We regularly survey staff hires to obtain feedback on Rice’s application and recruitment processes, and the most consistent and frequent response we receive is that the hiring process from the time the individual applied to the time they received the offer was longer than they expected. Along with that comment often comes feedback that the wait would have been fine had they just been updated on their status in the search.

Our goal is to maintain an average hiring time (days elapsed between date job is posted to date offer is accepted) of 60 days, and our current average is 61 days. That’s not too bad as a whole, but when we look at the range of hiring time for all searches across all schools and divisions, it can be fairly dramatic.

Obviously the most important thing to remember when you are conducting a staff search is to be prepared and move quickly! Sometimes however, there are situations that arise that will make your search stretch out longer than you anticipated. When that happens, your HR staff recruiter can help you keep your applicants informed as to the status of the search and what they can expect in regard to next steps and timing.

The HR staff recruiters have access to tools within RICEWorks that make communicating with applicants via e-mail quick, easy and efficient, and messages can be crafted and sent to all applicants or only to applicants that have reached a certain status within the search (ex: those that have been marked as “interviewed” or “invite for interview”). Keeping your applicants engaged is critical, but unfortunately it is often overlooked, so let us help.

Who knew you could work in HR at Rice and live out your dream of being a baseball star?

Thanks to Fidelity Investments becoming a sponsor for Rice baseball, Wiley Bennett, Staff Recruiter at Rice University, was able to see his dream come true when he threw out the first pitch on April 3, 2010. His one and only goal was to get the ball over home plate without straining or pulling anything. Mission accomplished!

Who knew ...Wiley Bennett throwing out the first pitch!

Inside this Edition:
The Importance of Communicating with Your Applicant Pool & How We Can Help! 1
Who knew ...Wiley Bennett throwing out the first pitch! 1
Unemployment Rates and What That Means for You as a Hiring Manager at Rice University 2
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We welcome your questions! Please submit a question and we’ll answer it or cover it as a topic in our next issue! (jobs@rice.edu)
Unemployment Rates and What That Means For You as a Hiring Manager at Rice University

If you’ve opened a newspaper or watched the news, you’ve most likely seen or heard discussions on the high unemployment rates in the U.S. and/or Houston. Everyone is saying this is definitely an employer’s market as there are more candidates available than there are jobs! This is certainly evident as we look at the volume of applications coming in to Rice University for posted staff positions.

So what does this mean for you? The good news is more than likely you’ll have multiple qualified candidates available and applying to your posted position. The bad news however may be that you have such a strong response to your posting that the applicant pool can grow to very large amount in a short amount of time, making it difficult to manage. This is where you and your recruiter can partner together and keep it from getting ugly!

1) **Have you Checked RICE-Works today?** Please make sure you are checking your applications on a regular basis! You can work with recruitment to set a qualified applicant limit to remove the position from the web, closing it to any additional applicants. The position can always be reopened if necessary for more applicants.

2) **Let’s Get this Party Started!** You need to be ready and available to move quickly as you review applications. This too will help you avoid an avalanche of applications.

3) **Get help!** Your recruiter is available to assist you with initial phone screenings to help narrow your pool down. We also recommend involving other Rice staff and faculty that work with this position to help you interview candidates. This will not only give you a well rounded view of the candidates but also important buy in from everyone once the selection is made.

Another side effect we are seeing in this employment market is an increase in applicants reaching out directly to departments and hiring managers. Your staff recruiter can assist you with this too. Simply forward their e-mail or voice mail to your recruiter or direct the applicant to call us, and we’ll take care of the rest. Applicants agree when applying to the position to not to contact departments during an active search. Your time is valuable and your assessment of your applicant pool needs to be fair.

Lastly, remember that even with a sea of candidates, the end goal is still the same — to select the right candidate for the position. Be sure to utilize behavioral based interviewing questions during the interview process. You can add these type of key questions to the application on the supplemental question section to help in screening applicants. Be sure to assess if this candidate has the “4 C’s of a Diamond employee”. Utilize the “other document” on the application for writing samples or take advantage of skills assessments when appropriate.

Your staff recruiter can help you prepare, coordinate, and/or assist with interviews in the selection process.

The HR Recruitment team is ready to help you navigate through this employment market in order to find the best person for the position.

### Average Number of Active Job Searches for Rice Staff Positions in 4th Quarter, 2009

<table>
<thead>
<tr>
<th>Month</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct. 2009</td>
<td>56</td>
</tr>
<tr>
<td>Nov. 2009</td>
<td>59</td>
</tr>
<tr>
<td>Dec. 2009</td>
<td>59</td>
</tr>
<tr>
<td>4th Quarter Avg.</td>
<td>58</td>
</tr>
<tr>
<td>Total</td>
<td>58</td>
</tr>
</tbody>
</table>

### Applications Submitted for Rice Staff Positions in 4th Quarter, 2009

<table>
<thead>
<tr>
<th>Month</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct. 2009</td>
<td>1834</td>
</tr>
<tr>
<td>Nov. 2009</td>
<td>2122</td>
</tr>
<tr>
<td>Dec. 2009</td>
<td>1162</td>
</tr>
<tr>
<td>4th Quarter Total</td>
<td>5118</td>
</tr>
</tbody>
</table>

### US & Houston Unemployment Rates

<table>
<thead>
<tr>
<th>Month</th>
<th>US (seasonally adjusted)</th>
<th>Houston (actual)</th>
</tr>
</thead>
<tbody>
<tr>
<td>October-10</td>
<td>10.1%</td>
<td>9.1%</td>
</tr>
<tr>
<td>November-10</td>
<td>10.0%</td>
<td>10.1%</td>
</tr>
<tr>
<td>December-10</td>
<td>10.0%</td>
<td>10.2%</td>
</tr>
<tr>
<td>January-10</td>
<td>9.70%</td>
<td>9.0%</td>
</tr>
</tbody>
</table>
Submitting a hiring proposal for departmental or affirmative action review means you are just that much closer to an official offer being made to your top candidate. But once you click that ‘Confirm’ button, do you ever wonder where the hiring proposal is after a period of time? You are always able to check on the status of a hiring proposal once it has been submitted, and all you have to do is log in to RICEWorks.

Once you are logged in, if you look at the upper left-hand corner under ‘Job Postings’, you will see View Active, View Historical, and Search Hiring Proposal/AA PKT. You just need to click on the Search Hiring Proposal/AA PKT link, and it will take you to the next page. Now that you are on this page, you have several options available to you to see where your hiring proposal is in the process. One option is to simply press ‘Search’, and this will show all active hiring proposals for job postings you have access to. You can also enter the position number or requisition number to help narrow your search. There is a drop down box where you can search hiring proposals by job title, but you may just find it easier to click the ‘Search’ button without entering any other data or checking / unchecking any boxes where it says ‘Status’.

If you have multiple active postings and/or hiring proposals, you may want to enter the position number, requisition number, or check / uncheck some of the ‘Status’ boxes to see exactly where a specific hiring proposal is in the process. You can also view previous hiring proposals where the applicant was hired and the position filled or if the hiring proposal was cancelled. However, this tool is most effective when you want to know where the hiring proposal is in the approval pro-

Elena’s Excellent Explanations

Are you communicating with and alerting the correct people within your department and school/division regarding actions in RICEWorks?

As a RICEWorks user, you are, no doubt, familiar with the departmental users’ box that allows you to assign users from your department and school/division access to your job description and posting actions. Two things that we would like to point out to you concern questions that we get most frequently in regard to this subject.

1) Have you moved your own name to the right hand column of “selected” users? If not, and you are a level 1 user, you won’t be able to see the action once you have saved it or passed it on even though you initiated it. Always remember to move your name to the list of “selected” users.

2) Are you choosing users too broadly or not broadly enough? Keep in mind that the group of users you select will receive e-mail notifications regarding status of the

Michelle’s Miscellaneous Megabits (Information)

We understand that reviewing applications for your open position, while very important is also very time consuming. Did you know that recruitment offers additional screening beyond just the minimum qualifications? We do and here’s how we can help before you even get your first applicant.

1) Salary. If we know what your budgeted salary amount is for the position, we can screen out any applicants that have a higher salary expectation. We can also contact candidates that have not listed their minimum salary requirements.

2) Preferences. If you would like us to screen based on preferences listed in the job description, we can do that. If you’re not sure you want to be that restrictive, we can send all of the candidates that meet minimum qualifications, but highlight those that have your preferences by changing their status to “reviewed – maybe” while those that simply meet minimum qualifications stay under the status of “under review by manager”.

(continues on page 4)
Rice University HR Recruitment

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(Wiley’s Words cont.)

- cess. For instance, you may have expected to hear from your recruiter that the offer was accepted, but instead you have heard nothing. Now you can search for the hiring proposal, and you may find that it is still in departmental review. Or you may find that it is still under review in affirmative action. If either of these is the case, you may want to follow up with the appropriate parties to see if any additional information is needed.

(Elena’s Explanations cont.)

action as it moves through the various reviews and approvals. Different department and schools/divisions have different preferences and procedures for which users need to be chosen. If you don’t how your area likes to handle these situations, have a conversation with your department administrator or manager. Keep in mind that all selected users will receive emails as the action moves through the system.

If you are a frequent RICEWorks user, you might have noticed that the individual names of Human Resources, Budget Office and EEO/Affirmative Action Office staff no longer show up in your list of individuals from which to choose. Don’t worry; we all will still get our RICEWorks’ email and see your actions based on our defined central user group!

(Michelle’s Misc. cont.)

3) Writing analysis. You or your recruiter can set up additional, relevant questions for applicants to answer in the supplemental questions section. This not only gains more information on their experience but also allows more insight into their writing abilities, which is very important in so many of our positions. Asking for a cover letter or writing sample can be another way to gauge the applicants written communication skills. RICE-Works has the “other document” available for writing submissions and we can provide specific instructions for the applicants on the job posting.

Let’s talk before you post your next position and see how we can best assist you with your selection process.