

Administrative Talent Pool

(An Emeriti Partnership Program)

Mayo Clinic has approved the creation of a talent pool of emeriti who have skills and interest in temporary supplemental employment performing non-clinical administrative work. The program is designed to support work at all three Mayo sites, is available to **all emeriti (M.D., PhD, and administrative)** at all sites and may include non-clinical work in all three shields.

Emeriti are being recruited to fill temporary needs leading and completing work such as new projects or initiatives, leadership coaching, and interim and supplemental assignments. The program began in a limited capacity in 2018 and has been very successful. We are expecting continued need and growth in 2019 as the need for flexible skilled staff grows, as communication to Mayo Clinic leadership continues and as more emeriti are interested in flexible work. Several departments have employed a small number of emeriti in the past. The enterprise emeriti administrative partnership program is designed to assure a consistent and organized re-employment process and is led by Mayo Clinic Human Resource shared service.

The process for physicians returning to clinical practice in supplemental roles is outside the scope of this program and will continue to be handled by their respective specialty department with formal Personnel Committee approval.

Emeriti with experience, skills and interests in non-clinical administrative work, may apply with the following steps.

- 1) Complete the Skills and Interest Inventory survey. Click this link to start the survey: https://surveys.mayoclinic.org/jfe/form/SV_eYc0vI2HMiIp2Pr
- 2) Complete a Mayo Clinic profile via <https://jobs.mayoclinic.org/>
 - Click on “Profile Sign In” in the upper right corner, and select “External Candidate”. Click the “Don’t have an account yet?” link to create a profile.
 - Please complete the Contact Information section. Update or add a Resume/CV. If you don’t have a resume/CV, you may add your work experiences and education to the profile.

Questions may be directed to Admintalentpool@mayo.edu.