



FACILITIES SERVICES

Facilities Services Internal Candidates

The Recruiting Business Partner, LaTangela Underwood, will review applications for open Facilities Services positions.

Internal Applicants Who **Meet Minimum** Qualifications On Their Application

All applicants who **meet minimum required education and experience** for the position will be **referred** to the Arlene **through TALEO**.

Arlene decides if the **referred applicant** will enter the Facilities initial evaluation process.

Internal Applicants Who **Do Not Meet Minimum** Qualifications On Their Application

For any **internal applicant who does not meet the minimum** required education and experience for the position, LaTangela will **share the applications via email** with Arlene. A notation will be made in the email that application is being shared for possible informational discussion but at this time the TALEO application does not reflect minimum qualifications.

1. The internal applicants who do not meet minimums will meet with a Facilities Evaluation Committee. In this initial evaluation meeting, this committee asks these individuals the same screening questions that they ask those who do meet minimums.

2. Based on the Evaluation Committee's conclusions, there are several possible outcomes:

a. The Committee discovers that the individual **DOES** have the minimum qualifications and the candidate is directed to modify their TALEO application. Evaluation Committee tells Arlene who will communicate to LaTangela.

b. The Committee determines that the individual may qualify for another open position.

c. The Committee determines that the individual does not currently meet minimum qualifications for this position but is identified as a person who should receive focused developmental experiences.

d. The Committee determines that while this position is not a good fit for the individual, the individual is a good candidate for further opportunities and may be routed to an appropriate Director.

e. The Committee determines that this individual does not fit into one of the above categories. No further action.

Arlene connects with LaTangela to inform her of the decision for the internal applicants shared via email:

- o Applicant a will update application to show they meet minimum qualifications and be referred through TALEO.
- o Applicant b will be encouraged to apply in TALEO to the other position(s) identified.
- o Applicants c though e will have no further action.

Problems with the process should be discussed first between Arlene and LaTangela. They will then move forward/upward as appropriate and as needed.

Notes to help the process:

Employees should fully complete the application without omitting current job, other experiences and certifications.

Employees should apply through the employee portal (HR website>Job Seekers>Internal) otherwise they cannot be identified by LaTangela as an internal candidate.

Hiring managers or Arlene can reach out to LaTangela to receive applications of internal applicants that have applied and may not have been shared because they applied as an external candidate and could not have been identified as an internal candidate.