IOWA STATE UNIVERSITY
OF SCIENCE AND TECHNOLOGY

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Interoffice Communication
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Date: August 1, 2014

To: Administrative Officers
                 Human Resource Liaisons

From: Kristi Darr
                 Director, University Human Resources

Subject: PeopleAdmin 7.0 upgrade update

Iowa State is six weeks from its launch of PeopleAdmin 7.0, a substantial upgrade to the university's online classification and hiring system. University Human Resources has been working with HR liaisons, as well as Information Technology Services, to ensure you're ready for the change.

'Go Live' on September 9
PeopleAdmin 7.0 will "go live" for all position types on September 9. At that time, all new vacancies must be posted in PeopleAdmin 7.0. I would strongly encourage you, whenever possible, to wait until September 9 and post positions in the new system that will have an advertisement period of greater than thirty (30) days. This will minimize the need to navigate dual systems and helps you take advantage of all the benefits provided by the upgrade.

As you will read below, the UHR team will also pre-enter approved postings in the new system to ensure they are ready for applicants on September 9.

Answering your questions
In rolling out PeopleAdmin 7.0 to campus HR professionals, and answering their questions about the upgrade, we've noticed several common themes:

> *What happens if I post an opening now?*
> You may continue to post openings now in PeopleAdmin 5.8. Note that all positions in version 5.8 will be closed to applicants on June 1, 2015; hires must be completed by July 15, 2015.

What happens to my positions posted in version 5.8 after September 9?
Beginning September 9, there will be a number of important differences between positions posted in versions 5.8 and 7.0:

- Active positions in version 5.8 will not be searchable on iastatejobs.com. Candidates will need to complete a separate login to search available job openings in version 5.8. Candidates can launch the 5.8 applicant website from iastatejobs.com
- Some quick links created in version 5.8 will no longer work. For example, reference letter URLs sent from version 5.8 will no longer be active. Hiring departments will need to work with UHR to update the links to the 5.8 website.
- If a posting created in version 5.8 has closed, and the hiring department wants to reopen the search, then the posting must be entered into version 7.0.

What if I wait until after September 9?
Beginning September 9, all new postings are required to be created in version 7.0. Notable details:

- Positions created and posted in version 7.0 will be displayed on the iastatejobs.com web page.
- Applicants will create a new user ID and password when applying for open positions.
- Employees managing postings will use their NETID to login and create or view posting information.

What is a turnaround time that I can expect for my position to get posted?
Positions will be prioritized in the following order: Requests for Hires, Requests for Interviews, and New Postings. In anticipation of the expected volume, departments can expect five to seven business days to turnaround a posting once it is received in UHR Recruitment's inbox. To expedite postings after September 9, UHR will enter pre-approved postings in the new system before the go live date.

What if I post openings both before and after September 9?
Positions can only be posted in one system at a time. Also, on September 9, postings created in version 5.8 that do not have any applicants will be transferred to version 7.0 by UHR staff.

Does it make a difference if I'm posting a faculty or P&S position?
P&S positions are generally filled more quickly than faculty positions, so the impact of navigating dual systems will be less. However, posting in PeopleAdmin 7.0 will allow users to take advantage of features in the new system, such as PD development and status updates.

Training available for system users
It is very important for anyone who will use the system on a regular basis to complete this training before the launch date. Training for faculty and staff is available through face-to-face sessions or online tutorials. Visit http://peopleadmin.hrs.iastate.edu for more information about PeopleAdmin training options.

For more information

For more information about the PeopleAdmin upgrade, contact Kristi Darr, 515-294-3753 or kdarr@iastate.edu. Questions specific to training should be forwarded to Magann Orth, 515-294-8643 or morth@iastate.edu. Please feel free to share this communication with others in your unit, as appropriate.

cc: Kevin Schalinske, President, Faculty Senate
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