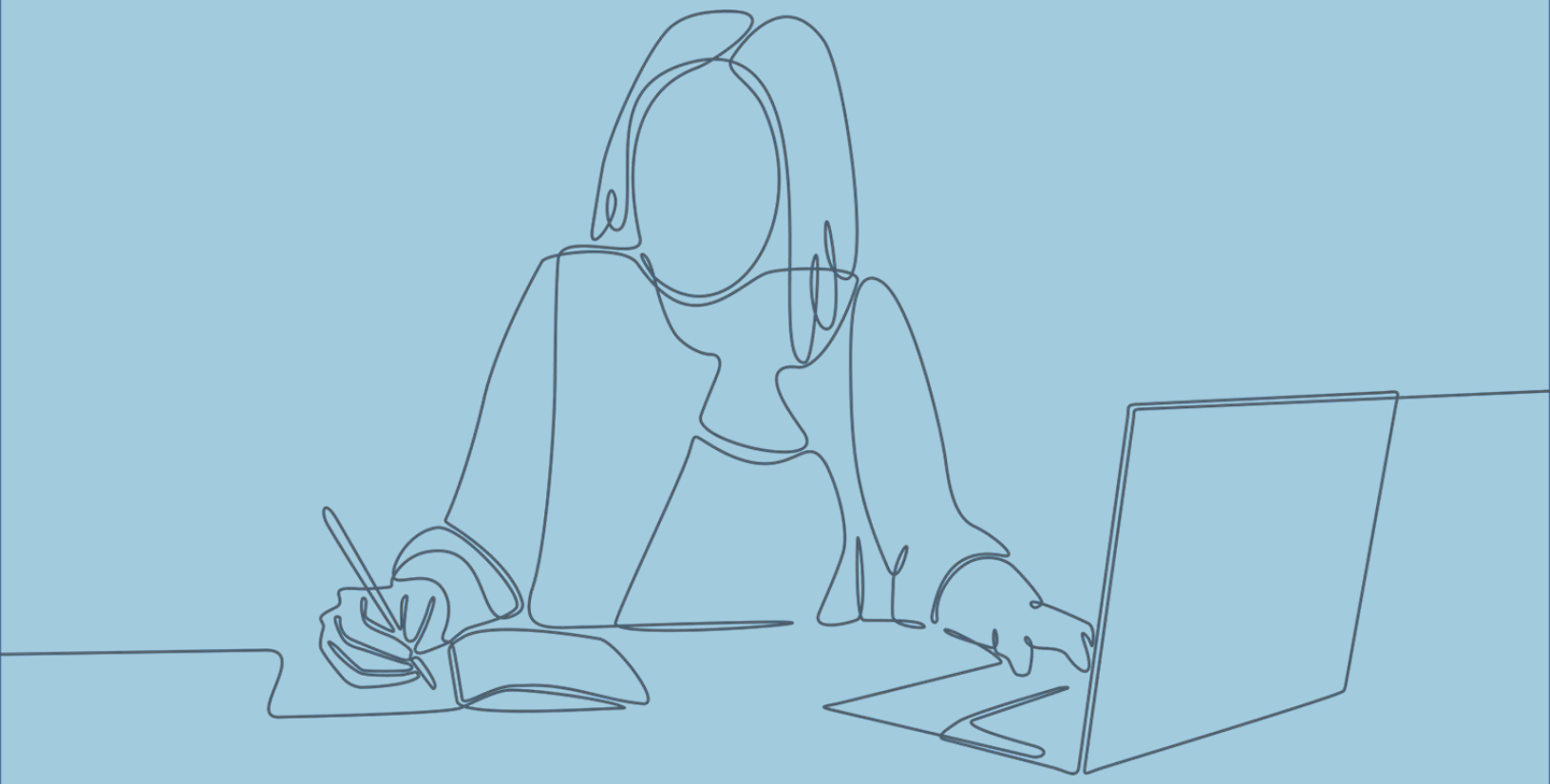
Human Resources



Tool

Template for Building a Best Practice Job Ad Posting

Leveraging Your Resources to Drive Results

Yale *Learn and Grow*

FUNCTIONAL LEARNING

INSTRUCTIONS

This template is designed to help Hiring Managers and their Departments understand how to properly build a compelling job advertisement (ad) posting that is aligned with Yale standards and follows best practices.

Use this tool to ensure proper build of the job ad and the job ad posting before it is launched. It contains helpful items to consider when building a compelling job advertisement.

By the end of this learning, you will:

- Recognize the parts of the job ad posting.
- Identify areas that are critical for the job ad to be aligned with Yale standards and follow best practices.
- Efficiently build a job ad posting in the Yale Talent Network (YTN) that is ready to post.

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AUDIENCE AND PURPOSE

Audience and Purpose

This tool is for **Hiring Managers**. It contains the critical elements within a job ad and job ad posting to ensure a compelling job ad is built to ultimately attract highly talented and diverse candidates.

Creating a compelling Job ad is critical in the early stages of the Talent Acquisition Recruitment Process. The job ad must be carefully built, using both marketable and inclusive language, to generate interest from highly talented and diverse applicants. In other words, the job ad sets the stage for attracting qualified talent, which is right for Yale.

The integration of each team member's subject matter expertise is outlined in this learning. Team members must effectively collaborate to support the process and clearly articulate not only the Department hiring need, but also advertise what Yale can provide (i.e., the Employer Value Proposition) through the posted job ad.

Before reading through this document, refer to **How to Build and Post a Compelling Job Ad QRG** for more guidance.

SAMPLE JOB POSTING PREVIEW

Emphasizes and represents the overall general purpose of the position and includes organizational details such as reporting structure and level of responsibility.

Pulled from Other Source (Requisition/Profile) – **ENSURE ACCURACY**

Talent Acquisition Operations Director
Human Resources - Staffing
83868BR

Yale Posting Status
CLOSED TO FURTHER APPLICATIONS

Bargaining Unit
None - Not included in the union (Yale Union Group)

Duration Type
Regular

Compensation Grade Profile
Leader (28)

Searchable Job Family
Human Resources

Work Week
Standard (M-F equal number of hours per day)

Worksite Address
221 Whitney Avenue
New Haven, CT 06511

University Job Title
Talent Acquisition Operations Director

Time Type
Full time

Compensation Grade
Administration & Operations

Wage Ranges
Click here to see our Wage Ranges

Total # of hours to be worked:
37.5

Work Location
Central Campus

Work Model
Hybrid

Pulled from Other Source (Requisition/Profile) – **ENSURE ACCURACY**

CREATE A COMPELLING POSITION FOCUS – See below for guidance

Position Focus:

Yale is modernizing the university staffing Talent Acquisition (TA) function to achieve our North Star of making hiring faster and simpler, resulting in more successful recruitment of incredibly talented and diverse employees for Yale. As a part of this transformative effort, we are seeking a TA Operations Director to provide oversight and execution of the tools and technology supporting our TA Partners, Sourcing Specialists, and Coordinators, including the applicant tracking and candidate relationship management systems, among others. This person will lead a key aspect of Talent Acquisition enablement and will lead efforts to develop and manage.

The analytics and vendor management strategies while also assessing and refining our recruiting process efficiency based on our established key performance indicators (KPIs). This position will report directly to the Head of Talent Acquisition for Yale and be a key member of the TA and Human Resources leadership teams.

Working at Yale means contributing to a better tomorrow. Whether you are a current resident of our New Haven-based community, eligible for opportunities through the New Haven Hiring Initiative, or a newcomer interested in exploring all that Yale has to offer, your talents and contributions are welcome. Discover your opportunities at Yale.

The Yale Talent Acquisition Operations Director will lead a team of engaged and dedicated TA professionals, resulting in the enablement of key technical, process, and service delivery functions within Yale that provide our candidates and university stakeholders with the best and most efficient talent acquisition experience.

CREATE A COMPELLING POSITION FOCUS – See below for guidance

Pulled from Other Source (Requisition/Profile) – **ENSURE MATCHES JOB DESCIPTION**

Essential Duties

1. Determine strategic priorities and resource support requirements for TA Operations and direct all function activities for the TA Operations team: Administration, Analytics, Scorecard Metrics, Vendor Management, and Technology Roadmap for TA 2. Lead the teams responsible for Analysis, Administrative Services, TA Technology, and Vendor Management with vision and strategy while also successfully navigating the tactical aspects of coaching and developing the team members along the way with a healthy approach to succession planning for their team. 3. Capture, define, report, and build the narrative related to key metrics for the TA function. Remain curious and close to leading recruiting practices and understand what best-in-class looks like for Yale. Communicating metrics through dashboards and key reports will be a key focus, with the goal being to measure, report, and tell the necessary stories at all levels of the TA function and broader Yale community. 4. Partner with the Talent Acquisition Partner and Strategic Sourcing leads to capture their requirements and needs while also solving technology, process, and service delivery challenges along the way. Ultimately, this role will be a key member of the TA leadership team, creating and delivering a strategic TA function to Yale. 5. Ensure alignment with Talent Acquisition, Human Resources, and Operations strategies through process and technology; Continue to evolve these areas to enable the TA function service delivery into the future. This position will work closely with the HR Innovation and Strategic Support (HRISS) leadership to ensure that tactical and strategic support for technological resources and recruiting applications is in place. 6. Apply an understanding of relevant legal precedents, policies, and practices to protect the interests of Yale and individual members, including compliance with local regulatory requirements (e.g., EEO and FLSA).

Required Education and Experience
Bachelor's degree and a minimum of 10 years prior management experience or an equivalent combination of education and experience

Required Skill/Ability 1:
In-depth knowledge of recruiting information/Applicant Tracking Systems (ATS), Candidate Relationship Management (CRM) systems and data, business process optimization, and operations.

Required Skill/Ability 2:
Exceptional customer service focus with a demonstrated ability to center the candidate and hiring manager community at the center of our service delivery goals.

Required Skill/Ability 3:
Knowledge of current external recruiting research and trends to inform strategies and decisions for the Yale community.

Required Skill/Ability 4:
Familiarity with local regulatory environments as they pertain to recruiting and hiring.

Required Skill/Ability 5:
A growth mindset with a willingness to innovate, challenge the status quo, try new things, test and learn, and empower others to do the same.

Pulled from Other Source (Requisition/Profile) – **ENSURE MATCHES JOB DESCIPTION**

Pulled from Other Source (Requisition/Profile) – **ENSURE ACCURACY**

Preferred Education, Experience, and Skills:
Master's degree and/or experience in Human Resources Information Systems (HRIS), Talent Acquisition (TA), or HR operations, service center, and/or IT/Systems or related disciplines. An MBA is a plus. Management experience should reflect a demonstrated pattern of coaching and leading teams to successful outcomes.

Drug Screen
No

Health Screening
No

Background Check Requirements
All candidates for employment will be subject to pre-employment background screening for this position, which may include motor vehicle, DOT certification, drug testing, and credit checks based on the position description and job requirements. All otters are contingent upon the successful completion of the background check. For additional information on the background check requirements and process, visit "Learn about background checks" under the Applicant Support Resources section of Careers on the It's Your Yale website.

COVID-19 Vaccine Requirement
The University maintains policies pertaining to COVID-19. All faculty, staff, students, and trainees are required to comply with these policies, which may be found here:

https://covid19.yale.edu/health-guidelines

Posting Disclaimer
The intent of this job description is to provide a representative summary of the essential functions that will be required of the position. It should not be construed as a declaration of specific duties and responsibilities of the position. Employees will be assigned specific job-related duties through their hiring department.

University policy is committed to affirmative action under the law in the employment of women, minority group members, individuals with disabilities, and protected veterans. Additionally, in accordance with Yale's Policy Against Discrimination and Harassment, and as delineated by federal and Connecticut law, Yale does not discriminate in admissions, educational programs, or employment against any individual on account of that individual's sex, sexual orientation, gender identity or expression, race, color, national or ethnic origin, religion, age, disability, status as a special disabled veteran, veteran of the Vietnam era or other covered veteran.

Inquiries concerning Yale's Policy Against Discrimination and Harassment may be referred to the Office of Institutional Equity and Accessibility (OIEA).

Note

Yale University is a tobacco-free campus.

Pulled from Other Source (Requisition/Profile) – **ENSURE ACCURACY**

CREATING A COMPELLING ADDITIONAL JOB DESCRIPTION

A job description outlines the essential duties and responsibilities of a position. The key to writing an effective job description is to find the perfect balance between providing enough detail, so candidates understand the role and Yale while keeping your description concise. At Yale, most of the information listed in the job description is collected when finalizing the requisition in Workday. One of the most important sections of the job description is the job summary, referred to as the Additional Job Description in the Workday job template.

The Additional Job Description is a narrative that describes the crucial functions of the position and primarily serves as an advertisement to market the position and entice potential candidates to apply. The aim is to attract the best-qualified candidates for your job, so consider these prompts and tips:

Prompts:

- What is the job purpose?
- What are the key duties and tasks?
- What is the reporting structure for the position?
- Where would they fit into the team they would be joining, the positions they would manage, and who they would report to?
- What are the position's essential duties-focus on crucial responsibilities of the position?
- What exciting initiatives are going on within the school, department, or team that may make the role more attractive
- How does the position fit into the organization?

Writing tips:

- Open with a strong, attention-grabbing summary
- Hook your reader with details about what makes Yale/your department unique.
- Use clear language.
- Help candidates visualize themselves in the role.
- Leverage the Yale brand.

Check out these videos on LinkedIn Learning on *Job Descriptions with a Wow Factor*:

#jobdescriptiondevelopment

The recent posting for the Talent Acquisition Operations Director provides an excellent example of an effective position focus.

Headline

Yale is modernizing the university staffing Talent Acquisition (TA) function to achieve our North Star of making hiring faster and simpler, resulting in more successful recruitment of incredibly talented and diverse employees for Yale.

Start with an attention-grabbing headline. In the TA Operations Director posting, the position focus begins by calling out a major transformation initiative that the selected candidate will support. This shifts the focus from just a list of the day-to-day tasks that the candidate will be responsible for and instead demonstrates the larger purpose the role has not only in the department but also, the larger contribution the role will provide the University as a whole.

Description

The description section should answer most of the questions (who, what, when, where, why, how) that a potential candidate may have about the position. This will introduce the day-to-day responsibilities of the role, the reporting structure, and the department. It is not intended to give an itemized accounting of every task the candidate will perform. The job description contains other sections that will describe all the required and preferred education, experience, skills, and abilities that a candidate must possess to be considered for the role. The Additional Job Description will describe the overarching responsibilities and how the role contributes to the department's overall mission.

…As a part of this transformative effort, we are seeking a TA Operations Director to provide oversight and execution of the tools and technology supporting our TA Partners, Sourcing Specialists and Coordinators including the applicant tracking and candidate relationship management systems, among others. This person will lead a key aspect of Talent Acquisition enablement and will be leading efforts to develop and manage the analytics and vendor management strategies while also assessing and refining our recruiting process efficiency based on our established key performance indicators (KPIs). This position will report directly to the Head of Talent Acquisition for Yale and be a key member of the TA and Human Resources leadership teams…

…The Yale Talent Acquisition Operations Director will lead a team of engaged and dedicated TA professionals resulting in the enablement of key technical, process and service delivery functions within Yale that provide our candidates and university stakeholders with the best and most efficient talent acquisition experience.

Call to Action

The final piece of an effective position focus will be a call to action. It is important to remember that the goal of the Additional Job Description (and the job description overall) is to encourage potential candidates to take action and apply for the role. The Talent Acquisition Operations Director posting does this well for a few reasons. For one, it highlights the diverse types of applicants (residents of New Haven, newcomers, etc.) that might be reading the job description and calling on them directly to consider an opportunity at Yale. It also creates a sense of belonging and inclusion by indicating that candidates from various backgrounds are welcome to apply.

Working at Yale means contributing to a better tomorrow. Whether you are a current resident of our New Haven-based community—eligible for opportunities through the New Haven Hiring Initiative—or a newcomer, interested in exploring all that Yale has to offer, your talents and contributions are welcome. Discover your opportunities at Yale.

Writing an effective Additional Job Description can often feel like a daunting task, but focusing on these key elements helps to create an outline from which to begin. It is also helpful to review other job descriptions, make notes of what they do well or need improvement upon, and utilize those insights as a guide. The Talent Acquisition Partner conducts a final review of every posting and can provide guidance and feedback before publishing a posting to the YTN.

SUPPLEMENTAL MATERIALS

Supplemental Tools

A listing of tools available:

- Quick Reference Guide
  - **How To Build and Post a Compelling Job Ad**
- Tools
  - **Job Description Consultation Checklist**
  - **Job Ad Posting Supplement**
  - **Template for Building Best Practice Job Ad Posting**
- Sites
  - **Manager Guide**
  - **Hiring Guide**
  - **Temporary Hiring Program**

GLOSSARY

For a full listing of terminology, click **here.**

Contact: learning@yale.edu