

Purdue Together: Talent Share

Your support of Purdue Together: Talent Share 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 Share Overview**
- **Managers – Workflows and FAQs**
- **Engaging Employees – Key Talking Points and FAQs**

Talent Share Overview

Purdue Together: Talent Share Program

As Boilermakers, we are overcomers and innovators. We are excited to share that the Purdue Together: Talent Sharing program met an urgent need and successfully filled employment gaps during the pandemic. We were able to deliver meaningful and impactful solutions and are thrilled for the next phase of the program, which will launch May 10. The new Talent Share program embraces the value of job rotation and career development.

Employees may consider participating in Talent Share as a way of developing skills for their current role or as a means to expand their skillset for future roles. Host departments benefit from the process as well, sharing best practices and having additional talent to move projects and initiatives forward.

Talent Share provides a platform for implementing the development goals identified during an employee's annual performance management meeting. Supervisors and employees are encouraged to discuss how the employee may benefit from the program, as well as the department's support for the activity. This guide offers discussion points to consider for a meaningful Talent Share experience.

Talent Share is designed to match employees to both current and future development opportunities. Human Resources' Talent Acquisition Team will manage the program and coordinate identifying where desired professional growth matches up with host opportunities. Project communication and coordination will be facilitated through our Careers website, Purdue Together: Talent Share.

For employees to take advantage of the program, managers will need to complete the Talent Share Participant Survey. The survey asks managers to review the current list of opportunities and identify one that may be a good fit for the employee. The survey also collects the employee's desired skills and experiences in the event there are no applicable openings. Talent Acquisition will manage those requests and utilize them as the program expands.

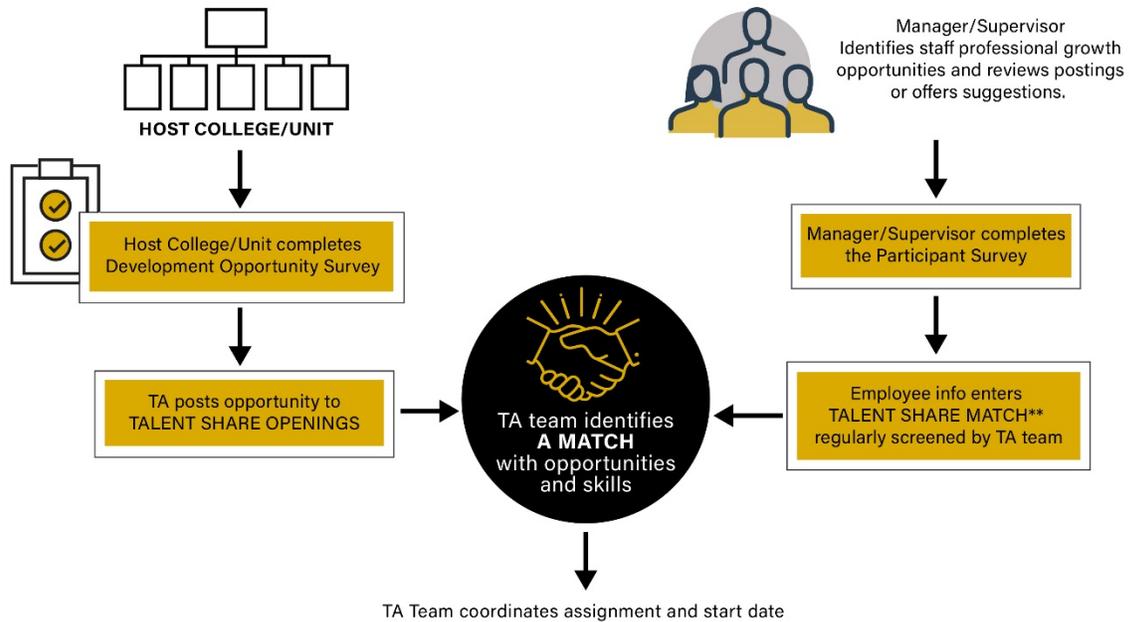
Departments wishing to serve as a host will submit a Talent Share Development Opportunity Survey. The submission will provide an overview of the position responsibilities and skills/competencies participants will develop through the role.

This new phase is the program's next natural evolution: a program focused on discovery of new roles or skill sets, which will lead to growth and best practices for all participants.

Managers – Program Workflows and FAQs



Purdue Together: Talent Share Program



- Complete [Talent Share Development Opportunity Survey](#) (host departments, as applicable).
- Consistently review Talent Share Openings to see if there are needs you can meet.
- Complete [Talent Share Participant Survey](#) (as applicable).
- Work with your designated [Talent Acquisition team](#) member to match needs to available talent.

CREATING A MEANINGFUL TALENT SHARE EXPERIENCE

As managers engage in career development discussions, there are several things to consider for a meaningful Talent Share Experience. The following are some guidelines to assist you in your discussions during performance evaluations, as well as throughout the year:

- How does job shadowing fit in with your personal or career development needs?
- How might this job shadowing impact the work of your current team?
- How will your experience and knowledge from this experience be fed back to the team?
- What do you hope to gain personally from the experience?
- What's the duration and how much time can be regularly invested into the experience?

FREQUENTLY ASKED QUESTIONS (MANAGERS)

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?

The host department will be responsible for coordinating resources 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 identify my Talent Acquisition Specialist?

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

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.

I don't see any applicable development opportunities for my employee. What's next?

Please complete the Talent Share Participant Survey and complete the questions regarding desired skills and experiences. Talent Acquisition will engage with host departments and seek out additional opportunities. As an opportunity arises, Talent Acquisition will work with you to match the employee.

I'm thinking of hosting a participant. What do I need to know? Host department considerations:

- What does the participant need to know in order to get the most from this experience?
- Are there special system accesses/roles that will be needed to fulfill the role?
- Does the department have the capacity to train and provide feedback, as needed?

Engaging Employees: Key Talking Points and Frequently Asked Questions

TALKING POINTS

- Establishes a system for good stewardship of talent development across the University
- Allows departments to maximize operational efficiency and excellence
- Provides a clear and distinctive channel for increased collaboration, communication, and networking across departments
- Provides a forum for sharing best practices while allowing for self-development of the participant and host department
- Allows departments and individuals to view processes from a different angle or with fresh eyes
- Creates increased opportunity for employee engagement
- Provides employees with the opportunity to learn new functional areas within the University and broadens their understanding of the University at large
- Provides employees with the opportunity to gain insights in different venues and expand their perspective and skillsets
- Facilitates exploration into new career options

FREQUENTLY ASKED QUESTIONS (EMPLOYEES)

What is the value in me working in a new area?

Our primary focus on campus continues to be accomplishing the work necessary to support our learning and discovery missions. At the same time, Talent Share 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 be 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.