

People Admin

Managing Position Descriptions & Tracking Job Applicants

MARINA KARTANOS
marina.kartanos@nyu.edu

WITH CLAY PARKER &
BRANDON PHIPPS

Marina Kartanos is a Compensation Manager within the Human Resource Division's Compensation Office. Clay Parker is a Project Implementation Manager and Brandon Phipps a Sales Manager, both with PeopleAdmin, Inc.

A new online system is helping Human Resource (HR) Officers, Finance Officers, hiring managers and other University administrators to accomplish day-to-day business operations more easily and efficiently. Called PeopleAdmin, the Internet-based system — which can be used on Windows and Macintosh computers, running any standard web browser — provides self-service functionality through which authorized NYU administrators can create new position descriptions and modify existing ones, create job postings from position descriptions, and move job applicants through the interview and hiring process.

NYU PeopleAdmin consists of two closely integrated modules: Applicant Tracking and Position Description Management. By automating many paper- and resource-intensive tasks and integrating the compensation management and applicant tracking processes, the cost-effective new system reduces error and significantly decreases the time required to submit and process transactions.

The NYU-customized implementation of software from PeopleAdmin, Inc., was rolled out this past February, as Phase 1 of a collaboration of Information Technology Services (ITS) and the Reporting, Compensation, and Talent Learning & Organizational Development Offices within the Human Resources (HR) Division.

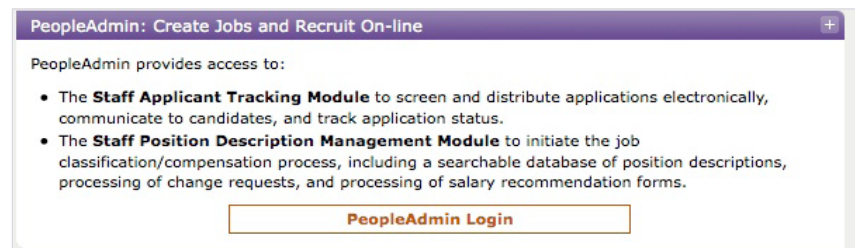
Currently, both the Position Description and Applicant Tracking modules are being used for administrative and staff positions. In addition, through the successful completion of a pilot, the Applicant Tracking module also supports recruitment for the NYU Postdoctoral and Transition Program for Academic Diversity fellowship. In Phase 2, use of the Applicant Tracking module will be extended to all faculty positions, initially targeting recruitment of junior faculty.

Tracking Applicants

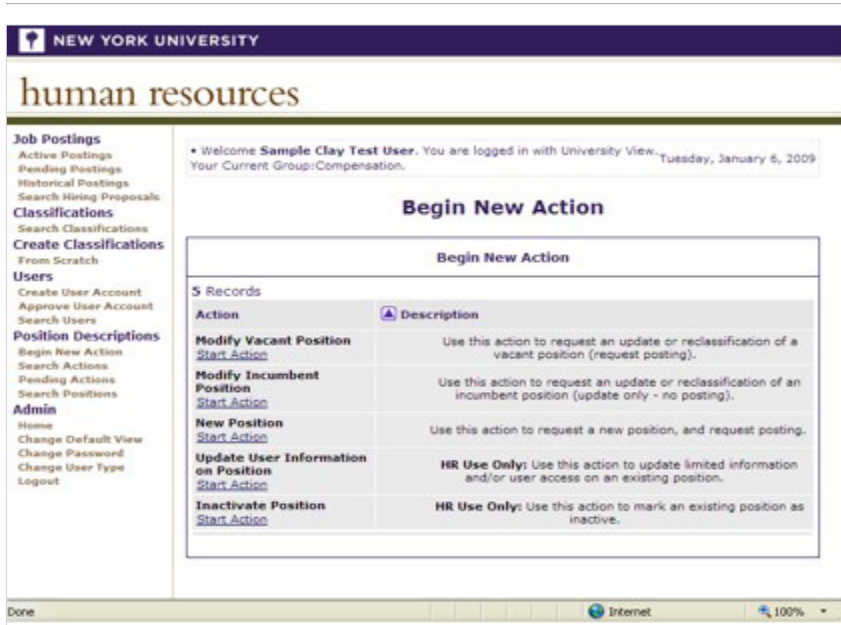
The PeopleAdmin Applicant Tracking module provides a customized online employment application along with web-based distribution of applications to hiring managers. The new system is expected to significantly reduce the time and costs associated with the employment process, while improving the service level to both applicants and hiring managers.

For example, using the module, it is possible to collect employment applications, résumés, cover letters and other documents online. Because applications of qualified candidates are now accessible to hiring managers online, HR staff will no longer be required to distribute applications via mail, fax, or email.

Applicants can log in to view the statuses of jobs they've applied for online. In addition, applicants can submit self-reported Equal Employment Opportunity information



The new PeopleAdmin system can be accessed by authorized NYU employees from within the NYUHome Work tab, or at www.nyucares.com/hr.



The PeopleAdmin Position Description module's main menu.

online at the time they apply, and hiring managers can document the results of their applicant search. And HR can access the status of any position in real-time, ensuring the proper control, oversight and tracking of the employment process for each open position.

In brief, Applicant Tracking enables NYU HR Officers to continue to screen applications electronically, and provides improved service and efficiencies. Moreover,

the combined interface of Applicant Tracking with the Position Description module will reduce the staff time associated with the job posting process.

Managing Position Descriptions

Position descriptions describe what an employee does. They help HR staff members to make appropriate determinations about a position's level within the University's

job classification/compensation system, which in turn helps them use market data to determine an appropriate salary range for the job.

The PeopleAdmin Position Description module automates many of the most time consuming functions of this process. For example, HR Officers and Compensation Consultants can review and compare both current and archived position descriptions, using a variety of search options and a convenient split-screen web interface, thus expediting their business processes and reducing the need to access and store paper files.

Departmental managers, via their HR Officers, can submit online requests to modify positions, or salary recommendations for newly hired candidates; have their requests routed automatically through the appropriate channels for online review and approval; and review the status of their requests online. When positions become vacant, HR Officers can easily convert position descriptions into job requisitions, using the Position Description module in conjunction with Applicant Tracking. And should a position require some modification prior to being posted, that request can be automatically forwarded for review and approval.

For More About PeopleAdmin

For more about the PeopleAdmin System at NYU, please visit www.nyu.edu/hr/employment. For further details, NYU Human Resource and Finance Officers may also contact their School or department's Compensation Consultant or Talent Management Representative. §

Job applicants can access the system at www.nyucareers.com.

