

PeopleAdmin – July 2018 Release Notes

Last Updated on July 11, 2018

Release Date

PeopleAdmin plans to make the new site live on Tues., July 17

Current Home Page

The screenshot shows the PeopleAdmin web application interface. At the top, there is a navigation bar with the Messiah College logo on the left and the PeopleAdmin logo on the right. The navigation bar includes links for Home, Position Descriptions, Classifications, My Profile, and Help. Below the navigation bar, there is a user profile section for Donald Lerew, showing 0 messages and a dropdown menu for Human Resources. The main content area is titled "Welcome to your Online Recruitment System" and is divided into three main sections: Inbox, Watch List, and My Links. The Inbox section shows 169 items for the group "Human Resources" and includes a table with columns for Job Title, Type, Current State, and Owner. The Watch List section shows 0 items and includes a table with columns for Job Title, Type, Current State, and State Owner. The My Links section contains several useful links and resources, including a Recruitment Toolkit, user guides, and training videos. At the bottom of the page, there is a footer with the PeopleAdmin logo, the tagline "Better Talent. Better Future.", copyright information, and buttons for Support and New Features.

Messiah College HR Suite :: Use... x Messiah College HR Suite :: Use... x +

https://jobs.messiah.edu/hr/ Search

MESSIAH COLLEGE

PeopleAdmin POSITION MANAGEMENT

Home Position Descriptions Classifications My Profile Help

Donald Lerew, you have 0 messages. Human Resources logout

Welcome to your Online Recruitment System

Inbox 169

Displaying items for group "Human Resources".

Postings (0) Users (0) Hiring Proposals (10+) Position Requests (7) Special Handling Lists (0)

Job Title	Type	Current State	Owner
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Watch List 0

Postings (0) Hiring Proposals (0) Position Requests (0)

Job Title	Type	Current State	State Owner
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Shortcuts

- View Document Conversions Report
- Create New Staff Posting
- Create New Faculty Posting
- Create New Student Posting
- View Scheduled Report Output
- My Reports
- Analytics Dashboards

My Links

Useful Links

- Recruitment Toolkit
(Documentation outlining the hiring process for administrative, staff, faculty, and temporary positions)
- Messiah Staff/Faculty User Guides
(Messiah system-specific documentation on using this system)
- Messiah Student User Guides

Your Applicant Portal

- (How Applicants access your PeopleAdmin system)
- Training Videos
(Go here for helpful videos for staff training on the use of PA7.)
- PeopleAdmin Community Portal Login
(best practice library, customer support portal, customer community)
- Accessibility - Contact HR

Messiah College strives to meet accepted guidelines and standards for accessibility and usability. If you require any information from this website in an alternate format, or are having any issues accessing the content, please contact the Office of Human Resources & Compliance.

PeopleAdmin Better Talent. Better Future. Copyright 2018 All Rights Reserved. SUPPORT NEW FEATURES 1 Help

New Home Page

Messiah College HR Suite :: Use... x Messiah College HR Suite :: Use... x

https://messiah-sb.peopleadmin.com/hr/

Hire

Welcome, Donald Lerew My Profile Help logout

User Group: Human Resources

Home Postings Applicants Hiring Proposals Onboarding Events Shortcuts

Welcome to your Online Recruitment System

Inbox Postings Users 43 Hiring Proposals 69 Position Requests 10 Onboarding Tasks

Special Handling Lists

SEARCH

Filters

There are no results to be displayed.

Watch List Postings Hiring Proposals Position Requests

SEARCH

Unwatch Postings

there are no results to be displayed.

0 Filled Postings Last 30 days

0

Staff Faculty Student

Applicants Per Day Last Week

1.0

0.5

0

Sun Mon Tue Wed Thu Fri Sat

Inbox Items

122

Open Postings

135

My Links

Useful Links

[Recruitment Toolkit](#)
(Documentation outlining the hiring process for administrative, staff, faculty, and temporary positions)

[Messiah Staff/Faculty User Guides](#)
(Messiah system-specific documentation on using this system)

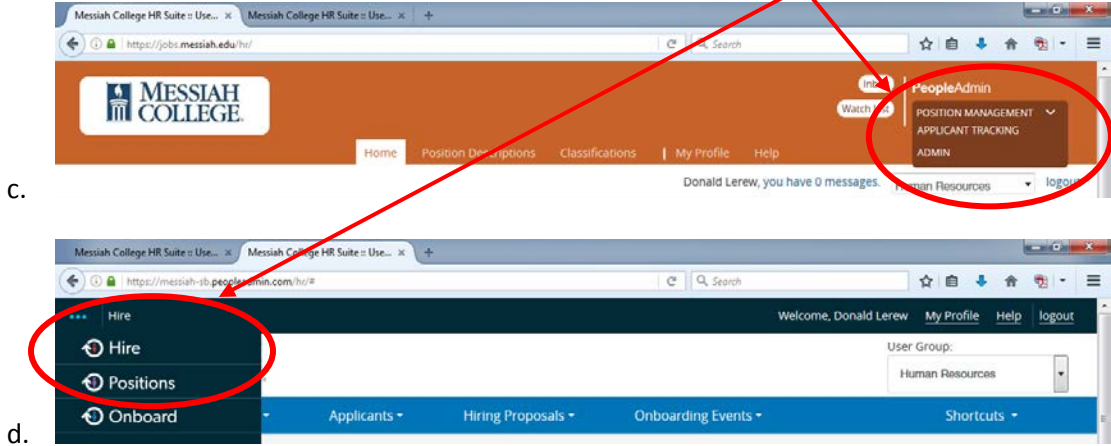
[Messiah Student User Guides](#)

[Your Applicant Portal](#)
(How Applicants access your PeopleAdmin)

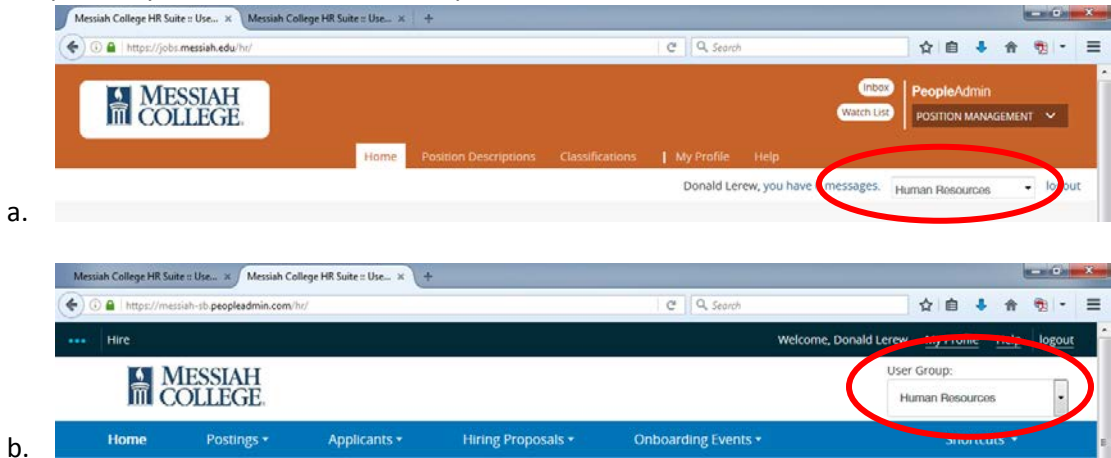
SUPPORT NEW FEATURES

What is Changing

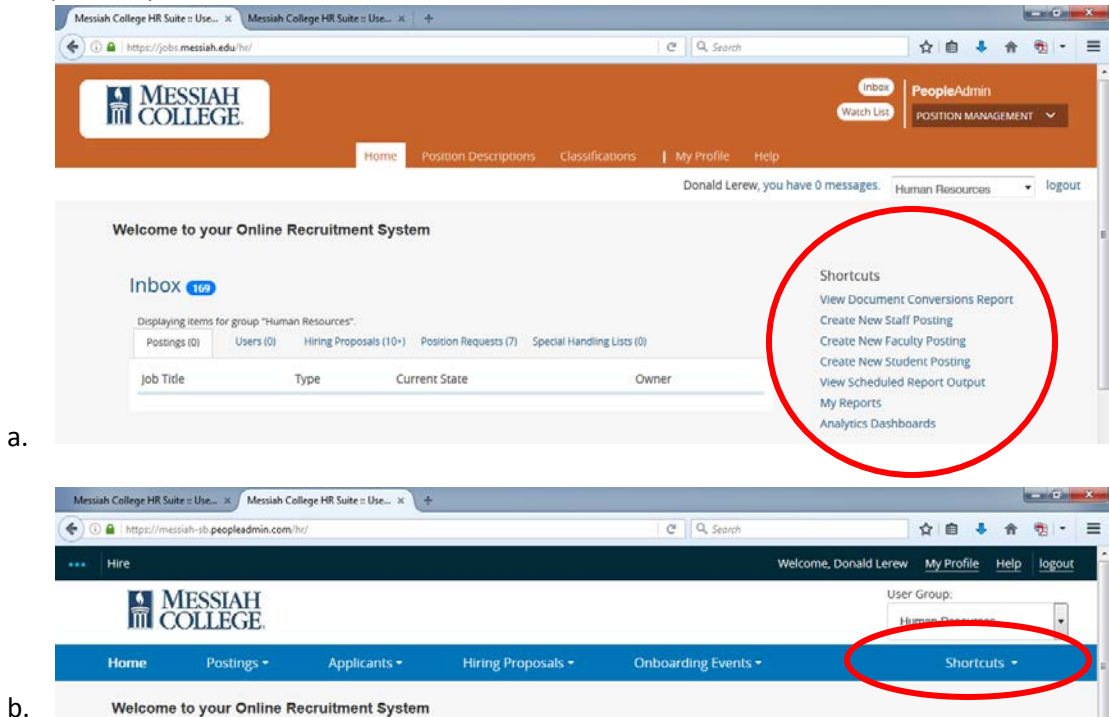
1. New Names but Same Orange/Blue Colors
 - a. Position Management → Positions [ORANGE]
 - i. Functionality remains the same to view staff & student position descriptions, start position requests and view open position requests. This module is not used for any faculty items
 - b. Applicant Tracking → Hire [BLUE]
 - i. Functionality remains the same to create and view postings, review applicants and create and view hiring proposals



2. New Top Bar Layout -- Moved "User Groups Menu"

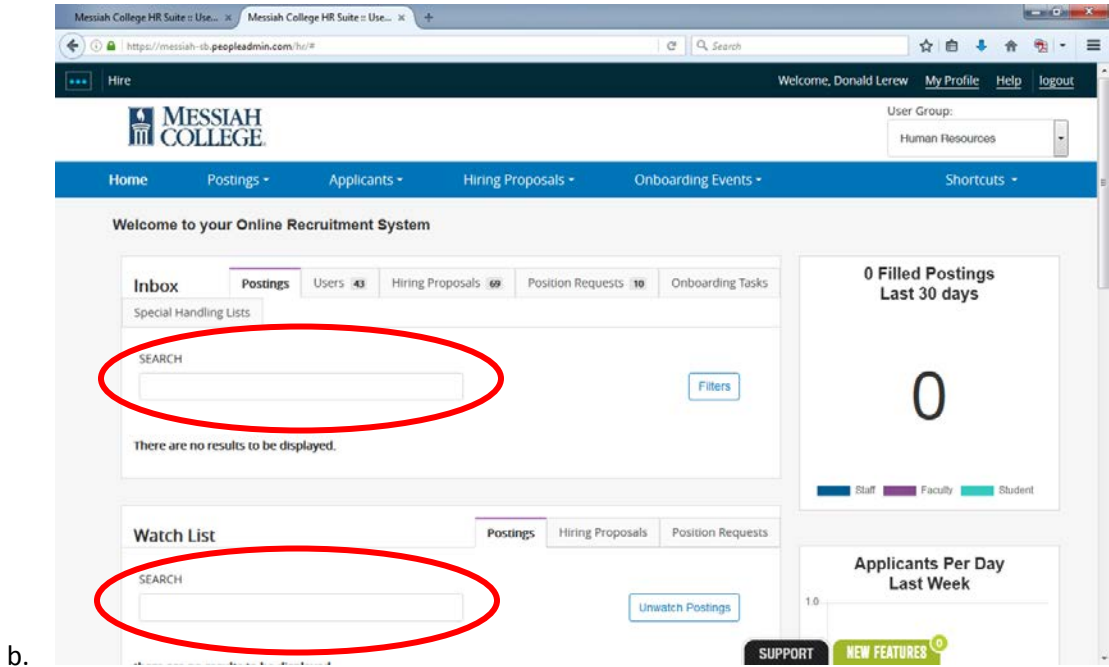


3. New Top Bar Layout -- Moved "Shortcuts"



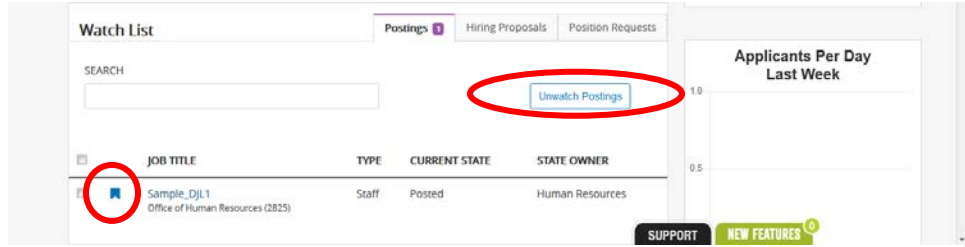
4. Search & Filters

- a. Allows user to search within each tab of the Inbox and each tab of the Watch List to locate items by keyword



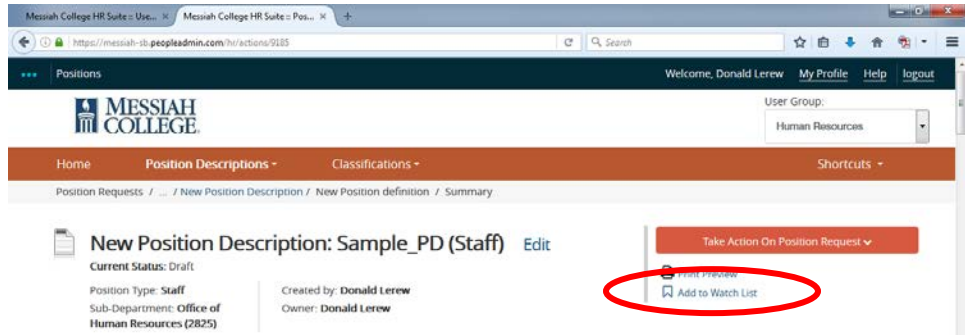
5. Watch List

- a. Can "Add" and "Remove" from Watch List much more easily
- b. From Home Page



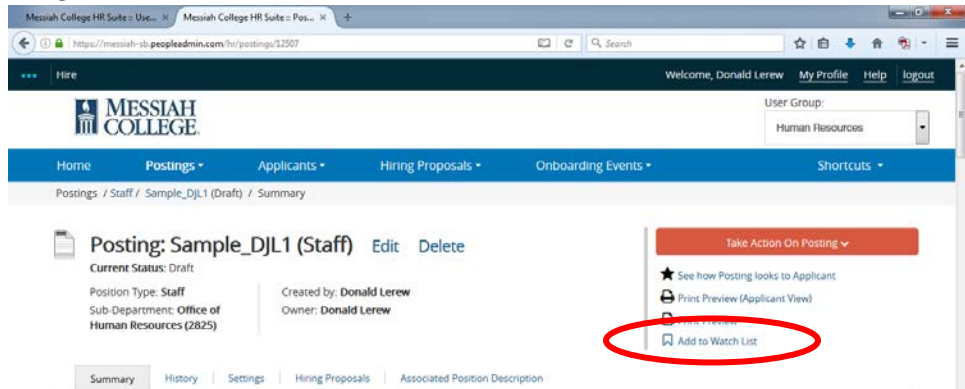
i.

c. From Position Description



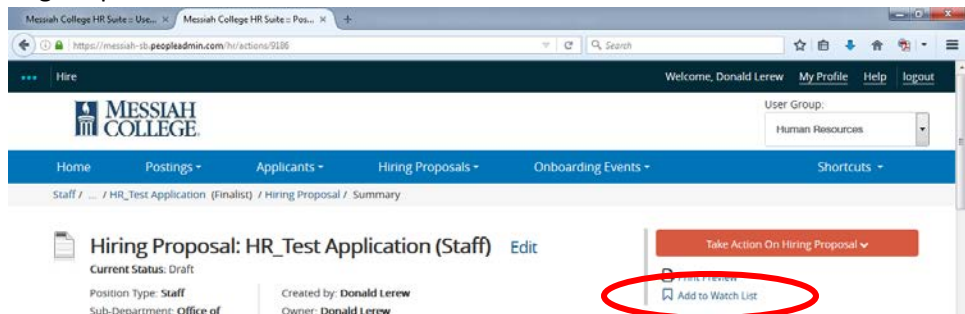
i.

d. From Posting



i.

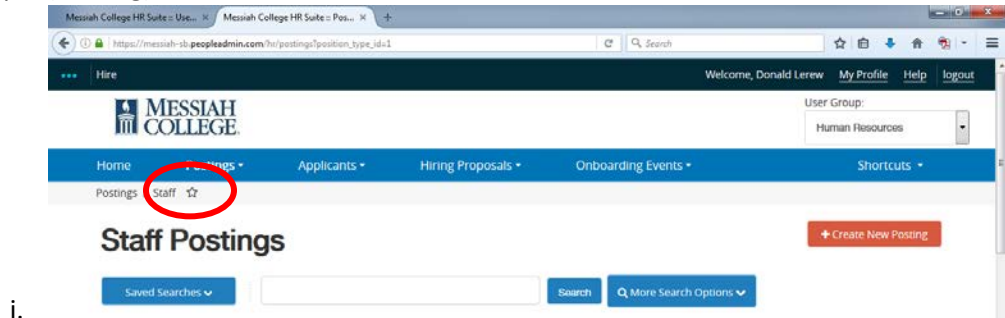
e. From Hiring Proposal



i.

6. Ability to Add Shortcuts to Appear on Home Page

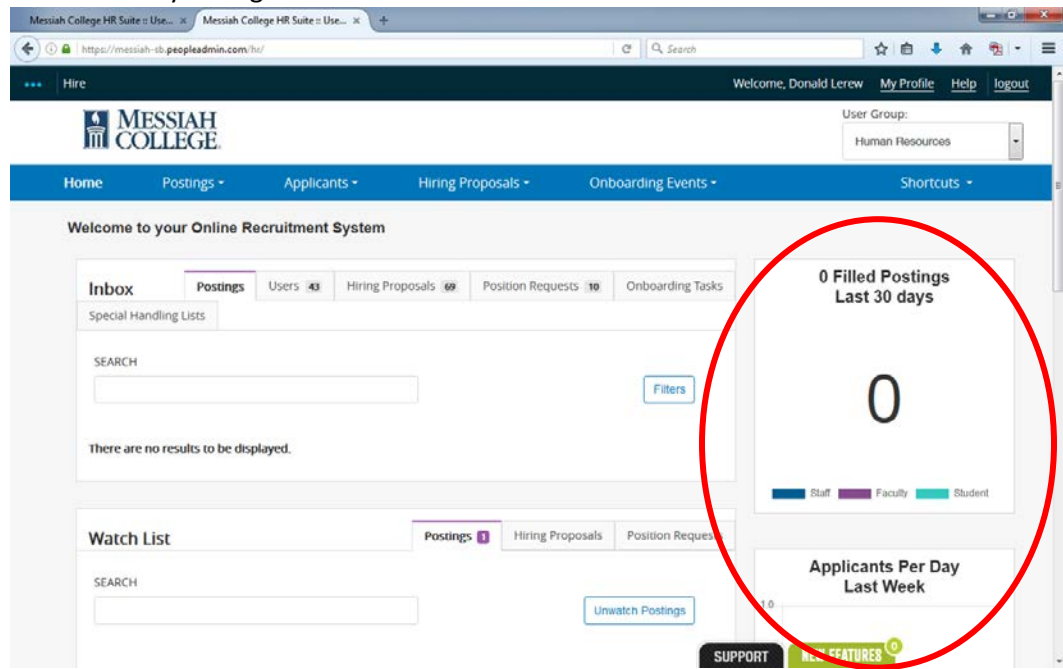
- a. Allows users to create personalized shortcuts to different areas of the system (see “Star” icon)
- b. Sample (Posting)



i.

7. Metrics

- a. Pre-defined system-generated metrics based on user role



b.

8. Automatic User Group Updates

- a. Users selecting an item from the Inbox or Watch List will have User Group automatically updated to appropriate role to take action on the assigned item

9. Full Documentation

- a. Additional screenshots and information will be provided in updated documentation in the near future