

Rice University HR Recruitment

Pre-Interview Checklist

(courtesy of SHRM)

- **Familiarize yourself with the duties and requirements of the job you are filling.**
- **Make sure you can answer general questions about Rice and the benefits we provide.**
- **Formulate questions that will focus on job-related aspects such as asking about situations that may have occurred in previous positions.**
- **Write down and organize the questions in the order you will be asking them.**
- **Review applicants resume and/or application.**

Inside this Edition:

5 Keys to Efficiency and Saving Time When Filling Your Job	1
Considering Criminal History on the RICEWorks Application	1
Wiley's Words of Wisdom	3
Elena's Excellent Explanations	3
Michelle's Miscellaneous Megabits (Information)	3

5 Keys to Efficiency and Saving Time When Filling Your Job

Your time is precious, and hiring your new employee isn't the only item on your 'to-do' list. Here are a few tips to maximize your efficiency in handling your new employee search.

Attract the 'Right' Candidates from the Beginning

It may seem obvious, but if you are not careful, you will spend hours reviewing the application materials (application, resume, cover letter) for applicants that are not going to be the best candidates for your job.

So what can you do? Start with a well written

and a specific job description. It will be worth your effort to spend some time thinking about the job and writing a clear and specific job description which will be posted for applicant review. Accurately defining the minimum requirements and the specifics of the job will help attract the best candidates, and a significant number of unqualified candidates will self-select out.

Compare 'Apples to Apples'

With unemployment rates on the rise, we are seeing a significant increase in the size of applicant pools. One way to maximize your time is to com-

pare information for each applicant in the same format. For each applicant you will have a RICEWorks application which certainly helps make the side-by-side comparison easier.

In addition, you can require applicants to submit cover letters and/or resumes. If you require one or both of these additional documents, the applicant must provide that information to apply for the position. You'll then have additional documents from each applicant that will allow you to readily compare 'apples to apples.'

(continued on page 2)

Considering Criminal History on the RICEWorks Application

Do you ever wonder how you should evaluate and consider criminal history disclosure on an application? It's a question that is not uncommon, and one we think is worth exploring.

On the Rice staff employment application, we ask the following regarding criminal history:

1) *Have you ever been convicted of, or pled guilty to, any felony or misdemeanor crime, including DUIs or DWIs?*

2) *Have you ever been placed on probation or been granted deferred adjudication or deferral of proceedings for any felony or misdemeanor crime, including DUIs or DWIs?*

3) *Are you presently charged with any felony or misdemeanor violations of the law, including DUIs or DWIs?*

If you answered 'yes' to any of the above questions, please describe the dates, nature, and circumstances of the crime:

When the application is completed and submitted to Human Resources, the staff recruiter reviews the application for a number of things, one of which is the responses to the questions noted above. Just because an applicant has indicated detail of previous criminal history does not mean that the applicant will not be considered.

(continued on page 4)

5 Keys to Efficiency and Time Savings Filling Your Job (Continued from page 1)

Quickly Identify the Best-Qualified Candidates for Additional Review

In the initial review process, you want to spend as little time as possible looking at the applications for those that are not a good fit, and more time with those that are. Spend a little time reviewing the job posting again and remind yourself of the job requirements and preferences as well as the job duties.

As you review the application materials (application and/or resumes and cover letters), determine if the applicant is going to fall into one of three categories in regard to further consideration – YES, NO or MAYBE.

- For those that do not meet the criteria for further consideration, immediately move them to **“Reviewed, not selected”** and select the appropriate job related non-selection reason.
- For those that appear to be the most qualified, move them to **“Reviewed – Yes,”**
- For those that fall in between, move them to **“Reviewed – Maybe.”**

Once you have done this, start with your “Reviewed – Yes” applicants. If you find that you have an adequate number of applicants

in this pool for interviews and final selection, you will need to go back and select a final non-selection reason for your “Reviewed – Maybe” candidates. If you don’t find your finalist in this first group, then begin work with your “maybe” candidates and talk to your recruiter about how to attract more candidates if necessary.

At this point you should start spending significant time reviewing your best candidates, which in general should consist of about 15 to 20 applicants. If you find that you have a lot more than this, go back a step and do some further review!

For each of your top candidates, make a note of job related questions that you have and areas where you will need additional information. After this in-depth review, you should be able to narrow the group to around five to ten finalists that will be your top candidates for further consideration. The remainder of the “yes” group will only be considered if you find that your finalists do not meet your search criteria.

Complete the First Interviews by Phone

For your finalists, think about starting with a phone interview before you spend your time (and theirs) doing a face-to-face interview. When conducting phone interviews, it is very important to make sure that you consider the privacy of the applicant. Do not mention that you

are calling about a job interview with anyone who answers the phone until you confirm you have the applicant on the line. Also confirm that this is a convenient time to talk; if it isn’t, schedule a time when you may call them back. It may be necessary to schedule some phone interviews for the evenings.

When you talk with the candidates:

- Ensure that he/she is still available and interested in the job;
- Confirm candidate’s salary expectations;
- Get information on any basic questions you have about their qualifications and work experience; and last but not least
- Explore what the candidate is looking for in this position.

Have an Exit Strategy

You’ll now have your top candidates set for on campus interviews. Once you are in the interviews, and it becomes apparent that a candidate is not a good match for the job and will not be considered any further, bring the interview to a polite, but quick close. Don’t spend time going over the extra details that you normally would such as selling the university or giving a tour of the department.

Bonus Timesavers!

Panel Interviews:

Think about having panel interviews versus all one-on-one interviews. Not only will it save time, but it will allow multiple interviewers to benefit from hearing questions and answers that they might not have asked.

Reference Checking:

Save your reference checking for absolute finalists. There is no need to check references for a broad group of applicants when you can do this for your top one to three candidates. ***Whatever you do though, don’t skip checking references!***



Wiley's Words of Wisdom

Maintaining open and constant lines of communication between the hiring department and your recruiter is necessary in order to hire the most qualified applicant and to keep the recruitment process flow moving smoothly. However, it is also equally important to maintain communication with those individuals who have applied to your position. The need for this communication with the applicant can be due to several reasons, and hopefully the following

will shed some light on how to handle these different situations.

Sometimes an applicant will feel the need to go a step further in showing his or her interest in a posted position and will try to contact the hiring department directly to request an interview, get more information, etc. If this is the case, just direct the applicant to your recruiter's e-mail or phone or to the Jobs in-box which is jobs@rice.edu. Your

recruiter will then answer any questions the applicant may have and explain the recruitment process at Rice. Other times applicants will try to bypass the online application system all together and try to submit a resume to the hiring department directly, either through e-mail or in person. If this should happen, kindly explain to them that all applications must be submitted through the online system and then direct them to the website (<https://jobs.rice.edu>), your recruiter's e-mail or

(continued on page 4)



Elena's Excellent Explanations

Have you ever been frustrated by error messages regarding actions you were working on in RICE-Works? For security purposes and to ensure the security of the data provided by applicants, this system automatically logs you off when it senses

no activity for 60 minutes. However, anytime you leave your computer you will need to save any work in progress and log-out of the system by clicking on the logout link located on the bottom left side of your screen. If you do not logout properly, the system could lock you out of that

action and when you return to work on it, you could lose any work not saved.

Other Great Tips for Working in RICEWorks:

(continued on page 5)



Michelle's Miscellaneous Megabits (Information)

You may have noticed if you have hired anyone in the last month that we have made a few changes in RICEWorks, our staff hiring system. As of September 21, 2009, we introduced a new change in how we track and account for applicants for staff positions in RICEWorks. Prior to last month, the

process required hiring managers to provide specific, free flow comments on why an applicant was not chosen for a position. After reviewing the process, we found that hiring managers often do not provide the required level of detail that allows us to track and report on hiring decisions at the level most useful for internal

and external (compliance) purposes. In order to improve our processes and gather the necessary detailed data, we have introduced a pre-programmed list of specific reasons from which hiring managers can choose why an applicant

(continued on page 5)



(Considering Criminal History on the RICE-Works Application continued from page 1)

All criminal history disclosure is reviewed in consideration of the following criteria:

- 1) The nature and gravity of the offense
- 2) The amount of time that has passed since the conviction and/or completion of the sentence
- 3) Evidence of rehabilitation
- 4) The nature of the job for which the applicant is applying

It is also important to note that we do not ask about arrests that did not result in a conviction. Think of it as following the “innocent until found guilty” rule.

After considering the above criteria, a determination is made by Human Resources as to whether or not the applicant will be allowed to continue in the process. If so, the application will be released to the

hiring manager for review. If you are a hiring manager, and you receive an application that contains disclosure of criminal history, we encourage you to think about it based on the criteria noted above and to contact your recruiter to discuss if you have any questions or concerns. If the applicant is chosen for an interview, you may ask them to give you more details regarding the conviction they have noted on their application, and you should consider that information only in relevance to the job for which they are applying.

When a finalist is chosen for a staff position and it is time to make the job offer, your recruiter will make an offer conditional on several factors, one of which is the successful completion of a criminal history background check. Once the offer is accepted, the background check is submitted. It typically takes one to three days to complete a background check – longer if the applicant is out of state. If any findings are returned, Human Resources will com-

pare those to the information disclosed on the application.

If findings are returned that were not disclosed, the Director of Recruitment will follow up with the hiring manager and the applicant regarding the background check results and the apparent lack of disclosure and/or the falsification of the application. In most situations, this results in an offer being rescinded. However, on occasion, we have found where there were errors in the criminal history database or where charges had been dropped but not removed from the criminal history database.

In summary, always review all detail on the application carefully, and for criminal history, always review it relative to:

- the seriousness of the offense,
- The amount of time since the incident,

- evidence of rehabilitation, and
- most importantly to the nature of the job for which the applicant is applying.

And remember; never hesitate to call your staff recruiter with questions or requests for advice.



(Wiley's Words of Wisdom continued from page 3)

phone, or the Jobs inbox if they have any questions.

It is also very important to establish communication with the applicant pool after your position has been posted for a while. Sometimes positions can be posted for months due to any number of reasons, and if this is the case your re-

cruter can certainly contact the applicant pool to let them know that the search is still active and give them any updates that you have provided to your recruiter. You or your recruiter can also contact applicants who have been interviewed to give them updates in case the interview process is dragging out because of difficulties in scheduling, multiple rounds of interviews, etc. We have received quite a bit of feedback from ap-

plicants letting us know how much this is appreciated. After you have hired your “diamond” applicant, it’s a nice touch for you or your recruiter to send a personal note to the applicants interviewed to let them know the position has been filled, that their time was appreciated, and to encourage them to keep applying to other positions available on campus. As men-

tioned earlier, the applicants certainly appreciate the updates and communication, and it reflects nicely on the hiring departments and Rice University.

(Michelle's Miscellaneous Megabits (Information) continued from page 3) was not selected for a specific staff position. These changes make it more efficient for hiring managers to submit staff hiring proposals and also allow Rice to better track applicants as required for our affirmative action reporting requirements.

If you have trouble finding the appropriate reason in the pre-programmed lists provided, please contact your dedicated staff



recruiter for assistance. If you have any questions on how to apply these non-selection reasons to applicants, please contact Russell Barnes at rcb@rice.edu or 713.348.4350.

(Elena's Excellent Explanations continued from page 3)

1. Looking for applicant information for an active job search?

- **VIEW ACTIVE** under Job Postings. Select the posting you want to review and then click on "View/Edit."

2. Looking for an old job posting or searching for information from a posting that has now been filled?

- **VIEW HISTORICAL** under Job Postings.

3. Looking for Hiring/Affirmative Actions Packet for the final selected candidate in a job search?

- **SEARCH HIRING PROPOSAL/AA PACKET** under Job Postings.

4. Looking for where you can begin work on a job description request?

- **BEGIN NEW ACTION** under Job Descriptions.

5. Looking for job description actions that have been submitted for review and/or approval

from a user within your department/school?

- **PENDING ACTIONS** under Job Descriptions (*lets you see only those actions that are currently needing review/approval in your area*).

6. Looking for a current action and want to see where it is and who currently has it?

- **SEARCH ACTIONS** under Job Descriptions (*by searching actions you can find all current and past actions that have been initiated in your area for which you have access to view.*)

7. Looking for active staff job descriptions from across the university?

- **JOB DESCRIPTION LIBRARY** (*full detail will only be available on job descriptions that have been entered into RICEWorks and approved by HR/Compensation*).

Comments, suggestions, topics you want to see covered? Let us know your feedback!

jobs@rice.edu

RICEWorks

<https://jobs.rice.edu/hr>



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

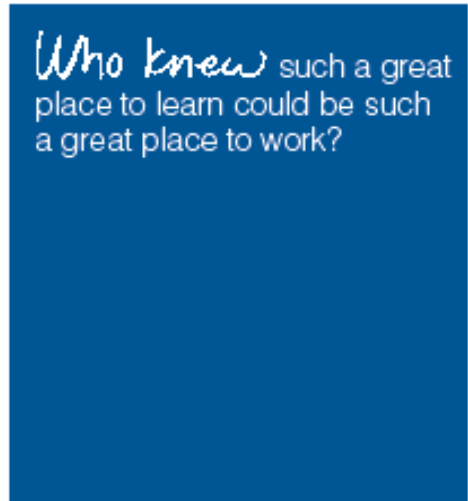
Elena Cumpian: 713-348-
5252

elenac@rice.edu

Staff Recruiter

Michelle Potoczniak: 713-
348-5217

Staff Recruiter



Find out more at:
<http://jobs.rice.edu>
713-348-4074

