

STARS System and Business Process Update

Subject: STARS HR Requisition Changes - Late August Update
Date: August 28, 2007



Requisition Form Changes

1. A new link has been added to the Job requisition forms allowing you to 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.
2. A new field entitled "Searchable Job Family" has been added to the requisition permitting a hiring department to specify one or many job families under which a position will appear in candidates' searches on the posting Gateways. This allows us to take a generic title like Manager, which falls into the Administration job family for EEO reporting purposes, and have it show up in candidate searches as a Computing and Information Systems or Development position. The previously existing Job Family field has been renamed to "Reporting Job Family" and will continue to be auto-populated for EEO reporting purposes. The Reporting Job Family field will not be editable by hiring departments. (A separate communication was sent to you on this topic dated August 9, 2007.)
3. The Staffing Office is working to automate the posting details to external job board sites like Monster.com, HERC, Inside Higher Ed, and New Haven County Jobs. This process is underway 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

Candidate Form Changes

- The Department field has been added to the Offer form.

Upcoming Changes

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 questions about these changes.

Talent Gateway Items

- 1) The EEO Form is being changed to remove "Decline to complete" as a separate field and include it as an additional option under the Race and Gender fields. This will allow us to better automate the collection of this information on external candidates in the hire process.
- 2) ITS and HRIS are in the planning stage 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.
- 3) The STARS Support Team will be updating the supported browsers list related to Release 10
<http://www.yale.edu/hronline/stars/application/Hmgrstips.html#Supported>

Requisition Form Items

- 1) The STARS Support Team has been busy revising the job code default data so that the Aggregator fields will auto-populate when a new Job requisition is created. 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

Over the next two weeks, Kenexa will take this information and load it into the STARS system. We expect this information to be corrected by September 14th.

- 2) We will be adjusting the Background Check Eligibility and Requirements to accommodate VA and Cedarhurst 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