

10/4/18

Mtg w/ Myisha Washington

TEA and Classified Hiring Processes

Proposed Process (for Now) – Filling TEA Backfill Assignments

- Campus sends email request to Myisha to request a classified vacancy backfill with a TEA
 - Include the position being backfilled
 - Include the proposed begin and end date
 - Include whether the position is likely to be affected by layoff due to bumping or elimination
- TEA requests may be filled to December 31, 2018 initially
- If the position is likely to be affected by layoff/bumping, request for a TEA backfill may extend – up to June 30, 2019
- If the position is unlikely to be affected by layoff/bumping, request for a TEA backfill may extend – up to March 30, 2019
- Myisha may review and discuss with the campus if questions before discussion with ACE (OPTIONAL).
- Myisha will discuss/review the request with ACE
 - Turnaround anticipated within 3-5 days; sooner if possible.
 - Approval or denial will be returned to the campus, and if approved, will include end date.
- Campus submits requisition into Taleo to request TEA
 - Include brief explanation
- Proceed with TEA hiring process

Classified Hiring – Current process

- Campus reviews proposed vacancies with Chancellor's Cabinet for approval to move forward.
- Cabinet provides yes or no response.
 - Those positions that are likely to be affected by layoff or could provide an opportunity for affected classified staff will, in most cases, not be approved to move forward.
 - Positions that are unlikely to be affected by layoffs or provide an opportunity will, in most cases, be approved to move forward to recruit.
- Campus submits requisition (if approved).
- HR sends eblast to classified employees at the same time the external posting is opened.
- Current classified employees have 5 days to submit their interest in the position.
- Classified who have submitted their interest in the 5 day window are forwarded for the committee's review and interview.
 - If they meet Min Quals, they are afforded an interview.
- Committee makes a decision whether to hire the internal classified applicant.
- If Committee decides yes, then classified employee is hired.
- If Committee decides no, then external pool of applications are released to the Committee.
 - External Pool may also include internal candidates who did not apply with the 5 days as part of the eblast.
 - In that case, classified must compete with all other external candidates for consideration.