

eRecruit Upgrade Overview and System Demo

UL Meeting
May 12, 2015



Overview of Change

JOB OPENING SEARCH

- Job Opening status defaults to “blank”
- Search parameters includes Career Interests



Overview of Change

JOB OPENING 360

- Onboarding status displays from Manage Applicants page using the “Select Action” drop down menu
- One click applicant disposition for Interview, Reject and Review from the Manage Applicants page
- Offer page displays from Manage Applicant page by choosing “Prepare Job Offer” from the “Select Action” drop down menu



Overview of Change

CHANGING AN EXISTING JOB OFFER

- New functionality allows user to submit a new job offer for a previously denied job offer
- Edit existing job offer details or submit a revised job offer from within the job offer page



Overview of Change

CLONE JOB OPENINGS

- Provides live link directly to newly created job opening from the clone page



Overview of Change

RECRUITING HOME PAGE

- A customizable collection of pagelets are available that provide users with a central dashboard for launching and performing recruiting activities



Overview of Change

APPLICANTS:

- More secure password requirements
- Cannot register more than once with the same email address
- Look and feel of application with “train stop” functionality
- New look and feel to applicant home page



SYSTEM DEMO



Important Dates

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
JUNE 14	15 -Hire cut-off for June 22 nd NEO 5:00 pm	16 -Last day to post regular jobs with 7 day minimum posting period	17 -Hire cut-off for June 29 th NEO 5:00 pm -Jobs posted today must have 6/30 end date	18 -Jobs posted today must have 7/1 end date	19 -Jobs posted today must have 7/2 end date	20
JUNE 21	22 -Jobs posted today must have 7/6 end date	23 -Jobs posted today must have 7/7 end date	24 -Last day to apply for jobs or complete onboarding tasks -Jobs posted today must have 7/8 end date -Contact notes in eRecruit or STEP process complete for I-9 start date	25 -eRecruit system unavailable at 5:00 pm -applicants unable to apply for jobs 5:00 pm	26 -eRecruit system unavailable -applicants unable to apply for jobs -I-9 Centers limited service**	27 -eRecruit system unavailable -applicants unable to apply for jobs
JUNE 28 -eRecruit system unavailable -applicants unable to apply for jobs	29 -eRecruit and applicant website available 7:00 am	30	JULY 1	2	3	4



Regional I-9 Centers Impact

Centers are open with limited service on 6/26

- Contact Notes must be entered in eRecruit by 6/24 (end of day)
- Student Temporary hires must be entered by 6/24 (end of day)
- Utilizing data queries for employment start dates
- Units may also send a confirmed employment start date with the new hire to the I-9 center



Questions?

