



Webinar: Introduction to Hiring
Date: March 8, 10 a.m.
Guest Speakers: Stacy Hatten, HR Talent Acquisition Manager

WEBINAR SUMMARY

Two main categories for hiring:

	Taleo	Non-Taleo
Types of Employees	Staff and VTS	Faculty and Students
Systems Used	Taleo and HCM	HCM
Initiator	HR Specialist or Line Manager	HR Specialist or Line Manager

Reimplementation of Taleo:

- **How Taleo is changing:**
 - Streamlined, more aesthetic appearance
 - New design and workflow for recruiters and streamlined candidate workflow
 - Strategy session built into the requisition
 - Online application updated to eliminate redundancies and unnecessary questions
- **Improvements from today's Interface:**
 - Candidate information sent directly to HCM to create "Pending Worker"
 - Improved launch page for Hiring Managers to include *task pane**
 - Onboarding*:
 - Onboarding launched at the same time as the background check; *orientation scheduling** follows
 - Candidates will complete onboarding paperwork, such as the new employee information form and emergency contact form, electronically
 - Internal transfer information will be sent from Taleo to HCM, no more turnaround PAFs
 - ePAF goes away– no more paper!
- **Improvements to today's processes:**
 - No need to enter labor distribution for regular positions
 - Manager will be asked to verify start date and salary before the worker is converted to a new hire
 - *Collaborator functionality** will exist
- **Vanderbilt Temporary Service (VTS):**
 - VTS employee assignments will be entered into HCM by the HR VTS team and will include start/end dates, labor distribution and the HR line manager
 - VTS employees will enter time into the Oracle timekeeping system; approved by the departmental manager
 - Paper forms for VTS employee timekeeping will be eliminated
 - VTS employees will follow same time-entry methods as all Vanderbilt non-exempt employees

*For screenshots of these items, please see the [webinar recording](#).

ACTION ITEMS

- SkyVU Town Hall: **Tuesday, April 4th at 3 p.m. in the Student Life Center Ballroom**
 - In lieu of April 5th webinar, please attend and bring colleagues to Town Hall
- Share the webinar content and [Cloud 101 video](#) with your colleagues.

Our **next webinar** is Mar. 22 at 10 a.m.