Creating Gigs

Gigs are a win-win-win situation for both Gig Host and employees who enhance their skills!

Watch A Video

Watch this video to learn how a supervisor at Cornell has used Gigs to help with the coordination and facilitation of her work program:

To access captions, hover over viewer for options to appear, then click "CC" and choose "English"

Gig Examples

Consider the following when planning to host a gig development opportunity (gig):

- Do you have a special project or task that would help you get ahead but doesn’t fit into your day-to-day workflow or
requires additional help?
- Do you have a Cornell event, activity or a task that could be a good learning experience for someone’s career?
- Are you looking for an opportunity to practice coaching or managing people skills?

Below are examples of ways a Gig can take shape.

**Projects:**

A short-term defined assignment to support you or your department. Examples:

- Short-term, 5-10 hr/week data analysis project hosted by an employee who is eager to develop management skills
- Short-term, 5-10 hr/week Coordinator of the Staff Development Day
- Long-term, 1-5 hr/week Patient Access Liaison at Cornell Health
- Long-term, high exposure, 1-5 hr/week Cash Flow Forecasting for Capital Projects

**Cornell Events, Team or Activities**

A staff member volunteers to be a facilitator within a student program, looking to gain confidence and practice public speaking skills.

- Assisting with Senior Days Event
- Sustainability Green Team Member

**Shadowing**

Follow another employee during part or all of work day for a defined period of time. A staff member wants to learn about another role or department. Example:

- Workday Focus Group Facilitator
- Communications/Social Media for a week
- Informational Interviews

**But Keep in Mind**

Gigs are *not*:

- Full time or part time job placements.
- Intended to interfere with employee’s job and are not part of year-end performance review.
- Paid via chargebacks or cause monetary compensation changes

**Expectations**

1. **Communicate with all employees** who express interest in your gig. **Note:** You will receive notifications from Workday (from noreply cornell) with the names of interested candidates.

2. **Screen/interview as needed** for the gig opportunity (i.e. long-term opportunities may require formal interviews; Cornell committees may be a phone information call). This process is done outside of Workday.

3. **Double-check** that your interested candidate has communicated with their current manager about their interest.
4. **Once you have selected** an employee, it is highly recommended that you use the **Gig Agreement Form** as a tool to ensure all parties (the participate, their supervisor and you) have outlined clear expectations and modes of communication.

5. **Be sure to add the individual** to your gig team in Workday so it is reflected on their Workday profile.

6. **Once the gig is completed**, close it in Workday and share your feedback on the candidate.

### Where do I start?

#### Ready to host a gig?

- Click on the Talent Marketplace icon on the Workday homepage, then select Create a Gig, specifying the description of the opportunity, your skill needs and time commitment of gig.
- Use the **Gig Agreement** to help define parameters of what sort of opportunity length, responsibilities, expectations, and measurements of success should be included.

#### HR is here to help!

- Your **local HR representative** can help supervisors identify, create and describe opportunities.
- The length of the gig assignment and expected outcomes should be specified.

### Details

#### Funding

A gig does not incur any additional cost, therefore employees participating in a gig opportunity are not compensated beyond their regular pay.

Individuals supported by sponsored funds may be required to seek department/college support if they wish to participate in Gig Development Opportunities (Gigs). The individual should reach out to their department administrator to discuss requirements for maintaining project support. This may include a requirement to back-fill the position to ensure that the project is not adversely affected and only effort associated with conducting project activities is charged accordingly.

#### Bargaining Unit Staff

Staff covered by a collective bargaining agreement are eligible to participate in gigs. However, advanced approval is needed from college/unit HR prior to finalizing any arrangements. In these cases, supervisors must contact their college/unit HR rep who, in turn, will partner with Workforce Policy and Labor Relations and the appropriate union leadership to finalize the terms of the gig.

### Tools and Resources
How to Host Gigs

Gig Agreement Form

[tabs]