

HR Community of Practice  
March 2, 2022

### Learning and Development Opportunities

[Search Advocate Training](#) multi-day workshop begins March 11th

[Leadership Student Supervision: Supervisory Strategies/HR Policies](#), Tuesday, March 15, 9AM-12PM

[Performance Evaluations-Supervisor Development](#), Wednesday, March 16, 10AM-12PM

[Using LinkedIn Learning-Your Own Professional Development](#), Thursday, March 17, 11AM-11:50AM

[Using LinkedIn Learning for Employee Training and Development](#), Mar 31, 2PM-3PM

[Oregon CUPA-HR Spring Conference](#), April 7, 1PM-5PM and April 8, 8:30AM-12:30PM

[Wellness at Work](#), hosted by Canopy for UO employees, Wednesday, April 13, 12PM-1PM

### Agenda

- Search Advocate Program and Training  
*Charlotte Moats-Gallagher, Assistant Vice President and Center on Diversity and Community (CoDaC) Director*
- Recruitment Updates  
*Jenna Rakes, Sr. Associate Director, Talent Acquisition*
- HR Updates  
*Mark Schmelz, Associate Vice President & Chief Human Resources Officer*
- Q & A

### Search Advocate Program and Training

*Charlotte Moats-Gallagher, Assistant Vice President and Center on Diversity and Community (CoDaC) Director*

- Key Principles of the Search Advocate Program
  - Embedding diversity, equity, and inclusion into UO searches.
  - Continuous professionalization in arena of equity and inclusion.
  - Culture building, climate shifting for our UO campus.
- Search Advocate Program at the UO
  - Currently we have 260+ trained search advocates on campus.
  - Oregon State University started their program in 2008 and provides UO the model and the workshops.
  - Since 2018 more than **60** UO campus units have requested search advocates for their searches.
  - Demand is high for search advocate representation on UO search committees.
  - OVPRI, Libraries, UESS and UOPDX all hope to have search advocates on every search they launch.
  - Search Advocates and HR Administrators/Recruitment Consultants are finding a “shared space” around the key node of recruitment.
- Search Advocates:
  - Work with the search committee members to create a more equitable and inclusive search.
  - Ask questions and challenge thinking.
  - Help the search committee create a criteria matrix to discuss and agree on what each of

- these criteria mean to the search: minimum requirements, professional competencies, and preferred qualifications.
  - Facilitate discussion about how the committee will handle known applicant issues, potential conflicts of interest, etc.
  - Focus **exclusively** on 'equity' and equitable and inclusive process.
  - Enable other search committee members to raise issues of diversity and feel safe.
  - [Search Advocate Pilot Program handout](#).
- Signaling the Importance of DEI in Job Advertisements
  - What aspects of the position are likely to attract people from identity groups you have missed before?
  - More information on this topic can be found in the hand-out provided on our [HR Community of Practice Highlights webpage](#).
- Search Advocate Training Topics
  - Search Advocate Approaches and Tips
  - Barriers to Intervening in Search Committees
  - Why Intervention is Important
- On-Campus Search Advocate Training
  - [Search Advocate Training Multi-Day Workshop - March 2022](#)  
 Training will be from 9:00 am-1:00pm on each of the 4 following session dates:  
 Friday, March 11, 2022  
 Monday, March 14, 2022  
 Wednesday, March 16, 2022  
 Friday, March 18, 2022
  - [Search Advocate Training Multi-Day Workshop - May 2022](#)  
 Training will be from 9:00 am-1:00pm on each of the 4 following session dates:  
 Monday, May 9, 2022  
 Wednesday, May 11, 2022  
 Friday, May 13, 2022  
 Monday, May 16, 2022
- Vision for Search Advocacy Program
  - Full-time Search Advocate Program Director
  - UO Leadership Role in National Search Advocate Community of Practice
  - Faculty and staff search advocates who more closely correspond to our student body.

## Recruitment Updates

*Jenna Rakes, Sr. Associate Director, Talent Acquisition*

- Nicole Cartelli, Recruitment Consultant, has taken a position with Lane County and will be leaving Talent Acquisition. Nicole is a wonderful colleague and we are very sad to lose her and also excited for her in this new opportunity. If Nicole worked with your department as your Recruitment Buddy, please send any questions to [talent@uoregon.edu](mailto:talent@uoregon.edu). As we work to refill Nicole's role we will reach out to let you know who your new "buddy" will be.

- Recruitment Challenges
  - We are very busy in Talent Acquisition and working with many of you to support and solve your recruitment challenges.
  - We continue to offer the Search Chair Drop-in Hours on Wednesdays from 12-1pm on Zoom: Join Zoom Meeting  
<https://uoregon.zoom.us/j/93154587221?pwd=d3RkdUVYNWt3SzlzcXRGYjIENXA2ZzO9>
  - Consults on streamlining process
    - If you are having a particular recruitment challenge, please let us know. We can work together to find ways to assist you in your recruitments.
  - Select Classified Recruitments – open until filled
    - We were able to work with University Housing to allow a few of their classified recruitments to remain “open until filled”. This allowed them to review candidates and fill many open positions with more flexibility and without re-advertising. There are pros and cons to this method, so if you feel this option would work well for a search in your area, please reach out to your Recruitment Consultant to discuss.
- Veteran Preference Reminder
  - Please remember you do need to review for Veteran applicants to comply with Oregon Veteran Preference.
  - We have a recorded training as well as other resource materials that can be found on the [Oregon Veteran’s Preference in Employment webpage](#).
  - We are now sending an email to the Hiring Manager and HR Administrator to notify them of Veteran applicants as they are added with flags in their pool.
  - This is prospective, not retroactive, so please be sure to review for flags or run the report on the requisition to identify all veterans.
- Closing Jobs
  - Talent has closed over 2,000 job searches in the MyTrack recruitment module.
  - We are working toward a process that will close jobs on a monthly or quarterly basis when searches are completed.
  - Requisitions in your dashboard can be sorted by current and non-current recruitments – closed jobs will fall to non-current.
  - Listings of jobs applicants have applied for will also be sorted by current and non-current in their applicant portal.

#### HR Organization and Staff Updates

*Mark Schmelz, Associate Vice President & Chief Human Resources Officer*

- New Senior Director position for Talent Acquisition will also be responsible for Classification and Compensation Department.
  - Two openings
    - Recruitment Specialist
    - Classification and Compensation Analyst

- Kaia Rogers, Senior Director, Programs, Services and Strategic Initiatives, will be adding HR Operations to her portfolio.
  - On a day-to-day basis, Catherine Bonomini-Smith, Associate Director, will be the lead contact in HR Operations
  - New team member in Benefits coming onboard in the next few weeks.
  - Sue Russell, Executive Asst/Strategic Initiatives Coordinator, has added the HR Service Center to her administrative responsibilities.
    - HR Specialist vacancy in the HR Service Center and applicants are in the review stage.
- Employee and Labor Relations Department
  - We are close to finalizing the search for a Senior Director for ELR.
  - The ADA Coordinator search will be launched very soon.
  - Thanks to Jason Vartanian and Shannon Rose for their assistance in the ADA area during this time.