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:

<table>
<thead>
<tr>
<th></th>
<th>Taleo</th>
<th>Non-Taleo</th>
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</thead>
<tbody>
<tr>
<td>Types of Employees</td>
<td>Staff and VTS</td>
<td>Faculty and Students</td>
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<td>Systems Used</td>
<td>Taleo and HCM</td>
<td>HCM</td>
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<tr>
<td>Initiator</td>
<td>HR Specialist or Line Manager</td>
<td>HR Specialist or Line Manager</td>
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</tbody>
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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.