Human Resources' Learning and Talent Acquisition Teams are excited to announce an update to current hiring training and associated security roles! In our continuous pursuit of excellence and commitment to foster a diverse and inclusive workplace, we are introducing two new hiring roles and associated trainings.

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.

   Additionally, you may notice that there are **two** possible specializations that you may enroll into, below are the trainings and associated roles you will obtain from taking either training:

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 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 take action in the system. Completing this training will result in the security and access to only review candidates and materials. This training is a pared down version of the Search Administrator training.

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.

Training Requirements

If you have taken the previous training provided, HCM Recruiting Cloud Access Training, your access to the hiring module will be removed effective October 31, 2023. To ensure there is not a loss of access to the hiring module, please take one of the new specializations to maintain access – either

the [WyoCloud HCM Hiring Access Training: Search Administrator](#) or [WyoCloud HCM Hiring Access Training: Search Member](#), depending on your participation requirements for current or upcoming searches. Note: 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.

The updated hiring trainings are currently available in WyoCloud Learning in a virtual format at your fingertips. Please keep in mind the trainings are interactive; we expect the Search Member training to take about an hour to complete and the Search Administrator training to take about two hours to complete. 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.

Further questions can be provided to the Manager of Talent Acquisition, Deborah Marutzky, at drulf@uwyo.edu.

Warm regards,

UW Human Resources

Talent Acquisition and Learning Team