



**CSTP**

**CONCORDIA ST. PAUL**

Talent Acquisition – HR  
Manager’s Series

# What is Talent Acquisition?

- Quite simply it is the organizational task of finding the right person for the job.
- It includes sourcing, attracting, interviewing, hiring, and onboarding employees.
- Talent acquisition is an overall business and HR strategy that factors in an organization's long-term goals and acknowledges that people (or talent) can play a huge role in the organization's future successes.



# CSP's Talent Acquisition Process

- Position becomes vacant or available and approval is given to hire
- Fill out Position Request and Recruiting Form and return to HR, along with new or updated position description
- HR initiates posting in NeoGov
- HR sets up Recruiting Strategy Call
- Hiring Manager completes initial review and ranking (no identifiable information)
- Committee receives candidates and completes their initial review and ranking with no identifiable information
- Hiring manager notifies HR when initial reviews and ranking are complete in order to release contact information
- Interviews are conducted
- Top two candidates are selected
- Background checks completed
- Decline notices sent to remaining applicants
- Verbal Offer made/accepted
- Payroll Authorization sent to Human Resources
- Official Offer Letter and Wage Statement to candidate
- Onboarding



# Job Posting and NeoGov

- Position Request and Recruiting Form should be signed by the Department Head or Chair
- Send documents electronically to HR
- HR creates requisition in NeoGov and sends through the approval chain
  - Staff = VP of Finance, Provost, HR Director
  - Faculty = VPAA, VP of Finance, Provost, HR Director

# Recruiting Strategy Call

- Purpose is to clarify details of the posting and to streamline the process for Hiring Managers
- The call will clarify certain details of each posting such as:
  - Hiring Committee Members
  - Where the job will be posted
  - Posting details (i.e., length of posting, when HM will review candidates, when Hiring Committee will review, anticipated interview process and timeline)
- HR will send follow-up email confirming the details

# Hiring Committee Information

- Depending on the role, 3-5 people
- Committee should be diverse and not all from the same department
- Check with the direct supervisor of the person you intend to ask to be on the committee, supervisor needs to approve of the time commitment for their employee



# Hiring Committee First Steps

- Hiring Manager facilitates a welcome and introductions
- Explain group roles and invitation rationale
- Committee expectations and time commitments
- Establish timeline and communicate follow-up





# Position Review

- Position description review
- Position reporting and team structure
- Qualities of an ideal candidate including culture fit
- Day to day activities for the position
- Measures of the skill sets required





## 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

- Talk to HR before interview process to talk through questions and pay issues
- Have HR review the questions that you will be using
- Determine the number and method of interviews
- Inviting and scheduling
- Review on-campus interview protocol during a Pandemic
- Give candidate information on what to expect and any information necessary for an on-campus interview

# 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
  - Military status

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

The logo consists of the letters 'CSP' in a bold, blue, sans-serif font with a yellow outline. It is positioned in the bottom left corner of the slide, partially overlapping the university seal.

**CSP**

# Starting the Interview

- The interview is our first impression with a potential new employee
- Ask if they'd like water or coffee
- Give them a brief overview of the format of the interview (questions rotating among committee members, etc.)
- Introduce the committee or have them introduce themselves and their roles



# 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 (*See Guidelines for Interviewing During a Pandemic*)
- Give them a timeframe for next steps in the process
- Turn in the committee's interview notes to Human Resources



# Reference Checking

- Completed by the Hiring Manager
- Occurs before making the offer
- References found in NeoGov
- Use the Reference Check Form



## Standard Reference Check Form

Candidate Name	Position Sought	Check Performed By	Date of Reference Check
Reference Name	Reference Organization	Relationship to Applicant	Reference Phone
Employment Start Date	Employment End Date	Position Held	Salary

What were the applicant's major job duties?

How well did the applicant relate to others on the job?

How would you evaluate the applicant's quality and quantity (productivity)?

What were the applicant's contributions to the organization where s/he really stood out?

As a supervisor of this employee, what are some areas where we could encourage this employee to grow?

Is there anything else you think should be shared regarding the applicant?

The logo for CSP (Concordia Saint Paul), featuring the letters 'CSP' in a bold, blue, stylized font with a white outline.

# Background Screening

- Authorization is completed electronically via HireRight
- Send Human Resources the following for top 2 candidates:
  - Name
  - Email address
  - Birthdate
- Candidate receives an invitation via email to complete electronically
- Background screen process typically takes 48 hours to receive results (could be longer)



# Decline Notices

- All applicants should receive notification
- Can be emailed
- Phone calls may be more appropriate in some cases (those that were interviewed in person)
- How to respond if a declined candidate has questions
  - Be honest
  - Factual
  - Behavior based
  - Constructive and helpful if possible





# Hiring

- Make the verbal offer
- Send Payroll Authorization to Human Resources for approval
  - New employee is sent official offer letter and wage statement electronically
  - New employee is announced to campus (once we receive their signed documents)
  - Announcement triggers the set-up of various authorizations from Network Services, etc.
  - Hiring Manager is sent additional information regarding onboarding from HR (potentially other departments as well)



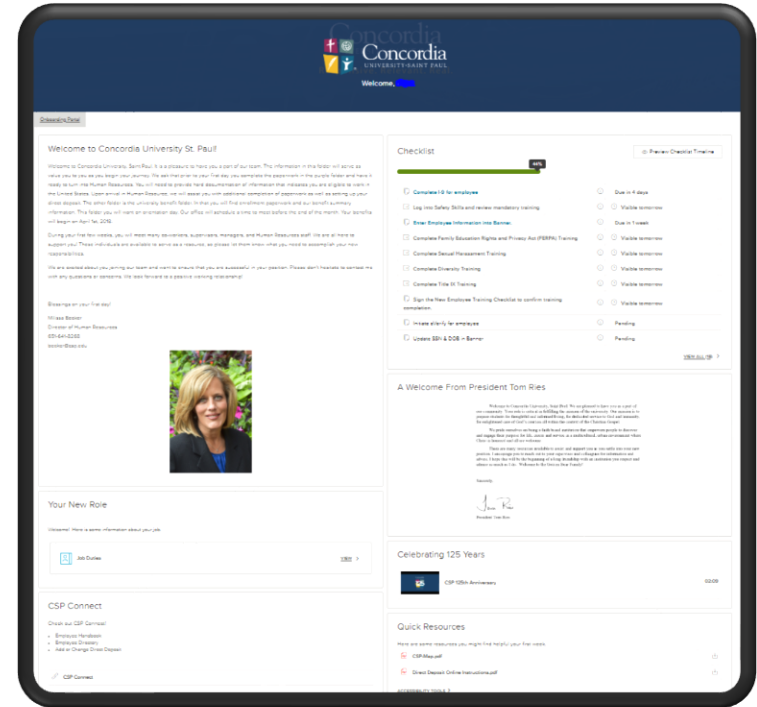
# Onboarding

- 5 Days Prior to Start: NeoGov Onboard
- Day 1: Meet with HR to complete the I-9 and additional onboarding information
- First 60 Days: Safety Skills Training



# NeoGov Onboard

- 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



# 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 and onboarding with HR

The logo for CSP, consisting of the letters 'C', 'S', and 'P' in a bold, yellow, sans-serif font. The 'S' is slightly larger and positioned between the 'C' and 'P'. The letters are set against a dark blue background with a stylized, abstract graphic of a person's face in a lighter blue shade.

# Safety Skills

- Must be completed within the first 60 days of employment
- 6 online modules include:
  - Family Education Rights and Privacy Act (FERPA) Training
  - Title IX Training
  - Sexual Harassment Training
  - Diversity Training
  - Data Protection
  - Coronavirus Prevention in the Workplace (must be completed within 2 weeks of first day)



# FAQs

- 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?

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