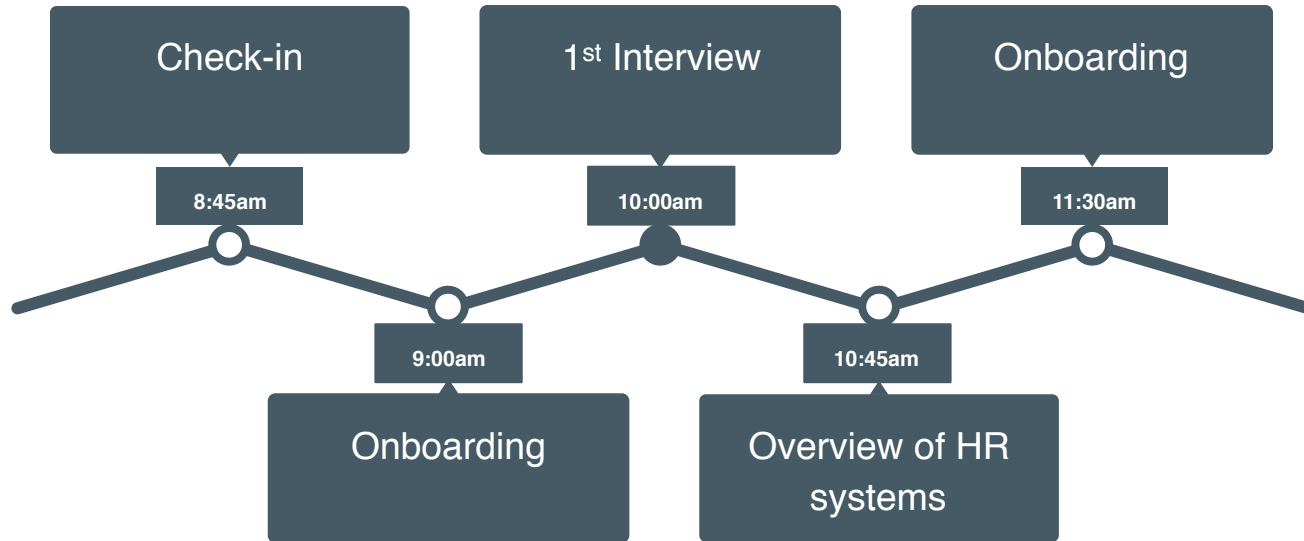


Job Shadowing

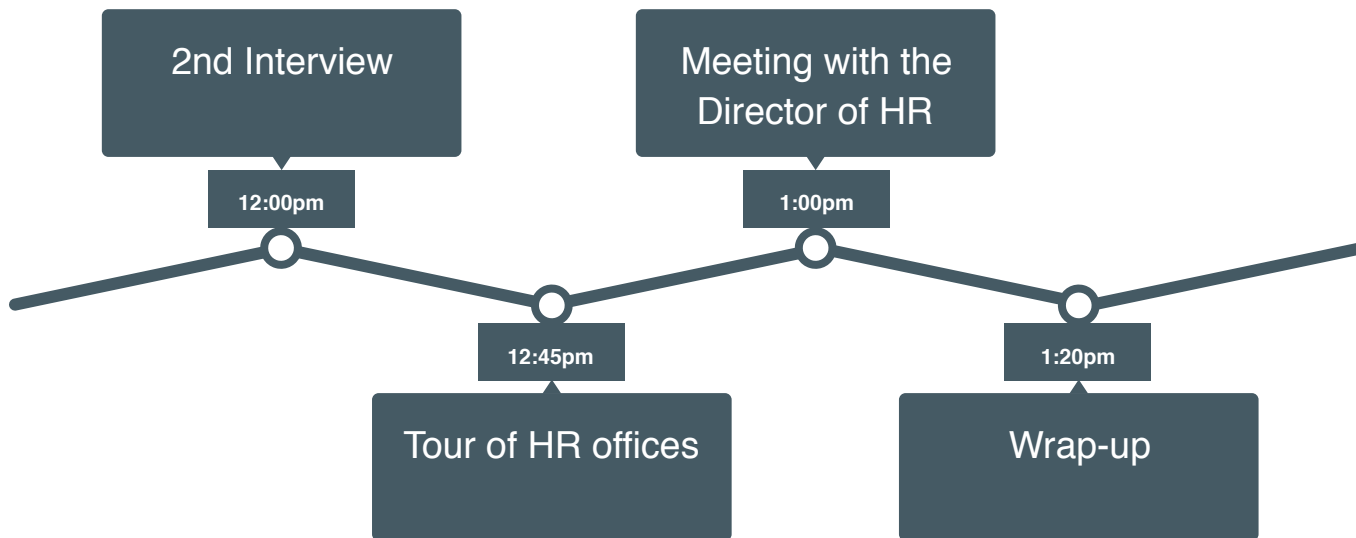
Hampton Roads Federal Credit
Union



Schedule



Schedule



Background

Bianca

-Position: HR Specialist

-Tenure: 4 years

-Background: Supervisor/Management

-Responsibilities: pre-screening, interviews, onboarding, employment records, hiring/referring

Background

Tracy

-Position: Director of Human Resources

-Tenure: 13 years

Carole

-Position: Vice President of Human Resources

-Tenure: 14 years

Onboarding

- Introductions
- Who is Hampton Roads FCU?
- Identification & I-9s
- Answer questions

Pre-Interview

Pre-screen

- ❏ HR specialist filters through resumes
- ❏ Calls applicant
 - Phone interview
 - Previous experience, reason for leaving, eligible for rehire, expected salary, strengths/weaknesses
- ❏ Schedules in-person interview
 - Human Resource representative

Paperwork

- ❑ References
- ❑ Waivers (background, credit, OFAC)
- ❑ Job description, dress code, benefits & perks, business card

Questions

- ❑ Semi-structured
- ❑ Future-oriented (very few behavioral)
- ❑ Questions and/or feedback
- ❑ Taking notes throughout the process



Interview

Marriage/Gender

Are you married?

What are your marriage plans?

How many children do you have?

What are the ages of your children?

What are your childcare arrangements?

What does your husband do for a living?

What are your plans for raising a family?

What is your gender identity?

Race/National Origin

What is your race?

Where were you born?

What is your spouse/parents' nationality?

What organizations do you belong to/are active in?

How did you learn to read, write, or speak (another language)?

General Topics to Avoid with All Candidates

Arrest record

Hobbies & activities outside of work

Opinions regarding unions

Information about military discharge

Wage garnishments and bankruptcy

Age

- What is your age? When did you graduate?
- What is your birth date
- How do you feel about working with someone younger than you?
- How well do you get along with younger people?

Religion

- What is your religion?
- What are your religious/spiritual beliefs?
- Do you attend church/synagogue regularly?
- What church/synagogue do you attend?

Disability

- Do you have a disability?
- Have you ever been hospitalized?
- Have you ever been treated for mental disorder/drug addiction/alcoholism
- Have you ever filed for worker's compensation benefits?

Post-Interview

Review of applicant

- ▣ Impressions?
- ▣ Pros/Cons
- ▣ Push the candidate through?

If the HR specialist wants to continue with the applicant. . . .

- 1) Send information to department/branch supervisors
- 2) If the supervisor likes the candidate, they set up a second interview

HR Systems - Applicants

▣ Clearcompany

- Post open positions
- Ziprecruiter, Glassdoor, Monster, Indeed, LinkedIn

▣ Resumes

- Sorted by job
- Compiles work history
- Assign initial "grade"
 - Decline
 - Tentative yes
 - Call for pre-screen

Key Areas: Job History > Previous Salary > Reasons for leaving last job

Jumping around? Large gaps? Was their previous salary way outside of the company's pay level?



....Onboarding &
2nd Interview....



Tour of HR

- ❑ Email
- ❑ Met the VP of Human Resources
- ❑ Files
 - Employee files: pre-screen, interview paperwork, performance reviews, counseling notices
 - I-9s
 - Credit Checks
 - Background Checks
- ❑ Met with Tracy

Meeting with Tracy

- ❑ Major/Minor (Psychology/Business Administration)
- ❑ What would I like to do in HR?
 - Recruitment/Selection
- ❑ Career
 1. Certifications
 2. Apply for HR → Supervisor/Management
 - ❑ Geico, Enterprise, ADP

Reflection

Was there anything that surprised me?

Were there differences between class and reality?

What did I learn from the experience?

How does it influence my future career choices?
