

How to Support the Changing Landscape in Recruitment

Employees

- Make sure to check Workday for new job postings on a regular basis.
- Update your Workday Talent Profile and keep it current. The Talent Profile allows you to enter skills, experience, professional accomplishments, and interests that may not be evident on your resume.
- Don't wait until the last minute to apply for a position.

Job Aids for the above can be found on the [Workday Training webpage](#).

Hiring Managers

- Consider internal talent first. Don't make assumptions or judgments based on an employee's current position. There are many College employees that have professional skills, competencies, and experiences that extend beyond a certain position, field, or discipline.
- Recognize that with the current labor market climate, candidates have choices—they are in the "driver's seat."
- Move through the recruitment process as timely and efficiently as possible. Be flexible and willing to work a little differently. Recruiters can help with strategies to facilitate a more efficient, equitable process.
- Evaluate candidates as applications are received and be willing to engage/interview strong candidates as soon as possible. Don't wait until you have collected all applications.
- "Sell MC" and sell your department/team—we all know this is a great place to work—make sure that candidates realize it and want to be a part of the team. Share with candidates the reasons why you work here!
- Check out new resources on interviewing guidelines, sample behavioral based questions, and best practices for virtual interviews on the Talent Acquisition and Employment section of the HRSTM website.