Recruiting and Onboarding Project

Readiness Council Meeting
Recruiting and Onboarding Project

Agenda

1. Welcome and Introductions
2. Project Overview
3. Project Goals and Objectives
4. Project Timeline
5. Project Team
6. Envisioning the Future
7. Enhancements in Recruitment and Onboarding
8. Your Role as a Readiness Council Member
9. Security/Workflows/Training
10. Next Steps
11. Questions
Project Overview

UConn is replacing its current recruiting system (PeopleSoft Recruiting Solutions) and Special Payroll Authorization Request (SPAR) system with a cloud-based applicant tracking system from Page Up People.

Here’s why:
• Modernize UConn’s recruiting and onboarding capabilities
  – People are the foundation of our organization
  – Attract and retain the best faculty and staff
  – A solution to meet the challenges of a competitive Higher Ed landscape
Recruiting and Onboarding Project

Project Goals and Objectives

- Implement a new Applicant Tracking System for Fall 2019
- Create a mobile-friendly experience for applicants and end users
- Integrate special payroll into the Applicant Tracking System, replacing the existing Special Payroll Authorization Request (SPAR) system
- Enhance overall recruiting and onboarding functionality and reporting capabilities
Recruiting and Onboarding Project

Page Up Project Timeline

High Level Project Timeline

- Project Kick Off: December 2018
- Design and Configuration: January 2019 - August 2019
- System Walk-Through and Validation: September 2019
- User Acceptance Testing: September 2019 - October 2019
- User Training: October 2019
- Go-Live: November 2019
## Recruiting and Onboarding Project

### Page Up Project Timeline

### Project Timeline by Iteration

<table>
<thead>
<tr>
<th>Iteration Description</th>
<th>Projected Dates</th>
<th>Iteration Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Iterations 1 – 3</td>
<td>January/February 2019</td>
<td>Job Requisition, Online Offers, Applicant Statuses and Processes, Career and Onboarding Portals</td>
</tr>
<tr>
<td>Iterations 4 – 6</td>
<td>March/April 2019</td>
<td>Job Application Forms, System Communications, Security Teams and Permissions</td>
</tr>
<tr>
<td>Iterations 7 – 8</td>
<td>May/June 2019</td>
<td>Talent Search, Review of Previous Iterations</td>
</tr>
</tbody>
</table>
Recruiting and Onboarding Project

Project Organization Structure

Steering Committee
Scott Jordan
Christopher Delello
Michael Mundrane
Jeffrey Shoulson

Functional Leadership
Bridget Inzirillo (Provost)
Elsie Gonzalez (ODI)
Kelly Wihbey (Budget)
Jennifer Person (Payroll)
Hanna Prytko (OIE)
Recruiting and Onboarding Project

Envisioning the Future

• A mobile-friendly applicant experience with career portals for faculty and staff jobs on iOS and other mobile devices

• Onboarding portals designed to welcome new employees to the University and provide important information starting upon offer acceptance

• A single applicant tracking system for managing all recruitment activity including special payroll.

• A recruiting and onboarding system integrated with Smart HR/Core-CT
Recruiting and Onboarding Project

Enhancements in Recruiting and Onboarding

- Integration with existing job boards including Broadbean
- Integration with Academic Jobs Online (AJO) for faculty recruitment
- Centrally managed security and workflows configured to handle complex approvals required at the University
- Online job offers and offer letter creation
- Individually configured onboarding portals for each Unit at the University
- Robust standard-delivered dashboards and reporting capabilities
Readiness Council Members Roles & Responsibilities

Role Description

• Serve as the main points of contact between the project team and their departments

• Responsible for engaging the appropriate individuals as needed to complete tasks associated with the project such as security, workflow design and training

• Attend and participate in the monthly Readiness meetings hosted by the project team

• Participate in User Acceptance Test (UAT)

Skill Sets

• Knowledge of UConn recruiting, onboarding and position management tasks and business processes

• Sufficient interaction with department users to provide project team with observations/reactions to the project

• Strong communication skills

• Solid understanding of project objectives

• Ability to manage ad hoc questions/requests and escalate concerns
## Recruiting and Onboarding Project

### Readiness Key Tasks

<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Readiness</td>
<td>Monitoring relevant tasks across all disciplines</td>
</tr>
<tr>
<td>Communications</td>
<td>Sharing key project messages throughout your departments</td>
</tr>
<tr>
<td>Testing</td>
<td>Coordinating or participating in test activities</td>
</tr>
<tr>
<td>Role Mapping</td>
<td>Assigning newly defined system roles to department end-users</td>
</tr>
<tr>
<td>Training</td>
<td>Preparing your departments to engage in training activities</td>
</tr>
<tr>
<td>Deployment Support</td>
<td>Ensuring all tasks to support cutover / go-live are completed</td>
</tr>
<tr>
<td>Post Go-Live Support</td>
<td>Supporting your departments once the system is in production</td>
</tr>
</tbody>
</table>
First Readiness Council Assignment

• Who needs access to the system and what type of access do they need
• What workflows will be established within your organizational levels
• Who needs to be trained and what training do they need
Next Steps

• Readiness Council Homework
  – Workflow Approvals
  – Security Access and Team Permissions

• Monthly Readiness Council Meetings

• Monthly Daily Digest Communications

• Regular Project Website Updates
Recruiting and Onboarding Project

Questions

Email us at hr-pageup@365.uconn.edu

or visit our website at

https://hr.uconn.edu/pageup-project/