



Announcing New HR Hiring Guidelines Training

Human Resources is pleased to introduce a new tool to assist you in your hiring efforts. The HR Hiring Guidelines training will guide you in making the best hiring decisions possible and support your compliance with USF's vision, mission, and values, policy and procedures, and the employment laws that govern the university's recruitment and hiring activities.

The training was created in partnership with Attorney L. Michelle Lewis, who counsels on employment law compliance, policy development, diversity initiatives, and labor relations. Her vast experience in developing policies on the prevention of harassment and discrimination in work and learning environments informed our work on the course.

Our community is fortunate to have this type of training available which supports our hiring process and that is fully grounded in the guiding values and commitments of the university's **strategic plan**.

What is the purpose of this course?

The purpose of the training is two-fold:

- To learn about various employment laws that govern the university's recruitment and hiring activities, and
- To provide legal and practical considerations for decision-makers at each stage of the pre-employment process, including sourcing, screening, interviewing, and the selection of candidates.

Why is hiring training important?

- It is important that staff and faculty understand the various employment laws that govern the university's recruitment and hiring activities.
- Aside from looking at the candidate's work experience and skills for the position they are applying for, a primary consideration is to be mindful of the university's mission of creating an inclusive, consistent, and compliant search that promotes diversity, access, and inclusion.
- The University of San Francisco endeavors to have a workforce that reflects the diversity of the student population we serve.
- It is critical that we understand the role that unconscious bias plays in our decision-making responsibilities.

What if I have additional questions regarding the hiring process?

We understand the hiring process is fluid and unique and we cannot anticipate all of the issues that may arise. If you have additional questions or need additional resources, please contact the **Human Resources team**. Someone from our team is always available to provide support and additional resources can be found on our **HR Staff Hiring Policy webpage**.

Where can I access the course?

- The course is available through your **USFWorks** home page; click on your apps menu and choose Learning.
- The course consists of a participant guide, training video, and acknowledgment survey.
- **Review the job aid** to learn how to navigate the Learning app and sign up for the course.

Questions about the course may be sent to **Human Resources**.

Join the conversation **#USFCA**



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DIRECTIONS

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