UL/URC Meeting
February 18, 2011
Agenda

- Introductions
- eRecruit Updates
- Non-Student Temporary (NST) Unit Readiness Plans
  - Business Process
  - System Overviews
  - Workplan
- Next Steps
Introductions

- Unit Readiness Coordinators (URCs)
- Project Management Team (PMT)
- Non-Student Temp Project Team
- Steering Committee Members
- Guests
• Phase II Updates and Enhancements
• Business Process Support Updates
• eRecruit Non-Student Temporary
• eRecruit Graduate Student Assistant
• Approval to Automate Supplemental Appointment Information Form
• eRecruit Customization for Non-Student Temporary Hires
• Iterative Approach
  – Posting End Date Extension
  – Career Interest Defaults to Career/Job Family
System Updates (cont)

– “Save” Warning for Posting Page
– “Multiple Locations” Menu Pick
  • New Posting Description ID
  • Multiple Work Locations
  • Default into Posting Text
  • Required
Nursing Job Preview Page - Remove Job Title and Salary Grade

Application Changes:
- Multiple Locations – “See Details”
- Nursing Jobs – Remove Job Title and Salary Grade
- External Applicants Required to Indicate a Preferred Method of Contact
- Reg/Temp Search Option
• **Unit Expertise:**
  - Teri Bareis (Plant)
  - Kathy Boblitt (CoE)
  - Maureen Conlin (ISR)
  - Nancy Chantaca (Plant)
  - Linda Dabrowski (LSA)
  - Beth Manning (Flint, Dbn)
  - Lisa Mello (F&O)
  - Kristen Orlowski (Athletics)
  - Barb Pruitt (Athletics)
  - Pamela Quinlivan (IM)
  - Rich Schrader (Library)
  - Mimi Suntheimer (Housing)
  - Ken Szmigiel (ISR-SRO)

• **ITS and Central Office:**
  - Judy Aldrich (ITS)
  - Chris Fillmore (ITS)
  - Deb Frank (HRRIS)
  - Lynda Lauerman (UMHSHR)
  - Katie McCollum (UHR)
  - Jane Miller (UHR)
  - Tami Neely (HRRIS)
  - Shelly Smitowski (TSS)
  - Pat Stein (UHR)
  - Jennifer Symanns (TSS)
Project Scope

• Hire Non-Student Temporary Staff
  – Directly
  – Temporary Staffing Services
  – University Approved 3rd Party Vendor

• Replace Paper Hiring Process
  – Post Job Openings
  – Manage Applicant Pools
  – Applicants Apply Online
  – Check Restricted Table and Background
  – Onboard New Hires
Timeline

- September, 2010 – Organize Project
- October, 2010 – Fit Gap
- December, 2010 – Design
- January, 2011 – Requirements
- February, 2011 – Development
- February, 2011 – Unit Readiness
- April, 2011 – System Test
- June, 2011 – Training
- June 27, 2011 – Go-Live
GOALS:

• Units Are Engaged in Readiness Efforts
• Users Are Prepared for Go-Live
• Units Experience a Smooth Implementation
• Identification of Unit Coordinators
• Workplan
  – Business Process Review/Design
  – Security and Access
  – Internal Unit Communication
  – Training
  – Process Testing
  – Implementation
  – Stabilization
• Project delivered on-time.
• At least 80% of the design features requested by stakeholders have been incorporated.
• 100% of units have been provided access to training and resource materials.
• Departments are able to utilize system features to process transactions.
Feb/March Readiness Work

• Set-up and Review Unit Workplan
• Gather Non-Student Temp Hiring Business Processes
• Communicate to your Unit Users
• Finalize URC Identification

Note: Consulting is Available Upon Request – Please Send Request via Email to eRecruitPT@umich.edu
Questions
or
Suggestions