

## STARS System and Business Process Update



**Subject:** Requisition Changes  
**Date:** May 25, 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.

- 1) **Label Changes:** The Position Requirements Label now shows what type of requisition (e.g., University Standard Req, Interim Employment Pool Req, Development Req, FAS Req, Facilities Req, Local 35 Req, etc.) you are viewing.
- 2) **Non-Editable Fields:** The following fields are viewable for all Departmental Users but not editable or enterable. These fields, which prepopulate based on the job code selected and are required for reporting and/or posting purposes, were previously hidden and we found that hiding these fields meant that the application did not fill in this information. By making the fields displayable, we will help our reporting and also allow you to see this information. Fields include: Salary Grade, Salary Minimum, Salary Maximum, Job Family, HEW/EEO Code, Original Posting Date.
- 3) **Hidden Fields:** The following fields are now hidden from all Departmental Users (including Hiring Managers): If Yes, Advertising Budget Maximum. This field will be completed by the recruiter at the direction of the hiring manager in the event a decision to advertise the position on a site other than the Yale posting site or in a publication is made. It is meant to provide guidance to the Staffing Office with regard to the department's maximum advertising budget for the position.
- 4) **New Field: Eligibility Requirements.** This field is added after the Skills & Abilities fields on all requisitions except the IEP Req. It is to be used for the implementation of the Background Check project. Shortly in the next two weeks (?), this field will auto-populate when you create a new requisition. For all Hiring Managers, this new field will be displayed but non-editable.

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.

- 1) The new Eligibility Requirements field will be displayed on both the Internal / External Gateways, located after the Skills & Abilities fields

- 2) New Background Check Form - Candidate Form to be used to communicate with Applicants that are in the hire process and forwarded to ADP, our Background Check Vendor for processing
- 3) New Candidate HR Statuses: for internal HR use only: Late Bid/Application; viewable by Hiring Managers and HR: Position Filled, Position Cancelled, 'Interviewed, Yale Not Interested'.
- 4) Change the Auto-Filer field to state: Please do not uncheck the box in the "Autofiler" notification field.
- 5) For requisitions with multiple openings, the total number of openings will display on both the Internal/External Gateways in a field called "Display Positions Remaining" This field will be located just after the Auto-Req ID (to be renamed STARS Req ID, see #7 below).
- 6) Renaming of the Auto req ID field to STARS Req ID field. This will appear on the Internal / External Gateways, in all Requisitions, and references to the Auto Req ID in all communications will be updated to the new STARS Req ID.
- 7) Adjust the Education & Experience field to be non-Editable for all Hiring Managers. This field contains only the University generic Education & Experience and pre-populates based on the job code selected. A new field called Additional Education & Experience will be 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.
- 8) Change the Yale Posting Status values to be all caps and bolded so that the posting status will be more prominent on the job postings.
- 9) Adjust the Job Description fields (Position General Purpose, Essential Duties, Education and Experience, Skills and Abilities) to have no formatting, thereby ensuring consistency of fonts on the posting site.