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HR 101: Certificated Hiring Process

CHAMPIONS FOR LEADERSHIP JUNE 21, 2011





Broaden my scope of work and contribution

Become a future CfL Mentor

Rethink a current Human Resource process

Make a positive difference for Human Resources customers



HR 101 CERTIFICATED HIRING PROCESS

Objective:

How Human Resources (HR), can better meet its internal/external customers' certificated hiring needs.

Customers include everyone in our organization who is involved in the hiring process as well as the candidates.



HR 101 CERTIFICATED HIRING PROCESS

Steps Taken:

- 1. Designed and distributed a survey
- 2. Organized data received
- 3. Conducted a small Focus Group to review data, identify Issues and brainstorm for improvements



HR CERTIFICATED HIRING PROCESS SURVEY QUESTIONS

PRE-HIRE PROCESS

Overall, I would rate my experience w/pre-hiring paperwork procedure

Overall, I would rate my experience w/pre-hiring interview panel procedure

Overall, I would rate my experience w/pre-hiring reference check procedure

Overall, I would rate my experience w/pre-hiring timelines

ON-BOARDING (COE OFFICE ORIENTATION)

Overall, I would rate my experience w/on-boarding procedure

Overall, I would rate my experience w/fingerprinting procedure

Overall, I would rate my experience w/TB Test procedure

Overall, I would rate my experience w/HR Benefits Specialist meeting

Overall, I would rate my experience w/HR Specialist meeting

Overall, I would rate my experience w/on-boarding timelines

COMMUNICATION

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Pre_Hire Certificated Ratings

QUESTION: Overall, I would rate my experience w/pre-hiring paperwork procedure:

Position	Average Rating	
Administrative Support	2.75	
Chief	2.00	
Director	2.75	
Principal	2.75	
School Office Coordinator		
Grand Total	2.69	

Position	Average Rating	
Administrative Support	2.80	
Chief	3.00	
Director	3.33	
Principal	2.75	
School Office Coordinator		
Grand Total	2.92	

ACCOMPLISHMENTS

- Defined a Statement of Work (SOW)
 SMART: specific, measurable, attainable, resultsoriented with timelines
- ✓ Created an action plan to achieve the objectives
- ✓ Developed a survey
- ✓ Formed a Focus Group
- ✓ Learned about myself in the process!



SUCCESSES

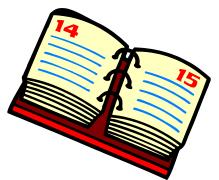
- Stayed committed to my project objectives
- Pushed myself out of my comfort zone
- Built new relationships (Mentor and other CfL mentees)
- Conducted a Focus Group 6/15/2011
- A feeling of personal accomplishment and appreciated support from Leadership



KEY LEARNINGS

Commit to a timeline!

We Break tasks into manageable steps



WTake a risk – try a new approach

Relationships and trust are everything to working together toward a common goal.



WHAT I REALLY LEARNED!

I don't have to have all the answers

- **Committing to a specific date keeps you on track**
- We have great resources in our organization: people, technology and knowledge – use it!
- Taking a risk is like learning to tie your shoes for the first time

" I did it!"