

PeopleAdmin News and Updates - December 16, 2004

Please feel free to contact HR/EO at 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.

Department Name:

Hiring Managers now select the official department name from a drop down list when creating position descriptions and requisitions. These official names match those in the budget. Sub unit department names may be keyed into the "Unit" field. Applicants may view the unit information when reviewing the posting, however, the official department names are displayed in the search criteria and list of postings. ***Thus, it is important to ensure that advertisements list the official department name so that applicants can find the posting.***

Hiring Manager User Guide:

A current Hiring Manager User Guide is now available for download from both the PeopleAdmin Hiring Manager's web site and the HR/EO web site (<http://www.hreo.ku.edu/peopleadmin/index.shtml>). To download from the PeopleAdmin web site, log on and click on the link located at the top of the page. We will soon begin the work of placing hyperlinks throughout the document to help hiring managers quickly locate key items.

Training:

Hiring Manager training sessions will be provided monthly. Refresher courses will be offered twice each year. See http://www.hreo.ku.edu/peopleadmin/hiring_manager_tr.shtml to register or view the schedule.

Viewing Inactive Applications:

Hiring Managers now have the ability to view inactive applicants. They are applicants who have withdrawn, have not completed their application or have been screened out by the system based on your disqualifying questions. To view them, select the box next to "inactive applicants" and click on "REFRESH." Scroll below the active applicants to view the inactive applicants.

Save Application Functionality:

Applicants now have the ability to save their application at the completion of each page. The buttons at the bottom of each page will read <<SAVE AND RETURN TO PREVIOUS PAGE>>, <<SAVE AND CONTINUE TO NEXT PAGE>>, <<SAVE AND STAY ON THIS PAGE>> and <<EXIT>>. If applicants choose the << EXIT>> button, they will have the option to save the changes that were made to their application.