2009 BUSINESS LEADERSHIP CONFERENCE

Searching for Excellence: The Academic Search Process

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Workshop Presenters

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Please …

- Turn off cell phones.

- Avoid side conversations.

- Please hold questions until the end of the presentation.

- Sign the attendance roster.

- Complete the evaluation at the end of the workshop.

Workshop Objectives

- Update on Policies for Academic Searches

- Cultivating New Avenues for Diversity Outreach

- Effective Mentoring as a Continuum of Diversity Outreach

- Pre-View of Academic Tracking System and the new Job Board

Academic Human Resources

Academic Human Resources

- Yes, we are still hiring
  - Controlling overall growth
  - Units must assess critical need for position
  - Vacancies must be approved before the recruitment and search process begins
  - Campus focused searches

- Paperwork Submission and Routing Procedures

How can AHR help

- Consultation
  - Job description
  - Recruitment sources
  - Redeployment options
  - Meet with candidates
    - Benefits
    - Candidate questions

Office of Equal Opportunity & Access

OEOA

Guidelines for Employment Planning

- Fairness, Equity, and Non-Discrimination remain paramount

- Increased use of internal change mechanisms is encouraged for valued employee retention, BUT…

- Avoid "tapping" certain employees to the exclusion of equally qualified others

OEOA
Guidelines for Employment Planning

- Affirmative Action and other compliance responsibilities still apply
  - Please refer to the Academic Search Manual http://eoa.illinois.edu/NewSearchManualFY2008/OEOA-SearchManual2008-final.pdf

- Provost Communications provide additional guidance
  - See #2, #3, #4, #7, #8, #11 http://www.provost.illinois.edu/communication/index.html

Search Manual Review

- Paper search process, waivers, and appointment change forms converting to an electronic process

- Further clarification of the role of Affirmative Action Officers, Equal Employment Opportunity (EEO) Officers, the Equal Employment Opportunity (EEO) Committee

- Search Exempt positions being reviewed

DIVERSITY AND ADVANCEMENT
AN ANALOGY

Diversity Advancement (Human Capital) = Institutional Advancement (Monetary Capital)

To encourage "Human Capital" investment, use "Monetary Capital" acquisition techniques

- Identify Prospects

- Cultivate Prospects

- Solicit Prospects

- Maintain Relationship, Cultivate Others (mentoring/networking)

Prospect Identification

- Discover where you will likely find "prospects"/candidates: conferences, professional organizations, other institutions, other colleagues

- Learn about the prospect/candidate: skills, resources, strengths, experiences

Prospect Cultivation

- Establish sincere, meaningful, but "no-pressure" relationships with "prospects/candidates"

- Sell the institution, department, and community: highlight the benefits to the prospect/candidate of "giving" to or joining Illinois, your department, and the Champaign-Urbana community

- Show the match: Demonstrate how the candidate's skills and experience contribute to and enhance your unit

Prospect Solicitation

Do the "Ask":

- Long-term: initiate an academic or research collaboration, including visiting faculty appointment; invite to campus as a guest speaker;

- Short-term: encourage application for a specific opening or create a TOPS or Excellence hire

Relationship Maintenance

- Appointment or "receiving the gift" is not the end of the cultivation process

- Mentoring provides credibility and legitimacy to the "sell"

- Mentoring enhances the likelihood of success for the new hire and institution

- Look for opportunities to leverage the relationship for future success

Suggestions for Effective Mentoring

- Explore service opportunities (committees, program planning, etc.) for women and minorities at the department, college/unit, and campus-wide level
- Encourage professional development opportunities, including presentations at campus and off campus conferences and workshops
- Discuss leadership and promotional opportunities on campus
- Maintain awareness of professional career goals and objectives

Effective Mentoring Suggestions

- Explore cross-campus, cross-department mentoring opportunities, including those crossing race and gender boundaries

- Maintain awareness of campus community organizations and groups that actively and aggressively advocate for women and minorities that could be a support group

- Encourage women and minorities to be involved in wider community outside of the university

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Academic Applicant Tracking System

Academic Applicant Tracking System

- New System will replace existing OEOA search tracking database

- Employment Center will be discontinued and a new site jobs@illinois.edu will be used

- Electronic process will assist campus in achieving its affirmative action compliance obligations

Academic Applicant Tracking System

- Affirmative Action Compliance Obligations
  - Provide Detailed Applicant Flow Logs
  - EEO Form
  - Verification of Advertisement
  - Applicant Status Codes

Academic Applicant Tracking System

- Colleges/Units
  - Submit required PAPE and receive approval from Academic Human Resources
  - Search Forms will be routed electronically for approval (Approved Hiring Request Form will be uploaded)
  - Open positions will be posted on the Job Board
  - Candidates' application documentation can be viewed in system

Academic Applicant Tracking System

- Candidates
  - Will apply for a vacant position
  - Submit applications electronically
  - Attach their resume, C.V., cover letter, references and other required documents
  - Complete the EEO Form

Academic Applicant Tracking System

- Two Sides of the System
  - Public Side (jobs@illinois.edu)
  - Administrator Side (illinois.hiretouch.com)

Academic Applicant Tracking System

- Applicant View
  - Apply for Positions and View Jobs
- Administrator View
  - Enter and Approve Forms
- Search Committee View
  - View Uploaded Applicant Material

Academic Applicant Tracking System

- jobs@illinois.edu
  - Search Jobs
  - Review Open Positions on the Academic Job Board
  - Apply for Civil Service Jobs/Applications
  - Applicant Login
  - Learn More

Academic Applicant Tracking System

- Academic Job Board
  - Lists Academic Jobs and Faculty/Other Academic Jobs
  - Lists Position Description, Open Date and Close Date

Academic Applicant Tracking System

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- 4 Step Process for Applicant

  1. Academic Professional Application or Faculty and Other Academic Profile

  2. EEO Form

  3. Upload required documents described in position announcement

  4. Review and submit

Academic Applicant Tracking System

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Academic Applicant Tracking System

- Administrator View
  - Start a Workflow
  - Complete Forms
  - Approve Forms
  - Edit and Comment on Forms

Academic Applicant Tracking System

- Workflows
  - Academic Professional Search
  - Faculty/Other Academic Search
  - Academic Professional Appointment Change Form
  - Faculty/Other Appointment Change Form
  - Academic Professional Search Waiver
  - Faculty/Other Search Waiver
  - PAPE Only

Academic Applicant Tracking System

- Workflows Contain:
  - On Public Side
    - Application/Profile and EEO Form for Candidate
  - On Administrator Side
    - AHR & OEOA Forms

Academic Applicant Tracking System

- Example of a Academic Search Workflow Package:
  - AP Application and EEO Form for the Candidate
  - PAPE, Search, Summary Form for the Administrator
- Example of a Faculty Search Workflow Package:
  - Faculty Profile and EEO Form for the Candidate
  - Search and Summary Form for the Administrator

Academic Applicant Tracking System

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Academic Applicant Tracking System

- Approvers
  - College/Unit
  - Academic HR (PAPE Reviewer AHR)
  - Chief Authority of Campus or Institution (Final Approver PAPE)

Academic Applicant Tracking System

Academic Applicant Tracking System

Academic Applicant Tracking System

- Approvers
  - View Form
  - Edit Form
  - Comments to Form
  - Download Form

Academic Applicant Tracking System

Academic Applicant Tracking System

Academic Applicant Tracking System

- Approvers
  - Affirmative Action Officer
  - Department/School
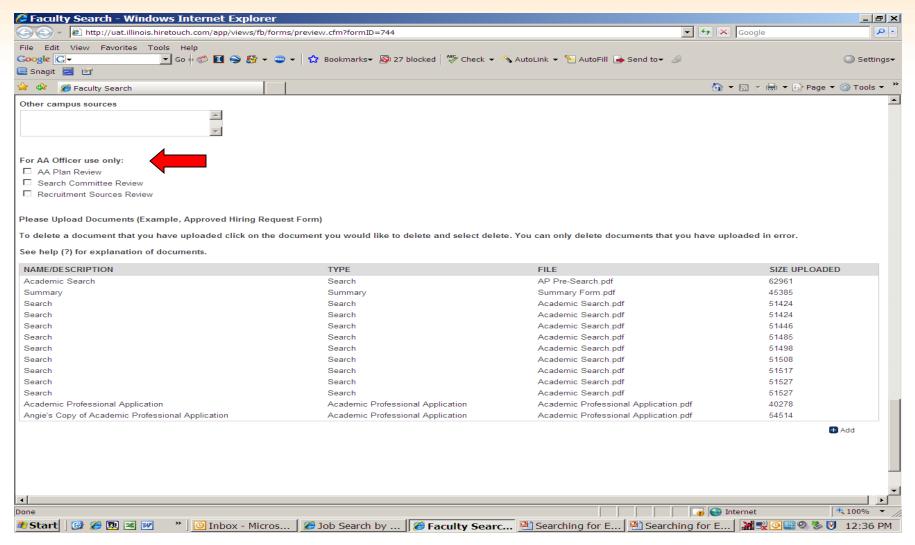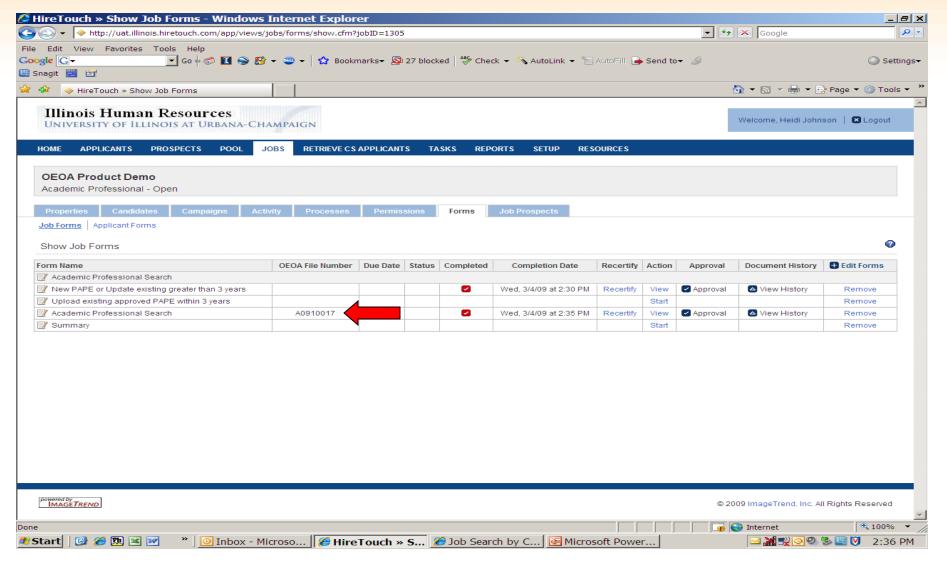 - Equal Employment Opportunity Officer
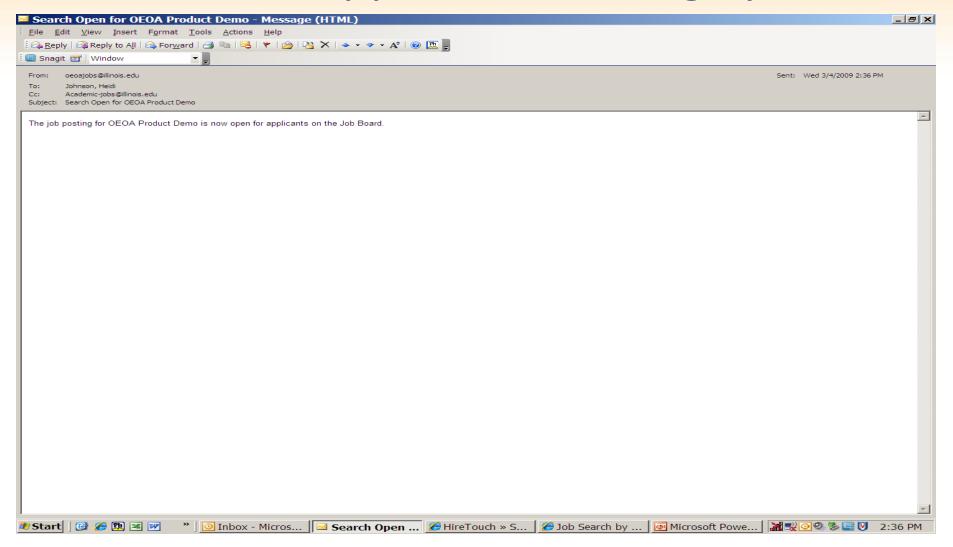 - OEOA/Provost
  - OEOA

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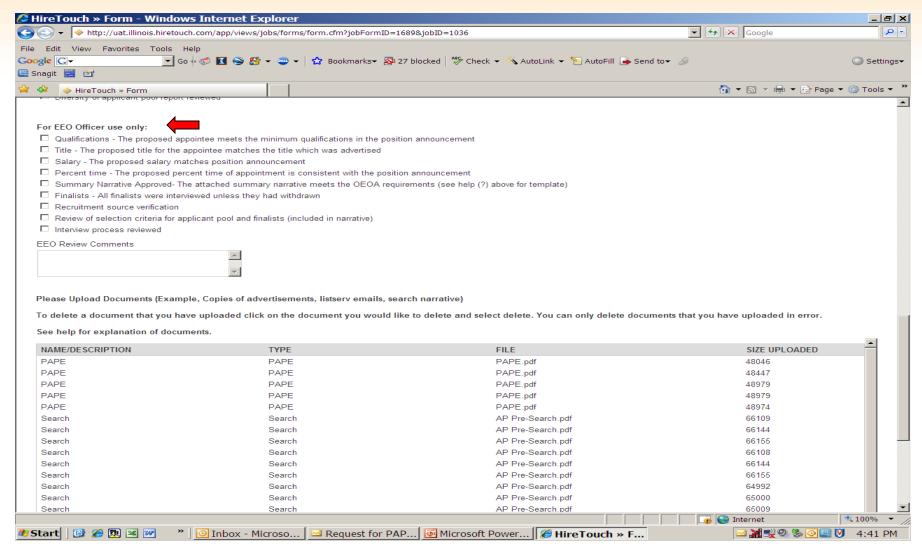
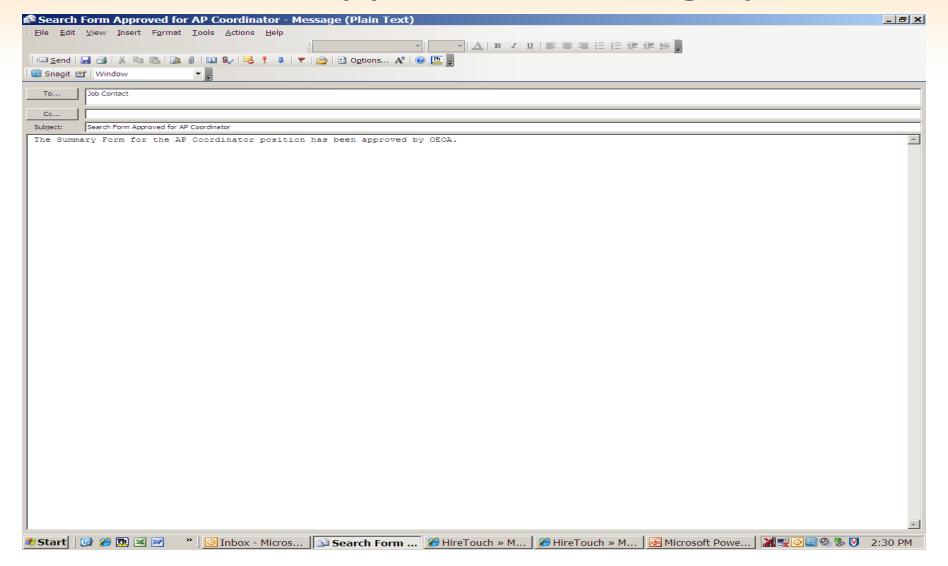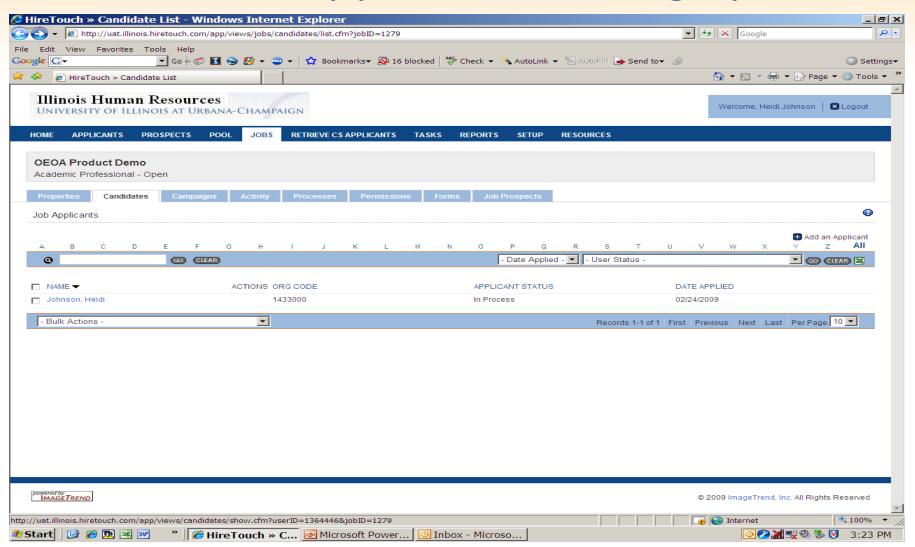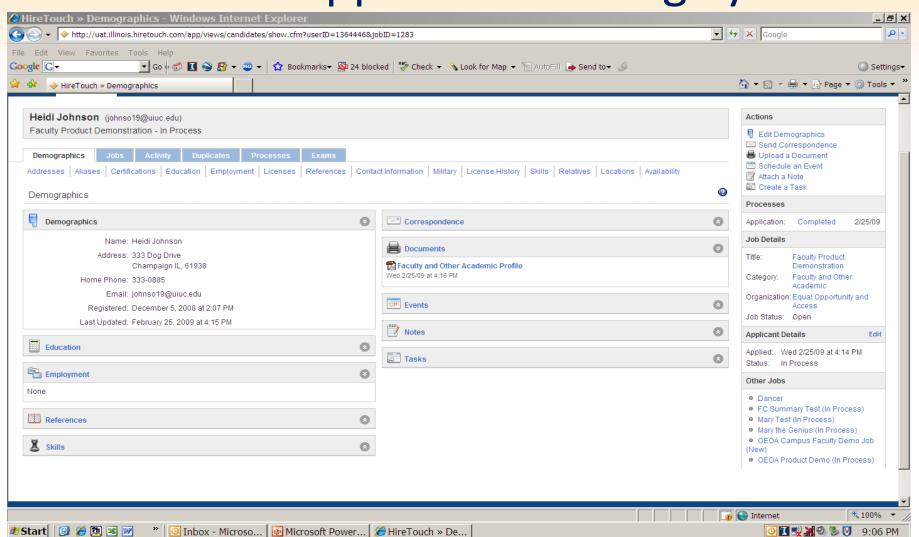# Academic Applicant Tracking System

- Search Committee View
  - View a listing of applicants
  - Review applicants uploaded documents
    - Documents would include resume, C.V., cover letter, references and other required documents

Academic Applicant Tracking System

Academic Applicant Tracking System

Academic Applicant Tracking System

- Job Aid Development
  - Workflows
  - Add Applicants
  - Send EEO form to applicants
  - Change Applicant Status
  - Extend Close Date
  - Correspondence

Academic Applicant Tracking System

- Implementation Timeline
  - Initial Users
    - Early March
  - Mandatory Use
    - Early April

Academic Applicant Tracking System

- Resources
  - Office of Equal Opportunity & Access
  - Academic Human Resources

Questions / Concerns?