

Strategic Hiring

Identifying the Positions ASU Needs and
the People You Need In Them

Presented by:
Human Resources

Housekeeping

- Restrooms
- Cell Phones
- Sign In
- Handouts

Discussion Points

- Introduce the Strategic Hiring Process
- Assessing Staffing Needs
- Identify Essential Tasks
- Explain the Process for Developing the Job Description

STRATEGIC HIRING PROCESS

Strategic Hiring: The Process

- Effective May 1, 2018
- Specific to Albany State University
- Establishes a strategic and fiscally responsible policy for the recruitment and appointment of staff and faculty
- Only positions that serve the strategic needs of the institution will be filled
- All positions will be reviewed by the Strategic Hiring Team prior to engaging the hiring process

Strategic Hiring Process: Approval

- Approval to fill vacant positions based on consideration of Strategic Hiring Team's review of the information provided with the strategic hiring proposal
- Vacant positions must meet specified criteria in order to be referred for consideration
- Requestor must provide documentation attesting to need

Strategic Hiring Process: Criteria to be Evaluated

- Satisfies priorities for University System of Georgia
- Essential to supporting the Institution's mission
- Addresses key University strategic initiative
- Funding availability
- Required to meet accreditation standards
- Required to meet regulatory compliance standards
- Required to meet contractual or other legal obligations under an academic affiliation or research agreement or similar arrangement
- Required to meet an academic teaching need for an approved course or program of instruction
- Addresses the health or safety needs of the University community

ASSESSING STAFFING NEEDS

Assessing Staffing Needs

- Is the Position Crucial to ASU's mission?
- How long has the position been vacant?
- What happens if the position is not filled?
- What will the department accomplish with the position?
- Distinguish between Needs and Wants

Identify Essential Tasks to Determine Need

- Review the position description
- Talk to individuals in a similar or the same position
- Identify most important competencies/tasks for the position
- Review the history of turnover and future expectations

Placing the Right Person in the Position

- Use the past as a roadmap
 - Analyze metrics prior to advertising
 - Turnover reasons
 - Tenure of hires
 - Source of hires and the leaders who managed them
 - Data may help identify internal factors and/or external influences that need to be addressed
 - Not doing so could result in a cycle of bad hiring decisions, to include strategically planning a position you do not need

Getting What You Want

WRITING THE JOB DESCRIPTION

Job Descriptions

Well Written

- Clearly communicates objectives and responsibilities
- Practical
- Encourages productivity
- Dynamic and functional

Poorly Written

- Does not reflect the nature and purpose of the work
- Leaves the employee confused about what to do
- Inflexible
- Recipe for poor performance

Writing the Job Description

- Describe the major areas of the position
- Begin with careful analysis of the important facts about the job
 - Purpose and responsibilities of the job
 - Individual tasks involved
 - Methods used to complete the tasks
- Provide flexibility in the language
 - Encourages the employee to grow within the role
 - Allows the employee to make greater contributions to the organization

Job Description Components

- Title
- Objective or Overall Purpose Statement
- List of Duties or Tasks
- Relationships and Roles
- Requirements, Standards, and Specifications
 - Knowledge, Skills, and Abilities
- Equipment to be used
- Location
- Non-Essential Functions

Making the Right Choice

**COMING SOON.....SELECTING THE
BEST CANDIDATE**

Tools for Selecting the Right Candidate

- Recruiting
- Interviewing
- Search Teams
- Reference Checks
- And much more.....

Any Questions?



Conclusion

- ASU's Strategic Hiring Process aims to ensure we make the right decisions for the institution as a whole
- Job descriptions help leaders define what work needs to be completed
- Design and search with a strategy

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