Overview & Purpose

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<th>Phase 1: Recruitment &amp; Applicant Tracking</th>
<th>Phase 2: New Hire Onboarding</th>
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<td>• Support search committees in a transparent and efficient manner</td>
<td>• Develop portfolio of common onboarding tasks</td>
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<td>• Improve the applicant experience from submittal to disposition</td>
<td>• Support new hires in completing HR forms easily and efficiently</td>
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<td>• Provide applicant status throughout search process</td>
<td>• Introduce the Mines culture and provide avenues for involvement</td>
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<td>• Facilitate impactful reporting</td>
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Cultural Changes for Recruitment Forms and Emails

- PDs, RAFs and job offers are created, maintained and approved within the system. Only 1 PD form now.
- Initial HRS form for a new hire is replaced by data captured in the system.
- Onboarding for all new hires can occur in the system (see onboarding definition below).
- CWID and I-9 verification are no longer connected; CWID issued before in-person arrival on campus (provisioning).
- Applicants receive application status emails automatically (Search Chairs no longer create applicant emails).
- There is no Interview Authorization form stop point anymore.

Cultural Changes for Recruitment Process

- **Searches**: facilitated by hiring managers (see new definition below) who own the process from start to finish.
- **Hiring Managers**: department assistants/designees who know all details of the entire process at any time and can keep departments, colleges and committees informed; provides process transparency and eliminates paper forms.
- **Search committee review process**: completely within PageUp; still involves a Pass/Fail (if desired) & full committee review.
- **Hiring events**: search chair works with the hiring manager to initiate the telephone & campus interviews within the system.
- **HR role**: human resources (HR) supports/advises as needed once a job is advertised; continues issuing salary recommendations prior to offers (classified/admin/research support).

Advantages

- **Search process**: fully documented in PageUp system (i.e. forms, approvals, interviews, criteria, offers); homepage (below) provides a quick view of jobs in their various states (committee, interviewing, offers).
- **Applicant**: streamlines & enhances applicant experience; one place to monitor applications, book events & receive offer.
- **Onboarding**: ensures hiring and other documents are completed in a timely & compliant manner; introduces Mines culture.
- **Reporting**: provides hiring information for departments, colleges or VP areas.
- **Pacing**: departments have autonomy throughout the process; talent pools can also be developed.
- **Bulk processing**: the status of applicants can be changed in bulk and emails to applicants can be sent in bulk.

Learning Curve

- Learning the system especially for infrequent users. Thus, HR will provide documentation, training and consults to help the hiring managers (department assistants) who will become expert users in the system.
- Getting a sufficient library of position descriptions into the system at launch. This will require time and streamlining. Both HR and departments will need to collaborate and facilitate.
- Understanding new terminology and the look and feel of the PD, RAF (for vacancies and promotions) and HRS forms as they now exist in PageUp.
- Position numbers must exist in Banner before PageUp is aware of them. So for new positions, an RAF (or hopefully a redesigned RAF) will need to be completed for the Budget Office.
Definitions used in PageUp

**Hiring Manager** – the facilitator of the search process within the PageUp system (most cases this will be department assistant). This is a different definition than currently used on campus where the hiring manager is the person who decides who gets hired.

**Provisioning** – actions completed by campus staff that help the employee be ready for work (CWID, email, blaster card, phone)

**Onboarding** – actions completed by the new employee (e.g. W-2, emergency contact form, benefits enrollment)

**Approval Process** – the series of electronic 'signatures' used to accept PDs, RAFs and HRS forms (dependent on type of employee and campus department)

**PD** – called Position Description in PageUp

**RAF** – called job card or job requisition in PageUp (starts the search and hiring process)

**HRS** – called offer card in PageUp

**Offer** – called offer card or could be the actual offer letter merge document in PageUp

System Information

**URL**: https://mines.dc4.pageuppeople.com

**Login**: your multipass/trailhead login

**Password**: your multipass/trailhead password (PageUp uses singe-sign on (SSO))

**Browsers**: IE, Chrome, Firefox, Safari

**Bookmaring the URL**: if you bookmark the URL in your browser, you will need to edit the bookmark and make sure it is the URL above otherwise you will get errors when you attempt to login

Questions

**Contact us**: fsearch@mines.edu

**URL**: http://inside.mines.edu/Applicant-Tracking-System-Information

**Session Repeat**: Wed April 27th, 2016; 30-minute sessions starting at 10-noon and 1-3 pm in Alderson Hall Room 240 (SDC)

Mines User Homepage for Recruitment Process

![Welcome Harry](image-url)