Recent Updates & Changes

July 2017
Agenda

- System Changes
  - Application/Posting updates
- Hiring Process Updates
  - Reviewing Applications
  - Interview Approvals
- Additional System Updates
- External Advertising Updates
  - HERC
  - New DMR Ad Sheet
  - Updated CareerBuilder Portal
System Changes

WHAT?
Review **changes/updates** to be made in the position management and applicant-tracking system (PeopleAdmin) during the first week of **July 2017**.

WHY?
Some changes are reflective of **new processes** implemented as a result of **merit employee changes** related to **Chapter 20**. Other changes may be **routine** system updates or reflect **HR best practice standardization**.

WHAT THIS WILL MEAN FOR YOU?
These process and system changes/updates impact **postings, searches** and the **employment application**. As a **key partner** in the **merit hiring process**, it is important for you to know and understand these changes in the system. These changes will hopefully **speed up** your merit hiring processes and **improve** the **overall candidate experience** in **attracting** and **retaining** outstanding faculty and staff to Iowa State University.
Applications & Postings

• All reference to the AFSCME Contract Transfer process will be removed:
  • No questions / contract language on the merit application
  • No fields on the postings

**Removed from Application**

I would like to request contract transfer per Article VII, Section 1 of the Collective Bargaining Agreement.

If requesting contract transfer, please enter your AFSCME seniority date.

**Removed from Posting Application Instructions**

Current Merit employees in this classification title who are seeking a contract transfer to this position must indicate on the online Merit Application this request before the AFSCME Merit Contract Transfer Deadline.
Hiring Process: Reviewing Applications

**Previous to July 1...**

- **Candidate Submits Application**
  - Application viewable only to UHR
  - Application viewable by Posting Admin

**Now...**

- **Candidate Submits Application**
  - **IMMEDIATELY** viewable by Posting Admin

**Faster Access to Candidates!**
Hiring Process: Interview Approvals

**Previous**
- HRL and UHRTA review to ensure interview selection process is compliant

**Now**
- HRL will ensure interview selection process is compliant
  - Same as P&S Process
# Application Updates: Education Section

<table>
<thead>
<tr>
<th>Previous</th>
<th>Now</th>
</tr>
</thead>
<tbody>
<tr>
<td>• College/University</td>
<td>• College/University</td>
</tr>
<tr>
<td>• Degree Earned</td>
<td>• Program/Major</td>
</tr>
<tr>
<td>• (Historical) Degree Earned</td>
<td>• Did you graduate?</td>
</tr>
<tr>
<td>• Date Conferred</td>
<td>• If not, how many credit hours completed</td>
</tr>
<tr>
<td>• Begin Date</td>
<td>• Anticipated graduation date</td>
</tr>
<tr>
<td>• End Date</td>
<td></td>
</tr>
</tbody>
</table>
Application Updates: Pre-Employment Questions

<table>
<thead>
<tr>
<th>Previous</th>
<th>Now</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Are you currently employed or have you been previously employed at ISU or other Regents institutions?</td>
<td>• Have you ever been previously employed at ISU or another State of Iowa Regents institution?</td>
</tr>
<tr>
<td></td>
<td>• Are you currently employed at ISU or another State of Iowa Regents institution?</td>
</tr>
</tbody>
</table>

IOWA STATE UNIVERSITY

University Human Resources
Saved Searches: Update

<table>
<thead>
<tr>
<th>Applicant Last Name</th>
<th>Applicant First Name</th>
<th>Posting Number</th>
<th>Workflow State (Internal)</th>
<th>Workflow State Entrance Reason</th>
<th>Last Updated</th>
<th>Application Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test</td>
<td>JP</td>
<td>70071M</td>
<td>Selected for Hire</td>
<td></td>
<td>May 23, 2017 at 05:12 PM</td>
<td></td>
</tr>
<tr>
<td>Pretzer</td>
<td>Jill</td>
<td>70071M</td>
<td>Approved for Interview</td>
<td></td>
<td>May 23, 2017 at 04:54 PM</td>
<td></td>
</tr>
</tbody>
</table>

Previous
- Last Updated

Now
- Application Date
Additional Updates

• New Merit pay rates are live in the system
  • Any hiring proposals sent through after July 1 will reflect the new pay rate

• Available on Class/Comp Website
  • Includes Advanced Pay Rates
HERC Update

- System Updates
  - UHR TA will pick category for P&S Positions
  - Department can review/edit/change
  - Faculty postings can still be chosen at the time the posting is created
- New! - Google Job Postings
  - Information on HERC can be viewed on the UHR Website
Google + HERC

- Job seekers can now ‘Google’ key phrases and/or positions
- ISU positions posted on HERC will come up in the Jobs list on Google
- More visibility
- Broader audience

Iowa State University
University Human Resources
Des Moines Register

• New templates and rates posted on UHR Website
CareerBuilder

- New Look and Link to CareerBuilder Portal

Iowa Regent Posting Portal

Welcome

Career Builder is a leading job posting board vendor with more than 24 million job seekers worldwide. The Iowa Regent schools have collaborated together to negotiate discounted rates with the vendor to help you with your talent acquisition needs.

We encourage you to utilize Career Builder to advertise your open positions in an effort to enhance your outreach and help you successfully recruit and hire employees. If you have any questions with regard to the Portal, please contact our Career Builder Representative Sheldon Franklin at 773.527.6941.
Mobile-Friendly User Portal

**PA Select Suite**
**On-the-Go Approval Portal Now Available**

PA Users Can Now Approve On-the-Go From Any Mobile Device Anywhere, Anytime or Anyplace!

[Click here to review the tools available to help you access and utilize the new mobile site!](#)
Questions and Discussion