

Efficient Hiring Process for New Employees & Hiring Officials

Inconsistent Processes & Lack of Understanding

supports

constrains

University Hiring Process

Needs Assessment

Position Creation

Position Posting

Receive & Review

Interview

Selection & Negotiation

Workflow Design

Information System/ IT

Motivation & Measurement

Human Resources & Organization

Policy & Rules

Facilities/ Physical Environment

- There is no **standardized process**
- Each process isn't well documented
- University Equity is outnumbered by the departments requiring approval
- Routes approvals through the same people twice**
- Nonexempt positions are only posted on Friday

- Hiring system permission levels are confusing
- Hiring system is difficult to learn for non-regular users
- Hiring system doesn't always notify candidates
- There is no technical connection between HR System & hiring system
- Hiring system job status is rarely updated

- It is difficult to measure most metrics**
- No defined KPIs
- Not all departments are motivated to hire quickly
- No current measurement of time to hire based on department
- Some Managers don't invest proper time in position/ posting creation

- There are many different positions that are not well defined within departments (ex: Who is my Equity Admin)**
- Hiring Managers don't always know all the qualifications an individual needs
- It is difficult to manage external advertising

- Equity Policy is often misunderstood**
- Search Committee Policy is also misunderstood
- Rules about when a search can begin when a position is vacated is misunderstood
- Nonexempt positions are limited to Friday posting due to archaic scheduling

- Services are delivered in physically dispersed locations (i.e. long walks/drives)