

# Talent Transition Offer Process and Career Support Services Overview

July 17, 2017



# OFFER PROCESS

The goal of the offer process is to deliver a candidate experience that is fair, transparent, and respectful.

- **Respectful:** All candidates will speak to a recruiter about their application status
- **Fair:** All candidates will have the opportunity to review and accept or decline positions offered
- **Transparent:** All candidates will receive compensation data as part of offer process to make a well-informed decision
- **Support resources:** All candidates not selected for a position in the first wave will have access to career support resources



The offer process provides options and support for all candidates regardless of application status.



### How were hiring decisions made?

Hiring decisions were made by the hiring manager proxies with review and approval by the CHRO.

### What happens if I am not available to receive a phone call from the recruiter about my application status?

The recruiter will leave a voice message requesting a return call from you to discuss your application status. If you receive an offer the three calendar day timeline will begin once the conversation has occurred.

### What happens if I am on vacation from July 18<sup>th</sup> – 28<sup>th</sup>?

Notify your recruiter that you will be away and they will work to accommodate your availability.

### What happens to positions that are declined?

As declined positions are identified, if there is a secondary qualified candidate selected by the proxy hiring managers and approved by the CHRO, the candidate will receive a verbal offer and have the opportunity to verbally accept or decline the offer within three calendar days.

### What happens if a candidate has already accepted an offer?

The candidate will have the opportunity to choose between the original offer and new offer.

### What is the timeframe for offering positions to a secondary qualified candidate?

Positions will be offered as they are identified beginning as early as July 24<sup>th</sup> and will continue until all qualified candidates selected by proxy hiring managers and approved by the CHRO are exhausted. If the position remains open it will be posted externally at the appropriate time.

### What if I accept a Wave 1 position and am offered a Business Partner position?

You may elect to accept a Business Partner position even if you have accepted a Wave 1 position.

### Will the candidates who accepted offers for Wave 1 positions be announced?

Yes. Initially on August 15<sup>th</sup>, candidates who accepted offers for Wave 1 positions will be posted on the Ufirst website, updated monthly.

## Options if you don't receive a Wave 1 offer

---

- Possibly receive an offer for a declined position
- Apply for Wave 2 positions
- Apply for HR positions that post externally if you did not apply during the internally competitive process
- Participate in career support services and apply for positions elsewhere within UVA
  - In order to participate in career support services, impacted employees must participate in the internally competitive process

**This is a fluid process and as individuals make personal choices other opportunities may arise.**

# CAREER SUPPORT SERVICES

The Career Support Services will provide support for HR impacted employees who applied for a position in future-state HR but were not offered a position.

No impacted employees will experience a layoff as a result of the Ufirst initiative.

If, at the conclusion of the process, an impacted employee who has applied for, but has not been offered a future-state HR position will receive career support to assist them in finding a position at UVA\*. If the impacted employee has not accepted a position offered to them by June 30, 2018, then the employee will be asked to accept an assignment to a UVA\* position determined by University leadership.

Salary grandfathering applies to all impacted employees who accept positions in future-state HR or who apply but are not offered a future-state HR position and move to a position elsewhere in the University.

\*Academic Division, Medical Center, and UPG

Note: This process does not apply to individuals covered by the Medical Center's policy 105.

The following resources are available for impacted employees that applied for a position in future-state HR but were not offered a position.

### Career Support

Offer six individual one-hour sessions with a career coach that will include some or all of the following based on individual need:

- Work Interest Profile Survey
- Job Search Process Overview
- Job Skill/Position Review
- Training Recommendations
- Resume and Cover Letter Review
- Interview Preparation

### Services Workshops

Opportunity to participate in ongoing workshops throughout the fall and spring around:

- Job Position Analysis
- Resume and Cover Letter Writing
- Job Search process
- Interview Preparation
- LinkedIn Profile Creation/Revision

### Faculty Employee Assistance Program

Access quality, professional, and comprehensive services, tailored to individual needs that is confidential and at no cost to the employee.

### How do I get access to career support services?

You must have applied for at least one position for the future-state of HR to be eligible for career support services. Sign-up and participate in a Wave 2 coaching session.

### When will Wave 2 coaching sign-up be available?

Starting Tuesday, August 15<sup>th</sup> you will be able to sign up for a Wave 2 coaching session on the Ufirst website.

### When will the career support services begin?

After you have completed a Wave 2 coaching session if you will not be applying for positions in Wave 2 you will receive details about next steps for accessing career support services.

The offer process provides options and support for all candidates regardless of application status.

