HR Unit Liaison Meeting
November 19, 2010
Agenda

• eRecruit Stats
• eRecruit Ongoing
  • Maintenance
  • Ongoing Requests
• Next eRecruit Projects
  • Graduate Student Assistant Project
  • Non-Student Temp Project
• Questions?
Conversion Stats

• June, 2010 Successful Implementation
  – Converted data from Deploy to eRecruit
    • Converted 1,254,428 Resumes
    • Converted 29,720 Job Openings
    • Converted 151,210 Job Applicants
    • Go-Live Implementation Time  55 hours
• 3 Days post Go-live
  • 20,199 unique visitors to umjobs.org
  • 5,315 job bids
  • 37 hires or transfers
  • 1,461 new external applicants
  • 188 new job openings
  • The Help Desk has received very low call volume of 81
  • Low volume of applicant calls/emails to the HR Service Center
Ongoing Utilization

• 3 Month Statistics
  • 35,700 Job Bids
  • 650 Job Openings
  • 400 Hires

• Monthly average of 21,406 unique visitors to umjobs.org
• Average visit time is nearly 4 minutes a visit
The ITS team has a list of things that they are working. For example:

- The file structure is being revamped to store documents by the month. This will improve access to documents and allow applicants to delete attachments.

- The posting end date needs to be extendable. Working on a change that allows the posting end date to be extended if it has not passed.
• eRecruit Phase II list
  – Began collecting during eRecruit initial project.
  – Have consolidated and prioritized lists.
  – Intent is to work items on the list as the next projects are developed. For example:
    • One item on the list is to change the default of Find Applicants, “My Applicants” check box to off.
    • Vets 100 question needs to allow multiple selections to be checked.
• New Business Process Stewards Team
  – The BPS team provides a centralized, seamless process for requesting changes. It is responsible for managing, coordinating, investigating, approving, communicating changes and establishing ad hoc, short term teams to develop enhancements where needed. Meets monthly.

• New eRecruit Review Team
  – ERT is advisory to the BPS team. It reviews and provides advice for high level decisions - providing a broad cross-unit view where processes differ; and develops solutions to resolve issues. Meets quarterly if needed.
Updateable Tables:

- License and Certification
- Screening Question Sets
- Employment Process Coordinators
- Posting Descriptions
- Posting Description Types
- Test Types
- Career Interests
- Recruitment Sources
- Letters
- Emails
Process for requesting updates:

• Fill out the eRecruit Maintenance Change Request form found in MyLINC, eRecruit, eRecruit: User Resources: http://maislinc.umich.edu/maislinc/lang-en/taxonomy/TAX_Search.asp?UserMode=0&SearchStr=erecruit
  requests to the ITS Online Help Desk: http://www.mais.umich.edu/online_help_desk/
• or call to 734 764 4357 (4-Help)
• Include:
  – The table that is involved.
  – Describe the issue or problem you are trying to resolve.
  – Describe the positive impact the change would have in terms of hours of work saved, number of faculty/staff impacted, positive impact on applicants, or reputation of the University.
  – Describe the impact/risk if the change is not done.
  – Describe, in detail, the change that is being proposed.
  – Include contact information.
  – Include your perception of urgency/priority.
Process of review:

- As requests are received, they are ticketed and assigned a number. If there are points of clarification needed, the requestor is contacted.
- ITS Help Desk distributes tickets as appropriate.
- Tickets received are immediately reviewed for urgency.
- BPS team routinely meets monthly and reviews the tickets received.
- The updates that do not require further research or vetting and are within the scope of HR, are completed.
- If there is a policy/procedure question, the change is presented to the Employment Managers for discussion and resolution.
- If there is a business practice or process question, the change is presented to the eRecruit Review Team.
- Changes are communicated as appropriate.
Automate hiring for additional job families

- Gather requirements
- Perform fit-gap analysis
- Design system solutions
- Develop appropriate systems
- Perform change management
- Deliver training
- Implement new system/business processes
- Stabilize systems
• Established 2 new eRecruit Teams
  – Graduate Student Assistants
    • Graduate Student Instructors
    • Graduate Student Staff Assistants
    • Graduate Student Research Assistants
  – Non-Student Temporaries
    • Students from Flint and Dearborn
    • Non-student temporaries
    • Temporary Staffing Services
    • Temporaries from third party vendors
Graduate Student Assistants:
- Eliminate paper hiring processes without impacting any regulations or compliance requirements.
- Make use of data already captured from student’s admission/recruitment activity.
- Identify requirements for automating Graduate Student Assistants (GSA) hiring processes.
- Define the appropriate business model(s) to support GSA automation.
- Define appropriate security roles.
- Identify, review and update business processes, forms, policies and procedures.
- Participate in change management activities as needed.
- Participate in system testing and implementation activity.
GSA Team Membership

- ITS HR: Judy Aldrich, Chris Fillmore
- ITS Student: Elaine Nowak, Karl Dietrich
- UHR/Academic HR: Sue MacDavitt, Jane Miller, Katie McCollum, Traci Buckner, Theresa Hargrave, Pat Stein
- Regional campuses: Beth Manning
- Engineering: Karen Liska
- LS&A: Tom Hart, Paula Trail
- SNRE: Diana Woodworth
- Health System: Deb Komorowski, Michelle Melis
- Ford School of Public Policy: Sharon Disney, Michelle Spornhauer
• Non-Student Temporaries:
  – Eliminate paper hiring processes without impacting any regulations or compliance requirements.
  – Identify requirements for automating NST hiring processes (new to the University, rehires where there isn’t an open appointment, or picking up an additional appointment).
  – Define the appropriate business model(s) to support NST automation.
  – Define appropriate security roles.
  – Identify, review and update business processes, forms, policies and procedures.
  – Participate in change management activities as needed.
  – Participate in system testing and implementation activity.
Non-Student Temporary

- ITS: Judy Aldrich, Chris Fillmore
- UHR: Jane Miller, Katie McCollum, Tami Neely, Deb Frank, Pat Stein
- Temporary Staffing Services: Jennifer Symanns, Shelly Smitowski
- UMHS HR: Lynda Lauerman
- Regional Campuses: Beth Manning
- Internal Medicine: Pamela Quinlivan
- ISR: CIS, Maureen Conlin, SRO, Ken Szmigiel
- Housing: Mimi Suntheimer
- Athletics: Kristin Orlowski, Barb Pruitt
- University Libraries: Rick Schrader
- Facilities and Operations: Lisa Mello, Teri Bareis
- Engineering: Kathy Boblitt
- LS&A: Linda Dabrowski