

IOWA STATE UNIVERSITY

University Human Resources

PEOPLEADMIN UPDATE

February 20th, 3-4:30pm

Agenda

1. System Statistics and Update
2. Update from Classification and Compensation, Recruitment
3. The Road to PA5.8 Shutdown
4. Project Website Statistics
5. Upcoming Communications
6. Key Takeaways
7. Future Review

Site Stats: iastatejobs.com (Applicant Portal)

All slides reflect Sept 9th through Feb 10th

IOWA STATE UNIVERSITY

UNIVERSITY HUMAN RESOURCES

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 LIVABILITY[®]
TOP 10 **2014**
College Towns



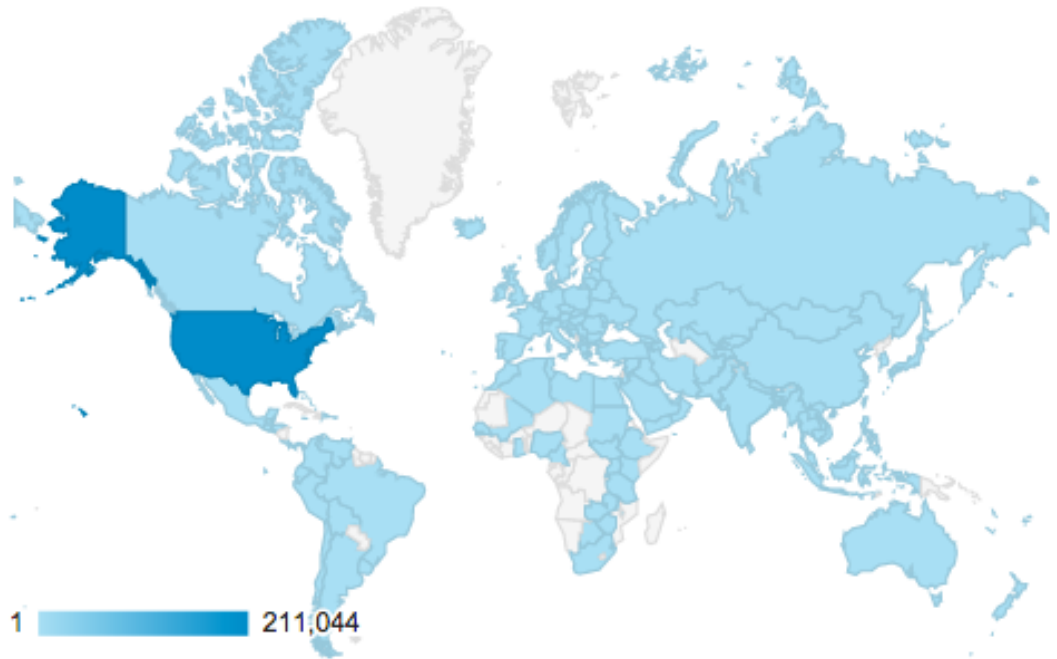


Join the most
**ADVENTUROUS
OF MINDS.**

AUDIENCE/APPLICANT INFORMATION

Users by Location

Country	Percentage
United States	95.45%
Canada	.82%
India	.52%
United Kingdom	.30%
Germany	.21%
Philippines	.19%
Australia	.18%
Spain	.10%
France	.09%
Brazil	.09%



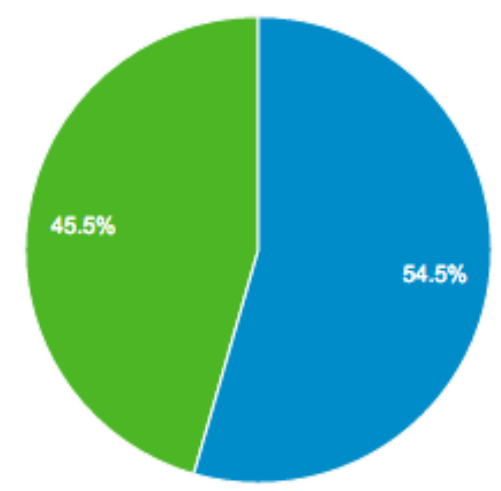
Sessions by Browser

Browser	Sessions
Chrome	80,575
Internet Explorer	47,972
Firefox	43,510
Safari	42,256
Android Browser	2,992
Safari (in-app)	2,638

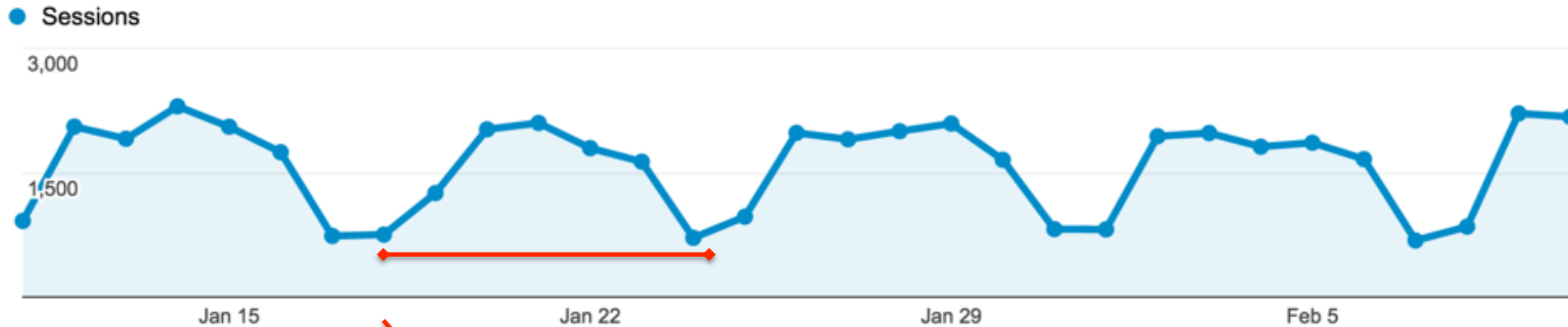


New Vs Returning Users

<input type="checkbox"/>	User Type	Sessions	Sessions	Contribution to total: Sessions
		221,109 % of Total: 100.00% (221,111)	221,109 % of Total: 100.00% (221,111)	
<input type="checkbox"/>	1. ■ Returning Visitor	120,426	54.46%	
<input type="checkbox"/>	2. ■ New Visitor	100,683	45.54%	



Sessions by Day



Day	# of Sessions
Monday	1,253
Tuesday	2,023
Wednesday	2,099
Thursday	1,796
Friday	1,632
Saturday	714
Sunday	969



It's more than a career.
IT'S AN ADVENTURE.

AUDIENCE BEHAVIORS

Site Behavior

Pageviews

1,268,455



Unique Pageviews















900,238



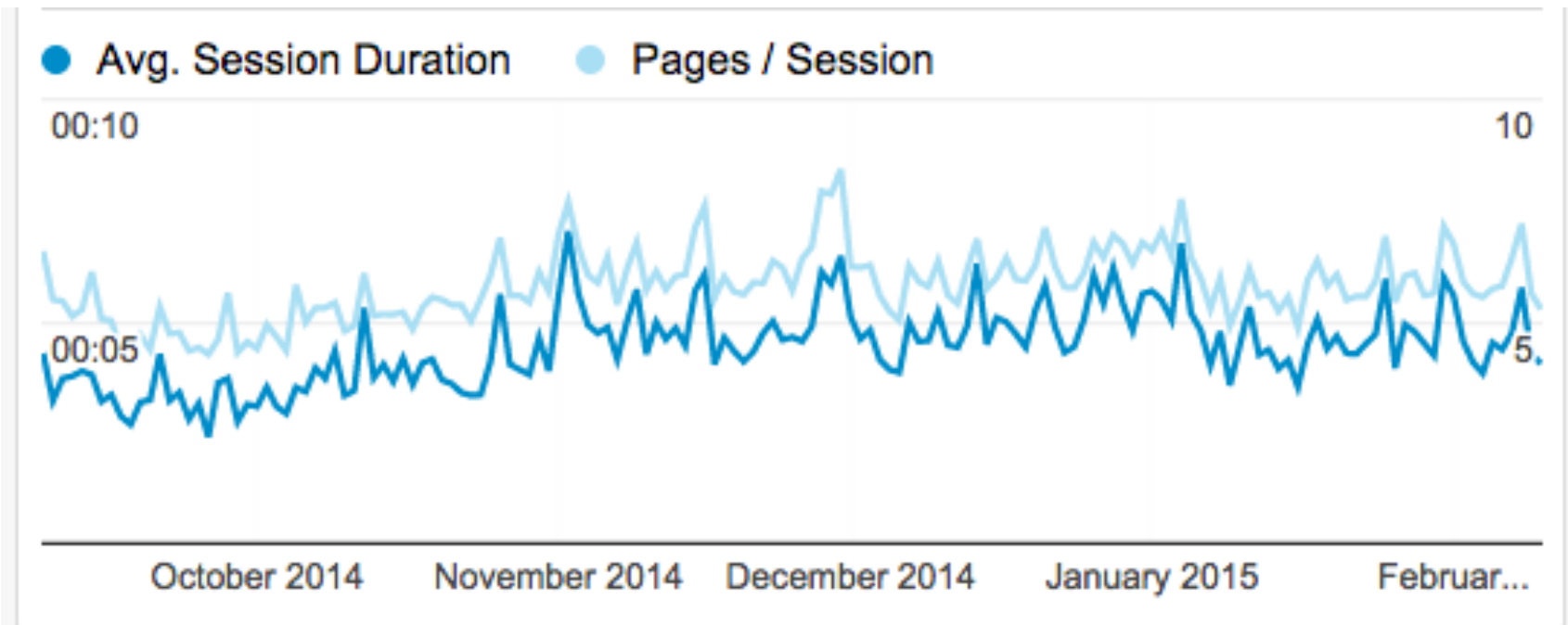
Avg. Time on Page

00:00:55



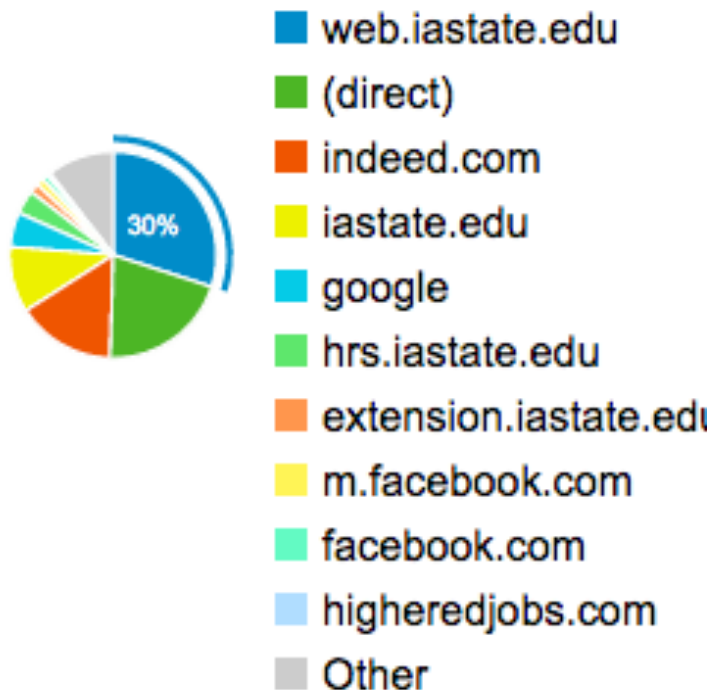
	Page		Pageviews	% Pageviews
1.	/postings/search		177,052	 13.96%
2.	/		172,411	 13.59%
3.	/login		32,264	 2.54%
4.	/postings/search?page=2		30,269	 2.39%
5.	/postings/search?utf8=✓ &query=&query_v0_posted_at_date=&435=&919=2&query_or_ganizational_tier_3_id=any&225=&920=&921=&commit=Search		29,274	 2.31%
6.	/job_applications		24,008	 1.89%
7.	/session/new		22,514	 1.77%

Avg. Session Duration and Pages/Session

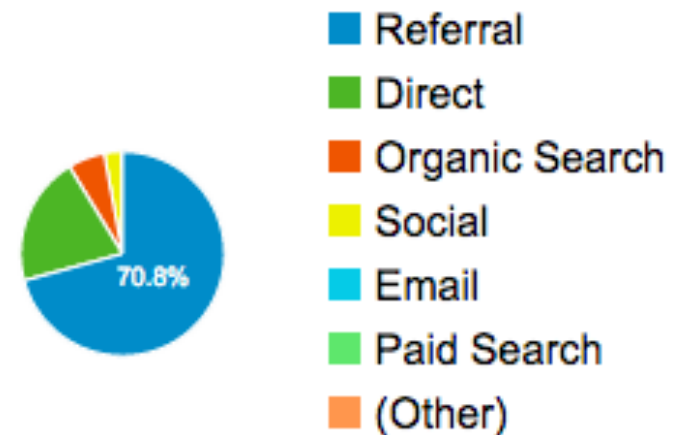


User Origin by Source

Top Sources



Top Channels



PeopleAdmin 7 Update:

SYSTEM

Completed Changes

Applicant Experience

- On faculty/other postings, moved classification section to the end of the posting so as to not cause confusion between Working Title and classification of the title from which the posting was created.
- Changed "degree earned" from dropdown to text field on all applications.
- Added "Area of Study/Major" to merit application.
- Made Reference Letter feature more user-friendly by adding instructional text on application screen

Routing

- We have worked with individuals in departments to make sure they have the right people in the correct user groups in order to process transactions
- Edits to system generated emails i.e. adding the first and last name of the applicant to the email, adding the Posting Number

Applicant Rating

- Added reason to Interviewed, Not Hired – quality of professional references
- Added transitions to provide clarification on status and routing
- See applicant rating once the status is moved from “Rate Applicant” in the Applicant List report

Hiring Proposal

- Removed budget/funding information from the hiring proposal
- Enhanced the “signage” on the posting to make the fact that the budget information was required. Red text (no asterisk possible because it’s a builder)
- UHR UNABLE to edit Hiring Proposal when moved to “HR Finalize Hire” (*make sure information is correct!*)

Postings

- Added guest user feature to Merit Temporary and P&S Temp/Emergency Postings

ISU Requested Changes of PA

(escalated to developers, no timetable available)

- ❑ Ability to **Opt out** of all email notifications
- ❑ **Pull reports** by department/college/unit/division
- ❑ Route **user group requests** to System Admin
- ❑ Fix **supplemental questions** in the PD

PeopleAdmin 7 Update:

CLASSIFICATION & COMPENSATION

Key Takeaways

Hiring Manager

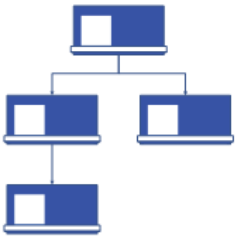
Now can route to a specific person when routing to a Hiring Manager

Find vacant PDs by inserting information/name into “Previous Incumbent” field

Cloning is working, new tool available



Make sure your org charts include all necessary information



Noteworthy Resources

Advertising in a Series

- What are the benefits of a series?**
- What is considered a series?**
- What is the process?**
- How long does it take?**

Writing a PD – Online Tool



Writing a Position Description Job Aid

Writing a PD – Training Session

💡 Training Sessions

Learn the new PeopleAdmin system in a friendly classroom environment with a training specialist and subject matter experts.

[Sign Up for UHR PeopleAdmin Training](#)

Cloning a PD

- What are the benefits of cloning a PD?**
- When should a PD be cloned?.....**
- How is a PD cloned?**
- What are additional considerations before routing?**

PeopleAdmin 7 Update:

RECRUITMENT

Key Takeaways



Use **searches** to find what you are looking for

For Faculty/Other: Must fill out 3 sections if using **automatic references**

3



Refresh after **moving applicants** in bulk

Must put all candidates in a final status



Each applicant **automatically** gets an email when the posting is filled

Noteworthy Resources

Initiating/Completing a Hiring Proposal

- Step 1: Select a Candidate for Hire
- Step 2: Initiate the Hiring Proposal.....
- Step 3: Complete Required Fields.....
- Step 4: Route the Hiring Proposal for Approval
- Step 5: Update other Applicants

Saving a Search

The screenshot shows a search interface with the following elements:

- Search:** A text input field followed by a "Search" button and a "Hide search options" link.
- Add Column:** A dropdown menu currently showing "Add Column".
- Department:** A list box containing "AESHM-10100", "Accounting-08100", "Admissions-14020", and "Aerospace Eng-02100".
- Posting Status:** A list box containing "Draft", "Posting Admin", "Dept Chair/Director", and "Dean/AVP".
- Posting Number:** A text input field.

Managing Applicants

Applicant Status Options				
Action Label	Email Action	Updated Owner	What the Applicant will See	Available Reason Codes
<i>* Denotes the applicant sees "No Longer Under Consideration" on the applicant portal. An email notification is sent at the time the posting is filled/closed.</i>				
Application Withdrawn	N/A	Applicant	"No longer under consideration" (Final Status)	N/A
Does not Meet Required Education and Experience	Email to Applicant, when filled	Posting Admin	"No longer under consideration" (Final Status)	<ul style="list-style-type: none"> Does not meet education requirement Does not meet experience requirement Does not meet license/certification requirement
Does not Meet Required Qualifications - Merit only	Email to Applicant, when filled	Posting Admin	"No longer under consideration" (Final Status)	<ul style="list-style-type: none"> Does not possess required knowledge, skill or ability Does not meet required experience or education/training Does not meet license/certification requirement

Rating/Routing Applicants

July 1st, 2015

It's time to start preparing

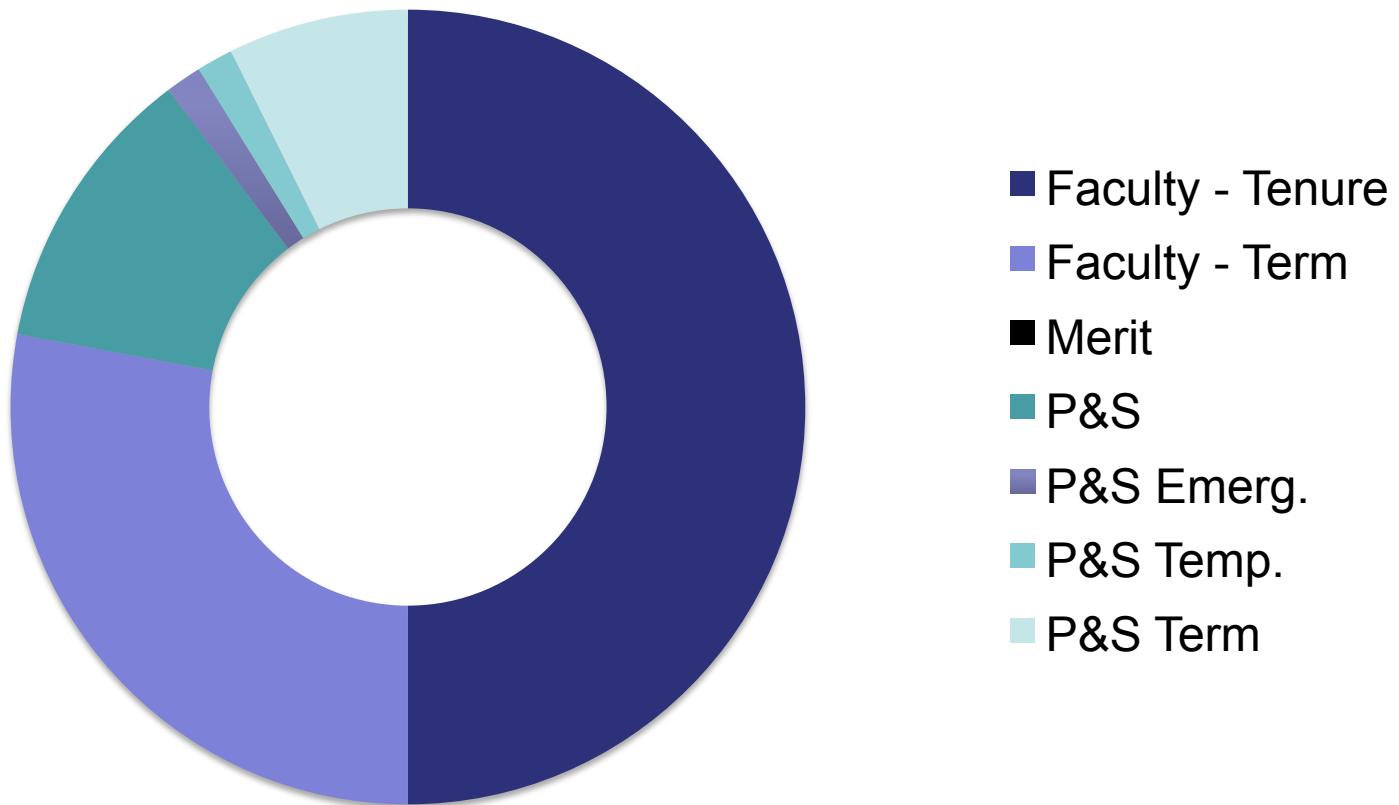
**THE ROAD TO PA5.8
SHUTDOWN**

PA5.8 Shutdown (Date Reminders)

- Feb 20, 2014 – Shutdown kickoff!
- May 31, 2015- Last day for applicants to apply (no extensions possible)
- June 1, 2015- All postings closed
- July 1, 2015- All hires must be completed in the PA5.8 system

PeopleAdmin 5.8 – Shutdown

68 Total Postings to Finalize in **42** departments



Data as of 2/16

PeopleAdmin 5.8 – Shutdown

Status	Estimated steps to Finalize Posting	Amount
Confirm Hire Acceptance & Send to EOD/HRS (Closed)	1	6
Hire Approved by Provost (Closed)	2	12
Hire Approved by Provost (Posted)	2	1
Approved Hire to Provost by EOD (Closed)	3	1
Approved Hire to Provost by EOD (Posted)	3	0
Hire Selection Approved and Sent to EOD /HRS (Closed)	3	0
Hire Selection Approved and Sent to Next Reviewer (Closed)	5	3
Interview Approved by EOD/HRS (Closed)	5	14
Interview Approved by EOD/HRS (Posted)	5	6
Hire Approved by EOD/HRS (Closed)	5	11
Hire Approved by EOD/HRS (Posted)	5	2

Data as of 2/16

PeopleAdmin 5.8 – Shutdown

Status	Estimated steps to Finalize Posting	Amount
Interview Selection Approved and Sent to Next Reviewer (Closed)	6	1
Interview Selection Approved and Sent to Next Reviewer (Posted)	6	0
Interview Returned by EOD/HRS (Closed)	7	2
Interview Selection Approved and Sent to Next Reviewer (Posted)	7	0
Web Closed	8	6
Hire Returned by EOD/HRS (Closed)	9	1

Data as of 2/16

The Road to PA 5.8 Shutdown

Initial email with listed vacancies that need to be finalized

Monthly reminder with remaining vacancies

Final Email, confirming vacancies are finalized

Available Support

- ✓ Meetings
- ✓ Transition plans
- ✓ Let us know!!

**PA5.8
Shutdown
7/1/15**

PEOPLEADMIN 7 PROJECT STATISTICS

Site Stats: peopleadmin.hrs.iastate.edu

All slides reflect Sept 9th through Feb 10th

The screenshot shows the Iowa State University PeopleAdmin website. The header is red with the university name and a search bar. The main content area features a navigation sidebar on the left, a central news article, and a right-hand sidebar with sign-in options and a 'Did You Know?' section.

IOWA STATE UNIVERSITY Search

PeopleAdmin New Position, Recruiting, and Hiring Tools

Home ▾

- News
- Timeline
- Groups & Contacts
- Contributors

Position Descriptions / Classification / Compensation Tools & Resources >

Applicant Tracking System / Recruitment Tools & Resources >

Electronic Letters of Intent Tools & Resources >

Onboarding Tools & Resources >

Contributors >

New Position, Recruiting, and Hiring Tools: PeopleAdmin & AccessPlus

In October 2012, **University Human Resources** at Iowa State University embarked on a project to develop new tools for developing and managing position descriptions, recruiting/applicant tracking, electronic Letters of Intent (LOIs), and a new hire onboarding platform. PeopleAdmin 7 (PA7) went live on September 9, 2014.

News

December 15, 2014 **Electronic Letter of Intent (eLOI) Memo**

December 15, 2014 **eLOI Temporarily Suspended (effective 12/15/14)**

We are committed to providing a quality product that streamlines the LOI process. We will be making changes to the system in the coming weeks, with plans to re-launch eLOI as soon as is possible after the start of the calendar year. Until the system is re-launched, any hiring proposals should continue to be processed as usual through PA7 and paper LOIs should be initiated.

PeopleAdmin Sign-Ins

- ISU Classification and Hiring System (PeopleAdmin 7)
- ISU Classification and Hiring System (PeopleAdmin 5.8)
- ISU Applicant Portal

Did You Know?

DID YOU KNOW

Top Downloads Since Go Live

Hits	Downloads
6377	Position Management Manual
5569	Recruitment Procedures Manual
2080	Understanding PeopleAdmin7 Routing and Workflows
336	Rating and Routing Applicants
223	Writing a Position Description
220	Viewing Your Position Description
177	Routing and Names Example
111	Understanding Your Profile Information
105	Modify PD Blueprint
81	Hiring Process Responsibilities Based on Roles
79	Reviewing Applicant Materials
70	Updating a Quick Reference Letter Link
65	Initiating a Hiring Proposal
56	Completing a Hiring Proposal

Visit Frequency Since Go Live

Month	Unique visitors	# of visits	Pages	Hits
Oct-14	160	293	764	2,865
Nov-14	455	1,092	2,771	9,656
Dec-14	413	1,042	2,862	9,365
Jan-15	480	1,108	2,976	10,560
Feb-15	188	370	912	2,933
Total	1696	3905	10285	35,379

UPCOMING COMMUNICATIONS

Upcoming Communications

Targeted Audience	Email Topics
Employees	<ul style="list-style-type: none">• Upgrade occurred• View your PD
Hiring Managers	<ul style="list-style-type: none">• What can you see?• What can you do?• Role/Responsibility• Training & Resources
Posting Admin	<ul style="list-style-type: none">• Reminders about postings and managing applicants
HR Liaisons, Administrators	<ul style="list-style-type: none">• 5.8 is shutting down on July 1st, 2015• All vacancies must be finalized
All users above Hiring Manager	<ul style="list-style-type: none">• Quizzes to test knowledge and help users self-identify areas of training needs• PA5.8 Shutdown announcement
All	<ul style="list-style-type: none">• Feedback survey regarding PA7 project strategies and communications

Open Sessions for Users

- ◆ Provide open sessions for PA7 user groups (above Employee) that threads together systems, teams, and users.
- ◆ Goals:
 - Provide a platform for users to share questions and create best practices
 - Understand how the system is being used at various levels
 - Enhance user experience through support

Method	Description	Length	Frequency
Large Group Meetings	This will be an open forum of topics brought by the Subject Matter Experts or user-provided questions/scenarios.	1.5 hour	Monthly
Small Group Meetings	Topics during these meetings will be directly relevant with user provided scenarios or issues. As a group, collaborative solutions will be created.	1 hour	As requested.

KEY TAKEAWAYS OVERALL

Key Takeaways

- ✓ Place all candidates in a final status
 - Impact time-to-fill stats
 - No email reminders being sent
 - Will result in more “cleanup work”
 - Outlined in Roles/Responsibilities

- ✓ Data Matters
 - Please help reiterate with users:
 - Salary field and start date need to be correct when “Final Verbal Offer Details” and “Confirmed Hire”
 - SSN or UID need to be entered when confirming the hire
 - See Understanding the Unique Identifier Tool

Further Review

- ❑ **Lessons Learned:** Provide UHR feedback on various areas of the project:
 - UHR Recruitment and Class/Comp
 - Team Leads (Project Leaders, IT)
 - HR Liaisons

- ❑ **Analysis of Communications Survey**
 - Results and Analysis shared at future meeting
 - Hope to make improvements for continued project support
 - Learn for future implementations

Question:

Given the plans that are outlined here, what other ways can **we support you** as an HRL or users within your units?

UHR Next Steps

- Continue working on PA 5.8 Shutdown
- Implement Communication Plan for PA7
- Continue working with PA developers on system fixes
- Continue support for users
 - Learning with Lisa
 - User Group sessions
 - Updating of PA7 tools

Liaison Next Steps

- Continue:
 - actively managing 5.8 postings for shutdown
 - attending Learning with Lisa
- Complete:
 - Communication Survey
 - Lessons Learned – **Due March 6th**
- Be prepared for process updates as ELOI nears rollout
- Help ensure accuracy of HPs
 - User Group Assignments
 - Salary
 - Start Date

IOWA STATE UNIVERSITY

University Human Resources

Thank You!

Email kdarr@iastate.edu with questions