

HR Partner Meeting Highlights January 25, 2017

Meeting Agenda

- MyTrack Updates –Nancy Nieraeth, Director, Talent Acquisition
Jenna Rakes, Senior Recruiter, Talent Acquisition
- Featured Presentation:
Disability in the Workplace: The Obligation to Accommodate as an Opportunity to Promote Diversity, Equity and Inclusion

Presenter: Martin Stanberry, Equal Opportunity Specialist

Announcement – Bill Brady, AVP/Director Employee and Labor Relations

Three finalists for the Associate Director position in Employee and Labor Relations are coming to campus on February 6th, 8th, and 10th. HR will be sending out an invitation to HR Partners to meet with these finalists. Look for an email from Judy Gates inviting you attend these three meetings.

MyTrack Updates – Nancy Nieraeth, Director, Talent Acquisition

- Ryan McBride has formally moved to Talent Acquisition as a Senior HR Generalist.
- The HR Generalist search for our open position is in process -evaluations of candidates is in-process.
- MyTrack Work Happening Now
 1. OA Position Description Project
 - a. We are currently entering OA position descriptions into the MyTrack position description library.
 - b. We have identified 1500 OA position numbers.
 - c. 1400 position descriptions have been verified and are ready to be input into MyTrack
 - d. 10% of the 1400 have been entered into MyTrack.
 - e. An email notification will be sent to HR Partners when their department's position description have been entered and approved in MyTrack.
 - f. Goal is to have the PD Library built out to assist with future OA recruitments and the Performance Management module of MyTrack.
 2. MyTrack Check-ins
 - a. Meeting with Chiefs of Staff and their HR Partners to discuss their experience with the MyTrack system to identify what's working.
 - b. We will also be meeting with Associate Dean and the academic areas.
 - c. We anticipate being able to announce service level timelines in the near future.

3. Two Information Sessions Planned (February and March)

- a. These information sessions are an opportunity to get feedback and get questions answered.
 - b. We will be focusing on the MyTrack topics identified in the December HR Partners meeting.
4. Updated Veteran's Preference
- a. We have updated Veteran's Preference information for search committee and search committee chairs. We focused on condensing the evaluation process and backed up with detailed information.
5. MyTrack Website Resources
- a. Visit [MyTrack: Talent Management System](#) to see all of the available resources online.
 - b. We are trying to respond to more complex questions and building out our online resources.

MyTrack Updates -Webpage – Jenna Rakes, Senior Recruiter, Talent Acquisition

1. [MyTrack Administrative webpage](#) has been reconfigured. We have added more resources with greater accessibility.
 - a. What's New Posts – will be provided regularly to keep you up to date on changes and additions to MyTrack and the support materials.
2. Three Primary Tools for Campus Users
 - a. User Guides - PDFs - modeled after the bubbles in MyTrack
 - b. FAQs - thanks for emailing us your questions b/c we created these FAQ resources based on your emails
 - c. Training Opportunities - more trainings coming in the new year
 - i. In February we are launching Friday labs –
 - ii. Online training - bite size chunks of trainings - 5 minute webinar using Zoom
3. Email MyTrack Help as always with your questions.
4. Please remember there is a UO recruitment process that needs to be followed:
 - a. The resources and guidance for completing recruitment processes at UO are available on the other webpages within Recruitment. Many recruitment requirements and processes are managed within MyTrack, but there are some that are not that are sometimes overlooked.
 - b. Definitely use the MyTrack webpage to assist you, but remember that it is not the exclusive resource to completing recruitment tasks here at UO.
5. The classified process is built out well and we are currently working on the OA and Faculty search processes. If you have questions please let us know.

The featured presentation, Disability in the Workplace: The Obligation to Accommodate as an Opportunity to Promote Diversity, Equity and Inclusion, can be found on the HR Partner webpage under Meeting Highlights and Resources.

Next HR Partner Meeting:
Wednesday, February 1, 2016, 2:00 PM
Location: Knight Library Browsing Room 106