Oregon Tech Recruitment

Presented by

Office of Human Resources

Hands-on education for real-world achievement.

Overview

- Hiring Excellence

- Roles and Responsibilities

- Oregon Tech Recruitment Process

- HEROES

- Recruitment Laws and Policies

Hiring Excellence

- Why hire excellence?
  - Decrease costs – turnover, overtime, wages
  - Decrease down time
  - Decrease performance issues
  - Decrease lawsuits and litigation
  - Increase morale
  - Increase retention
  - Increase positive cultural aspects

Roles and Responsibilities

Roles and Responsibilities

Office of the President

- Overall University oversight for recruitment, hiring, promotion/tenure, retention, and other faculty and staff related issues

- May delegate authority to designee(s)

Roles and Responsibilities

Office of the Provost

- Oversight for academic personnel recruitment, hiring, promotion, tenure, retention and other personnel related issues

- HEROES – reviews and final approval of all academic position and recruitment system actions

Roles and Responsibilities

Dean or Vice President

Typical responsibilities (may be performed in conjunction with the Department Chair/Director):

- Overall responsibility for ensuring compliance with state laws, federal laws, and university policies

- Oversight for college's and/or area's recruitment, hiring, promotion/tenure, retention, and other staff and faculty related issues

- HEROES – reviews and approves all online position and recruitment actions and routes to Provost for final approval

Roles and Responsibilities

Department Chair/Director

Typical responsibilities (may be performed in conjunction with the Search Committee Chair):

- Overall responsibility for ensuring compliance with state laws, federal laws and university policies
- Determining the search committee's charge
- Oversight of outreach efforts
- HEROES – initiate/reviews and approves online position and recruitment actions and routes to Dean/Vice President for review and approval

Roles and Responsibilities

Search Support (Department User)

Typical responsibilities (may be performed in conjunction with the Search Committee Chair):

- Familiar with recruitment processes including the tools and resources available on the HR website

- May assist search committee chair in drafting documents, scheduling meetings, correspondence, etc.

- Keep Department Chair/Director abreast of search progress

- Ensure search records are forwarded to HR in a timely manner

- HEROES – initiates online position and recruitment actions and routes to Department Chair/Director for review and approval

Roles and Responsibilities

Search Committee Chair

Typical responsibilities:

- Develop a thorough understanding of the requirements of the open position and the mission and priorities of the Department Chair/Director

- Lead efforts to incorporate broad diversity objectives in the search process

- Consult with the appropriate Department Chair/Director for review/approval of the search plan before the search begins.

- Create a search environment that respects the rights and dignity of all persons. Confidentiality is a must!

- HEROES – view and reviews application material and changes/routes applicants as determined by search committee

Roles and Responsibilities

Search Committee

Typical responsibilities:

- Promote a fair and equitable recruitment process

- Represent the institution as a whole rather than individuals or group stakeholders

- Disclose all conflicts of interest to the search chair or the entire committee

- Screen and evaluate the candidates based upon application materials submitted, setting aside any biases or pre-conceived opinions regarding the candidate

- Create a search environment that respects the rights and dignity of all persons. Protect confidentiality of applicants and the decision-making process

- Act promptly and efficiently to ensure that top candidates are not lost to other employers

- HEROES – view and reviews application material of each applicant

Roles and Responsibilities

Budget Office/CFO

- Reviews all position and recruitment actions for funding approval

- Provides final budget authority on all position and recruitment actions as directed by the Vice President of Finance and Administration (CFO)
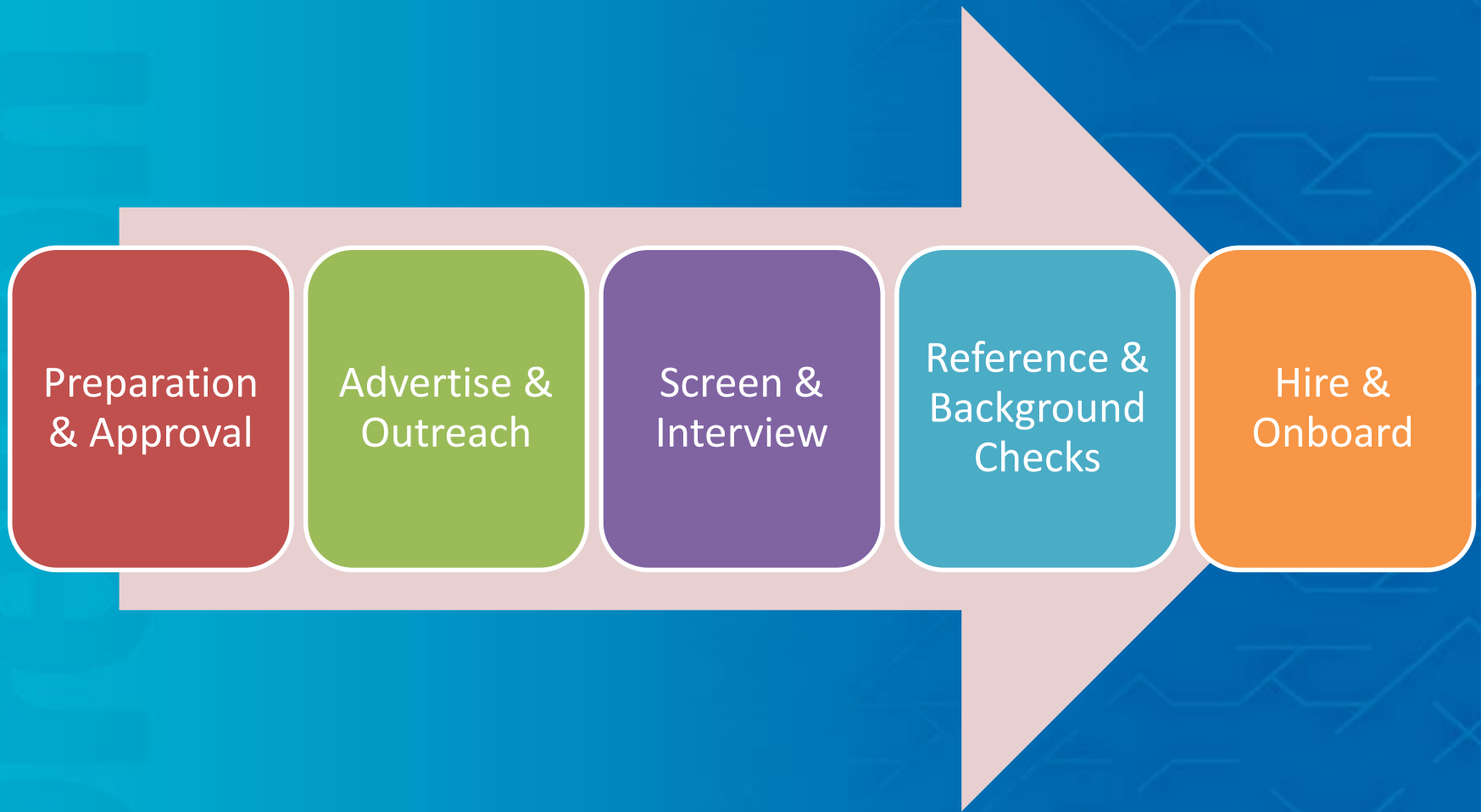
Roles and Responsibilities

Office of Human Resources (HR)

Typical responsibilities:

- Assists leadership in administering faculty and staff position actions, recruitment, and hiring processes
- Provides guidance and advice to leadership, department administrators, and search committees on position actions, recruitment, and hiring policies, processes and regulations
- HEROES – Administers and trains users on Hootie's Employee Recruitment, Onboarding, and Exiting System

Oregon Tech Recruitment Process

Preparation & Approval

Advertise & Outreach

Screen & Interview

Reference & Background Checks

Hire & Onboard

Positive Candidate Experience

- It is an essential part of attracting and retaining top performers
- The experience can influence the individual's perception of an organization and its work environment
- Critically important for employers of choice and any organization that wants to maintain a competitive edge in attracting, retaining, and engaging top performers

Search Committee Composition

- Cross-section of individuals from the department or college and it may also include individuals from outside the area

- Diverse to allow for a range of ages, gender, ethnicities, and professional backgrounds if possible

- Neutral evaluators and should not be in the applicant pool or serve as a reference for any applicant

- Any Search Committee member who feels they have a conflict of interest should recuse themselves from the process

Preparation & Approval

- Develop a centralized and defined process
  - Committee charge
  - Search timeline and status updates
  - Diversity needs
  - Recruitment and outreach strategies
  - Backgrounds and/or experiences desired
  - Preferred number of final recommendations
- Notice of Vacancy (NOV) development
  - Refer to NOV guidelines on HR website

Preparation & Approval

Position Details
- Know and understand the position details and configuration
- Minimum Requirements/Additional Requirements: Criteria that is required for the position such as educational level, field(s) of study, years of experience and/or additional mandatory licenses or credentials
- Preferred Qualifications: Desired criteria that may enhance the effectiveness of the incumbent performing the job, but are not required
- Salary

Preparation & Approval

- Search Committee Evaluation Tools
  - Objective and measurable
  - Consistent with position details
  - Interpretation consensus
  - Sufficient flexibility
  - Qualification weight
  - Screening matrix - high/medium/low

Advertise & Outreach

- Attract an appropriately-sized pool of qualified, talented, and skilled candidates.
- Good faith efforts
- Cast wide net

Recommended Recruitment Periods	Days
National	30 calendar days*
Regional	21 calendar days
Statewide	21 calendar days
Local	14 calendar days
Internal	7 calendar days
	*required for tenure/tenure-track positions

Advertise & Outreach

- Advertisements
  - Consistent with position details and qualifications
  - EEO/AA/Vets/ADA Verbiage
  - DOL Requirements
- Refer to advertising resources on HR website
  - http://www.oit.edu/hr

Advertise & Outreach

- HEROES
  - Department User or Department Chair/Director submits job posting from previously established position description
  - Includes any and all relevant recruitment documents (advertising, etc.)
  - Direct link to posting
  - Guest Users
  - Routes to next step in workflow

Screen & Interview

- Search Committee reviews candidate materials on an individual basis
- Minimize risk of potential bias
- Review all application materials
- Use pre-established [evaluation tools & resources](#)
- Ensure qualifications clearly demonstrated
- Refrain from assumptions
- Consider entire career history provided

Screen & Interview

- Allow time to review each applicant
- Same definition of criteria applied to all
- Avoid "moving target" syndrome
- Document "not selected" reason(s)
- Develop long-list for 1st interviews

Screen & Interview

- Developing Interview Questions
  - Develop a standard set of questions
  - You can eliminate areas you already have adequate information on from the application and focus on those you need to learn more about
  - Focus on job duties

Screen & Interview

- Prohibited pre-employment questions
  - Be vigilant in all interactions with candidates
  - Focus on job-related questions
  - Refrain from:
    - Soliciting information not related to the person's ability to perform the duties and responsibilities of the position
    - Seeking questions related to: Race, Religion, Gender, Age, Citizenship, National Origin, Sexual Orientation, Marital Status, Disability Status, Veteran Status
    - Asking applicant the amount of their last salary (Oregon Pay Equity Law)

Screen & Interview

Faculty Recruitments

- Committees or hiring officials are allowed to ask if an applicant is legally <u>qualified to work</u> in the United States but must be asked of <u>**ALL**</u> applicants if asked of any, and typically takes place during the interview.

- Approved Questions:
  - Are you currently legally authorized to work in the U.S. on a full-time basis for Oregon Tech?
  - If yes - Will you now or in the future require sponsorship for employment visa status (e.g. H-1B status)?

Screen & Interview

- Short telephone call or videoconference
- Clarify application materials
- Job-related questions (experience/qualifications)
- Ascertain level of interest
- Conducted by all or part of the Search Committee
- Same opportunities provided to all
- Take notes; narrow down the pool
- Work with Search Chair on "not selected" reasons

PROVIDE A POSITIVE CANDIDATE EXPERIENCES

Reference & Background Checks

- Reference Checks
  - Typically conducted after interviews
  - Purpose – deeper dive
  - References vs. Letters of Recommendation
  - Notify candidate prior to contacting references
  - Three professional references
  - Same method, same person(s) for all candidates

  NOTE: Search committee members cannot provide references for a candidate in the pool. A search committee member should remove themselves if there is a conflict of interest.

Reference & Background Checks

- Internet Searches
  - Internet searches should be done appropriately and for professional purposes and not to obtain personal information about the candidate
  - Reference and/or background checks should not be replaced with internet searches (Google, Social Media, etc.)
  - If someone find something of concern during an internet search they should notify HR

Reference & Background Checks

- All faculty and staff positions require background checks at Oregon Tech

- Background check components (initiated by HR)

- Offer may be contingent upon a successful completion of a background check

- Conducted on finalist

Hire & Onboard

- Provide hire recommendation to Dean/VP/Provost
  - Summary of strengths/weaknesses
  - Potential contributions
- Verbal offer made upon approval by appropriate offices
- Negotiations of additional salary/terms may require approval
- Offer Letter drafted, approved, and sent
- Official signature acceptance required

Hire & Onboard

- Notify Candidates
  - Courtesy notification to on-campus interviewees
  - Email/letter to other candidates
  - Ensure all candidates' statuses have been updated with "not selected reasons" and complete the hiring proposal
- Records
  - Forward all search documents to HR - candidate evaluation tools, screening and interview notes, hiring recommendation
  - HEROES – application materials, not selected reasons, and search committee members
  - All records subject to Public Record Requests

Hire & Onboard

- Onboarding
  - Welcome communication
  - One year process
- HEROES
  - Initiates onboarding process – paperwork, etc.
  - Provides timely emails for onboarding phases

HR has onboarding
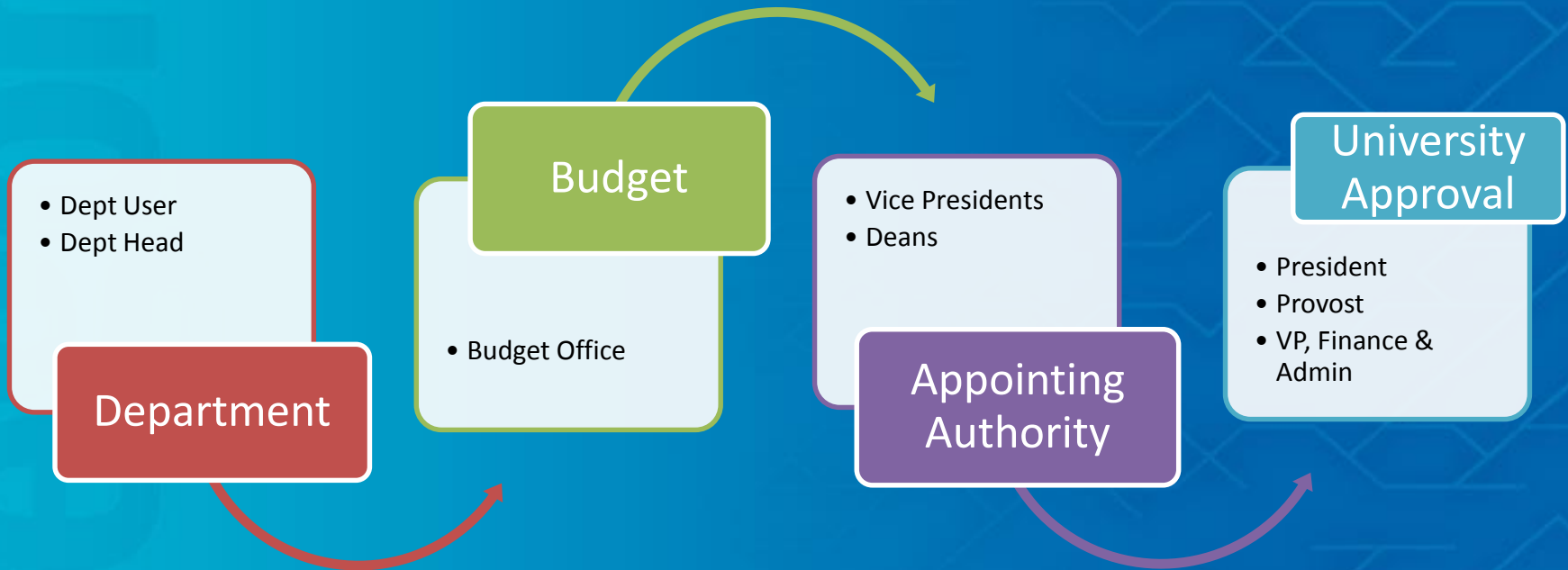training and resources available.

HEROES

Hootie's Employee Recruitment, Onboarding, & Exiting System
jobs.oit.edu/hr

Online talent management system for:

- Position management
- Recruitment
- Hiring
- Onboarding
- Exiting

HEROES Workflow

Department
- Dept User
- Dept Head

Budget
- Budget Office

Appointing Authority
- Vice Presidents
- Deans

University Approval
- President
- Provost
- VP, Finance & Admin

HEROES - Applicant Workflow

Under Search Committee Review → Phone Interview → Campus Interview → Recommend for Hire
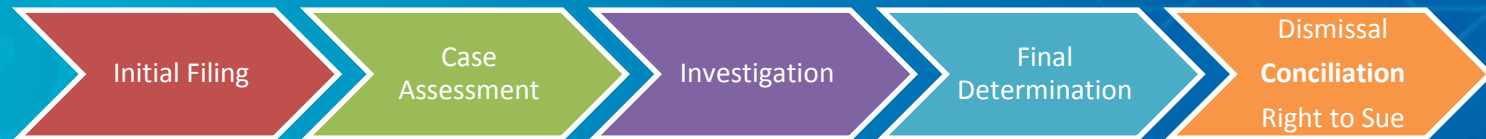
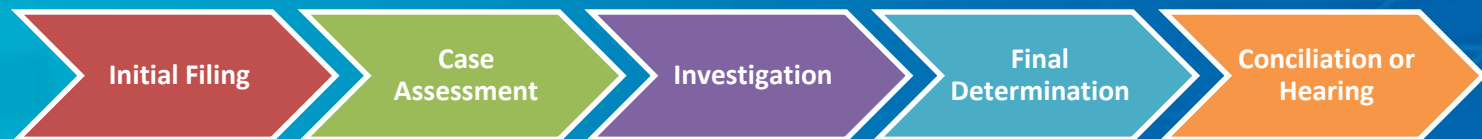# Recruitment Laws & Policies

Federal Laws (EEOC)	
Title VII of the Civil Rights Act	Race, Color, Religion, Sex, National Origin
Age Discrimination in Employment Act	Age
American with Disabilities Act Rehabilitation Act	Disability
Genetic Information Non-Discrimination Act	Genetic Information
State Laws (BOLI)	
Oregon State Laws Against Discrimination	Age, color, disability, gender identity or expression, genetic information, marital status, national origin, race, religion, sex, sexual orientation, or veteran status
Oregon Tech Policies	
Oregon Tech Policies	Race, color, gender, marital status, national origin, age, disability, religion, pregnancy, sexual orientation, gender identity or expression, or any other consideration not directly and substantively related to effective performance

Recruitment Laws & Policies

- EEOC Complaint Process
  - No cost to applicant

Initial Filing	Case Assessment	Investigation	Final Determination	Dismissal **Conciliation** Right to Sue

- BOLI's Civil Rights Complaint Process
  - No cost to applicant

Initial Filing	Case Assessment	Investigation	Final Determination	Conciliation or Hearing

Recruitment Laws & Policies

Pitfalls to Avoid

- Disparate Treatment
  - Disparate treatment is intentional

- Disparate Impact
  - Disparate impact refers to the policies, practices, rules or other systems that appear to be neutral, but result in a disproportionate impact on protected groups

- Reasonable Accommodation
  - Reasonable accommodation is any change in the workplace (or modification to processes) to help a person with a disability apply for a job, perform the essential duties of a job, or enjoy the benefits and privileges of employment
  - Contact the Office of Human Resources at 541.885.1028 or sarah.Henderson@oit.edu

Recruitment Laws & Policies

- Do's
  - Do tell applicants what the selection process involves
  - Do ask all applicants whether they will need a reasonable accommodation for this process
  - Approved Questions:
    - Have you had an opportunity to review the position description?
    - If yes, ask - Are you able to perform the essential functions of the job either with or without reasonable accommodation?

- Don'ts
  - Do not ask questions in an interview about whether a single applicant will need reasonable accommodation for a particular function of the job

Contact Information

- Office of Human Resources (HR)
  - Adam Oppegaard | 541.885.1278 | adam.oppegard@oit.edu
  - Kim Cholewinski | 541-885-1075 | kim.cholewinski@oit.edu

HR Home Page	Recruitment Page	HR Systems Page
www.oit.edu/hr	http://www.oit.edu/faculty-staff/human-resources/human-resources-systems/	http://www.oit.edu/faculty-staff/human-resources/recruitment

Questions?