Human Resources Frequently Asked Questions

WSE HR Frequently Asked Questions

The Office of Human Resources offers support for all elements of employment with Whiting School of Engineering. Explore our Frequently Asked Questions for each stage of the employee lifecycle!
Why Work for Whiting

How we're attracting employees

Q: What benefits do Whiting employees receive?
A: Whiting School of Engineering offers JHU's benefits package and employee discounts to qualified employees.

Q: Do Whiting employees receive assistance for personal challenges?
A: We know personal challenges can affect Whiting employees at work and at home. The JHU Employee Assistance Program is designed to support you through these difficult times.

Q: Where can I find current information about activities at the University?
A: The best source is the Hub.

Q: Where do I find Whiting on social media?
A: You can follow Whiting on all major social media platforms:
- YouTube: @HopkinsEngineer
- LinkedIn: Johns Hopkins Whiting School of Engineering
- Twitter: @HopkinsEngineer
- Instagram: @HopkinsEngineer

Recruiting & Hiring

How we’re recruiting employees

Q: Where do I find Whiting job postings?

A: We post open staff positions on the JHU Jobs Site, and open faculty positions on Interfolio.

Q: How do I recruit for a staff position?

A: First talk with Jess Dawson in WSE HR and she will partner with you and our recruiter from the central Talent Acquisition team. Together they can share information on salary expectations, resumes, interview process, and partner with you throughout the recruitment.

Q: How do I schedule interviews?

A: Our standard practice is for the hiring manager to schedule and conduct their own interviews. However, if you need help, please ask us!

Q: How do I conduct interviews?
A: We encourage you to use best practices for interviewing. In particular, we recommend that you interview all candidates using the same set of interview questions and in the same manner (e.g., if you conduct a phone screen followed by a video conference interview with one candidate then you should use that approach with other candidates).

Q: How do I ensure that our recruitment is inclusive and fair, free from bias?

A: The Office of Diversity and Inclusion provides a variety of learning opportunities, including an online course in mitigating bias in hiring.

Q: How do I update the job requisition?

A: Hiring managers can update the candidate's status in SuccessFactors Recruiting. As you complete interviews, you should update the candidate's status in the requisition (e.g., by moving them to the interview stage and entering the interview details).

IMPORTANT NOTE: When you move a candidate to the “Not Selected” status, they will automatically receive a notification email stating that they are no longer being considered for the position. If there is a chance that you might consider them in the future or do not want them to receive this notification, then we encourage you to leave them in their current stage. Once you make a final offer and it is approved and processed, the recruiter will update the disposition for candidates remaining in the queue. They will receive a notification that the requisition is closed due to a successful hire.

Q: How do I make an offer?

A: Before an offer is made, the requisition must be posted in JHU Jobs for at least 5 business days. To make an offer, contact WSE Human Resources and we will work with the recruiter, compensation team, and WSE Finance to secure salary approval.

Q: Do we require a background check for employment?

A: Yes, the Whiting School consistently follows the university’s policy on recruitment and employment, which states that offers of employment for selected faculty, staff, bargaining unit and other designated positions are conditioned upon a review of the
prospective candidate's background that includes criminal and may include driving record, credit, and sex offender checks. The University reserves the right to rescind an offer of employment or appointment to any individual whose background investigation reveals adverse information.

Q: What is the hiring process from the applicant's point of view?
A: You can find details about the candidate experience on the university careers site.

Q: I want to hire a retiree!
A: Regardless of employee type (e.g. faculty, staff, casual, limited) please contact WSE HR before hire to ensure that we can hire the retiree and stay compliant with their benefits.

Q: How do I learn to post a faculty position in Interfolio?
A: The university offers training in Interfolio through its myLearning platform. If you need support, Vickie Watson on the Whiting HR team can help!

Welcome & Onboarding

How we're onboarding employees

Q: What happens after an offer is accepted?
A: Once the recruiter extends the offer and the candidate verbally accepts, then the recruiter will reach out regarding next steps:
  - Background Check
  - References
Q: How do I prepare to onboard a new hire?

A: Please review the Hiring Managers Toolkit:
  - WSE Onboarding Guide
  - IT information for those new to Whiting
  - JHU Human Resources guide for New Managers

Q: What onboarding resources are available for new hires?

A: Please review the New Hires Toolkit:
  - WSE Orientation Guide
  - myJH portal

Q: What are the requirements to verify my employment eligibility?

A: In order to comply with federal law, all employees must complete a Form I-9 and be E-Verified and provide evidence of identity and employment authorization to document that they are authorized to work in the United States. All new hires and those rehired with more than a three-day break in service must complete Section 1 of the Form I-9 by the end of their first day of work for pay. Section 2 of the Form I-9 must be completed within 3 days of employment. The Form I-9 may not be completed more than 90 days before your hire/start date.

Q: What onboarding materials are shared with new FULL-TIME hires that are "cleared to start?"

A: Central HR sends new FULL-TIME hires that are “cleared to start” the following materials:
  - New Employee Welcome Packet 2024 (Homewood)
  - New Employee Orientation Process Guide
  - Benefits FT Staff 2024
  - Johns Hopkins Federal Credit Union
  - 2022-2024 University Holiday Calendar
Operations & Payroll

How to **manage the key transactions** that support our work

Q: When are SAP transactions due to the Whiting HR team?
A: Please review [SAP Processing Matrices](https://livejohnshopkins.sharepoint.com/sites/myWSEHR/SitePages/FAQs.aspx). To ensure timely processing of ISRs and EAs, ISRs and EAs must be submitted to Whiting Human Resources by noon the day prior to the payroll deadline.

Q: Who should be the first approver on EAs?
A: For EAs, Department approver 1 should be assigned by the initiator.

Q: What is the right method to enter my worktime?
A: The Whiting School has three timesheet systems; the correct one to use depends on your employee type:
- Full time/Part time staff = [E210](https://livejohnshopkins.sharepoint.com/sites/myWSEHR/SitePages/FAQs.aspx)
- Casual staff = Timesheets & CATS - please contact [Whiting HR](https://livejohnshopkins.sharepoint.com/sites/myWSEHR/SitePages/FAQs.aspx)
- Student Workers = [TimesheetX](https://livejohnshopkins.sharepoint.com/sites/myWSEHR/SitePages/FAQs.aspx)

Q: What is a W2 form? How to read it and when to expect it?
A: The university sends out W2 forms in January reporting income from the prior year and taxes withheld. [Read more about the W2 here](https://livejohnshopkins.sharepoint.com/sites/myWSEHR/SitePages/FAQs.aspx).

Q: How can I receive my W2 electronically?
A: You can use ESS to sign up to receive your W2 electronically, and can read a helpful explainer here.

Q: How do I compliantly compensate a staff person for work time which requires overnight travel?

A: The university provides some guidance on page 3 of this document, and we are always happy to think through individual situations with you.

^ Growth & Development

How we're developing employees

Q: What resources are available to support my career growth?

A: JHU offers comprehensive resources to help you learn & grow in your career.

Q: What are good questions to ask my team to help their career development?

A: There are many resources available, and ones we recommend include: 17 career development questions for managers to ask from BetterUp, 35 career development questions from Leapsome, and this useful site from the University of Rochester. Also consider this LinkedIn Learning course about having career conversations with your team.

Q. How do I have a career conversation with my manager?

A: Here is a useful article from the Harvard Business Review, this guide to how to facilitate a career discussion with your manager, and consider this LinkedIn Learning course about having a career conversation with your manager.
Q: How do I manage my performance?

A: We encourage employees to engage in our performance management cycle and leverage learning tools and resources offered through the university.

- JHU myPerformance
- JHU myLearning

Q: Is there a place to record and track my professional development goals?

A: In myPerformance, select Goals, then select the current year Professional Development Plan. While this plan is included in myPerformance, employees are not assessed on completion of their professional development plan at the end of the review year.

Q: Does the university have resources to help with a meaningful performance conversation with a member of my team?

A: One of the most critical skills in supervising others is communicating effectively about job performance. Our goal is for managers and their staff to have at least two conversations a year regarding performance strengths and professional development opportunities - in addition to the regular check-in conversations throughout the year.

The university has compiled a variety of resources to help managers and supervisors improve their performance conversation skills.

Q: Is there a good statement to start the conversation with my employee about their performance?

A: Consider the work of Adam Grant, who research recommends a statement like: “I am giving you these comments because I have high expectations and I am confident you can reach them.”

Q: How do I retain and develop my team?
A: Partner with Whiting HR to think through the best practices for retaining employees. The university offer resources for career assessment, skill-building opportunities, career and performance conversations, and mentoring.

Exiting & Offboarding

How we're offboarding employees

Q: What are the steps to take for an employee who is exiting?
A: Please refer to the university's termination checklist.

Q: Can I request an exit interview?
A: Yes! Whiting HR offers options for both an exit survey and the opportunity to have an exit conversation. If you are an exiting employee or the manager of an employee who is exiting, please contact Misti Pruski to request an exit interview.

Q: What resources are available for exiting and offboarding employees?
A: Talk to WSE HR to learn about best practices for exiting employees. To ensure effective transitions, we follow JHU policies and guidelines for resignations, terminations, reinstatements and rehires. We also encourage you to review the following resources:
  • Managers Toolkit
  • Employee Toolkit
  • JHU retirement savings and planning resources
HELP & FEEDBACK

GET IN TOUCH

| WSE IT Help Desk - Desktop & website support & software development | myWSE Technical Help - Support & troubleshooting with myWSE intranet | myWSE Feedback & feedback for |

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