

Learning and Development Opportunities

Talent Lunch and Learn: Weekly Drop In For Search Chairs and HR Admins

Every Wednesday from noon to 1 p.m. All search chairs, search committee members, and HR admins are welcome to attend—no registration needed.

Change & Ambiguity in the Workplace, Wednesday, November 10, 10AM-11:30AM

Three Steps to Concur Success, Wednesday, November 10, 10:30AM-12PM

Mindfulness and Resilience: Tools for HR Professionals, Thursday, November 18, 11AM-12PM

1-9 Employment Eligibility Workshop, Wednesday, December 1, 10AM-11:30AM

Injury Prevention & Worker's Compensation Supervisor Essentials, Thursday, December 2, 9AM-11AM

Hiring Daisy at the UO, Thursday, December 2, 11AM-12PM

Daisy Duck has been hired at the UO! Join this virtual session to review important HR processes that impact Daisy's position and pay. A HR process from each of the five HR departments, Talent Acquisition, Benefits, Classification and Compensation, HR Operations, and Employee and Labor Relations, will be covered. The presentation slides will be shared with HR Partners as well as additional information and web links on relevant HR processes. A Zoom link will be sent to registered employees prior to the session.

Applying Veteran's Preference in Recruiting, Wednesday, December 8, 11AM-12PM

Join members of HR's Talent Acquisition team to learn how to apply Oregon Veteran's Preference in recruitments. We will cover what the law means and why it's important to know, how to apply preference appropriately in both initial review and subsequent interviews, and how to clearly document this in your search record. Please come with any questions, concerns, or tricky situations from your experience that will help us learn together.

Agenda:

- Recruiting in the Current Labor Market
Nancy Nieraeth, Director, Talent Acquisition
- MyTrack Update – Fixed Term Appointments
Jenna Rakes, Associate Director, Talent Acquisition
- Return-to-Work Process for Symptomatic Employees
Jason Vartanian, Affirmative Action and ADA Specialist
- HR Staffing update
Mark Schmelz, CHRO and Associate Vice President

Recruiting in the Current Labor Market

Nancy Nieraeth, Director, Talent Acquisition

- Employment trends and why we need to adjust
 - We have 300+ vacancies at the UO due to several factors
- What are we seeing in the labor market?
 - UO's applicant pools are smaller – about ½ what they were in 2019
 - We are losing candidates to other employers due to applicants receiving an outside offer
 - 36% of applicants who withdrew from searches did so for this reason
- The great resignation also means more job seekers – do not lose hope

- Strategies you can use to improve your applicant pools
 - Pause to evaluate your needs in the current market
 - Encourage larger and diverse pools by considering the minimum requirements, transferable skills, and nontraditional career paths
 - ✓ Encourage a “screen in” mentality
 - ✓ How can a candidate’s experience meet your needs in a creative way?
 - ✓ Use equivalency statements as you can and move qualifications to “preferred”
 - ✓ Lower barrier for entry into the pool while still describing ideal candidates
 - ✓ Is there an opportunity for remote or hybrid work to entice applicants to the open position?
 - Employee value proposition and active recruitment
 - Highlight career progression, training and development and remote work (where appropriate) as benefits and retirement are not the only incentives applicants want
 - Work with your Recruitment Consultant to create a compelling job advertisement.
 - Be clear in your language in your posting. Don’t make people guess what you mean.
 - Use active recruitment strategies
 - ✓ Post on your LinkedIn account, use your professional associations, referrals, and friends
 - ✓ Reach out to Job Elephant for ad options, including social media
 - ✓ Think critically about where applicants come from and do proactive outreach to those areas
 - Streamline your search process and remove barriers
 - Consider removing supplemental questions.
 - Consider not asking for a cover letter and resume if you are searching for an entry level position or one that does not involve writing on the job
 - ✓ All classified positions use the long form application which captures all their work and education
 - Consider using a smaller search committee with minimum requirements already reviewed by HR staff or 1-2 members
 - Consider a shorter process with as few engagements as needed
 - ✓ Set-up committee meetings in advance
 - ✓ Stick to your search schedule
 - Use multiple modes of communication: email, text, phone calls, voicemail
 - Be ready for offers
 - For classified positions -request a range of steps to negotiate in advance
 - For OA position -consider the range and be prepared for a review of the bona fide factors related to the position.
 - For a faculty position -research in advance and be prepared to complete a Pay Action Form when appropriate
- Need help with your search?
 - Reach out to your [Assigned Recruitment Consultant](#) via email or Teams message
 - Review the [Recruitment and Hiring](#) webpage
 - Review the [MyTrack User Guides](#)
 - [Search Chair Drop-In Hours session](#) via Zoom -every Wednesday at noon-no registration required
 - Email us at talent@uoregon.edu

MyTrack Update – Fixed Term Appointments

Jenna Rakes, Associate Director, Talent Acquisition

- Fixed Term Appointment update in MyTrack recruitment module
 - Fixed Term OA appointments are typically a defined term with a beginning and ending date.
 - Fixed term OAs differ from Interim OAs in that they're not a bridge to a future state; the job is simply of a defined term
 - Targeting January to update MyTrack to show this option
 - If you're unsure if your position is interim or fixed term, reach out to your recruitment consultant

Return-to-Work Process for Symptomatic Employees

Jason Vartanian, Affirmative Action and ADA Specialist

- When an employee experiences any symptoms associated with COVID-19 (above their baseline), there are now 3 scenarios under which they may return to work on campus.
 - Scenario 1: The employee has been fever-free for at least 24 hours, any other symptoms are resolving, and they obtain a negative PCR or NAAT COVID-19 test
 - At-home tests do not meet this requirement
 - If the employee is symptom-free, they may use the UO's MAP testing program free of charge
 - Scenario 2: A healthcare provider has cleared the employee to return to work on campus
 - A formal Return to Work Form is no longer required
 - Scenario 3: 10 days have passed since the symptoms began, the symptoms are resolving, and the employee has been fever-free for at least 24 hours
 - A negative test is not required under this scenario
- *Exception: If the employee was recently exposed to COVID-19 and has one or more cardinal COVID-19 symptoms (fever, cough, shortness of breath, or new loss of taste or smell), they must wait 10 days to return to work on campus regardless of test result*

HR Staffing update

Mark Schmelz, CHRO and Associate Vice President

- As many of you already know, Sonia Potter our Director of HR Operations retired in October. Catherine Bonomini-Smith will be the point person for HR Operations until we launch a search for this position.
- We are excited to announce a search firm will be assisting University Human Resources with the search for the Senior Director of Employee and Labor Relations
- Nancy Nieraeth, our Director of Talent Acquisition, has accepted the CHRO position at the University of Puget Sound. Nancy will be leaving the UO in mid-November. We are very excited for Nancy and wish her the best of luck in her new role. I am happy to report that Jenna Rakes, Associate Director, will be the point person for Talent Acquisition as we work on launching the search for the Director position.

Moving Expenses

Kelly Wolf, Associate Vice President for Business Affairs and Controller

- Process for Moving Expenses is changing
 - Please review the Business Affairs Office webpage for detailed information about the moving expenses process:

<https://ba.uoregon.edu/content/movingrelocation-expenses>

The next HR Community of Practice meeting is scheduled for Wednesday, December 1, at 2PM. A Zoom link will be sent prior to the meeting.