



ALVSCE Hiring Practices

September 28, 2022



ALVSCE Considerations and Resources for Successful Recruitment

Agenda:

- Purpose
- Best Practices of Recruitment
- Interviewing
- Onboarding and Orientation
- Summary



Purpose

To create a best practice guide to increase the effectiveness of job postings and to increase the quality and diversity of applicant pools by including more underrepresented applicants. These guidelines are informed by multiple recruitment and onboarding in the University and supports the ALVSCE commitment to increase the quality and diversity of applicants and foster a more inclusive recruitment process. This is not an exhaustive look, but rather meant to be an accessible document that covers both faculty and staff searches. We invite all recruitment search committees to reach out to their department business office, department diversity & inclusion committee, university recruitment and/or ALVSCE diversity & inclusion council.

Why Make Another Document:

- Organization
- Different Hiring Types

Best Practices of Recruitment

Overview

At the recruitment stage of the process, you don't have applicants, you have prospects. Your job is to turn the BEST prospects that will offer the most value to the organization into applicants for your position. Identify which groups are considered underrepresented for your unit before starting the recruitment process. Generating larger and more diverse pools of applicants ensures that the candidate who adds the most value is included.

Create Effective Job Description

Show a little personality; this is your opportunity to be as attractive as possible to competitive candidates.

Advertisement Strategies

Advertising should be proactive, not reactive. Do not expect candidates to try to find you, instead connect prospects where they are looking.

Salary Ranges

Per ALVSCE Best Practices, all positions will include a Salary Range, wherever possible. This range would be salary or hourly. See [Compass](#), Posting a Position, *Salary Ranges ALVSCE Best Practice* for more information.



Survey Question 1:

What are the professional groups in your respective areas that increase communication to diverse groups?

www.menti.com and use the code 5773 3707



Survey Question 2:

Are you currently sending job postings to the group identified in the previous question?

www.menti.com and use the code 5773 3707

Interviewing

An in-person or remote interview is an opportunity to further “sell” your position and create an open dialogue with your candidate to ensure they can meet the job duties. There are policies and procedures for recruitment that we must adhere to, such as keeping the same structure and questions for all candidates, however, there is also a need to ensure respectful and inclusive conversation occurs.

- Interviewing Best Practices

Covers various best practices to implement for your interviews, things to keep in mind and be aware of.

- Interview Questions

Putting the focus on capabilities instead of direct experience allows your organization to be inclusive of varying backgrounds and perspectives in your interview process. Provides examples.

Onboarding and Orientation

Orientation

New employee orientation is the process you use for welcoming a new employee into your organization. The goal of new employee orientation is to help the new employee feel welcomed, integrated into the organization, and performing the new job successfully as quickly as possible. This would cover: safety, required trainings, work environment, job description, benefits, coworkers and supervisor, company culture, company history, organization chart, etc.

Onboarding

This is a more in-depth conversation and can last for up to a year after the start date. This will help integrate the new hire into the unique pillars of culture, mission, employee value proposition, brand and other relevant foundations that must be lived and conveyed consistently. New hires will not absorb this in the first week or first month; it will take many months to learn and apply.



Summary

Reviewing

We have submitted the document to the Staff Advisory Council, Faculty Advisory Council, and ALVSCE Diversity & Inclusion Council to review and give feedback.

Suggestions

We are open to suggestions on the working document. Again, we do not want to make this too long, however suggestions are always welcome.

Post to Compass and Share

Once we have a final draft, I will add to [Hiring & Onboarding](#) section on Compass as well as share it to Business Officer Group listserv. No estimated time as of yet.



Thank you

For questions: Erin Korte
(erinkorte@arizona.edu).