



Facilities Procedures

Policy Owner: Employee Engagement
 Date Issued: 10/1/2019
 Revision Date: 8/2/2023
 Approved by: Michael Perez

General Procedure for:
Hiring an Employee

PURPOSE:	This document establishes the process for hiring within Facilities.
RESPONSIBILITIES AND PROCEDURES:	<p>1. When a position becomes vacant or a new one is created</p> <ul style="list-style-type: none"> a. Facilities EE will review the job description with hiring manager to make sure it's still accurate. Once the job description has been reviewed by the hiring manager, the Facilities EE then creates the requisition in Oracle. It will then go through the Oracle approval flows until the recruiter picks it up. <ul style="list-style-type: none"> i. Oracle Approval Flows: <ul style="list-style-type: none"> 1. Hiring Manager 2. Business Unit Entity 3. Human Resources b. Facilities EE will post the position in Oracle and handle the internal bid if it is a union position. c. Facilities EE will send the position description to the compensation team to review the current market data. When the data comes back, it will be sent to the hiring manager and the departmental leader (AVC or Director). [Note: This step happens simultaneously with posting the position.] <p>2. Recruiting</p> <ul style="list-style-type: none"> a. As the hiring manager you must have a strategy session with the recruiter. If the recruiter does not reach out to you within a week of meeting with Facilities EE, please email facilities-ee@vanderbilt.edu. <ul style="list-style-type: none"> i. Discuss with recruiting how you want the initial interviewing to go. <ul style="list-style-type: none"> 1. Ex. Do you want to use Spark-hire? What is your ideal candidate? Are there any initial questions you want the recruiter to ask? When do you need this position? etc. 2. The recruiter can update the job posting with this information. 3. Toyisha Moss is our current recruiter. b. If you have any questions or concerns about how the recruitment process is going for your position, please email facilities-ee@vanderbilt.edu.



Facilities Procedures

- c. Please note that as the hiring manager, it is your responsibility to make sure candidates are dispositioned in Oracle. If you need help with this, the recruiter can walk you through it during the strategy session or you can watch the training in Oracle Learn.
 - i. [In Oracle Learn search “Oracle Recruiting and Onboarding for Hiring Managers and HCM Specialists”, then select “Candidate Selection: Part 2 – The interview and Selection Phase”]

3. Creating the Interview Committee

- a. The Hiring Manager is encouraged to create a diverse interview committee to review candidates for the position. The committee should be composed of diverse voices which include employees from various levels throughout the organization.
- b. The level of position will determine the minimum number of the committee. If you need assistance with this, please reach out to Facilities-ee@vanderbilt.edu.

i. Union & Non-Exempt Positions

- 1. The committee needs to be made up of at least two employees.
 - a. Examples:
 - i. Hiring manager and their manager
 - ii. Hiring manager and a lead employee

ii. Exempt Level Positions

- 1. The committee needs to be at least three employees.
 - a. Examples:
 - i. Hiring manager, their manager, and a lead employee
 - ii. Hiring manager, their manager, and another supervisor/manager from another area within Plant Operations.
 - iii. Hiring manager, another supervisor/manager from another area within Plant Operations, and a customer they would be supporting.

- 2. Discuss the proposed members of the committee with the department leader (AVC or Director level) before notifying committee members.

iii. Director Positions

- 1. The committee needs to be at least five employees.

4. Interview Scorecard

- a. The hiring manager and committee will use the provided scorecard to score each of the finalist.
 - i. Electronic scorecard Links (may be edited based on position level)
 - 1. Union & Non-Exempt - <https://forms.office.com/r/1zh92zdYw3>
 - 2. Exempt - <https://forms.office.com/r/5MvKjcPimn>



Facilities Procedures

3. These forms may be printed, but if paper forms are used it is the hiring manager's responsibility to collect all forms and submit them to facilities-ee@vanderbilt.edu.

b. Once the committee has filled out the electronic scorecard for each candidate, request the results from the Employee Engagement Manager by providing the names of the candidates to the EE Manager.

5. After Interviews

a. Union & Non-Exempt Positions

i. The hiring manager **MUST** select the candidate with the highest scorecard score.

1. The Hiring Manager may make an exception to this policy with approval from the departmental leader (AVC or Director level).

b. Exempt and Director Positions

i. After scoring is completed, the committee will meet to recommend the top candidate(s) to the Hiring Manager. Depending on the department leader's preference, this meeting may be facilitated by the Employee Engagement team. The committee is free to either not recommend a candidate or recommend as many as three candidates. If no candidate is recommended, the position will remain posted or be reposted to attract additional candidates.

1. If the committee recommends candidates, the Hiring Manager must select one of the recommended candidates. The Hiring Manager may make an exception to this policy with approval from the departmental leader (AVC or Director level).

6. Before the verbal Offer

a. Request reference check from recruiter in HR and CC facilities-ee@vanderbilt.edu. **"Union positions can skip this step."**

b. Once the reference check comes back, work with the Employee Engagement team to come up with the offer rate. **"Union positions can skip this step."**

c. The Facilities EE team will conduct an equity review to ensure that the pay scale for the proposed position matches the current rate within the organization for similar positions.

d. Once the offer amount is approved by the appropriate leadership, the Employee Engagement area will give approval to extend the verbal offer to the candidate.

7. After Candidate accepts the Verbal Offer

a. Email the recruiter and facilities-ee@vanderbilt.edu the amount and target start date that the candidate and you agreed on. Please note, it is a targeted start date. The background must clear before a candidate is eligible to start.

b. HR will create the written offer and send it out for approvals. Once the authorized Oracle delegates have approved it, the recruiter will extend the offer to the candidate.



Facilities Procedures

i. Oracle Approval Flows:

1. Hiring manager approves.
2. Business Unit Entity approves.
3. Sent to HR.

- c. The candidate will receive the offer and they must accept the offer.
- d. Once the candidate accepts the offer, they will receive an email within 24 hours to complete their background check.
- e. Then once they complete their background the I-9 will be sent out to them.

8. Once background check clears

- a. The Employee Engagement team will notify you once the background has been cleared. From there you can call the employee by phone to let them know the following information:
 - i. Communicate that their background check cleared.
 - ii. Confirm with them what day they will start and inform the Facilities Employee Engagement team.
 - iii. Let them know the Thursday before their start date, they will receive an email from Scotty Glasgow with instructions for their first day.
 1. Where to go for orientation
 2. Where to park for orientation
 3. Etc.

9. Before your new hire's 1st day

- a. Have an orientation plan.
 - i. If you need help with this, please reach out to facilities-ee@vanderbilt.edu for help.
 - ii. Call the new hire the Friday before their start date to make sure they don't have any questions.

10. Documentation

- a. The hiring manager will be responsible for sending the following information to facilities-ee@vanderbilt.edu
 - i. If paper scorecards are used, it is the hiring manager's responsibility to collect all forms and submit them to facilities-ee@vanderbilt.edu.
 - ii. Any other documentation you have from the hiring of your position.

11. Steps the Employee Engagement Team will do

- a. Email PO-support for laptop/iPad and phone number.
- b. Will Order Cell phone if needed.
- c. Will set up their printer access on their second day.
- d. Will set them up in AiM or eBuilder by close of business on their second day.



Facilities Procedures

Onboarding Tips:	<p style="text-align: center;">EMPLOYEE ONBOARDING</p> <p>An organization’s approach to onboarding is critical to employee performance, engagement, and turnover. Research shows that 90% of employees decide whether to stay with an organization within the first 6 months. Review the following information and reflect on your department’s onboarding process.</p> <p>Three Segments of Employee Onboarding</p> <ul style="list-style-type: none"> ✓ Job – departments should train employees on their job duties through training manuals, mentors, and job shadowing ✓ Technical – departments should make sure the employee has the appropriate computer, software, and phone connections. ✓ Culture – departments should have a plan to welcome new employees, and acclimate them to the culture of the department and Vanderbilt as a whole. The reminder of this document will help you think through the cultural onboarding for your department. <p>Cultural Onboarding Tips</p> <p>Onboarding a new employee from a cultural perspective is not a one-time event. It is a process that will likely take several months. The following tips will help you design your onboarding process to ensure that each employee is being set up for success.</p> <table border="1" data-bbox="418 1161 1531 1984"> <thead> <tr> <th data-bbox="418 1161 797 1226">Before the First Day</th> <th data-bbox="797 1161 1170 1226">On the First Day</th> <th data-bbox="1170 1161 1531 1226">During the First Week</th> </tr> </thead> <tbody> <tr> <td data-bbox="418 1226 797 1984"> <ul style="list-style-type: none"> • Communicate first day instructions • Announce arrival to department. Encourage a welcome email, or pass around a card for everyone to sign • Select a new hire “buddy” • Schedule appointments with individuals the new hire needs to meet early on • Set up the new hire’s workstation. Supplies and welcome sign • Create a first week schedule. Balance meaningful tasks, learning opportunities, and down time • Arrange welcome events • Make onboarding everyone’s responsibility. Set </td> <td data-bbox="797 1226 1170 1984"> <ul style="list-style-type: none"> • Send someone to pick up new employee from orientation. Bring them back to the office • Provide tour of the office, including break room and bathrooms • Review first week schedule • Take employee to Commodore Card Office to get their ID • Block off time for questions at the end of your day. Check in with the employee during this time. Set the tone for open dialogue • Review work schedule, how to request PTO, meal breaks, building access, </td> <td data-bbox="1170 1226 1531 1984"> <ul style="list-style-type: none"> • Identify mission, goals, and vision of department • Discuss new hire’s role and responsibilities • Orient to policies and procedures • Provide departmental phone list and organizational chart • Teach how to use fax/scanner/printer • Discuss standing departmental meetings • Discuss after hour response expectations • Take employee to lunch with the team • Schedule regular check-in time </td> </tr> </tbody> </table>			Before the First Day	On the First Day	During the First Week	<ul style="list-style-type: none"> • Communicate first day instructions • Announce arrival to department. Encourage a welcome email, or pass around a card for everyone to sign • Select a new hire “buddy” • Schedule appointments with individuals the new hire needs to meet early on • Set up the new hire’s workstation. Supplies and welcome sign • Create a first week schedule. Balance meaningful tasks, learning opportunities, and down time • Arrange welcome events • Make onboarding everyone’s responsibility. Set 	<ul style="list-style-type: none"> • Send someone to pick up new employee from orientation. Bring them back to the office • Provide tour of the office, including break room and bathrooms • Review first week schedule • Take employee to Commodore Card Office to get their ID • Block off time for questions at the end of your day. Check in with the employee during this time. Set the tone for open dialogue • Review work schedule, how to request PTO, meal breaks, building access, 	<ul style="list-style-type: none"> • Identify mission, goals, and vision of department • Discuss new hire’s role and responsibilities • Orient to policies and procedures • Provide departmental phone list and organizational chart • Teach how to use fax/scanner/printer • Discuss standing departmental meetings • Discuss after hour response expectations • Take employee to lunch with the team • Schedule regular check-in time
Before the First Day	On the First Day	During the First Week							
<ul style="list-style-type: none"> • Communicate first day instructions • Announce arrival to department. Encourage a welcome email, or pass around a card for everyone to sign • Select a new hire “buddy” • Schedule appointments with individuals the new hire needs to meet early on • Set up the new hire’s workstation. Supplies and welcome sign • Create a first week schedule. Balance meaningful tasks, learning opportunities, and down time • Arrange welcome events • Make onboarding everyone’s responsibility. Set 	<ul style="list-style-type: none"> • Send someone to pick up new employee from orientation. Bring them back to the office • Provide tour of the office, including break room and bathrooms • Review first week schedule • Take employee to Commodore Card Office to get their ID • Block off time for questions at the end of your day. Check in with the employee during this time. Set the tone for open dialogue • Review work schedule, how to request PTO, meal breaks, building access, 	<ul style="list-style-type: none"> • Identify mission, goals, and vision of department • Discuss new hire’s role and responsibilities • Orient to policies and procedures • Provide departmental phone list and organizational chart • Teach how to use fax/scanner/printer • Discuss standing departmental meetings • Discuss after hour response expectations • Take employee to lunch with the team • Schedule regular check-in time 							



Facilities Procedures

	expectations that your team will informally check in with the new hire.	date of first paycheck, departmental safety plan		