

Coffee Chat Nuggets July 6, 2022 Hiring Process review

Meaghan Schadle, Courtney Glass presenters session is recorded, slides available

Attempting to standardize procedures, reduce incidences of bias in hiring process

Provide consistency across units, insure equitable and inclusive processes

6-12 months to fill positions with person in seat

Admin Impact

- Primary point of contact, friendly face/voice for candidate connection
- Demonstrate commitment to DE & I
- Drives schedule and keeps information and data
- maintain confidentiality especially for internal candidates, send calendar invites with psu addresses as private
- Distributes evaluation form and can add questions particular to your unit

Document review (all available on Launch Pad under Talent Management in resources tab)

**** Recruiting Agreement** (checklist found on Launchpad, fund raiser and all others are 2 types)

- different for fund raising positions and admin positions
- See job descriptions on Launch pad to highlight DE&I language
- Geoff and Drew focus on front line fundraisers recruitment
- Posting on external sites fees are covered by talent management
- Shows itinerary requirements to consider when developing interview itinerary
- There are training courses on workday for recruiting

**** Interview Schedule template** (also on Launchpad), also interview guidelines

- Interview time 45 mins if possible, 2-3 interviewers max in a group
- Keep interview groups small use multiple groups if needed to keep them small
- Keep same group of interviewers for each candidate
- Include breaks through the day
- Create a welcoming atmosphere
- Ask about accommodations, meet with ERG, specific information (weather, parking, shoes)
- Try to get all interviews either all zoom or all in person
- UP candidates will get a welcome bag from Talent Management at the hotel
- See suggested interview topics section to help interview groups with questions
- Database of questions available from Talent Management office

****Interview Evaluation Form**

- Will be sent from talent management, ask if you don't receive it, only digital
- Send it to everyone who was part of the interview, all questions must be complete