Upcoming Events

As many of you know from past years, we are just around the corner from our busy hiring season at Rice, and we’d like to let you know about some great opportunities to help us all get ready!

We have some great training classes available this spring. Please take a look and sign up! The more prepared we are in the beginning of the search process, the better it is for everyone at the University!

We also have two upcoming recruitment events we’d like to tell you about. The first is a job fair the staff recruiters will be attending that targets bilingual professionals. Please let your recruiter know if you have a position you’d like for us to highlight to potential applicants.

The second recruitment opportunity is one that we are especially excited about here in HR! It’s an on campus job fair for all departments. HR Recruitment will be coordinating the entire event—we just ask that you have staff available to man a booth for your department. We are encouraging total participation, whether you have current openings or not. This is a great opportunity to recruit for the here and now but also for the future. It is also another chance to engage with the Houston Community at large. More details will be coming soon but if you have specific questions, please contact Michelle Potoczniak (ext. 5217).

TRAINING:

Interviewing: More than a Gut Feeling
April 23 & 24, 2008
9:00 AM—1:00 PM
Sign up at: http://people.rice.edu/CourseRegister.cfm

RICEWorks Training
Contact Elena Cumpian to schedule a class or one-on-one training or refreshers (ext. 5252).

Job Description Workshop
Coming Late Spring!

Recruitment Opportunities

National Society for Hispanic Professionals (NHSP): Houston Bilingual Professional Job Fair
February 28, 2008
Please contact your recruiter if you have a position you would like to have highlighted!

Rice University Career Expo
June 12, 2008
RMC—Grand Hall
3:00 PM -7:00PM
All Departments are strongly encouraged to participate
We are excited to share with all of you that we are in the process of entering into new agreements with both Houston Chronicle/Yahoo Hot Jobs and Monster.com for on-line postings.

Houston Chronicle recently partnered with Yahoo Hot Jobs so that any on-line ad placed on the Houston Chronicle website is also listed on Yahoo Hot Jobs. This obviously increases the amount of exposure for the postings. Our new agreement will cut the cost of on-line postings from $369 per posting to $164.91!

Monster.com has been working over the past year to develop and cater to the education segment of employers and job seekers. They have a huge network and excellent brand recognition. They have offered to enter into an agreement with Rice University to allow for any postings at a cost of $100 per posting. The current cost can vary from $385 up to $589!

We anticipate the agreements for Houston Chronicle/Yahoo Hot Jobs to be in place by March 1, 2008 and for Monster.com by mid to late March.

In order to take advantage of these agreements, you will need to let your recruiter know that you are interested in posting your position externally on either of these sites. We’ll be happy to take care of it for you.

Temporary Employees - Where do I find one?

If your department is in need of a temporary employee for a special project, vacation, unexpected absence, medical leave, current posted position, etc., you have 3 options!

- Rice Temporary Pool (through RICEWorks)
- Burnett Staffing
- Corestaff Services

The HR Recruitment team manages a temporary pool of applicants in RICEWorks. We can give RICEWorks users access to these pools for candidate review and selection. You have the ability to contact the applicants directly to phone screen or bring in for a face-to-face interview. Once selected, the department simply completes a PAF and the temporary employee reports to the HR Services office to complete the necessary temporary employee paperwork.

Rice University has agreements with two temporary staffing vendors that extend discounted rates for their services to Rice University departments. These agencies can assist with ASAP/same day temporary assistance, short-term, and long-term assignments. Each agency does skills evaluation, references, and background checks on their employees.

They also offer temp-to-hire and direct hire recruitment options that can be helpful on hard-to-fill posted positions. Your recruiter can assist in coordinating with the agencies in adherence with Rice University policies and EEO/Affirmative Action.

Temporary job orders may be placed directly with the assigned representative at either agency. For short-term needs, you may want to simply select one agency and ask for the best available person to start on the desired date. If this is a long-term need, you may want to contact both agencies, request resumes and set up interviews before making a selection. Any issues, concerns, or positive feedback should be shared with the agencies in a timely manner.

CORESTAFF SERVICES
Yesenia Murray: 713-438-1300
Yesenia.Murray@corestaff.com

BURNETT STAFFING
Julie Riley: 713-871-0838
julier@burnettstaffing.com
Wiley’s Words of Wisdom

Did you know that your recruiters have a RICE-Works job description template in MS Word available for you to use when you work on your job descriptions? This template includes the fields you see when entering the data into RICE-Works, so it makes it much easier to make edits, updates, and spell and grammar checks to your job descriptions. Then, when it comes time to enter the data into RICE-Works, all that needs to be done is cut and paste. It’s a good idea to save each job description and keep them in a dedicated job description folder on your desktop or My Documents so it can be referred to again. By saving your job descriptions in a Word format, it also allows you to more easily share the job description with all the parties involved in the hiring decision, including non-RICEWorks users, prior to posting the job on RICE-Works in case anything needs to be changed or added. We strongly recommend using the template when creating your job descriptions. If you would like a copy, please contact your dedicated recruiter and we’ll be sure to send it to you as soon as possible.

Elena’s Excellent Explanations

Have you had trouble locating your position in RICEWorks under the Job Descriptions? Here are some helpful tips in making your search more effective!

1. Go to ‘Search Actions’
2. Select “Check All” under ‘Status’ and click “Search”.

This should bring up every position in your department for which you have access.

You can sort by different categories to narrow the results. You can also enter just the position number when doing the initial search to pull up one position. It is best not to fill in every field when searching as it may not pull the desired position. Remember in this case, less is more!

If you need to see how job descriptions on a particular title or classification look in other departments on campus, you can search “Job Description Library”. Use just one item—either the title or classification. Again, less is more!

If you need additional assistance, please call your dedicated recruiter.

Michelle’s Miscellaneous Megabits (Information)

Did you know that your recruiters can assist you with the interviewing process?

• We can pre-screen or phone screen candidates before scheduling for in person interviews.
• We can coordinate the interviews—from scheduling and escorting candidates around campus, to setting up skills assessments.
• We can assist you in preparing questions for the interview or supply you with appropriate, legal, behavioral based interview questions that you can tailor to your needs for your posting.

We can do as much or as little as you need for us to do. Just simply contact your dedicated recruiter and we’ll be
Rice University HR Recruitment

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

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
mbp1@rice.edu

RICEWorks

https://jobs.rice.edu/hr

jobs@rice.edu

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