



# HIRING IN A "POST"-PANDEMIC WORLD



# HELLO!

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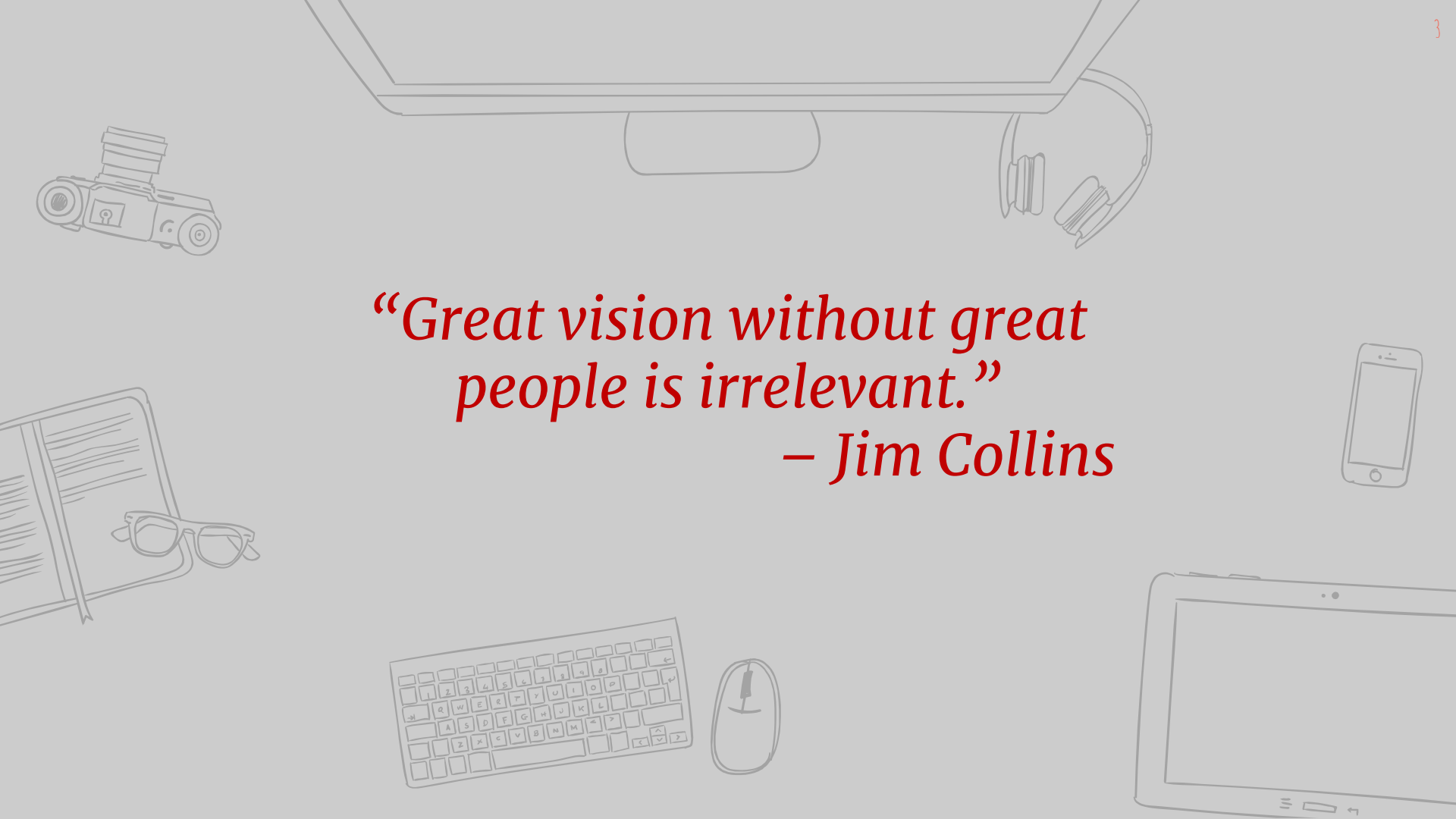
Welcome to the last presentation of the day!



Email or teams msg us:  
@sbstarr and @tspiper

*“Great vision without great  
people is irrelevant.”*

*– Jim Collins*





# THE CHALLENGES

What has changed? What is the same?



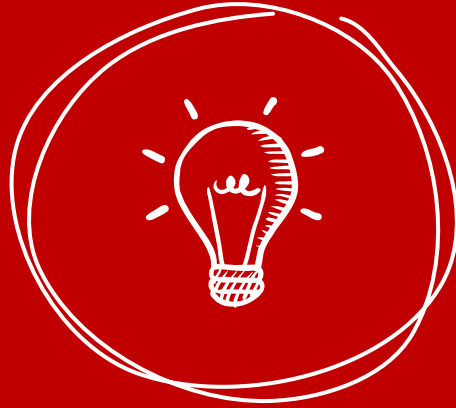
## What do job seekers & current employees expect?

- ✗ Flexible/remote work options
- ✗ Salary reflective of current market & economic conditions
- ✗ Commitment to diversity & equity



## What do job seekers & current employees expect?

- ✗ Formalized plans for career advancement
- ✗ Support for professional development opportunities
- ✗ Culture that prioritizes work-life balance



# HOW DO WE STAND OUT?

What can we do to bring attention to our job postings and to ISU as an employer?



# THE REALITIES

## Out of our control...

- ❑ State University Civil Service system
- ❑ Classification specifications
- ❑ Exempt vs. Nonexempt (FLSA reviews)

## What we can do...

- ❑ Highlight the great benefits at the University
- ❑ Write a clear, concise and informative job description
- ❑ Know what we want in a candidate!



FIRST THINGS FIRST...  
**the job description.**



# HOW TO WRITE A BETTER JOB DESCRIPTION:

1.

When you have a vacancy, take time and gather input on the true needs of the replacement position

(i.e. don't copy/paste from previous incumbent)

2.

Recognize when you're limiting your own candidate pool with the required qualifications

3.

List perks of the job beyond the benefits package to differentiate from other external openings.

4.

Take extra care and time to write an inclusive job description

## Be careful with qualifications (how to widen your candidate pool)

- ✗ Eliminate any requirements that are not essential to the job function.
- ✗ Don't ask for experience with a specific software or tool if the hire can easily be trained on it.
- ✗ Generalize areas where transferrable skills would be acceptable.
- ✗ Keep them short. An exhaustive list may keep applicants at bay.
- ✗ Clearly outline which of the qualifications are required (must haves) and preferred (nice to haves).

# List benefits of the job (Set ourselves apart from the competition)

- ✗ List the compensation
  - Hourly or salary range
- ✗ 37.5 vs 40 hours
  - It's really 35!
- ✗ Benefit Time
- ✗ Paid Holiday/Admin Closures
- ✗ Thanksgiving/Winter Break
- ✗ Work from home
- ✗ Flexible Schedules
- ✗ Training and Certifications
- ✗ Tuition Waivers
  - Self
  - Eligible Dependents
- ✗ Benefits Packages:
  - Health, dental, vision, and life insurance
  - Retirement and supplemental retirement
- ✗ What does your area provide?

# HOW TO WRITE AN INCLUSIVE JOB DESCRIPTION



Be thoughtful and intentional about acknowledging and countering unconscious bias



Use gender-neutral and inclusive language



Emphasize the University's commitment to diversity, equity and inclusion

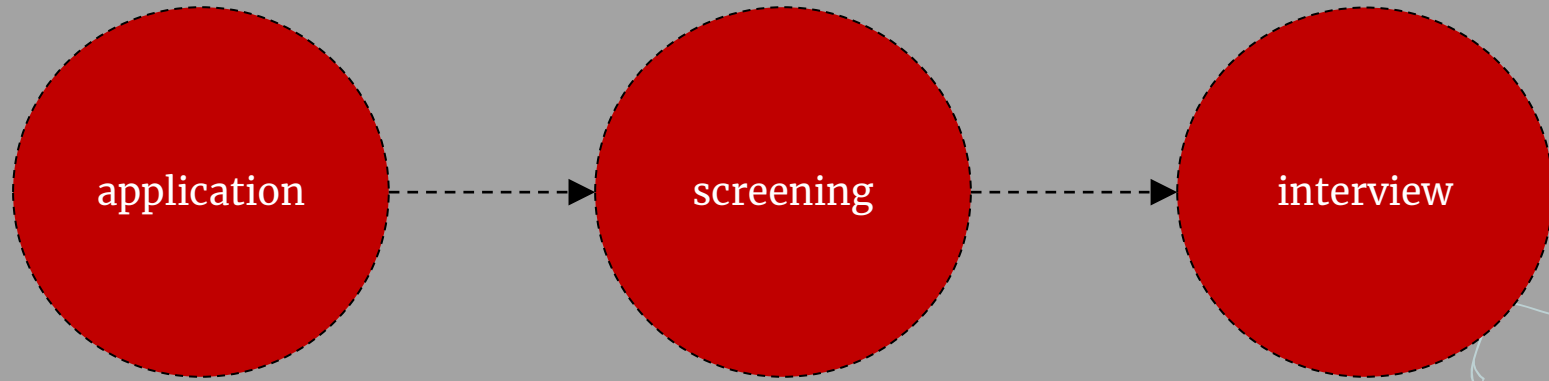


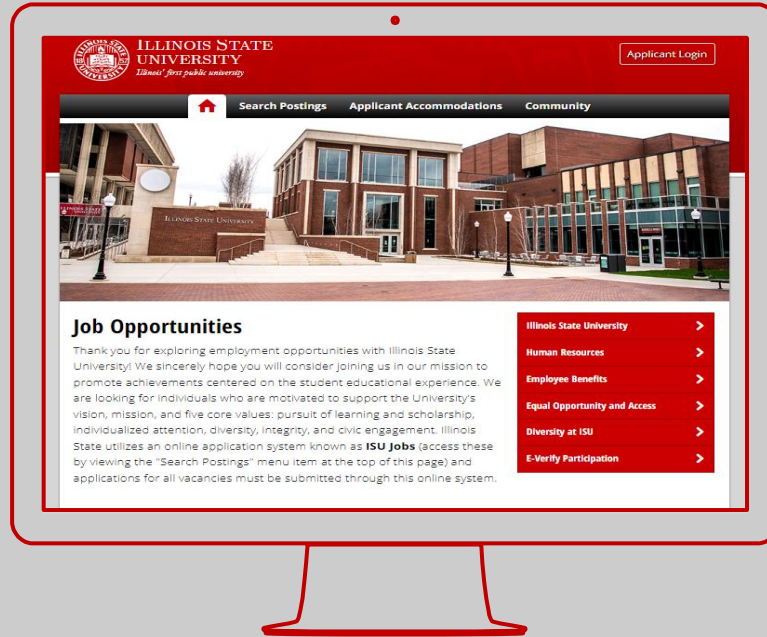
Highlight access, accommodations, and flexibility to let differently abled and neurodiverse applicants know that your workplace values them



Avoid terms like “youthful”, “dynamic” or “mature,” this implies that only a particular age is preferred and may deter anyone outside of those parameters from applying

# LET'S REVIEW THE SEARCH PROCESS:





## THE ISU JOB SITE

To work at the University, one must apply on the ISU job site.

This *\*may be\** their first introduction to the University!

# HOW CAN WE MAKE THE PROCESS SMOOTHER & SIMPLER?

Keep the process moving!

Reduce or eliminate posting questions

Use a survey or email interview for the 1<sup>st</sup> round screening

Stay in contact with applicants

Post the salary



# INTERVIEWING

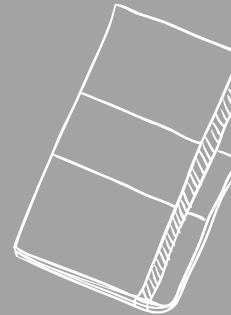






- ❑ Consider trying out your questions with existing staff
- ❑ Utilize exercises or activities during the interview process
- ❑ Ask everyone the same questions!

# Interview Questions

- ❑ If you can predict the answer, it may not be worth asking.
  - What is good customer service?
  - What is your biggest weakness?
  
- ❑ Questions should be relevant to the position.
  - Scenarios help confirm experience and desired outcomes.
  - Follow-ups - same scenario, different details.
  
- ❑ What questions do you like to ask?

# Types of Interviews

- ✗ Email interview/survey tool
- ✗ Phone interview
- ✗ Panel interview



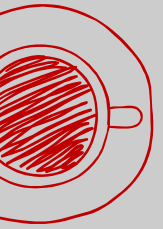
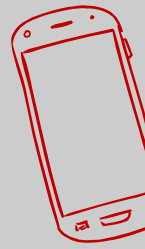
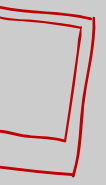
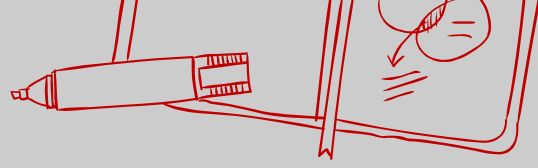
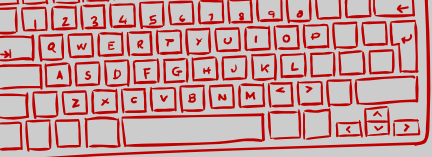
# 47

positions hired since March 2020  
in Tech Solutions.



GO REDBIRDS!

<https://jobs.illinoisstate.edu/community/>





# THANKS!

## Any questions?

You can find us:  
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