

HR Contact Meeting – September 9, 2015

Announcements – Linda Thai Schlossman

- STAR awards
 - Guidelines should be out next week.
 - CX employees are now included if otherwise eligible.
 - Process change – forms will be sent to HR/Compensation for review prior to processing.
- Staff Education will be sending out a survey, only 5 questions.
- Innovation and Creativity is next year's Staff Development Theme.
 - Next event is "Play and Productivity at Work" October 28th.

HR Updates – Michael Yates

- Onboarding Center
 - Still discussing structure, meeting next month.
 - Focusing mainly on pre-boarding at this time (offer/welcome letters, I-9, Oath/Patent).
 - Will be using DocuSign for the pre-boarding forms.
 - No actual date yet, but timeline is "quick".
- Recruitment Policy 20
 - Waiting for changes from UCOP.
 - New – Chancellor approves near relatives. No word on if this will be delegated down.
 - Background checks for all employees is under debate. It may exclude Academic employees.
- Returning Retiree form
 - Cumulative days back field - if the extension is for one year, add the 12 months of the new appointment to prior appointment total.
 - The Chancellor has not denied a reasonable request yet.
 - UCSD is the 2nd largest user of the returning retiree program.
- Metrics – HR will start tracking more things.
 - Cycle time – The average cycle time for recruitments is 86 days (including MSP recruitments). HR wants to lower that number.
 - Cycle starts when recruitment is entered in the system.
 - Cancel positions that have been open forever (4 months) and reopen if needed.
 - Enter acceptance as soon as offer is accepted and enter in ID/start date as soon as possible. Entry of ID and start date ends cycle.
- CANRA – looking at other campus now to determine if CANRA will be required for all.
- Recruitment Team introductions
 - Suzi Harris – New Executive recruiter
 - Karina Jones – Associate Executive recruiter
 - Adam Romero – may assist with some recruitments
 - Executive recruiters partner with departments to search, source and do cold calls to find candidates

Accommodation Services Log Update – Jackie Lopez, Compliance Specialist

- Creation of two separate logs. Disabilities and Religious accommodation logs.
 - Will receive email confirmation of entry
 - Able to make changes
- If working with Employee Relations or DCC, we don't have to enter information into the log.

Recruitment Best Practices - Marcele Maia, Talent Acquisition Advisor

- Power Point presentation will be sent out via email, will not be posted on Academic Affairs website.