

Rice University HR Recruitment

Announcements & Training Opportunities

Job Description Writing: A Step by Step Approach

September 24, 2009

9:00 a.m. to 11:00 a.m.

ACT Training:

Administering Departmental HR Functions

October 8, 2009

October 15, 2009

October 22, 2009

9:00 a.m. to 12:30 p.m.— all
three Thursdays

Interviewing: More than a Gut Feeling

October 27, 2009

October 28, 2009

9:00 a.m. –12:30 p.m. both
days

Great training opportunities are coming your way this fall. Check out the HR Training website for more information and to enroll in the upcoming classes.

<http://training.rice.edu>

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The Importance of On-boarding New Employees Successfully!

Can you think back to when you first started at Rice University? Were you nervous, excited, ready to get started — all of the above? Most employees begin their new jobs feeling a bit anxious and full of questions. They may be concerned about how their new supervisor and colleagues will receive them, and how they will measure up to their new job duties and expectations. Additionally, they come with questions about their work environment, university policies and procedures, benefits and services and the overall culture and climate of Rice University. It's our job collectively, HR and

the departments, to help effectively on-board employees so that everyone — employee, department and the university — comes out a winner!

While effectively orienting new employees does take considerable time and effort, the time invested will certainly pay off! A positive transition can leave a lasting impression for years to come, but a negative impression brought on by bad experiences with colleagues, unclear expectations and an unpleasant work environment are next to impossible to undo! Additionally, employees tend to establish either good or bad pat-

terns early in their employment. While Rice's orientation program and other resources can help with the transition, getting new employees started on the right foot, in the right direction is the primary responsibility of supervisors and managers.

We have a great on-boarding checklist available to help you with your new employees. This covers things to do before they start, on their first day and within the first few months. We also suggest assigning an office buddy to serve as a point of contact and to

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New Hire Orientation

Why is it important for new hires to go to new hire orientation?

Whisper Chamber. Residential Colleges. FMLA. Edyth Bates Old Grand Organ. Art Gallery. NOD. Conflict of Interest. Jacks. Centennial Campaign. Willy. Sallyport. Payroll. Who's Who at Rice. Buckyball. 45-90-180. V2C. Discrimination. Space Science. ESTHER.

To a seasoned Rice employee, most of these words have meaning. Rice culture includes the traditions, procedures, and policies within the Rice community operates on a daily basis in our mission of teaching, research and outreach. Some of these things are well established and university wide, while others may be more informal.

How does your new employee begin to gather this knowledge? Where can they go to get the basic benefits questions answered? How will they learn about all of the great opportunities that working at a world-class university has to offer?

While a manager can answer many of a new employee's initial questions and assist with their transition into the daily routine of their new position, a formal orientation program is critical to ensure that vital university-wide policies and procedures are effectively communicated to new employees within their first few weeks of employment. At orientation, human resources representatives explain various policies and procedures, including: Family and Medical Leave,

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New Hire Orientation Why is it important for new hires to go to new hire orientation? (continued from page 1)

Pay Practices, Benefit Time, Workers' Compensation, Tuition Waiver, Tuition Remission, etc. Some of these policies will directly affect employees soon after their employment begins. For example, employees often attend orientation prior to receiving their first paycheck. Their supervisor may have informed them when they would receive this paycheck but may not have fully answered many of the associated questions, such as — do they need to complete timesheets? How is overtime calculated? What if they are out sick on the day timesheets are due? And, most importantly, where do they go to pick up their paychecks? Questions like these arise with every new hire; even though to those of us who have been at Rice awhile, they seem second nature.

In addition to policies and procedures, we also explain the history and current mission and vision of the university. Nearly 100 years ago, what is now Rice University opened its doors to fewer than 50 students, and during orientation we will talk about the history of Rice and how it has become the institution it is today. The current vision for the university is driving both physical and programmatic changes that impact all parts of campus. The V2C is something that current employees are well versed in having attended the Presidential Town Halls, the Administrators' Forums, and various other departmental meetings where we are able to see the V2C in full swing. It is crucial for new employees to know where the university has been and where it plans to go if they are to efficiently and effectively perform their job

and assist Rice in achieving its goals.

As the orientation program progresses through the day, various speakers visit with the new staff members. These visitors from Information Technology, Equal Employment Opportunity/Affirmative Action, Disability Support Services, the Fondren Library, and HR Benefits will inform new employees about the services their individual departments provide. These departmental representatives answer new staff members' questions and serve as contacts for these employees when they have additional questions in the future.

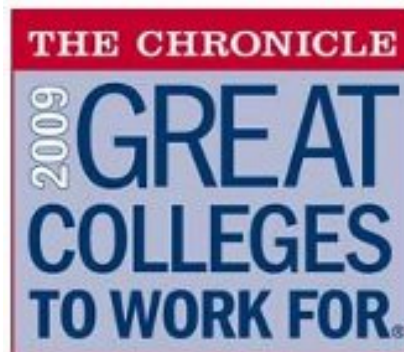
Lastly, the campus tour reveals much of the unique Rice nature that make it such a great place to work. In most workplaces, employees will create a routine which brings them from their home, to their car, to their office and back home at the end of the day. During the tour, we show employees just how much they can experience at Rice after work, on the weekends or even during their lunch hour. We walk around campus sharing Rice stories and dispelling rumors. For our new Houstonians, we explain the great benefits of living in the fourth largest city in the country and of working at a member institution of the Texas Medical Center. Employees see the treadmills in the Recreation Center, the ceiling in Martel Hall and hear the frog sounds on the walls of Anderson Hall.

I'm sure we can all remember how intimidating a new job can be in the beginning. By allowing newly hired employees to attend orientation, we are not only welcoming them,

we are also equipping them with the tools necessary to be successful at Rice.

From learning Rice history, to being able to find a lunch place on campus, to making networking contacts — orientation offers numerous, invaluable tools to a new employee for making his/her first experience at Rice a great one.

So make sure your new employee attends orientation and encourage them to learn more about where they work and what makes it such a great place to work!



Wiley's Words of Wisdom

After reading all the applications and resumes and conducting all the interviews, you finally have your top candidate. But before you go through all the work of changing the statuses of the candidates not selected, you want to make sure that you and your top choice agree on the proposed salary for the position. So how do you do this without sounding like you are making an official offer, which has to come from Human Resources? Hopefully, you will find the following helpful when you get to this step in the job search process.

Ideally, you or your re-

cruiter have discussed the salary range of the position with the candidates during the initial phone screenings. This gives the candidates an idea of salary level should an offer be extended. Once you have made a decision on your top candidate, checked references and found them to be satisfactory, you can communicate with the candidate the proposed salary and that they are a top candidate. However, as mentioned earlier, it is important to remember that only HR can make the official offer. It's best to not even use the word 'offer' during this conversation with the candidate because we do not want him/

her to believe that this is official before the offer has gone through the necessary reviews and approvals.

You may want to tell the candidate, "We just wanted to let you know that you are our top candidate, and the starting salary for this position is budgeted for \$XXXX. Of course, before anything can become official, the paperwork needs to be approved and then you would receive a call from Human Resources to make the official offer and go over various employment related details. We hope to get the final selection process started as soon as possible. Did you have any questions or concerns?" This should let the

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Elena's Excellent Explanations

When is the right time to start the personnel action form (PAF) for your new employee? The simple answer is as soon as you have learned from HR that your selected candidate has accepted the job offer! After the job offer has been extended and accepted, an e-mail is sent to the department contact(s) indicated on the RICEWorks Hiring Proposal with all the information relevant to the position

and the new hire. The e-mail notes that the candidate has accepted the position and that a personnel action form (PAF) has been started for you in RICEWorks.

You will need to print the PAF, complete the blank fields (such as campus address, phone, etc.) and review for correctness. Once approved, send the PAF directly to HR (MS 92).

To access the PAF in RICEWorks:

- Login to RICEWorks at <http://jobs.rice.edu/hr>
- Click on "Search Hiring Proposal/AA Pkt" under the "Job Postings" heading,
- For status, click on "Check All"
- Enter the requisition number or position number (as noted in the e-mail),
- Click on "Search"

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Michelle's Miscellaneous Megabits

Rice University has fantastic benefits, and it is one of the many reasons why we've been recognized as such a great place to work! When we make a job offer to a candidate, we let them know verbally as well as in written communication that they will need to enroll in benefits programs within the first 31 days from their start date. If they are starting on the first day of the month, we also let them

know that they can have their benefits go into effect immediately if they complete enrollment before or on the first day of the month, otherwise it will go into effect the first day of the next month, provided they complete the enrollment in the time allotted (31 days). Rice University has strict enrollment deadlines, and failure to enroll within the designated enrollment window can make the new hire ineligible for benefits until the next open

enrollment period (mid-April) for coverage beginning July 1. Please be sure to follow up with your new employee to be sure they have contacted one of the helpful folks in Benefits to enroll before the deadline. Additional information is available on-line under the Benefits

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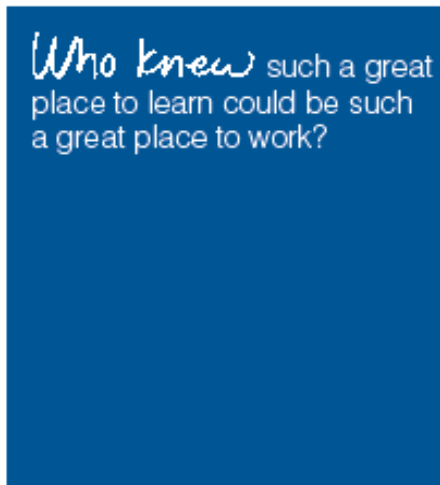
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RICEWorks

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The Importance of On-boarding New Employees Successfully! (continued from page 1)

help the new hire get around to the necessary places they must go (i.e. Human Resources in the Memorial Hermann Medical Plaza Bldg., 26th Floor **on their first day**, Parking Office, Police Department for identification card, etc.).

Please talk to your dedicated recruiter to get more information to make your next new employee on-boarding experience a great success!

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

individual know that he/she is the top candidate, but has not been officially offered the job until a call from a recruiter in HR has been received. This would also give the candidate the opportunity to let you know that the proposed salary would or would not be acceptable. You may want to reiterate that any official call would come from a recruiter in HR, just to make sure that the candidate understands they have *not* been made an official offer. If you have any questions about this process, please contact your recruiter and we can help you out.

Elena's Excellent Explanations (continued from page 3)

-- Click on "Get Reports List" link located in the position number column.

-- Click on "Generate Report" link and print out the PAF.

Again, as soon as the form has been approved and signed by all necessary approvers, send the form to HR at MS 92.

AND don't forget to send your new hire to HR on their first day of employment as well!

Michelle's Miscellaneous Megabits (continued from page 3)

section of the HR webpage or by contacting the Benefits Hotline at extension 2363 (BENE).