

Frequently Asked Questions

What is a Talent Acquisition System?

A Talent Acquisition System supports the recruiting, screening, interviewing, hiring, and welcoming/onboarding of new faculty and staff to Northeastern.

Who uses a Talent Acquisition System?

There are two groups of people who use a Talent Acquisition System:

1. Individuals who are looking for a job will log into the system from Northeastern's Human Resources landing page; the Talent Acquisition System enables them to explore positions of interest to them. When they find a position or position(s) of interest, they will use the system to apply. The system is the tool that facilitates each aspect of the process.
2. Faculty and staff use the Talent Acquisition System as part of their efforts to recruit, screen, interview and hire.

Why are we implementing a new Talent Acquisition System?

As part of our commitment to attract top talent to Northeastern, we need a state-of-the art Talent Acquisition System that streamlines and simplifies each aspect of the recruiting, hiring and onboarding/welcoming process. The new system has essential features that the university does not currently have.

What are some of the features the new Talent Acquisition System Offers?

Some of the new capabilities include:

- Streamlined and electronic integration with Banner and Creative Services Inc. (CSI), the organization that conducts background checks and credential verifications, where required, for Northeastern faculty and staff
- Enhanced ability to conduct interdisciplinary faculty searches
- Electronic and customizable offer letters complete with the ability to accept or decline the offer electronically
- The ability for applicants to create a profile and store their resume and cover letter for future use
- A consistent and automated onboarding process to help hiring managers ensure that successful candidates join the Northeastern community in an expedited fashion
- An internal job posting site, located on myNortheastern, for current faculty and staff
- Reporting and tracking capabilities

What is the benefit of an internal job posting site?

In certain instances, jobs will be posted first to the internal site, which can only be accessed by

current employees. If the internal pool is sufficient, the search will not be extended to the public site located on HRM's website. Please note: internal candidates are free to use either site to explore and apply for posted positions at Northeastern.

When will the new Talent Acquisition System be live?

The new system will be live on Monday, August 5. This is the first day that requests for positions may be submitted to create job postings in the new system that will be accessed by applicants.

What will happen to the current Talent Acquisition System?

All jobs currently open and in process in our current system will be completed in the current system. We will not be migrating positions that are in process to the new system. This means we will be running two systems concurrently for approximately three months. During this interim period, candidates and applicants will be encouraged to explore opportunities in both Talent Acquisition Systems.

How was the new system selected and developed?

A university-wide listening tour and an extensive review of best practices informed the vendor selection process. The information gathered guided the configuration of the system, which is hosted by our vendor partner named PageUp.

How can I learn to use the new system?

If your role requires you to learn the new system, HRM has developed a series of resources to support you. HRM is also offering step-by-step in person sessions for all Key Contacts. All other individuals who regularly use the current system have been invited to attend a webinar reviewing the major functions of the new system. An online resource will be accessible post go-live for those who were unable to attend. In addition, HRM is working with each college and division to offer custom sessions as needed.

To learn more about the training options, please visit the [dedicated website](#) or contact your [HRM Business Partner](#).