

# Talent Acquisition and Recruitment

## Company Compliance Policies

[Pay Transparency and Nondiscrimination Policy](#)

[Internal Job Changes](#)

[Recruitment and Selection](#)

[Re-Employment of Employees](#)

[Immigration Policy](#)

## Questions?

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## Four Requirements of an Internet Applicant

Electronic Submission of Interest	Contractor Considers
<ul style="list-style-type: none"> <li>Any interest submitted through the Internet or related electronic data technologies.</li> <li>Does not include unsolicited resumes.</li> </ul>	The contractor assesses the substantive information provided in the expression of interest with respect to any qualifications involved with a particular position.
Meets Basic Qualifications	No Self Removal
Must be non-comparative, objective, and relevant.	There are three instances that an applicant can self-remove from the recruitment process: Upon-offer, passive disinterest, and expresses disinterest.

## Best Practices

Requisitions	Social Media
<div> <b>Evergreen</b> <ul style="list-style-type: none"> <li>Place limits on number of days/weeks open.</li> <li>Close when there is an adequate pipeline.</li> <li>Use data management to handle candidate flow.</li> </ul> </div> <div> <b>Hard-to-hire</b> <ul style="list-style-type: none"> <li>Distinguish between passive and for specific recruitment</li> <li>Keep search records.</li> <li>Invite applicant to apply to obtain self-ID data.</li> </ul> </div> <div> <b>Cross-over</b> <ul style="list-style-type: none"> <li>Invite candidate to apply for the other requisition.</li> </ul> </div>	<ul style="list-style-type: none"> <li>Cannot use social media to make hiring decisions</li> <li>Consider the legal issues that may arise</li> </ul>
Dispositioning Applicants	Record Retention
<b>Helpful codes</b> <ul style="list-style-type: none"> <li>Candidate withdrew</li> <li>Candidate declined offer</li> <li>Did not consider</li> <li>Does not meet basic qualifications</li> </ul>	<b>Records that must be retained:</b> <ul style="list-style-type: none"> <li>All expressions of interest</li> <li>Resumes and applications</li> <li>All electronic expressions of interest that were considered</li> </ul>