### Job and Career Fairs

Talent Acquisition had the pleasure of attending 14+ in-person and virtual job fairs this fiscal year! Some of which include the Philadelphia Best Hire Job Fair, Penn State Career Fair, PA National Guard Association (PNGAS) Virtual Job Fair, and Network Tech Job Fair. Thank you to our partners at DPS, GTP, FRES, SAS, and Business Services for collaborating with us at several of the fairs. In partnership with the Recruitment Department, we were able to host our very own career fair, with over 100 job seekers in attendance!

### Salary/Comp Changes on Postings

Effective May 3, 2023, salary ranges on job postings will populate with the minimum, from the comp grade for the job profile, to the maximum, from the hourly or salary pay rate on the approved job requisition.

### LinkedIn Postings

Here are a few things to keep in mind when posting jobs on LinkedIn:

- Keep position titles simple
  - Removing Hybrid eligible language
  - School/Center name not needed
- Utilize keywords for candidate pipelines

While utilizing these quick tips for maximum effectiveness, check to see if your school/center has their own LinkedIn page.

### Hybrid/Remote Eligible on Job Postings

As of May 3, 2023, job requisitions will have a new field to select a Remote Type for the position. Options are Hybrid Eligible, Remote Eligible, Hybrid or Remote Eligible, or Remote Required. Please select the appropriate option in the requisition to ensure the job posting is searchable as remote or hybrid on the career site.
**Open Requisitions > 90 days**
In consideration of candidate experience and time to fill metrics, review all requisitions open greater than 90 days. Use the Days Open report on the Recruiting Analytics Dashboard to identify these requisitions. Keep open communication with hiring managers regarding status and the importance of candidate engagement. For requisitions open over 120 days or with an inactive search, close and create a new requisition when you are ready to recruit. Effective July 2023, any open requisitions older than 1 year (approved prior to July 1, 2022) will be closed in Workday. For requisitions older than 1 year that are actively recruiting, send the job req ID to the Penn Employee Solution Center to ensure they remain open.

**Best Practices for Hiring @ Penn**
We are working to update this training and to assign the updated training to all Recruiting Enabled Roles in Workday. In the meantime, you can direct new managers or anyone who needs to complete the training to the Workday Learning App by typing in Best Practices for Hiring @ Penn! Training can also be assigned by the manager.

**Requests for Exception to Policy 119**
University Sponsorship for U.S. Permanent Resident Status for Staff Positions
Requests for permanent residency Exceptions to Policy 119 can now be submitted via iPenn. All information is available on the ISSS website. The University Sponsorship for PR Status Committe members are Devin Yastro (yastrod@upenn.edu), Nicole Torsella Harris (ntharris@upenn.edu), and Erica Sebastian (esebast@upenn.edu).

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**Welcome Aboard!**
Extending a warm welcome to the new members of the team! We are so elated to have you join us!

- Alex Kralicek
- Amy Muller
- Andrew Eschrich

www.hr.upenn.edu.com