



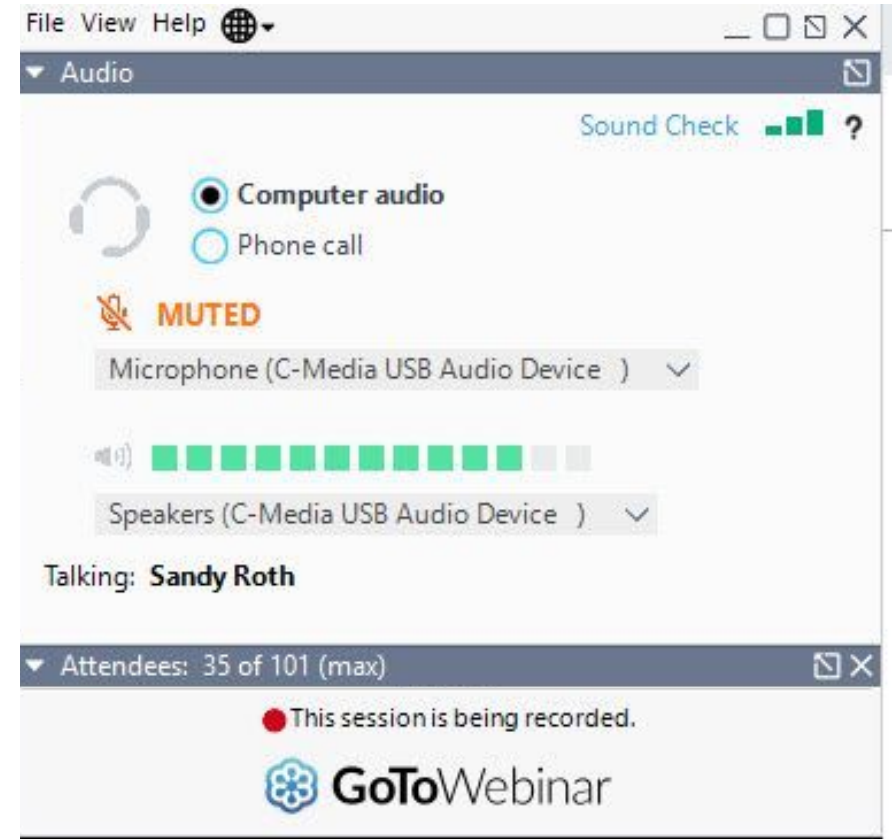
NEOED

New Year with NEOED

Timesaving Tips & Tools for Hiring

Welcoming Items:

- **Enter your questions** in the GoToWebinar control panel **for our moderators**
- **Use the audio drop down box** and select either computer or phone audio for the call-in details if needed.
- Keep an eye out for **tomorrow's email** with **recording and slides**



Introduction



BETH FLEEK

Director of Sales Engineering, NEOED

TODAY'S JOURNEY



Managing time with efficient hiring & onboarding processes



Creating more diverse school communities through inclusive recruitment



Winning the war on talent

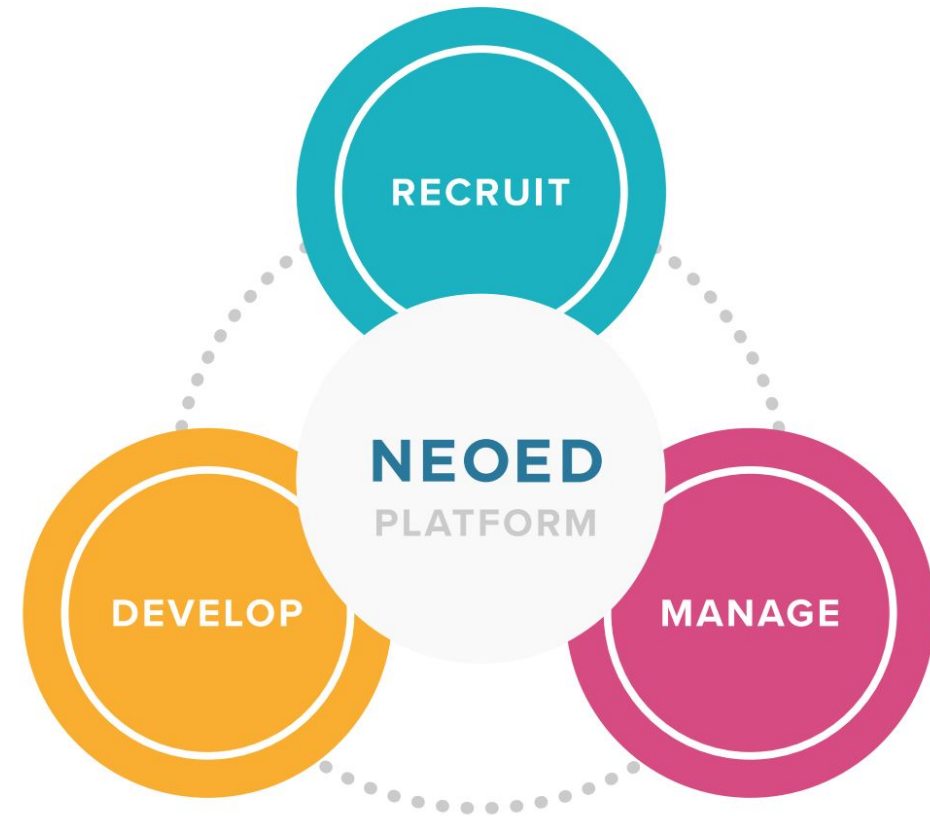
POLL QUESTION

What department/division are you part of?

- A. Human Resources
- B. Faculty/Academic Affairs
- C. Diversity Office
- D. Business Manager/School District Administration
- E. Other

BUILT for the UNIQUE CHALLENGES OF HR

Empowers education HR teams to streamline & support a hybrid workforce while fostering collaboration across campuses and school communities.



Speed of Change

A woman with her hair pulled back, wearing a dark blue fabric face mask, is shown in profile, looking towards the right. She is wearing a grey and white plaid blazer. The background is a blurred office environment with another person working at a desk.

POLL QUESTION

Which of these is your greatest hiring challenge?

- A. Staffing absences or lack of qualified applicants
- B. Lack of diversity in applicant pools
- C. Navigating hybrid search processes
- D. Managing remote onboarding & offboarding
- E. Other

“ Before NEOED, we were using spreadsheets and manual processes to handle most of our HR processes. Now, we have everything in one system. It’s made us a far more effective HR department.”

VICKIE HEDGES, HR DIRECTOR, CLACKAMAS
COMMUNITY COLLEGE



An additional

\$15,000,000,000

a week

during the first 3 months of the pandemic

Key Need

Creating
efficiencies in
hiring and
onboarding



EMPOWER SEARCH TEAMS

*Best Practice Features to
Recruit, Collaborate & Automate*

SEARCH COMMITTEES - YOUR TERMS, THEIR ACCESS

Designate lead for searches (full access to all scores) + set committee member access + control viewing personal info

Create Requisition

Cancel Save & Close Save & Continue to Next Step

1. CREATE 2. APPROVALS 3. ATTACHMENTS

Requisition Details

* required fields are marked with asterisk

Requisition # 2021_ADJ	Department/Division * Academic Affairs
Class Spec (Job Description) * Adjunct Faculty - University Pool (POO...	Working Title
Desired Start Date MM/DD/YYYY	Hiring Manager * Sydney Shearer Find a hiring manager
Hiring Team Lead Beth Fleek	Hiring Team Member Amelia Turner Elizabeth Mulvihill Provost Allshouse Find a Hiring Team Member
Job Type	List Type
Position Adjunct Faculty (201841103) Find a position	Number of Vacancies 0

RATING MATRIX - NO PAPER, ALL HANDS IN

NEO GOV OHC OHC

Dashboard Jobs

← Back to Requisition Detail

RATING
Harrison Jane , (PersonID: 5398152)

Committee Review [Hide Comments](#)

AVERAGE SCORE ★★★★★ 4.25 **Pass**

	Mike Parker 11/20/2020 Send back to rater	Casey Akers 11/20/2020 ★★★★★ 4.00 avg Proceed to on campus interview Send back to rater	Henry Jackson 11/20/2020 ★★★★★ 4.50 avg Strong candidate Send back to rater	Katreena Madigan Send back to rater	Overall Score
Education	★★★★★ N/A	★★★★★ 4 Doctoral degree in field	★★★★★ 5	★★★★★ N/A	4.50
Experience	★★★★★ N/A	★★★★★ 4 3 years of experience	★★★★★ 4	★★★★★ N/A	4.00

Best practice for multiple raters/scorers/interview teams

Score each candidate separately on committee or **school defined criteria**

Reduce committee/rater bias by restricting visibility of other raters scores & of candidate “PII”

STREAMLINE DISTRIBUTION

*Best Practice features to
Send, Track, Sign*

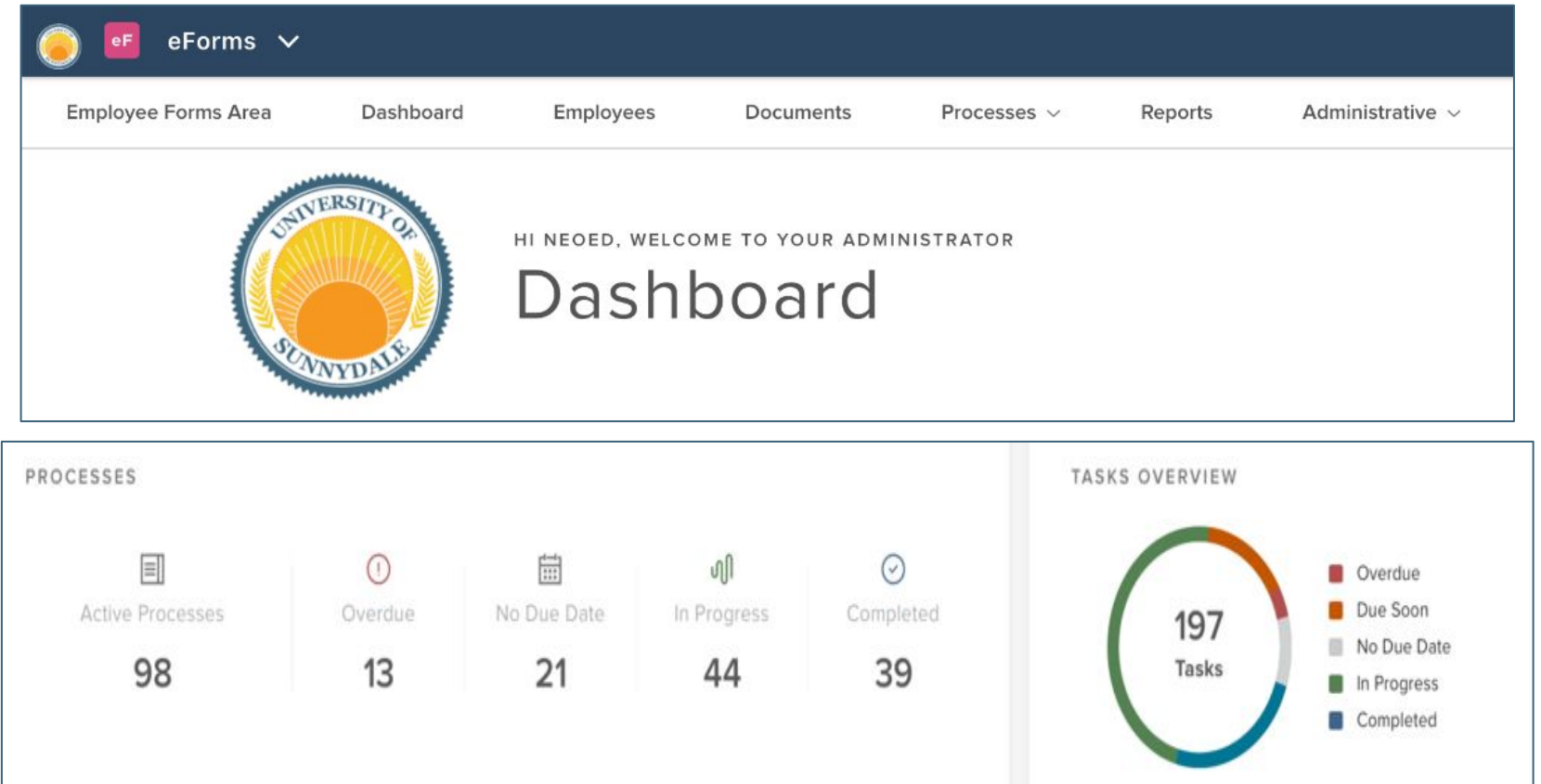
CONTRACTS

- Create & send out new or revised contracts in bulk or ad hoc edits for workload changes, + your own design for routing & approvals

The screenshot displays the NEOGOV eForms interface for Bulk Contract Renewal. The top navigation bar includes 'NEOGOV eF eForms' and a menu with options: 'Employee Portal', 'Dashboard', 'Employees', 'Documents', 'Processes', 'Reports', 'Administrative', and 'Bulk Progress'. The main heading is 'Bulk Contract Renewal'. The interface is divided into two main sections: 'STEP 1' and 'STEP 2'. 'STEP 1' is titled 'MULTI-CONTRIBUTOR FORM' and contains two tasks: 'Sign Faculty Contract' for a 'Manager' (6 days to complete) and 'Sign Faculty Contract' for an 'Employee' (7 days to complete). Below these tasks is a '+ Add Contributor Task' button. 'STEP 2' is titled 'REVIEW PROCESS' and contains a task: 'Review Contract Form' for 'HR Admin' (2 days to complete). The steps are connected by a vertical line with '+' symbols, indicating a sequential process.

CONTRACTS

- HR Admin or Dept. Admin dashboard to track & report on where & who the document stands



CONTRACTS

Your design of forms/contracts + routing + collection of electronic approvals/signatures



Faculty Contract

Employee

Jane Rodgers

In accordance with provisions Council for Community and Technical College for Education Title 135 Procedure for Professional Responsibility, Promotion, and Tenure, and Board of Governors institutional policy you are off

Full Name

Jane Rodgers

Position

Adjunct Faculty

Department

Academic Affairs

AY

20-21

Term

Spring

Salary

- Your specific assignments will be determined by the President or a designated representative.
- Any conditions which are part of the appointment are attached to this agreement and made a part hereof only if they are signed by the faculty member and the institution's President. This Faculty Appointment is contingent upon adequate funding.
- In addition to faculty duties listed in the Faculty Handbook, faculty are expected to:
 - Participate in Orientation, Assessment, Student Registration & Campus Visitation Events
 - Attend Professional Development weeks
 - Attend Graduation (Regalia is required)
 - Complete and Submit Annual Faculty Evaluation on time
 - Maintain course gradebook and template syllabus in Blackboard
 - Complete assessment of all courses and submit to assistant dean or academic dean promptly at the end of each academic semester

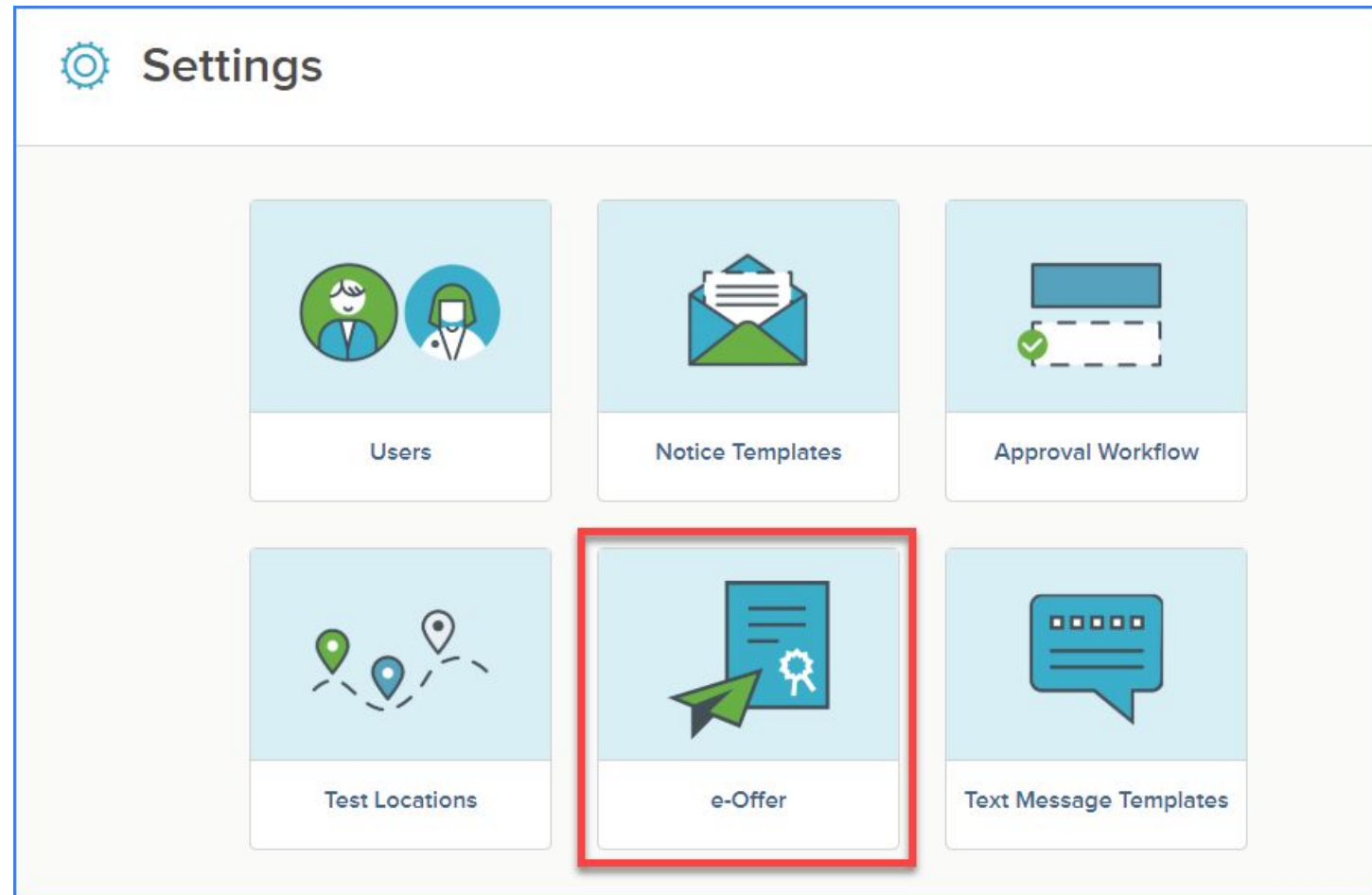
ACCEPTANCE OF THIS APPOINTMENT IS SIGNIFIED BY SIGNING, AND DATING BELOW, THE ORIGINAL OF THIS FORM WHICH MUST BE RECEIVED AT THE OFFICE OF THE PRESIDENT WITHIN 15 DAYS FROM THE DATE WHICH APPEARS BELOW THE PRESIDENT'S SIGNATURE

Dean Signature

Faculty Signature

- This appointment is for the period and purpose specified.
- No other interest or right is obtained by virtue of this appointment.
- This appointment is subject to approval of your institution's Expenditure Schedule by the Council for Community and Technical College Education and the Department of Finance and Administration before the appointment is binding.
- Your employment is subject to the fulfillment of your position responsibilities during the life of this appointment, consistent with the provisions of the Council for Community and Technical College Education Policy Statement.

DESIGN e-OFFER LETTER TEMPLATES by ROLE



SEND, TRACK & SIGN e-OFFERS

NEOGOV OHC

Send e-Offer

Offer Details

Bob Janner (Person ID : 5399348)

Offer Information Approvals History

Offer Information

Offer Date 01/23/2022	Offer Response Date N/A	Expected Start Date 01/25/2022
Offer Amount \$50,000.00	Frequency Annually	Bonus Amount N/A
Hire above the minimum?	NEOED-Academic Term	

Offers ①

8 All	4 In Progress	2 Offer Approved	0 Accepted	0 Rejected	2 <u>Answer Pending</u>
----------	------------------	---------------------	---------------	---------------	----------------------------

Bulk Actions ☰ 🔍

☐	Employee...	Status	Person ID	Req. #	Req. Title	Departm...	Position Code	Offer Type	Approval	Offer Date	Actions
<input type="checkbox"/>	Anderson, M...	Answer Pendi	5395896	00009				E-Offer	✓ Complete	10/14/21	👁
<input type="checkbox"/>	Perman, Rac...	Answer Pendi	5400534	00004				E-Offer	✓ Complete	10/14/21	👁



Send e-Offer

Fields marked with an asterisk (*) are required

Signature *

Please sign your name below Clear

Bob Janner

Rachel Perman

Auto-Generate
Draw Signature

Cancel
Save

POLL QUESTION

What is your biggest obstacle to moving your contracts/offers to fully paperless process?

- A. Lack of any technology to automate
- B. Multiple systems to create, send and track contracts/offers
- C. Time to train department users on electronic documents
- D. Complexity of set up for our HR team

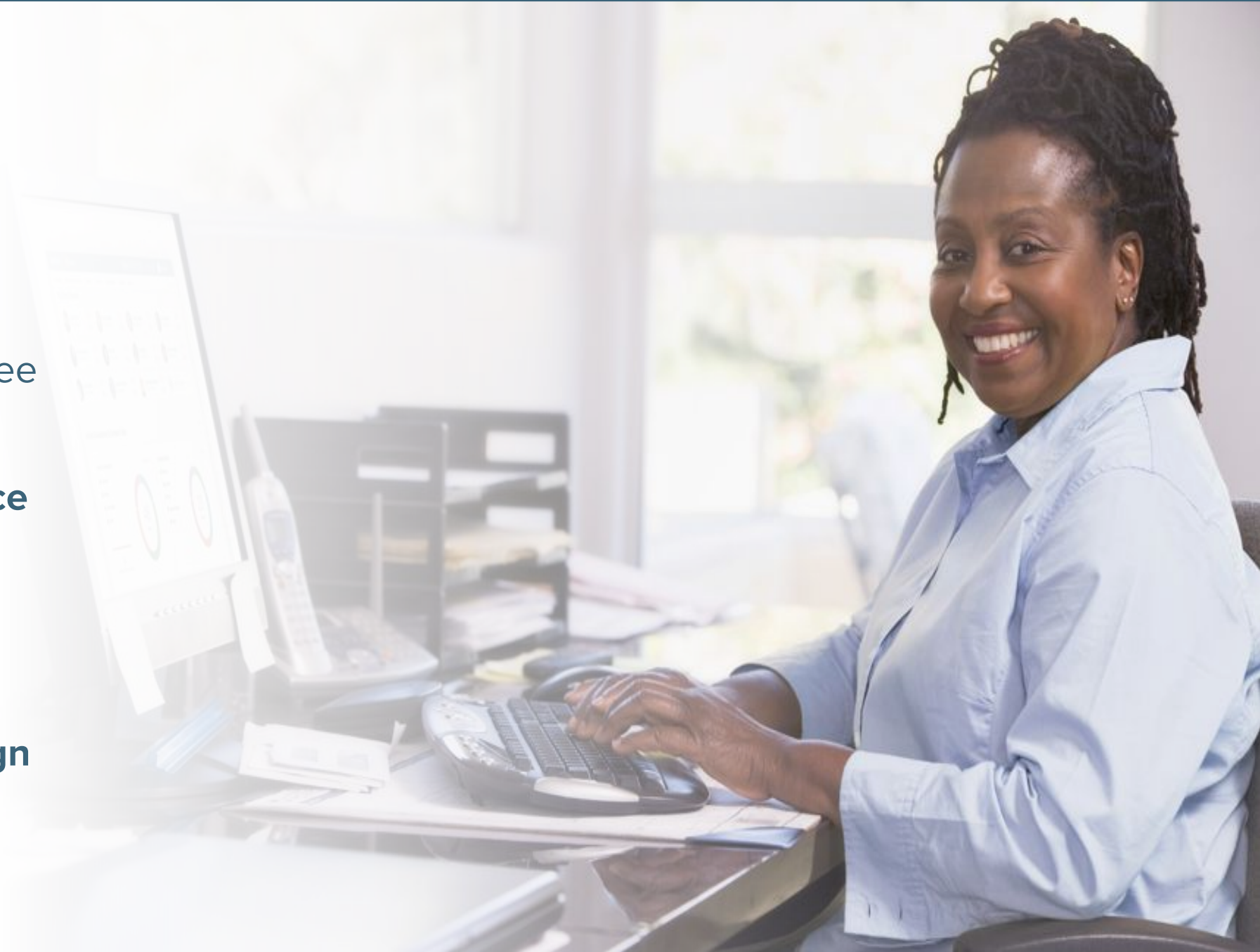
ACTION ITEMS

1

Check with your ATS to see if tools are available to **move rating sheets to a collaborative online space**

2

Identify which parts of contract or offer **send, sign and track are not fully automated & paperless**



Key Need

Eliminate bias,
diversify school
community through
recruitment



73%

**ready to invest
in DEI tools**

SUPPORT SCHOOL DIVERSITY

*Best Practice features to
reduce bias & risk
& lead the reporting pack*



RECRUIT

MINIMIZE BIAS

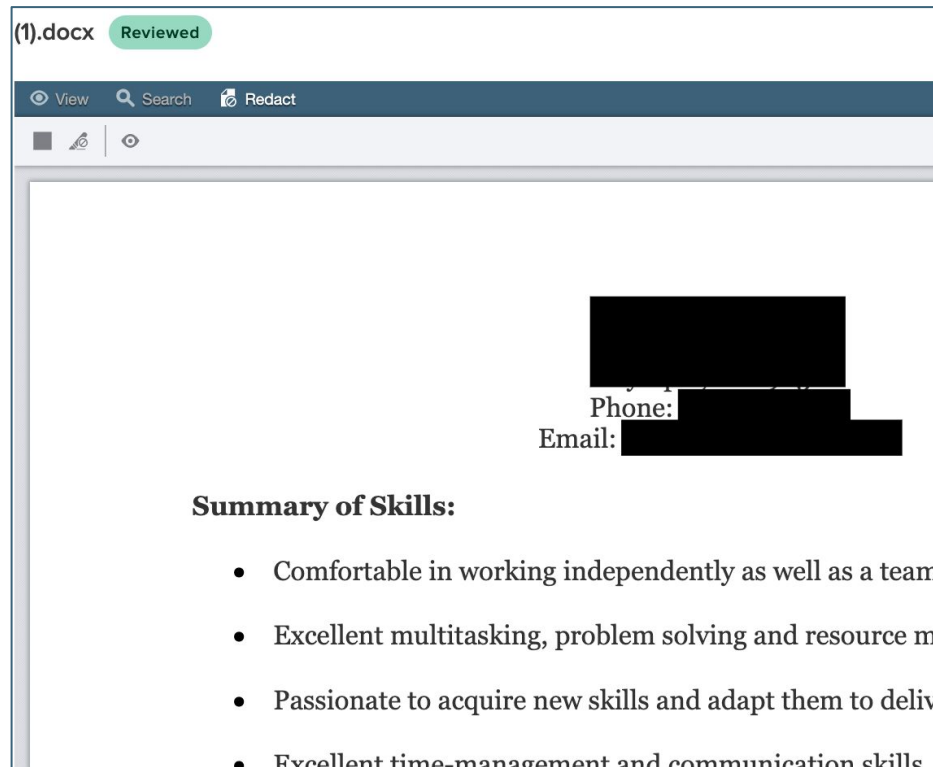
Attachment Redaction

- Redact personal information on attachments
- Redact educational information (school name/dates)
- Redact personal information on responses from eReference

Request to view Personal Information to contact applicant

- Control when Department (OHC) users have access to view Personally Identifiable Information (PII)
- Allow Department (OHC) users to request to view PII

ATTACHMENT REDACTION - Insight User



workstations, HP workstations

- Windows operating systems (all variants), UNIX, Macintosh, Android, Bada
- CRM, ERP, Track IT, Corp Support
- Knowledge of various switches, gauntlets, routers, firewalls etc.

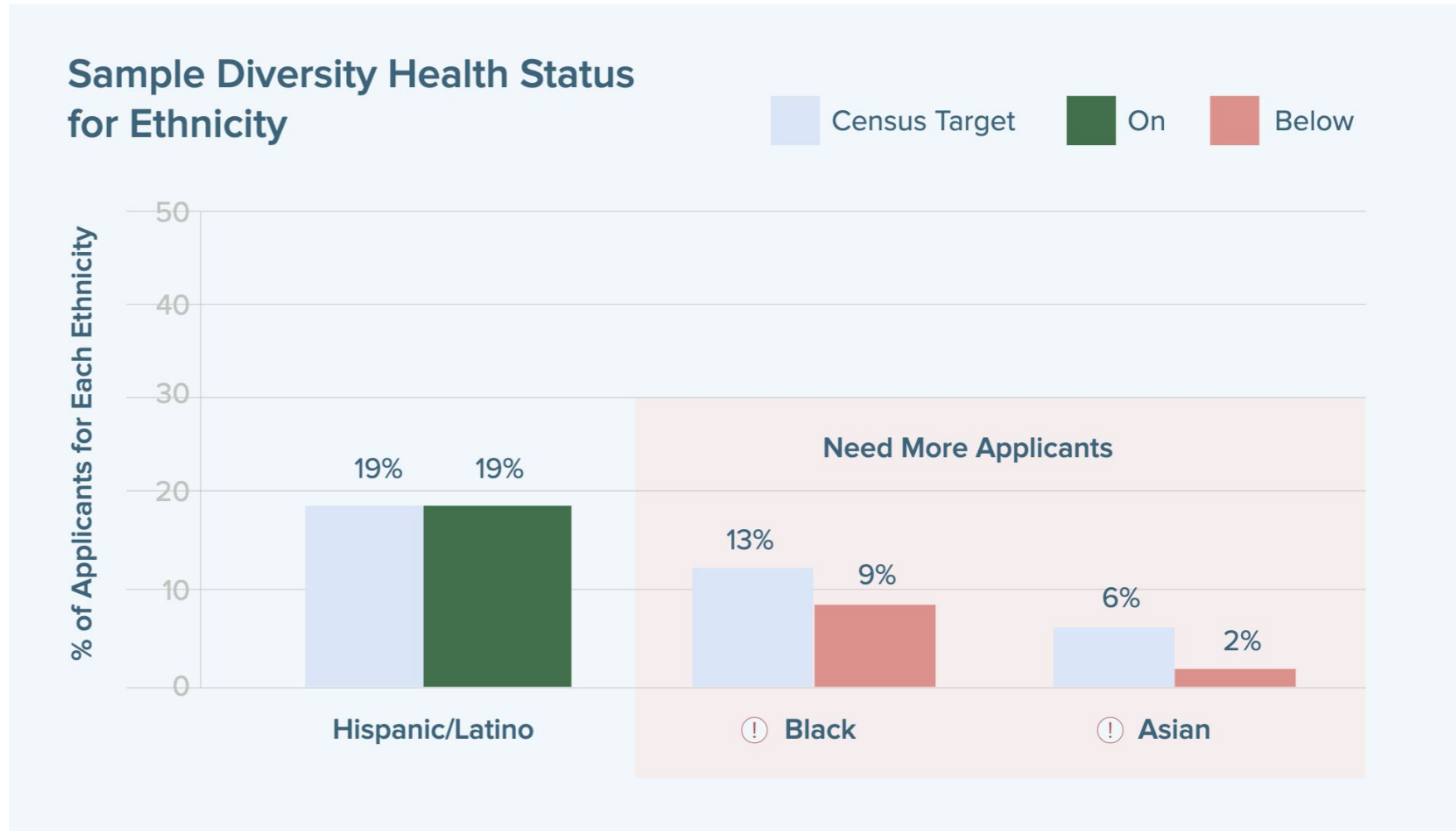
Languages:

- Spanish

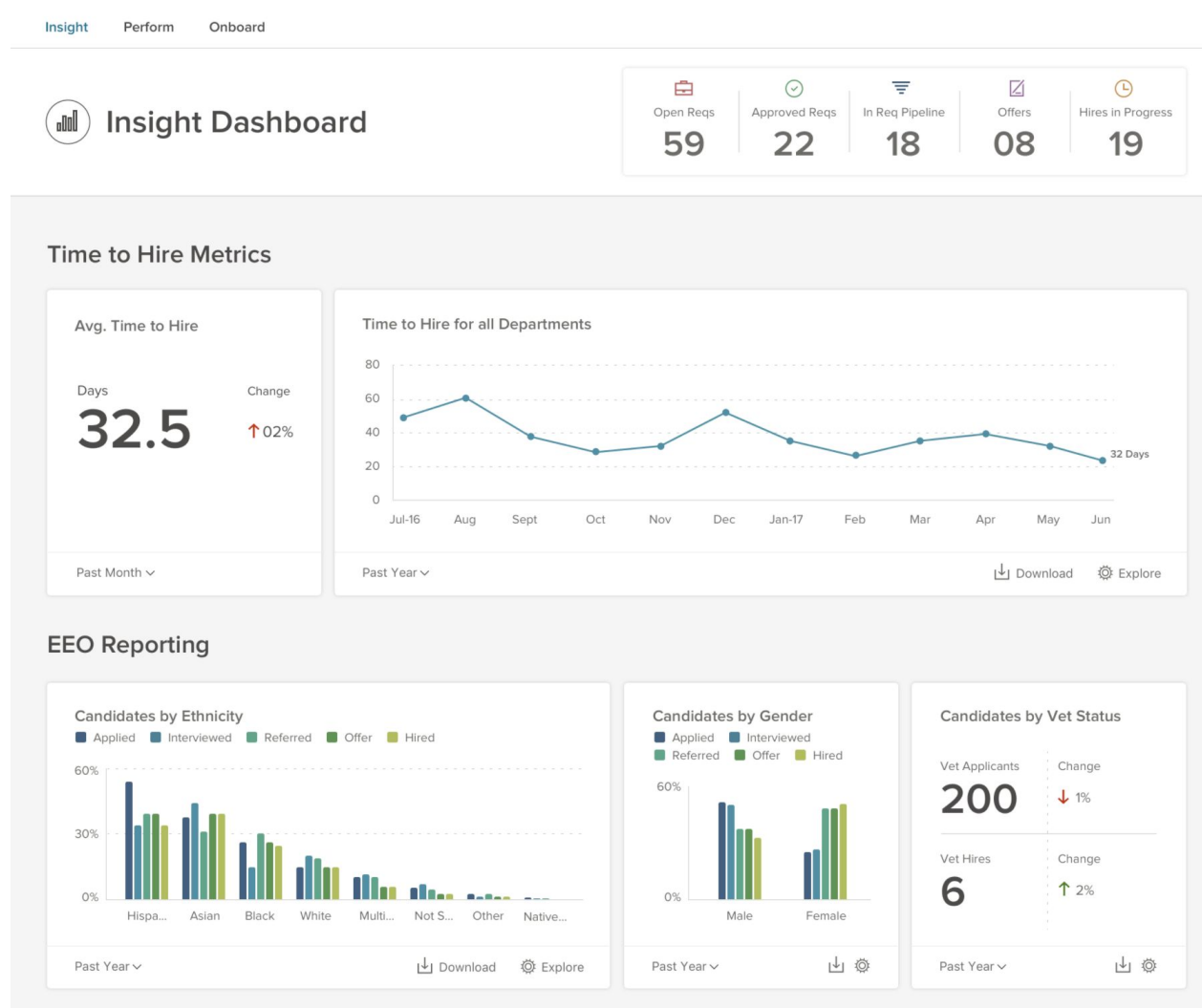
Education:

Bachelor of Science in Information Technology
Theresa University, Theresa, WI
[REDACTED]

DIVERSITY METRICS



TOOLS TO SUPPORT THE WHOLE CAMPUS



Only **37%**
of respondents
were currently using tech
tools to actively support or
monitor DEI in recruitment

48% of respondents
don't know whether or not
their current system is
compliant for accessibility

ACTION ITEMS

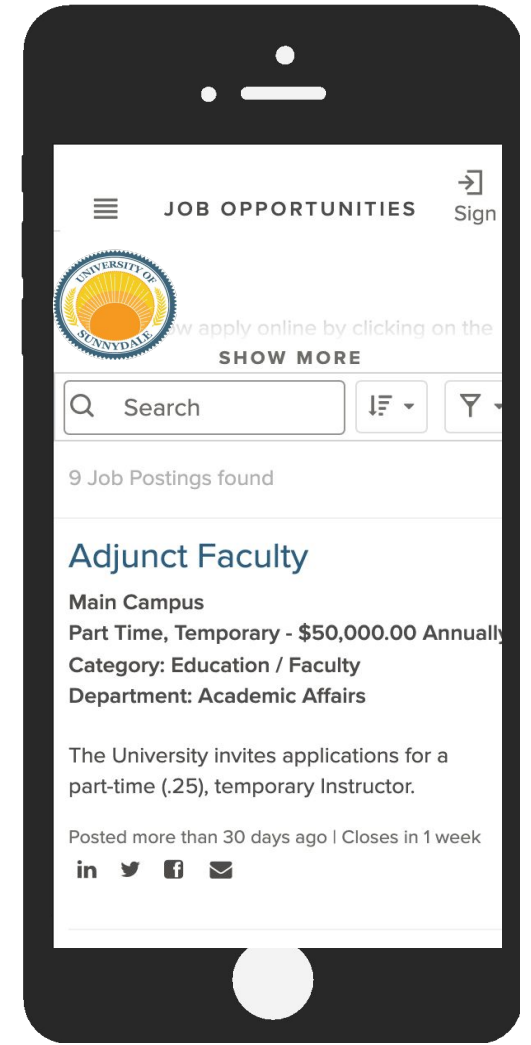
- 1 Find out if you have **tools to support bias reduction**
- 2 Determine if reporting **tools allow for visibility & candidate action** from a central space



GREAT RESIGNATION

Tips & Tricks to attract the best applicants

When was the last time you applied for a job at your school using your mobile device?



POP QUIZ / HOMEWORK



What is the applicant experience for a job with your school?

- Mobile-friendly website?
- How easy is it to find open opportunities?
- How long does it take to complete and submit an application (paper or digital)?

80% mobile applicants

Search & Apply

20 minutes max

to complete an application

Only 8% of HR teams

Find their recruiting software easy to use
& configure



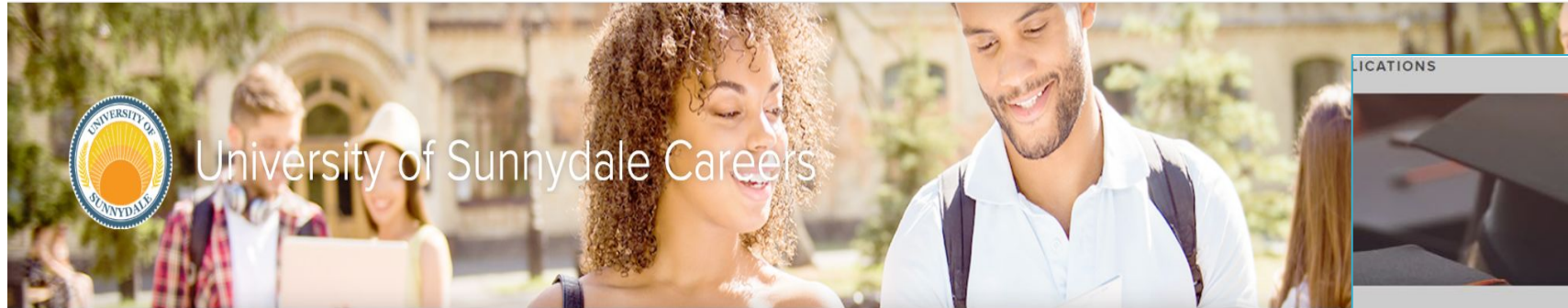
With NEOED, we can put out an attractive front-facing portal to applicants that we can customize and make changes to on the fly if we need to."

TRAVIS ROSENBERG, DIXIE STATE UNIVERSITY

TOOLS TO SUPPORT THE WHOLE CAMPUS

Menu >

UNIVERSITY OF SUNNYDALE CAREERS



University of Sunnydale Careers

Welcome to University of Sunnydale Career Site.

To review the job posting details, click on the job title of the position for which you are interested. To apply for the position, click on the "Apply" button on your screen.

New Users: If you are a new user, you will need to create a new account. Please click on the "Create an Account" link.

Existing Users: If you already have a www.governmentjobs.com account, please use your existing Username and Password. If you need to retrieve your User ID or your password, please use the links below the "Sign In" button.

APPLICATIONS
1 Submitted

Application Received
[Schedule Appointment](#)

Schedule Appointment
Assistant Professor - Management Dep...

Please choose an appointment location and date/time from the choices below.

Note: All dates and times displayed below are Eastern.

HR Conference Room

123 Main St
Edinburg, Texas 12345

Friday, August 28

08:00 AM	08:35 AM	09:10 AM
09:45 AM	10:20 AM	10:55 AM
11:30 AM	12:30 PM	01:05 PM
01:40 PM	02:15 PM	02:50 PM
03:25 PM	04:00 PM	

Saturday, August 29

08:00 AM	08:35 AM	09:10 AM
----------	----------	----------

Confirm Appointment

Creating E-Reference Questionnaires

The image displays two overlapping screenshots of the NEOED questionnaire builder interface for a 'Faculty Reference Questionnaire'.

Left Screenshot (Questionnaire Details):

- Header: < Back to Questionnaire
- Title: Faculty Reference Questionnaire
- Buttons: Preview, Save and Continue, Publish
- Progress: 1. QUESTIONNAIRE DETAILS (selected), 2. QUESTIONNAIRE BUILDER
- Field: Questionnaire Name * (Faculty Reference Questionnaire)
- Field: Expiration Period (OFF ON, 2 Weeks, after reference is sent)

Right Screenshot (Question Builder):

- Header: < Back to Questionnaire
- Title: Faculty Reference Questionnaire
- Buttons: Preview, Publish
- Progress: 1. QUESTIONNAIRE DETAILS, 2. QUESTIONNAIRE BUILDER (selected)
- Panel: ADD QUESTIONS (highlighted with a red box)
 - Single Select
 - Multiple Choice
 - Linear Scale
 - Star Rating
 - Comment Box
 - File Upload
- Question 1: How long have you known this candidate? * (Answer text field)
- Question 2: On a scale for 1-3, with 1 being lowest and 3 being highest, how likely are you to hire this person to teach at your organization? * (Not likely, Likely, Very Likely buttons)

Key Takeaways

- 1 Check to see if tools are available to **move rating sheets to a collaborative online space**
- 2 Identify which parts of contract or offer process (**send, sign & track**) are **not fully automated & paperless**
- 3 Find out if you have **tools to support bias reduction**
- 4 Determine if reporting **tools allow for visibility & candidate action** from a central space
- 5 Take the lead on having your team **'test' your applicant experience**
- 6 Look for components of **reference process for manual/dual entry**

LET'S CONNECT



BETH FLEEK, SPHR, SHRM-SCP

[linkedin.com/in/beth-fleek](https://www.linkedin.com/in/beth-fleek)

bfleek@neogov.net



CUSTOMER SUPPORT

877-204-4442

NEOED

