HR CONNECTIONS

Q&A July 2022

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Question: Will Student Workers that worked for us over the summer be able to attend the snow cone event?

Answer: Yes! All employees are welcome!

Question: Would Bobcat Buddies be done during work hours or outside of work hours. Does this need to be approved by our supervisor before we can participate?

Answer: The intent is to have our buddies connect during work hours. Connecting outside of work hours is encouraged, but entirely voluntary! Yes, we will request supervisor approval in advance for all buddies to participate and will communicate the estimated time commitment so that they can balance that with department needs.

Question: Can you be the buddy for a new person within our department? I do the hiring paperwork so I would gladly do this for our new faculty members.

Answer: The intent of the program is to connect new hires with employees outside of their department (which helps them create a network of resources). You can always be an unofficial 'buddy' to anyone who is hired within your department!

Question: How will time away from work be factored in to work hours? How many hours per week/ would we be away from our desk(s) to meet with new hires?

Answer: We estimate the time commitment for the Bobcat Buddies program at 20 hours over the course of 90 days, so the time away from the buddy's primary job should be minimal. Provided the supervisor approves participation, the time should be factored into regular work hours. We would love to have you at our info session so we can answer your questions more specifically! Complete this interest form to make sure that you are included: https://txstate.co1.qualtrics.com/jfe/form/SV_cZIPZ8cCo8pzMRo

Question: When will the Bobcat Buddy program officially start?

Answer: Fall 2022 (September)

Question: Do we have to submit dependent verification forms for health insurance every summer/year?

Answer: No, you only must verify your dependents once.

Question: The 30-day remote request was changed to a rolling 12 months. When and why was this changed?

Answer: The UPPS has changed several times over the past couple of years. The current version states that the short-term remote work allowance is 30 days. Beyond that, a long-term remote work agreement is required.

Question: Will the Business Processes Certificate program still exist? Or is the Leadership Essentials Certificate program replacing that program?

Answer: The BPC program still exists and will continue to be offered. The Leadership Essentials Certificate program is a new program (different curriculum) that is being added for aspiring leaders.

Question: Is a supervisor allowed to nominate someone that is under a year of employment that shows great initiative?

Answer: All applications will be considered.

Question: Will there be ALMS available for each course?

Answer: ALMS designation will be based on retail price.

Question: To confirm, Student Employees will now be included in that list that goes to supervisors and AVP/VP for not completing training?

Answer: That's correct.

Question: What about external companies requesting references for current employees?

Answer: We have a third-party partner that responds to these requests—i2verify. Please see the HR website for more info: https://www.hr.txstate.edu/mdc/i2verify.html

Question: Will there ever be a single multi-department document that covers the entire hiring process in detail? That would be extremely helpful. (Covering budget, position creation, approvals, hiring, candidate communication, T&A, and HR, etc.?)

Answer: This is a great suggestion! HR and Talent Acquisition can partner up to develop this resource for campus.

Question: When you say that Interview notes will be required in PeopleAdmin Rec for Hires, what qualifies as "notes"? Does it include interview questions? The interviewee's answers? Do all members of a search committee need to provide these "notes"? When will this be required in PeopleAdmin Rec for Hires?

Answer: For Staff Hires: Anything that your search committee has that assisted in the hiring decision is considered as "interview notes" and should be included in this document. This includes questions that were asked, notes about answers that were given. Any members of the hiring committee that took notes which were factored into the hiring decision need to provide said notes. The launch date for this is TBD; however, we will communicate via email when this requirement is live.

For Faculty Hires: Faculty and Academic Resources has not yet decided on the required submission of "interview notes" for faculty search committees. These committees will have to provide interview

questions (not necessarily answers) as a part of the Rec for Hire. There will be an update to the policy soon regarding interview questions—all interview questions must be objective and job-related. These updates are a result of the recent TWC audit.

Question: If we currently don't keep interview notes, will they be a requirement now? Or is it only if they are available?

Answer: As a part of the retention schedule, please keep interview notes.

Question: Will the interview notes requirement apply to interviewing student workers? Or is this strictly for faculty/staff?

Answer: Student Workers hires do not go through PeopleAdmin like Faculty and Staff hires do; thus, you will not be required to upload interview notes as a part of the Rec for Hire. However, we need to be following the Records Retention Schedule. These requested documents (i.e., interview questions, interview notes, etc.) should be kept on file and housed within the department for up to two years. This is required so that these documents are available for any future audits.

Question: Will Bobcat Buddies be limited to 1 staff member per office/per department?

Answer: No limits!

Question: Are we ever going to get back all the great in-person training, or are we just trending to LinkedIn learning?

Answer: We will return to in-person training; however, with the JCK renovations occurring, our in-person space is limited. If you are interested in more in-person training, please let our ODC team know! If there is a demand for in-person training sessions, then we can explore other space options on campus. Please let us know! Contact hr_odc@txstate.edu.

Question: For the BPC will all courses now be available? I know there are a few that are not in SF Learning or ODC calendar.

Answer: There are some courses that are self-paced and currently available on SF Learning. We do have some instructor-led courses whose availability currently depends on instructor availability. We try to offer each instructor-led course at least once or twice a semester. The ODC Team is currently working on ways to maximum instructor availability so that we can offer these instructor-led courses more frequently. If you have any questions or are missing specific instructor-led courses in pursuit of your certificate, please email hr_odc@txstate.edu and we will help get those courses on the calendar and/or you at the top of the waiting list for said course.

Question: Will trainings have the option to be both in person and in Zoom?

Answer: Simultaneous/hybrid-flex course delivery is something that the ODC team can look into. Right now, the ODC team is without a training room. We are hoping that our future training room (a part of the JCK renovations) will be a Zoom Room (i.e., equipped for live-streaming courses).

Find HR Connections recordings and presentation slides on the HR Connections website!

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