

# Talent Share 2020

## Overview

# Mapping Resources to Work Priorities

- Obtained operational gaps and employee capacity data.
  - As learned from surveys and workforce analysis data.
  - This information is captured on a “working document” that is updated as new information is shared.
- Seeking to map employees with capacity to identified gaps.
- Opportunities come from diverse functional areas and range from, but not limited to, the Colleges to Student Financial Services to IT.



# Talent Share Process



## Collaboration

HR Managers that reside in the Colleges and Business Units will work closely with CBOs and hiring managers to match talent to work responsibilities.



## Inside and Outside of Scope

First priority will be to make matches within the Colleges and Business Units.

Where matches are needed outside of the Colleges and Business Units, Central HR will coordinate with functional area HR Managers.



## Allocation

Work distribution could vary:

- 1 FTE to 1 open job
- Partial FTE mapped to an open role
- Dividing a job's duties across several individuals.

# Messaging and Sequencing

All HR Managers will have standard talking points to ensure consistent communication and coordination.



## HR Communication Cadence:

HR will have discussions with managers of employees with capacity to seek potential matches to open job(s).

HR will discuss potential matches with manager of open position(s). Manager of open position will have ability to talk to employees with capacity to select the best fit.

HR will emphasize the need for employees with capacity to be as flexible as possible with new assignments.

Upon agreement by hiring manager on employee selected, HR will present employee with best match opportunity and will provide a reasonable deadline for decision.



# Sample Work Agreement- Items Covered



As discussed, we are pleased to confirm the following interim assignment at the University of Delaware.



Your temporary assignment is within (Department Name) of (College or Functional Area).



You responsibilities will include: (responsibilities) Miscellaneous ad-hoc responsibilities.



Your assignment will begin on (date) and will continue on an as-needed basis (end date if have one).



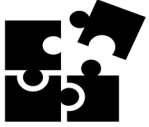
You will work up to a maximum of (hours) a week.



Your point of contact for this temporary role is (name of person).



We appreciate your hard work and commitment to the success of the University of Delaware during this unprecedented time. Thank you!



## Requirements For Success

Consistent alignment around the 'Why' we are doing Talent Share.

Senior leadership support through communication of expectations and a call for the greater good of UD.

Flexibility and transparency by all employees, from hiring managers, CBOs, Deans, and employees who are tapped to work in interim roles.

Assessment and measurement of savings, productivity, and morale.



## Documenting and Tracking

- HR will complete and send out email templates as confirmed work agreements for all final matches.
- Central HR will track all reassignments and will manage and communicate changes as they arise.
- HR will partner with Budget Office to quantify savings due to Talent Share initiative.

