

Purdue Together: Talent Sharing Program

Your support of the Purdue Together: Talent Sharing Program is instrumental to its success. To set you up to successfully manage this process, we've created an informational toolkit where you'll find the following:

- **Talent Sharing Overview**
- **Hiring Managers – Workflows and FAQs**
- **Engaging Employees – Key Talking Points and FAQs**

Talent Sharing Overview

Purdue Together: Talent Sharing Program

As Boilermakers, we work to solve problems. Our community has proven itself extraordinary in the way we're working together to support each other during this unprecedented time.

As a result of our campus' migration to online learning, many departments are experiencing increased workloads. Others have an increased availability and a willingness to step up and serve. We want to help bridge that gap.

We have created a program to bolster departments in need and provide opportunities for employees with capacity to grow and advance the mission of the organization. The **Purdue Together: Talent Sharing Program** will launch Monday, March 30.

The Talent Acquisition team will manage the program, working with departments to match current critical needs with internal staff who have available talent to meet those needs. Project communication and coordination will be facilitated through our Careers website, located at [Purdue Together: Talent Sharing](#).

To request assistance, complete the [Talent Share Needs Survey](#). You'll be asked to provide details about the position, including an overview of the duties and skills you need. Talent Acquisition will post that need to [Talent Share Openings](#). The program allows employees to nominate themselves for a role they feel suited to; however, employees are advised to discuss these opportunities with their supervisors beforehand. In addition, managers with staff members who are able to assist will submit those employees' names and skills to [Talent Share Match](#). We'll work with departments to connect employees with needed roles.

We welcome your feedback at careers@purdue.edu. While we live in the midst of an ever-changing landscape, one constant remains: our commitment to you, our Purdue family.

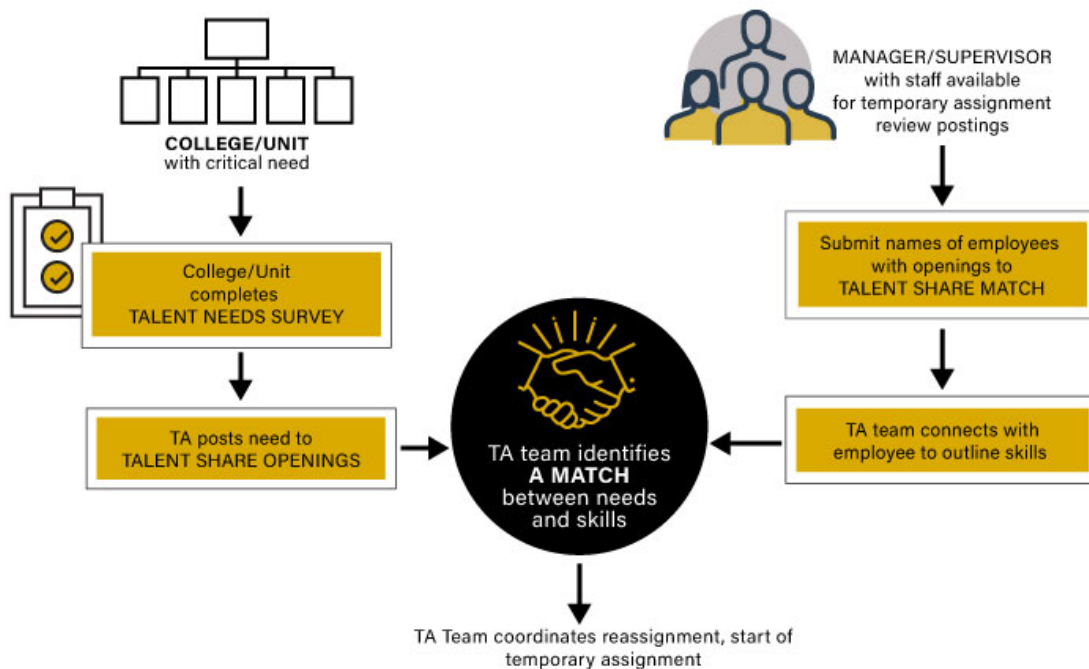
Together, we'll tackle the next giant leap. Again and again and again.

Hiring Managers

PROGRAM WORKFLOWS



Purdue Together: Talent Sharing Program



PROGRAM STEPS

- Complete **Talent Needs Survey** (as applicable).
- Consistently review **Talent Share Openings** to see if there are needs you can meet.
- Complete **Talent Match Survey** (as applicable).
- Work with your designated [Talent Acquisition team](#) member to match needs to available talent.

Hiring Managers: Frequently Asked Questions

Will there be an impact to departmental budgets or adjustments to cost centers?

Given the short-term nature of this program, there will be no adjustments at this time.

How will employees be trained in their new area of responsibility? Who is responsible for equipping the employee with the resources needed in the new role responsibility?

Supervisors within the newly assigned area will be responsible for coordinating resourcing and training needs for the employee.

How will employee performance be managed?

On-the-job feedback will be provided by the supervisor and be specific to the new role only. All other employee performance will continued to be managed as normal.

How do I find out who is my Talent Acquisition Specialist?

Please visit the [Talent Acquisition team directory](#) and search by your department to locate your specialist.

Who do I contact with questions or to troubleshoot any issues?

Please contact either your Talent Acquisition Specialist or send an email to careers@purdue.edu.

Engaging Employees: Talking Points and Frequently Asked Questions

PROGRAM BENEFITS

- Establishes a system for good stewardship of talent resources across the University
- Strengthens and supports critical needs within the University where additional skills are needed
- Allows departments to maximize operational efficiency and excellence
- Provides a clear and distinctive channel for increased collaboration
- Creates increased opportunity for employee engagement
- Provides employees with the opportunity to learn new functional areas within the University
- Provides employees with the opportunity to apply their skills in different venues and expand their perspective and skillsets

EMPLOYEE FAQs

How long will this program be in effect?

This is a temporary program designed to be in place throughout the duration of the COVID-19 social distancing time period.

May I opt out of this program or am I required to participate?

You've been asked to participate due to work slowing in your area. During those times, we're requesting flexibility and willingness to lend a helping hand to other units and areas where there is a need. We ask that you remain available to the greatest extent possible.

What is the value in me working in a new area for just a short period of time?

Our primary focus on campus continues to be accomplishing the work necessary to support our learning and discovery missions. At the same time, Purdue Together will expose you to new areas and perspectives on your work. In addition, it will allow you to grow professionally as you learn to apply your skillset in new and meaningful ways.

If adjustments are needed to my schedule due to illness or leaves, how will that managed?

You'll continue to work with your direct supervisor regarding all requests for time off. Once approved, then extend a courtesy notification to your additional supervisor, as well.