PeopleAdmin SelectSuite Training

RADFORD UNIVERSITY
PeopleAdmin SelectSuite - Introduction

- PeopleAdmin has been our university’s online applicant tracking system since 2009.
- SelectSuite implementation started in February 2017 and was completed by September 2017.
PeopleAdmin SelectSuite- How to Access

- Single Sign On
- Login to your OneCampus Portal
- Recommended browsers are Firefox or Chrome
Radford University Talent Management Cycle

1. Position Management
2. Applicant Tracking
3. Performance Management
4. Hiring Proposal

Department of Human Resources
SelectSuite Features

- Can use back button anywhere
- Have multi-tabs/unique page URLs
- Inbox/Watch List
- Saved searches customized by all
- General form navigation (fields not required until end)
- Switch user group on any page you want
- An action can be returned to the previous level
- Organized by position types
- Automated reference letters
- Search Committee feature
- Applicant reviewer feature
- Guest Users
- Saved searches
- Report Builder
- Analytics
- Mobile Friendly
PeopleAdmin SelectSuite- Applicant Portal

- Can create application specific to each job
- Can update contact information and all applications immediately update
- Can reset password on their own
- Apply with Vitae, LinkedIn
- Resume parsing
- Mobile Friendly
PeopleAdmin SelectSuite- Approval Workflow (Top-Down approach)

- Sponsored Programs - required only for grant funded positions
- President - required only to review actions for direct reports
- Senior management can return an action to any previous user group
- HR can return an action to any user group
- An action can be cancelled at any step during workflow
PeopleAdmin SelectSuite- User Groups Defined

• Originator - Supervisor or Manager
• Operational Management - Chair or Director (includes Assoc./Assistant) or any direct report to Administrative Management.
• Administrative Management - AVP or Dean or any direct report to Senior Management.
• Senior Management - VP or Provost or any direct report to the President.
• Note:- Administrative and Executive Assistants can initiate and/or approve actions using the User Group of his/her supervisor if acting on their behalf.
PeopleAdmin SelectSuite- Modules

- Position Management
- Applicant Tracking
PeopleAdmin SelectSuite- Position Management

- New positions will be integrated to SelectSuite, once they are approved and entered into Banner
- Current positions will be available in SelectSuite
- Allows users to manage and modify position descriptions
- Users can perform a modify action on a position for review for change in duties, request to advertise, pay change, budget change and supervisor change
- Users must select the correct position type to start an action
PeopleAdmin SelectSuite- Applicant Tracking

- Postings (HR creates postings for departments for all position types except adjuncts)
  
  - Applicants

- Hiring Proposal

- Introduction of two new user groups for applicant tracking
  
  - Applicant Reviewer
  
  - Search Committee Member

- Screening tools such as supplemental questions and evaluative criteria assist in applicant review

- Automated reference letters

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PeopleAdmin SelectSuite- Highlights of the system

- Integration with Banner
  - New positions approved by HR and Budget will be integrated from Banner to PeopleAdmin. Departments no longer need to create positions in the system.
  - Allows more transparency and better communication with departments by having funding information within every position
- Approval workflow is configured based on the organization hierarchy
- Streamlined hiring process for adjuncts through generic templates
PeopleAdmin SelectSuite- Inbox & Watch List

- Your Inbox is where you will see all transactions that are awaiting your approval.
- The Inbox has different “mailboxes”. Make sure you select the appropriate tab to view the transaction that you want to take action on.
- Items on your Watch List are things you have designated you would like to keep an eye on as they move through the approval process.
- The Watch List has different “mailboxes”. Make sure you are selecting the appropriate tab to view your action.
PeopleAdmin SelectSuite- Real Time Reports

• Reports can be created using “saved searches”
• HR will set up basic searches
• Users can set up individual searches for those he/she has access to view
• Can add/change fields to report
• Can export results to Excel
PeopleAdmin SelectSuite- Email Notification

- Approver will receive an email when he/she has an action to approve
- Initiator will receive an email notification when an action is completed
PeopleAdmin SelectSuite - Things to remember

- An employee can have multiple user groups. He/she must select the user group for the role he/she needs to take action on.
- Session time out is 60 min. So, save your work all the time.
- Comments should be added where necessary and should be related to the PeopleAdmin action, as they become part of the history.
PeopleAdmin SelectSuite

Thank you!