Recruiter Role Workshop

March 16, 2023

Facilitators:

Sheena Coles; Luma Project Organizational Change Management Lead

Ashley Mattoon; State of Idaho Recruitment Manager

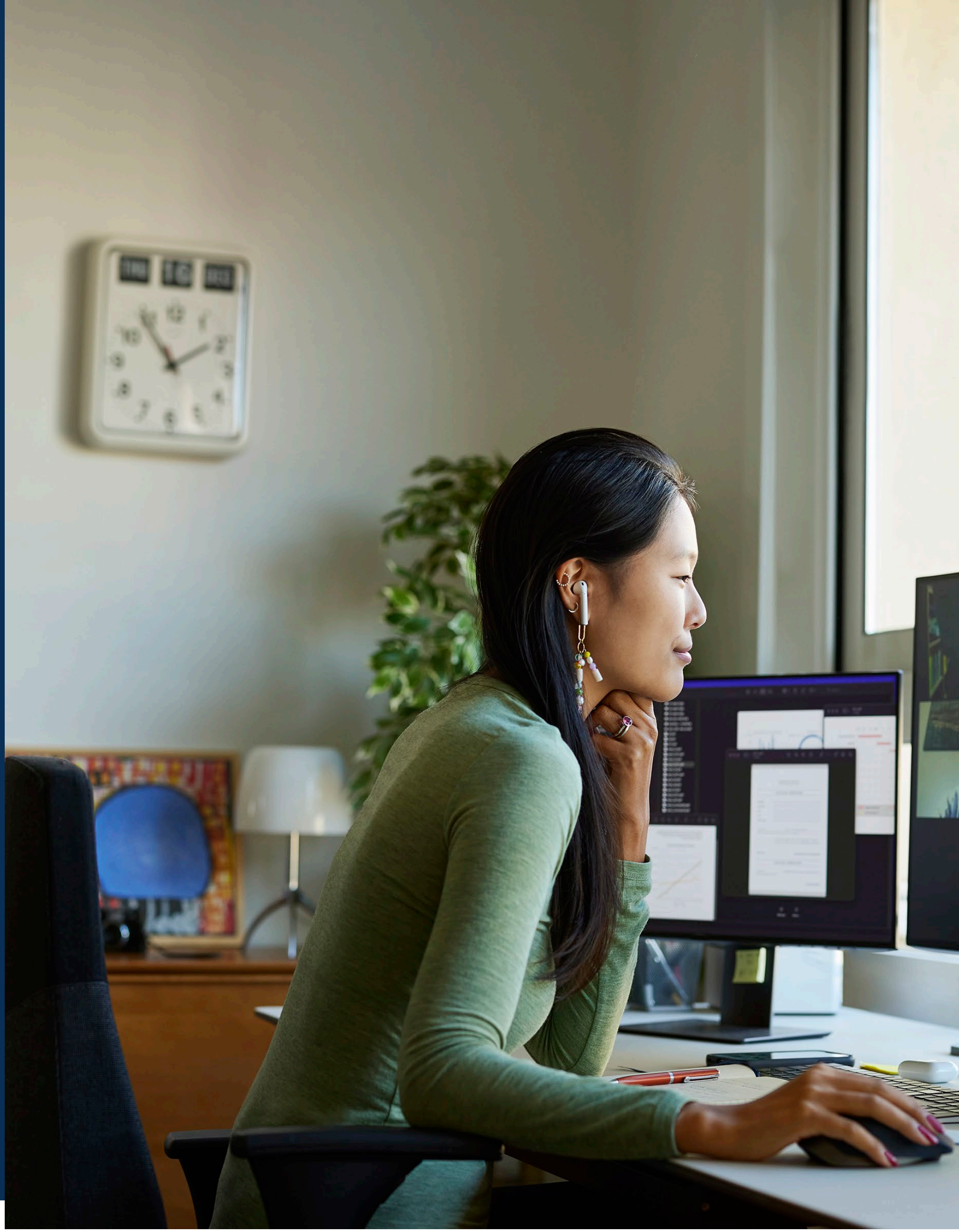
Expectations

During the presentation, please take note of the following:

Mute yourself – Please ensure your microphone is muted and give the presenters your full attention.

Chat Functionality – Please utilize the chat functionality (bottom right) to ask questions or wait until the end of the presentation to come off of mute and ask. We will make every effort to answer as many questions as possible during the session, but some questions may require separate discussions.

Follow up – This meeting is being recorded and will be distributed in the follow-up email. Furthermore, we are documenting queries and will publish an FAQ document on the Luma webpage.



Statewide Value

Luma will modernize and transform the way the State of Idaho does business, improving transparency, and providing a core foundation for the future.

One system

Real-time

Dynamic

Statewide Functional Areas and Roles

We will be covering the Recruiter role.

Recruiter

There are five additional roles / functional areas that will be introduced in separate Role Workshops:

Manager

Procurement

HR Generalist

Employee

Finance

Objectives

What are you going to do in Luma?.

What changes can you expect?

When is this happening?

Statewide Recruiter Tasks*

Initiate Requisitions

- Initiate, edit, and route requisitions to hiring managers for approval if required
- Post, place on hold, cancel, or a close a requisition

Qualifications and Exams

- All minimum qualifications and exams will default based on the classification for the position
- Add specialty and extra credit questions needed for your positions
- Rank applicants based on an auto score

Candidate Monitoring

- Track status of applicants
- Configure automated notifications on requisitions, candidates, and offer statuses
- View candidates from other requisitions. View historical candidate correspondence

Job Postings

- View and edit job posting, job details, and salary ranges
- Jobs will be posted internally, externally, and to independent job boards, like Indeed, Monster, etc

Extending Offers

- Route offers for approval
- Prepare, send, and/or resend offer to candidate
- Select appropriate pre-hire packages from a list
- Conduct pre-hire due diligence before (or after) extending a job offer

There will be a limited recruiter role that will be restricted to only an agency view

Culture and Innovation Changes

CHANGES FOR STATE OF IDAHO RECRUITERS

Luma

HOW WILL THE TRANSITION TO LUMA AFFECT RECRUITERS?

What is changing		Impact of that change
Requisitions will have defaulted fields.	01	Reduced manual work for recruiters when completing requisitions.
Agencies can copy position requisitions from another agency and modify, as needed.	02	Eliminates the need to create new position requisitions from scratch.
The State will use Talemetry as a 3rd party vendor for a career site and candidate database.	03	Enhanced access to a candidate database.
Changes made to a candidate's profile information will be updated automatically in their application.	04	Recruiters will not have to manually update information for an external application.

HOW WILL THE TRANSITION TO LUMA AFFECT RECRUITERS?

What is changing		Impact of that change
All internal applications and lateral transfers will be managed within Luma.	05	HR will oversee the standardized transfers.
HR has access to a candidate's profile once created, even if application is still in draft.	06	Enhanced access to candidates' profile at any stage of the application process.
Exams will be automated.	07	Automatic "fail and close" reduces effort spent on closing exams and creates a consistent experience for HR and applicants.
Recruiters have access to historical exam questions and scores.	08	Historical exams will be available.

HOW WILL THE TRANSITION TO LUMA AFFECT RECRUITERS?

What is changing		Impact of that change
Luma can send notifications to a candidate anytime during the application process.	09	Enhanced capability for engagement with candidates.
HR can use Luma to schedule interviews and send notifications about interview time/place.	10	Introduces scheduling automation and standardizes the candidate experience.
Applicant’s interview record, including interview dates, decisions, and type of interview will be stored in Luma.	11	Agencies will have easy access to the full historical record of a candidate’s interview cycle.

Road to Go-Live

Role Workshops

You're here!

Luma Labs
February - March

Agency Participation in Luma Labs

Provide Idaho agency employees an opportunity to experience their COA data, organizational structure, and a sample of basic processes and configurations.

Early May:
Supplier Portal Go-Live

Vendors across the State can begin registering in the Supplier Portal.

FSM and HCM Training
May - June

Training for FSM and HCM

Training for human capital management: human resources, time, and pay and finance and supply chain management in preparation for Go-Live.

June 11th:
HR, Time, and Pay Go-Live

Agencies across the State begin using Luma to conduct human capital management tasks.

July 1st:
Finance and Procurement Go-Live

Agencies across the State begin using Luma to conduct budget, finance, and procurement related tasks.

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Get Luma Support

If experiencing errors, employees will be able to submit a service ticket for assistance

Reference Materials

User guides and training materials will be available to support self-support efforts.

Sustainment Team

An entire team will be hosted by the State Controller's Office to support the transition to Luma

Post Go-Live: Sustainment

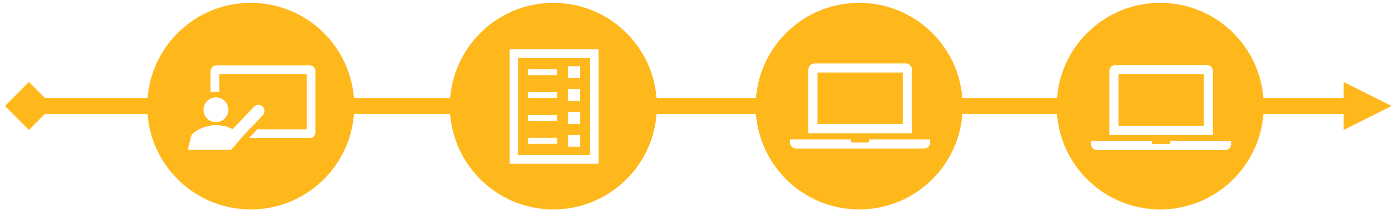
* Dates subject to change

Luma Training:

- Training will be available as stand-alone/self-paced and instructor-led (virtual) courses
- An individual's role will determine the type/amount of training needed
- Generally, core users (frequent Luma users) will need more instruction
- The Training Showcase Kickoff in early March will provide additional details

2023*

March | April | May | June



Training Showcase Kickoff | Training Registration | Employee Luma Training

*Specific dates to be communicated separately.

Preparing for Luma

In addition to formal training, you will be provided with the following resources to make sure you are confident, knowledgeable and comfortable to complete your work in Luma.

USER EXPERIENCE SIMULATIONS, LUMA LABS, AND MONTHLY COMMUNICATION TOOLKITS

User Experience Simulations, Luma Labs, and the monthly Change Liaison Communication Toolkits are activities and resources designed to inform agency employees of changes associated with Luma and demystify the system.

READINESS CHECKLIST

As a component of the Readiness Program, the Readiness Checklist will outline actions to complete to ensure your agency is prepared prior to system go-live. The checklist will be proactively updated and available on the Luma website in late March.

REVISIT EXISTING COMMUNICATION CHANNELS

Familiarize yourself with information already available about the Luma Project by visiting the [Luma Website](#)and the [Luma YouTube Page](#).

Resources

Have questions? Please contact or access the following:

Agency leadership and supervisor – You direct supervisor and agency leadership should be your first stop with question and concerns. They are ready to coach, guide, and support you.

Change Liaison – each agency has an assigned Change Liaison who supports the project's implementation. Each month they receive a communications toolkit to distribute to peers and staff.

Agency Advocate – our Agency Advocates sit within the State Controller's Office and are dedicated to a subset of agencies. They're here to support you and your staff as we cross the finish line to Go-Live.

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Questions?