

EMPLOYMENT BEST PRACTICES

Supervisor's Toolkit for Hiring and
Compliance

- We hire for best fit:
 - In order to serve the University.
 - To provide a great career opportunity.
- We create goodwill for the University throughout the process.
- We effectively welcome new employees to our community.
- We remain in compliance with federal and state employment laws at all times.

Best Fit: Points to Consider

- Does the candidate have the right skill set, experience, and background for the position?
- Is the candidate a mission fit for Pepperdine University?
- Does the candidate have the interpersonal skills, characteristics and traits needed for success in the role, office, department, and University?
- Will the candidate add value to the role?
 - Will they bring a diverse background and perspective?
 - Will they work well with your team?

- Comprehensive record of the duties of the position
 - Other duties as assigned.
 - Supportive of the Christian mission.
- List of the required and preferred qualifications for the position.
- Serves as a point of reference for:
 - Employee.
 - Supervisor.
 - Human Resources.

- Create, update, or edit the position description to include new technology, terminology, or skills and qualifications.
- After the position description is drafted or edited, begin the job posting request within Page Up.
- Approvals for posting the job are completed electronically through Page Up.
- All regular full-time staff positions must be posted on <http://jobs.pepperdine.edu> for a at least 5 business days.

Advertising broadens and strengthens the diversity of the applicant pool.

- Human Resources sponsored advertising:
 - Higheredjobs.com.
 - Career fairs.
 - Passive searches in PageUp and LinkedIn.
 - Discounted rate of \$250 on LinkedIn and Chronicles of Higher Ed.
- Human Resources, in partnership with Graystone Advertising, will coordinate with the department to target additional audiences.

The purpose of application review is to narrow the pool of applicants.

- Applicants should be showcasing their qualifications and experience.
 - Review all documents including the application, cover letter, and resume.
 - Take note of the open ended questions within the application.
 - Look for exceptional responses.

RED FLAGS:

- Spelling, Grammar, Punctuation Problems.
- Short-term Work Assignments/Gaps in Employment.
- Lack of Attention to Detail.
- Evidence that a Career has Plateaued or Regressed.
- Failure to Follow Directions.

Determine your hiring process in advance and follow the same stages for all candidates.

- Consider sending additional questions to candidates.
- Present a real scenario related to the day-to-day duties of the position.
- Utilize the Interview Guide in the On-Boarding Kit.



Create goodwill for the University by communicating with applicants.

- Responding in a timely manner shows respect for the applicant and saves you time.
- Utilize communication templates embedded into the hiring stages within Page Up.
- Personalize templates to adjust language as needed.

Interview after narrowing the applicant pool and communicating to applicants not selected.

- Phone Interviews
 - Purpose: to further refine list of candidates to meet in person.
 - Prepare questions in advance.
 - Ask the same questions to each candidate.

- In Person Interviews
 - Prepare questions in advance.
 - Ask the same questions to each candidate.
 - Include your supervisor.
 - Consider involving trusted colleagues, or key members of your team.

Responsible hiring best practices include:

- Skills Testing.
- Basic Internet Search/Social Media.
- Reference Check.
 - Internally: talk with current/former supervisor; review the employee's personnel file.
- Background Screening.

The first day and first week are very important!

- Provide regular feedback.
 - Praise outstanding performance.
 - Address areas that need improvement.
- Provide growth and development opportunities.

Hiring Tools: PageUp Talent Management System

- Within the PageUp system, you can:
 - Manage position descriptions.
 - Create a job posting request and route it for approval.
 - Review applications, resumes and cover letters.
 - Communicate with applicants.
 - Send offer information and details to Human Resources.
- New Hires will:
 - Receive an email with a link to an online offer letter.
 - Complete new hire information online.
 - Have access to the Onboarding Portal.

Hiring Tools: PageUp Talent Management System

Student Resources **Employee** Favorites

EMPLOYEE SERVICES

- Employee Self Service
- HR System
- Manager Self Service
- Student Hire
- Financials
- Employee Hiring
- Employee Performance
- PeopleSoft Security Access
- Research & Sponsored Programs

EMPLOYEE RESOURCES

- Courses (powered by Sakai)
- Course Syllabi
- Internal Job Postings
- Finance Website
- Holiday Schedule
- Training
- Libraries
- eProtocol IRB
- ID Card PIN Lookup
- 25Live Event Scheduling
- Navigate

REQUISITIONS

- Add/Update Requisitions
- Manage Requisition Approvals
- Requisition Inquiry
- Supplier Lookup
- Requisition Status
- Accounting Entries
- Level 1 Approvers by Dept
- Unapproved Req WorkFlow Status

PURCHASE ORDERS

- Activity Summary
- Purchase Order Inquiry
- Purchase Order Status
- Category Codes Query

CREDIT CARDS

- Reallocate Statement
- Substantiate Statements
- Approve Substantiation

CREDIT CARD QUERIES


- Transaction Detail by Dept

TRAVEL AND EXPENSE

- Expense Report

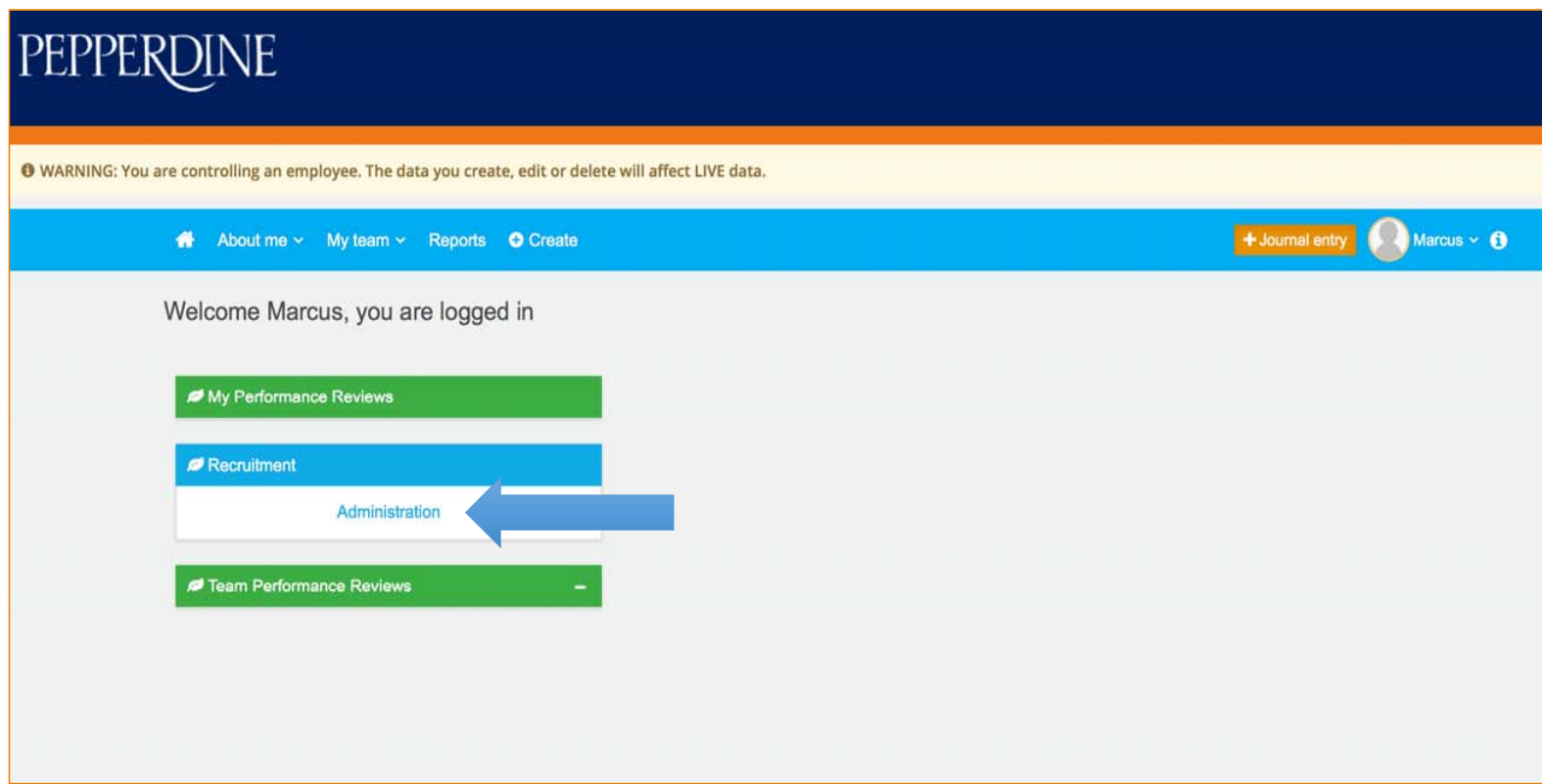
VOUCHERS AND INTERNAL SUPPLIER

- Voucher Regular Entry

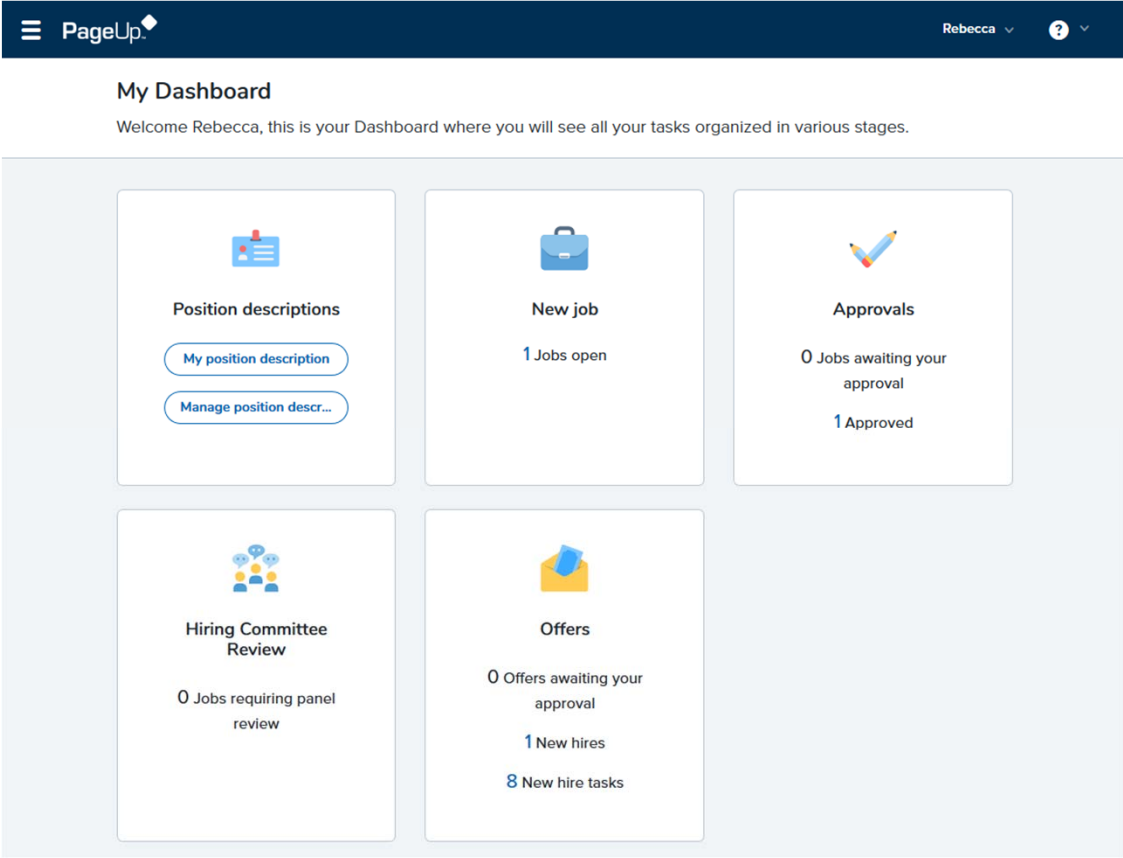


Chat for Help! (Beta)

Hiring Tools: PageUp Talent Management System



Hiring Tools: PageUp Talent Management System



PageUp Rebecca ?

My Dashboard

Welcome Rebecca, this is your Dashboard where you will see all your tasks organized in various stages.

Section	Count
Position descriptions	1
New job	1
Approvals	1
Hiring Committee Review	0
Offers	8

Position descriptions
My position description
Manage position descr...

New job
1 Jobs open

Approvals
0 Jobs awaiting your approval
1 Approved

Hiring Committee Review
0 Jobs requiring panel review

Offers
0 Offers awaiting your approval
1 New hires
8 New hire tasks

Hiring Tools: PageUp Onboarding Portal

PEPPERDINE

Welcome | Pepperdine at a Glance | Mission and Culture | Benefits | Development Opportunities | Contact Us

Welcome

Pepperdine HR | Welcome to Pepperdine

Lauren Cosentino
Chief Human Resources Officer

Tasklist

- First 3 months
- Pre-Arrival
- First Day
- Malibu-campus tour
- Nice employee for lunch on first day Due: 1 May 2015

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- External Market Pricing:
 - Compare to similar institutions.
 - Compare to the southern California area.
- Internal Comparison:
 - Compare to similar positions on campus.

Contact Kyle Stiemsma x6581 for additional information

Thank you!

If you need assistance, please contact the employment team.

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