

Create a position in Human Resources whose sole responsibilities are to help with recruitment.

CURRENT CHALLENGE:

Search committees and hiring managers do not have the support they need to write good vacancy announcements, to attract the candidates they need, and to conduct searches efficiently, consistently across campus, and in full compliance with applicable policies, rules and regulations. Current Human Resources employees have too many other assignments to focus the necessary attention on recruitments.

PROPOSED SOLUTION:

In support of our strategic priority to "invest in our dynamic work environment to attract, develop, and retain talented, diverse faculty and staff," I propose that the Human Resources Department create a position whose sole responsibilities are to help with recruitment.

The person in this position would meet with the hiring manager and/or search committee to learn exactly what was needed for the vacant position. He or she would assist with writing and/or would review all vacancy announcements to make sure they ask for the knowledge, skills and abilities that are required to be successful in the position, in addition to being in compliance with applicable CBAs, etc. This new position would be an improvement over the current practice, which is to have someone who helps minimally with the vacancy announcement by reviewing it for what is not allowed, not for what would make a good announcement, and they do it in addition to some other assignment they have (handling leaves of absence, classification and compensation, other tasks).

The second part of this person's job would be to monitor and provide continuing training for the EEODs. I have been on a lot of search committees, and it is amazing to me how differently the EEODs participate. Some think that you can only ask the approved questions, and that you can neither explain the questions if asked, or ask a follow-up question. Others have either been trained differently or remember their training differently, and allow both explanations and follow-up questions. Some committees rely on the EEOD for all things Others don't pay much attention to the EEOD at all. Mandatory meetings/refresher training, possibly 2-4 times per year, would ensure much more consistency from one search committee to another, and would be a valuable resource for EEODs to compare notes, discuss difficult or unusual situations.

BENEFITS TO FRESNO STATE:

Recruitments would attract applicants with the knowledge, skills and abilities that are needed to be successful on campus; search committees would have the support they need to conduct the searches in compliance with applicable rules and regulations; searches would be more consistent across campus.

ADDITIONAL INFORMATION: