

UC San Diego

CENTER FOR OPERATIONAL EXCELLENCE

LEAN, LUNCH & LEARN

WORKSHOP

*JANUARY 24, 2023*

"Collecting New Hire Personal Data"

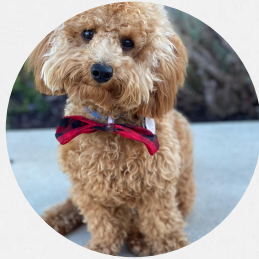


Our Sponsor:

**MARIE CARTER-DUBOIS**

Associate Vice Chancellor for Resource  
Administration, Office of EVC

# CENTER FOR OPERATIONAL EXCELLENCE



**Ahren Crickard**  
Director



**Kevin Waldrop**  
Assistant Director



**Kate Balderston**  
Sr. Strategic Initiatives Mgr

THE "TEAM"



## 2022 L3s

Month	Topic
Previous	See COE <a href="#">L3 website</a> for archived L3 sessions
OCT	Campus Documentation Best Practices
DEC	Foundational Practices in AA IT Groups
JAN	Collecting New Hire Personal Data
FEB	<b>Preparing for Staff Performance Appraisal (?)</b>

## COE WEBSITE

Post all resources on  
COE website

### Lean, Lunch & Learn Workshops

Lean, Lunch & Learn (L3) Workshops featuring a discussion on a best practice in Academic Affairs. The Best Practices group, composed of Academic Affairs Assistant Deans, will prioritize topics for the L3. The goal is to come up with a best practice by the end of each L3 workshop.

*Submit your idea for an L3 Workshop - send us an [email](#).*

### Next L3 Workshop

Topic: **Campus Documentation Best Practices**

When: **October 14, 2022, 11:00 a.m. - 11:45 a.m.**

Recent changes have brought about the need to produce and locate instructions FAQs KBAs tips and policies. Come hear about the latest guidance from Campus Platform Technologies and share your best practices in deciding when to use Blink Collab ServiceNow KBAs or other sources.

Join us for this information workshop on your documentation needs - What goes where?

REGISTER

### Previous L3 Workshops

[+ Expand All](#)

- ▶ SEP 2022: Staff Team Building
- ▶ AUG 2022: Fiscal Reporting - Overview & Updates
- ▶ JUL 2022: Resources to Train HR Contacts
- ▶ FEB 2022: Student Employee Onboarding Checklist

[+ Expand All](#)



# OUR PANELISTS

- Jenn Lansing, Student Empl Coord, EVCBO
- Ben Salom, HR Analyst, UCBO
- Raquel Hall, HR Coordinator, SLBO



# SPECIAL GUESTS

- Tod Oliviere, Dir Stu Empl & Career Dev (SEO)
- Diana Vargas-Garcia, Student Empl Analyst (SEO)
- Katie Brittingham, HR-Talent Solutions (OBS)

## "COLLECTING NEW HIRE PERSONAL DATA"

Discuss your best practice for gathering the key personal data in the student hiring process:

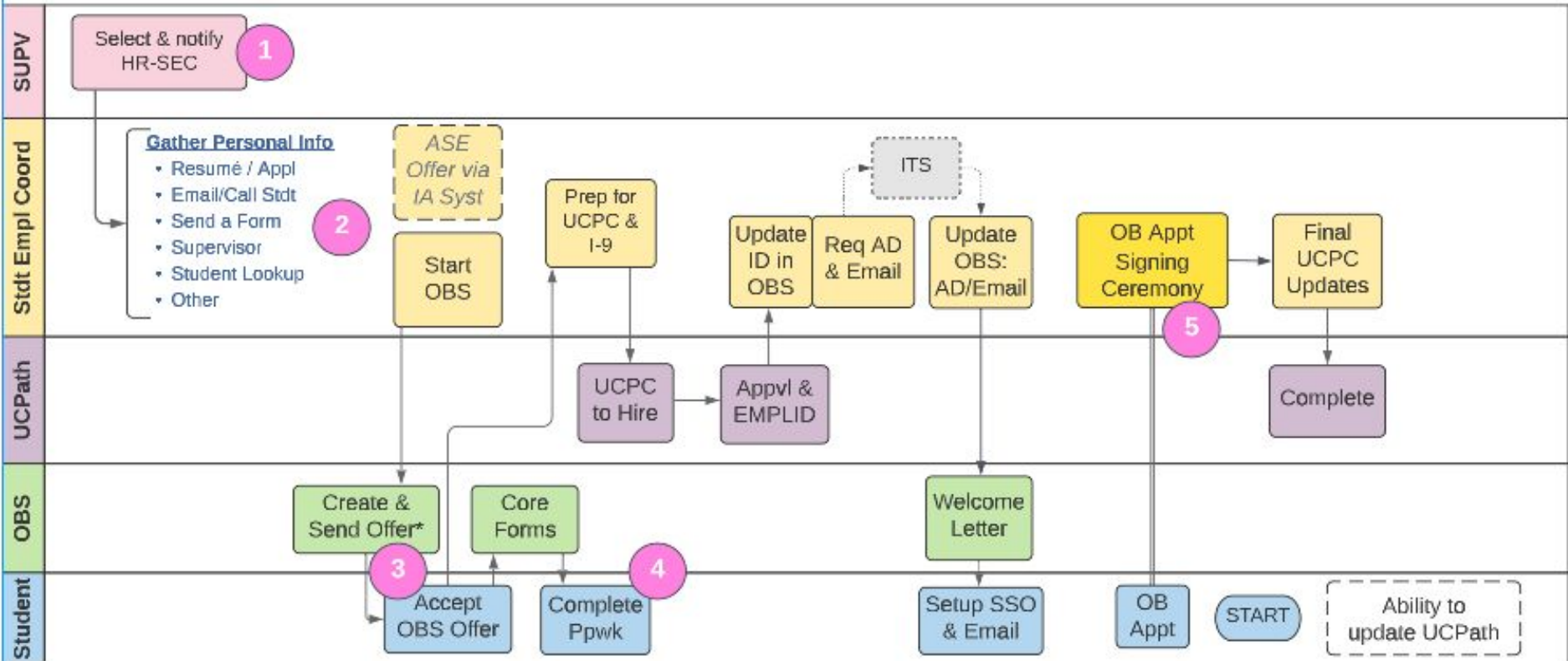
- Personal Email
- Personal Phone
- Mailing Address (Check)
- *Concurrent Hire*
- *Work-Study*



## Methods of Collection

- Résumé / Application
- Email/Call the student
- Send them a form
- Supervisor
- Find a Student (Lookup)
- Onboarding Solutions (OBS)
- Other
- N/A

# Student Hiring and Onboarding Process (SHOP)



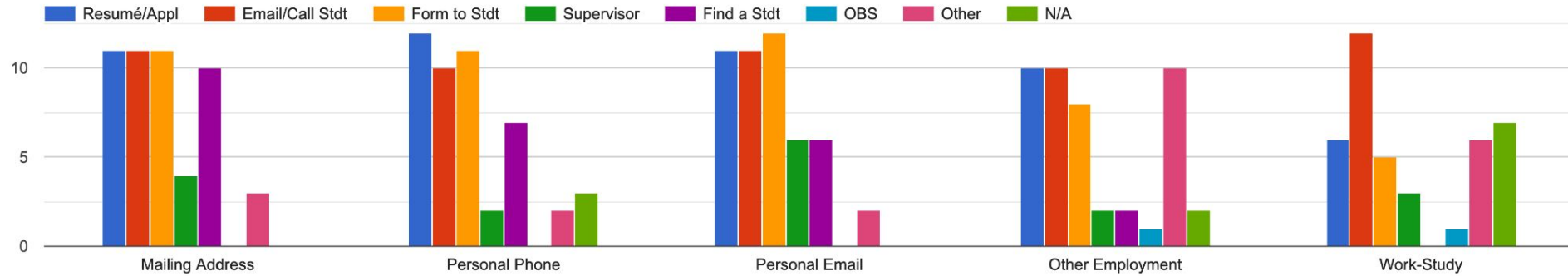


# PANELIST CHAT

- Jenn Lansing, Student Empl Coord, EVCBO
- Ben Salom, HR Analyst, UCBO
- Raquel Hall, HR Coordinator, SLBO

# SURVEY RESULTS - 31 RESPONSES

What are your unit's PRIMARY method(s) to collect new hire personal data from a Student Employee?





# TELL US THE "WHY?"

Share your thoughts on the methods of collection.

- \* Why do you PREFER it / how does it help?
- \* Why do you AVOID it / what are the blockers?
- \* How can we IMPROVE it?

## Personal Data Collection Methods

Response / Helpful / Pro	Caution / Damaker / Con	Improvement / Support

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## Personal Data Collection Methods

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THANKS!

Any questions?

Contact us at [coe@ucsd.edu](mailto:coe@ucsd.edu)





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