

From Originating to Onboarding

Improving the Hiring Experience

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Objectives

Identify some ways to make the hiring process less biased, specific to your needs, and easy on candidates

Self-reflect on your practices

Recognize impact of changes

Identify at least one change you can make!

Hiring Components

- Search committee
- Advertisement
- Recruiting
- Informational webinar
- Candidate review
- Candidate communications
- Interviews
 - First round
 - Second round
- Selection
- Making the offer
- Onboarding

Poll time!

- Are you currently undergoing any hiring activities?
 - A. No
 - B. Fixing to get ready to start
 - C. Have searches underway

Search Committee

- Institution perspective
 - Diverse search team
 - Orientation –
 - overall process
 - desired timeline
 - the job itself
 - how you'll evaluate
 - confidentiality
 - awareness of bias
 - discuss recruiting options
 - records retention
- Candidate perspective
 - Became evident later – diverse search team
 - Confidentiality apparent

Advertisement

- Institution perspective
 - POST THE SALARY!
 - Minimize the minimums
 - Emphasize your intent to help with preferred quals
 - Watch the wording – bias!
 - Commitment to DEI
 - Brief overview of institution/city
- Candidate Perspective
 - More approachable tone
 - Preferred truly preferred
 - Salary included
 - Diversity, equity, and inclusion
 - Salary
 - No for real, salary

Recruiting

- Institution perspective
 - Multiple locations
 - Not just a copy of a job description
 - Consider your budget
 - Use your pipelines – student workers
 - Use your networks – get others to post in their listservs, etc.
 - Stop apologizing for cross-posting. WE ALL DO IT.
- Candidate perspective
 - Skip over things when we apologize for cross-posting

Recruiting sites

- Inside Higher Ed
- Higher Ed Jobs
- Academic Keys
- State Library Association (TLA, etc.)
- Your social media
- Library school in your area – UNT has one!
- Amigos
- Reforma
- Asian/Pacific American Librarians Association
- LBGTO+ job site – pink-jobs.com
- ALA
- Black Caucus of ALA
- Chinese American Librarians Association
- IFLA
- American Indian Library Association
- Relevant list serves to job (ERIL)
- NASIG

Informational Webinar

- Institution perspective
 - Topics: committee intro, organizational structure, salary and work location, qualifications/criteria, culture, challenges, initial projects, search timeline!
 - Head off questions
 - Opportunity for them to learn about us first – don't waste time!
 - Consider accessibility – captions, transcription, recording...
- Candidate Perspective
 - Insight into department/division
 - Additional context for job duties (Do I want to do this job?)
 - Comfort with the interview committee
 - Ability to highlight most relevant experiences/talents

Candidate Review

- Institution perspective
 - Anonymize applications
 - Matrix
 - Clearly defined criteria
 - Weight various qualifications
 - Easy to collect/analyze
- Candidate perspective
 - Remove contact info from CV

<p>2 years of management experience, including supervision, coordination, and delegation.</p>	<p>Stated in CV and/or in cover letter</p>	<p>Look for: oversight, management, coordinate, delegate, monitor progress, evaluation, development, mentoring, leadership, etc.</p>	<p>Must be 2 years or more OR equivalent. Student workers and PT count as direct reports.</p> <p>1 = management experience but no direct reports (project lead, delegating work to departmental student workers)</p> <p>2 = management experience with small staff (1 – 3) of direct reports or low complexity.</p> <p>3 = management experience with large staff (>3) of direct reports and/or high complexity.</p>
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Candidate Communications

- Institution perspective
 - Find out their pronouns
 - Use their chosen name
 - Give context for search committee
 - Use employee's full names/positions
 - Acknowledge accessibility needs
 - Provide relevant materials
 - Keep them in the loop
 - Provide agendas
- Candidate perspective
 - CHOICES!
 - Start time options
 - Links to things – don't have to find them

Poll time!

- Do you normally have screening AND formal interviews?
 - A. No – we just have one interview for most positions
 - B. Yes – we screen a bigger group to narrow it down
 - C. Depends...

Interviews – 1st Round

- Institution perspective
 - Share questions beforehand
 - Cameras off
 - Keep questions non-personal
 - Keep questions non-institutional
- Candidate perspective
 - Questions beforehand

Interviews – 2nd Round

- Institution perspective
 - Assess the purpose of every part of the interview – is it necessary?
 - INCLUDE BREAKS!
 - Be clear on what you need and what expenses you'll cover
 - Ask for what “extra” interactions they may want – tours, meeting with faculty groups, HR, etc.
 - Share questions beforehand
 - Keep questions non-personal/non-institutional
- Candidate perspective
 - Choices
 - Breaks
 - Start times/ flexibility
 - Encouraged to negotiate

Poll time!

- Do you LIKE or NOT LIKE the idea of sharing interview questions beforehand?
 - A. LIKE
 - B. NOT LIKE
 - C. Not sure yet...

Selection

- Institution perspective
 - Be clear to participants on how to evaluate
 - Compare to the minimum and preferred qualifications
 - Getting input from outside of the search committee
- Candidate perspective
 - Timeline – got back quickly

Making the Offer

- Institution perspective
 - Who does it?
 - What are you willing to negotiate?
 - Salary
 - Rank
 - Hours/Schedule
 - Work location
- Candidate perspective
 - Non-search committee member made offer
 - Encouraged to negotiate
 - Offered different start dates
 - Candidate appearance (will this be a problem?)

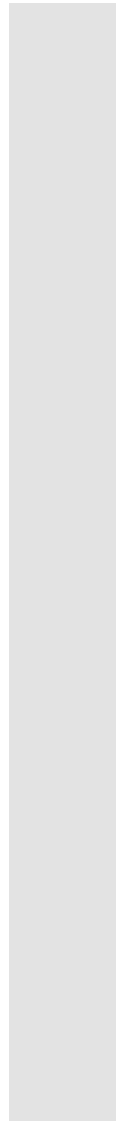
Onboarding

- Institution perspective
 - Have checklists
 - Share with employee
 - Be clear on what must be done BEFORE the first day
 - Get computer, door codes, etc. done before they arrive
 - Give free time
 - Welcome gift – branded supplies, t-shirt ???
- Candidate perspective
 - Be communicative – respond to questions and ask questions
 - Take time to soak in information
 - Provide info on how to request ADA accommodations prior to first day
 - Welcome party – getting to know new colleagues (IF THEY WANT ONE)



Time for
Change!
(...and poll...)

What area will you focus on changing first in your hiring practices?

- A. Job advertisement
 - B. Recruiting
 - C. Interviewing
 - D. Candidate communications
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Thank you.

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