



Boston University Human Resources

Talent Recruitment Services Spotlight

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- Contact Information:
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- Joined BU In March 2023
- What I Can Assist With:
 - Screening
 - Sourcing
 - Interview Coaching
 - Talent Planning Services
 - Candidate Experience Management
 - Offers/Negotiations
 - Talent consultation



TALENT RECRUITMENT SERVICES

OUR MISSION

To execute a **high-standard recruiting, staffing and onboarding function that advances** BU's Strategic Plan priorities.

RECRUITMENT PHILOSOPHY

Cultivating a collaborative talent partnership model to attract and recruit talent, **contributing to institutional success and growth** aligning with strategic objectives.

TALENT ADVANTAGES



RESULTS

23,715: 6-month application total	19: Positions filled weekly on average
1,500: Annual hires on average	60-65: Open jobs / recruiter
494: Active jobs weekly on average	6: BUHR Recruiters

2025 Technology Enhancements

Candidate Experience Portals – *launched in September 2024:*

- tailored landing pages and a personalized application process for internal, external, and faculty candidates
- Streamlined application process

Systems Integration₁ - *In-progress with a targeted go live date of July 2025:*

- A 2-way feed from the ATS (Rival Recruit & Onboard) into SAP will streamline the hiring process and ensure the accuracy of information transferred between the platforms, enhancing the digital onboarding experience for both new hires and managers.



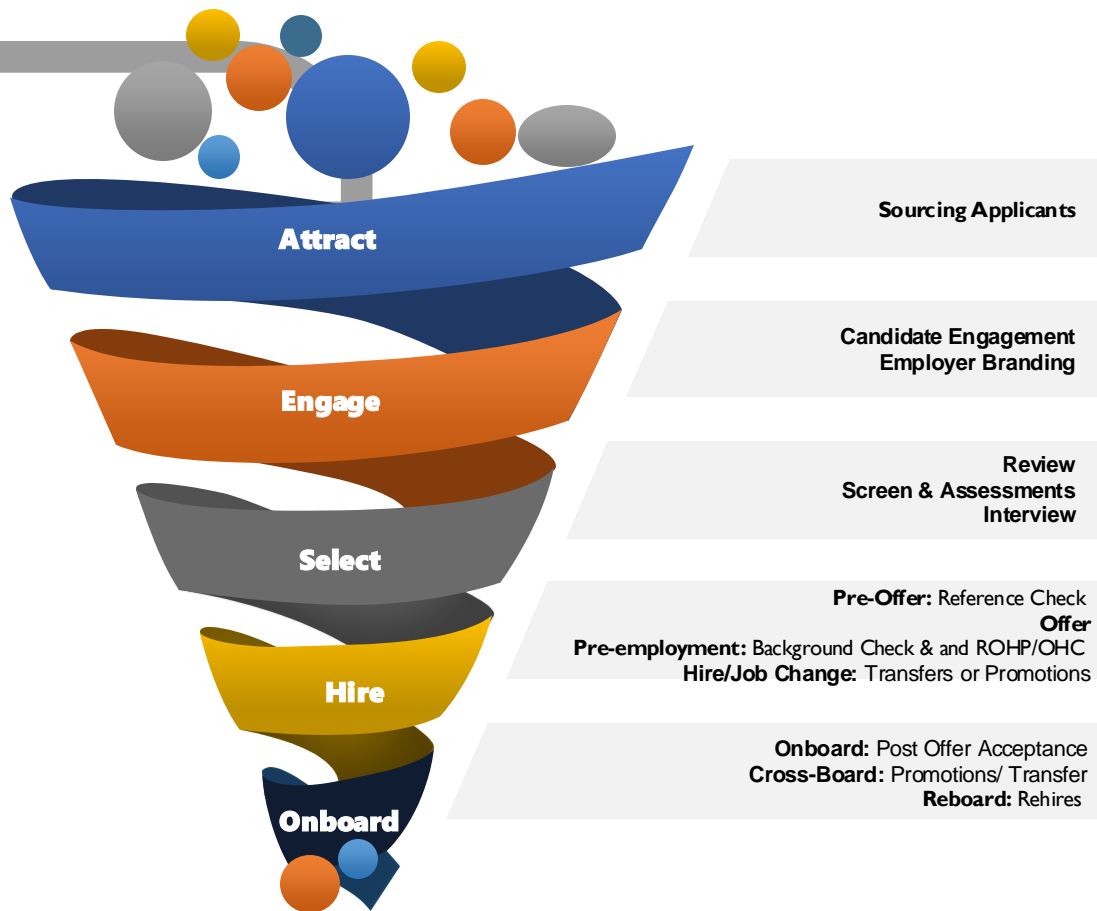
TALENT PROCESS WORKFLOW

Talent Planning

Create a Requisition

Prerequisite to a Requisition

- Internal Approvals - Labor Control Exception Form
- Budget
- Requisition Creations: Backfill (Position Maintained) or New Position



RECRUITMENT CONSIDERATIONS



Do

- Ensure your new hire has completed their pre-employment requirements ahead of their first day.
- Request references via SkillSurvey for your finalist (s).
- Set your new hire's start date a minimum of 3 weeks out if they require ROHP or OHC clearance.

Don't

- Extend an offer to a candidate.
- Conduct references on your own.
- Avoid the salary conversation throughout the interview process.

LABOR EXPENSE MEASURES

- Labor Control Form Requirement: As part of the new process effective February 18, 2025, hiring requests must be submitted via this form for approval. Please ensure the form is approved before proceeding with any steps to fill a position.
 - *Exception: All expenses funded by external grants do not require approval as an exception to the labor controls and travel restrictions. Please remember that any offer of employment must indicate that it is contingent upon the continuation of external grant funding.*
- Hiring Temporary Positions: If you are hiring a temporary employee (University Payroll or Terrier Temps), the Labor Control Form must be submitted and approval received before you can hire a temporary employee.
- Minimizing Additional Expenses: Overbase payments, bonuses, and other additional compensation must also receive approval via the Labor Control Exception Form.

Questions