Talent Acquisition News

Hiring Guidance and Updates

Exception for Hiring Process and Recruiter/Executive Recruiter Approval for Offer
Effective July 1, the exception to the hiring freeze review process for submitting requisitions and posting jobs will no longer be required. Also, effective 7/7/21, the Recruiter and Executive Recruiter step in the Offer business process will no longer be required. If you have questions related to Talent Acquisition, please contact hrrecruitment@hr.upenn.edu.

New Process for Recruiting and Hiring Temporary Workers
Effective July 1, 2021, the University is requiring that temporary jobs with an assignment longer than 90 days be posted to the Penn Jobs site—internal and external. The purpose for this change in policy and procedure is to further develop the University talent pool, create a recruitment and hiring process more consistent with regular staff positions, and advance Penn’s economic inclusion efforts. Additionally, all temporary positions require a job requisition which must include an end date. Temporary assignments of less than 90 days have the option of posting or utilizing the “do not post” recruiting instruction.

Talent Acquisition will not recruit for temp jobs, however, may submit referrals directly for openings via the School/Center HR Partner.

If you have any questions about this policy change, please contact the Penn Employee Solution Center at 215-898-7372 or email solutioncenter@upenn.edu.

Central Recruiting Support
The best guarantee of a successful search is to plan ahead. To ensure that you have a diverse and appropriately qualified applicant pool, we suggest that you engage with your School/Center Recruiter as soon as you are aware of a vacancy.

To request Talent Acquisition services, select “Post with Central Recruiting Support” when you enter the requisition in Workday. The system will prompt you to select the services you are requesting via “Recruiting Services Questionnaire.”

As a reminder of the services, please review Executive Recruitment Brochure located on the Talent Acquisition Website.

Talent Acquisition News provides resources, tools, and information aimed at supporting a more inclusive, productive, and smoother recruitment process. This quarterly newsletter is brought to you by the Talent Acquisition team.

Workday@Penn

Looking for assistance with the new temp process in Workday?

To sign-up for Office Hours visit:
Office Hours for Temporary Worker Recruitment

Need additional assistance? Check out Webinar Wednesdays for 30-minute how-to demonstrations.

Workday@Penn Digest
Workday@Penn Digest contains a round-up of tactical information and key updates to keep in mind when using Workday.

Penn Employee Solution Center
One Call. One Team. One Penn.
solutioncenter@upenn.edu or call 215-898-7372
Background Check/ Adjudication/ Adverse Action Process

Please remember the following regarding the background check process in Workday:
- A background check with no discrepancy will automatically update to Meets Company Standards in Workday and the Primary Recruiter will receive “Make Background Check Decision” step.
- A pending status will show as “Client Review” in Workday, noting a discrepancy. Review this with your School/Center Recruiter. If resolved, the pending status will be adjudicated to “Meets Company Standards”.
- If further review of the discrepancy is needed, consultation with Donna Showell, Director of Recruitment Services and The Office of General Council may be needed.
- If pending status “Does Not Meet Expectations” a “Pre-Adverse Action Notice” will be sent via HireRight. The candidate has (7) calendar days to dispute. If the discrepancy is resolved, the status will be moved to “Meets Company Standards”.
- If determined the candidate will not be hired based on adverse information found in the background check, an “Adverse Action Letter” will be sent via HireRight and further guidance will be provided by Donna Showell and/or your School/Center Recruiter.

It’s important to keep all information confidential and NOT share details with the Hiring Manager until a decision has been made regarding eligibility to hire the candidate.

If you have any questions regarding this process, please contact your School/Center Recruiter.

Welcome Aboard!

The Talent Acquisition team would like to extend a warm welcome to Penn’s new HR Partners. We look forward to working with you!

- Paula Pritchett, Director, HR, School of Arts & Sciences
- Matu Threatt, Talent Acquisition Manager, Gene Therapy Program

Your Job Postings and Job Titles

With industry trends pointing towards a tightening job market, it’s more important than ever to prepare for your job search. Part of the preparation includes creating a robust job description in Workday including job duties, responsibilities, and qualifications. You can elaborate by adding details about your school/center and department. Lastly, please remember to change your job posting title to be more descriptive of the role. All of these things have a direct impact on the candidate pool and will help you improve it.

Diversity, Equity, & Inclusion

Disability is often overlooked in diversity and inclusion recruitment planning. Would you like to increase your efforts in regard to including individuals with disabilities in your searches? Consider posting to job boards like abilityJOBS. You can reach out to Job Elephant for more options. You may also connect with The Office of Vocational Rehabilitation (OVR), their mission is: To assist Pennsylvanians with disabilities to secure and maintain employment and independence. If you are interested in learning more and/or receiving referrals, please contact your School/Center Recruiter.

If before or during the interview process, a candidate requests an accommodation please contact the Office of Affirmative Action and Equal Opportunity Programs (AAO-EOP), or your assigned recruiter.

If you have any questions or need more information, email recruitment@hr.upenn.edu or call 215-898-7287.