

Talent Share Program-Submitting Your Request(s)

For Submitting 1) Talent and/or 2) Submitting Your Temporary Need for Assistance

Overview

In response to the challenges of COVID-19 and the subsequent hiring pause through June 2021, Yale University's objective is to focus on existing staff, faculty, and students. To that end, the Talent Share Program for current Yale University staff has been created to assign idle talent and expertise across the organization to fill temporary work needs.

Departments in need of temporary work are first asked to look within their own units to determine if existing employees are available to fulfill the needs. If they are unsuccessful in securing employees within their own units, the Yale Talent Share program, administered by Staffing and Career Development will assist in locating available staff from other departments/units. Before moving forward with the talent share process, supervisors should discuss staffing needs with their [Human Resources Generalist](#).

Additionally, departments are encouraged to provide information on employees who have availability, either part time or full time, to be deployed to fill temporary work needs in other areas across the University

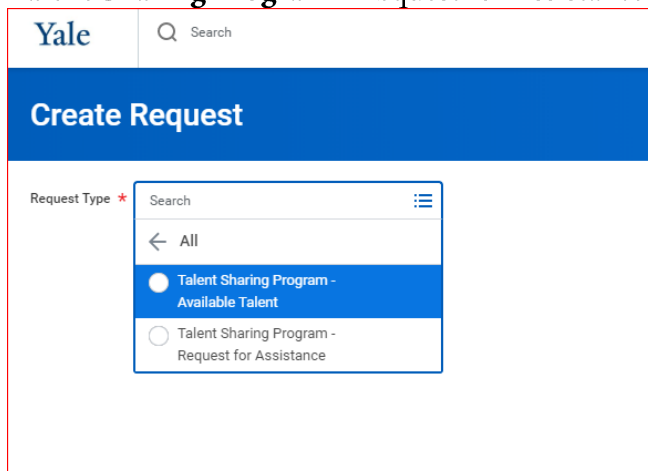
1. Talent Share Request Process (2 types of Workday submittals):

- 1) **Available Talent:** After reviewing the needs with your Human Resources Generalist and determining no internals are available in your unit, submit your "Available Talent".
- 2) **Request for Assistance:** After reviewing the needs with your Human Resources Generalist and determining no internals are available in your unit, submit your "Request for Assistance Request".

Step 1: Managers will go into Workday, and type in the search function > Create Request

There are two forms to choose from:

1. **Talent Sharing Program - Available Talent** (when you are submitting your idle talent)
2. **Talent Sharing Program - Request for Assistance** (when you are requesting temporary assistance)

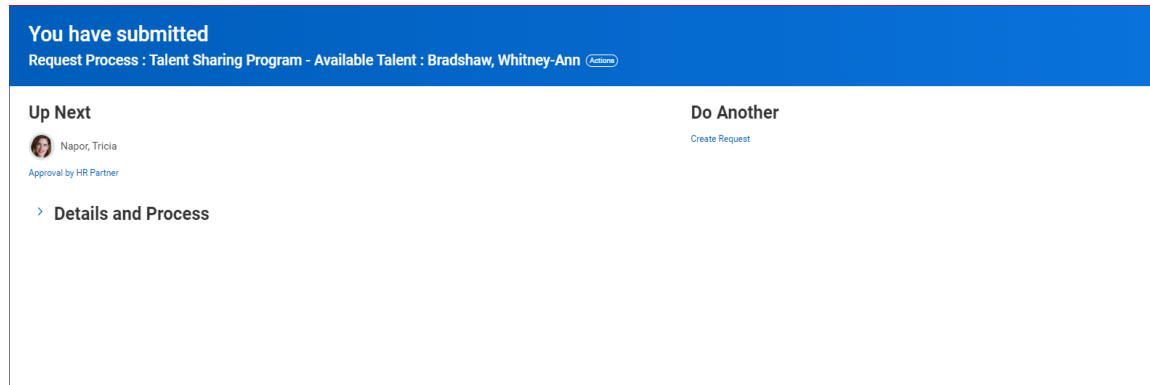


The screenshot shows the 'Create Request' form in Workday. At the top, there is a search bar with the Yale logo and a search icon. Below the search bar, the title 'Create Request' is displayed in a blue header. The main content area shows a 'Request Type' dropdown menu with a search bar and a list of options. The first option is 'Talent Sharing Program - Available Talent', which is selected and highlighted in blue. The second option is 'Talent Sharing Program - Request for Assistance'.

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Step 2: Manager will enter all applicable information on either the *Available Talent* screen OR the *Request for Assistance screen*, whichever form they had selected in Step 1. Upon submission, the request will be routed to the **HR Partner** of the Manager who is completing the request.



Step 3: Upon approval by the HR Partner, the request will be routed to the **Lead Administrator** of the Manager who is completing the request. (similar to screenshot above)

Step 4: Upon approval by the **Lead Administrator**, the request will be submitted to the Talent Share Team, in Staffing & Career Development.

Step 5: A **recruiter** from the Talent Share Team will be in touch ASAP with next steps.