Working at Cornell

Exploring Gigs

Employees can gain new skills, learn about different parts of Cornell, and expand their networks. The Workday Talent Marketplace connects employees (talent) with organizational opportunities (gigs) by matching skills and interests within Workday!

[tabs]

Watch

Watch this video to learn how connecting talent to opportunities benefits both Cornell employees and managers.

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

Getting Started

1. Talk with your manager! Let them know your interest in Gig Development Opportunities; what appeals to you and your career goals. Discuss potential gigs, including skills you could share/gain, the time commitment involved and what sort of arrangement would work best for your department.
2. Search for and express interest in a Gig Development Opportunity via Workday! After logging in, click on the "Talent Marketplace" icon, and then select "Explore Opportunities," which will display a list of gigs for you.

3. Based on the skills and interests you have provided on the career tab in your employee profile, an analysis provides most closely matched gigs, recommended gigs and gigs to help you develop.

4. View the opportunity details of a gig and express interest in the opportunity by clicking on “Express Interest.”

### Expectations

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<th>Expectations for You</th>
<th>Expectations for Your Supervisor/Manager</th>
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<tr>
<td>• Cornell University’s values of collegiality, stewardship, initiative, civility, integrity, and excellence. See “Skills for Success.”</td>
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<td>• A desire to develop one’s skills and knowledge base.</td>
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<td>• The ability to work well with others.</td>
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<td>• Dependability and a strong work ethic.</td>
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<td>• Support staff self-development activities wherever possible, with the understanding that not all requests will be approved depending on staffing and other departmental needs.</td>
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<td>• Have open and honest discussions with employees regarding where they stand and what needs to be done in order to participate in a gig opportunity. Such discussions should happen throughout the year, as well as when creating goals for the employee’s Individual Development Plan (IDP) during the annual performance management process.</td>
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See more information about Gigs for managers.

### Details

#### Timing

Gigs are typically short-term in duration and can vary depending on departmental needs and availability.

You are encouraged to make your Gig experience a success by completing it as scheduled. If circumstances warrant, either the home or gig supervisor or employee may end the gig prior to the agreed-upon completion date. Extensions should be discussed between you, your manager, and your gig manager.

#### Pay

Similar to if you were to attend a classroom training, your pay will continue at your existing rate (as opposed to an interim assignment at a higher job level that could require additional compensation). You will continue to be paid by your regular department, unless both departments agree to alternative funding arrangements.

Individuals supported by sponsored funds may be required to seek department/college support if they wish to participate in Gig Development Opportunities. 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.

#### Record-keeping

Any completed gig becomes part of your overall career development at Cornell and will be reflected in your employee profile.
Bargaining Unit Staff

Q: Am I eligible to participate in a gig if I am in a position covered by a collective bargaining agreement?

A: Yes. 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.