

# 2024 Cougar Team Implementation Update

Onboarding

Adjunct  
Hiring

Full-Time  
Hiring

Faculty  
Committee

Internal and Part-Time  
Application

Termination

Job Changes

Multi-  
Year  
Contracts

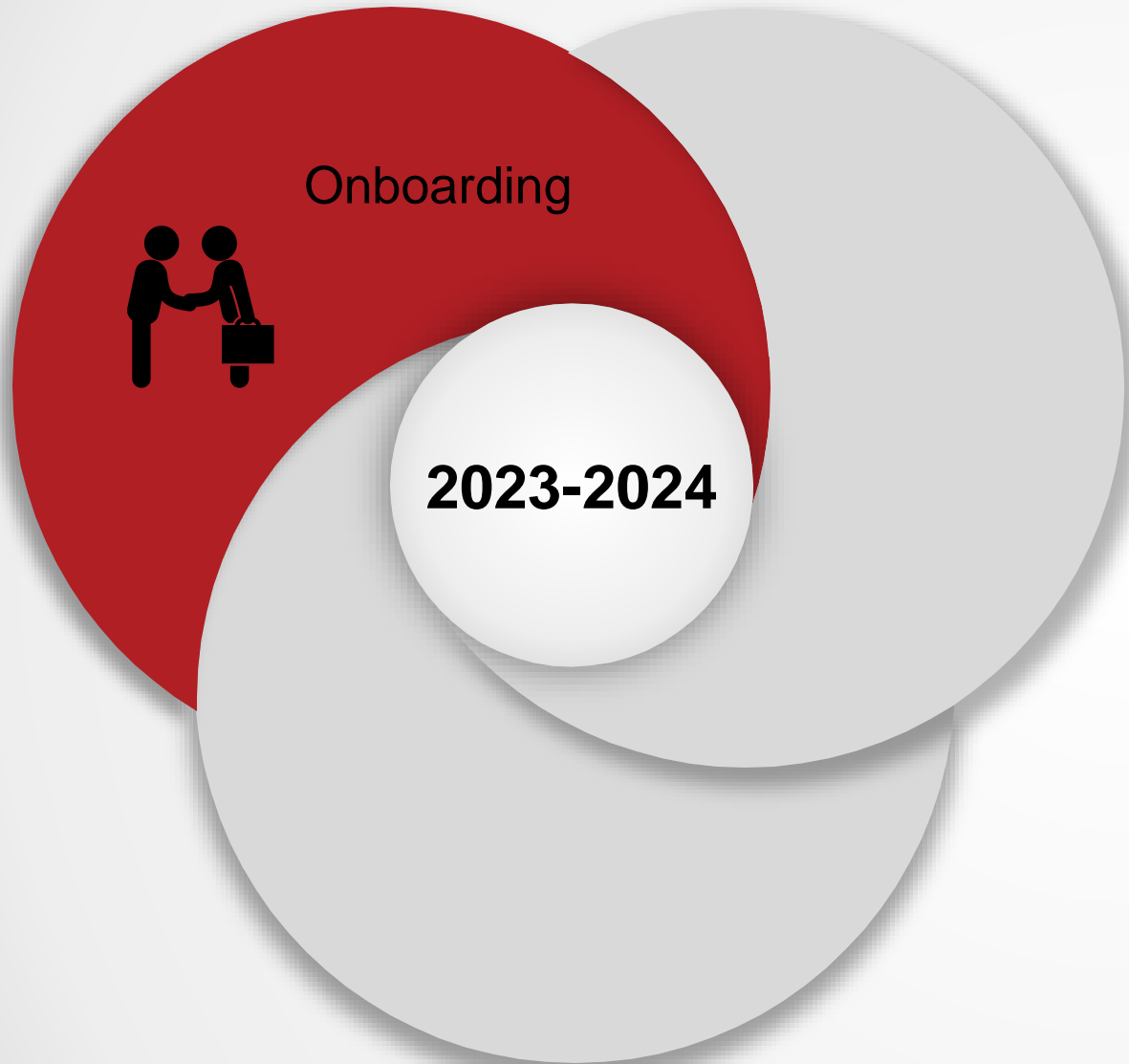
Leaves  
and  
Benefits

Compensation



# Completed Updates





## Onboarding • COMPLETE

- Onboarding Tracker
- Confetti Email – indicating completion, what to expect after accepting offer
- Help Guide
- Task redesign to limit multiple steps
- Verbiage updates for clarity
- Onboarding Experience Questionnaire
- Removed SSN Card Upload – receive with I9



## Adjunct Hiring • COMPLETE

- Separate and required upload for resume/CV, transcripts and certification/licenses
- Added application questions related to availability and campus location preference
- Help text for ad hoc hiring managers to include required items
- Moved “Screen” task to ad hoc hiring manager step
- Updated Offer approval chain to reduce repetitive steps
- Supervisor help text in final offer approval
- Updated language for offer letter template with new links and verbiage
- Removed unnecessary questions on gaps in FT employment
- Track Start Date Override implemented to allow Technology access upon section assignment

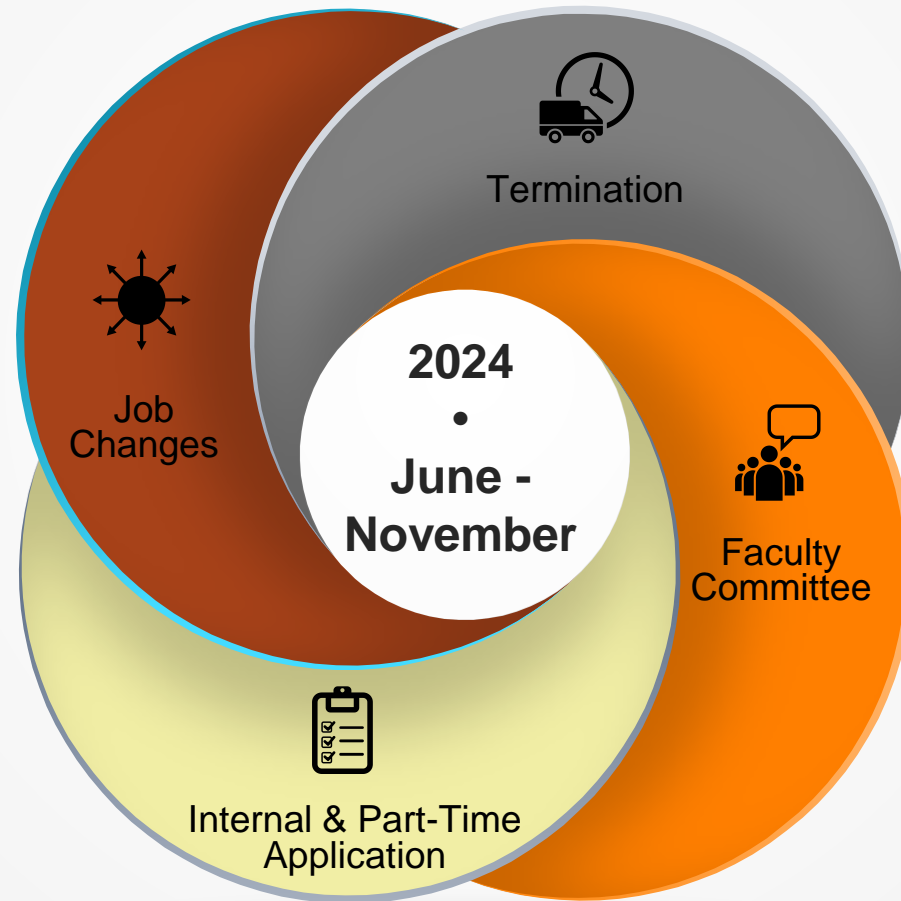


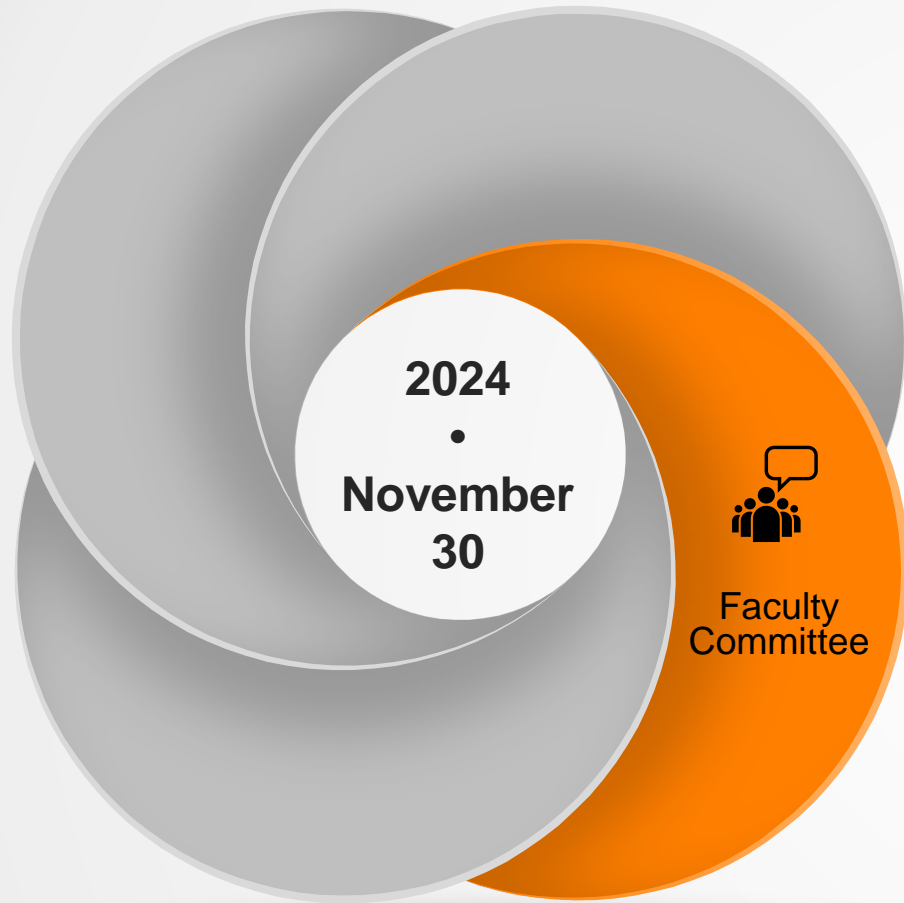
## Full-Time Hiring • ALMOST COMPLETE\*

- Instructional text for candidate at offer review stage to contact hiring with questions/if declining to provide feedback in comments box
- Listed minimum salary on all job postings and added “compensation based on experience”
- Included job posting closing date
- Listed minimum salary on all job postings and added compensation based on experience and hiring max
- Help text for hiring managers to include all required items
- Updated Offer approval chain to reduce repetitive steps
- Supervisor help text in final offer approval
- Updated language to offer letter template with new links and verbiage

*\*pending hiring process changes - June 30, 2024*

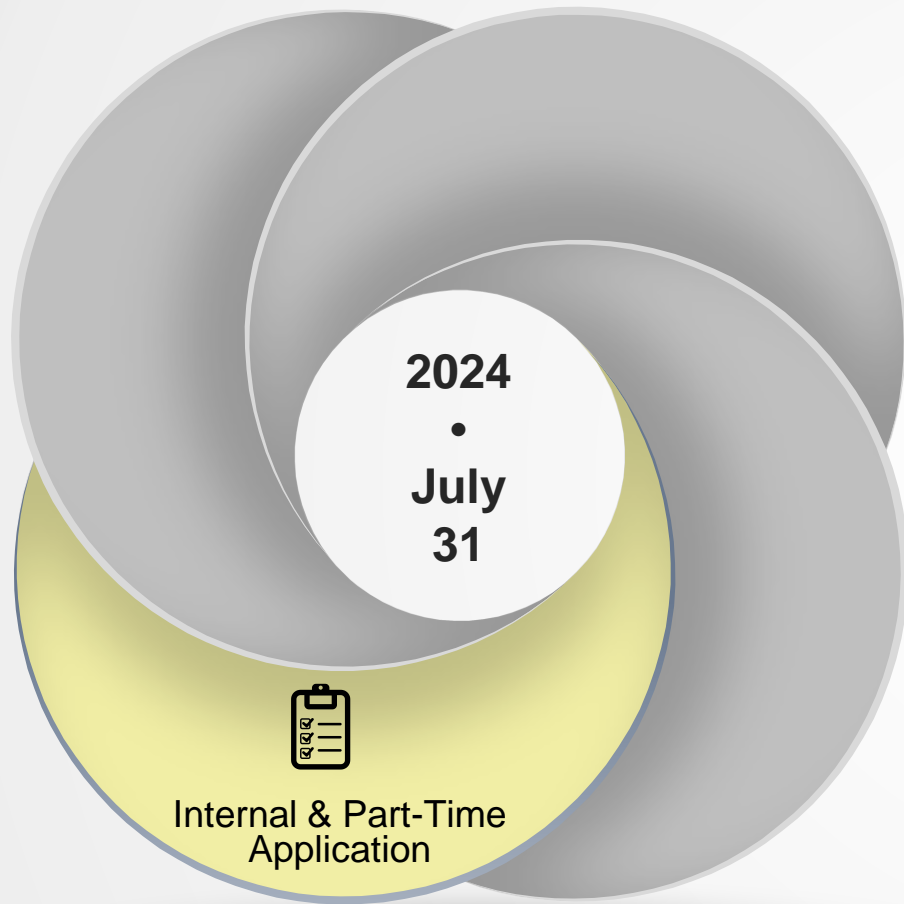
# Updates Not Yet Implemented





## Faculty Committee • Not Yet Implemented

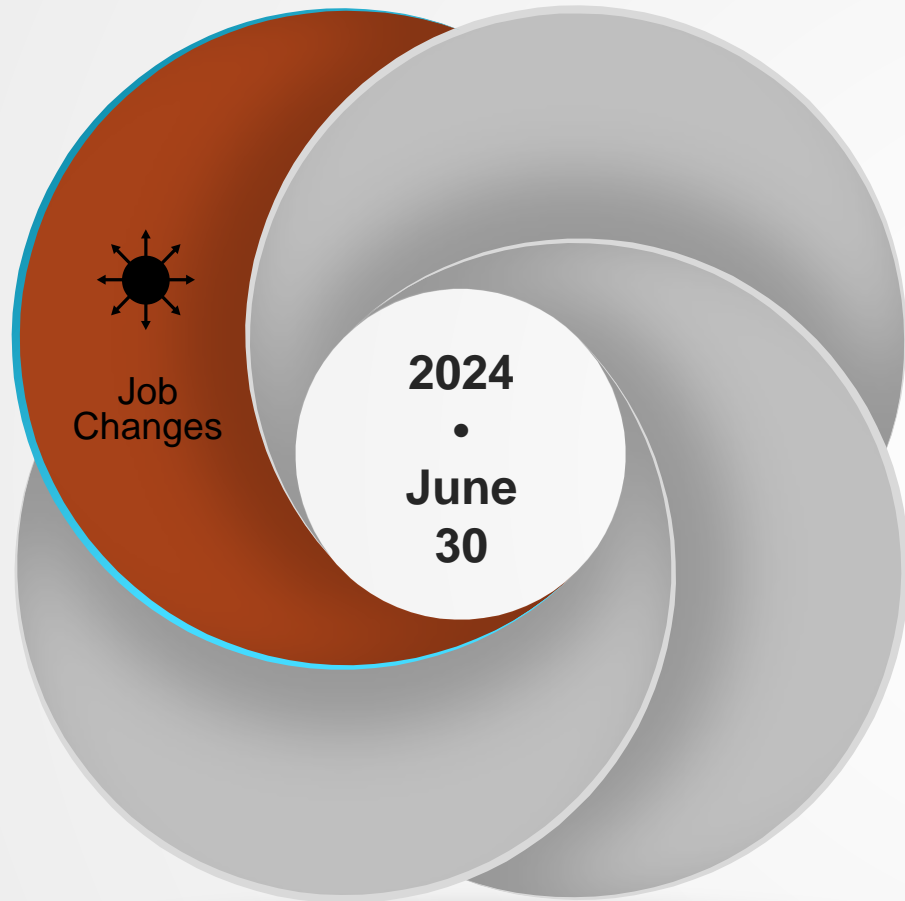
- Template and interview template saved in Workday for the faculty selection process with documents
- Confidentiality agreement form to be generated in Workday
- Security/permission role for search committee members
- On-demand training sources
- Districtwide template (subcommittee reformed with provost)



## Internal & Part-Time Application • Not Yet Implemented

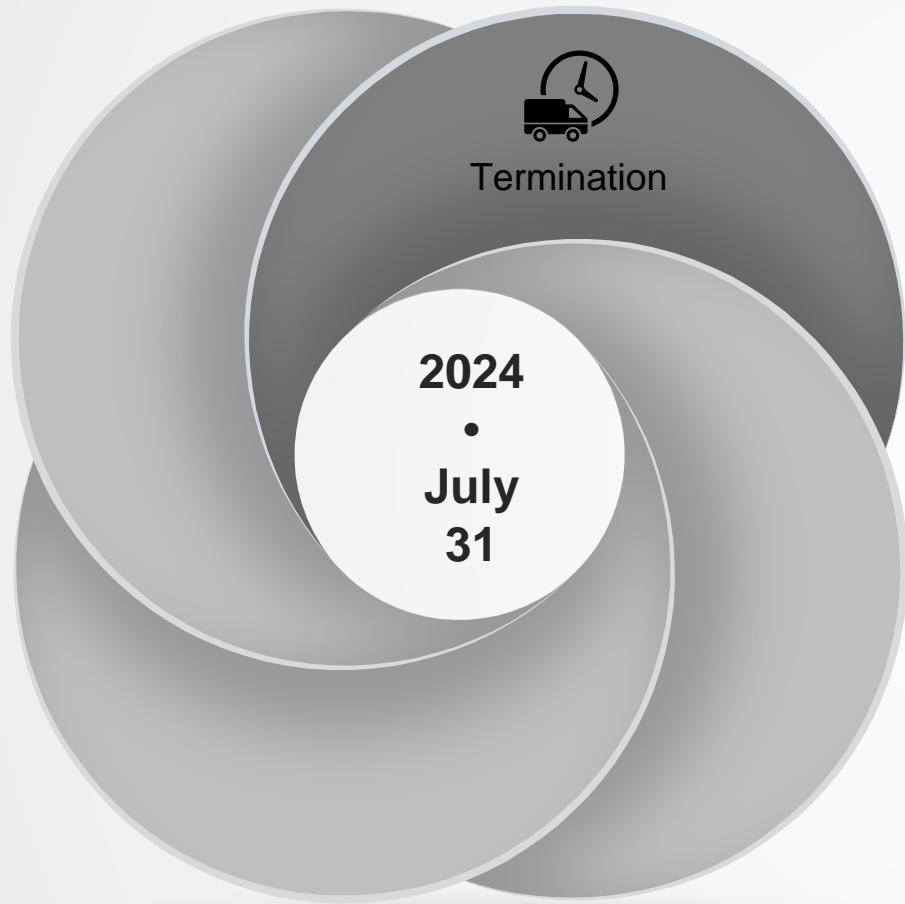
- Updates made to the applications
- Add employee referral, recruiting event, and other to the drop-down box
- Add draft offer with verbiage on candidate profile to show where to attach documents
- Add instruction text for applicants to notify their current supervisor and to provide all relevant experience up to the last 20 years
- Auto-generate time in position
- Auto-generate internal reference forms





## Job Changes • Not Yet Implemented

- Combining the budget and payroll steps
- Add notification for when the CWID is generated



## Termination • Not Yet Implemented

- Create guide for full-time termination (re-hires)
- Add instructional text under the re-hire eligibility/regrettable
- Make the attachment section required
- On the employee exit interview, add additional text to note that completing the task does not complete the termination
- Asset collection to do, add a note to send any Sam's club card to purchasing department
- Moving #7 the user-based security group to after #4 exit questionnaire
- ELT to receive exit surveys

# Items Not Yet Covered



# 2024-2025 Cougar Team Continuation

Onboarding

Adjunct  
Hiring

Full-Time  
Hiring

Faculty  
Committee

Internal and Part-Time  
Application

Termination

Job Changes

Multi-  
Year  
Contracts

Leaves  
and  
Benefits

Compensation

