

## PeopleAdmin News and Updates - June, 2006

Please feel free to contact HR/EO at [employ@ku.edu](mailto:employ@ku.edu) or 864-7417 with any questions about the information provided below.

Access all PeopleAdmin News and Updates by logging onto your Hiring Manager account and clicking on the link located on the lower left of the screen.

**Position Overlay.** We have been working with PeopleAdmin to get the position overlay from HRSA to PeopleAdmin to work appropriately. This function of interaction between HRSA and PeopleAdmin is now working properly, so it is imperative that you wait overnight after your position description has been approved before you start on your requisition. This overnight wait will allow the interaction between systems to occur. Please contact us if you have any questions about this process.

**Quick Links.** Recently PeopleAdmin has added a quick link feature which can be used to direct applicants to a specific opening without needing to search the applicant site. This feature is particularly helpful when emailing applicants or posting to electronic list serves. Some departments have also used it to post openings to their home pages. The quick link is listed on the job requisition and needs to have "https://" precede it in order to work.

We encourage departments to continue using the shorter URL (<https://jobs.ku.edu>) in print ads due to the number of characters in the quick link. To help applicants locate a specific job, reference the position number as discussed under number 4 below.

**Recruitment Types.** Selection of the appropriate recruitment type can be confusing. We have added a link to a document which defines each type and the reasonable recruitment area. Look for the link when completing this portion of the requisition.

In determining the reasonable recruitment area for a search, the ultimate goal is to assure that the position is publicized widely enough to attract a pool of applicants that mirrors the available workforce for a particular position. Some factors to consider are salary, temporary or regular, full-time or part-time, and level of the position.

**Search by Position Number.** A new search criteria has been added to the applicant site to allow a user to search by the 8 digit position number. Be sure to list all of the zeroes when using this search criteria in your advertisements. (i.e. Search by position number 00001234)

**Search Waiver Requests.** [Remember, search waivers are an exception and are to be used very sparingly.](#) Sometimes hiring managers choose to attach the justification for a search waiver as a separate document. While this can provide helpful details, it is also necessary to type at least a summary of the justification into the provided "**Justification for search waiver**" text box. The information in this box is needed for reporting purposes.

Likewise, when selecting a SWR category of OTHER, hiring managers are asked to supply a reason for selecting this category in the text box labeled "**If you entered Other above, indicate the other reason.**" The information in this box is also used for reporting purposes. Please type the reason in this box even when attaching a separate document.