Welcome to the ISU Recruiting Newsletter!

Welcome to the first recruiting newsletter! We will be discussing general announcements, Workday updates, recruiting updates, things to keep an eye out for and much more!

Announcements:

IMPORTANT – Hiring Recent Graduates:
If you will be hiring May or August college graduates into regular positions, remember to set the proposed start date appropriately to allow time for verifying the education during the background check process. The earliest we can verify education is typically two weeks after graduation and some colleges may have later dates for verification. Due to COVID-19, many universities are delaying the availability of graduation information. ISU degree verifications for new grads became available on June 22nd, 2020. Hiring recent graduates is often accompanied with many manual hires to avoid duplicate pre-hire records. Please be sure to familiarize yourself with the duplicate pre-hire memo that was sent out in March 2020.
REMINDER: Quarterly Interview Compliance Review:
UHR Talent Acquisition will review a random selection of positions on a quarterly basis for compliance with candidate interview selection procedures. Outcomes will also inform continuous improvement efforts related to policy and procedures, including training and job tools. The quarterly interview compliance review has been completed for the first quarter, and the second quarter review will take place after June 30. Thank you for your efforts in ensuring appropriate hiring practices are maintained. As a reminder, it is the SRS & HRC’s responsibility to ensure the minimum qualifications are met prior to approving interviews for candidates. This is a critical step in the hiring process and helps the institution avoid any potential unfair hiring practice claims. If you need help or support, please work with a TA Consultant.

"Human Resources isn't a thing we do. It's the thing that runs our business,"  
- Steve Wynn

UPDATE: The new Des Moines Register/Local IQ:
UHR has partnered with the Des Moines Register and the other Board of Regents schools to have low-cost advertisement packages that can be used by any department. The 2020 rates have been posted here. If you have any questions about the services, please reach out to Talent Acquisition.

UPDATE: New Merit Rates:
Class/Comp has posted the new pay rates for Non Supervisory (Organized), Supervisory (Non-Organized) and Advance Start Rates for Merit employees effective July 1.

New Careers Landing Page:
Big thanks to Brooke Dykstra for our awesome new and improved jobs site! With a new look and feel, the site is now LIVE! The new look will provide better candidate navigation, especially with the top navigation bars. To visit this awesome page yourself, please click here!

Implementation of Facebook “Jobs” Tab:
We have integrated the “jobs” tab on the Iowa State University Facebook page! This tab auto-populates our jobs from Workday and displays them for everyone to see! This is something that has been utilized by other major universities, so we are excited to say we are now “up to speed” with them! To check it out yourself, please click here!
New Talent Acquisition Website:
Our NEW Talent Acquisition website is LIVE! This page gives a brief overview of the things we do, as well as our mission statement for recruiting. To check it out, please click here!

Behavior-Based Interview Training:
Due to COVID-19, our in-person training was canceled. Thankfully, we have moved to an online training on July 28 at 11:00 a.m. In this session, participants will learn about a standardized method of interviewing that is designed to assess how a candidate will perform on the job. The session will include an exploration of the theory behind behavior-based interviewing, as well as an opportunity to practice planning for and applying effective interview techniques. To sign up for this course, go to Learn@isu. Please also help promote this training to managers and supervisors across the university.

Position Management Training Updates:
Emma Mallarino-Houghton will be leading two Zoom sessions for Position Management Training Updates. You can enroll in this training by logging into Learn@ISU and searching for the "Position Management Training Updates." These sessions will be held on July 6 from 1:30-3:30 p.m. and July 8 from 10 a.m.-noon.

Workday Recruiting Updates:
We continue to make Workday Recruiting more efficient and user-friendly for all of HR Delivery on a daily basis. This section will be used to highlight and showcase upcoming enhancements.

Coming Soon:
-Updates to the Offer Process – More Efficient Ways to Change Start Dates
-Automatic closing of Search Committees Once Positions Are Filled
-Duplicate/Manual Hire Workflow and Process Overview

Future Enhancements:
-Welcome Letters for Manual Hires
-New Process for Waiver Employment Applications

THANK YOU FOR CHECKING OUT THE FIRST RECRUITING NEWSLETTER! PLEASE CLICK HERE TO BE REDIRECTED TO A SHORT FEEDBACK SURVEY. SEE YOU NEXT MONTH!