

IOWA STATE UNIVERSITY

University Human Resources

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 ↓

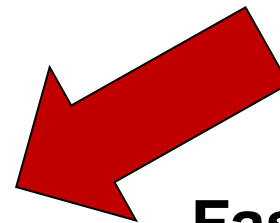
Current Merit employees in this classification title who are seeking a contract transfer to this position must indicate on the online Merit Application this request before the AFSCME Merit Contract Transfer Deadline.

Hiring Process: Reviewing Applications

Previous to July 1...



Now...



Faster Access to Candidates!

Hiring Process: Interview Approvals

Previous
<ul style="list-style-type: none">• HRL and UHRTA review to ensure interview selection process is compliant



Now
<ul style="list-style-type: none">• HRL will ensure interview selection process is compliant
<p><i>Same as P&S Process</i></p>

Application Updates: Education Section

Previous

- College/University
- Degree Earned
- (Historical) Degree Earned
- Date Conferred
- Begin Date
- End Date



Now

- College/University
- Program/Major
- Did you graduate?
 - If not, how many credit hours completed
- Anticipated graduation date

Application Updates: Pre-Employment Questions

Previous

- Are you currently employed or have you been previously employed at ISU or other Regents institutions?



Now

- Have you ever been previously employed at ISU or another State of Iowa Regents institution?
- Are you currently employed at ISU or another State of Iowa Regents institution?

Saved Searches: Update

Previous

- Last Updated



Now

- Application Date

<input type="checkbox"/>	Applicant Last Name	Applicant First Name	Posting Number	Workflow State (Internal)	Workflow State Entrance Reason	Last Updated	
<input type="checkbox"/>	Test	JP	70071M	Selected for Hire		May 23, 2017 at 05:12 PM	Actions ▾
<input type="checkbox"/>	Pretzer	Jill	70071M	Approved for Interview		May 23, 2017 at 04:54 PM	Actions ▾



<input type="checkbox"/>	Applicant Last Name	Applicant First Name	Posting Number	Workflow State (Internal)	Workflow State Entrance Reason	Application Date	
<input type="checkbox"/>	Test	JP	70071M	Selected for Hire		May 23, 2017 at 05:11 PM	Actions ▾
<input type="checkbox"/>	Pretzer	Jill	70071M	Approved for Interview		May 23, 2017 at 05:11 PM	Actions ▾

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

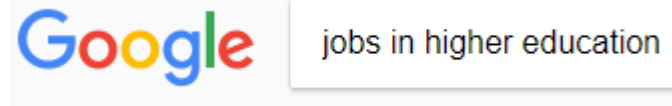


HERC Update

- 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

A screenshot of a Google Jobs search result page. The page has a blue header with "Jobs" and "United States". Below the header are several filter buttons: "Education", "Past 3 days", "Full-time", "Management", "Sales & Retail", "Computer & IT", and "Adv". The main content area shows three job listings. The first listing is for a "Lecturer - Architecture" at "The Chronicle of Higher Education Sub1" in Ames, IA, posted 3 days ago via LinkedIn, and is a full-time position. The second listing is for a "Lecturer" at "Iowa State University" in Ames, IA, posted over 1 month ago via HERC Jobs, and is a full-time position. The third listing is for an "Assistant Professor" at "Iowa State University" in Ames, IA, also posted over 1 month ago via HERC Jobs, and is a full-time position. At the bottom of the listings, there is a link that says "→ 100+ more jobs".

Des Moines Register

- New templates and rates posted on [UHR Website](#)

IOWA STATE UNIVERSITY

**Job Title Goes Here,
Department Name
College Name
City, State**

Job Description Goes Here. Job Description
Goes Here. Job Description Goes Here.

**To apply, visit iastatejobs.com
Vacancy ID#000000**

Iowa State University is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected Veteran status and will not be discriminated against.

CareerBuilder

- New Look and [Link to CareerBuilder Portal](#)



Old Site

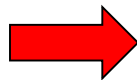
\$0.00 Checkout

Welcome

Products

FAQs

New Site



Iowa Regent Posting Portal

Welcome

CareerBuilder 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 CareerBuilder 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 CareerBuilder Representative Sheldon Franklin at 773.527.6941.

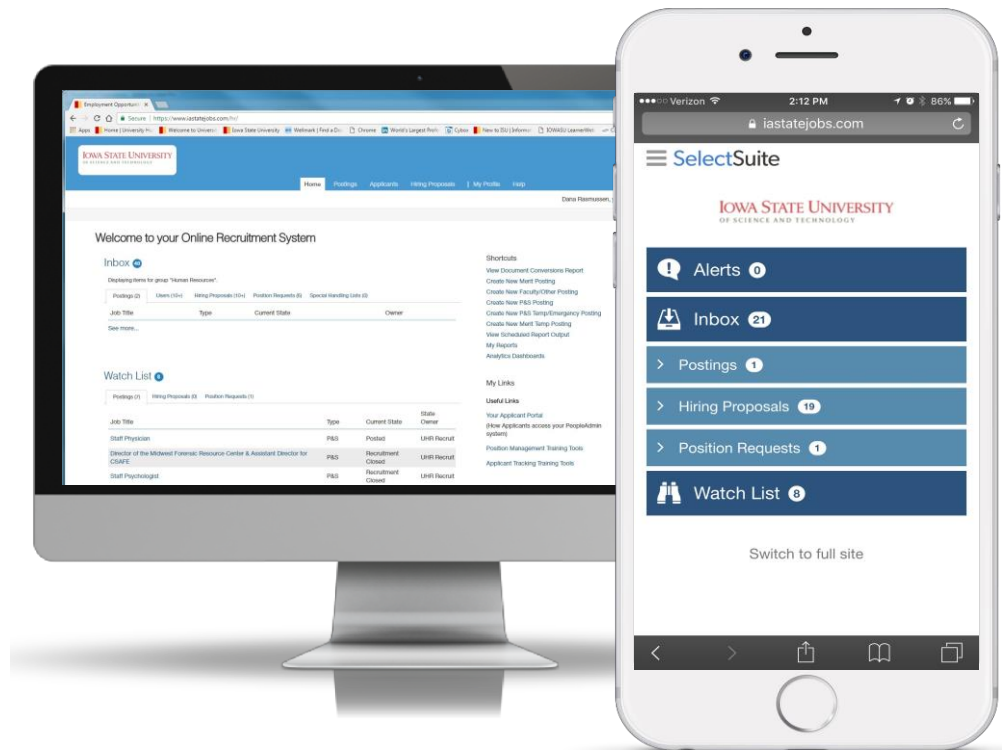


Mobile-Friendly User Portal

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

