

PeopleAdmin Upgrade 2023

Staff Postings and Hiring Proposals

This session will cover:

- Overview of changes in system
- Demonstration with screen shots
- Resources
- Q & A

Terminology:

- Workflow State
- Disposition
- Conditional Offer / Verbal Offer / Offer Letter

What's New:

- Conditional job offer process
- Candidate 2nd step application
- Hiring Proposal:
 - Pre-Hire checks
 - Offer letter process
- Integration: once per hour!

Demonstration

1. Conditional Job Offer

1. Conditional Job Offer: Pre-Upgrade

- Interviews were conducted
- Conditional job offer was made
- Move to workflow state “Recommend for Hire”
- Follow prompts to create and complete Hiring Proposal

1. Conditional Job Offer: Post-Upgrade

- Instead of “Recommend for Hire,” the new workflow state you’ll move the application to is “Move to Conditional Offer Issued:”

Home Postings Applicants Hiring Proposals Shortcuts

Postings / ... / Applicant Review / Andrea Brown-Christensen (On Campus Interview) / Summary Search Results: Previous

Job application: Andrea Brown-Christensen (Benefited Staff)

Current Status: On Campus Interview
Application form: Staff Application

Full name: Andrea Brown-Christensen	Created by: Andrea Brown-Christensen
Address: blah	Owner: Department Admin
blah	
blah, UT 12345	
USA - United States of America	
Username: u0156176	
Email: 4279431143992045413_emailad...	
Phone (Primary): test	
Phone (Secondary):	
Position Type: Benefited Staff	

Take Action On Job Application

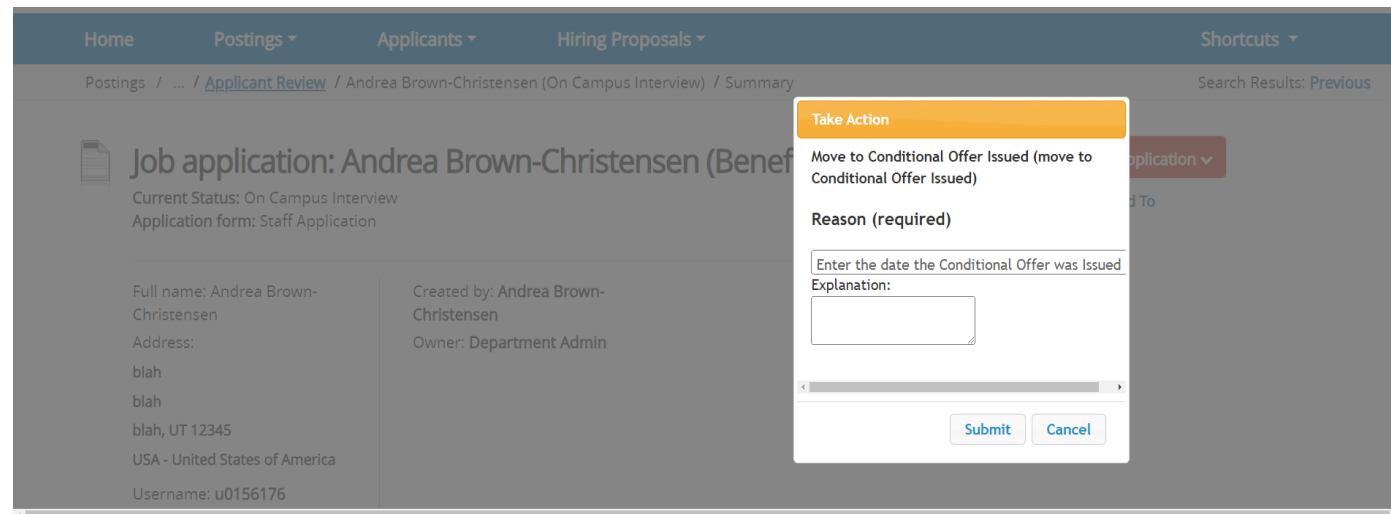
- Keep working on this Job application

WORKFLOW ACTIONS

- Interview-Not Selected-Send Email When Filled (move to Interviewed- Not Selected-Send Email When FILLED)
- Interview-Not Selected- No System Email (move to Interviewed-Not Selected-No System Email)
- Interviewed Not Selected-Send Email NOW (move to Interviewed-Not Selected Send Email NOW)
- Move to Conditional Offer Issued (move to Conditional Offer Issued)**

1. Conditional Job Offer: Post-Upgrade

- A screen will display asking you to enter the date the Conditional Offer was issued:



The screenshot shows a web application interface with a navigation bar at the top containing 'Home', 'Postings', 'Applicants', 'Hiring Proposals', and 'Shortcuts'. Below the navigation bar, there is a breadcrumb trail: 'Postings / ... / Applicant Review / Andrea Brown-Christensen (On Campus Interview) / Summary'. The main content area displays 'Job application: Andrea Brown-Christensen (Benefit)' with 'Current Status: On Campus Interview' and 'Application form: Staff Application'. A 'Take Action' dialog box is overlaid on the page, containing the following text and fields:

- Take Action**
- Move to Conditional Offer Issued (move to Conditional Offer Issued)
- Reason (required)**
- Enter the date the Conditional Offer was Issued
- Explanation:
- Submit
- Cancel

2. 2nd Step Application: Pre-Upgrade

- Personal information required for ePAF was collected manually from the candidate, outside the system

2. 2nd Step Application: Post-Upgrade

- You will move the application to the workflow state of “Send to Collect Additional Information”

The screenshot displays a job application record for Andrea Brown-Christensen (Benefited Staff). The current status is 'Conditional Offer Issued' and the application form is a 'Staff Application'. The record includes personal details such as full name, address, username, and email, as well as administrative information like the creator and department. On the right side, a 'Take Action On Job Application' dropdown menu is open, showing three options: 'Keep working on this Job application', 'Send to Collect Additional Information (move to Collect Additional Information)', and 'Move to Declined Offer (move to Declined Offer (Must provide explanation))'. A large red arrow points to the 'Send to Collect Additional Information' option, indicating the required action.

Job application: Andrea Brown-Christensen (Benefited Staff)
Current Status: Conditional Offer Issued
Application form: Staff Application

Full name: Andrea Brown-Christensen
Address: blah
blah, UT 12345
USA - United States of America
Username: u0156176
Email: 4279431143992045413_emailad...
Phone (Primary): test
Phone (Secondary):
Position Type: **Benefited Staff**
Department: 00410 - Human Resources

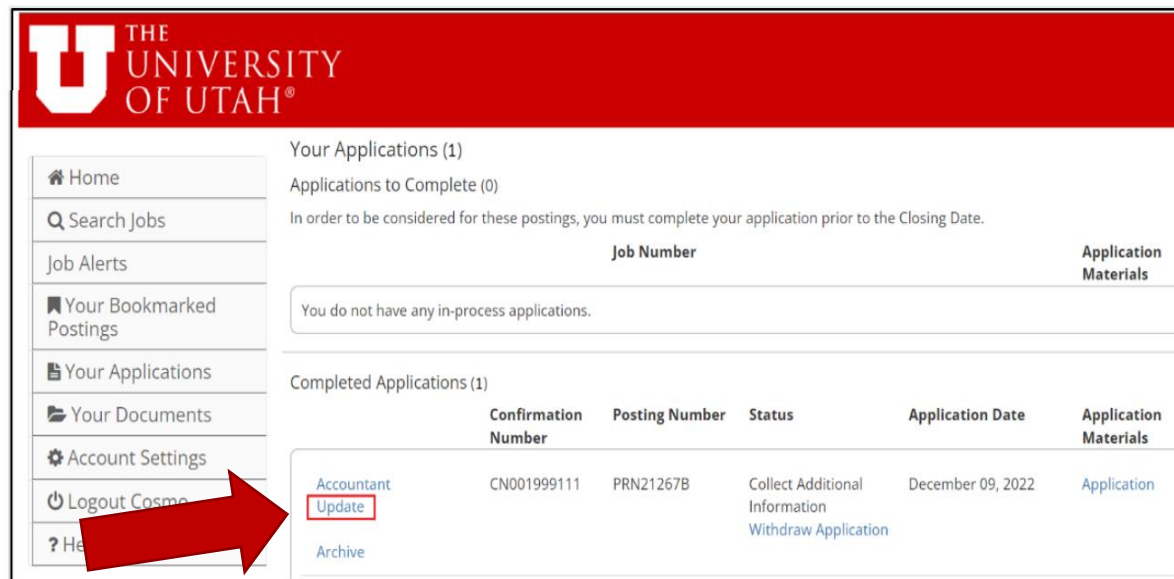
Created by: Andrea Brown-Christensen
Owner: Department Admin

Take Action On Job Application ▼

- Keep working on this Job application
- Send to Collect Additional Information (move to Collect Additional Information)**
- Move to Declined Offer (move to Declined Offer (Must provide explanation))

2. 2nd Step Application: Post-Upgrade

- Candidate will receive an email instructing them to log back into the system
- There they will select “Update” and follow the instructions

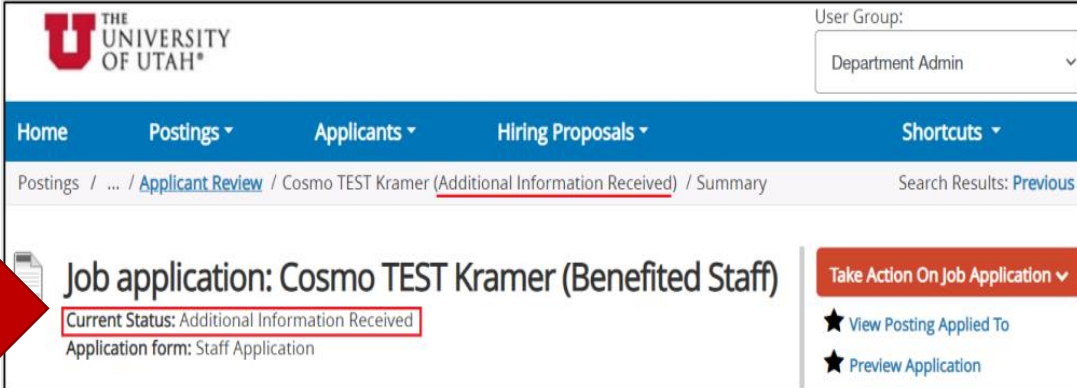


The screenshot shows the 'Your Applications' section of the job application portal. It includes a navigation menu on the left and a main content area. The main content area displays 'Your Applications (1)' and 'Applications to Complete (0)'. Below this, there is a table of 'Completed Applications (1)'. A red arrow points to the 'Update' button in the first row of the table.

	Confirmation Number	Posting Number	Status	Application Date	Application Materials
Accountant Update	CN001999111	PRN21267B	Collect Additional Information Withdraw Application	December 09, 2022	Application
Archive					

2. 2nd Step Application: Post-Upgrade

- You will receive an email notifying you that the candidate completed all needed steps
- When you log back in to view their application, it will be at the workflow state of “Additional Information Received”



The screenshot displays the University of Utah HR system interface. At the top left is the University of Utah logo. To the right, the user group is identified as 'Department Admin'. A navigation bar includes links for Home, Postings, Applicants, Hiring Proposals, and Shortcuts. Below this, a breadcrumb trail shows the path: Postings / ... / Applicant Review / Cosmo TEST Kramer (Additional Information Received) / Summary. A search results link is also visible. The main content area features a job application card for 'Job application: Cosmo TEST Kramer (Benefited Staff)'. A red arrow points to the 'Current Status: Additional Information Received' text, which is highlighted with a red box. Below the status, it indicates the application form is 'Staff Application'. To the right of the card, there is a 'Take Action On Job Application' dropdown menu with options to 'View Posting Applied To' and 'Preview Application'.

3. Hiring Proposal, Pre-Hire Checks, Job Offer Documentation, and Route to HR:

Pre-Upgrade

- Documentation about the job offer occurred outside the system
- All pre-hire checks were requested through JIRA

3. Hiring Proposal, Pre-Hire Checks, Job Offer Documentation, and Route to HR:

Post-Upgrade

a. Create Hiring Proposal

- Move the application to the new workflow state of “Submit (move to Recommend for Hire – MUST click on ‘Start Hiring Proposal’ link)”

The screenshot displays a web application interface for managing job applications. At the top, there is a navigation bar with links for Home, Postings, Applicants, Hiring Proposals, and Shortcuts. Below this, a breadcrumb trail shows the current path: Postings / ... / Applicant Review / Andrea Brown-Christensen (Additional Information Received) / Summary. A search bar on the right indicates 'Search Results: Previous'.

The main content area shows a job application for 'Andrea Brown-Christensen (Benefited Staff)'. The current status is 'Additional Information Received' and the application form is '2 Step Application - Staff - Applicant View'. Applicant details include: Full name: Andrea Brown-Christensen, Address: blah, blah, Created by: Andrea Brown-Christensen, and Owner: Department Admin.

A dropdown menu titled 'Take Action On Job Application' is open, showing three options: 'Keep working on this job application', 'Submit (move to Recommend for Hire - MUST click on "Start Hiring Proposal" link)', and 'Select (move to Declined Offer (Must provide explanation))'. A large red arrow points to the 'Submit' option.




3. Hiring Proposal, Pre-Hire Checks, Job Offer Documentation, and Route to HR:

Post-Upgrade

b. Request Pre-Hire Checks

- You'll see several new required fields on the Hiring Proposal form:

Department Hiring Information

Patient Sensitive Job	No
* Conditional Offer Acknowledgement	<input type="text" value="Yes"/> <i>I acknowledge that I have made a conditional offer to this candidate.</i> <i>This field is required.</i>
* Conditional Offer Issued Date	<input type="text" value="10/13/2023"/>  <i>This field is required.</i>
* Conditional Offer Accepted Date	<input type="text" value="10/13/2023"/>  <i>This field is required.</i>
* Start Date	<input type="text" value="10/16/2023"/>  <i>This field is required.</i>
* Salary Offered	<input type="text" value="\$\$\$"/> <i>Based on department's review of equity, grade ranges, quadrants, and budget.</i> <i>This field is required.</i>
* Salary Acknowledgement	<input type="text" value="First (1st) quartile"/> <i>I acknowledge that the salary offered is below the 4th quartile for the job grade. If it is within the 4th quartile, an Approval Memo from the cognizant Vice President or Cabinet Member will be attached to this Hiring Proposal. To view the ranges, please click here</i> <i>This field is required.</i>
* Transferring from Current U of U Position	<input type="text" value="No"/>

- * Lateral Transfer
 This field is required.
- * License/Certification Required for Position
 Click [here](#) for Patient Sensitive position information.
- * Education Verification Acknowledgement
 is field is required.
- * Screening/Verification Requestor
 If you believe a background/drug screening is not needed, please still select a package, add a chartfield, and add a comment in the Department Admin Comments below. HR will verify and remove package if not needed.
 This field is required.
- * Screening/Verification Package
 A drug test is required for patient sensitive jobs.
 This field is required.
- * Screening/Verification Chartfield
 Chartfield Format: BU (2 digits)-Dept/ORG ID (5 digits)-Fund (4 digits)-Activity/Project (5 - 8 digits)-Account (5 digits); 40 character max; Example: 01-00410-XXXX-XXXXXXXX-XXXXX Quick Chartfield Validate. If no screening/verification is needed, enter "N/A".
 This field is required.
- Salary Chartfield
 Chartfield Format: BU (2 digits)-Dept/ORG ID (5 digits)-Activity/Project (5 - 8 digits)-Account (5 digits) Example: 01-XXXXX-XXXXXXXX-XXXXX
- * I will disposition ALL applicants not hired once all targeted openings have been filled.
 I acknowledge that I will move all applicants that were not hired into an appropriate workflow state; e.g. Not Interviewed or Interviewed Not Selected.
 This field is required.

3. Hiring Proposal, Pre-Hire Checks, Job Offer Documentation, and Route to HR:

Post-Upgrade

c. Job Offer Workflow States

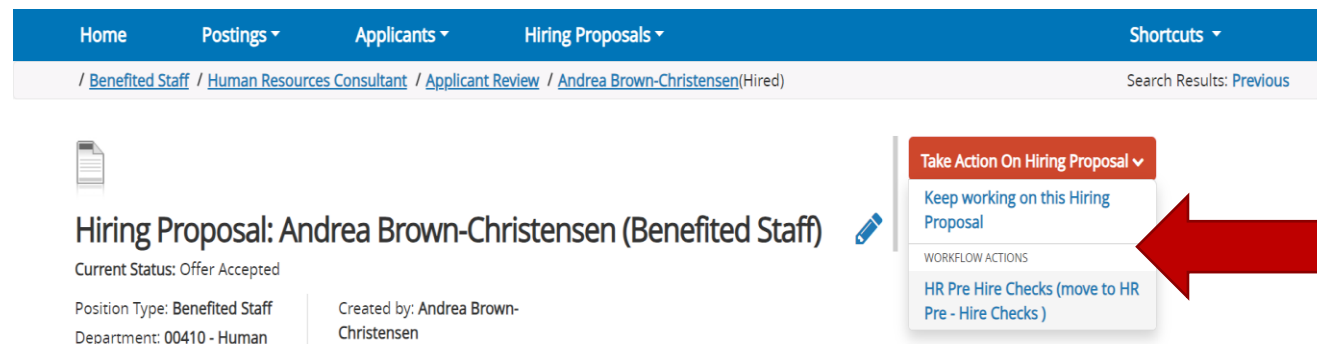
- The functionality to create electronic offer letters in the system will be released with a future upgrade
- In preparation, there are four (4) new workflow states for the offer letter process:
 - Move (Move to Create Offer)
 - Transfer (move to Review Offer)
 - Transfer (move to Extend Offer)
 - Offer accepted (move to Offer Accepted)

3. Hiring Proposal, Pre-Hire Checks, Job Offer Documentation, and Route to HR:

Post-Upgrade

d. Submit Hiring Proposal to HR

- Move the Hiring Proposal to the workflow state of “HR Pre-Hire Checks”
- Information will integrate to Certiphi who will complete the pre-hire checks
- HR will move the Hiring Proposal to the final workflow state of “READY for ePAF” and you will receive an email stating the candidate is clear for hire.



The screenshot shows a web application interface for managing hiring proposals. At the top is a blue navigation bar with links for Home, Postings, Applicants, Hiring Proposals, and Shortcuts. Below the navigation bar is a breadcrumb trail: / Benefited Staff / Human Resources Consultant / Applicant Review / Andrea Brown-Christensen(Hired). A search bar on the right shows 'Search Results: Previous'. The main content area displays a hiring proposal for 'Andrea Brown-Christensen (Benefited Staff)' with a current status of 'Offer Accepted'. To the right of the proposal details is a 'Take Action On Hiring Proposal' dropdown menu. The menu options are 'Keep working on this Hiring Proposal' and 'HR Pre Hire Checks (move to HR Pre - Hire Checks)'. A red arrow points to the 'HR Pre Hire Checks' option.

Home Postings Applicants Hiring Proposals Shortcuts

/ Benefited Staff / Human Resources Consultant / Applicant Review / Andrea Brown-Christensen(Hired) Search Results: Previous

Hiring Proposal: Andrea Brown-Christensen (Benefited Staff)

Current Status: Offer Accepted

Position Type: Benefited Staff Created by: Andrea Brown-Christensen

Department: 00410 - Human

Take Action On Hiring Proposal

Keep working on this Hiring Proposal

WORKFLOW ACTIONS

HR Pre Hire Checks (move to HR Pre - Hire Checks)

4. Integration

- Increased from twice daily to once hourly
- New integration from PeopleAdmin to Certiphi

Resources

- PA webpage:
<https://www.hr.utah.edu/serviceTeams/PeopleAdminUpdate2023.php>
 - Comprehensive training guide
 - NOTE: the content covered today can be found on pages 21 – 30 of this guide
 - PA Upgrade training video
 - FAQs
- Find your HR Contacts: <https://www.hr.utah.edu/contact/search.php>

Q & A

Thank You!