



## STARS System and Business Process Update

**Subject:** HR System Requisition Changes

**Date:** July 31, 2007

The following information has been changed to streamline the entry of this information. If you have any questions about these changes please contact the Staffing & Career Development Office at 432-1121.

### Requisition Form Changes

1. **Reminder:** The STARS HR Requisition System is now accessible from the STARS Support Site, on YAMS, and AWD (Administrators Web Directory).
  - a. To access via the STARS Support Site, navigate [www.yale.edu/hronline/stars](http://www.yale.edu/hronline/stars) => click on left hand column entry: STARS Requisition System for Faculty and Hiring Managers.
  - b. To access via YAMS, navigate to YAMS Categories => Yale Administrative Portals => STARS HR Requisition System.
  - c. To access via AWD, navigate to [www.yale.edu/awd](http://www.yale.edu/awd) => click on STARS Requisition System for Faculty and Hiring Managers.
  - d. In order to access the STARS system, you are still required to log in via CAS. Access to the STARS HR Requisition System is still an option under the HROnline Self-Service Application and will be removed after August 13th.
2. The Home Organization Number and University Mail Code are now required.
3. The Interim Employment Pool Requisition is now available on the STARS Support Site Requisition Forms page.
4. The Auto-Filer field now states: Please do not uncheck the box in the "Autofiler" notification field.
5. The Education & Experience field is now marked as non-Editable for all Hiring Managers for all positions. This field should contain only the University generic Education & Experience and pre-populates based on the job code selected. A new field called Additional Education & Experience has been added to all non-Service & Maintenance requisitions

- to enable Hiring Managers to enter additional education and experience required and/or preferred beyond the University generic requirements.
6. The Job Description fields (Position General Purpose, Essential Duties, Education and Experience, Skills and Abilities) now have no formatting, thereby ensuring consistency of fonts on the posting site.
  7. New Orgs are being reviewed and added to the Req Form Home Organization field on a regular basis.
  8. In our roll-out of the new Background Check fields during June/July, auto-population was delayed and then sporadic. The default values are now populated from Job Code Default Data.
  9. Duplicated Job Codes have been deactivated. Please let us know if you are missing a job code that should be active.

### **Talent Gateway Changes**

1. Searching by Original Posting Date has been turned on the Search Openings page. This much sought after feature was turned on when we went live on 2/26/2007 but quickly disabled as we found it was not working properly. We turned this on once Kenexa fixed the problem and was tested.
2. Salary Ranges are no longer posted on the Job Details page on the Talent Gateways. A link is available on the Salary Grade prompt (min/max) when clicked will take the Applicant to the current Salary Ranges (Why? Kenexa has reported to us a substantial charge for uploading Salary Range changes on a periodic basis. We think that having this information available via a link from the Job Details page will be sufficient to share this information with Applicants and streamline the maintenance of this information all within the control of Yale resources as long as the information is easy to retrieve and the Applicant does not have to search for this information.)
3. The Contact Email Address in Applicant profile record for Internal and External applicants is now required.
4. Vista and IE 7.0 have been certified as working with STARS.
5. Currently, Office 2007 documents are not supported. The vendor promises us that this will be supported this fall.

## **Candidate Form Changes**

- The following changes have been made to the New Hire Form. This field is now required: Country of Citizenship. These fields are now not required: Ethnic Origin, Gender, Decline to Complete.

## **Candidate Tracking Changes**

- New letters have been published for the Library.

## **Technical Tips**

- We have posted the periodic STARS HR Requisition System communications on the STARS Support Site. See (<http://www.yale.edu/hronline/stars/news>) and click on STARS System and Business Process Update for a list of recent communications.

Here are some upcoming changes for your information that we are in the process of configuring and testing. Please let us know if you have any question about these changes.

## **Talent Gateway Items**

1. The EEO Form is being changed to add "Decline to complete" as an option under Race & Gender and being removed as a separate field. This change has already been made in Staging. This will allow us to better automate collection of this information on external candidates in the hire process.
2. ITS and HRIS are working with Kenexa to convert 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. We are in planning stages now and working through technical details of this conversion. We will be testing in Staging first.
3. The STARS Support Team will be updating the supported browsers list: <http://www.yale.edu/hronline/stars/application/Hmgrstips.html#Supported>

## **Requisition Form Items**

1. We are currently testing having a link on the Job requisition forms which allows you to request that a new Hiring Manager, Supervisor, etc. be added to STARS. This will send an email directly to Pat DaCunto and Jaci-Beth Ward with the request.

2. We are currently testing having a Department specific Job Family to be used by applicants while searching for jobs. The goal of this would be to allow departments to specify one or many Job Families that the applicant could search by. This would allow us to take a generic title like Manager and have it show up in searches as IT or Development. University standard Job Family would continue to be auto-populated for EEO reporting purposes but not be edited by Departments.
3. We will be adjusting the Background Check Eligibility and Requirements to accommodate VA and Cedarhurst jobs.
4. We are currently working with First Advantage to provide posting to external job board sites like Monster, HERC, Inside Higher Ed, and New Haven County Jobs. **Candidate Tracking Changes**
  - Allow Hiring Managers to view forms within the STARS application.

Forms to be viewable include:

Job Response Form

Candidate Profile Supp/Yale Univ Supp App

Qualification Assessment Form

Forms to be enterable include:

HM Resume Feedback

Interview Schedule Request

New Employee Checklist

Phone Screen, Self-Assessments

### **Other priorities**

- Affirmative Action Reporting for October 1