PeopleAdmin 18.A Release FAQs

General Release FAQs

What is included in the 18.A release?
The release includes a real-time integration with SkillSurvey, an internal job board, and an upgraded landing page experience.

How will this release impact my system?
The integration with SkillSurvey can be purchased and implemented at your discretion. Please contact your Account Executive for more information.

The internal job board and landing page experience will be released to your sandbox on DATE. These will remain in your sandbox for approximately 3 weeks (with ample notice and reminders). We will notify you in advance of the transition to your production environment. The landing page will be immediately activated across all of your end user’s sites upon deployment to production. You will need to enable the internal job board in order to utilize the enhancement.

Internal Job Board FAQs

What is the Internal Job Board?
The internal job board is an easy way to post jobs on a job board that is visible only to your internal employees.

What does this mean for my solution?
There are two things to keep in mind about the internal job board:

1) If you are utilizing any form of SSO, you can now allow your internal users to login to the applicant portal using their SSO credentials. This will help minimize the number of duplicate accounts created by internal users, and allow internal users to be easily identified in the HR Portal. This is available even if the Internal Job Board is not enabled.

2) When the Internal Job Board is enabled, a new tab appears on the applicant portal for logged in internal users. Postings can be flagged to appear on this tab for internal users.

How can I configure it?
All you have to do is go to the Position Type Settings page from the General Setup menu in the Admin module.
For each Position Type the Internal Job Board should be enabled for, check “Enable Internal Job Board?” and select “Update Position Type Settings”. That’s it! This is technically all you need to do, though there are more configuration options.

What other configuration options are there?

1. In Preferences there is the option to “Include all Postings on the Internal Job Board for Position Types that are enabled for the Internal Job Board”. If this option is selected, in addition to Postings directly flagged for inclusion on the Internal Job Board, all other Postings that appear on the external applicant portal will show up on this page. If unchecked, only those Postings tagged for the Internal Job Board will appear.

2. Two terms can be configured in the Site Glossary for the Internal Job board. The first is “Applicant Portal Search Internal job”. This is what displays in the applicant portal navigation for the Internal Job Board. By default it displays as “Search Internal Jobs”. The second is “Internal Job Board”, which is the name of the feature itself. By default it is “Internal Job Board”.

3. In preferences the option to “Show Employee Login Link in Applicant Portal?”, when checked, will add a snippet below the login section of the Applicant Portal that directs internal users to their internal SSO login. This allows internal users to easily login to the applicant portal with their internal SSO credentials. By default, this snippet displays

How do I post a job to the Internal Job Board?
From the Actions button on the Posting select “Post to Internal Job Board”. The normal box with the option to comment and watch will appear. Note that this will also publish any un-published changes to the applicant portal for all applicants.

How do I remove a job from the Internal Job Board?
Same procedure as Posting: select “Remove from Internal Job Board” from the Actions menu.

How do I know if an applicant was an internal applicant?
There is an “Internal Candidate” read-only Boolean field that can be added to the application form. Additionally, this field can be added to Saved Searches even if the field is not configured on the application form.

Will interest card emails be triggered for jobs I post on the internal job board
No.

Will posting on the internal job board change my workflow state?
No. We designed this feature to be available at any point in your workflow state for maximum flexibility.
How will the internal job board show up to our applicants?
For all customers using a standard applicant portal, a tab will automatically display to internal applicants directly from the home page. This tab will be labeled using the term you select. If you have a non-standard or custom mobile applicant portal, applicants will need to “Search Jobs” before the tab will display.

Upgraded PeopleAdmin Landing Page FAQs

What is the benefit of this new landing page?
The upgraded landing page will incorporate an easy to use inbox from which you can access your action items without having to change your user group. These action items will also include search committee tasks under the postings tab—you will be able to filter and sort the inbox for even easier access to what matters most. Additionally, there are several new persona-based widgets that answer simple questions like “How many postings were filled in the last 30 days?” or “How many applicants did I receive each day over the past 7 days?” These differ based on your role in the software. Administrators have one view, approvers have a different view, and applicant reviewers have another view—all designed to serve their role.

What all can I see and access from this new inbox?
You will be able to see all of your action items, including those assigned to you as a search committee member (under the postings tab). You will also notice a few added fields to help you better find and prioritize your work, including the department and days in current workflow state. You will be able to access and take action on any action item without having to manually change your user group.

What are the different widgets on the home page?
There are a handful of simple data visualizations (or “widgets”) on the new home page. These will answer questions like, “How many postings were filled in the last 30 days?” for an administrator or “How long are things sitting in my inbox on average?” for an approver. These “widgets” are persona-based with different visualizations for administrators, applicant reviewers, and approvers.

Will this be in the sandbox for a while?
Yes. You can expect ample notice prior to this being live in your sandbox. It will remain in your sandbox for at least two weeks, after which it will be live in your production site.

Should I expect more changes in the future?
One tremendous value of a cloud-based solution is the continuous improvement loop. As we release enhancements, we can gather more and more customer feedback in order to prioritize future improvements. That said, there will likely be incremental improvements in the near future, including a refreshed and easier to use watchlist, an updated shortcuts section, and visualizations on other aspects of your talent management solution. You will receive ample notice about such changes, which would first be sent to your sandbox.
Is this ADA compliant?
Yes, this landing page is WCAG 2.0 AA compliant.

What if I have Performance as my default landing page?
Your default Performance landing page will remain intact. When you navigate to Hire (your applicant tracking solution) or Positions (your position management solution), you will see this new landing page.

Where does the data in the widgets come from?
This data comes directly from your PeopleAdmin talent management solution.

What will it look like?

Adverse Impact Analytics FAQs

What is the benefit of this dashboard?
Adverse Impact Analytics helps you understand and manage your EEO risk while you advance your institution’s mission to improve diversity and inclusion.

How do I turn it on?
Please submit a support request that specifies the users you would like to provide access to.

How much is it?
Adverse Impact Analytics is included with your PeopleAdmin Hire subscription.
Where will I find it in my PeopleAdmin solution?
This will be included in the Shortcuts set of links on the right hand side of your landing page.

How is this different from the diversity dashboard I already have?
The Analytics content PeopleAdmin delivers in your existing dashboard set is targeted at understanding your hiring workflow and how diverse candidates move through that workflow. That content can be used in conjunction with our new enhanced offering that will help you evaluate your hiring outcomes alongside your hiring processes.

Can I do any custom reporting or unique configuration with this new tool?
Look for enhancements to edit and create your own dashboards coming in 2019.

Can I automate any of the reports?
Look for enhancements to scheduling and emailing reports coming in 2019.

Is this ADA compliant?
This offering is a set of visualizations of data and drill down capabilities. We use color-blind compliant

Who all can access this dashboard?
This robust data set is intended for a central user, as data from across the entire institution is available. It is the institution’s discretion who they provide access to.

Where does this data come from?
This data is refreshed nightly from your PeopleAdmin Hire database.

Is there any increased liability for me in having access to this data?
Having access to this data will make it easier for you to respond to EEO requests and also demonstrate any interventions you have designed in response to proactive EEO initiatives at your institution. ***Legal approved response coming soon***

How do I best use this in conjunction with the dashboards I already have?
That content can be used in conjunction with our new enhanced offering that will help you evaluate your hiring outcomes alongside your hiring processes.

Is there training available on this dashboard? How much will it cost?
We are developing Adverse Impact training that covers legal compliance guidelines, how higher education is currently faring with EEO guidelines, and how to use this product to improve outcomes at your institution. If
you are interested in partnering with us during the beta of this training content, please contact katy.smith@peopleadmin.com.

Will this work in Canada?
This offering is coming to Canada in late 2018. Please note that the US EEOC guidelines are a US concept, but we support using the guidelines as a helpful concept in evaluating our Canadian customers’ diversity outcomes.

I use a different calculation than this. Can we modify?
This calculation is the federal EEOC calculation, so we believe it is the most appropriate calculation to use at this time. Look for enhancements to edit and create your own dashboards coming in 2019.

Where can I go to learn more about EEOC, Adverse Impact, or Balanced Hiring?
https://www.eeoc.gov/policy/docs/qanda_clarify_procedures.html