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 2\textsuperscript{nd} 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:”
1. Conditional Job Offer: Post-Upgrade

- A screen will display asking you to enter the date the Conditional Offer was issued:
2. 2\textsuperscript{nd} Step Application: Pre-Upgrade

- Personal information required for ePAF was collected manually from the candidate, outside the system
2. 2\textsuperscript{nd} Step Application: Post-Upgrade

- You will move the application to the workflow state of “Send to Collect Additional Information”
2. 2\textsuperscript{nd} 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
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”
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)
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**
  - Acknowledge that I have made a conditional offer to this candidate.
  - This field is required.

- **Conditional Offer Issued Date**: 10/13/2023
  - This field is required.

- **Conditional Offer Accepted Date**: 10/13/2023
  - This field is required.

- **Start Date**: 10/16/2023
  - This field is required.

- **Salary Offered**
  - Based on department's review of equity, grade ranges, market, and budget.
  - This field is required.

  - **Salary Range**: First (1st) quartile

  - **Salary Acknowledgement**
    - 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
    - This field is required.

- **Transferring from Current U of U Position**: No
- Lateral Transfer: No

- License/Certification Required for Position: No

- Education Verification Acknowledgement: Please select

- Screening/Verification Requirements:
  - If you believe a background screening is not needed, please select a package, add a chartfield, and add a comment in the Department Admin Comments below. This field is required.

- Salary Chartfield:
  - Chartfield Format: BU/GR/ID/8/5/0/0/0/0/0/0/0/0/0/0/0/0
  - This field is required.

- I will disposition ALL applicants not hired once all targeted openings have been filled: Please select
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.
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!