



## HireReach Academy Application OFA

### Section One: Organization Information

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#### Page description:

Thank you for your interest in the HireReach Academy.

The HireReach Academy application includes several sections:

- **Section One: Organization Information** - Questions in this section are designed to gather basic information about your organization's industry, size and hiring volumes. Additionally, organizations are asked to identify main points of contact.
- **Section Two: Readiness Assessment** - Questions in this section are designed to be completed collaboratively with stakeholders in your organization to support your decision regarding the organization's readiness to join the HireReach Academy. Additionally, the information collected helps our team to facilitate an efficient intake and onboarding into the program. Please note that your answers in this section will not disqualify you from the program, and are designed to help your organization collaboratively consider included readiness elements.
- **Section Three: Jobs for your Evidence-Based Selection Pilot** - Questions in this section ask you to consider in which jobs you will include in your Evidence-Based Selection pilot.
- **Section Four: Project Team** - Questions in this section gather information about your project team (the team that will participate in the Academy and be responsible for implementing your Evidence-Based Selection process).
- **Section Five: Engagement** - Questions in this section ask organizations to identify their goals related to participating in HireReach.
- **Section Six: Memorandum of Understanding** - This section outlines the supports provided by HireReach, as well as employer commitments and asks organization's to submit an e-signature from their executive sponsor.

Prior to launching the application we recommend reviewing the application in PDF format to review the data required to complete and submit. If you do not have the application in pdf format please reach out to [Marlene@HireReach.org](mailto:Marlene@HireReach.org).

Once the assessment has been launched and the first page submitted, teams can select the 'Save and Continue' option in the top right corner of the application window to save progress and continue later. You will receive an email from 'Alchemer' with a unique link to continue the application.

All information collected in this application will be treated as confidential and will not be shared outside the HireReach Project Team.

If you have any questions please feel free to reach out to our team by emailing [info@hirereach.org](mailto:info@hirereach.org) or [marlene@hirereach.org](mailto:marlene@hirereach.org).

## 1. Organization Information \*

Organization Name \*

Street Address \*

City \*

State \*

Zip \*

County \*

List other locations (state, country). \*

Website \*

Industry \*

Total number of Full Time Equivalent (FTEs) across all locations. \*

Total number of employees across all locations. \*

Average annual hires (across all locations and jobs). \*

Total number of FTEs in Human Resources. \*

## 2. Organization Contact - Primary Point of Contact\*

First Name \*

Last Name \*

Title \*

Street Address

Apt/Suite/Office

City

State

Zip

Email Address \*

Phone Number \*

Mobile

Phone

### 3. Organization Contact - Alternate Point of Contact\*

First Name \*

Last Name \*

Title \*

Street Address

Apt/Suite/Office

City

State

Zip

Email Address \*

Phone Number \*

Mobile

Phone

## Section Two: Readiness - Organizational Talent Goals

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### Page description:

The following section is designed to support employer teams in assessing, reviewing and considering their readiness for the HireReach Academy. We recommend that this section of the application be completed collaboratively with key stakeholders within your organization.

The questions below explore the organization's talent goals, strategy and metrics.

4. Describe your organization's talent strategy and how it relates to your overall business plan and ability to compete in the marketplace.

Consider:

- What key elements of the plan are currently being addressed?
- What are the key elements of the talent plan?
- Why is talent important to your industry and your organization?
- What talent plan outcomes have been accomplished?

\*

Maximum 2,000 characters.

5. Does the organization measure and analyze any Human Resource metrics (turnover, time to fill, diversity of hire, quality of hire, etc.)? \*

- Yes
- No

6. What metrics are measured? How are the metrics used?

7. Are Human Resource metrics and goals a part of the organization's Strategic Plan?

\*

- Yes
- No

Comments

8. What are the organization's Human Resource strategic goals?

**Section Two: Readiness - Organizational Leadership Support and Buy-In**

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**Page description:**

The following section is designed to support employer teams in assessing, reviewing and considering their readiness for the HireReach Academy. We recommend that this section of the application be completed collaboratively with key stakeholders within your organization.

Leadership support and engagement is critical to the successful implementation of an Evidence-Based Selection process. The questions below identify key stakeholders in the organization, and how they will engage with HireReach.

9. Describe the planned engagement of your leadership team with HireReach.

Consider:

- Which leaders will be involved in HireReach?
- What is the level of leadership involvement and buy-in?
- What activities will these leaders engage in to support the organization's implementation of an Evidence-Based Selection process?

\*

10. Which leader(s) are in charge of the organization's **talent selection process**? \*

11. Which leader(s) are in charge of the organization's **talent acquisition or human resources team**? \*

12. Which leader(s) are in charge of the organization's **talent acquisition or human resources budget**? \*

13. Which leader(s) would sponsor and support the organization's participation in HireReach? \*

## Section Two: Readiness - Talent Acquisition Function

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### Page description:

The following section is designed to support employer teams in assessing, reviewing and considering their readiness for the HireReach Academy. We recommend that this section of the application be completed collaboratively with key stakeholders within your organization.

HireReach supports employers in implementing an Evidence-Based Selection process for selecting talent. At the core, the program supports employers in redesigning their Talent Acquisition process. The questions below explore the current state of the Talent Acquisition function.

14. Describe how your organization views the talent acquisition function and how the Talent Acquisition/Human Resources leader interacts with other senior leaders.

Include:

- To what extent is the Talent Acquisition/Human Resources team embraced as a strategic partner to hiring managers ... versus being viewed as a service group?
- How does the Talent Acquisition/Human Resources team work with hiring managers to fill positions?

\*

15. Describe your current talent acquisition team structure and roles. \*

16. Provide an overview of the current Talent Selection process(es) at your organization. Please list the major steps in the process, the roles involved, tools and technology used and the decision makers at each step in the process.

For example:

- Step One - Job Opening & Intake Meeting - Talent Acquisition (TA) and Hiring Manager (HM) meet to discuss the job opening and plan for the recruitment. Intake form is used.
- Step Two - Job Posting - TA posts the job in Applicant Tracking system and other places based on sourcing plan identified in Intake Meeting.
- Step Three - Resume Review - TA reviews resumes and sends candidates that meet minimum qualifications assessments and reference checks. JOFI, Skill Survey and Applicant Tracking Systems are used.
- Step Four - Candidates complete cognitive, personality, and career interest assessments. Online reference checks are sent. JOFI and Skill Survey as used as tools.
- Step Five - TA reviews all data in the compensatory scoring profile. TA schedules top 10 candidates for phone interview.
- Step Six - TA has a phone interview using a Structured Interview Guide. Structured Interview scores are added to compensatory scoring by TA.
- Step Seven - Top candidates are referred to Hiring Manager. Candidate Referral form is used.
- Step Eight - HM interviews top candidates using a Structured Interview Guide. Candidate interviews are scored.
- Step Nine - HM selects a candidate for hire. TA extends offer.
- Step Ten - Post offer checks (background, physical) as required by position.

\*

17. Which of the following selection tools does your organization currently use?\*

- Unstructured Interviews
- Structured Interviews (same questions to all candidates + scored)
- Panel Interviews
- Prescreen Assessments
- Cognitive Assessments
- Personality or Behavioral Assessments
- Career Interest Assessments
- Online Reference Checks
- Reference Checks
- Job Knowledge Tests
- Job Shadow (realistic job preview)
- Other

Comments

18. Which vendor(s) does your organization use for assessments and/or online reference checks?



19. Describe the staff and leadership resources available to participate in the Academy and implement the process change in your organization. \*

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### Section Three: Jobs for your Evidence-Based Selection Pilot

**Page description:**

As a part of the HireReach Academy, organizations will identify a set of jobs (2-3 job codes) to pilot their Evidence-Based Selection process.

In selecting your organization's 2-3 pilot job codes please consider the following:

- Hiring Volume – Select one or more jobs with a high hiring volume to support testing the process and data collection to support outcome analysis.
- Type of Role – Select a few different 'types' of jobs – such as an entry level job family and a professional or manager job family. This allows you to test the process within different areas of the organization.
- Hiring Managers – Choose job families where hiring managers will be open to the transition and are supportive of the new process.

20. Considering the above, for what job families is the organization considering piloting Evidence-Based Selection?

Note: This does not need to be a final decision, if your organization is selected the HireReach team will work with your organization to identify pilot job families. \*

Job Family One

Job Family Two

Job Family Three

Comments

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### Section Four: Organization Project Team

**Page description:**

HireReach recommends organizations assemble a project team. We recommend that project team members include: an executive sponsor (Chief Human Resource Officer), a process redesign leader (Talent Acquisition Manager), a Diversity and Inclusion leader, members of the talent acquisition (recruiting) team and a project manager.

Please enter the information for your organization's project team below. Note that this is meant to help organizations form a draft list and the HireReach team will review and update this list as needed prior to the launch of the Academy.

21. Project Team Member One \*

First Name \*

Last Name \*

Title \*

Street Address

Apt/Suite/Office

City

State

Zip

Email Address \*

Phone Number

Mobile

Phone

## 22. Project Team Member Two

First Name

Last Name

Title

Street Address

Apt/Suite/Office

City

State

Zip

Email Address

Phone Number

Mobile

Phone

### 23. Project Team Member Three

First Name

Last Name

Title

Street Address

Apt/Suite/Office

City

State

Zip

Email Address

Phone Number

Mobile

Phone

#### 24. Project Team Member Four

First Name

Last Name

Title

Street Address

Apt/Suite/Office

City

State

Zip

Email Address

Phone Number

Mobile

Phone

## 25. Project Team Member Five

First Name

Last Name

Title

Street Address

Apt/Suite/Office

City

State

Zip

Email Address

Phone Number

Mobile

Phone

## Section Five: Engagement

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26. What is your organization looking to achieve by participating in HireReach?\*

27. How did you hear about HireReach?

## Section Six: Memorandum of Understanding

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**Page description:**

Participating in HireReach requires commitments from employers who will in turn receive support from the HireReach team. This MOU highlights key activities and commitments.

# HireReach Support

HireReach provides employers with training and tools to support implementing an Evidence-Based Selection process. The HireReach program is delivered through a virtual Academy, virtual employer cohort meetings, and 1:1 consulting sessions with the HireReach team.

**HireReach Academy.** Training occurs through the HireReach Academy, during which employers complete training and activities to implement learnings in our learning management system and engage in monthly cohort meetings designed to support collaboration with peers and connection with subject matter experts. The HireReach Academy is a five (5) month program.

A five (5) month HireReach Academy includes:

- Copies of HireReach guidebooks and supporting materials for each member of the employer project teams.
- Unlimited 12-month access to the HireReach learning content in the learning management system.
- Guided training using the learning content during the duration of the academy.
- Five (5) two-hour Academy Peer Meetings.
- Five (5) one-hour customized consulting meetings with the HireReach team and subject matter experts in the areas of industrial psychology, change management, evidence-based selection talent systems, and talent acquisition.
- As needed technical support and consulting during the academy.
- Access to the HireReach alumni network, including the JOFI Users Group.

**JOFI Assessments.** HireReach participating employers have free access to [JOFI Assessments](#) during the Academy and for the six months following the academy. JOFI Assessments includes cognitive assessments, personality assessments, career interest assessments, quick prescreen, banding and compensatory scoring. Participating employers will receive free training sessions with the JOFI Assessments product team during and following the academy.

**Consulting Support.** Employers will receive five (5) 1:1 consulting sessions with the HireReach team during the Academy to support individual EBS implementations. Additional Talent Acquisition and JOFI support is available as needed for the six months following the academy.

## Employer Commitments

Employers will be asked to:

- Commit to participate in the Academy with an appropriate project team.
  - Recommended team members include: an executive sponsor (Chief Human Resource Officer), a process redesign leader (Talent Acquisition Manager), a Diversity and Inclusion leader (DEI Officer), and a project manager.
  - All team members should attend the four consulting sessions occurring monthly throughout the course of the academy.
- Designate and provide access to a project lead to partner with, support, and enable the process implementation.
- Empower and provide support to the project team to perform the internal change management and process redesign tasks.
- Plan for each project team member to be available for preparation and attendance at Academy sessions and consulting meetings, averaging 12-16 hours per month for the five (5) months of the Academy.
- Commit to track data related to implementation and outcomes of EBS such as trends in first year turnover, candidate quality, process efficiency, diversity, speed of hiring, average rate of pay, and # of external & internal hires. No personal nor employee level data will be collected but rather data on trends on key performance indicators.
- Commit to participate in an annual survey at 12 months and 24 months post academy completion to provide feedback and trend data via an electronic survey. The survey will take approximately 15 minutes to complete and will ask questions related to implementation and outcomes such as trends in first year turnover, candidate quality, process efficiency, diversity, speed of hiring, average rate of pay, and # of external & internal hires. *Individual employer data will not be published or shared without consent of the employer. Only aggregate data will be used for reporting and marketing purposes.*
- Engage with vendors and fund all costs associated with any tools and systems required to implement, execute, and manage an Evidence-Based Selection process (i.e. assessments, tools, software systems) beyond employer pilots and/or the JOFI free trial.
- Align HireReach pilot activities with appropriate Diversity and Inclusion strategies.

### 28. Organization Executive Sponsor Signature \*

Clear

Sign name using mouse or touch pad

Signature of

Thank you for your application!

The HireReach team will be review your application and reach out to discuss next steps via email.

If you have any questions, please feel free to reach out to the HireReach team at [marlene@hirereach.org](mailto:marlene@hirereach.org).

