To: Campus Community

From: Kevin W. Reynolds, Chief Human Resources Officer

Re: PeopleAdmin Electronic Hiring Process

In 2010, Youngstown State University invested in PeopleAdmin software for its Human Resources operations and we began using the PeopleAdmin Applicant Tracking Module. This enabled the Office of Human Resources to collect employment materials online and screen applications electronically. Since that time, PeopleAdmin has developed new modules, such as Performance Evaluations (recently implemented for Professional/Administrative employees) and an electronic hiring process.

The next phase for YSU is to implement the electronic hiring process module, allowing the Office of Human Resources to increase efficiency, streamline the hiring process, and add to our data warehousing and retrieval capability. This electronic hiring process will replace the existing paper Employment Requisition, Search Committee Review, and Recommendation forms. The new process will enable us to leave the hiring “paper trail” behind as a campus community; the electronic system will significantly reduce processing delays and streamline the current hiring mechanism. We will now be able to track and store information electronically. No more worrying about tracking paperwork!

To this end, the Office of Human Resources has spent considerable time during the last several months conducting parallel testing on selected positions to ensure that the electronic process is functioning as designed and that it will truly benefit YSU. The electronic hiring process was tested on these pilot positions involving numerous YSU managers and administrators and we received very positive feedback.

We plan to go-live with this new process on November 1, 2016 for our Professional/Administrative and Classified hires **only** at this time.

In order to ensure a smooth transition to this new on-line hiring process, the Office of Human Resources is offering three types of assistance. First, step-by-step documentation for each operation depending on your particular role (i.e. Hiring Manager, Search Committee Chair, Division Signature Authority, etc.) will be available on the [Human Resources](http://cms.ysu.edu/administrative-offices/human-resources/hiring-procedures) website. Second, quarterly in-person training will be available. The first training sessions will be held on Oct.17th, 20th and 27th. Please [register to attend](https://reg.abcsignup.com/view/view_month.aspx?as=23&wp=126&aid=YSU&cat1=375) a training session. And third, the Human Resources staff will be available for one-on-one assistance. Please contact Megan Massaro (mlmassaro@ysu.edu or extension 2107), Ghia Burzynski (eaburzynski@ysu.edu or extension 3122), Rosalyn Donaldson (rsdonaldson@ysu.edu or extension 1529), or Alisha Yanniello (aayanniello@ysu.edu or extension 2363). Please take advantage of one or all of the above in order to become familiar with this new system.

At a date in the near future, we plan to implement additional PeopleAdmin modules, including electronic Position Descriptions and a new Onboarding process. We will then be utilizing the PeopleAdmin System to its full potential.

Thank you for your support as we strive to become more efficient. Your cooperation and participation with the implementation of the new electronic hiring process is extremely appreciated.