Updates from
The Office of Staff Employment (OSE)

Employee & Management Services
Monthly Meeting - January 5, 2011
Today’s Topics

1. Economic/Employment Overview – US, CA, Bay Area, Stanford

2. What’s New?
   – Policy & Process Updates
     • Revised AGM 22.1 – Recruiting and Hiring of Regular Staff
   – Global HR
   – Trovix
   – OSE Services for FY2011
     • StanfordTemps
     • Career Management
     • Stanford Search Group – Recruitment of Regular Staff

3. Questions and Answers
Economic/Employment Overview

United States - Economy

“The U.S. is on the cusp of a sustainable economic recovery..”

Sudeep Reddy, “The Year Ahead”
The Wall Street Journal
January 3, 2011

- Recession officially ended 18 months ago (June 2007)
- Retail sales, industrial production and factory orders are on the upswing
- New claims for unemployment benefits are trending downward
- Growth Forecast for 2011 is 3% - 4.5%

2- New York Times, December 23, 2010
Economic/Employment Overview

United States - Employment

“Eighteen months after the recession officially ended, economic growth has been too slow to help the labor market much. “

Sudeep Reddy, “The Year Ahead”
The Wall Street Journal
January 3, 2011

• More than 15 million Americans are still unemployed

• Unemployment rate
  – 9.8 percent in December (highest level since the early 1980s)
  – likely to remain above 9 percent through all of 2011

• Confirms view United States is in jobless recovery like the ones that followed the last two recessions (in 1990-91 and in 2001)

1 - Paul Wiseman, Associated Press, December 26, 2010
2 - New York Times, December 23, 2010
Economic/Employment Overview

*United States & California - Employment*

2,267,000 Californians were unemployed in November.

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San Jose Mercury News, sjm.com
December 17, 2010
Economic/Employment Overview

**Bay Area - Employment**

“A Silicon Valley Boomlet Stirs Northern California”

*Wall Street Journal (wsj.com)*
December 20, 2010

Unemployment Rates for the Bay Area

<table>
<thead>
<tr>
<th>County</th>
<th>Nov-09</th>
<th>Nov-10</th>
</tr>
</thead>
<tbody>
<tr>
<td>San Francisco County</td>
<td>10.3%</td>
<td>10.3%</td>
</tr>
<tr>
<td>Alameda County (Fremont &amp; Oakland)</td>
<td>10.3%</td>
<td>10.3%</td>
</tr>
<tr>
<td>Santa Clara County</td>
<td>11.8%</td>
<td>11.0%</td>
</tr>
<tr>
<td>San Mateo County</td>
<td>8.9%</td>
<td>8.7%</td>
</tr>
</tbody>
</table>
Economic/Employment Overview

Silicon Valley - Employment

“Tech Revival Lifts Silicon Valley... Region Shows Best Signs of Life in State's Ailing Economy”

Pui-Wing Tam
Wall Street Journal
December 26, 2010

Leading the Way
Growth in private-sector employment since December 2009

Source: California Employment Development Dept. via Beacon Economics
Economic/Employment Overview

Stanford - Employment

APPLICANT FLOW & HIRES

- **Over 50% More Applicants** - 101,305 applicants in FY’10; 66,703 in FY’09.
- **Similar Number of Hires** – 1,097 hires in FY’10; 1,075 hires in FY’09.
- **FY’11 Expectation** – Trends indicate similar applicant flow; slight increase in hiring.

Posted Positions to Applicants Applied FY10

Areas of Activity – Administration (AA’s), Research (SSRA, LSRA), Information Technology, Finance.
What Does This Mean?

From a Talent Management Perspective:

• Screening will continue to be challenging due to high applicant volume.

• Competition with Silicon Valley companies will increase.
What’s New?

Policy and Process Updates

AGM 22.1 – Recruiting and Hiring of Regular Staff

Highlights of Key Changes

1. **Responsibilities** - Aligns responsibilities for Central HR, HRMs, and Hiring Supervisors with HR@Stanford accountabilities. [Section 1]

2. **Rehires** - No rehire after termination for gross misconduct. [Section 2 d. (2)]

3. **Posting Periods** – 10 calendar days (5 day and internal posting discontinued)

4. **Waivers** – Local approval except for jobs in AA Goal categories. [Section 3. d.]

5. **Review of Personnel Files** – Mandatory before employment offer. [Section 4. i.]

6. **Background Checks** – Required where applicable. [Section 4. f.]

7. **International Hiring** – Must be approved in writing by Dean or VP. [Section 6]

See “Guide To Supervisors” sections for important additional information.
What’s New?

Global HR

INTERNATIONAL HIRING

- Individuals doing work for Stanford University outside of the US
- Countries involved in recent issues and discussions include the United Kingdom, China, South Africa, Tanzania, Zambia, Guatemala

_areas of concern:_ payroll, taxes, visas, and benefits.

challenges

• Awareness of activities before issues arise
• Laws are different in every country

goals

• Create University-wide framework and infrastructure for addressing day-to-day issues
• Engage local HR Offices as much as possible
What’s New!
Global HR

INTERNATIONAL HIRING (cont.)

Guidance

• Recruiting and Hiring of Regular Staff - AGM 22.1 Section 6

• Websites:
  - Global Gateway – Research, Faculty and Student Focus [http://global.stanford.edu/](http://global.stanford.edu/)

• HRM Checklist – Things to consider before hiring (handout).
What’s New!

Global HR

HR Global Crisis Team
One component of Stanford’s overall global crisis response effort.

Charge

- Facilitate communications between families of Stanford staff and staff employees working in an area affected by an international emergency (e.g., natural disaster)
- Work may include relaying messages and information, or helping to establishing methods of direct contact

Members
Rosemary Bracy - OSE (Coordinator), Robbie DeBastiani - Benefits, Dr. Christina Gabali - R&DE, Carmen Jacinto - OSE, Sarah Pokorny – SoM, Al Roa - E&MS

Volunteers Needed! - Contact Rosemary Bracy – rbracy@stanford.edu, 723-4225. Must be exempt and able to work outside of normal business hours
What’s New!

Trovix Recruitment Manager System ver. 3.0.4

Applicants Now Answer “Two Step” EEO Question

- Applicants are required to complete “Ethnicity” (Hispanic ... ) and “Race” before submitting their resume and/or cover letter.
- Applicants have the ability to multi-select the “Race” category.

![Current Openings screenshot](image)
What’s New!

Trovix Recruitment Manager System ver. 3.0.4

Real Time Resume Processing

- Applicant submissions will appear in candidate pools within one hour of submittal! Users must be logged into Trovix to review when received.

- Next business day “Email Alerts” via Outlook will continue.

![Email Alert Example](image-url)
What’s New!
OSE Services for FY2011

OFFICE OF STAFF EMPLOYMENT
Most important service is compliance - “keeping us legal.”
Recruitment and Screening Services - led by OSE specialists, supported by expert contractors.

Keith Copeland
Associate Vice President
Recruitment and Talent Management

Jeanette Lindsay
Staffing and Career Education Consultant
Stanford Temps
Career Services – OYC, CCN

Ingrid Hartmann
Applicant Tracking System Specialist
TROVIX

Rosemary Bracy
Professional Staff Recruitment Consultant
School of Medicine
Stanford Temps

Carmen Jacinto
Sr. Professional Staff Recruitment Consultant
Strategic Recruiting Programs Manager
University Wide & Accolo

Marcie Glenn
Contract Recruiter
University Wide

Joe Castilla
Contract Recruiter
University Wide

10/29/2010
What’s New!

OSE Services for FY2011

STANFORD TEMPS

A few highlights . . .

• Simplified pricing:

<table>
<thead>
<tr>
<th>Service</th>
<th>Description</th>
<th>Administrative Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative assignment (any length)</td>
<td>We find and pre-screen the candidate to fill an administrative assignment.</td>
<td>$649 (note)</td>
</tr>
<tr>
<td>Professional or technical assignment (any length)</td>
<td>We find and pre-screen the candidate to fill a professional and technical assignment.</td>
<td>$1,298 (note)</td>
</tr>
<tr>
<td>Payroll</td>
<td>You find the candidate, we do the rest.</td>
<td>$399</td>
</tr>
</tbody>
</table>

NOTE: If a temporary candidate is hired into a regular role, a conversion fee of 8% of the annual salary applies.

• Temp-to-Regular candidates.

• “Stanford experienced” candidate sourcing.
What’s New!
OSE Services for FY2011

CAREER SERVICES

Career Counseling Network (CCN)

• Transition from Learning & Organizational Effectiveness.
• Focus on getting the word out.
• Counselor reimbursement rate increased to $100/hour.
What’s New!
OSE Services for FY2011

CAREER SERVICES

Owning Your Career @ Stanford (OYC)

• Participant survey, August 2010.
• Administrative Associates Conference, October 2010.

• Brown bags twice/month, seminars offered monthly.
OSE Recruitment & Staffing Services for FY2011

STANFORD SEARCH GROUP

• A few highlights
  – Tools update: Accolo, Social Media, Screening
  – Workshops and slides
  – Types of positions filled

• Services update
  – Standard, Preferred, Premium
  – External Recruitment Program (New!)
OSE Recruitment & Staffing Services for FY2011, STANFORD SEARCH GROUP, Workshops and Slides

• We received positive feedback from HR and Hiring managers post attending “Conducting the Perfect Interview” by Accolo’s CEO, John Younger
  – “Conducting the Perfect Interview” slides: http://slidesha.re/8YvLzI

• Call us to join an exclusive, linkedin group called, “Friends of the Office of Staff Employment, Stanford University”
OSE Recruitment & Staffing Services for FY2011

**STANFORD SEARCH GROUP, TYPES OF POSITIONS FILLED, FY10**

- Administrative & Executive Administrative Associates
- Senior Administrative Officer
- Associate Directors for Medical Development
- Executive Director of Arts Programs
- Financial & Research Analysts
- Learning & Development Specialist
- Senior IT & Internal Auditors
- Web Application & Software Developers
OSE Recruitment & Staffing Services for FY2011,
Types of positions filled, continued

Stanford Report, September 15, 2010

Matthew Tiews to lead arts programs at Stanford

Stanford has a new arts czar. It's Matthew Tiews, and his formal title is executive director of arts programs for the School of Humanities and Sciences. The newly created position brings together the university's traditionally separate arts endeavors.

BY CYNTHIA HAVEN

Many know Matthew Tiews as the witty and lively guiding presence at the Humanities Center, where he has been associate director since 2005.

Now he'll be wearing a new and bigger hat: he has been named Stanford’s first executive director of arts programs for the School of Humanities and Sciences (H&S.) He assumes the new role Oct. 1.

The newly created position marks a strategic move to bring Stanford's arts endeavors together under the umbrella of H&S. These endeavors include the Stanford Institute for Creativity and the Arts (SiCa), Stanford Lively Arts, the Cantor Arts Center and the new Bing Concert Hall, which is scheduled to open in 2013.

Tiews, who was selected from more than 250 candidates in a nationwide search, called the new position a "major statement about the importance of the arts at the university, as a component of our research and teaching missions."
OSE Recruitment & Staffing Services for FY2011

**STANFORD SEARCH GROUP SERVICES**

- Standard Job Boards & Social Networking Advertising - $1500
- Preferred Candidate Screening - $2995
- Premium Search & Recruiting - $6995
- New - External Recruitment Services Program (ERSP)!
  - OSE closely partners with the external recruiters
  - They have had a successful track record of placing people at Stanford University
  - Currently working on financial, human resources, and information technology positions
Questions and Answers

Contact Us:

Office of Staff Employment
StanfordTemps
Recruiting Services  (University wide, except SoM)
School of Medicine Recruiting Services
Career Services (OYC & CCN)
Applicant Tracking (Trovix); Jobs Website
Employment Policy & Practices, Int’l Hiring

INFORMATION  723-1888
Lindsay, Jeanette  723-4075
Jacinto, Carmen  736-8343
Bracy, Rosemary  723-4225
Lindsay, Jeanette  723-4075
Hartmann, Ingrid  721-1946
Copeland, Keith  724-6568

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