Overview & Purpose

<table>
<thead>
<tr>
<th>Phase 1: Recruitment &amp; Applicant Tracking</th>
<th>Phase 2: New Hire Onboarding</th>
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<tbody>
<tr>
<td>Goals</td>
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<tr>
<td>• Support search committees in a transparent and efficient manner</td>
<td>• Develop portfolio of common onboarding tasks</td>
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<td>• Improve the applicant experience from submittal to disposition</td>
<td>• Support new hires in completing HR forms easily and efficiently</td>
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<td>• Provide applicant status throughout search process</td>
<td>• Introduce the Mines culture and provide avenues for involvement</td>
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<td>• Facilitate impactful reporting</td>
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<td>Timeline</td>
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<td>after May 15, 2016</td>
<td>after Jun 2016</td>
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Cultural Changes for Recruitment Forms and Emails

- PDs, RAFs and job offers are created, maintained and approved within the system
- HRS form for new hires is within the system
- Onboarding for all new hires can occur in the system
- CWID and I-9 verification are no longer connected; CWID issued before in-person arrival on campus
- Applicants receive application status emails automatically (Search Chairs no longer create applicant emails)

Cultural Changes for Recruitment Process

- For administrative and academic hires, human resources will be out of the process once a job is posted/advertised until a salary recommendation is needed. There is no Interview Authorization form stop point.
- Search committee work/actions are recorded by the system and such work/actions initiate emails to applicants
- Supporting separate pass/fail and committee reviews as currently done on campus; all applicants will be transparent to all search committee members now

Challenges

- Willingness to learn the system especially for infrequent users (hope to resolve with good documentation)
- Administrative & academic Search Chairs are independent facilitators of the search process and HR is a resource and supporter
- Getting a sufficient library of position descriptions in to the system at launch

Need to Engage Departments

- Understand department provisioning and onboarding needs (see definitions below)
- Engage departments in user testing of the system through different hiring scenarios (expected in April)
- Discuss how best to help with training (initial and ongoing)
- Understand reporting needs

Definitions

Provisioning – actions completed by campus staff that help the employee be ready for work (CWID, email, blaster card, phone)

Onboarding – actions completed by the new employee (e.g. W-2, emergency contact form, benefits enrollment)