

PeopleAdmin News and Updates - November, 2007

Please contact HR/EO at employ@ku.edu or 864-3686 if you have 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.

1. PeopleAdmin now supports uploading of Office 2007 documents. The following file types can now be uploaded into the system.

Applicant Document Types

Text Documents (.txt)
Rich Text Documents (.rtf)
Microsoft Word Documents (.doc and .docx)
PDF documents (.pdf)

Internal User Document Types

All Document Types Listed Above *plus*:
Microsoft PowerPoint Documents (.ppt and .pptx)
Microsoft Excel Documents (.xls and .xlsx)
Microsoft Visio Documents (.vsd and .vsdx)
Image Files (.jpeg, .jpg)

2. This winter PeopleAdmin will make configuration changes to provide additional improvements in document processing. In order to implement this change, PeopleAdmin will require [Apple PDF Viewer](#) or [Adobe Acrobat/Reader Version 6.01 or greater](#) to view site documents. Adobe Acrobat/Reader Version 6.01 has been widely available since April 2003, and newer versions are freely available for download from the Adobe website. We will notify you when this change has been finalized and available for use.
3. A Lecturer/Instructor Application Form is now available in PeopleAdmin. This new, shortened version asks for pertinent information and Hiring Managers may require attachments of applicable documents. HR/EO staff will contact Hiring Managers about placing their paper lecturer/instructor search pools on line. The new form may also be used when conducting a regular search for lecturers and instructors.
4. Hiring Managers who have designated user types of **Department Reviewer** and **Special Reviewer** can now search for postings by the last name of the search committee chair. The added search criteria help to manage large numbers of postings.
5. Unfortunately, there are numerous unresolved staff and student postings in the system. They make the management of multiple postings more difficult, especially for our Department Reviewers and Special Reviewers. They also cause problems in data collection and reporting. Please review your active postings to identify those that have been filled, failed or have been cancelled and change the posting statuses to reflect as such. Remember to dispense all applicants first. Doing this will move the postings to historical and will shorten your active list. We will be happy to provide assistance upon request. (*Note – sorting the active list can help you manage it. Simply click at the top of the job category column to sort in ascending or descending order.)
6. Several of our Department Reviewers and Special Reviewers have asked us to remind Hiring Managers to complete or submit lingering position descriptions. They add unnecessarily to the large volume of position descriptions they must search through. This is especially true for student positions.
7. There have been several changes made to the faculty and academic staff recruitment forms used outside the PeopleAdmin system. They are available for download from the HR/EO web site http://www.hreo.ku.edu/documents/category_details/29. (This link is found under Documents and Forms/ under the category labeled "Recruitment & Search Process.")

The following is a list of questions submitted by Recruitment Coordinators and Hiring Managers.

- Q.** Can we use PeopleAdmin for academic positions?
- A.** Currently we are not able to. However, if we move to making PeopleAdmin available on a voluntary basis for faculty recruitments, we will be able to. We hope to soon pilot faculty applications in PeopleAdmin. We will keep you updated as to the pilot project and possibilities for extension of the pilot program.
- Q.** Can departments obtain access to searches done by Hiring Managers who used to work there? The reason for the question is that if a Hiring Manager leaves, the new Hiring Manager cannot access the old searches done by the previous Hiring Manager.
- A.** We recommend that you select at least two Hiring Manager names on your requisitions so if one leaves, you still have access to the previous searches. If you are a Hiring Manager and transfer to another unit on campus or resign, please let us know so we can adjust your access. If you cannot access previous search requisitions from your department because you did not have two names selected on the requisition, or because both have left, please contact Terri at 864-3686 for assistance.
- Q.** Can automated e-mail messages be generated by the PeopleAdmin system when HR/EO receives position description requests and also when they have been approved?
- A.** That functionality is not currently available. However, we are investigating the purchase of the position description module from PeopleAdmin. If we are able to purchase that module, this functionality is available. We will let you know if we will be able to do this.
- Q.** Can the PeopleAdmin system send a notice and prevent hiring managers from proceeding if they have NOT completed the Verbal Offer tab for unclassified professional staff positions?
- A.** There is no stop built into the system currently. Originally the system work flow was configured in this manner to make the process more flexible. We are working with PeopleAdmin to add reminder language regarding completion of the verbal offer tab. It will appear when selecting the applicant status of "recommend for verbal offer".
- Q.** What do Hiring Managers have the most difficulty with when using the PeopleAdmin system?
- A.** Remembering to change the requisition posting status and not just the applicant status. The requisition posting status must also be changed in order for it to be returned to us.

In addition, we wanted to provide answers to other questions that Recruitment Coordinators have raised even though they are not specifically related to PeopleAdmin. Those questions and answers follow.

- Q.** Where can we find a task list outlining the search process for staff?
- A.** The task list for staff searches can be found in the *Recruitment Guidelines for Unclassified Professional and University Support Staff*. (See page 7. It is called an overview.)
<http://www.hreo.ku.edu/files/documents/UnclassUSSGuidelinesCover.pdf>

*Note – There is one for faculty too. <http://www.hreo.ku.edu/files/documents/OverviewFaculty.pdf>

- Q.** How can we arrange for position description writing training? Is it possible to get a set of guidelines for writing position descriptions?
- A.** Please call 864-3686 and talk with Sarah or Allen to arrange for this.
- Q.** Can HR/EO offer more EO search training sessions in the summer?
- A.** Yes. We doubled our sessions for the summer. Just let us know if you need training and do not see any that will work for you. We also will come to your department and train if you have several folks who need to have search training.
- Q.** Can non-students be hired as temporaries?
- A.** Yes. In addition, remember GRAs are temporaries.
- Q.** If we want to simply require a degree, period, why can't we do that?
- A.** To pass Department of Labor (DOL) muster, we need to know what about a degree makes the applicant more suited for the duties of the job you are listing. The requirements must fit the duties. The compromise we have offered is to let you require a degree (in any field) AND a certain number of years of experience in the field the job is being advertised in. Recruitment Coordinators in HR/EO will work with you to make this work for you and for DOL.
- Q.** When we use pools for a search – like for post docs or lecturers – don't we really need to do more of a search than we are doing?
- A.** The pool is only supposed to short circuit the time involved for re-advertising. You should review applications and tell us for each member of the pool who was qualified or not and why and who was interviewed or not and why. Please remember this is still a search.

Thanks for letting us know your questions. If you have some you would like to see included in the next PeopleAdmin News and Update please let Gwen Jansen know at gjansen@ku.edu.