FAQ for Recruiting & Hiring

NEOGOV ➡ **workday.**

This FAQ answers questions about what to expect as we transition from NEOGOV to Workday for the County's recruitment and hiring needs. More information will be added as it becomes available. This FAQ can be shared with HR staff, managers, or employees.

Timeline of important dates to know as we transition to Workday		

1	**What important dates do we need to know, and what does it mean for us?**	● **June 1 to June 30, 2018** is a period of time when the county will strive to minimize personnel changes, including new hires, in SAP. This is due to a not yet determined timeframe in June when the system will experience an interruption so data can be migrated from SAP to Workday.
		
		● **May 31, 2018** is the target date to complete active recruitments in NEOGOV, with new hires entered into the SAP system by this date. For planning purposes, we suggest all new hires are complete by this date. However, we realize unforeseen circumstances may arise and it may be possible to extend the hire date into the beginning of June.
		
		● We do not suggest posting for a **new** recruitment after **April 2018** in NEOGOV. While recruitment times vary by department and position, a typical recruitment plan may include:
		  ○ 2 weeks for the position to be posted
		  ○ 2 weeks for interviews
		  ○ 1 week for offer acceptance
		  ○ 2 weeks for new hire transition
		
		● **July 2018** is when candidate pools, currently known as eligibility lists in NEOGOV, will be re-established in Workday and new recruitments will begin.

2	**What does it mean to have down-time in SAP before we move to Workday?** **How is NEOGOV connected?**	● We recruit in NEOGOV. We enter new hire data into SAP. Candidate data in NEOGOV does not currently integrate with SAP, nor will it integrate with Workday. ● Our go-live date for Workday is July 1, 2018. SAP will experience down-time for several days in June. The exact timeframe is yet to be determined and is part of an overall data migration plan for all systems. The details of this plan will be finalized in April 2018. ● Our intent is to minimize any personnel data changes between the start of SAP down-time and Workday go-live. This is necessary to reduce risk and ensure data integrity between the two systems. In the case of urgent, unavoidable hiring needs, we ask that you work with your department HR representative who in turn will work with the Multco Align team to ensure continuity of operations. ● The complexity of this transition is why we are urging departments to plan ahead, and why we are setting a date of May 31st for our goal of final entry of new hires into the system.

	Use of temporary hires	
3	**Can we use our temp/on-call pool in case there is a need for additional staffing in June?**	● Yes, any temporary or on-call staff currently in our SAP system may be utilized for staffing needs. Any new temporary and on-call staff should be hired before the June downtime in SAP.
4	**Can we hire temps from an outside agency?**	● Yes, agency hiring occurs outside of our systems, so it can continue even when we have SAP down-time. ● However, there are county guidelines that must be followed for using temporary staffing agencies. Here is the link to the information on Multco Commons: using a temporary agency
	Communication to candidates about the transition to Workday	
5	**What kind of outreach and informational sessions are planned?**	● Information will be updated on www.multco.us/jobs. ● Information will be updated on our job listings pages hosted by NEOGOV. ● Messages will be sent to candidates via the notification system within NEOGOV.
6	**Can candidates set up a profile in Workday like Governmentjobs.com?**	● Candidates can set up an account with us in July after we switch to Workday. The system is user-friendly, allows resume upload, and has many beneficial features.
	Documentation retrieval from NEOGOV	
7	**Will current eligible lists be transferred over from NEOGOV to Workday?**	● Most eligible lists will expire on June 30th. Departments have identified a small number of hard to fill or time consuming eligible lists which may extend for six months beyond the go-live date of July 1st.
8	**How will Class Specs be impacted?**	● We have over 350 Classification Specifications, or "Class Specs." that describe the types of jobs at Multnomah County. These are currently found in NEOGOV, and will be called Job Profiles in Workday. ● Our Classification and Compensation team in Central Human Resources has reviewed, updated, and uploaded Class Spec data into the new Job Profiles. ● Class Specs in NEOGOV will still be available through June 2018 for viewing.
9	**Is there a way HR can retrieve interview notes on old recruitments?**	● HR Departments will have access to the system through June 2018, in case there is a need to obtain specific information. We will continue to maintain paper recruitment files as before where much of this information is stored.
10	**How will retention requirements be met?** **Will recruiters have access to the archived data from NEOGOV?**	● Central HR will work with IT to retrieve and store our NEOGOV data to satisfy records retention requirements. ● It is unlikely recruiters will have direct access to archived data, but there will be a process to request information as needed.

11	**What information must departments pull from NEOGOV before June 2018?**	• According to MCPR § 5-65-020 Personnel Files, we need to have every employee's first application with the county, and their most recent application maintained in their personnel file.
		• This information will not be housed in Workday. Departments should export applicable employee applications out of NEOGOV for storage in personnel files or soft copies stored in eFiles.

Employee movement/changes during the transition to Workday		
12	**How will retirements, layoffs, resignations, transfers, and work-out-of-class be managed?**	• The goal is to be as proactive as possible to identify and complete needed employee movement changes before the SAP down-time in June.
		• HR departments and Multco Align team members will track employee movement that occurs during the June SAP down-time and manually enter the data into Workday.
		• If work out-of-class is managed through timecodes there would not be an impact on the SAP system. Managers can consult with HR on these details.

Training in Workday		
13	**When is Workday training for all HR staff?** **Do Recruiters need earlier training?** **How will Managers learn their part in recruiting?**	• User Acceptance Testing (UAT) is the most common way other organizations moving to Workday have trained key functional employees.
		• May 2018 - all HR staff will participate in UAT.
		• June 2018 - Functional Forums for all HR staff are held after UAT. These include discussion and demonstration for each of the key HR functions.
		• Recruiters do not need earlier training.
		• April 2018 - ULearn website available with resources and videos for Managers..
		• May 2018 - Manager Roadshows for overview.
		• July 2018 - Manager Learning Forums for hands-on learning.
		• Post July 2018 - ongoing support and collaboration for HR staff and managers.

Begin recruitment in Workday		
14	**When can we begin competitive hires in Workday?**	• Post go-live in early July.