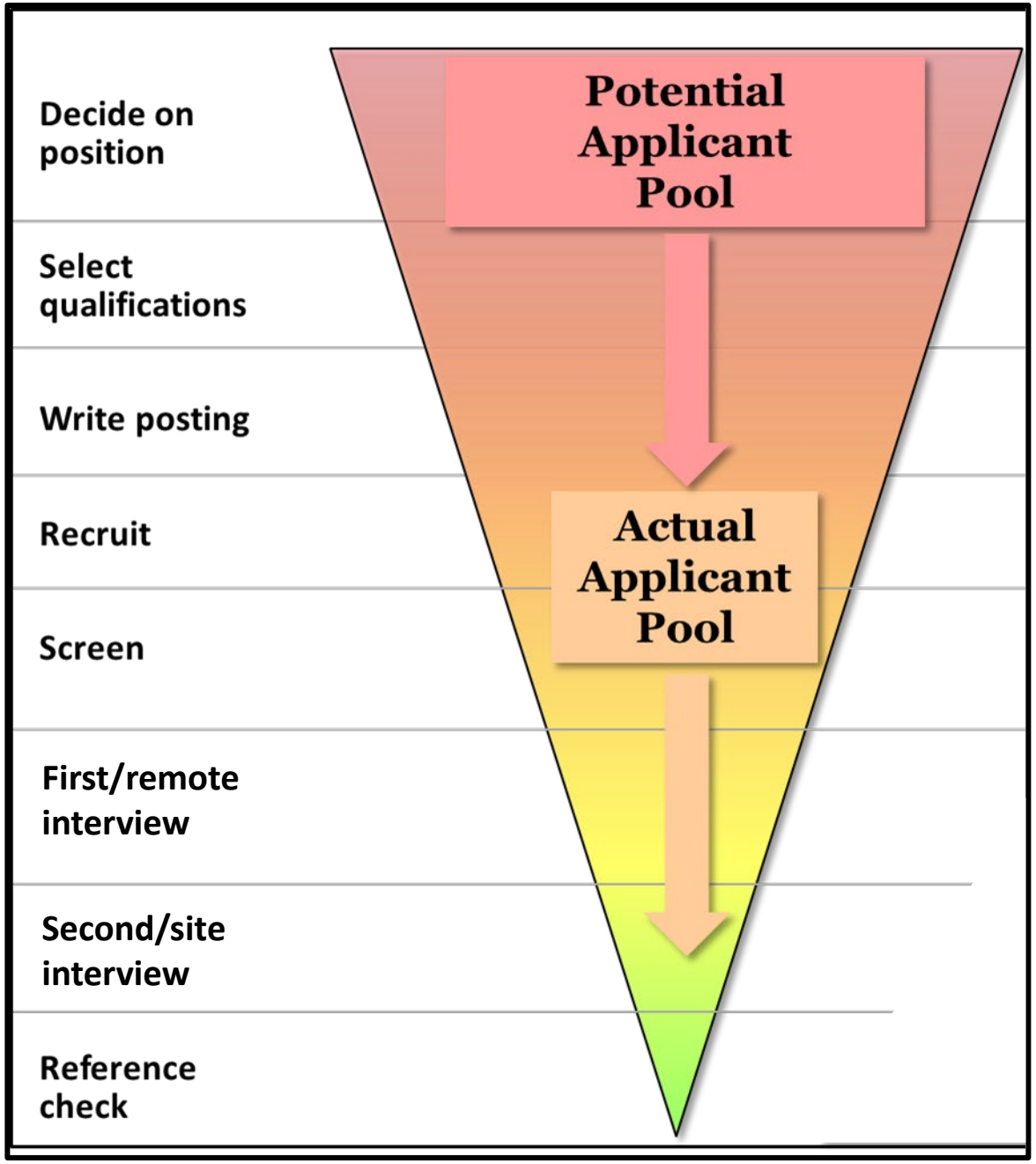
References
- Use criteria matrix to develop structured reference questions
- Seek a range of perspectives

Final Report
- Synthesize all information collected
- Use criteria matrix to write in-depth eval of finalists; include dissenting opinions

Post-search
- Debrief process for learning
- Discuss/plan welcoming new hire
- Advocate invites new hire for coffee etc.

Why involve the SA and committee so early?

- People who *could* do the job are screened out by decisions before the job is ever posted, such as
  - Overly narrow qualifications
  - Exclusive or uninviting language
  - Limited recruiting strategies
- Opening the door wider lets us consider a greater number of differently-qualified candidates



Current program status

- OSU is recognized as *the* national leader in search advocacy, BUT we do not yet have an institutional policy; therefore SA practices are used inconsistently and sometimes not at all
- What searches currently use search advocates?
  - All executive/leadership searches
  - 10 of 11 academic colleges use search advocates for tenure-track searches
  - Extension & Engagement requires full search advocate model for all searches
  - OSU Cascades requires search advocates on every search
  - Most colleges and divisions encourage (or require) search advocates for other employment categories besides tenure-track faculty

The risk of no SA or incomplete use of model

~~Steps that MAY be lost~~

Steps that MAY still occur

Pre-posting
- Committee charge from hiring manager
- ~~Job description equity suggestions~~
- ~~Develop criteria matrix~~

Recruit
- ~~Active outreach efforts to build a more diverse applicant pool~~
- ~~Wide-ranging~~ broadcast advertising

Screen
- ~~Address known candidates and COI before screening~~ Committee screens applicants
- ~~Use criteria matrix; screen in rather than out~~

1st interviews
- ~~Apply universal design principles to interview design for all stages~~
- Develop/ask questions ~~from criteria matrix~~

2nd interviews
- ~~Use criteria matrix~~
- Collect ~~evidence-based~~ feedback
- ~~Attend to candidate needs/experience~~

References
- ~~Use criteria matrix to develop structured reference questions~~ References not checked by committee
- ~~Seek a range of perspectives~~

Final Report
- ~~Synthesize all information collected~~
- ~~Use criteria matrix to write in-depth~~ evaluate finalists; ~~include dissenting opinions~~

Post-search
- ~~Debrief process for learning~~
- ~~Discuss/plan welcoming new hire~~
- ~~Advocate invites new hire for coffee etc~~.

Overall, we have much to be proud of

- OSU leads the country in search advocate program development
- Our “usual” search practices have improved across the board
- Committees express appreciation for advocates’ contributions
- Advocates find the role is rewarding, (if occasionally frustrating) and enjoy serving in other departments
- To learn about becoming a search advocate: https://searchadvocate.oregonstate.edu/about/becoming-search-advocate

THANK YOU

Oregon State
University