

Montana State University
Five-Year Vision Tactical Planning Worksheet

1. *Goal: GOAL IIA.3. MSU Bozeman will have a strong sense of campus community and improve its competitive status as an employer, evidenced by lower turnover rates in staff positions.*

2. *Tactic:* Develop and implement a proactive employee recruitment program. Key elements to include:

- Web based application process with automated prospective applicant tracking system in which MSU:
 - a. actively seeks prospective employees,
 - b. Simplify application and search process
 - c. Review skill sets, education requirements and experience requirements and adopt a standard skills/competency based hiring process
 - d. skills assessment to proactively match skills and competencies with job requirements,
 - e. improve turnaround time screening and selection process to improve the probability of hiring the best applicants.
- Educate search committees to make process more efficient and effective
- Develop marketing strategy see Goal #107.
- Increase MSU's profile at local job fairs, and regional high schools to secure high school seniors as employees.
- Research and share knowledge about proven, successful geographical recruitment areas for top quality applicants.
- Develop spousal employment policy and liaison role
- Internal career advancement
 - a. Create, market and educate potential career advancement opportunities for existing employees

3. *Rank: High*

4. *Responsible Department/Individual:*
PPS

5. *Other Impacted Units (include those directly and indirectly affected):*
all departments

6. *Evaluation and Baseline Metrics:*

7. *Data availability:*

8. *Resources:*
Software approx \$15,000 initial plus \$ 25,000 per year for ongoing service

9. *Marketing/Communication Strategy:*
(This section will be completed by the Communications & Public Affairs office)

10. *Status:*

11. *Timeline:*

12. *Evaluation and reporting cycle:*

13. *Exit Strategy:*

Posted December 16, 2004