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

<table>
<thead>
<tr>
<th>SUNDAY</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>JUNE 14</td>
<td>15</td>
<td>- Hire cut-off for June 22nd NEO 5:00 pm</td>
<td>16</td>
<td>- Last day to post regular jobs with 7 day minimum posting period</td>
<td>17</td>
<td>- Hire cut-off for June 29th NEO 5:00 pm</td>
</tr>
<tr>
<td>JUNE 21</td>
<td>22</td>
<td>- Jobs posted today must have 7/6 end date</td>
<td>23</td>
<td>- Jobs posted today must have 7/7 end date</td>
<td>24</td>
<td>- Last day to apply for jobs or complete onboarding tasks</td>
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<td></td>
</tr>
<tr>
<td>JUNE 28</td>
<td>29</td>
<td>- eRecruit system unavailable</td>
<td>30</td>
<td></td>
<td>JULY 1</td>
<td>2</td>
</tr>
</tbody>
</table>
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?