

Hello STARS Users,

Here is some updated news regarding the STARS HR Requisition System. If you have any questions about these changes please contact the Staffing & Career Development Office at 432-1121.

## Recent Changes

### Requisition Form Changes

1. A hyperlink has been added to the Job requisition forms allowing you to quickly and easily request a new Supervisor, Business Manager, Primary Departmental Requisition Contact, Hiring Manager, Org Unit Business Manager, or Department Business Manager/Head be added to STARS. This sends an email with the request and when the individual is added, all of these lists are populated.

A similar link can be found on the STARS support web page ([www.yale.edu/hronline/STARS](http://www.yale.edu/hronline/STARS)), in the Faculty and Hiring Manager Support section under the STARS Recruitment and Hiring Toolkit header.

2. The STARS Support Team has been busy revising the job code default data. In this process, we have reviewed all of the job code default data for consistency and accuracy and have completed a thorough review of this information including:
  - Job Code, which now includes the Labor Grade in the description but will not display on the Talent Gateway
  - General Purpose
  - Recruiter
  - Division (where appropriate)
  - FLSA Status
  - Essential Duties
  - Education and Experience
  - Skills and Abilities
  - Job Category
  - Bargaining Unit
  - Pay Schedule
  - Salary Grade
  - Searchable Job Family and Reporting Job Family

- HEW/EEO Type
- Campus Location (where appropriate)
- Background Check
- Standard Check
- Credit Check
- Motor Vehicle Check
- Req Team
- Checking the box that turns off autofiler notifier
- New Aggregator fields (see #3 for more details)

This information is now in the STARS system. Please let us know if you find issues with the defaulting data.

3. The Staffing Office now has the capability to electronically post position details to external job board sites like Monster.com, HERC, Inside Higher Ed, and New Haven County Jobs. This process has been completed and new fields have been added to the job requisition forms. The requisitions will display the new fields but Departments will not be required to enter this information. The new fields are located in the HR Use Only section and include:
  - City
  - State
  - Zip Code
  - Country
  - Pay rate
  - Education
  - Experience
  - Aggregator Job Type
4. University Officers may now be specified as Approvers in the Provost/PRC/Officers field of the requisition. Please contact [stars@yale.edu](mailto:stars@yale.edu) to ask that a specific University officer be added to the list of available options for this approval level.
5. All Local 35 Requisitions show only Service & Maintenance job codes. IEP Requisition shows only Clerical & Technical job codes. All other Requisitions show Managerial & Professional and Clerical & Technical job codes.

## **Candidate Form Changes**

6. New Hire Form: New fields have been added to the New Hire Form to facilitate keeping the Oracle HR Database layoff record up-to-date.

## **Talent Gateway Items**

7. The EEO Form has been changed to remove "Decline to complete" as a separate field. It is now included as an additional option under the Race and Gender fields. This allows us to better automate the collection of this information on external candidates in the hire process.
8. The supported browsers list has been updated on the STARS Support Site.
9. Language has been added to the Search Openings page to remind candidates to use the Navigation Bar at the top of the screen instead of using the browser's Back button.

## **Upcoming Changes**

Here are some upcoming changes for your information that we are in the process of configuring and testing.

## **Talent Gateway Items**

1. ITS and HRIS are currently testing the conversion of our Internal Applicant accounts from a double-log in to a Single-Sign On service. This will allow Yale Employees to log in through CAS (Central Authentication Service) and have direct access to their account. There will be no need to log in twice as is currently done.

## **Candidate Tracking Changes**

2. Allow Hiring Managers to view forms within the STARS application.

Forms to be viewable include:

- Candidate Job Response Form (job application)
- Candidate Profile Supp/Yale Univ Supp App (references)
- Qualification Assessment Form (test results)

Forms to be enterable include:

- Hiring Manager (HM) Resume Feedback
- Interview Schedule Request

- New Employee Checklist (on-boarding checklist)
- Phone Screen
- Self-Assessments

## Reporting

3. The STARS Technical Team is working to take STARS data and place it in a Yale University data warehouse to support automated reporting.
  - Affirmative Action Reporting is being delivered in October/November
  - Job Search Team Reporting
  - Highly detailed Metric reporting

## Contact Information

### Strategic Talent-management And Recruitment System

Need help? You can call, e-mail or visit the STARS site for assistance.

STARS Hotline Number (IT Help Desk): 432-9000 or 785-3200

STARS E-mail: [stars@yale.edu](mailto:stars@yale.edu)

STARS Website: [www.yale.edu/hronline/stars](http://www.yale.edu/hronline/stars)

Staffing & Career Development Office at 432-1121