



HR EMPLOYMENT Newsletter

University of Houston HR Employment

January 2011

Volume 1, Issue 1

Utilizing HR Employment

We offer many services in order to make the recruiting process easier and more efficient.

Job Posting

- Define job duties and qualifications for the position in order to more accurately describe the ideal candidate
- Create questions and a point system in order to screen out the top candidates and quantify the applicants' qualifications
- Walk departments through the process in order to stay within compliance

Recruiting

- Screen out candidates and present only the top applicants for the position to help eliminate the departments to sift through the multitude of submittals
- Perform specialized searches in order to recruit for specific skill sets
- Post the position externally on different sites in order to enhance the scope
- Help to create interview questions for the candidates
- Set up and organize career fairs
- Develop recruiting strategies for departments in order to meet individual needs
- Provide guidance concerning best hiring practices
- Field questions and concerns from applicants regarding vacancies

Training

- Conduct various training classes on your schedule. Please let us know if there are any areas you would like additional information or assistance.
 - Interviewing & Hiring
 - OJS

Special points of interest:

- Hiring & Recruiting Hiring Training Thursday Jan 27 at 9:30 am
- Call to schedule personalized Recruiting Training for you Department
- Contact your HR Employment Rep with any questions or concerns
- Ashley Waggoner
713-743-5677
- Clausezette Davis
713-743-5778

New Year's Resolutions

As the 2011 begins, HR Employment created Resolutions for the next year

Reach out to the community

- It is our goal to meet with the departments in order to best understand the individual recruiting needs and find the way to best partner with each department
- HR Employment will host mixers and focus groups to help partner with the community and eliminate recruiting challenges

Training

- Upgrading to a new system, and our goal is to make the community OJS Experts where the system will be fully utilized in order to make the process more efficient
- Continue conducting training for Interviewing and Recruiting

Streamlining

- Roll out new procedures this year in order to help the recruiting process be more effective and efficient for the departments
- Work with departments to set up standards to ensure we are within compliance