WELCOME!

• Please be sure to mute your microphone and turn off your camera.

• This session will be recorded and included on our HRtalks webpage following the presentation.

• Please make note of your questions during the presentation. We have reserved time at the end of the presentation to answer your questions.

• We will try our best to get every question answered, but due to time and individual circumstances, there may be questions that will need to be answered offline.
Agenda

Introductions
Job Requisition Overview
Supporting Recruitment Roles
Staffing Models
Recruit to Hire Process
1. Create Job Requisitions
2. Review applicants
3. Ready to hire/Onboarding set-up
Evergreen job requisitions
Q&A and Feedback
Create Job Requisition Overview

Initiate Process
- HR Initiator performs "Create Job Requisition" task.
- HR Initiator assigns Costing.

Approvals
- HR Initiator checks Approved Job Requisition
- HR Partner reviews Submission
- Compensation Executive reviews proposed compensation
- Employment Executive reviews Job Requisition
- Budget Manager approves budget
- Compensation Partner approves budget
- HSC Finance Only

Posting
- Employment Executive posts job
- Primary Recruiter requests to post job
- ITS Assigns Roles
Supporting Recruitment Roles

HR Initiator
HR Partner
Primary Recruiter(s)
Hiring Manager
Employment Executive
Compensation Executive
Costing Manager
Budget Manager
Compensation Partner (HSC Finance Only)
ITS Administrators
# Create Job Requisition action items

<table>
<thead>
<tr>
<th>Role</th>
<th>Responsibility</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>HR Initiator or HR Partner or Academic HR Partner</td>
<td>Create Job Requisition task</td>
<td>Department Initiator</td>
</tr>
<tr>
<td>Primary Recruiter(s)</td>
<td>Schedule interviews, Manage Reference Checks, Disposition candidates, Generate Employment Agreement/Offer, Start Hire</td>
<td>Supporting role to the Hiring Manager</td>
</tr>
<tr>
<td>Hiring Manager</td>
<td>Approve Job Requisition, Review and Screen Candidates, Schedule Interviews</td>
<td>Manager of Requisition</td>
</tr>
<tr>
<td>Employment Executive</td>
<td>Approve Job Requisition and Employment Agreement/Offer, Post Job, Manage Background Check/ Physical Exams, Find Duplicate Candidate Records</td>
<td>Central Employment</td>
</tr>
<tr>
<td>HR Partner and Academic HR Partner</td>
<td>Review Job Requisition and Employment Agreement/Offer</td>
<td>Department HR Contact / Academic Coordinator</td>
</tr>
<tr>
<td>Recruiting Administrator</td>
<td>Assign security roles to the position</td>
<td>HCM ITS team</td>
</tr>
<tr>
<td>Compensation Executive</td>
<td>Approve Job Requisition and Employment Agreement/Offer</td>
<td>Central Compensation</td>
</tr>
<tr>
<td>Compensation Partner (HSC Finance Only)</td>
<td>Review Job Requisition costing allocations and Employment Agreement/Offer</td>
<td>HSC Financial Affairs Unit</td>
</tr>
<tr>
<td>Academic HR Executive, Costing Manager, Budget Manager</td>
<td>Approve Job Requisition (if applicable)</td>
<td>Faculty Affairs, LFOs</td>
</tr>
</tbody>
</table>
Staffing Models

Every Supervisory Organization has an associated ‘Staffing Model’, either Position Management or Job Management.

<table>
<thead>
<tr>
<th>Position Management</th>
<th>Job Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>• A single position is created for each new employee</td>
<td>• Organizations are staffed by defining one set of hiring restrictions for the entire organization</td>
</tr>
<tr>
<td>• Positions coming from one requisition approved together</td>
<td>• These restrictions apply to all jobs within the organization, for example, worker type job families and job profiles</td>
</tr>
<tr>
<td>• Provides more structure to the hiring process</td>
<td>• Provides more flexibility in hiring, for seasonal or temporary workers.</td>
</tr>
<tr>
<td>• Ongoing tracking of the history of the position</td>
<td></td>
</tr>
</tbody>
</table>
Staffing Models

**Position Management (regular staff, faculty)**
- Exempt, monthly staff
- Nonexempt, hourly staff
- Administrators
- Faculty
- Etc.

**Job Management (temporary, students, contractors)**
- Students
- Graduate Assistants
- Part-time lecturers
- House Staff/medical residents
- Etc.
Knowledge Check

Can you hire a student in the JM supervisory org?
Knowledge Check

Can you hire a student in the JM supervisory org?
Yes
Knowledge Check

What does PM stand for?
Knowledge Check

What does PM stand for?
Position management
Knowledge Check

Can I assign more than one primary recruiter?
Knowledge Check

Can I assign more than one primary recruiter?
Yes... and please do!
Knowledge Check

I’m not sure where I left off with a job requisition. Is there a report for that?

Within the recruiter hub, select: View In-Progress Job Requisition Events
Knowledge Check

Where do I locate information when my job posting will end?

Go to the Job requisition within your recruiter hub, navigate to the job posting tab. Within the table, it will reflect when the job posting will end.

New job posts must be initiated no later than 5pm on Wednesday or 5pm on Friday (Job openings submitted on Wednesday will post to our website on Friday. Job openings submitted on Friday will post to our website on Tuesday)

- Staff and Faculty positions must be posted a minimum of 10 days beginning on Friday or Tuesday.
- Part-time Lecturer and Temporary positions must be posted a minimum of 3 business days concurrent with the Courier Journal advertisement (Friday-Tuesday).
Posting a Job

Internal & External Job Posting Sites

Job Posting length

<table>
<thead>
<tr>
<th>Current Postings: any current positions that are open</th>
</tr>
</thead>
<tbody>
<tr>
<td>Historical Postings: any previous requisitions that were previously posted but are now closed.</td>
</tr>
<tr>
<td>Future Postings: requisitions that are scheduled to post in the future but are currently not active.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Job Posting</th>
<th>Type</th>
<th>Posting Start Date</th>
<th>Posting End Date</th>
<th>Job Application Template</th>
<th>Posting Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internal</td>
<td>Internal</td>
<td>05/12/2023</td>
<td>06/06/2023</td>
<td>Job Application Default Template effective 12/01/2022, 3:04 PM</td>
<td>0</td>
</tr>
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<td>UofL External Career Site</td>
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<td>04/18/2023</td>
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You are now ready to review applicants!
More to come!

Setting up search committees
Reviewing applicants in workday
Moving your preferred candidate through the candidate pipeline
Addressing pain points with the employment agreement workflow
Setting up onboarding for your new hire
Monitoring the status of new hires for incomplete tasks
QUESTIONS?

Interested in learning more? Please visit the Workday UofL Website for additional learning opportunities. If you have questions, please contact us at WorkdayHR@louisville.edu.

HR Business Partners
hrbpsvcs@louisville.edu

<table>
<thead>
<tr>
<th>HR Outreach</th>
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<tbody>
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<td>E-mail Shelley</td>
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<tr>
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<td>(502) 852-1946</td>
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<tr>
<td>Shannon Steier</td>
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<tr>
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<td></td>
</tr>
</tbody>
</table>
INTENTIONAL WELLNESS

Wellness isn’t just about our physical health, it’s also about our emotional, social and financial well-being. Take an active role in your wellness journey and utilize the well-being resources we have at the university.

**Health Advocate - Wellness Vendor**
1-866-799-2731
answers@healthadvocate.com
healthadvocate.com/uofl

**Human Development Company - Employee Assistance Program**
502-589-HELP,
www.humandev.com

**TIAA - Financial Advisor**
1-800-842-2252
http://www.tiaa.org/

**Fidelity - Financial Advisor**
1-800-343-0860
http://www.netbenefits.com/
THANK YOU FOR JOINING US!

Visit louisville.edu/hr/hrtalks-hrlistens to register for future HRtalks