Selection vs. Settling

It’s that time of year again at Rice, when we kick into high gear and start posting new staff positions for hire! We are always hopeful that we’re going to add a great new employee to our department, but are we doing everything we can to make that happen? Are we selecting the best candidate for the position or are we settling for the best person available at the time we think we need to fill the position?

Here are some things to ask as you plan or begin the selection process for your new staff employee:

- Are we using behavioral based interview questions? Are the questions based on the job description?
- Are we utilizing the free skills assessments for administrative positions?
- Are we looking for a “Diamond Employee”—one with all the 4 C’s (Character, Culture, Commitment & Capability)?

Your recruiter can assist you with all of these areas—from coordinating interviews and providing interview questions to setting up the skills assessments and basic overview of 4 C’s of a “Diamond Employee”.

Human Resources has training available that can assist you with the selection process. Michelle Potoczniak and Wiley Bennett facilitate an HR Training class called “Interviewing: More than a Gut Feeling” in both the Fall and Spring semesters. Colleen Dutton, Director of Employee Relations and Compensation, instructs the “The 4 C’s of a ‘Diamond Employee’” both through HR Training and Continuing Studies.

If your search is taking longer than anticipated and you really need help now, what about getting a temporary employee while you continue your search? You may also want to get additional help from our preferred staffing vendors to send additional candidates for consideration. They conduct comprehensive prescreening on their candidates and you only pay a fee if you decide to hire that candidate.

Again, your recruiter can explain and assist you with these options.

We have many tools available to help you in the hiring selection process. Let us know how we can help you in hiring the best candidate for your open positions!

Rice University Job Fair ’08

Rice University Job Fair

June 12, 2008

RMC—Grand Hall

3:00 PM -7:00PM

HR Recruitment is hosting a Job Fair on campus for staff positions. This is a great opportunity to recruit for open positions or highlight your department and attract potential applicant’s attention for future openings. Please contact your recruiter or Michelle Potoczniak (X-5217) for additional information.
Recruitment surveys—coming your way!

If you have hired someone recently than you have probably seen an e-mail from your recruiter that asks you to take the time to complete a survey about the recruitment process. We are rolling these surveys out in order to get feedback to help us improve our process. The information is confidential and anonymous. The survey takes just a couple of minutes to complete but provides us with a wealth of information. We’ve also been able to capture favorable information or recommendations on “runner-up” candidates that may not have been the right candidate for your open position but still could be a great hire for Rice University!

In order to get a 360 degree picture of the entire process, we’re also sending a survey to newly hired employees. This allows us to see how we are doing in our recruitment efforts from the candidate’s perspective. We have had some great feedback on the interview process, communication and their overall experience in being hired at Rice University.

We’re always looking to improve in order to help attract the best talent and continue being voted one of Houston’s Best Places to Work!

Unemployment rates: think you can take your time in this market, think again—it may cost you a great candidate!

While the U.S. unemployment Rates are still up in the 5% range, Houston’s actual rate is much lower at 3.7%. What does that mean in terms of hiring for your open positions? It means the current local market conditions are still in favor of the potential employee, with the scales tipping toward more career opportunities than candidates available. That is not to say it is a hopeless situation but something to keep in mind during the interview and selection process for your open positions.

• Remember, the candidates are interviewing you, your department and Rice, just like you are interviewing them! You need to sell the job, the department and Rice University to the candidate. Let them in on why we’ve been consistently voted one of Houston’s Best Places to Work!

Again, your recruiter can help you with all of this. We have information you can give to candidates regarding working at Rice that may help a great candidate decide that Rice University is the place they want to be.
Wiley’s Words of Wisdom

So you have hired your perfect ‘4-C Diamond’ employee. Now what do you do? It’s as simple as submitting the completed PAF to HR Services, right? No! A new employee’s first day can be a nerve racking experience, and we certainly don’t want to do anything to give her a bad impression of her new department or Rice.

You should have your new employee’s first day planned out well in advance. After you have received the email notifying you of the hire, you should call the employee, welcome them aboard, let her know where to park on her first day, what to wear and what your department’s dress code is, and at what time to arrive. Once she gets to the office, take the time to introduce her to other staff in the department, walk her around the building, and show her where the bathrooms and break rooms are.

It is then very important for the hiring manager or an assigned staff member of the department to walk (or drive if need be) the new employee to the various places on campus so she can complete the necessary paperwork. This way, she can become more familiar with the campus, and you can point out items of interest, where the bus stops are, inform her about the different bus routes, and discuss the overall culture and experience of working on a university campus. First, she will need to come by the Allen Center, Suite 111, to HR Services to complete her new hire paperwork. Second, you will need to stop in the Jones Parking Garage to sign up for parking. Finally, you will need to take her to the Rice University Police Department for her picture ID.

Elena’s Excellent Explanations

Did you know that you can get your new hire’s personnel action form (PAF) from RICEWorks? The form will include information already known about the hire and will have some additional fields that must be completed by the hiring department.

1. Go to ‘Search Hiring Proposal/AA Pkt’ under Job Posting.
2. Select ‘Clear All’ under ‘Status’ and then check off:
   - ‘Applicant Hired - Fill Position.’
   - ‘Applicant Hired - Fill Multiple Positions/Leave Posting Unfilled.’
3. Move to the next line and click “Search.”
4. Your filled positions will come up and under ‘Position Nbr’, click on ‘Get Reports List’.
5. Click on ‘Generate Report’ and your ‘Personnel Action Form (PAF)’ will pop up with most of the fields completed.
6. Print it out and fill in additional fields that must be completed by the hiring department.

The completed PAF should be circulated for manual signatures and then forwarded to Human Resources as far in advance of the new hire’s start date as possible.

Michelle’s Miscellaneous Megabits (Information)

Did you know that you can coordinate the testing and you get results back the same day your candidates test? Recruitment has an agreement in place with a staffing vendor that allows us to send our candidates for testing on various Microsoft Office applications and other skills assessments that may relate to your open position. They have 5 locations throughout Houston that our candidates can visit to complete the assessments. Ask your dedicated recruiter for more information.
Rice University HR Recruitment

Jana Callan: 713-348-6717
callan@rice.edu
HR Director of Recruitment & Systems Management

Wiley Bennett: 713-348-4091
wbennett@rice.edu
Staff Recruiter

Elena Cumpian: 713-348-5252
elenac@rice.edu
Staff Recruiter

Michelle Potoczniak: 713-348-5217
Staff Recruiter

RICEWorks
https://jobs.rice.edu/hr
jobs@rice.edu

Comments? Suggestions? Questions?
Please send them to us at jobs@rice.edu.