



# Penn

## UNIVERSITY of PENNSYLVANIA

*Recruitment News gives HR representatives the information, updates, resources and tools they need to run smooth, successful searches. This quarterly newsletter is brought to you by the Division of Human Resources' Recruitment and Staffing department.*

## Recruitment News

### Compliance

In response to the recent OFCCP (Office of Federal Contract Compliance Programs) findings and with the support of the President and Provost, the University has entered into a Conciliation Agreement with OFCCP, effective July 1, 2018.

The Conciliation Agreement requires Penn to assure future compliance with all regulations and submit written reports verifying the retention of all records related to the recruitment and selection process (including but not limited to resumes, applications, interview notes/questions, etc.) for a minimum of 3 years. In addition, the University is required to train any hiring officers filling positions to assure that they understand the regulatory requirements.

The requirement to retain documentation regarding the recruitment and hiring process applies to all searches resulting in offers at the University and there are many resources available through Recruitment and Staffing to assist in conducting a fair and equitable search.

*For hiring and recruitment guidance, please visit [Hiring and Recruitment](#).*

We have updated the page to include an important notice on Penn's Hiring Process, updated the Candidate Evaluation and Matrix forms, located in the Forms and Offer Letters section, and added a system generated email that is now sent to all Hiring Officers. We also added additional fields on the hiring proposal, under the Internal Documents page where you may upload all documents.

### Job Elephant

Through partnering with our new advertising vendor, Job Elephant, your School/Center now has the ability to track all of your external job posting requests through their on-line client portal. You can also enter requests for quotes, keep track of the traffic from each posting and see all of your pending, current and upcoming orders. Best of all, Job Elephant always has additional sites to recommend!

**For compliance, we recommend you utilize the client portal, where you can even download proof of your external advertising documents to add onto the hiring proposal.**

Learn more on Penn's [JobElephant Client Page](#)

Or, put in a request for posting quotes by sending an email to Penn's account representative, Andy Bloom, [andy@jobelephant.com](mailto:andy@jobelephant.com). Once he receives your request, you will be prompted to set up an account for access to the portal. Andy is always willing to answer questions and help with account set-up.



# PeopleAdmin Updates

Please reach your school/center Recruiter with any questions you may have.



Penn Employee Solution Center  
One Call. One Team. One Penn.

August 2018

## EVENTS & ARTICLES

PeopleAdmin has a new home page and the benefits are great. You now have an inbox in which you can access your action items without having to change your user group. There are also a few new toolboxes that give you a snapshot of how many postings were filled in the last 30 days and how many applicants you received over the past 7 days.

For more information, check out the new articles in the [Knowledge Base](#).

You can also **take the tour of the new landing page by clicking onto "Walkthrough"** at the top right-hand side of the page.

We just learned that PeopleAdmin has been acquired by PowerSchool, a leading provider of education technology solutions and under the new leadership of Hardeep Gulati, CEO.

They promise to provide improved levels of innovation, support and services going forward.

For more information about this acquisition, we encourage you to read the [FAQ](#), [Press release](#) and attend their upcoming [webinar](#):

Overview of PeopleAdmin Acquisition- August 14<sup>th</sup> at 9:30 a.m. PST/ 12:30 p.m. EST  
[You can register here](#)

Learn about the Solution Center's offering in the next step of the hire process – [first-day readiness](#). You can help newly hired employees be prepared to contribute from their first day at Penn by following just a few recommended steps. Contact the Solution Center to answer your questions on any of these topics – start date, forms, payroll record, I-9 compliance, and more.

For more information, visit [First-Day Readiness](#)

If you have any questions or need more information, email [hcmsolutioncenter@upenn.edu](mailto:hcmsolutioncenter@upenn.edu) or call 215-898-7372.

The CUPA HR Annual Conference will be hosted in Indianapolis this year on October 7<sup>th</sup>- 9<sup>th</sup>. To learn more and register, visit:

<https://conferences.cupahr.org/annual2018/>

The Philadelphia Society of People & Strategy (PSPS) will host their Leadership Forum on October 3<sup>rd</sup> and feature Daniel Pink.

To learn more visit: <http://www.peopleandstrategy.org/2018-leadership-forum>

Diversity guide: Top 10 practical steps for advancing diversity, equity and inclusion in higher education.

To read click here.

## Resources Available

Please keep in mind the following resources available through Recruitment & Staffing to assist you and your HM's navigate the hiring process at Penn

- [Hiring & Recruitment Page](#)
- Hiring Officer Handbook **UPDATED**
- Candidate Evaluation Form **NEW PDF**
- Candidate Matrix Form
- Recruitment Interview Form **NEW**
- Journey of a Job at Penn

All of the new documents can be located on the [Forms and Offer Letters page](#).

SKILLSURVEY  
Reference

## Recruitment on the Road

Are you interested in promoting better compliance across your School/Center and want your HM's to use the technology tools more regularly?

With the recent focus on compliance and the retention of records, there's no better time to partner with the recruitment team. We can facilitate a hiring manager training customized to meet your needs. Please contact your Recruiter to discuss further.

Please mark your calendar for our next All Things Recruitment Meeting. It will be held on Thursday, September 6<sup>th</sup> at 3:00 p.m. An email invitation will be sent. We look forward to reviewing all of the recent compliance updates and ways to help streamline our processes to promote ONE PENN!

If you have any questions or need more information, email [recruitment@hr.upenn.edu](mailto:recruitment@hr.upenn.edu) or call 215-898-7287.