Subject: New Efficiencies with the Staff Hiring Process

Based on recommendations provided by a committee established with individuals representing the overall University community to identify ways to improve the hiring process, HR is excited to announce that new strategies primarily focused on reducing the time to fill staff positions has been implemented. The changes eliminate manual practices, remove redundant steps and provide hiring departments with tools and guidance on how to conduct a successful search, all with the goal of attracting and hiring high-quality candidates to join the University's workforce.

A summary of the main staff hiring changes include:
Efficiencies in the Hiring Cycle Time
- All staff postings, exempt and non-exempt, will require a minimum posting period of five (5) business days. Previously, exempt staff positions required a 10-day minimum. Postings can run for longer periods upon request.
- There will be a maximum of 30-days from the job posting's closing date for departments to submit interview candidates for approval. After 30-days the posting will be cancelled, and the process will have to start from the beginning.
- New staff positions funded by grants may now be posted with "TBD" listed as the position number while the new position number is being established.
- The Office for Institutional Equity (OIE) will no longer review the candidates recommended for hire through the hiring proposal workflow. Note: OIE will continue to review candidates selected for interviews.

Automation of Processes
- CFO & Presidential approvals of <u>new</u> staff positions will route electronically through WorkforUM rather than through a paper-based process.
- A new posting status within WorkforUM of "Interviewing" on staff positions will allow OIE to automatically notify the department authority when interview pools have been approved, which eliminates the current manual notification process.
- Departments will no longer have to separately certify the fair and equitable evaluation of their applicant pools within the posting. New hiring proposals will include this information as a condition of starting the hiring process.

Training/Documentation
- Hiring departments will now receive tips/how-to emails throughout the hiring process. Once a position is posted, the hiring manager will receive an email identifying the next steps.
- Upon approval of the hire, the hiring manager will receive an email containing a "Supervisor Checklist" to assist with the new employee's onboarding process.

- A UofM "Quick Facts" benefits leaflet to be used for hiring both staff and faculty has been developed to assist hiring managers during the recruitment and interview process. This information is posted on the Human Resources website as well as in WorkforUM.

Additional detailed information can be found on WorkforUM's main home page or by contacting Human Resources at workforce@memphis.edu or 901.678.3573.
We're confident that these changes will dramatically improve the hiring process for prospective candidates, hiring managers, and Human Resources. We look forward to any questions or feedback you may have.