What's New?

Meet Taylor!

Taylor Morris is our new Talent Acquisition Specialist (TAS) and the latest addition to the HR team. A Rhodes alum, Taylor joins us from her previous role as Talent Acquisition Specialist at St. Jude Children's Research Hospital. Taylor is well equipped to assist hiring managers in navigating the ins and outs of recruitment in higher education. Taylor can be reached at morrist@rhodes.edu or ext 3758, and looks forward to working with you!

Start Dates

Effective September 1, 2019, Rhodes sets new employee hire dates on the first and third Monday of every month. We have implemented this change in an effort to ensure a more consistent and comprehensive new hire experience, as well as to enable more new employees to start on the first day of a full pay period. All new employees hired on the first or third Monday of the month will also attend new employee orientation from 10:00 a.m. – 12:00 p.m. on their first day. If you have any questions about this new policy, please contact the Talent Acquisition Specialist (TAS).

Recruitment Process

Our team has prepared this guide as a resource for hiring managers to reference as you navigate the process for filling an open position. While the order of some recruitment steps has changed, our team continues to be a resource for you. As always, please contact us with any questions. We're here to help!

Rhodes College
—1848—

STAFF RECRUITMENT PROCESS

Job Posted
(Internal & External)

→

Applications Received
(Online Submission)

→

Administrative Assessment
(If Applicable)

↓

Interviews
(In Person & Phone)

←

Final Selection

←

Reference Checks
(E-mail and/or Phone)

↓

Contingent Offer
Offer letter sent via mail and e-mail

→

Background Checks
(Online)

→

Physical & Drug Screen
(If applicable)

↓

Ready for Hire
(First or Third Monday)

←

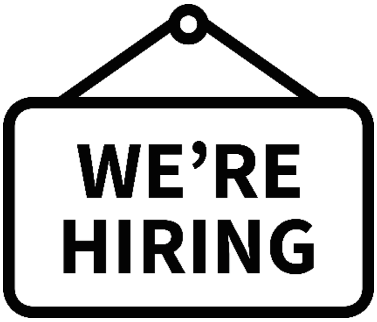
New Employee Orientation
(10:00 a.m.– 12:00 p.m., HR Conference Room)

JOB POSTING

Whether you are seeking to fill a vacancy for an employee who has resigned/terminated or adding a new FTE to your department, all job openings must be approved for posting by 1) your department Vice President (VP), 2) Kyle Webb, and 3) Dr. Marjorie Hass. It is the responsibility of you and your Vice President (VP) to obtain written (e-mail) approval from both Kyle and Dr. Hass before contacting the Talent Acquisition Specialist (TAS) to post the job. Upon learning of your new vacancy, the TAS will also contact you to review the current job description and develop a recruitment strategy for filling the position.

Once all approvals are received and the vacant job description finalized, the TAS will post your vacancy online. All staff job postings are posted to https://jobs.rhodes.edu for five days. This five day window gives internal candidates the opportunity to apply. For more details about internal candidates, see "Internal Candidates." After five days, the TAS posts the job externally to the following standard sites. If you wish to post to additional sites, please contact the TAS.

1. HigherEdJobs.com
2. InsideHigherEd.com
3. Higher Education Recruiting Consortium (HERC)
4. Diverse Issues in Higher Ed
5. Jobs4TN
6. HireMemphis.org
7. Choose901



ONLINE APPLICATIONS

All candidates must submit application materials online via the job posting at https://jobs.rhodes.edu. E-mailed and/or mailed resumes and cover letters will not be accepted. If candidates are contacting you with concerns about the online application and/or requesting accommodation to complete it, please re-direct them to the TAS.

As a hiring manager, you will have access to view all candidates who have applied to your open position in PeopleAdmin. Instructions for accessing this system are detailed on the next page. If you ever experience any issues utilizing PeopleAdmin, please contact the TAS.

ONLINE APPLICATIONS (Cont)

To view your job posting and candidates in PeopleAdmin, follow the steps below:

1. Click on Rhodes Express (https://express/rhodes.edu/)
2. Click on "More" on the left hand side of the page
3. Click on "HR/Talent/PeopleAdmin" in the middle of the far right column
4. Log into PeopleAdmin by clicking on SSO Authentication (just below the username and password boxes)
5. Your PeopleAdmin dashboard will appear. Navigate to the top right hand corner and change user group from employee to search chair/manager.
6. Navigate to the left hand side of the screen and click on the 3 blue dots. Select "Hire"
7. Click on the "Postings" and then select "Staff"
8. The next screen should display your open position. Click on the position to view and sort candidates. (Remember: If you move any candidate to the status "Ready for Hire," reference checks will automatically be sent to all references the candidate listed in their application.)

INTERNAL CANDIDATES

Current Rhodes employees are welcome and encouraged to apply to open Rhodes positions for which they qualify. A five day posting window gives internal candidates the opportunity to review all new postings and submit their applications before external candidates. You will know whether a candidate is an internal applicant by their response to the question on the online application. This field is also visible by adding the "Are you a current Rhodes employee?" column to your applicant dashboard.

The TAS will monitor your posting over the first five days and, before posting externally, will notify you if there are internal candidates to consider. If an internal candidate has applied, the TAS will also notify the Chief Human Resources Officer (CHRO). The CHRO will determine if the internal candidate is eligible for the position. With the CHRO's permission, the internal candidate must be interviewed for the position before any other external employees will be considered. The TAS will follow-up with you after the internal candidate's interview and together, you will determine if the internal candidate will be transferred to the new position. If hired, the internal candidate will transfer to the new position and your job posting will close. If not, you should notify the internal candidate and proceed with interviewing other external candidates. If an internal candidate applies outside of the five day posting window, they may be considered alongside all other external candidates.

ADMINISTRATIVE ASSESSMENT

The administrative assessment is utilized as a screener for candidates applying to administrative positions at Rhodes including but not limited to, Administrative Assistant I & II, Departmental Assistants, etc. The assessment measures key job skills including keyboarding, Excel, and proofreading. If an administrative assessment is requested for one candidate in an application pool, the same assessment must be administered for all final candidates in consideration for the position. If you wish to administer an administrative assessment for your candidates, please contact the TAS. The TAS will contact your candidate, coordinating a time and date convenient for them to come to our office and complete the assessment. Assessment results are available immediately upon completion.

INTERVIEWS

After reviewing online applications, you will schedule interviews for applicants you determine are the best candidates for the position. Depending on your hiring process and candidate pool, you may conduct any combination of phone, video, and on-campus interview(s) with your final candidates. It is up to you and your team to determine the best interview processes for the open position. It is important, however, for all candidates to have the same opportunity to answer the same set of questions at every interview stage. All interview participants should document their notes for each candidate interview, and retain these records for the recruitment file. Below is a list of interview tips and tricks:

- ❑ Make the candidate feel welcome. You might do this by offering the candidate something to drink (i.e. - water or coffee), guiding the candidate to the room you'll be using to conduct the interview, and showing the candidate where the restroom is located.
- ❑ Give the candidate your full attention. You might do this by maintaining eye contact with the candidate, silencing your cell phone, and minimizing disruptions before, during, and after the interview.
- ❑ Keep all conversation related to the job and the candidate's qualifications for the position.
- ❑ Answer the candidate's questions about Rhodes College openly and honestly.
- ❑ Thank the candidate for their interest in the position and for taking the time to interview with you.

INTERVIEWS (Cont)

Remember: Interview settings are not the time to get to know a candidate on a personal level. Before and after the interview, be careful to ensure any "small talk" with the candidate does not cover topics such as children, after hour schedules, religion, marital status, pregnancy, etc. An awareness of a candidate's status according to some of these topics can create an unfair bias for or against them when comparing the candidate against others in your applicant pool. To avoid discrimination, stay focused on the job for which you are interviewing and determine if your candidate meets the criteria for that position.

If a candidate mentions their religion, children, spouse, etc. in an answer to an interview question, this is acceptable. However, you should never probe further into these potentially discriminatory topics. Instead, focus on the relevance of the candidate's answer to the job they will perform when comparing them to other candidates.

FINAL SELECTION

When you have selected your final candidate, notify the TAS. Then proceed to the subsequent step of checking your final candidate's references in the section below.

REFERENCE CHECKS

Rhodes requires at least two favorable employment references on file for all new employees. Many hiring managers prefer to conduct reference checks in order to have the opportunity to speak with references personally. If you wish to conduct your own reference checks for a final candidate, please obtain a reference check form from the TAS. Use the document to record notes from your phone conversation, sign, date, and return the document to the TAS for the candidate file.

PeopleAdmin also offers a feature in which you as a hiring manager and/or the TAS can generate an automatic e-mail message to a candidate's references. The references are invited to submit their comments and/or a reference letter document which will be visible to you and the TAS once submitted. To send reference checks via PeopleAdmin, click on the candidate's application, and select the references tab. Click on the "notify" button next to each reference name to generate an automatic e-mail message. You can re-send notifications using the same process until your candidate's reference responds to your request.

CONTINGENT OFFER

Between the time the TAS posts your open position internally vs. externally, the TAS will provide you with a salary figure for your open position. The figure will be communicated as the maximum for the position, and will be based upon a comprehensive review of internal equity as well as a cross section of current market data. Keep this in mind as you recruit for the position and prepare to make a contingent offer. For example, given your final candidates' experience and level of skill, you ought to consider a starting salary lower than the maximum salary to ensure room for negotiation. If you have questions or concerns about salary figures and where to start, contact the TAS.

Another important consideration in making a contingent offer of employment is your communication of employee benefits. Rhodes offers quality, affordable medical, dental, and vision coverage, as well as a generous 403(b) retirement plan benefit, among many other fringe benefits. Contact the Benefits Services Manager for tips on communicating employee benefits. If you prefer for your employee to meet directly with the Benefits Services Manager and/or TAS in conjunction with your contingent offer, please contact us – we're here to help!

Your final consideration should be employee start date. Effective September 1, 2019, Rhodes sets new employee hire dates on the first and third Monday of every month. We have implemented this change in an effort to ensure a more consistent and comprehensive new hire experience, as well as to enable more new employees to start on the first day of a full pay period. All new employees hired on the first or third Monday of the month will also attend new employee orientation from 10:00 a.m. – 12:00 p.m. on their first day. If you have any questions about this new policy, please contact the Talent Acquisition Specialist (TAS).
Please also keep in mind that many candidates need to give at least a two week notice to their current employer so be aware of that as you discuss start dates.

Once you have identified your final candidate, your starting offer, and proposed start date, contact your final candidate. Sell the benefits of the position and use your negotiation skills to build excitement around the prospect of joining the Rhodes team! Be sure to alert the candidate that all offers of employment are contingent upon the successful completion of a background check, authorization to work in the United States, education verification, drug/physical screening, and favorable employment references.

RELOCATION

Should your candidate require relocation assistance, please let the TAS know. The TAS will assist you in calculating the candidate's geographical distance from Memphis, which determines the stipend. The taxable stipend is used at the discretion of the candidate. Rhodes does not request for it to be spent on any particular items, nor do we require documentation of receipts, etc. The stipend is simply paid (and taxed) on the employee's first paycheck.

OFFER ACCEPTANCE

Final candidates have 72 hours from the time a contingent offer of employment is extended to respond to the offer. We encourage you to contact the TAS at any point throughout the negotiation process as you seek to bring a candidate onboard.

If/When your final candidate accepts your offer of employment, notify the TAS. The TAS will prepare a formal contingent offer letter, detailing the offer terms and instructions for the candidate's first day of employment. All contingent offer letters are signed by the Chief Human Resources Officer, and require the final candidate's signature, indicating their acceptance of the offer of employment.

BACKGROUND SCREENS

Once your final candidate has accepted your offer of employment, the TAS will initiate a background screen. Rhodes utilizes HireRight for all background screenings, including criminal history, motor vehicle records reporting, etc.

Your candidate will receive an e-mail from HireRight instructing them to complete an authorization form for screening. Background screening results are received anywhere between one day to two weeks from initiation, depending on the candidate's history, previous states, etc. A delay in processing does not necessarily indicate a criminal record, and should not be cause for alarm. The TAS will keep a close eye on screening results, and notify you when final results are received. Members of the Human Resources team are the only individuals with access to background screening records. The TAS will send you final notification if/when your final candidates' background screen has cleared.

EDUCATION VERIFICATION

Rhodes utilizes a service to verify education for all prospective new hires. The TAS takes full responsibility for verifying prospective staff education records prior to hire, and will notify you if any issues arise.

PHYSICAL & DRUG SCREEN

Rhodes requires post-offer, pre-employment physical and drug screening for all Physical Plant and Campus Safety staff prior to hire. These tests are administered in collaboration with Baptist Memorial Hospital. You do not need to take any responsibility for these processes, other than to notify your candidate to expect a call from the TAS to discuss next steps for the screenings. The TAS will guide candidates through the entire process of screening, which generally takes up to two weeks. Applicable candidates must be cleared of all physical and drug tests before they are allowed to start in their new roles. If you have any questions about the physical and/or drug screening process, please contact the TAS.

DECLINING CANDIDATES

It is best practice to wait until your final candidate has accepted your offer of employment and successfully passed their background screening, education verification, and physical/drug testing (if applicable) before declining other candidates. Most hiring managers prefer to notify their final candidates by phone. Once you've placed these calls, notify the TAS. The TAS will then utilize PeopleAdmin to notify all other candidates by email that the position has been filled. You and the TAS can always discuss timing of this communication unique to your specific search process.

READY FOR HIRE

Once your candidate has completed all of the steps above, they are ready for hire! Congratulations! You can expect an e-mail from the TAS with tips for preparing for your new hire's arrival along with instructions for new employee onboarding. The TAS, in conjunction with the HR team, will also send campus wide communication with details on your new hire. We suggest preparing for your new employee's arrival by organizing their workspace, ordering office supplies (if necessary), and preparing a training schedule of tasks and meetings for the new employee's first weeks.

NEW EMPLOYEE ORIENTATION

Once the candidate's offer letter is generated and sent, the TAS will send you a calendar request for your employee's first day. This calendar request is meant to serve as reminder of your new employee's commitment to join this meeting on their first day. New employee orientation is held on the first and third Monday of every month from 10:00 a.m. – 12:00 p.m. Your new employee will receive notification in their offer letter of this orientation date and time, along with a list of documents they need to bring to the meeting. We encourage you to personally walk your employee to the HR office for orientation, located in our conference room. Orientation will guide new employees through various employment processes, including fringe benefits, Banner Web, payroll schedule, and more!