What’s New with PeopleAdmin 7 Job Aid

**Purpose:** The purpose of this job aid is to help you understand new features and updates relating to the PeopleAdmin 7 (PA7) implementation. In this job aid, you will find information regarding:

- **PeopleAdmin: Old to New**
- **PeopleAdmin 7 Enhancements**
- **Even more to look forward to...Electronic Letter of Intent (eLOI) and Onboarding**

### PeopleAdmin: Old to New

Below is a comparison chart of current processes or terms and how they will change in PeopleAdmin 7.

<table>
<thead>
<tr>
<th>PeopleAdmin 5.8</th>
<th>PeopleAdmin 7</th>
</tr>
</thead>
<tbody>
<tr>
<td>Separate username and password from other ISU accounts</td>
<td>PA7 is integrated with your ISU email address (Net-ID) and password (for internal users only), which will contain multiple user groups when applicable</td>
</tr>
<tr>
<td>Add notes to explain what was changed in a Posting or Position</td>
<td>PA7 will automatically log a history of what data changed, when, and by whom in the history tab</td>
</tr>
<tr>
<td>Manually enter required information (qualifications, education, experience)</td>
<td>Classifications have required education, experience, and qualifications pre-populated (not-editable). P&amp;S can enter supplemental required information to provide further clarification for a degree or experience (e.g., Bachelor of Science in Ecology)</td>
</tr>
<tr>
<td>Select Not Interviewed and department enters a comment explaining why not selected</td>
<td>Reasons will be utilized to aid with tracking and metrics, e.g. <em>Conflict of Interest, No Response to Email or Call, quality of education or experience</em></td>
</tr>
<tr>
<td>Ability to route actions to any user on campus through status changes</td>
<td>Positions belong to one <em>Primary Employing Department</em>, which will take responsibility of the position and control the routing options through owners and workflows</td>
</tr>
<tr>
<td>Search active and pending actions to find postings and positions requiring your attention</td>
<td>An Inbox is now utilized to see active items assigned to you/your groups and a Watch List will display items you have decided to bookmark regardless of current owner</td>
</tr>
<tr>
<td>Personnel information Form (PIF) needed for preplanning or hiring process</td>
<td>The Hiring Proposal will replace this paper form.</td>
</tr>
</tbody>
</table>

### Terminology

*For a complete list of terminology, view the People Admin Glossary on the PeopleAdmin project website.*

- **Notice of Vacancy (NOV)**: Posting be the new terminology replacing the NOV. Posting number will replace Vacancy ID#.
- **Pre-Employment Monitoring Form (PEMF)**: A Hiring Proposal (HP) will be created instead of a PEMF to request hire. The Hiring Proposal will be auto populated with information from the application.
- **Minimum (required) Qualifications and Preferred Qualifications**: Faculty Positions have Required and Preferred Education and Experience
  P&S Positions have Required Education and Experience (non-editable) and Supplemental Required Education and Experience as well as Preferred Education and Experience.
  Merit Positions have Required/Special/ and Preferred Qualifications.
  All positions will have the opportunity to list required and/or preferred licensure(s) and certification(s).
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**PeopleAdmin 7 Enhancements**
PeopleAdmin 7 has an impressive list of enhancements compared to its predecessor, PeopleAdmin 5.8. The table below describes the category and enhancements users can expect in the new system.

<table>
<thead>
<tr>
<th>Category</th>
<th>Description of Enhancements</th>
</tr>
</thead>
</table>
| Navigation and Feel              | • Ability to use the back button of your browser  
• Ability to save/return to position descriptions, postings, hiring proposals, etc.  
• New print option for shortened PDs  
• Removed duplicate/unnecessary forms and fields  
• Action links are along the top navigation bar instead of the side page  
• New numbering system for postings and PDs to indicate position type  
• Americans with Disabilities Act (ADA) compliant |
| Automated Communications          | • ISU customized email templates to notify a user an action is required  
• Automatic emails generated to an applicant (i.e., successful submission, position filled)  
• Ability to configure the system to send automated reference requests on a posting by posting basis when an applicant reaches a certain workflow status |
| Automatic Routing                | • Actions are electronically moved through electronic routing instead of status selection  
• New routing and workflows by position type (i.e., Merit)  
• New user groups and organization structure have been established for routing:  
  o ISU  
  o Division (Senior VP/President, Provost)  
  o College/Unit (Dean /AVP)  
  o Department (Dept Chair/Director)  
  o Hiring Manager or Posting Admin |
| Searching                         | • Keyword searches work across text fields and attached documents on applicants  
• Ability to narrow supplemental questions by answers and search applicants through keyword searches |
| Supervisor and Employees          | • Ability to connect a supervisor PD to the employee’s Position Description (PD)  
• Faculty member can be noted as a supervisor to access PDs  
• Ease of updating supervisors |
| Reporting and Metrics             | • Ability to create custom queries in addition to searches on demand  
• Specific reports available by user groups  
• Dropdowns instead of text fields (when available) on postings and PDs to allow for standardized reporting and metrics  
• Able to report on duration of posting, application, etc. |
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Even More to Look Forward To... Electronic Letter of Intent and Onboarding
In addition to the new features and benefits of PeopleAdmin7, a team is working on creating an automated electronic Letter of Intent (eLOI). An eLOI workflow has been created in addition to the processing procedures. The eLOI will be triggered automatically after verbal negotiations with the candidate. The candidate has the opportunity to electronically sign and accept the eLOI. The posting admin will confirm the hire in PeopleAdmin7 and University Human Resources will finalize the hire so the new hire can start the onboarding process.

The Onboarding process for new hires is being updated to allow for a consistent new hire experience and ease in completing necessary forms.