Concordia

UNIVERSITY·SAINT PAUL

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Talent Acquisition

- General Hiring Process

- Diversity Considerations

- Selection Committees

- Interviewing

- Background Screening

- Decline Notices

- Hiring

- Onboarding

- Frequently Asked Questions

General Hiring Process

- Position becomes vacant or available and approval is given to hire
- Fill out New Position form and return to HR
- HR initiates posting in NeoGov
- Hiring Manager completes initial review (no identifiable info)
- Applications are received through NeoGov
- Committee meets
- Candidates are ranked through NeoGov
- Phone interviews are conducted
- Candidates are ranked through NeoGov
- Interviews are conducted
- Candidate is selected
- Background check completed
- Decline notices sent to remaining applicants
- Offer made/accepted
- Onboarding

Diversity Considerations

- Implicit bias https://www.youtube.com/watch?v=dVp9Z5k0dEE

- Incidental emotions, gut feelings & likeability

- Avoid making assumptions based on provided information

- Implicit Bias & "Cultural/Team Fit"
https://www.youtube.com/watch?v=uX0bzTvxcj8

Selection Committee

- Choosing your Committee

  ○ Generally 5 people

  ○ Must include diversity consideration

- Value: Getting the most out of your committee

- First meeting

  ○ Welcome and introductions

  ○ Position Review

  ○ Next Steps

Selection Committee – First Meeting

●Welcome and introductions

○ Group welcome & introductions

○ Explain group roles & invitation rationale

○ Committee expectations & time commitments

Selection Committee – First Meeting

- Position Review

○Position description review

○Position reporting & team structure

○Qualities of an ideal candidate including culture fit

○Day to day activities for the position

○Measurements of the skill sets required

Selection Committee – First Meeting

● Next Steps

○ Review the hiring process & NeoGov ranking OR Refer to HR to give an overview of the process and ranking (remind committee that failed rankings must be accompanied by an explanation noted in the NeoGov comments)

○ Interview questions

○ Interview question order & assignment (remind committee that any interview notes must be kept and returned to the hiring manager to submit to HR)

○ Timeline for each step in the hiring process

○ Schedule next meeting

Interviewing

- Preparing for the interview

- Starting the interview

- Ending the interview

- https://www.youtube.com/watch?v=tXiuTME9WW8

Interviewing

- Preparing for the interview

  ○ Inviting and scheduling

  ○ Questions to ask (more following!)

  ○ Questions *not* to ask (more following!)

  ○ All candidates are asked the same exact questions

  ○ (Receive HR approval for questions prior to beginning)

  ○ Give information on what to expect (group interview with committee)

  ○ Give them directions on how to get to campus and where to park (for in person interviews)

Illegal Interview Questions

● Any questions related to…

○ Age

○ Race, ethnicity, or color

○ Gender or sex

○ Country of national origin or birthplace

○ Disability

○ Religion*

○ Marital or family status or pregnancy

*In some cases, but not all. Consider the position itself.

Types of Interview Questions and Techniques

- Qualifications-based questions

- Skills-based questions

- Behavioral questions

- Situational questions

● Form groups of 3 or 4

● Write a list of 3 interview questions for each

○ Qualifications-based questions

○ Skills-based questions

○ Behavioral questions

○ Situational questions

Starting the Interview

- The interview is our first impression with a potential new employee

- Ask if they'd like water or coffee

- Give a brief overview of the format of the interview (if questions will rotate from committee members, for example)

- Introduce the committee or have them introduce themselves and their roles

- A good starting question is generally "Tell me about yourself" or "Tell me what first interested you about the position"

Ending the Interview

● Ask if they have any questions for you or the committee

● Give them a copy of your business card or a way to contact you should they have questions later

● Give them a timeframe for next steps in the process

● Turn in the committee's interview notes to Human Resources

● https://www.youtube.com/watch?v=guUOmfq303s

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Reference Checking

- Completed by the hiring manager

- Occurs before making the offer

- References found in NeoGov

- Use the new Reference Check Form

Background Screening

- Authorization is completed electronically via HireRight

- Send Bethany Chan the following for top 2 candidates:

  ○ Name

  ○ Email Address

  ○ Birthdate

- Candidates receive email invitation to complete the forms and authorization electronically

- Background screening process is received in HR and Hiring Manager is notified

Decline Notices

● All applicants should receive notification

● Can be emailed

● Phone calls may be more appropriate in some cases

● How to respond if a declined candidate has questions

○ Be honest

○ Factual

○ Behavior based

○ Constructive and helpful if possible

Sample HR Decline Notice

--------*----*----*----*----*----*----*----*----*----*----*----*----*----*----*----*----*----*

Replies to this email will be sent to humanresources@csp.edu

--------*----*----*----*----*----*----*----*----*----*----*----*----*----*----*----*----*----*

October 3, 2018

Dear [applicant],

Thank you for submitting your application for consideration for the position of [position] at Concordia University Saint Paul. We appreciate the time and effort you put into the application process.

After careful review of all applicants, we have chosen other candidates to move to the next phase in the process.

Please visit our website at www.csp.edu often to stay apprised of our current openings. I encourage you to apply again in the future for positions that match your qualifications and wish you the best in your job search.

Best Regards,

Concordia University, St. Paul Human Resources Department

If you do not want to receive emails please click on the following : Unsubscribe from Emails

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Hiring

- Make the verbal offer

- Notify Milissa Becker, Director of Human Resources

  ○ New employee is sent official offer letter

  ○ New employee is announced to campus

  ○ IT completes network authorization

  ○ Campus announcement triggers NeoGov Onboard (electronic new hire paperwork)

- Submit form for business cards and name tag

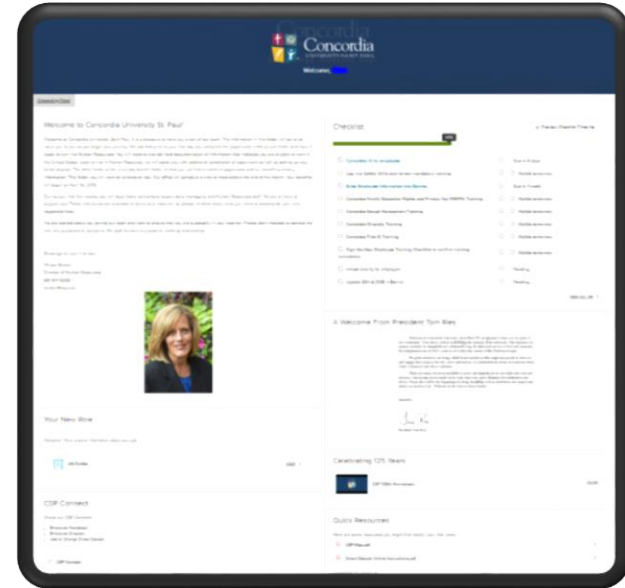Celebrating 125 years. 1893-2018

Onboarding

- 5 Days Prior to Start: NeoGov Onboard

- Day 1: Meet with HR to complete the I-9/Onboarding meeting

- First 60 Days: Safety Skills Trainings

NeoGov Onboard – New Hire Paperwork & Tasks

- Form I-9
- Form W-4
- Employee Information Form
- Handbook Acknowledgement
- Employee Confidentiality Statement
- University Property Agreement
- Direct Deposit Instructions Acknowledgement
- Conflict of Interest Policy
- Training Checklist

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Their First Day

- Have their space ready for them

- Have a schedule in mind of what needs to be completed, who they should meet, what they should do

- Schedule time on the first day to complete the I-9 with HR

Safety Skills

- Must be completed within the first 60 days of employment

- 4 online modules include:

○ Family Education Rights and Privacy Act (FERPA) Training

○ Sexual Harassment Training

○ Diversity Training

○Title IX Training

FAQs

- Do I have to have a selection committee?

- Do I have to do a phone screen?

- Why do I have to wait 2 weeks after posting before receiving candidates?

- Why can't I see candidate information in NeoGov?

Questions?

For additional support:
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651.641.8224

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