

What we have accomplished

Student hire process: In April 2009, UAF HR rolled out the new pooled student recruitment process. HR conducted trainings on the new process throughout early spring. This process allows departments to open one student recruitment pool from which they may hire multiple student employees without opening additional job postings. HR eliminated its review of screenings, requests to interview and other process steps that slowed student hires and were not necessary given the low-risk, high volume of these hires across our campus. By July 1, 2009, all departments will be required to use the pooled recruitment unless they have a particularly difficult-to-fill student job for which they wish to advertise and recruit separately. HR reminds departments to follow legal hiring practices by appropriately screening and interviewing applicants based on relevant job-related criteria. In the event a hiring situation is challenged by an unsuccessful applicant, HR will rely on the department's hiring information to defend the hiring decisions. Department information on the student pool process can be found at <http://www.uaf.edu/uafhr/PPA/Student%20Recruitment%20Process.pdf>.

For additional information on good hiring practices in general, refer to the HR website for additional information, or call UAF HR at 474-7700.

Other HR news: UAF Human Resources will hold a Position Description (PD) Open Forum Session, June 17, 2009 at 10:00 a.m. in the Library Media Classroom. This forum is intended to be a question and answer session, open dialog about classification and the process used to classify staff positions on campus. If you would like to attend this session, please use the HR & PPA trainings registration form: <http://www.uaf.edu/uafhr/training/index.html> to register. Class size is limited due to room constraints, but HR will hold future forums if demand warrants.

Future Projects

As part of our commitment to review and streamline processes, HR will next begin formalizing a pooled process for adjunct recruitments by fall semester, 2009.