

# Talent Navigator

A Comprehensive Guide

Version 1.2



## Introduction: **Human Resources Core Values**

Caltech's Human Resources Department believes that we have an essential and integral role at the Institute. As Caltech ambassadors, it is important that we:

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**1**

understand and reflect the core mission of the Institute

**2**

continuously train, educate and teach ourselves and others

**3**

strive to build a healthy, resilient and engaged community

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To this end, Human Resources has adopted three core values that represent what is important and necessary to help us fulfill our Institute role. These values are **integrity, collaboration, and excellence.**

## Section 1: Message from the Director

Every role on this campus helps support a diverse academic environment, committed to creating innovative technologies. Collectively, we consist of a range of staff positions, all of which are an integral part of helping this campus meet its goals.

No matter the role, from a research technician to an administrative assistant, Caltech employees have a shared purpose—to help support our mission to expand human knowledge and benefit society through research integrated with education.

Recruitment at Caltech provides resources to hiring managers across campus—we want to help you fill open roles and consult on best hiring practices. We can help support the following areas:

- Recruitment strategy consultation
- Candidate sourcing and networking
- Help identify diverse candidate pools
- Interviewing Toolkits
- Social Media and Advertising
- Search Committee Essentials
- Job Fair Representation
- Temporary Hires

We look forward to partnering with you and your groups to build effective teams.

All the best,

A handwritten signature in black ink that reads "Kylee Barker". The signature is written in a cursive, flowing style with a long horizontal stroke at the end.

## Section 2: Recruiter's Role



**Partner with Caltech hiring teams** to build and execute effective sourcing and candidate assessment and manage customer expectations through a deep understanding of department needs.



**Recruit passive candidates** at all levels.



**Recommend ideas and strategies** related to recruitment that will contribute to the long-range growth of the team, and implement any new processes for recruiting that fit within Caltech's mission and core values.



**Articulate timelines and expectations** of job search.



**Interview candidates** within the framework of the position specification. Possess strong ability to screen, interview, and prepare a candidate slate within an appropriate and consistent timeline.



**Participate in special projects/recruiting initiatives**, including assessment of best practices for: interview techniques, identifying internal talent, and building a candidate pipeline.

### Section 3: **Coordinator's Role**



**Coordinate and schedule** interviews for candidates and hiring managers.



**Work with recruiters** on managing the candidate process.



**Assist the team** with posting open positions on various job boards.



**Facilitate onsite interviews** and ensure a positive candidate experience.



**Point of contact** for general recruiting related questions (i.e. benefits, comp, etc).



**Assist new hire** with initial onboarding.

## Section 4: Department Services

### Developing a Job Description

Job Descriptions are important for many reasons including: articulating and identifying needs for a team, helping define candidate expectations, and ultimately a starting point in performance management. Effective job descriptions help create interview guidelines and allow groups to make informed hiring decisions.

Key objectives:

- Agree on responsibility & scope of position
- Define candidate expectations of role
- Partner with HR to determine best recruiting strategy
- Provide framework for interviewing questions & selection

All job descriptions should include the following components:

Summary + Job Duties + Basic & Preferred Qualifications

### Compensation

Caltech's Compensation Program is designed to meet the needs of a dynamic and unique workforce. This team reviews the overall position scope and key responsibilities and provides a recommended job classification. This is inclusive of market data and internal equity models. They provide market data inclusive of (25<sup>th</sup>, 50<sup>th</sup>, 75<sup>th</sup> percentile) recommendations. Some of the following factors are evaluated when determining job classification:

Experience - Training - Education - Impact on Institute - Leadership - Job Scope

### Sourcing

Caltech needs to engage in proactive candidate recruitment to help build talent pipelines. This helps us ensure a diverse and vibrant community. Partner with your recruiter to consider the best ways to identify talent and connect with strong potential candidates. We utilize sources such as LinkedIn to participate in candidate outreach – and connect with those that may not be actively looking. In addition, we can provide recommendations on niche posting sites or groups that may have candidates with similar work experience.

For senior level hires, we can provide strategic sourcing which maps out the needs of your group and define key attributes for the role. Let us help identify potential candidates based on what works best for your team.

## **Applicant Tracking System**

Applicant Tracking Platforms are tools used to recruit and onboard employees. We use an applicant tracking system to ensure all job postings, recruitments, candidate selections, and onboarding processes are consistent. In an effort to increase consistency and efficiency, a new system is scheduled to be implemented and go live in Summer 2017. This will integrate recruiting and onboarding tools with Oracle HRIS.

## **Candidate Workflow**

We assist hiring managers by conducting phone screens, scheduling interviews, checking references, and extending offers. By conducting phone screens, we are able to expand on a resume and ask questions to determine if it's best to continue pursuing an applicant. We help provide a holistic view of candidates, which helps ensure the best candidates are presented.

## **Interview Guidelines**

Proper candidate selection is essential to meeting a department's hiring needs. It is important to find a candidate that will be able to connect with the culture and values of the Institute. Our objective as a recruiting team is to help departments prepare for a structured interview, identify job-related behavioral competencies, and create behaviorally anchored interview questions. In reaching such objectives, the department will help present candidates that are well suited for the role.

## **Advertising**

Online job advertisement helps provide a larger or more qualified audience for all of our very diverse job openings. Additionally, we have the opportunity to contact candidates who are passive job seekers.

## **Search Committees**

Search Committees are mainly utilized on searches for senior level positions. Committees include representatives from recruiting, faculty, staff, undergraduate, and graduate students and can include guests outside of Caltech. Recruiters also provide details on interview guidelines to folks participating in the interview process.

## **Agency Employees**

Occasionally, there are needs for temporary staffing on campus. We partner with Hiring Managers in their search for staffing through external Recruiting agencies. We serve as liaisons between the hiring manager and the staffing company. Such service involves reviewing resumes, conducting screenings, setting up interviews, and onboarding temporary hires. Caltech has contracted rate agreements with many of our agencies. Agencies are routinely vetted to ensure we provide quality temporary staffing.

## Section 5: Job Requirements and Onboarding



### Background Screening

The background investigation process is initiated once a candidate has accepted a verbal or written offer for a staff position. This offer will be extended by a member of the Recruiting team. You can find out more about the background investigation on PM 9.

[Personnel Memoranda No.9](#) (Section 4.4)



### Physicals

Physicals may be required for some roles at Caltech. They are primarily administered in a local health clinic near the Caltech campus. The Recruiting team schedules on-site visits for candidates and receives clearance directly from the clinic. For non-local candidates, we work with local medical vendors to complete the physical exam process. Physical requirements are noted within the Basic Qualifications of the job description.



### Visa Assistance

The International Offices are ready to assist international staff after they have officially accepted an offer of employment to the Institute. Each nonimmigrant status has its own requirements and obligations. Maintaining legal status is critical in order to maintain eligibility for employment in the United States.

[International Offices](#)



### Employee Guide

The [Staff Guide](#) contains information and resources to support a new hire.

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**Employment Main Contact** 

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