Welcome!

HR FORUM

April 12, 2017
Jobs4Cats

Dr. Sheyenne Krysher

Career Services
On-Campus Employers: Welcome to Handshake!

To register as an employer on Handshake follow these steps:

1. Visit https://app.joinhandshake.com/register
2. Select the “Employer” account type from the options below:
3. Add your information here:
4. Add your recruiting interests and Alma Mater information:
5. Read the Employer Guidelines, Terms of Service, Privacy Policy:

Handshake Employer Guidelines

Millions of students place their trust in Handshake and the companies on our platform. To maintain that trust, all employers on Handshake must agree to the following general guidelines, in addition to our Terms of Service:

- Be Accurate and Trustworthy: Tell the truth about your company, your team and the jobs available.
- Be Fair: Do not discriminate based on ethnicity, national origin, religion*, age, gender, sexual orientation, disability or military / veteran status or lack thereof.
- Keep Your Commitments: When you make a commitment to a school or student, keep it. If you can’t, work to provide a fair and equitable path for affected students.
- Keep Student Info Confidential: Guard student information as if it were your own. Do not disclose any personal information without the prior consent of a student.

In addition, most career service centers require employers to abide by the full NACE Principles for Employment Professionals.

Are you a 3rd party recruiter working on behalf of a company?  Yes  No

By continuing, you agree to the Terms of Service, acknowledge you have read the Privacy Policy, and agree to Handshake’s Employer Guidelines. You will also receive communication from Handshake related to your jobs and on campus activities.

*As with EEOC’s Title VII, this does not apply to institutions whose purpose and character are primarily religious (i.e. a ministry).
6. You will now see this screen, directing you to your inbox confirm your account via email:

Great! You’ve successfully signed up for Handshake.

We’ve sent you a link to confirm your email address. Please check your inbox.
It could take up to 10 minutes to show up in your inbox.

Didn’t receive the email?

1. Is shahitta@oshkosh.com your correct email without typos? If not, you can restart the sign up process. Otherwise:
2. Check your spam folder
3. Add handshake@notifications.joinhandshake.com to your contacts
4. Click here to resend the email.

Still having trouble? Contact us.
7. Use the email confirmation link in your inbox:

Hi Shannon,

Welcome to Handshake! Please confirm your email address to get started:

Confirm Email

If this is a mistake, you can cancel the registration at any time.

HAVE QUESTIONS?
Check out our help center or sign up for one of our upcoming webinars.
8. Find and request your employer account, all departments are listed under Texas State University – department name. If your department is not listed, you can request Create New Company.
9. Please only connect to our school only, Texas State University. You will be posting on-campus employment opportunities to our students, as such, should not be posting your job with other campuses.
On-Campus Employers: Posting Jobs!

To log in as an employer on Handshake:

1. Visit https://txstate.joinhandshake.com/login
2. Use the Sign in with your email address option. Note, the Texas State University Sign On option is only for students.
From the home page you can immediately post your first job:

2 ways to get started
Fill in the prompted areas to create the position. *Not all fields must be used, however, it will create a more defined job posting to attract the candidates you hope to find. Continue working through each of the pages by selecting Next.

**Basics Page:**

### Job Title

* Add an ATS / job code to match against your applicant tracking system (this will not sync applications)

### Require students to also apply through website or applicant tracking system?

- Yes
- No

### Display your contact information to students?

- Name Only
- Name and Email
- Don't show my Info

### Job Type

- Job
- Internship
- On Campus Student Employment
  - Show more options

### Employment Type

- Full-Time
- Part-Time

### Duration

- Permanent
- Temporary / Seasonal

Select "yes" only if re-routing students to another webpage to apply.

Select what info you want students to see should they have questions.

Select this option. If posting a GA position, select Show more options, then select Graduate School.

Permanent – if you intend on keep the position filled with one consistent person. Temporary – term basis only, please indicate start/end dates.
Details Page:

Free write or copy paste from another document. Note, you can add text emphasis, hyperlinks, and pictures!

You can copy and paste a description directly from your website - we'll retain all the formatting for you.
Choose one or more general job functions from the pull down list.

Indicate salary. All positions must at least be min. wage ($7.25) per hour.

Select which documents should be attached to the application.

Select Other Documents to indicate items such as Class Schedule, work samples, etc.
Preferences Page: Set up who should receive Applicant Packages

As the creator of the posting, your name listed first. You can add (or remove) the following options:

- **Email a summary** - you’ll receive one email once your job expires
- **Email every time** - you’ll get emails each time a new student applies. If you choose this option, you can then specify whether you want every student who applies, or only students who match all of your preferences.

Other staff can also receive applications by choosing from the dropdown. If you haven’t added them as a contact yet, there will be + add new contact at the bottom of the dropdown.

**Applicant Packages Specify who should receive the applicant packages**

- Employer Dolores University
  - [ ] Email a summary of all applicants once my job expires
  - [ ] Email every time a new student applies
    - [ ] Send all applicants
    - [ ] Only send me applicants who match all of my preferences

[Add someone else to receive packages]
Last Page: Don't forget the last page to add school, Texas State University.

Select the Apply start and end dates for the posting and Create. Note, Global dates are only for employers posting at multiple schools.
Live Webinar Employer Trainings:

**Getting Started**
- Tuesday, April 11, 1:00 – 2:00pm  *Reoccurs monthly*

**Posting Jobs and Requesting Interviews**
- Thursday, April 13, 1:00 – 2:00pm  *Reoccurs monthly*

More training sessions and information can be found at (be sure to scroll down):

[http://teachme.joinhandshake.com](http://teachme.joinhandshake.com)
Contact

Dr. Sheyenne Krysher | s_k76 | 5.2645
Legislative Updates

Jeff Lund
Manager, Compensation

Michelle Moritz
Associate Director, Human Resources
FLSA Rules & Regulations Update

- New administration/department leadership
- New Interim Secretary of Labor - Edward Hugler
- Injunction by 5th circuit through April
- DOL appeal to be heard beginning in May (?) - deadline to submit briefs is May 1
Hiring Freeze Update

• Freeze in effect through August 2017
  • E&G funds starting with “1” and Designated Method funds are frozen (2000011017)
  • Funds 2, 3, 4, and 8 are not impacted by freeze
Hiring Freeze Update

- Freeze waiver made by memo to president
- New positions are now scrutinized by Budget
  - HR will not post/advertise/audit a new position without Budget’s explicit approval
  - Presidential approval will need to be attached to documents for posting
  - Requests to reclassify or change titles do not require presidential approval
Hiring Freeze Update

- Positions not impacted by freeze:
  - Searches that will not be completed until after 9/1 can continue (including faculty for 2017-2018)
  - Temp hires
  - Job offers made before Jan 31, 2017
  - Faculty and grad assistants who hold spring appts/work through the summer
- Details are in March 23 memo from VPFSS
85th Texas Legislature

- In session January 10 – May 29, 2017
- March 10 – deadline for filing bills
- June 18 – last day Governor can sign or veto bills passed

Texas Legislature Online – www.capitol.state.tx.us
Retirement Programs

- SB1750 – requires independent feasibility study of a hybrid retirement plan for new employees (ERS and TRS)
- SB1751 – allows ERS and TRS to develop ‘alternative’ retirement plan for new employees
Insurance

Requires Group Benefits Plan (our plan) to cover:

• HB195 – diagnostic mammogram same as screening mammogram
• HB490/SB552 – hearing aids and cochlear implants
• HB717/SB1265 – HIV testing
• HB1296/SB697 – partial refill of Rx to synchronize refills on same date
Insurance cont’d

- HB307 – requires practitioners to disclose prices to patients
- HB1566/SB507 – adds emergency care providers to list of providers who may be required to mediate out-of-network claims
Leave

- HB568 – each agency may adopt policy to allow supervisor approval for working at home
- HB830 – provides 20 days of paid leave for Parental Leave
- SB820 – adds additional Foster Parent Leave activities up to 40 hours per year
- HB2657 – optional holidays change to any religious holiday
WellCats Activity!
HR Communications Survey

Vanessa Salazar
Communication & Organizational Development Specialist
Objective

- determine the best ways to send messages to staff
- identify preferences regarding tools and communication channels
- pinpoint gaps in current communication to staff
- insight to employee experiences with receiving HR communications
Participants

- 26% of respondents totaled 540, representing a 26% response rate.
- Predominantly female (73%).
- 37% were 55 or older.
- 29% were between 45 – 54.
- 50% of responses were mid-level, non-management.
- 39% were from Academic Affairs.
- 20% were from FSS.
Main findings

**General**
- greater overall satisfaction with HR Bulletin
- positive perception of finding answers to questions
- lower satisfaction regarding knowing who to contact in HR for specific questions

**Frequently used channels**
- e-mails (87%)
- HR Bulletin (83%)
- HR website (62%)

**Interests**
- (+) news about changes to benefits, UPPS and workshops
- (-) news about promotions, reclassifications, new hires and staff recognition

**Participation in meetings / committees**
- 7% participate in HR Liaison meetings, (find it generally valuable)
- 4% participate in HR Forums meetings (find it generally very valuable)

**Email behavior**
- read e-mails in full (49%)
- open e-mails based on subject line (45%)
- think e-mail content is just right (88%)

**Social Media**
- Facebook (53%)
  comments indicate strong rejection toward the use of social media as an HR communication tool
<table>
<thead>
<tr>
<th>Strengths</th>
<th>Opportunities</th>
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<tbody>
<tr>
<td>- main channels are used</td>
<td>- translations for Spanish speakers</td>
</tr>
<tr>
<td>- greater overall satisfaction with:</td>
<td>- create About Us page to help users know who specifically to contact</td>
</tr>
<tr>
<td>o finding answers to questions</td>
<td>- increase opportunities for face-to-face with Round Rock</td>
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<tr>
<td>o HR’s efforts to keep staff informed</td>
<td>- interest in learning how to become part of HR Liaison meetings and HR Forum</td>
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<tr>
<td>o timeliness of HR Bulletin</td>
<td>- evaluate HR e-mail content and address</td>
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<tr>
<td>- good sense of e-mail behavior</td>
<td>- evaluate social media as HR comm tool</td>
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<tr>
<td>- awareness of news interests</td>
<td>- evaluate placement(s) of HR media wall</td>
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<tr>
<td>- HR customer service is perceived to be positive</td>
<td>- further development of website</td>
</tr>
<tr>
<td>- face-to-face HR communication is perceived to be valuable</td>
<td></td>
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What now?

Short-term

Long-term
Thank you
HR Website Revamp

Vanessa Salazar
Communications & Organizational Development Specialist

Laura Gonzalez
Human Resources Representative
Website revamp

- Comprehensive revamp of HR website to provide tools and resources you need in a user-friendly way
What have we done?

<table>
<thead>
<tr>
<th>Benefits</th>
<th>Work Life</th>
<th>Compensation</th>
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<tbody>
<tr>
<td>Before</td>
<td>Before</td>
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<td>After</td>
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**Benefits**

- 

**Work Life**

- 

**Compensation**

-
What are we doing?

Employee Relations  
Creating Resources  
Streamlining Forms  
Tutorials & Job Aids
Where are we going?

- Master Data Center
- Professional Development
- creation of a websites for our users (e.g., supervisors, researchers, retirees, veterans, etc.)
- update our Home Page navigation
- keep up with maintenance and users needs
Contact

Vanessa Salazar | vs21 | 5.2631
Laura Gonzalez | lg1187 | 5.2557
Announcements
Save the Date

July 11, 2017
Contact Us
hrforum@txstate.edu
5.2557
Thank you!

HR FORUM