



UW

Human Resources



Training for Access to Hiring Module in WyoCloud

HR's Talent Acquisition team would like to remind those who supervise individuals, and those that are currently involved in and/or participating in hiring searches to complete one of the new trainings if you have not already done so. ***Those who have NOT taken the new and updated trainings made available September 14, 2023 will no longer have access to the Hiring module in WyoCloud***, as access associated with older trainings have been removed. To reinstate access, please locate the most appropriate required training to complete for your use of the Hiring module. Access will be reinstated within 4 hours upon completion of the training. The two specializations are summarized and linked for convenience below.

[WyoCloud HCM Hiring Access Training: Search Administrator](#) – this training is recommended for all supervisors or any person that will help manage a job search (e.g. a Search Chair, or an office member assisting with data collection/management of the search). Completing this training will result in the security and access to create requisitions, move candidates through the phases and stages of a search, make updates/changes where appropriate in the system, review candidates and materials, and create written job offers in the system.

[WyoCloud HCM Hiring Access Training: Search Member](#) – this training is recommended for those that have been asked to participate in a search, but are not required to act in the system. Completing this training will result in the security and access to only review candidates and materials for requisitions that you are noted as a collaborator. This training is a pared down version of the Search Administrator training.

The updated hiring trainings are available in WyoCloud Learning in a virtual format. Expect the Search Member training to take about an hour to complete and the Search Administrator training to take about two hours to complete. Only one training specialization needs to be completed, either the Search Administrator or the Search Member training. If you are unsure which training to take, you may reach out to a recruiter for guidance at recruit@uwyo.edu.

What's New?

The updated trainings are designed to equip UW's hiring professionals and search committee members with the latest resources, recommendations and insights necessary to navigate the hiring process, as well as make informed and unbiased hiring decisions. Here's a sneak peek at what you can expect from the enhanced training specializations:

1. Inclusion and Diversity Emphasis: We are placing a strong focus on diversity, equity, and inclusion, providing strategies to attract a more diverse candidate pool and foster an inclusive hiring process.
2. Unconscious Bias: Learn how to recognize and mitigate unconscious bias throughout the hiring process, ensuring fair treatment for all candidates.
3. Search Preparation: Review best practices to ensure readiness to operate a search efficiently and effectively.
4. Interview Techniques: Learn interview techniques that will help you assess candidates more effectively and make data-driven hiring decisions.
5. Compliance and General Overview of Process: Stay up-to-date with an overview of UW's hiring processes with guidance through each phase of a search, and learn about various documentation requirements and compliance standards related to hiring practices.
6. Onboarding: Review best practices regarding bringing a new team-member on board.

Why is this Important?

Through UW's continuous improvement efforts, advances to the hiring tool in WyoCloud have been achieved. These training specializations provide up-to-date information and resources for hiring professionals here at UW. By empowering hiring teams (Search Administrators and Search Members) with the knowledge and skills needed to make fair, inclusive, and effective hiring decisions, we strengthen our commitment to our employees (both current and future), customers, and stakeholders.

We believe these trainings will be a pivotal step towards reinforcing our commitment to excellence and encourage all hiring professionals to participate actively. We thank you for your dedication to UW's hiring processes and look forward to your engagement in this important training program.

Questions can be directed to the Manager of Talent Acquisition, Deborah Marutzky, at drulf@uwyo.edu.