

**Interoffice Communication**

**Date:** December 15, 2014

**To:** Administrative Officers

 Human Resource Liaisons

**From:** Julie Nuter

 Associate Vice President, University Human Resources

 Jonathan Wickert

 Senior Vice President and Provost

**Subject:** Electronic Letter of Intent

As you may know, Iowa State recently launched an electronic letter of intent (eLOI) for P&S and Faculty positions hired in PeopleAdmin 7.

Initial feedback and analysis has confirmed that the eLOI is not yet functioning to the university’s high standards. While the system has met its goals of expediting the offer process, and standardizing the routing and accuracy of LOIs, it is not yet fully automated and has not met our expectations for improving the candidate experience.

**Because improving the candidate experience is ultimately the most important goal of the eLOI system, we have made a decision to take the project offline and address these issues.**

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.

Questions regarding this issue may be directed to Brenda Behling, ELOI Team Lead, 4-8236 or bkbehli@iastate.edu, or Kristi Darr, PA7 Project Manager, 4-3753 or kdarr@iastate.edu. Information and training resources about the entire PA7 project are available at [peopleadmin.hrs.iastate.edu](http://peopleadmin.hrs.iastate.edu/).

Please feel free to share this communication with others in your unit, as appropriate.