

From: Leonard, Teletha I

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To: HR Newsletter Distribution; Admin Council Members; Admin Council Support Staff; ICE Leadership; Human Resources

Subject: FW: Go LIVE with New Recruitment Process

Please share the information below with all supervisors, managers, and administrators within your department.

UAMS Enhanced Recruitment Process - Non-Faculty Applicants

The Office of Human Resources is reviewing many of our processes with the goal of enhancing content, streamlining information, providing consistency and reducing steps for campus process users. The driving force behind our efforts is our campus Performance Excellence initiative and four of our team members attending Lean Leader training over the past 12 months.

We initially reviewed our recruitment process, as we realized the need for standardization with the upcoming acquisition of a Talent Management System in 2016. We focused on improving the process, eliminating waste and increasing the efficiency of our overall recruitment efforts. We are pleased to report that the new system reduces the steps in the recruitment process from ten to four.

We have provided helpful links to forms and/or other information about recruiting a new employee. Please click on the link below to familiarize yourself with the content. Feel free to share this information with hiring managers and support personnel who are involved in the hiring process for your department.

If you have specific questions about the process please contact OHR at 686-5650 or email askhr@uams.edu.

<http://hr.uams.edu/files/2015/09/UAMS-Recruitment-Instructions.pdf>

Thank you

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