

Important Posting Information for Hiring System Conversion

Postings in PeopleAdmin 5.8 (PA5.8)

- Throughout the conversion process, you will continue to login to PA5.8 using your PA5.8 username and password to manage postings and applicants.
- Active open postings in PA5.8 will not be viewable via search on iastatejobs.com beginning Tuesday, September 9. They will be located on a new web link listed on the iastatejobs.com homepage. Candidates will be required to launch a new website and login to the PA5.8 site to search available job openings from PA5.8.
- HR Liaisons should visit with the UHR Recruiter assigned to their unit to discuss any open pool positions.
- A separate web link for departments to process positions and postings in PA5.8 will be available on the UHR Website under Resources beginning Tuesday, September 9.
- All positions for fill (Faculty, P&S, and Merit) with the exception of Merit Seasonal, P&S Temporary, P&S Emergency, P&S Waivers, and Faculty Waivers will need to be routed using a PA7 Blueprint (Word Document) beginning August 18, 2014. PA7 Blueprints will be accepted through September 8, 2014. PD Blueprints should be submitted to uhrcc@iastate.edu. Faculty Posting Blueprints should be submitted to employment@iastate.edu. PA7 Blueprints will soon be available on the PA7 Project Website.
- Postings (that do not require a position description) that were created in PA5.8 before August 18 can continue to be routed assuming they reach UHR Recruitment by Wednesday, September 3.

Completing the Hiring Process in PA5.8 After PeopleAdmin 7 (PA7) Implementation

- Specific quick links from PA5.8 will not work beginning Tuesday, September 9. Any advertisement that uses a web link other than iastatejobs.com will not be valid. Departments will need to work with UHR Recruitment regarding how to update the links that were communicated to candidates.
- Reference letter URLs sent from PA5.8 will need to be updated on or after Tuesday, September 9 for them to function appropriately. A tool will be available to assist with the URL conversion process on the project website.
- New hires hired through PA5.8 will not be eligible for the ELOI or Onboarding process (only available to new hires completed in PA7).
- **IMPORTANT POSTING/SYSTEM CLOSE DATES**
 - Postings are not eligible to collect applications after May 31, 2015 in PA5.8.
 - All postings in PA5.8 will be closed on June 1, 2015.
 - All hires must be completed in the PA5.8 system by July 1, 2015.

Transition from 5.8 Postings to 7.0

- If on Tuesday, September 9, a posting does not have any applicants (in draft or otherwise) and it is scheduled to be open for more than 10 days, it will be moved to the PA7 system by UHR.
- If a posting in PA5.8 has closed and the department wants to reopen the search, the posting will be required to be entered into PA7. New applicants cannot be collected on PA5.8. A posting can be extended before the advertised web close date in PA5.8.
- Beginning August 18 – September 8, position descriptions received by UHR Class/Comp for fill that are approved using the new PA7 Blueprint Word document will be entered into the system by UHR Recruitment.
- Any faculty position that is in the routing process but not yet to UHR before September 9, will need to be entered into PA7 by a college or departmental user.
- Faculty positions (routed via a Blueprint) received by UHR Recruitment before Tuesday, September 9, will be entered by UHR Recruitment into PA7. All Blueprints for positions that do not require a position description (faculty & contract) should be sent to UHR Recruitment at employment@iastate.edu.

Postings in PA7 (September 9)

- All new postings as of Tuesday, September 9 are required to be entered into PA7 by college or department users.
- Employees managing postings will use their NETID to login to create/view positing information in PA7.
- Positions posted on Tuesday, September 9 or after will show on the main iastatejobs.com webpage. Applicants will create a new username and password when applying in PA7.
- Positions can only be posted in one system at a time.
- Positions hired through PA7 following the rollout of the Electronic Letter of Intent (November Go Live!) are required to use this process for routing the LOI and other hiring documents needed for approval.