**PeopleAdmin – OSU Online Recruitment System on Two Week Suspension Period Q&A**

**Q: What is happening with the Online Recruitment System (PeopleAdmin)?**

**A:** The Office of Human Resources is completing a major upgrade to OSU’s Online Recruiting System (PeopleAdmin), moving from version 5.8 to version 7.

**Q: When is the upgrade happening?**

**A:** The upgrade is scheduled for January 2016 as follows:

* **01/12/16 – Tuesday:** PA 5.8 Classified and Unclassified Approved Position Description and User Account Data Pull for move to PA7
* **01/12/16 – 01/25/16:** \*\*\****TWO WEEK SUSPENSION PERIOD***\*\*\* on NEW Actions (Position Description), Postings (Recruitment) and User Accounts, during transition from PA 5.8 to PA7
* **01/26/16 – Tuesday:** PA7 Go LIVE

**Q: What is meant by** **\*\*\**TWO WEEK SUSPENSION PERIOD*\*\*\*?**

**A:** PeopleAdmin requires a two week period for testing the data that has been moved from 5.8 to the new platform prior to system going live. Postings will be suspended for a 2 week period from ***Friday, January 8th through Monday, January 25th. During that time UABC will not be able to post new recruitments or process new actions (position descriptions).***

**Q:** **What do I do if I need to post a vacancy during the suspension period?**

**A:** We have set up some measures to support your emergency recruitment needs. Please contact [UABC-HR](http://fa.oregonstate.edu/uabc/expanded-list-departments) CARE Team for immediate support and guidance.

**Q: Is there a cutoff date for submitting postings or other actions before January 8th?**

**A:** Yes, the last day to process postings or other actions in PeopleAdmin, prior to the service interruption day of Friday, January 8, 2016 is by 5:00 PM, close of business day.,

**Q: What is the new version offering?**

**A:** The new version of the online recruitment system (PeopleAdmin version 7) is offering the following benefits:

1. Ability to have separate forms and workflows designed for the unique needs of Unclassified Faculty, Classified/Temporary Staff, Academic Wage and Student position types;
2. Enhanced reporting capabilities;
3. Ability to integrate with Banner.

**Q: What are the benefits to Applicants?**

**A:** Applicants will be able to:

1. Access job posting through a mobile friendly applicant site;
2. Use Key Word search within postings;
3. Use browser’s back button within the system;
4. Use user-friendly displays to see a full list of positions they’ve applied for;
5. Take advantage of easy navigation to save applications by section and complete later;
6. Use more characters per entry field;
7. Take advantage of an easier process to attach documents such as resumes and transcripts;
8. Use up to 9mb of memory for each document uploaded.

**Q: What are the benefits to for Hiring Units, Search Committees, and HR Users?**

**A:** Hiring Units, Search Committees, and HR Users will be able to:

1. Use a user-friendlier interface with tabs and drill-down options;
2. Use the back button of their browser;
3. Write without character limitations within text boxes (i.e. Position Duties field);
4. Use a home screen “Inbox” to display which items are awaiting the users attention;
5. View the Watch List section to track the status of positions or postings users have flagged;
6. Customize Shortcuts and My Links tools;
7. Add or remove columns and save personal preferences;
8. Easily export report data to Excel;
9. Post site announcements such as holiday schedule or other important messages;
10. Spell check for text entry fields built within the system;
11. View customized position description records; default searches;
12. Use report exports and bulk edit options.

**Q: Where can I get additional information?**

**A:** The Office of [Human Resources webpage](http://hr.oregonstate.edu/) [Recruitment and Selection Resources](http://hr.oregonstate.edu/policies-procedures/business-center-staff/recruitment-and-selection-resources) has additional information and there will be weekly announcements on **OSU Today**. You can also contact your [UABC-HR](http://fa.oregonstate.edu/uabc/expanded-list-departments) CARE team for support and assistance.