

Special Interest Articles

Legal Considerations When Using Pre-employment Testing and Screening

Downsize Right and Preserve Key Talent

Tips to Recruiting Passive Candidates

June 19 Campus Recruiting Forum 2008

Upcoming Events

Employer Services

Next "Finding Talent" Event

Thursday, Sept. 11, 2008

You're Hired, Now What?

On-Boarding New Hires Successfully

6 – 7:30 p.m.

In person or via a webinar

200 S. Wacker Drive, Chicago

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Helping employers find experienced talent



UNIVERSITY OF ILLINOIS ALUMNI ASSOCIATION

Legal Considerations When Using Pre-employment Testing & Screening

According to Nick Fishman, founder of employeescreen IQ, between 85 percent to 90 percent of the nation's employers conducted some kind of background check on prospective employees today. Why have pre-employment testing and screening procedures become a standard practice? Some of the reasons cited in the articles were 9/11, the increased risk of workplace violence, identity theft and increased negligent hiring lawsuits. The U.S. Department of Labor cited that 60 percent of job applicants lie about their educational backgrounds and about one-third of all applicants lie about their work experience.

Depending on the industry and position, different types of pre-employment testing and background checks may be used. Drug, alcohol, personality and skills testing are some types of pre-employment tests while background screenings include a credit check, criminal records investigation and reference checks. According to Kaplan, employers should advise applicants of the purpose of test(s), how the information will be used, and to whom the information will be disclosed. Additionally, the applicant's results should be kept by either the testing agency or within the department that administered the testing. The hiring manager only needs to be told whether the applicant successfully passed the test(s).

Developing efficient, cost-effective hiring procedures to

screen applicants is critical, but companies must also be aware of legalities involved with using pre-employment testing and background checks. Some of the "best practices" as outlined by the Equal Employment Opportunity Commission (EEOC) include:

1. Testing should be administered by employers without regard to race, color, national origin, sex, religion, age (40 or older), disability or any other legally protected classification.
2. Testing should be properly validated by the employers for the positions and purposes for which they are used under the Uniform Guidelines on Employee Selection Procedures.
3. If it is determined that a selection procedure disparately impacts a protected group by screening those applicants out of the process, an employer should attempt to implement an alternative selection procedure that is equally effective but has a less adverse impact on the protected group.
4. Job descriptions must be kept up-to-date and accurately reflect the duties, responsibilities and requirements of the position.
5. Only individuals who are knowledgeable about the employer's pre-employment screening process and the legal limitations imposed upon that process should

implement and administer the tests and other selection procedures.

SOURCES:

Judy Stringer, "Background checks vital to finding dishonest job seekers" Crain's Cleveland Business, March 10, 2008.

Naceweb.org (membership) Rochelle Kaplan, "Legal Considerations for Pre-employment Testing and Background Investigations" Web site: www.naceweb.org

Employment Testing and Selection Procedures: How to Detect and Avoid Potential Liability Web site: www.naceweb.org

Attn: Employers

Re: An opportunity to find and hire talent

The Alumni Career Center

312 575 7830
www.uiaa.org/careers



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Current customers, vendors and referrals from internal employees are the best sources for recruiting passive candidates.

Downsize Right and Preserve Key Talent

Past recessions have taught many companies how to reduce headcount and how to retain and recruit staff during a down cycle. According to experts, here are tips on how to survive a market downturn and bounce back faster than your competitors.

REDUCING HEADCOUNT

International Paper plans to reduce headcount through attrition. If a person leaves, the following questions are asked to assess if a replacement is needed: "Does the position really need to be replaced, does this person who left have skills that are in short supply, and are these skills hard to find in the marketplace?" Preserving key talent during a downsizing is possible by

retaining your best people. At the Container Store, management moved some of its best people back into "customer-facing roles" without reducing their salaries. Despite the apparent demotions, none of those employees left the company. Communicating with key employees or high performers that you want them to stay is critical in retaining employees.

RECESSIONARY RECRUITING

For industries that are not affected by a recession this can be an opportunity to recruit top talent from companies who are downsizing.

MAINTAIN EMPLOYEE MORALE

Training budgets and pay raises are typically the first to go during a recession, but some companies are continuing to train and give raises or bonuses

to high performers despite companywide pay freezes. According to Diana Bell at International Paper, employers need to figure out which aspects of their employee development programs are essential and which are just "nice-to-haves." Other organizations, such as Wachovia, contract with outplacement firms and assign an advocate to help candidates who have great talent to find jobs or redeploy the talent within the organization wherever possible.

SOURCE:

Jessica Marquez, "Ready Recession," Workforce Management, April 7, 2008

Donna Owens, "Personalized Transition," HR Magazine, March 2008

Tips to Recruiting Passive Candidates

A different recruiting approach is needed from the traditional Internet and job board techniques to find passive candidates. The person doing the recruiting is just as important as the approach he or she uses.

RECRUITER QUALITIES

A recruiter experienced in recruiting the passive candidate, one who knows who to target, where to find them and how to reach them is important. Experts cited that the recruiter must make a positive and lasting impression by not only understanding your industry and what the competitors are offering, but also understanding what the passive candidate wants. The recruiter must be able to sell the position over their current employer.

WHO TO TARGET

Current customers, vendors and referrals from internal employees are the best sources for recruiting passive candidates. Such retailers as

The Container Store and REI said their customers were their best candidates. Experts agreed, saying recruiting customers is convenient and cost-effective, and it brings in high-quality candidates who are already enthusiastic about the company's products and services.

WHERE TO FIND THEM

Any corporate event, community service projects, networking events, professional association meetings and online social networking sites such as LinkedIn or Pulse can be used to recruit and build industry contacts. Southwest Airlines uses its Web site and targets its customers through a banner ad with a hyperlink to its careers page.

HOW TO REACH THEM

Knowing the candidate's future goals, what would motivate him or her to move and if there are any professional unmet needs will help the recruiter persuade the passive candidate. Experts mentioned employee referral programs, promoting employee

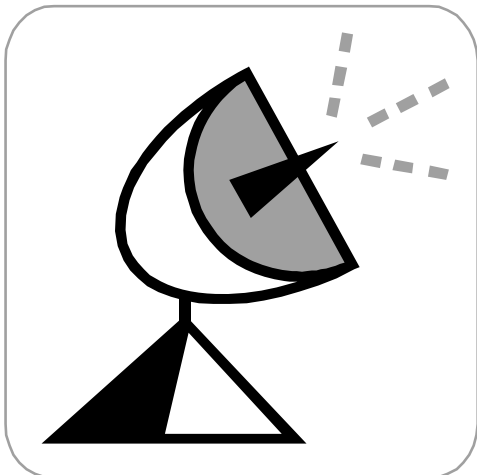
benefits, company Web sites and asking the candidate directly can be very effective tactics. For example, Southwest Airlines' gate agents wear T-shirts saying "Work With Me—Fly For Free" while employees at the Holiday Inn Cincinnati Airport pass out business cards to guests with the message, "I love my job—do you?" Some experts feel customer recruiting is best for positions that do not require specialized skills or experience. Others disagree, pointing out that Holiday Inn's recruiting card campaign was used to recruit a sales manager who had come from one of the hotel's biggest clients.

SOURCE:

Pro Staff, "Passive Job Seeker Recruitment," Workforce Management, April 21, 2008

Jennifer Arnold, "Customers As Employees," HR Magazine, April 2007, Vol 52, No. 4

University of Illinois Career Fairs 2008- 09



Illinois College of Engineering Career Fair

Date: Sept. 3, 2008

Call: 217/ 333-1960

Illinois College of Business Career Fair

Date: Sept. 15-16, 2008

Call: 217/ 265-0864

UIC Fall Diversity Job Fair

Date: Sept. 25, 2008

Contact: jaimed@uic.edu

UIC Graduate and Professional School Fair

Date: Oct. 2, 2008

Contact: agarza@uic.edu

UIC 2009 Engineering Career Fair

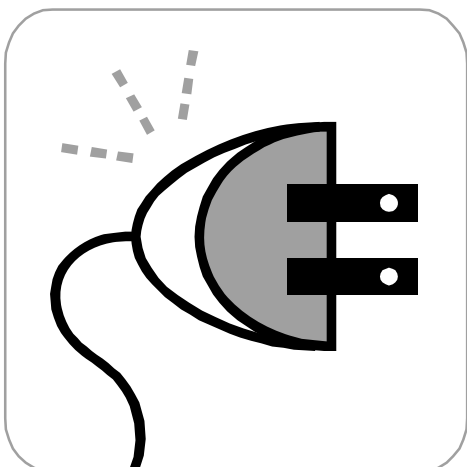
Date: Feb. 2009

Call: 312/ 996-2311

UIS 2009 Springfield Collegiate Career Fair

Date: TBA

Contact: 217/ 206-6508



Midwest ACE Events

Midwest Association of Colleges and Employers offers networking and professional development opportunities for recruiting and career services professionals.

Annual Midwest ACE Conference

July 28 – 31, 2008

St. Louis

Visit www.mwace.org for more information about how to get involved.

June 19 Campus Recruiting Forum 2008

There's still time to register.

The Campus Recruiting Forum 2008 is right around the corner. As a host sponsor, the University of Illinois Alumni Association's Alumni Career Center is able to offer you a \$50 registration discount.

The Campus Recruiting Forum is focused entirely on increasing the skills and

expertise with which companies hire students and graduates. The day will feature many workshops, plenary sessions and panel discussions.

This is a great opportunity to hear from top experts on campus recruiting while also sharing ideas, joining debates and networking with other employers from across the

country. A networking reception with college career center representatives will take place at the end of the day.

Whether you are an experienced recruiter or just getting initiated in the world of campus recruiting, you will likely find this program invaluable.

To register online, visit

CampusRecruitingForum.com. Don't forget to take advantage of the \$50 UIAA Alumni Career Center's client discount. To do so, simply enter the code "UICA7" in the "Special Discounts" box on the registration form-- we hope to see you there!

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*Offering employers
 opportunities to
 increase your
 company's visibility*

*Feedback from The Finding
 Talent event...*

*"Gave great tips on how to
 attract talent."*

*"It gave me many tools to
 research."*



We're on the Web!
 See us at:
www.uiaa.org/careers

"Finding Talent" Series

Through the "Finding Talent" newsletters and events, the University of Illinois Alumni Association's Alumni Career Center aims to offer networking and professional development opportunities for people with hiring, interviewing or recruiting responsibilities. The series has covered a wide range of topics, including technology

tools, trends, marketing and behavior-based interviewing.

The series has something to offer both new and seasoned recruiting professionals.

Events hosted in the spring and fall offer an opportunity for professionals to network, share information and benchmark their programs.

SAVE THE DATE

Next "Finding Talent" event
 Sept. 11, 2008

You're Hired, Now What? On-Boarding New Hires Successfully

In person or via a webinar
 200 S. Wacker Drive, Chicago
 6 - 7:30 p.m.
 RSVP: ballegre@uillinois.edu

Why You Should Attend Finding Talent

The Alumni Career Center is always looking to improve programming and interested in learning how the "Finding Talent" events have helped recruiters. The following are some quotes from recruiters who have attended past events:

"Based on the last finding talent seminar, we have been working on revisiting our recruiting brochure and Web site."

"New sites to visit such as spoke and ere.net."

"I liked hearing other people's questions and gauge my use in sites vs. theirs."

"Gave great tips on how to attract talent."

"It is a great way to network with other Chicago area recruiters, and it's a good way to get others' perspectives on the latest tools and trends. I really enjoy this group."

"It provided insight to identifying passive candidates."

"It was extremely informative- LinkedIn is cutting edge and it was great to get a look at savvy users."

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