Graduate Selection Process Update – Information Webinar –

Zoom Meeting, CERN, June 14th 2023

Jointly organised by HR-TA and FAP-BC

Instructions for this meeting

- Meeting is **recorded**

- Video will be available to all of CERN for later reference

- **Mute yourself**

- Please **wait with your questions** until Q&A

- **Raise hand** to indicate your wish to speak

- Wait to unmute and speak until asked

- Ideally switch on your **webcam before speaking**

Agenda

1. Overview of recent changes in the process for hiring Graduates

- Overview – quest update

- Grad tools – new process for Quest

- EDH PRQ workflow and dashboard - improvements

2. Open Q&A

- Guidelines available

This webinar is for those involved in hiring Grads…

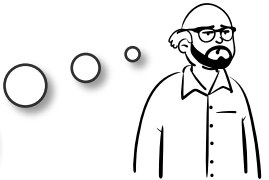**I keep track of what has happened over time with the request, and address conflicts**

Dep Reps

Did they hire someone or did it get pushed to the next committee?

DPOs

I need to hire a graduate for project

Hiring managers

Who is joining the dept and when?

DAOs

+ others…?

Overview: Quest Update

No more selection moments for Quest

Agile (On-Demand) Recruitment Process

Benefits:

ED

ED approved
16 May 2023

- **Shorter process** (minimum 2 months vs 7 months today)
- **Hiring on-demand** (no more selection moments)
- More quality communication between recruiter and hiring manager
- **Less** risk of **conflicts** between departments selecting the same candidate
- **Less** risk of **withdrawal of candidate applications**
- **Improved alignment with external job market**
- Increased opportunities to source **diverse candidates**
- Increased opportunities to source for **specific projects**
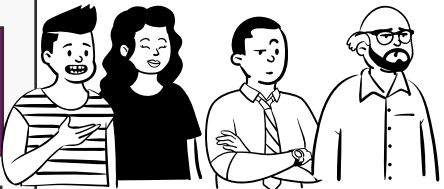- Better programme visibility across the year

=> CERN has more chances to hire the right candidates when needed
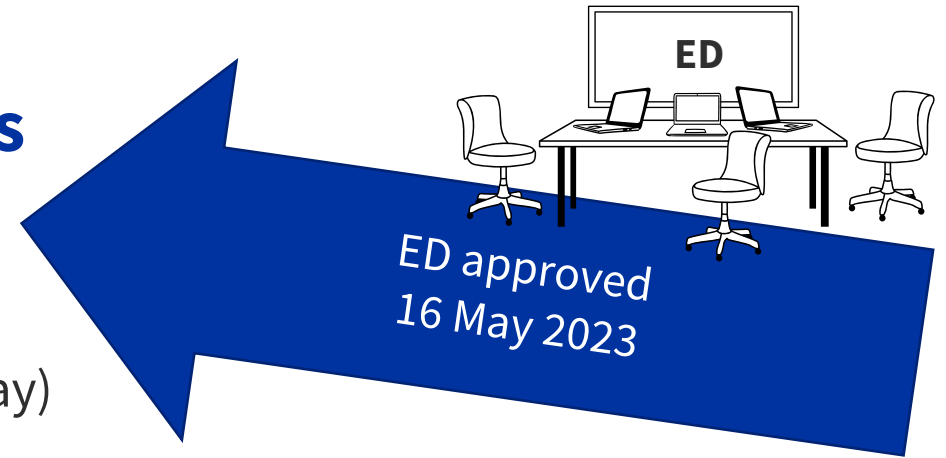
Continuous Quest Recruitment

Minimum 2 months

- Department creates and approves PRQ
- HR modifies the PRQ if necessary and publishes the ad
- Time to receive applications
- Time to evaluate applications
- Supervisor confirms selection (name, dates)
- Time to make the contract
- HR confirms the hiring and close the PRQ

Department

PRQ — HR

Published for 3 weeks to support a faster process

Hiring Supervisor

Hiring Supervisor

contract — HR

PRQ — HR

Grad tools – new process for Quest

Grad tools

EDH Personnel Request (PRQ)

https://edh.cern.ch/Document/Personnel/PersonnelRequest

Candidate Selection Tool (CAST)

https://recruitment.cern.ch/cast/projects

Dashboard

http://cern.ch/PRQdashboard

Grad tools unchanged for Origin and Research Fellows

Resolve conflicts in candidate choices

5. (*If needed*) Adjust candidates

Conflict handling as before

Create request

Browse the candidate pool

Enter your candidates

Check for conflicts and progress of PRQs

Need a graduate

Ready to make the contract

1. EDH Personnel Request (PRQ)

Specify the type of graduate you require, and the budget codes that will pay for them. Submit to document to seek approval from all budget holders and the hierarchy.

2. Smart Recruiters

Make a short list of up to three candidates.

3. Candidate Selection Tool

Enter the candidate names in order of preference.

4. Personnel Requests Dashboard

View the status of your PRQs, including if there are conflicts between your first choice candidate and and any conflicts with your first reserve.

Same tools as before

/edh.cern.ch/Document/Personnel/PersonnelRequest

Find the dates for when the pool opens and deadlines for selections here:
https://admin-eguide.web.cern.ch/en/dates-and-departmental-representatives-selection-committees-fellows-associates-graduates-and

http://recruitment.cern.ch/cast/projects

http://cern.ch/PRQdashboard

Grad tools for <mark>Quest</mark>

EDH PRQ

https://edh.cern.ch/Document/Personnel/PersonnelRequest

CAST

~~**https://recruitment.cern.ch/cast/projects**~~

Dashboard

http://cern.ch/PRQdashboard

CAST no longer needed
QUEST candidate selections
now directly into PRQ

Grad tools for Quest

Create request

Browse the candidate pool

Skip committee Skip CAST

Check for progress of PRQs

Need a Quest graduate

Ready to make the contract

1. EDH Personnel Request (PRQ)

Specify the type of graduate you require, and the budget codes that will pay for them. Submit to document to seek approval from all budget holders and the hierarchy.

https://edh.cern.ch/Document/Personnel/PersonnelRequest

2. Smart Recruiters

Hiring team and dep reps receive notification to view S/R eligible candidate once job is published.

3. Personnel Requests Dashboard

View the status of your PRQs. Enter the name and start date of your candidate.

http://cern.ch/PRQdashboard

EDH PRQ improvements

PRQ is now adapted for Quest continuous recruitment

Note: BC have automatically migrated your "inflight" PRQs

Add your candidate name for Quest directly into PRQ
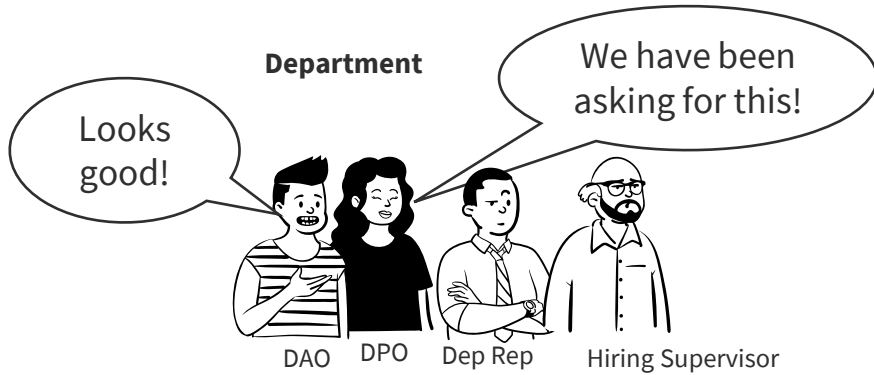
Direct link to Quest job in S/R in PRQ

PRQ link lands here

Kicker magnet R&D (SY-ABT-PPE-2023-3-GRAP)

Geneva, Switzerland • SY-ABT-PPE-2023-3-GRAP • This job is offline
● Status: FILLED ▾ • Not Published • Jun 4, 2023

PUBLISH   ⋮

—	—▾	—▾	—▾	1	—	—	—	—
New	In-review	Interview	Offered	Hired	All active	Leads	Withdrawn	Rejected

👤 PEOPLE	◯ SOURCING	⩗ ACTIVITY	▤ JOB AD	⇌ JOB DETAILS	📇 HIRING PROCESS

Headcount

ADD ▾

Positions With Hire (1)

Position Open Date	Jun 4, 2023	Target Start Date	Jul 1, 2023	
Position Type	New	Position ID	9714619	✎
Hire name:	~~—————~~			

Job Fields   ✎ EDIT

Field of interest
Electrical or Electronics Engineering

No Approval chain
no approval

Job category *
Graduates

Programme *
Experienced Project Graduates

Republication date 2 (dd.mm.yyyy)
—

Confidentiality *
Public

Sub-Programme
—

Closing Date (dd.mm.yyyy)
—

Board date (dd.mm.yyyy)
—

Benchmark job *
Not applicable

Budget code
60200

Department *
SY

Group
ABT

Section
PPE

Supervisor
Giorgia FAVIA

Phrases
Work in Radiation Areas. A valid driving licence.

EDH Doc ID
9714619

Base Programme
—

Recharging Cost Center
Not applicable

Contract duration (months)
24

Screening Question Set
—

E-Group Sync
—

REF code
SY-ABT-PPE-2023-3-GRAP

Compensation

EDH PRQ workflow in detail

PRQ

Split in workflow for type of grads (committee vs. no committee)
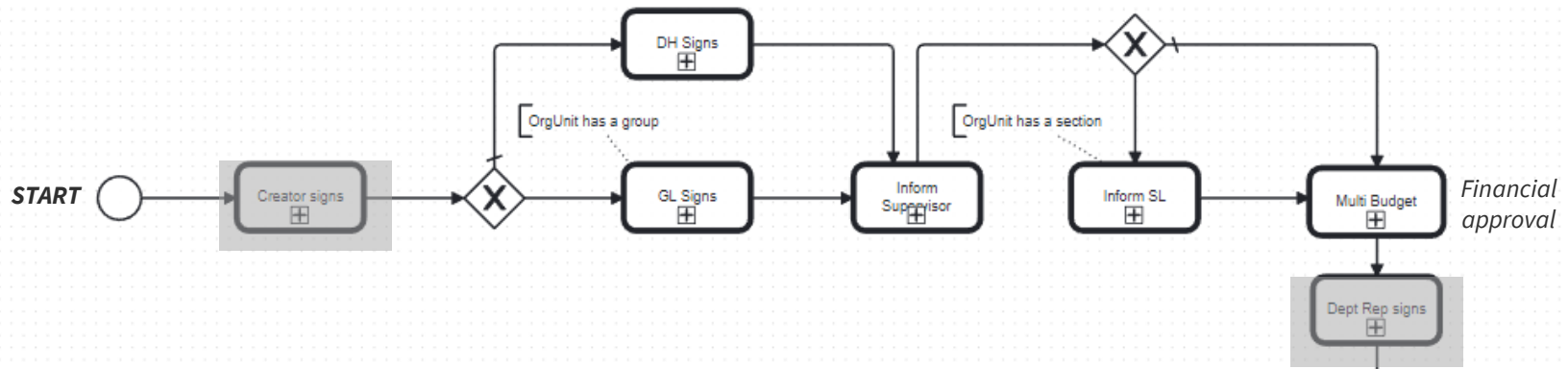
Signature steps

Different EDH workflow steps for Quest vs. Origin/Fellow

START

Creator signs

DH Signs

OrgUnit has a group

GL Signs

Inform Supervisor

OrgUnit has a section

Inform SL

Multi Budget — *Financial approval*

Dept Rep signs

HR Recruitment Service signs — *HR modifies the PRQ if necessary*

Set Awaiting Selection - Title

← *Origin and Research Fellows*   *Quest* →

GRAE, GRAF   GRAP

Goes to CAST   Transfer Project to ATS   Transfer Vacancy to SmartRecruiters   *Goes direct to S/R*

Inform Supervisor ATS   Supervisor Signs — *Hiring supervisor adds candidate name in new section*

Inform DH

OrgUnit has a group

Inform GL

Inform Supervisor 2

Inform Creator   Restore Title   HR Recruitment Service signs 2   Inform Dept Rep

HR can change the finalized candidate name and start date

OrgUnit has a section

Inform SL 2   Inform DAO   Inform Dept Rep   Inform DPO   **END**
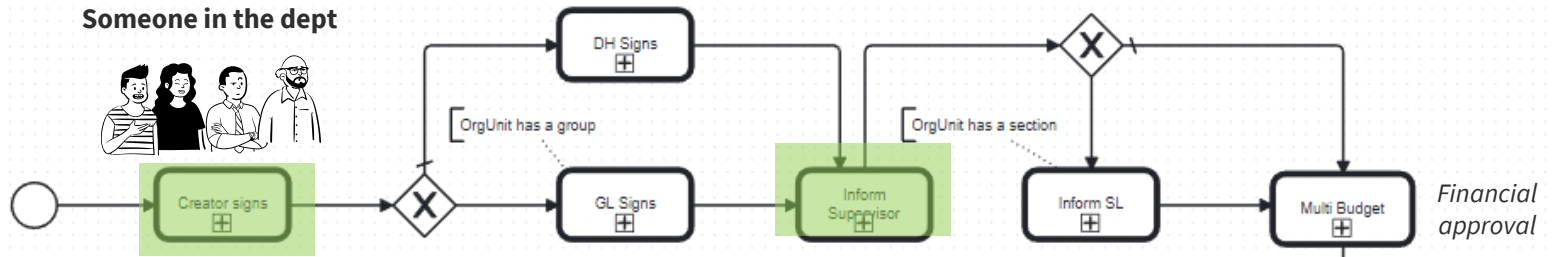
If no candidate is hired PRQ stays with the Hiring Supervisor
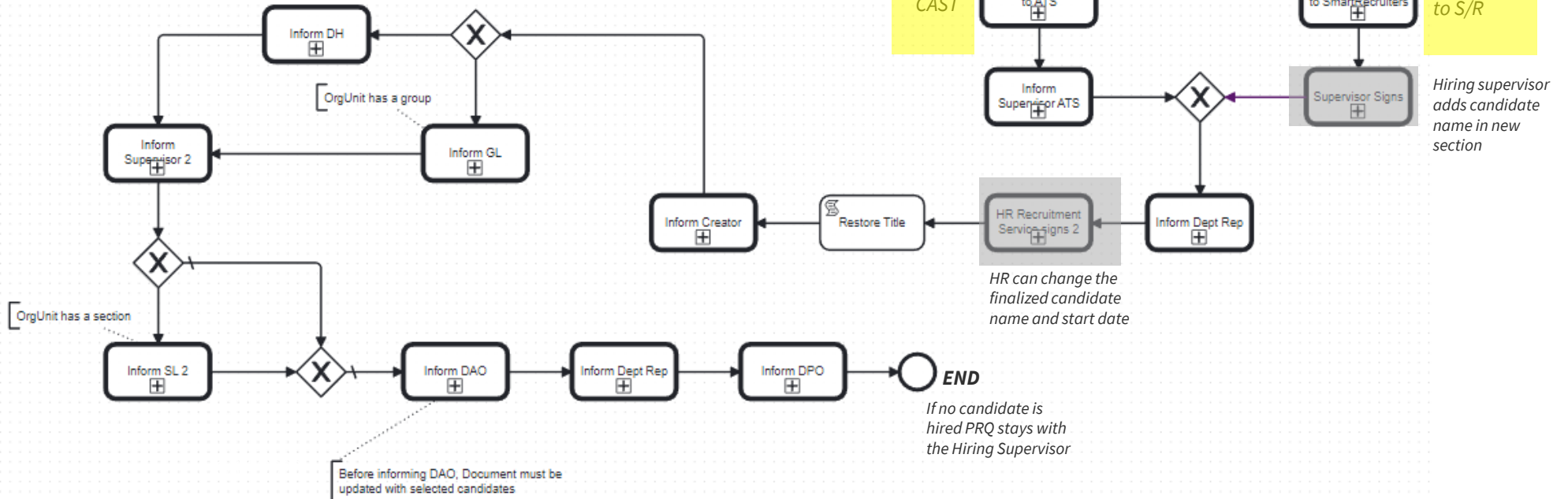
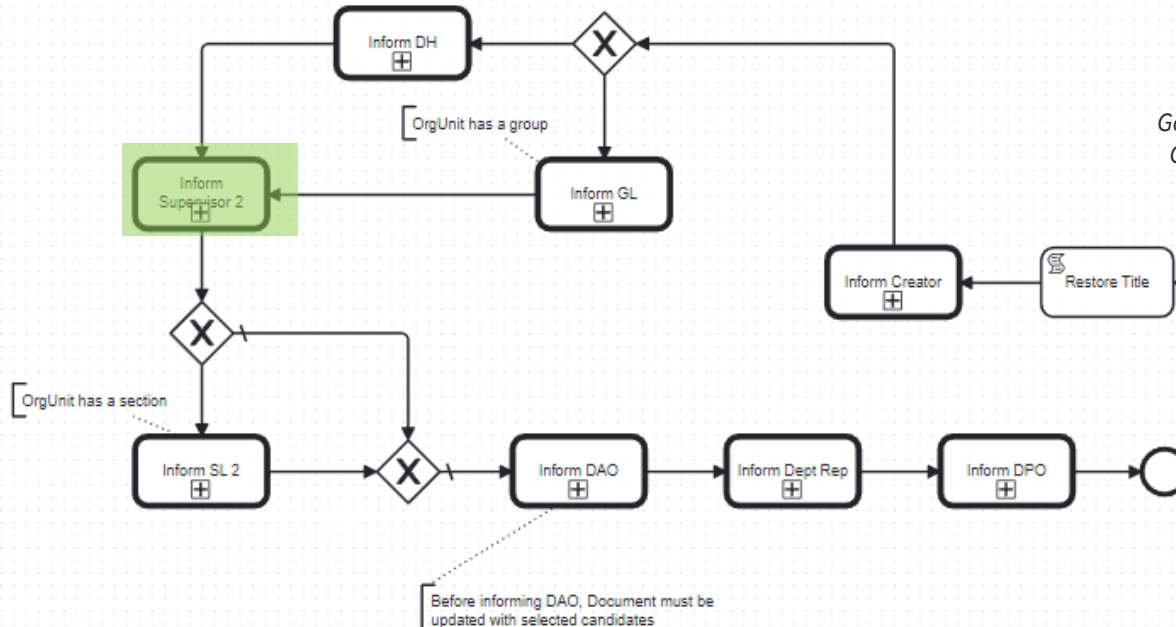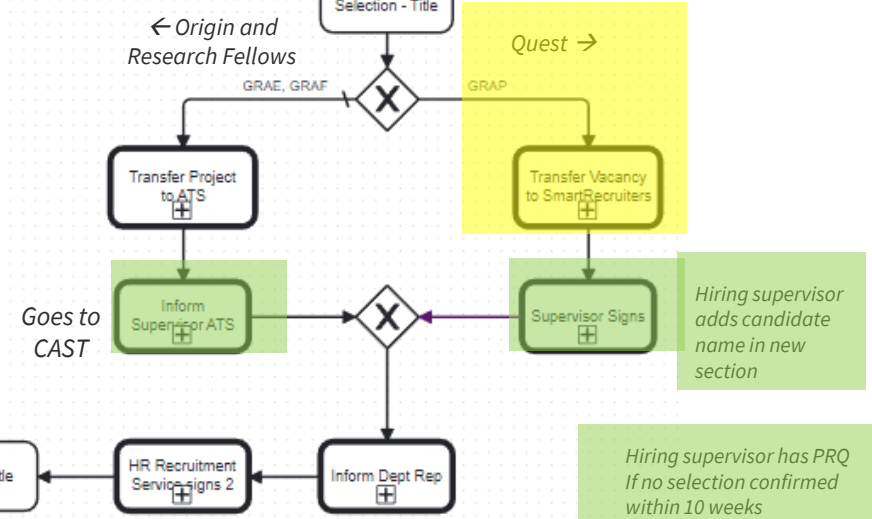*Before informing DAO, Document must be updated with selected candidates*

PRQ

Hiring Supervisor view

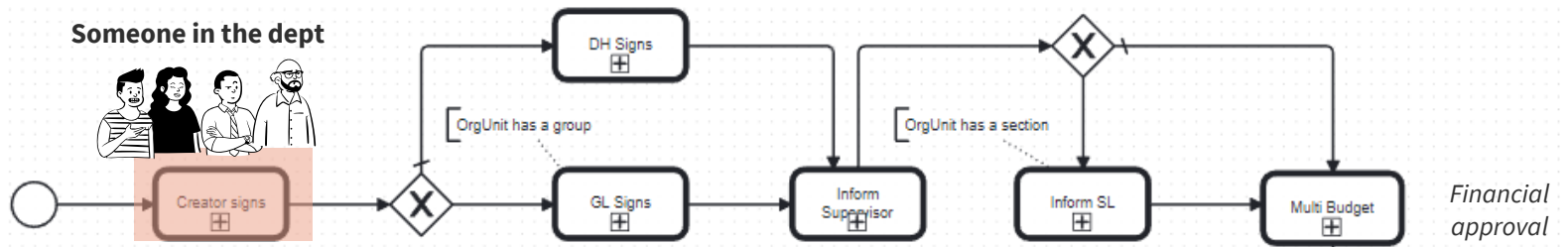==No Word template needed for Quest PRQ (automatic publication in S/R)==

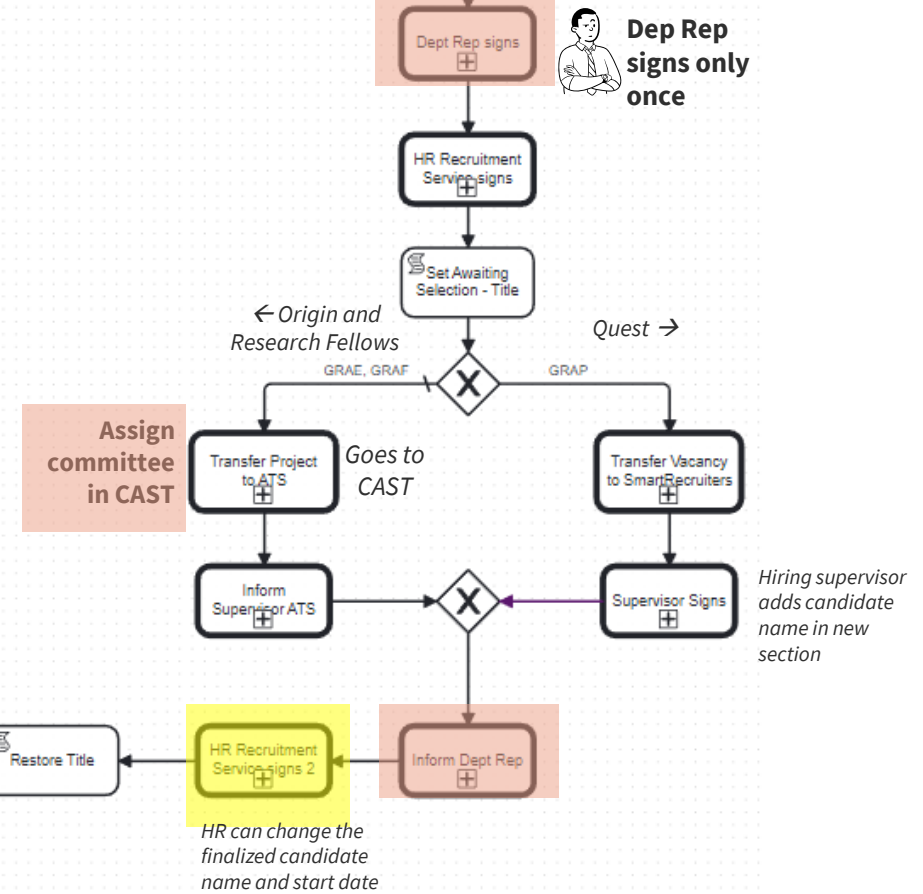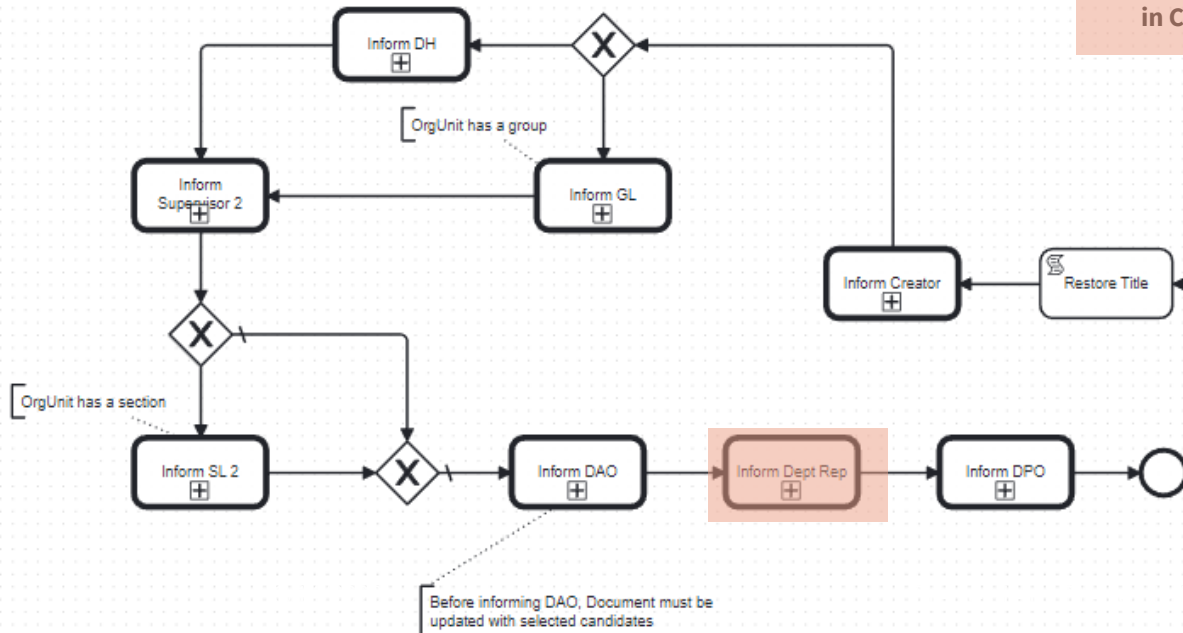- Job description to be published online comes straight from PRQ

Someone in the dept

DH Signs

OrgUnit has a group

Creator signs

GL Signs

Inform Supervisor

OrgUnit has a section

Inform SL

Multi Budget

Financial approval

Dept Rep signs

HR Recruitment Service signs

Set Awaiting Selection - Title

← *Origin and Research Fellows*

Quest →

GRAE, GRAF

GRAP

Transfer Project to ATS

Transfer Vacancy to SmartRecruiters

Goes to CAST

Inform Supervisor ATS

Supervisor Signs

Hiring supervisor adds candidate name in new section

Inform DH

OrgUnit has a group

Inform GL

Inform Supervisor 2

Inform Creator

Restore Title

HR Recruitment Service signs 2

Inform Dept Rep

*Hiring supervisor has PRQ
If no selection confirmed within 10 weeks
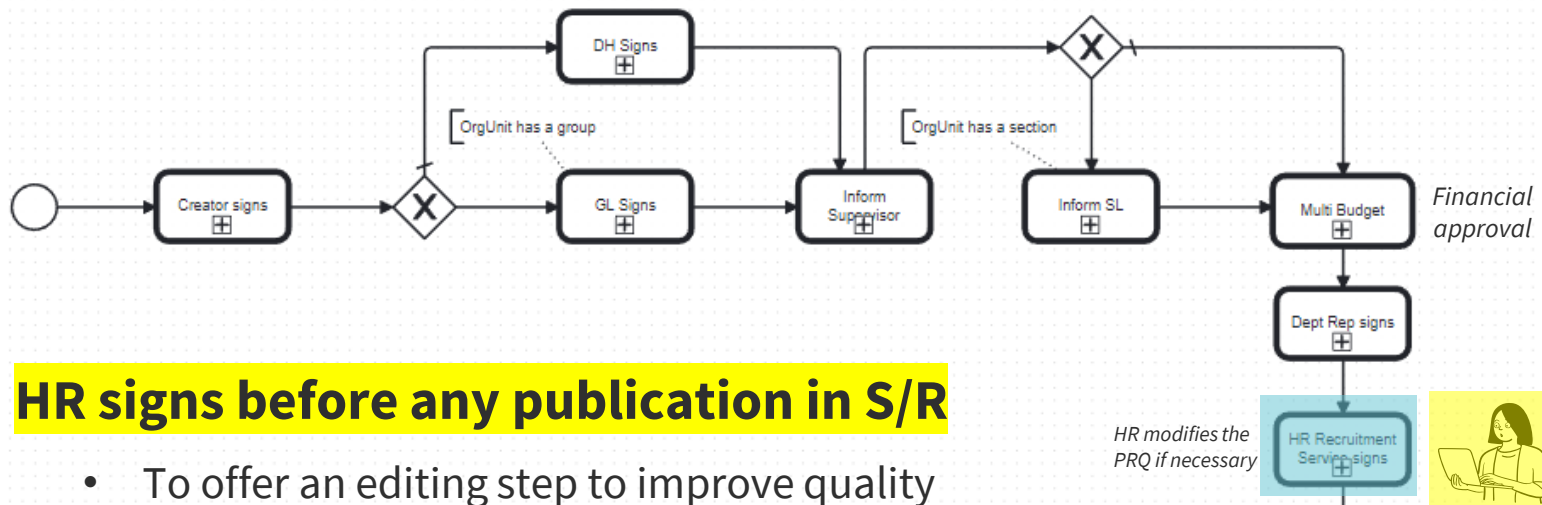There will be a reminder with HR in copy
No automatic timeout*

OrgUnit has a section

Inform SL 2

Inform DAO

Inform Dept Rep

Inform DPO

Before informing DAO, Document must be updated with selected candidates

PRQ

Someone in the dept

Second signature now replaced with HR signature

Creator signs

DH Signs

OrgUnit has a group

GL Signs

Inform Supervisor

OrgUnit has a section

Inform SL

Multi Budget

Financial approval

Dept Rep signs

Dep Rep signs only once

HR Recruitment Service signs

Set Awaiting Selection - Title

← *Origin and Research Fellows*

Quest →

GRAE, GRAF

GRAP

Assign committee in CAST

Transfer Project to ATS

Goes to CAST

Transfer Vacancy to SmartRecruiters

Inform Supervisor ATS

Supervisor Signs

Hiring supervisor adds candidate name in new section

Inform DH

OrgUnit has a group

Inform GL

Inform Supervisor 2

Inform Creator

Restore Title

HR Recruitment Service signs 2

Inform Dept Rep

HR can change the finalized candidate name and start date

Inform SL 2

OrgUnit has a section

Inform DAO

Inform Dept Rep

Inform DPO

Before informing DAO, Document must be updated with selected candidates
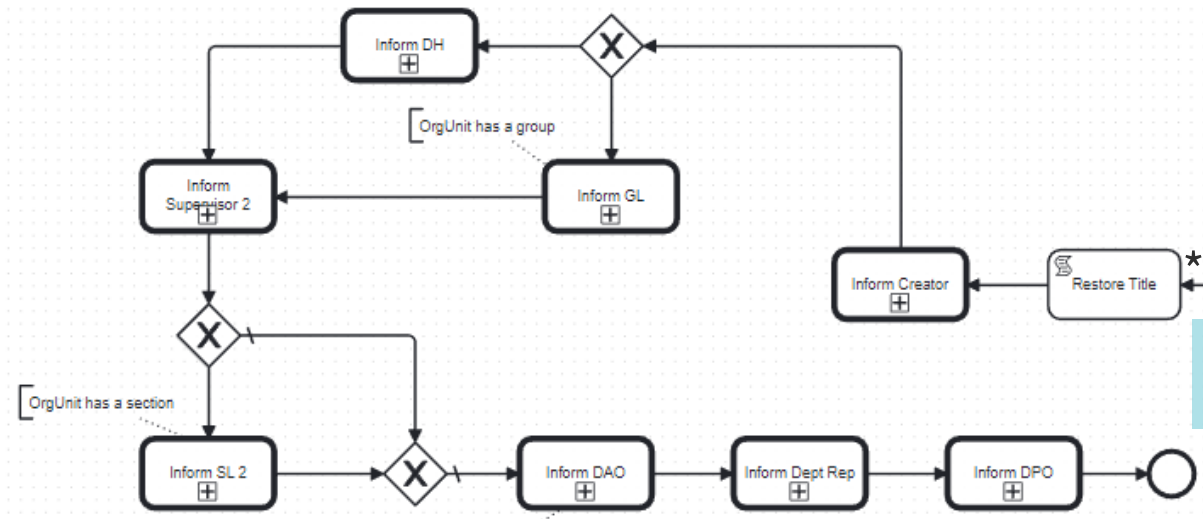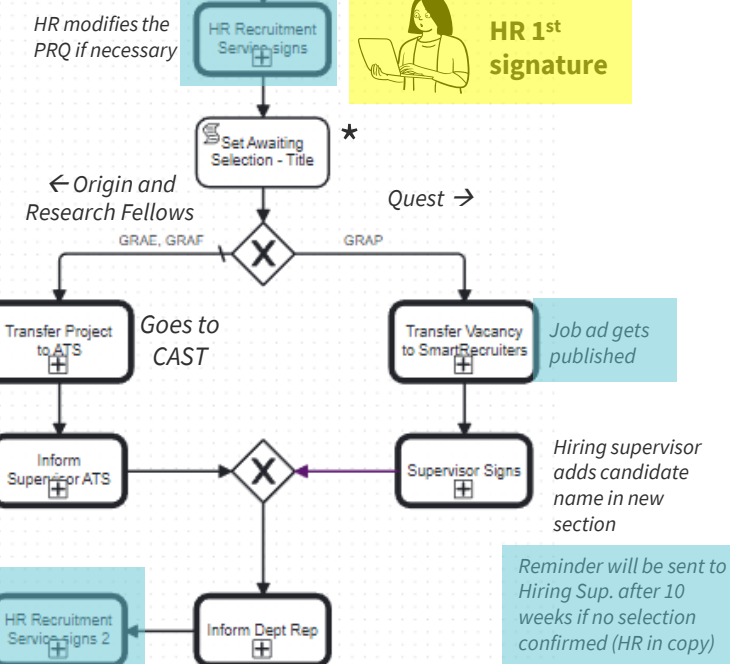
PRQ

HR view

HR signs before any publication in S/R

- To offer an editing step to improve quality

Final signature with HR

- HR signature completes the PRQ workflow

Creator signs

DH Signs

OrgUnit has a group

GL Signs

Inform Supervisor

OrgUnit has a section

Inform SL

Multi Budget

Financial approval

Dept Rep signs

HR modifies the PRQ if necessary

HR Recruitment Service signs

HR 1st signature

Set Awaiting Selection - Title *

← *Origin and Research Fellows*

Quest →

GRAE, GRAF

GRAP

Transfer Project to ATS

Goes to CAST

Transfer Vacancy to SmartRecruiters

Job ad gets published

Inform Supervisor ATS

Supervisor Signs

Hiring supervisor adds candidate name in new section

Inform DH

OrgUnit has a group

Inform Supervisor 2

Inform GL

Inform Creator

Restore Title *

HR Recruitment Service signs 2

Inform Dept Rep

Reminder will be sent to Hiring Sup. after 10 weeks if no selection confirmed (HR in copy)

HR can change the finalized candidate name and start date

HR 2nd signature completes PRQ

OrgUnit has a section

Inform SL 2

Inform DAO

Inform Dept Rep

Inform DPO

Before informing DAO, Document must be updated with selected candidates

* *technical steps that change the title of the document in the EDH document search to make it easier to distinguish among the PRQs which arrived for the first time and second time to HR*

Highlights for DPOs

DPOs can <mark>change budget codes at any time</mark> before completion of the PRQ

- Budget code can be edited, but not the budget period/ dates
- Note: if budget codes are changed, financial routing will not be re-run

Data appears in CET <mark>after 24hrs</mark>

- Data includes PRQ no, job title, budget code, dates
    - Example:

Order Code	Budget Code	Group	Order Description	Technical Contact	Account Number	Account Description	Purchase Code	Purchase Code Description	Parent Agreement	Last Modified Date	First Entry Date	Budget Code Description	Charged to Budget Code (CHF)	Annual Commitment (CHF)	Annual Open Commitment (CHF)	Annual Commitment (Currency)	Pipeline (CHF)
PRQ9762815	61406	GM	BE-ORIG-2023-3-06: Software Engineer						9762815	01.10.2023	01.10.2023	LHC Survey Studies					22,350.00

Subtotal for PRQ9762815:   22,350.00
Grand total: 22,350.00
Rows returned: 1

Dashboard improvements

Improvements now

Now works from home, no remote access needed

Personnel Requests Dashboard

587 Requests

66	331	190	66

- ■ Early Career Graduate
- ■ Experienced Project Graduate
- ■ Research Fellow

Department: All ×

Vacancy notice: All ×

Type of grad: All ×
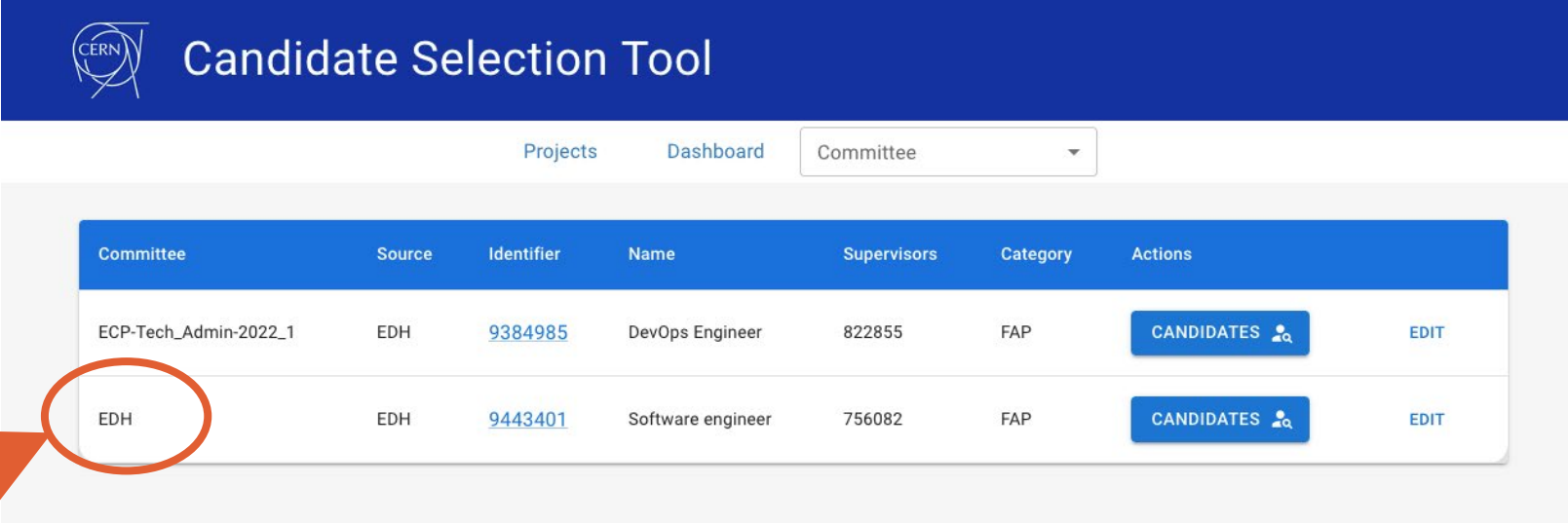
Column visibility ▼   Restore visibility   Download

Search:

Personnel Request Approval Doc	PRQ status	Expected start date	Supervisor	Org. Unit	Duration	Candidate	Confirmed start date	Status of selection	1st reserve	2nd reserve	Conflict ❓	EDH REG Doc	Nationality	Gender	Total CHF
All	All	All	All	All	All	All	All	All	All	All	All	All	All	All	All
9430177	Authorized	01/01/2023	Jorge Henriques, Andre	HSE-OHS-IB	24	Aleixo Luis	01/01/2023	HIRED	de Sousa Galvão Duarte Alexandre	none	🚩	none	Portuguese (PT)	M	165 600
9368033	Being authorized	01/03/2023	Danzeca, Salvatore	BE-CEM-EPR	24	Ali Muhammad	none	REJECTED	Gutierrez Prendes Loreto	none	🚩	none	Pakistani (PK)	M	165 600
9403253	Authorized	01/03/2023	Lampridis, Dimitrios	BE-CEM-EDL	24	António Guita Vasco Miguel	01/04/2023	HIRED	Misra Shubhangi	Kalamari Angeliki	🚩	none	Portuguese (PT)	M	165 600
9386821	Authorized	01/10/2022	Short, Hannah	IT-PW-IAM	24	Balc¿ Berk	01/02/2023	HIRED	Misra Shubhangi	none	🚩	none	Turk (TR)	M	165 600
9655989	Authorized	01/08/2023	Balazs, Gyorgy	SCE-SMS	24	Bendiksen David	01/08/2023	HIRED	Çakmak Rana	Tsiaras Konstantinos	🚩	none	Norwegian (NO)	M	173 856
			Pozo Astigarraga												

Changes coming soon

Personnel Requests Dashboard

587 Requests

	331	190	66

■ Early Career Graduate ■ Experienced Project Graduate ■ Research Fellow

internal department ref, current org unit
(also will be in the excel download)

Note: No conflict info available for Quest

EDH REG no.

Department:	Vacancy notice:	Type of grad:
All ×	All ×	All ×

Column visibility ▼ Restore visibility Download   Search:

Personnel Request Approval Doc	PRQ status	Expected start date	Supervisor	Org. Unit	Duration	Candidate	Confirmed start date	Status of selection	1st reserve	2nd reserve	Conflict ❓	EDH REG Doc	Nationality	Gender	Total CHF
All	All	All	All	All	All	All	All	All	All	All	All	All	All	All	All
9430177	Authorized	01/01/2023	Jorge Henriques, Andre	HSE-OHS-IB	24	Aleixo Luis	01/01/2023	HIRED	de Sousa Galvão Duarte Alexandre	none	🚩	none	Portuguese (PT)	M	165 600
9368033	Being authorized	01/03/2023	Danzeca, Salvatore	BE-CEM-EPR	24	Ali Muhammad	none	REJECTED	Gutierrez Prendes Loreto	none	🚩	none	Pakistani (PK)	M	165 600
9403253	Authorized	01/03/2023	Lampridis, Dimitrios	BE-CEM-EDL	24	António Guita Vasco Miguel	01/04/2023	HIRED	Misra Shubhangi	Kalamari Angeliki	🚩	none	Portuguese (PT)	M	165 600
9386821	Authorized	01/10/2022	Short, Hannah	IT-PW-IAM	24	Balc¿ Berk	01/02/2023	HIRED	Misra Shubhangi	none	🚩	none	Turk (TR)	M	165 600
9655989	Authorized	01/08/2023	Balazs, Gyorgy	SCE-SMS	24	Bendiksen David	01/08/2023	HIRED	Çakmak Rana	Tsiaras Konstantinos	🚩	none	Norwegian (NO)	M	173 856
			Pozo Astigarraga												

Historical data
- coming soon

Candidate status:
- "HIRED"
- "REJECTED"
- "WITHDRAWN"

or

PRQ status:
- "REJECTED"

for 6 months

Assigning committee in CAST for Origin and Research Fellows

Sync problem between CAST and dashboard identified:

- If committee in CAST is listed as "EDH" this means that the PRQs have not yet been assigned to a Vacancy notice.

- To be addressed this quarter

Final considerations

Guidelines for Hiring Supervisors/ Dep Reps

Step-by-step "Access to candidates" guidelines:

- ORIGIN_Access to candidates
- QUEST_Access to candidates
  - See https://indico.cern.ch/event/1294150/
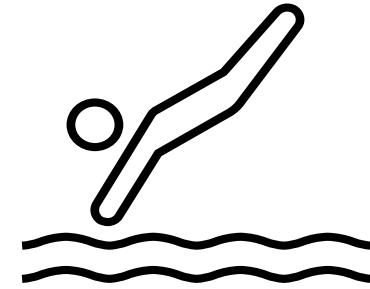
Key contacts to seek help:

- Your HR partner in the department

- See: https://hr.web.cern.ch/recruitment-employer-branding-outreach-and-sourcing

Admin e-Guide is being updated

- Coming soon…

Additional points to consider

- The graduate programme is meant as a ==career springboard==

- Quest is about project-based work, whereas Origins are for operational work

- Hiring is based on a concrete need and not on a profile

- Published opportunity corresponds to the reality of the day to day job

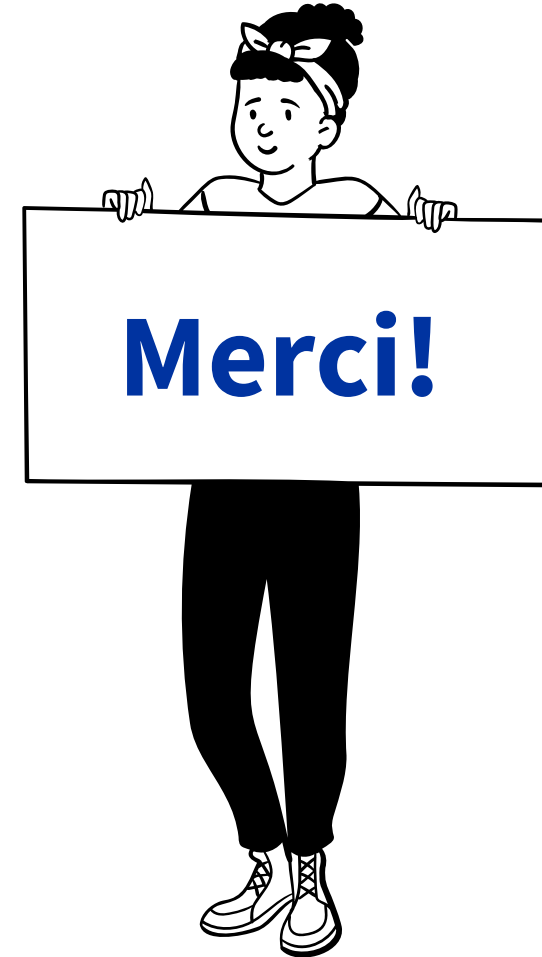- Discuss intended work up-front with the (selected) candidate

Open Q&A

Materials from this webinar

See https://indico.cern.ch/event/1294150/

Acknowledgements

Merci!

Our thanks to those who contributed to the work presented here:

- BC's HR Product Group notably Slava and Jesse
- BC's Platforms (PL2) Product Group notably Christina, Elena and Josu
- Participants in recent user feedback including:
  - Dep Reps, DPOs/DDPOs, DAO
  - HR specialists notably Géraldine of HR-TA

home.cern