EO Coordinator Update Meeting

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Agenda

° Reference letters – benefits and pitfalls
° Communicating with applicants
° Visa sponsorship
° Removing committee member access to finalized postings
° Hiring authorities as Applicant Managers
° New salary range requirements
° New resources
Reference letters

◦ Can be helpful to request in the system
  • Automation at a specific stage
  • TMS requests and stores the letters instead of the applicant or committee
  • TMS updates applicant workflow state for complete applications

◦ Committee should decide at the beginning of the process if, when, and how many reference letters will be requested
  • Challenges if committee changes their mind

◦ Handout for specific scenarios

◦ Reach out to OEO for specific questions
Communicating with Applicants

- Search chair should correspond with applicants
- Keeping applicants informed
- What to say when applicants reach out
- Regret letters and when to send them
  * Handout
Visa Sponsorship

- Visa sponsorship language in posting
  - “The successful candidate must be legally authorized to work in the United States by the proposed start date of (list proposed start date). (List department) will not sponsor a visa for this position.”
  - Disqualifying supplemental question

- If departments want to sponsor a visa, sample language during a semifinalist interview, “You may have noticed the language in the position announcement indicating the successful candidate must be legally authorized to work in the United States. Know that the (department) is willing to sponsor a successful applicant to obtain the required visa.”
  - Must be shared with all candidates at that stage
  - Cannot ask if person has a visa
Removing Committee Member Access to Finalized Postings

◦ OEO is moving in the direction of removing access to committee members once a search has been finalized

◦ Equal Opportunity Coordinator, Hiring Authority and Applicant Manager still have access
Reminders

◦ Hiring authorities (actual) cannot be Applicant Managers in the TMS
  ◦ e.g. department or unit head
  ◦ Exception – accelerated searches, open pools
◦ Alternative Appointment Requests (AARs) are only to be used in extraordinary circumstances
Things to Note

◦ New Equal Pay for Equal Work Act – January 2021
  • Salary ranges will be required for all postings
  • Previous salary cannot be requested

◦ New Resources
  • Updated search manual
  • Sample rating sheets
  • Sample regret letters
  • Sample interview questions
  • Charge meeting checklist

  • Infrequent user guide
  • Introductory video
  • Tips and tricks
What have your experiences been this past year?