



Welcome!

HR FORUM

*April 12, 2017*



# Jobs4Cats

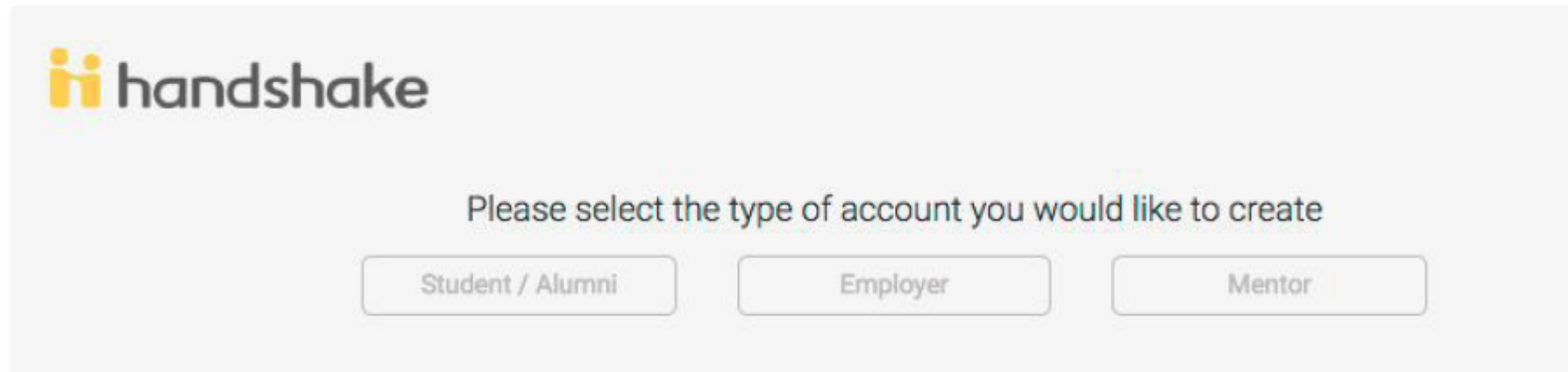
Dr. Sheyenne Krysher  
*Career Services*



## On-Campus Employers: Welcome to Handshake!

To register as an employer on Handshake follow these steps:


1. Visit <https://app.joinhandshake.com/register>
2. Select the “Employer” account type from the options below:



The image shows a screenshot of the Handshake registration interface. At the top left is the Handshake logo, which consists of two stylized human figures in orange and grey followed by the word "handshake" in a lowercase, sans-serif font. Below the logo is the instruction "Please select the type of account you would like to create". Underneath this instruction are three rounded rectangular buttons with a light grey background and a thin border. The buttons are labeled "Student / Alumni", "Employer", and "Mentor" from left to right.












3. Add your information here:



Great talent can be hard to find.  
Handshake makes it easy. Sign up and start recruiting today.

Recruit the best talent from schools like

 Stanford University	 Cornell University	 University of California Berkeley
 University of Virginia	 Villanova University	 University of Michigan
 Carnegie Mellon University	 Michigan State University	 University of Chicago

And over 150 more!

Sign up as an Employer:

**First Name**

**Last Name**

**Email Address** Use your work email

**Password**

**Confirm Password**

**Phone Number**

[Sign Up](#)

Already have an account? [Log In](#)

#### 4. Add your recruiting interests and Alma Mater information:

**handshake**

Great talent can be hard to find.  
Handshake makes it easy. Sign up and start recruiting today.

2 million student profiles, including

- 170k Business & Economics majors
- 120k Engineering majors
- 50k Liberal Arts majors
- 25k Hard Science majors

Welcome to Handshake, Brian  
Before continuing, we need a bit more info

Tell us the types of students you wish to recruit (select all that apply)

- Arts and Design
- Business and Entrepreneurship
- Civics and Government
- Communications
- Computer Science, Information Systems, and Technology
- Education
- Engineering

Your Alma Mater  
Schools and students love working with fellow alumni

**School Name**  **Graduation Year**

My school is not listed, let me type my own





[Add Another Alma Mater](#)

[Go Back](#) [Continue](#)

5. Read the Employer Guidelines, [Terms of Service](#), [Privacy Policy](#):

## Handshake Employer Guidelines

Millions of students place their trust in Handshake and the companies on our platform. To maintain that trust, all employers on Handshake must agree to the following general guidelines, in addition to our [Terms of Service](#):

<p> <b>Be Accurate and Trustworthy:</b> Tell the truth about your company, your team and the jobs available.</p>	<p> <b>Keep Your Commitments:</b> When you make a commitment to a school or student, keep it. If you can't, work to provide a fair and equitable path for affected students.</p>
<p> <b>Be Fair:</b> Do not discriminate based on ethnicity, national origin, religion*, age, gender, sexual orientation, disability or military / veteran status or lack thereof.</p>	<p> <b>Keep Student Info Confidential:</b> Guard student information as if it were your own. Do not disclose any personal information without the prior consent of a student.</p>

In addition, most career service centers require employers to abide by the full [NACE Principles for Employment Professionals](#).

Are you a 3rd party recruiter working on behalf of a company?

By continuing, you agree to the [Terms of Service](#), acknowledge you have read the [Privacy Policy](#), and agree to Handshake's Employer Guidelines. You will also receive communication from Handshake related to your jobs and on campus activities.

Continue

\*As with EEOC's Title VII, this does not apply to institutions whose purpose and character are primarily religious (i.e. a ministry).

6. You will now see this screen, directing you to your inbox confirm your account via email:



Great! You've successfully signed up for Handshake.

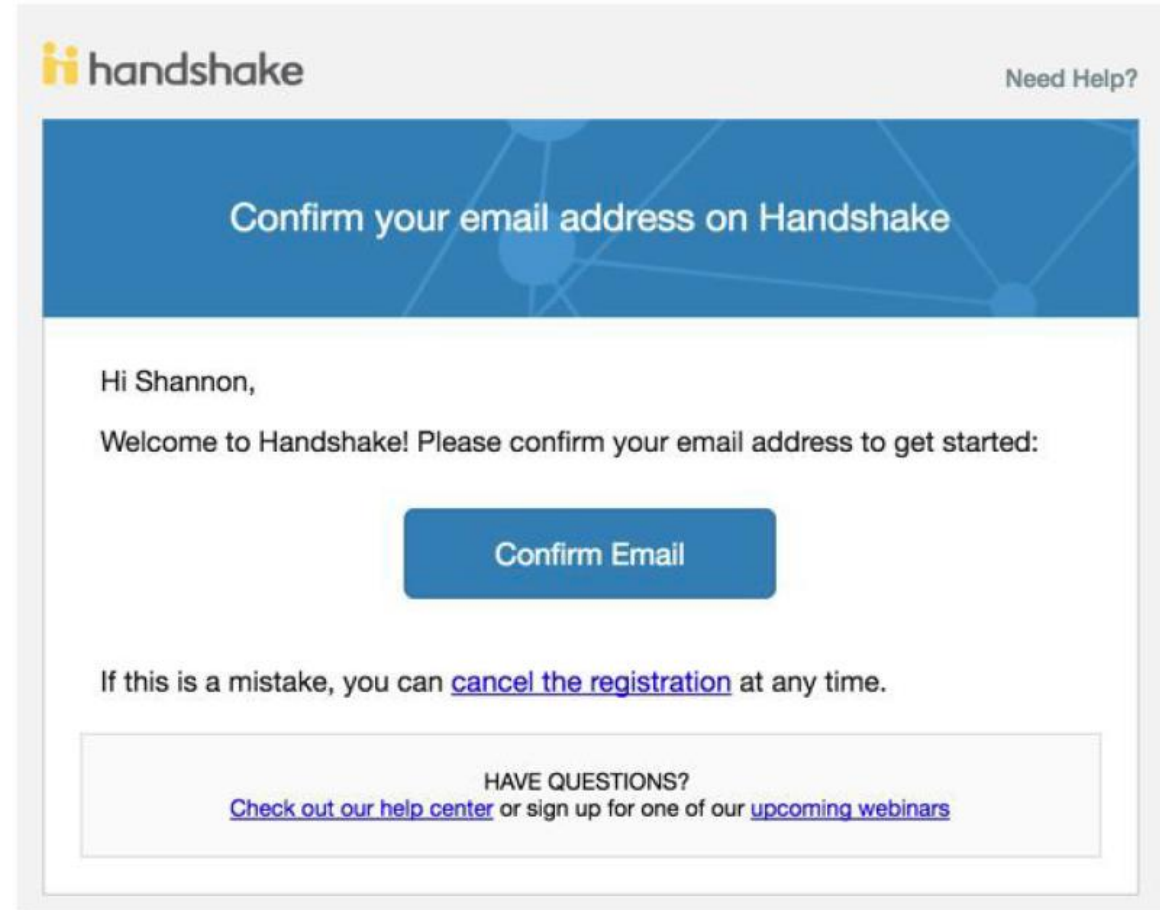
We've sent you a link to confirm your email address. Please check your inbox.  
It could take up to 10 minutes to show up in your inbox.

**Didn't receive the email?**

1. Is [shahitts@oshkosh.com](mailto:shahitts@oshkosh.com) your correct email without typos? If not, you can restart the sign up process. Otherwise:
2. Check your spam folder
3. Add [handshake@notifications.joinhandshake.com](mailto:handshake@notifications.joinhandshake.com) to your contacts
4. [Click here to resend the email.](#)

Still having trouble? [Contact us.](#)

7. Use the email confirmation link in your inbox:






8. Find and request your employer account, all departments are listed under **Texas State University – *department name***. If your department is not listed, you can request Create New Company.

Step 1 of 2


First, find and join your company.

abc

10 Results



ABC Widget



ABC Widget

**Are you a part of a division within this company?**

No problem. First join your company. Then after activating your account, create a smaller group within your company profile to tailor your content to students.

**Can't find your company?**



9. **Please only connect to our school only, Texas State University.** You will be posting on-campus employment opportunities to our students, as such, should not be posting your job with other campuses.

Step 2 of 2

Next, connect to schools

Tap the '+' on each school you're interested in recruiting students from

If you requested to connect with OWosh accidentally you can cancel it now.

Selecting 0 schools with 0 students, out of 1,406,087 total students on Handshake

Search by school name




**Order By**  
Default rank

**Size**

- All
- < 1,000 students
- 1,000 - 5,000 students
- 5,000 - 10,000 students
- 10,000 - 25,000 students

**Location (US Region)**

- All

	<b>Amaranta University</b> + San Francisco, California • 5,391 students #1 National Universities
	<b>California Polytechnic State University</b> + San Luis Obispo, California • 19,246 students #1 Top Public Schools (West)
	<b>Harvey Mudd College</b> + Claremont, California • 804 students #1 Best Undergraduate Engineering Programs (No Doctorate)

## On-Campus Employers: Posting Jobs!

To log in as an employer on Handshake:

1. Visit <https://txstate.joinhandshake.com/login>
2. Use the Sign in with your email address option. Note, the Texas State University Sign On option is only for students.

Welcome to Handshake  
Find jobs better, together.

Sign up for an Account

Sign in to Handshake

Texas State University Sign On

or

email@example.edu Next

(Students, please use your .edu address, if applicable.)

From the home page you can immediately post your first job:

The screenshot shows the Handshake website interface. At the top, there is a blue navigation bar with the Handshake logo, a search bar, and user account options. A dark sidebar on the left contains navigation links for Home, Profile, Texas State Univers..., and sections for POSTINGS (Job Templates, Job Postings, Applications), RELATIONSHIPS (Students, Schools, Contacts), and CAMPUS (Events, Interviews). The main content area features a green 'Logged in!' notification, three blue action buttons: '+ Post a Job', '+ Request an Interview', and '+ Create an Event'. Below these are three panels: 'Job Postings' (with a red arrow pointing to the 'Post a Job' button), 'Interview Schedule Postings', and 'Upcoming Events' (listing '2017 Texas State University Employer Day' on May 19th, 2017). A red text annotation '2 ways to get started' with two arrows points to the 'Post a Job' button and the 'Job Postings' panel.

Fill in the prompted areas to create the position. \*Not all fields must be used, however, it will create a more defined job posting to attract the candidates you hope to find. Continue working through each of the pages by selecting Next.

### Basics Page:

**\* Job Title**

+ add an [ATS / job code](#) to match against your applicant tracking system (this will **not** sync applications)

**Require students to also apply through website or applicant tracking system?**  
 Yes  No

**Display your contact information to students?**  
 Name Only  Name and Email  Don't show my info

**\* Job Type**  
 Job  
 Internship  
 On Campus Student Employment  
[Show more options](#)

**\* Employment Type**  
 Full-Time  
 Part-Time

**Duration**  
 Permanent  
 Temporary / Seasonal

Select "yes" only if re-routing students to another webpage to apply.

Select what info you want students to see should they have questions.

Select this option. If posting a GA position, select *Show more options*, then select Graduate School.

Select Part-Time.

Permanent = if you intend on keep the position filled with one consistent person.  
Temporary = term basis only, please indicate start/end dates.



## Details Page:

**\* Description**

Normal text ▾ Black ▾ **Bold** *Italic* Underline ☰ ☷ ☹ ☺

☷ ☹ ☺ ✎ ↗ 🖼

You can copy and paste a description directly from your website - we'll retain all the formatting for you.

Free write or copy paste from another document. Note, you can add text emphasis, hyperlinks, and pictures!



**\* Job functions**

Choose a job function...

This will help students interested in specific functions search for your job.

**Approximate Salary (enter a number, not a range)**

\$  Per year

Paid  Unpaid

**\* Job Location**

[Add Another Location](#)

Allow remote workers?

**Required Documents**

Resume

Cover Letter

Transcript

Other Document (e.g. work sample, course schedule, or other n

Choose one or more general job functions from the pull down list.

Indicate salary. All positions must at least be min. wage (\$7.25) per hour.

Select which documents should be attached to the application.

Select *Other Documents* to indicate items such as Class Schedule, work samples, etc.



**Preferences Page:** Set up who should receive **Applicant Packages**

As the creator of the posting, your name listed first. You can add (or remove) the following options:


- **Email a summary** - you'll receive one email once your job expires
- **Email every time** - you'll get emails each time a new student applies. If you choose this option, you can then specify whether you want every student who applies, or only students who match all of your preferences.

Other staff can also receive applications by choosing from the dropdown. If you haven't added them as a contact yet, there will be + add new contact at the bottom of the dropdown.

**Applicant Packages** *Specify who should receive the applicant packages*

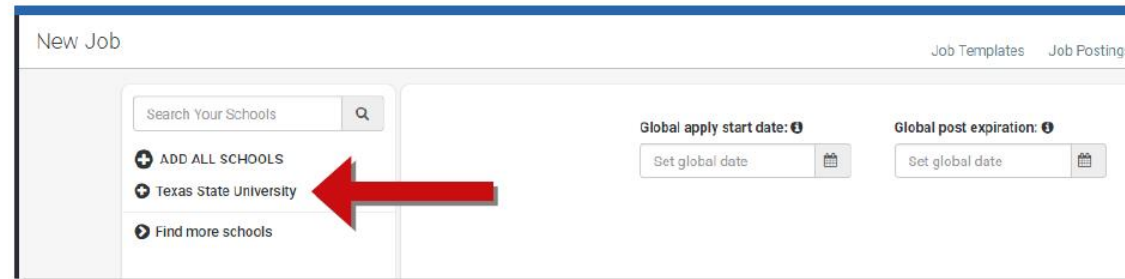
 Employer Dolores University

- Email a summary of all applicants once my job expires
- Email every time a new student applies
  - Send all applicants
  - Only send me applicants who match all of my preferences

Add someone else to receive packages 




**Last Page:** Don't forget the last page to add school, Texas State University.



New Job Job Templates Job Postings

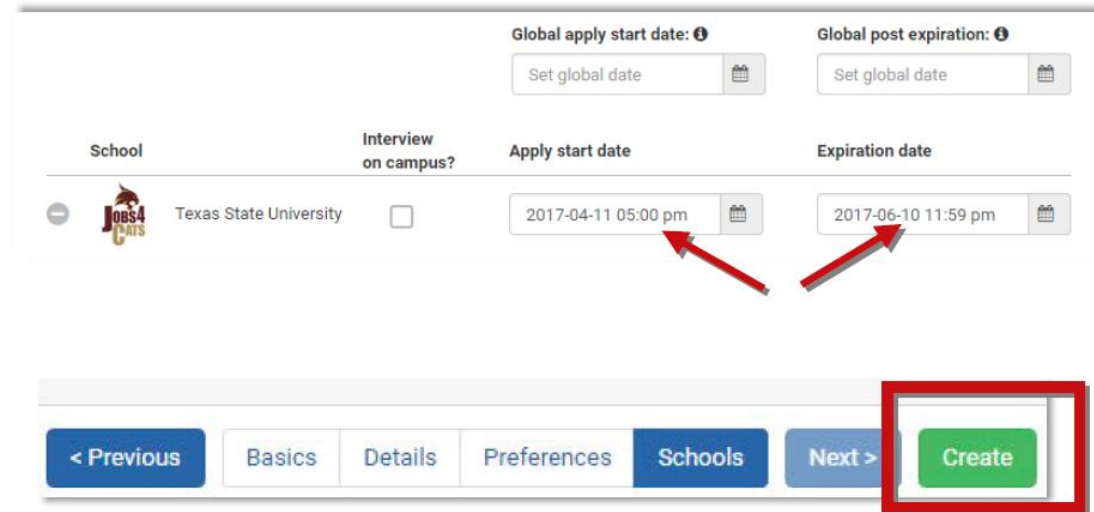
Search Your Schools

- ADD ALL SCHOOLS
- Texas State University 
- Find more schools

Global apply start date:


Global post expiration:


Select the Apply start and end dates for the posting and **Create**. Note, Global dates are only for employers posting at multiple schools.



Global apply start date:

Global post expiration:

School	Interview on campus?	Apply start date	Expiration date
 Texas State University	<input type="checkbox"/>	2017-04-11 05:00 pm <input type="calendar"/>	2017-06-10 11:59 pm <input type="calendar"/>



Live Webinar Employer Trainings:

**Getting Started**

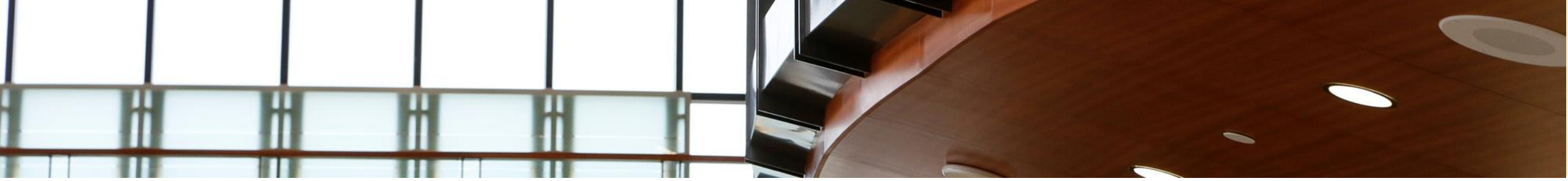
- Tuesday, April 11, 1:00 – 2:00pm \*Reoccurs monthly

**Posting Jobs and Requesting Interviews**

- Thursday, April 13, 1:00 – 2:00pm \*Reoccurs monthly

More training sessions and information can be found at (be sure to scroll down):

<http://teachme.joinhandshake.com>



# Contact

Dr. Sheyenne Krysher | [s\\_k76](#) | 5.2645



# Legislative Updates

Jeff Lund

*Manager, Compensation*

Michelle Moritz

*Associate Director, Human Resources*



# FLSA Rules & Regulations Update

- New administration/department leadership
- New Interim Secretary of Labor - Edward Hugler
- Injunction by 5<sup>th</sup> circuit through April
- DOL appeal to be heard beginning in May (?) - deadline to submit briefs is May 1

# Hiring Freeze Update

- Freeze in effect through August 2017
  - E&G funds starting with “1” and Designated Method funds are frozen (2000011017)
  - Funds 2, 3, 4, and 8 are not impacted by freeze

# Hiring Freeze Update

- Freeze waiver made by memo to president
- New positions are now scrutinized by Budget
  - HR will not post/advertise/audit a new position without Budget's explicit approval
  - Presidential approval will need to be attached to documents for posting
  - Requests to reclassify or change titles do not require presidential approval



# Hiring Freeze Update

- Positions not impacted by freeze:
  - Searches that will not be completed until after 9/1 can continue (including faculty for 2017-2018)
  - Temp hires
  - Job offers made before Jan 31, 2017
  - Faculty and grad assistants who hold spring appts/work through the summer
- Details are in March 23 memo from VPFSS





# 85<sup>th</sup> Texas Legislature

- In session January 10 – May 29, 2017
- March 10 – deadline for filing bills
- June 18 – last day Governor can sign or veto bills passed

Texas Legislature Online – [www.capitol.state.tx.us](http://www.capitol.state.tx.us)



# Retirement Programs

- SB1750 – requires independent feasibility study of a hybrid retirement plan for new employees (ERS and TRS)
- SB1751 – allows ERS and TRS to develop ‘alternative’ retirement plan for new employees

# Insurance

Requires Group Benefits Plan (our plan) to cover:

- HB195 – diagnostic mammogram same as screening mammogram
- HB490/SB552 – hearing aids and cochlear implants
- HB717/SB1265 – HIV testing
- HB1296/SB697 – partial refill of Rx to synchronize refills on same date



# Insurance cont'd

- HB307 – requires practitioners to disclose prices to patients
- HB1566/SB507 – adds emergency care providers to list of providers who may be required to mediate out-of-network claims



# Leave

- HB568 – each agency may adopt policy to allow supervisor approval for working at home
- HB830 – provides 20 days of paid leave for Parental Leave
- SB820 – adds additional Foster Parent Leave activities up to 40 hours per year
- HB2657 – optional holidays change to any religious holiday



# WellCats Activity!



# HR Communications Survey

Vanessa Salazar

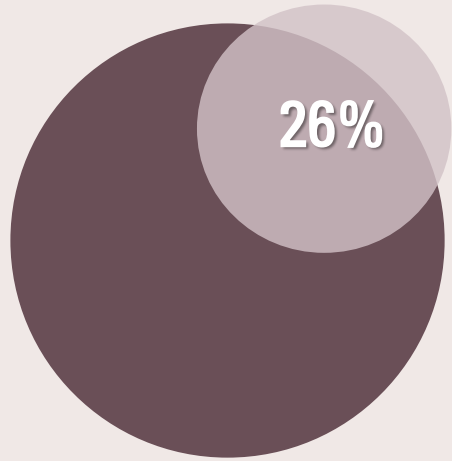
*Communication & Organizational Development Specialist*

# Objective

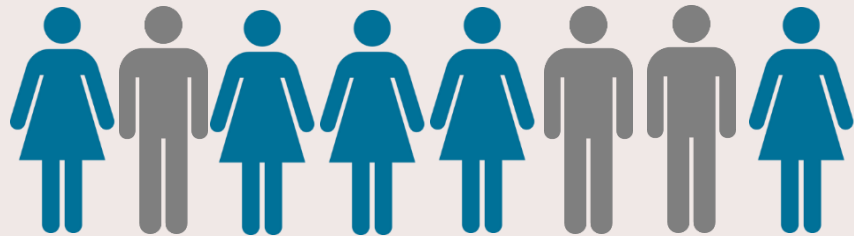
- determine the best ways to send messages to staff
- identify preferences regarding tools and communication channels
- pinpoint gaps in current communication to staff
- insight to employee experiences with receiving HR communications



# Participants



respondents totaled 540,  
representing a 26%  
response rate



predominantly female (73%)



37% were 55 or older  
29% between 45 – 54



50% of responses were mid-level, non-  
management



39% were from Academic Affairs  
20% were from FSS

# Main findings

## General

- greater overall satisfaction with HR Bulletin
- positive perception of finding answers to questions
- lower satisfaction regarding knowing who to contact in HR for specific questions

## Frequently used channels

- e-mails (87%)
- HR Bulletin (83%)
- HR website (62%)

## Interests

- (+) news about changes to benefits, UPPS and workshops
- (-) news about promotions, reclassifications, new hires and staff recognition

## Participation in meetings / committees

- 7% participate in HR Liaison meetings, (find it generally valuable)
- 4% participate in HR Forums meetings (find it generally very valuable)

## Email behavior

- read e-mails in full (49%)
- open e-mails based on subject line (45%)
- think e-mail content is just right (88%)

## Social Media

- Facebook (53%)
- comments indicate strong rejection toward the use of social media as an HR communication tool



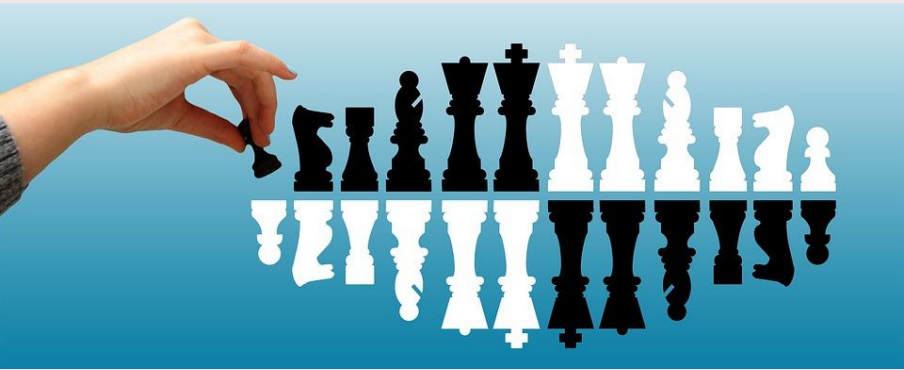
# Strengths

- main channels are used
- greater overall satisfaction with:
  - finding answers to questions
  - HR's efforts to keep staff informed
  - timeliness of HR Bulletin
- good sense of e-mail behavior
- awareness of news interests
- HR customer service is perceived to be positive
- face-to-face HR communication is perceived to be valuable
- communication improvement efforts have been noted

&

# Opportunities

- translations for Spanish speakers
- create About Us page to help users know who specifically to contact
- increase opportunities for face-to-face with Round Rock
- interest in learning how to become part of HR Liaison meetings and HR Forum
- evaluate HR e-mail content and address
- evaluate social media as HR comm tool
- evaluate placement(s) of HR media wall
- further development of website



What now?

Short-term

Long-term



Thank you





# HR Website Revamp

Vanessa Salazar

*Communications & Organizational Development Specialist*

Laura Gonzalez

*Human Resources Representative*



# Website revamp

- Comprehensive revamp of HR website to provide tools and resources you need in a user-friendly way







# What are we doing?

## Employee Relations

**Employee Relations**

Texas State University will not discriminate against any person on the basis of race, ethnicity, sex, age, religion, disability, or other protected characteristics in any of its policies or programs and will provide equal opportunity to all employees. Texas State is committed to providing a safe and healthy work environment for all employees and students. Texas State University is a member of the Texas State University System.

**Mission**

- To enhance the quality of the work environment and promote positive communication between all employees of Texas State University.
- Provide assistance to directors, managers, supervisors and employees with work-related concerns, including issues, appeals and grievances.
- Provide guidance and assistance with university policy and procedures.
- Promote a productive and positive work environment.

**Employee Relations Information**

- Texas State HR Portal
- Employee Relations Services
- Workforce Management System
- Human Resources Office




Before

After

## Creating Resources


**The Job Audit Process: How it Works**


A job audit is the process which analyzes requests for (a) new positions and (b) reclassifications. For a brief look at how the process works, follow the steps below.



**Identify a need and make a request**


Reorganization or meaningful changes in job title and function.





**Get VP approval**


Obtain your VP agreement that a new position or reclassification audit is needed.



**Gather documents and create requisition**

Create requisition online via People Admin and attach:

- Job Analysis Form (JAF)
- organizational chart
- justification memo
- job description (optional)



## Streamlining Forms

**Consanguinity and Affinity Relationship Chart from Employee\***


Consanguinity (Includes individuals related by blood to the employee)					Affinity (Includes an employee's spouse and individuals related to the spouse)	
First Degree	Second Degree	Third Degree	First Degree	Second Degree		
Parent	Grandparent	Great Grandparent	Spouse	Grandparent		
Child	Grandchild	Great Grandchild	Parent	Grandchild		
	Brother or Sister	Uncle or Aunt	Child	Brother or Sister		
		Nephew or Niece				

\*An employee is the starting point from which all degrees of relationship are calculated. Individuals are related by consanguinity if one is a descendant of the other, or if they share a common ancestor. An adopted child is considered to be the child of an adoptive parent for this purpose. Individuals are related to each other by affinity if they are married to each other, or the spouse of one of the individuals is related by consanguinity to the other individual.

Approval must be obtained if the relationship is within the third degree by consanguinity (blood) or within the second degree by affinity (marriage). Refer to UTPI's HR/HR/OT: [Reposition and Related Employees](#) for more information.


## Tutorials & Job Aids

**How to Access the Performance Management Website**



**The New Performance Management Process**

Online Tutorial: [How to Access the Performance Management Website](#)





# Where are we going?

- Master Data Center
- Professional Development
- creation of a websites for our users (e.g., supervisors, researchers, retirees, veterans, etc.)
- update our Home Page navigation
- keep up with maintenance and users needs

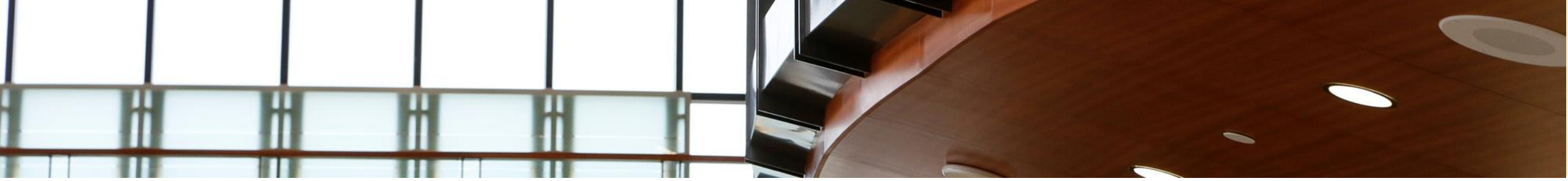
The screenshot shows the homepage of the Office of Human Resources. At the top, there is a dark red header with the text "Office of Human Resources" in white. Below the header is a navigation menu with links: "About Us", "Jobs", "New Employees", "Hiring Manager", "Researchers", "Employee Relations", and "HR Glossary of Terms". A breadcrumb trail reads "Texas State > Finance and Support Services Division > Office of Human Resources".

The main content area features a "Welcome to our Office of Human Resources" section. Below this is a paragraph: "Our team is committed to enrich Texas State's workplace environment by ensuring our practices align with the University's values and goals. Whether you are a longtime or recent Bobcat (or are thinking of joining our Bobcat community), our HR team is ready to help you pursue and achieve excellence." Below the paragraph is a "Select Language" dropdown menu and a "Powered by Google Translate" logo.

Below the welcome section is an "HR NEWS" section with a colorful banner. The banner features a smartphone displaying a bar chart and two other smartphones displaying text. Below the banner is a news item titled "2017 Great Colleges To Work For Program" with a brief description: "If you received an e-mail from Great Colleges, you are randomly selected to participate in the Great Colleges to Work For survey. Please take advantage of your chance to help make Texas State a great college to work for! Deadline for participation is April 7!"

On the right side of the page is a sidebar with several sections of links:

- HR Areas**
  - [Employment](#)
  - [Benefits](#)
  - [Compensation](#)
  - [Employee Relations](#)
  - [Master Data Center](#)
  - [Professional Development](#)
  - [Performance Management](#)
  - [Work Life](#)
- HR Communication**
  - [HR Bulletin](#)
  - [HR Forum](#)
  - [FAQs](#)
- HR Resources**
  - [Forms](#)
  - [Personnel Change Request \(PCR\)](#)
  - [Policies](#)
  - [Holiday Schedule](#)
  - [Glossary of Terms](#)
  - [Compliance](#)
  - [Staff Handbook](#)
  - [Support Staff Resources](#)
  - [University Open House](#)



# Contact

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Laura Gonzalez | [lg1187](#) | 5.2557



# Announcements



*Save the Date*

*July 11, 2017*



Contact Us  
hrforum@txstate.edu  
5.2557



Thank you!  
HR FORUM

