Recruiting Services

A Comprehensive Guide

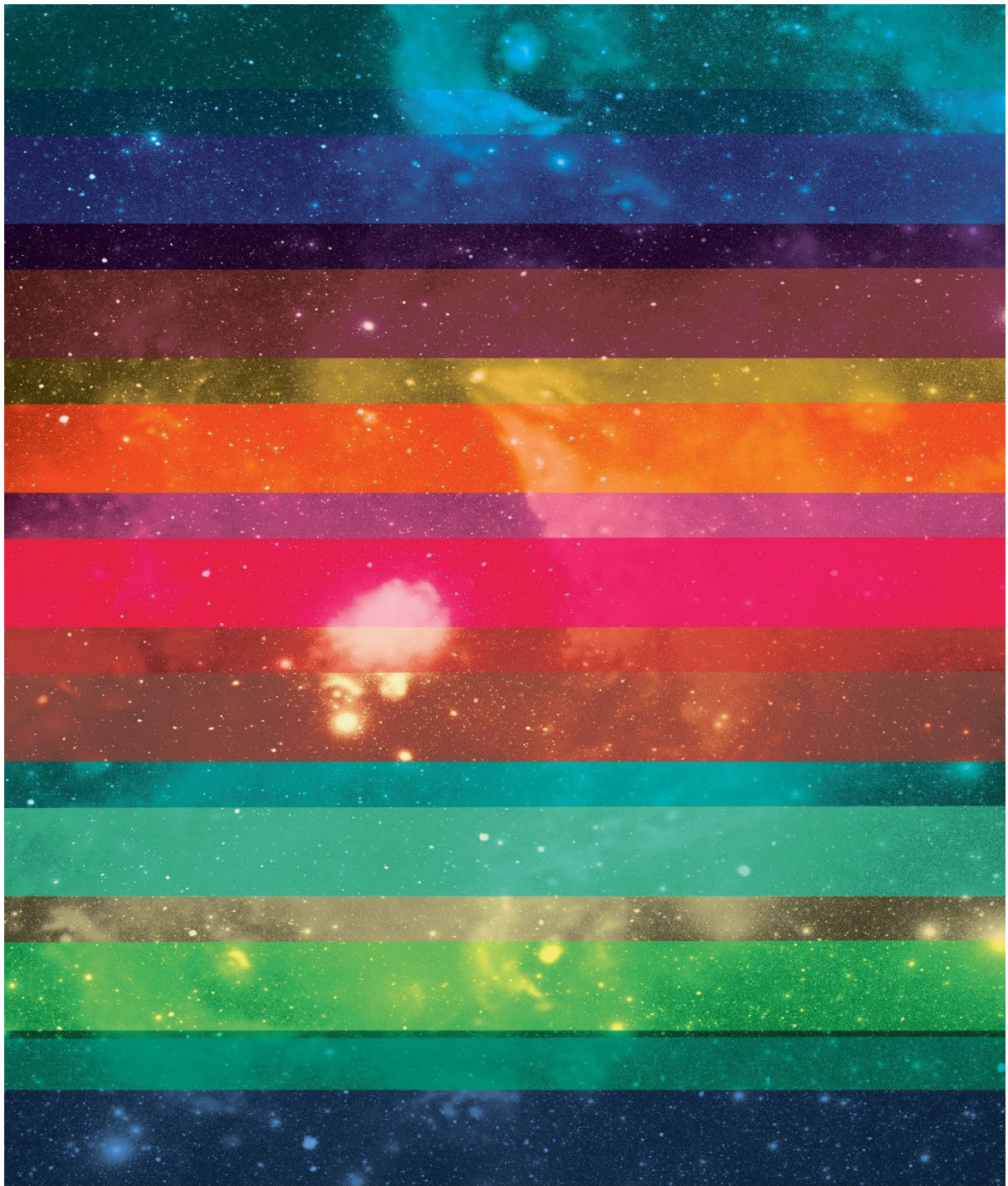Version 1.2

Caltech

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Section 1: Welcome!

Recruiting is your partner for staff hiring. We typically hire close to 500 employees per year, in a variety of roles and departments. Your assigned Recruiter will partner with you during all stages of the search process. We look forward to working with you.

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

Section 2: Recruiter's Role

Partner with Caltech hiring teams to develop recruitment strategies. Educate teams on employment policies and procedures.

Support the development of and post new job requisitions using the applicant tracking system, Taleo.

Build and maintain candidate pipelines and proactively source candidates.

Screen and interview applicants. Ensure candidates have a successful interview experience.

Prepare, extend, and negotiate job offers.

Participate in special projects/recruiting initiatives.

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 + Essential 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 (25th, 50th, 75th 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, Taleo, to ensure all job postings, recruitments, candidate selections, and onboarding processes are consistent.

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 reach candidates who are passive job seekers.

Search Committees

Search Committees are mainly utilized on searches for senior level positions. Committees may include representatives from recruiting, faculty, staff, undergraduate, and graduate students and can include guests outside of Caltech. Recruiters 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: Pre-employment Clearances

Recruiting processes pre-employment clearances after a verbal offer is accepted but before a start date is determined.

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 4.3)

COVID Vaccination

Caltech has implemented a mandatory vaccination policy requiring COVID-19 vaccinations for all employees (with Institute-approved exemptions for religious or medical contraindications only). Upon eligibility, employees are required to receive the COVID-19 booster as part of the vaccine mandate. As a condition of employment, employees must submit official COVID-19 vaccine documentation.

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 candidates after they have officially accepted an offer of employment with 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

Remote Work Agreement

Some roles at Caltech may be appropriate for part-time or full-time remote work. Roles that are appropriate for full-time remote work require an approved Remote Work Agreement at the time the employee begins their assignment.

Please inform your Recruiter if you anticipate a role involving full-time remote work.

Prevention of Unlawful Harassment Training

California employers are required to provide prevention of unlawful harassment training to all employees. New hires are required to complete the training within their first two weeks.

Benefits Orientation

Benefits Orientation is a bi-weekly virtual meeting on Wednesdays to go over health care benefits and the retirement plan. All benefit-eligible staff members will be invited to attend the virtual meeting once they start at Caltech.

Employee Guide

The Employee Guide contains information and resources to support a new hire.

Begin@Caltech Meeting

All new hires will virtually meet with a Recruiting Coordinator for a high-level campus overview at the Begin@Caltech meeting. These meetings are scheduled for the employee's first day and are typically 30 minutes.

Mandated Reporter Training

If a new hire is designated as a mandated reporter, it is required for the new hire to complete the mandated reporter agreement during the onboarding process as well as the "Protect Youth" training.

Section 7 - Frequently Asked Questions

When will my new employee receive their offer letter?

Offer letters are processed once we have confirmed a start date. The start date will be confirmed after all pre-employment clearances are complete.

When will my new employee's ID be ready?

Employee IDs are created by the Caltech Card Office. New hires must share a photo with Recruiting in order for the ID card to be created.

New hires will be notified when their ID is ready and can it pick up at the Caltech bookstore during store business hours.

When will I know my new employee's Caltech email address?

A Caltech email address is created after the new hire's file has been exported to Oracle. You can reach out to Recruiting or IMSS to obtain your new hire's Caltech email address 48 hours after an offer letter has been created. The employee should not be checking their Caltech email until their first day.

When will I receive my new employee's UID?

Once your new hire's offer letter is approved and the assignment is exported to Oracle, the hiring manager listed on the requisition will receive an email with the subject line: "Congratulations on your new hire!" Please note that if you are not listed as the hiring manager on the requisition, you may ask the person listed or the Recruiting team to share the number once generated.

When will my new hire check-in with HR?

Recruiting will reach out to your new hire directly before their start date to schedule a 30 minute check-in, called Begin@Caltech. Check-ins occur on the employee's first day. If there is a preferred time for the check-in please contact your Recruiter so we may make accommodations.

Section 8 - Recruiter Assignments

Athenaeum	Brittany Gray
Athletics	Emily Hornschemeier
Audit and Compliance	Emily Hornschemeier
Biology and Biological Engineering	Liz Dorfman/Emily Hornschemeier
Beckman Institute	Liz Dorfman
Chemistry and Chemical Engineering	Liz Dorfman
Custodial/Grounds	Brittany Gray
Advancement and Alumni Relations	Susan Blaisdell
Student Affairs (non-athletics)	Emily Hornschemeier
Engineering and Applied Science	Liz Dorfman
Facilities	Brittany Gray
Facilities Management	Brittany Gray
Finance	Emily Hornschemeier
Geological and Planetary Sciences	Liz Dorfman
Government Relations	Kylene Barker
Human Resources	Emily Hornschemeier
Humanities and Social Sciences	Emily Hornschemeier
IMSS	Brittany Gray
Investment Office	Emily Hornschemeier
Office of General Counsel	Brittany Gray
Physics, Mathematics and Astronomy	Emily Hornschemeier
PMA-IPAC	Brittany Gray
PMA-LIGO	Brittany Gray
Procurement	Emily Hornschemeier
Office of Business and Finance	Emily Hornschemeier
Office of the President	Liz Dorfman
Office of Strategy Implementation	Emily Hornschemeier
Office of the Provost	Liz Dorfman
Office of the Provost (Library)	Liz Dorfman
Research Administration	Liz Dorfman
Resnick Sustainability Institute	Brittany Gray
Campus Life/Dining/Housing	Wendy Morales
Temp Agencies	Brittany Gray
Security	Grace Lee/All
Labor Certs*	Emily Hornschemeier
Postdoc to Staff**	

Promoting Jobs on LinkedIn

LinkedIn job postings can promote your job to LinkedIn users and increase the quality of your candidate pool. The cost is $475 for a 30 day posting. Please reach out to your Recruiter if you would like to utilize a LinkedIn job posting.

Meet Caltech

Our Meet Caltech social media program is intended to introduce new hires to Caltech on Instagram and LinkedIn, and to highlight the variety of roles on campus.

Recruiting Services

employment@caltech.edu | 626-395-6565