- Bowie State
- Coppin State
- Frostburg State
- Salisbury University
- University of Baltimore

Recruit to Hire

Wednesday, May 04, 2022

# Maryland Connect Program Goals

Provide	Provide easy and consistent access to information for managing resources
Modernize	Modernize business processes and systems to take advantage of emerging technologies
Ensure	Ensure the system meets business and compliance requirements
Minimize	Minimize administrative overhead for staff, faculty and end-users
Increase	Increase effectiveness in business process areas
Facilitate	Facilitate rapid adoption to business and system updates
Improve	Improve faculty and employee user experience

Workday will Go-Live July 2023 for Cohort 1
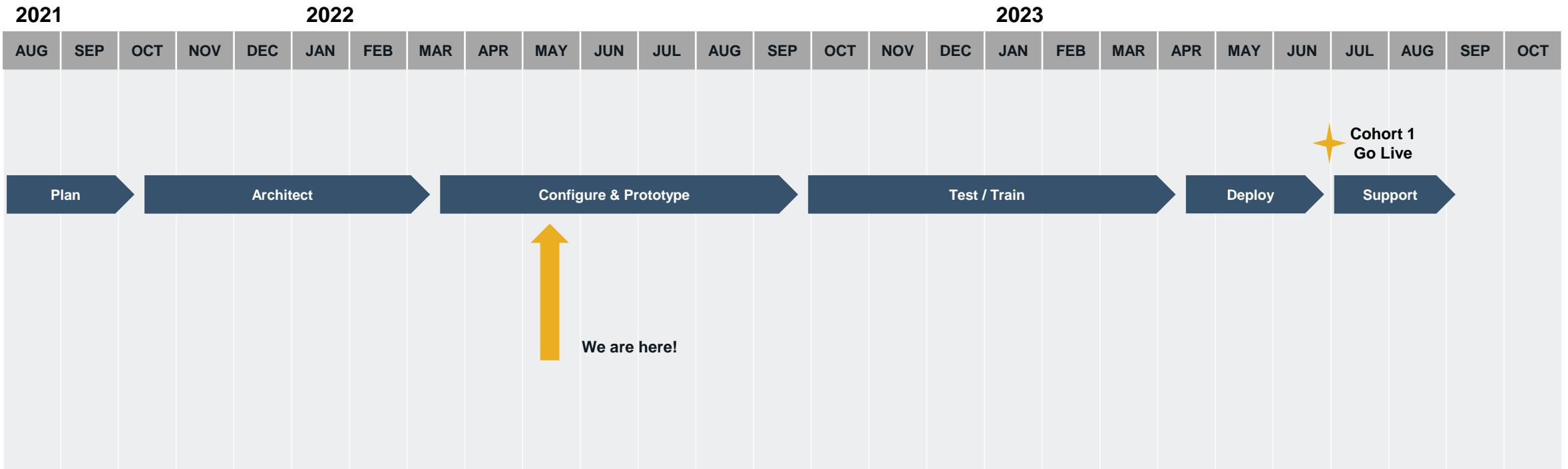
Customer Confirmation Session Overview

Customer Confirmation Sessions are:

- High Level demonstration of the Maryland Connect Workday system configuration and future-state process designs.
  - Sessions will cover functions and processes across HCM and Financials.
- First opportunity for program team to highlight transformational benefits of the future-state for the USM institutions.
- Opportunity for campus stakeholders to share feedback about the Workday system and process designs.

Customer Confirmation Sessions are <u>not</u>:

- A training activity
- A testing activity
- A full-scale demonstration of the Workday solution
- An opportunity for redesign

Safe Harbor Statement

- This presentation may contain forward-looking statements for which there are risks, uncertainties, and assumptions.

- Forward-looking statements include any comments regarding USM design considerations or plans for future processes; any comments concerning new features and configurations.

- Forward-looking statements are subject to change, and therefore, what is seen today could differ materially from results implied by the forward-looking statements.

Introductions

Reisa Baynes
Recruiting Co-
Lead (USM)

Chris Everett
Recruiting Co-
Lead (USM)

Bryce Beeghley
HCM Lead
(Huron)

Agenda

- Job Applications
  - Process Overview
  - Demonstration

- Recruit to Hire
  - Recruiting Stages Overview
  - Key Terms
  - Demonstration

- Ongoing Activities

- Efficiencies & Change Impacts

- Reporting, data conversion, integrations

- Questions/Next Steps

Job Requisition Overview

- Job Requisition is used to prepare an open position for recruitment
- The Job requisition holds candidate activity history and is used by the hiring manager and recruiter to screen candidates

- Can be initiated by the department or Central Recruiting and HR teams
- Requisition details default based on the job profile and supervisory organization
- Approvals include Central HR, Central Budget Office, and Leadership (faculty requisitions include Provost Office approvals)
- Primary Recruiter is assigned to manage the search

Recruit to Hire

Recruit to Hire encompasses a wide variety of processes that include - screening, reviews, interviews, contracts, references, background checks, and offer letters to place candidates into open positions.

Future State:

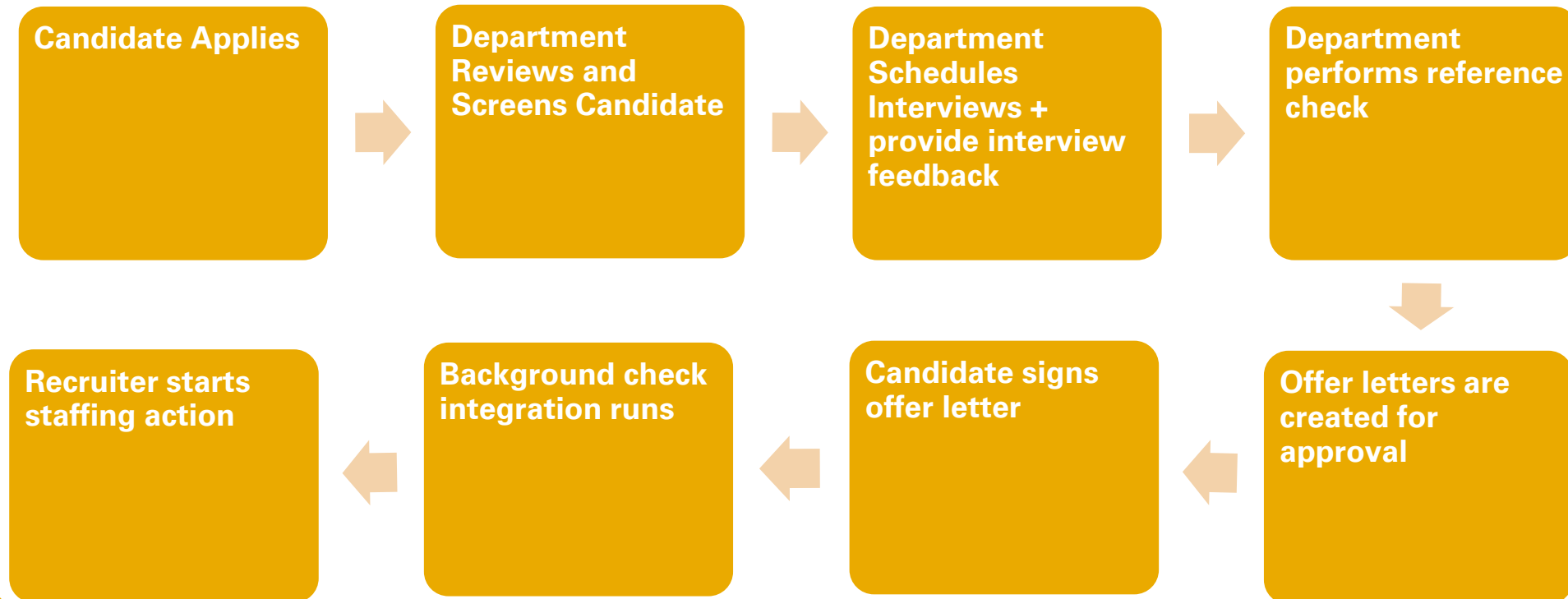**Integrations** with background check and e-signature vendors

Evergreen Requisitions are used to filter candidates from high volume or hard to fill positions

Recruiter Hub with delivered reports and dashboards to help recruiters manage their work

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Process Overview

- The Job Application Business Process is a Dynamic Business Process that allows recruiters to move candidates through appropriate sub-processes. Candidate can repeat or skip steps as needed.

Candidate Applies → **Department Reviews and Screens Candidate** → **Department Schedules Interviews + provide interview feedback** → **Department performs reference check** ↓

Offer letters are created for approval ← **Candidate signs offer letter** ← **Background check integration runs** ← **Recruiter starts staffing action**

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Key Terms

Workday Term	Description
Primary Recruiter	Central HR role that manages recruitment tasks
Hiring Manager	Department manager conducting candidate screening and interviews, and inputting offer letter details
External Career Site	Career site for candidates outside of the organization
Candidate Home	Job account portal where applicants can search for jobs, check application status, and view offer/hire tasks
Internal Career Site	Find Jobs report in the Workday tenant where current workers can apply for internal job openings

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Key Terms (continued)

| Workday Term	Description
Recruiter Hub	Hub in Workday where recruiter scan manage their candidate pipeline efficiently
Questionnaire	Allow recruiters to gather candidate data in the job application process
Employment Agreement	Workday process for the contract creation process
Search Committee	Depending on the institution and level of the search

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Demo Scenario(s)	Notes
Internal Job Application	Current worker applies to an internal job posting
External Job Application (Staff)	External candidate applies for a staff position
Recruit to Hire Stages	Moving a candidate through recruiting tasks

Role in Scenario
Candidate as Self
Primary Recruiter
Hiring Manager

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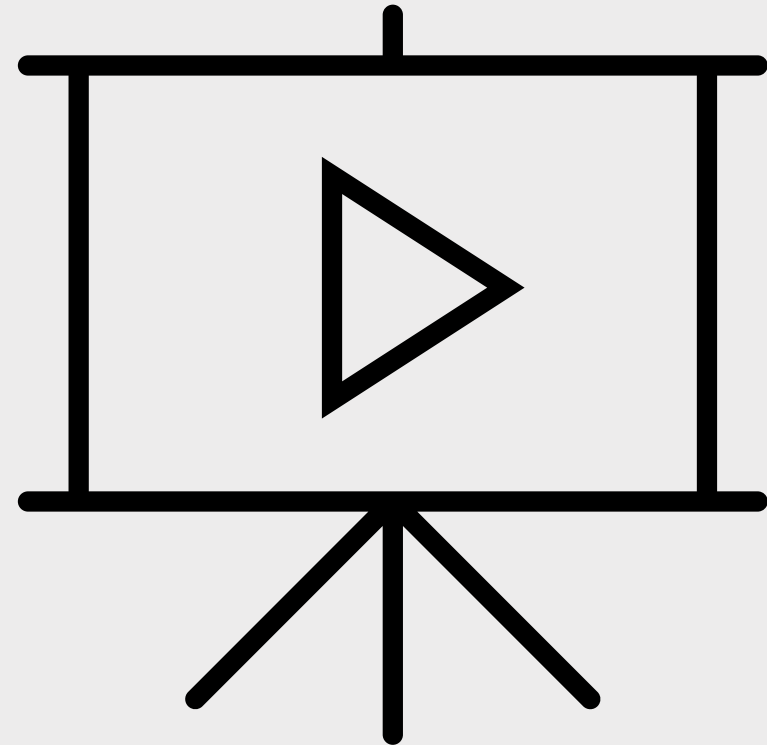
Institution and Process Design Highlights

- Institution Specific External Career Sites
  - Institution specific branding and posting templates

- Dynamic business process allows each institution to move through each step / skip steps as appropriate

- Offer sub-process routes to different approvers for faculty vs staff

- Offer letters and/or Appointment agreements / Contracts vary by institution

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Ongoing Activities

- Search Committee Maintenance
- Offer and Contract Document Templates
- Branding and Messaging Templates

Efficiencies & Change Impacts

- What are the biggest transformational efficiency with Workday Recruiting?
  - Centralized system and processes: Current state systems are standalone tools and require manual, ad-hoc tasks to move them through the Recruiting process
  - Streamlined approvals and reminders to complete outstanding tasks
  - Increased candidate self-service
  - Offer Letter generation
  - Increased reporting on time to fill and other recruiting data

Efficiencies & Change Impacts

- What are the change impacts with Workday Recruiting?
  - Increased self-service will require all roles to be involved in Workday processes (delegation functionality)
  - A shared internal career site among the consortium institutions
  - Integrations with background check and e-signature vendors

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Integrations and Reports

Conversion(s)

- Open searches will be finished in legacy systems

Related Integrations

- Background Check
- E-Signature

Reports (campus-facing)

- Candidate Time to Hire
- Candidate Hire
- Candidate Interview Schedule
- Candidate Flow Summary
- Etc. (there's a lot!)

Next Steps

Participants

- Participate in other sessions

- Submit feedback via survey

Maryland Connect Project Team

- Review feedback, parking lot items & other comments made during sessions