Why Are We Upgrading?

- PeopleAdmin ending support of current system
- Faculty to have Different Application than Administrative/Classified
- Improve Hiring Process
- Improve Background Check Process
Timeline of Go-Live
August 3, 2015

- Applicant Portal will point to PeopleAdmin 7
  - Link will remain the same
    - https://mtsujobs.mtsu.edu/applicants/jsp/shared/Welcome_css.jsp

- Hiring Manager Portal will point to PeopleAdmin 7 Administrative Interface
  - Link will remain the same
    - https://mtsujobs.mtsu.edu/userfiles/jsp/shared/frameset/Frameset.jsp?time=1438044337939
What Happens to Current Job Openings

- All positions currently posted will end on or before July 31, 2015
- Applicants will not be able to apply to positions in the old site after July 31, 2015
- Positions currently posted will be processed using PeopleAdmin 5.8
- All Postings in PeopleAdmin 5.8 must be filled by September 30, 2015
- Effective October 1, 2015 – all positions not filled will be canceled
How Will Change Affect Applicants

- All Applicants Will Complete New Application
- Shortened Application for Faculty Postings
- Requires Applicant to Complete Reference Information for Each Position
- Stores Previously Uploaded Documents
- Will Answer Criminal Background/Sex Offender Questions as Supplemental Question
- Use of Back Button in Browser
How Will Change Affect Hiring Departments

- Alert Section Shows Actions Needed
  - Indicates if action needed for multiple roles
- Watch Lists for Checking on Status
- Position Description shows Changes made by user for reviewing purposes
- User Friendly Navigation Buttons
- Customize Searches
- Sign On Using FSA Credentials
- Use of Back Button in Browser
- No longer required to obtain applicant signature on Application
- Learning Curve
Workflow of Position Management

Hiring Manager Creates New Position or Copies from Existing Position

Hiring Manager Submits Completed Position Description to Department Head

Department Head Submits Position Description to Dean or AVP (if applicable)

Dean or AVP Submits Position Description to Executive User

Executive User Submits Position Description to Human Resources for Review

Human Resources Reviews, Grades and Approves Position

Position Description shows Before and After Changes to Position for ease of reviewing

Email notification sent to approver that action is needed
Workflow of Posting Admin/Classified Positions

1. Hiring Manager Creates New Posting from Approved Position Description
2. Hiring Manager Submits Completed Posting to Next Higher Level Supervisor (submit directly to AVP, Dean, Executive User, or Department Head)
3. Next Higher Level Supervisor Submits Posting to Human Resources for Posting
4. Human Resources Posts to Sources Listed in Posting
5. Posting Available to Applicants on Applicant Site

Email notification sent to approver that action is needed
Workflow of Applicant Approval Process

Hiring Manager Reviews Applicants

Hiring Manager Changes Status of Applicant to Various Workflow States:
- Applicant Not Recommended for Interview
- Applicant Being Considered for Interview
- Applicant Did Not Meet Minimum Qualifications

Hiring Manager Changes Workflow Status of Applicants Being Considered for Interview to Equity and Compliance

Equity and Compliance Reviews All Applicants and Changes Status of Applicants to the following states:
- Applicant Approved for Interview
- Applicant Not approved for Interview

Hiring Manager Interviews Applicants Approved for Interview by Equity and Compliance

NOTE: There is no automated notification process within the applicant flow
Workflow of Hiring Proposal

1. Hiring Manager Interviews Applicants Approved for Interview
2. Hiring Manager Changes Status of Candidates to Various Workflow States:
   - Interviewed, Not Hired
   - Recommend for Hire
   - Applicant Declined Interview
   - Applicant Not Available for Interview
3. Hiring Manager Starts Hiring Proposal on Candidate Recommended for Hire
4. Hiring Manager Submits Hiring Proposal to Human Resources for Wage Assignment and Background Check
5. Human Resources Submits Hiring Proposal to Equity and Compliance
6. Equity and Compliance Submits Hiring Proposal to Executive User or TBR (if Necessary)

Email notification sent to approver that action is needed.

Continue to next page
Workflow of Hiring Proposal Continued

Executive User Approves and Returns to Hiring Manager

Hiring Manager Makes Offer Changes Status to one of the following:
• Applicant Accepted Offer
• Applicant Declined Offer

Email notification sent to approver that action is needed
Future Changes

- Performance Management Module
- Onboarding Process
- Email Notifications during Applicant Review Process
- Background Check Process
QUESTIONS

Let’s Take a Look at PeopleAdmin 7