PeopleAdmin Information Session

Human Resources

Presentation Overview

- Need for efficiencies

- Stakeholder feedback

- Culture Shift

- Enhancements

MURRAY STATE
UNIVERSITY

Why are we here?

Background/Overview

MURRAY STATE
UNIVERSITY

Stakeholder Feedback

- Hiring supervisor and search committee feedback

- Hiring process workgroup
  - Comprised of faculty and staff representatives
  - Need for streamlined processes and clear communication
  - Reduction of redundancies

MURRAY STATE
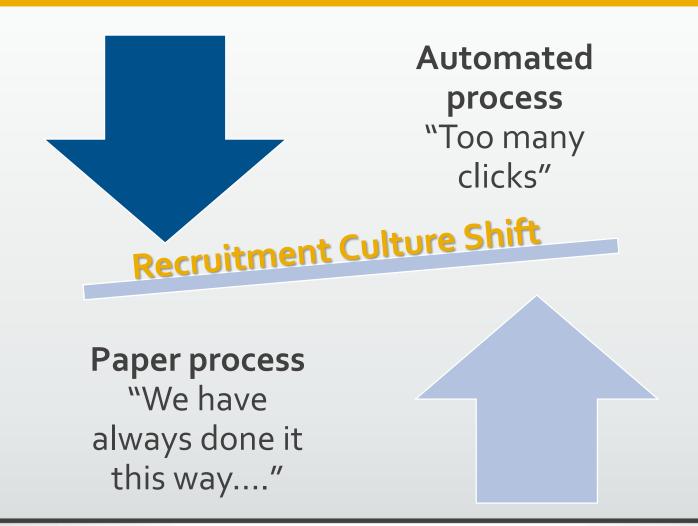UNIVERSITY

Stakeholder Feedback

Human Resources Response to Feedback

- Human Resources improvements
  - A need to differentiate faculty and staff searches
  - Increased support of faculty and director level staff searches
  - Developed Hiring Process Quick Guides for each position type
  - Employment webpage with links to Support Site

- Efficiencies within PeopleAdmin ATS

- Streamlining of institutional processes

MURRAY STATE
UNIVERSITY

Culture Shift

Automated process
"Too many clicks"

Recruitment Culture Shift

Paper process
"We have always done it this way…."

MURRAY STATE
UNIVERSITY

Enhancements- Effective 7/1/17

PeopleAdmin

PeopleAdmin ATS audit

More efficient process reduces time to hire

Placing a paper process into PeopleAdmin ATS

Full utilization of the automated system

Reduced redundancy in workflow and approvals

User-friendly and easily accessible

MURRAY STATE UNIVERSITY

Process and Systems Enhancements

Automated Process Improvements

- Reduced paper forms and increased automation
  - Authorization to Interview
  - Recommendation to Offer

- Automated applicant review

MURRAY STATE UNIVERSITY

System Enhancements

- Notifications and tracking
  - Automated notifications via email
  - Ease of posting accessibility, history, and tracking

- Posting approvals
  - Workflow utilization
  - Redundant process reduction

Search Committee Feature

- MSU user access

- Guest user access

- Applicant evaluation

- Search committee chair's role

MURRAY STATE
UNIVERSITY

Interview Requests

- Streamlined approval process

- All interviews are requested and approved electronically

- Recommended best practice
  - Human Resources
  - IDEA

MURRAY STATE
UNIVERSITY

Hiring Proposals

- Streamlined approval process

- All requests and approvals occur electronically

- Automated notifications provide status updates

MURRAY STATE
UNIVERSITY

What's next?

Moving Forward

- Today's presentation will be available on the employment webpage
- End user training opportunities in Canvas
- Search committee chair/member trainings and certifications are being developed
- Continue to streamline the process for additional efficiency

Moving forward

MURRAY STATE
UNIVERSITY

Questions?