PeopleAdmin SelectSuite Training

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PeopleAdmin SelectSuite - Introduction

- PeopleAdmin has been our university's online applicant tracking system since 2009.

- SelectSuite implementation started in February 2017 and was completed by September 2017.
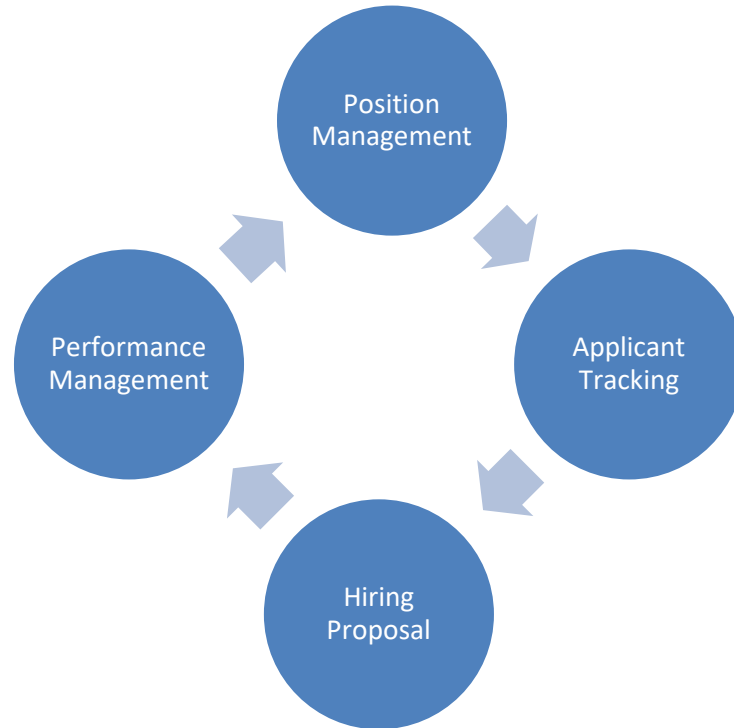
PeopleAdmin SelectSuite- How to Access

- Single Sign On
- Login to your OneCampus Portal
- Recommended browsers are Firefox or Chrome

Radford University Talent Management Cycle

SelectSuite Features

- Can use back button anywhere
- Have multi-tabs/unique page URLs
- Inbox/Watch List
- Saved searches customized by all
- General form navigation (fields not required until end)
- Switch user group on any page you want
- An action can be returned to the previous level
- Organized by position types
- Automated reference letters
- Search Committee feature
- Applicant reviewer feature
- Guest Users
- Saved searches
- Report Builder
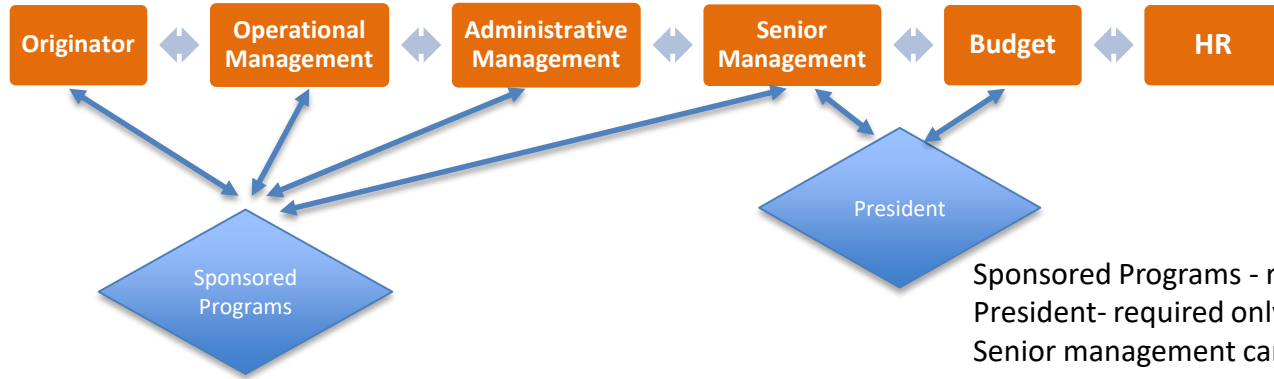- Analytics
- Mobile Friendly

PeopleAdmin SelectSuite- Applicant Portal

- Can create application specific to each job

- Can update contact information and all applications immediately update

- Can reset password on their own

- Apply with Vitae, LinkedIn

- Resume parsing

- Mobile Friendly

PeopleAdmin SelectSuite- Approval Workflow(Top-Down approach)


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Originator  ⟷  Operational Management  ⟷  Administrative Management  ⟷  Senior Management  ⟷  Budget  ⟷  HR
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Sponsored Programs

President

Sponsored Programs - required only for grant funded positions
President- required only to review actions for direct reports
Senior management can return an action to any previous user group
HR can return an action to any user group
An action can be cancelled at any step during workflow

Department of Human Resources

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PeopleAdmin SelectSuite- User Groups Defined

- Originator - Supervisor or Manager
- Operational Management - Chair or Director (includes Assoc./Assistant) or any direct report to Administrative Management.
- Administrative Management - AVP or Dean or any direct report to Senior Management.
- Senior Management - VP or Provost or any direct report to the President.
- Note:- Administrative and Executive Assistants can initiate and/or approve actions using the User Group of his/her supervisor if acting on their behalf.

PeopleAdmin SelectSuite- Modules

- Position Management

- Applicant Tracking

PeopleAdmin SelectSuite- Position Management

- New positions will be integrated to SelectSuite, once they are approved and entered into Banner

- Current positions will be available in SelectSuite

- Allows users to manage and modify position descriptions

- Users can perform a modify action on a position for review for change in duties, request to advertise, pay change, budget change and supervisor change

- Users must select the correct position type to start an action

PeopleAdmin SelectSuite- Applicant Tracking

- Postings (HR creates postings for departments for all position types except adjuncts)

  - Applicants

- Hiring Proposal

- Introduction of two new user groups for applicant tracking

  - Applicant Reviewer

  - Search Committee Member

- Screening tools such as supplemental questions and evaluative criteria assist in applicant review

- Automated reference letters

PeopleAdmin SelectSuite- Highlights of the system

- Integration with Banner

    - New positions approved by HR and Budget will be integrated from Banner to PeopleAdmin. Departments no longer need to create positions in the system.

    - Allows more transparency and better communication with departments by having funding information within every position

- Approval workflow is configured based on the organization hierarchy

- Streamlined hiring process for adjuncts through generic templates

PeopleAdmin SelectSuite- Inbox & Watch List

- Your Inbox is where you will see all transactions that are awaiting your approval
- The Inbox has different "mailboxes". Make sure you select the appropriate tab to view the transaction that you want to take action on.
- Items on your Watch List are things you have designated you would like to keep an eye on as they move through the approval process.
- The Watch List has different "mailboxes". Make sure you are selecting the appropriate tab to view your action.

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PeopleAdmin SelectSuite- Real Time Reports

- Reports can be created using "saved searches"

- HR will set up basic searches

- Users can set up individual searches for those he/she has access to view

- Can add/change fields to report

- Can export results to Excel

PeopleAdmin SelectSuite- Email Notification

- Approver will receive an email when he/she has an action to approve

- Initiator will receive an email notification when an action is completed

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PeopleAdmin SelectSuite- Things to remember

- An employee can have multiple user groups. He/she must select the user group for the role he/she needs to take action on.
- Session time out is 60 min. So, save your work all the time.
- Comments should be added where necessary and should be related to the PeopleAdmin action, as they become part of the history.

PeopleAdmin SelectSuite

Thank you!

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