

STARS System and Business Process Update



Subject: Requisition Changes
Date: June 05, 2007

We are writing to share some important news related to the Requisition forms. 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) **Non-Editable Fields:** The following fields are viewable for all Departmental Users but not editable or enterable. These fields, which are maintained by HR Staffing Office, were previously hidden but found to be useful for Hiring Supervisors. Fields include: Affirmative Action Search Field.
- 2) **Renaming of the Auto req ID field to STARS Req ID field.** This now appears on the Internal / External Gateways, in all Requisitions, and references to the Auto Req ID in all communications has been updated to the new STARS Req ID.
- 3) **The Yale Posting Status now displays as all caps and bolded** so that the posting status will be more prominent on the job postings.
- 4) **The Sign-On Bonus field is now pulling into the New Hire Form from the Offer Form.**
- 5) **The Title field has been changed to read University Generic Title.** This field autopopulates based on the job code selected. Please do not modify this field. If you would like the position to be called something else on the Gateway, please use the Posting Position Title field for that purpose.
- 6) **Business Manager and Primary Departmental Requisition Contact formatting changes.** The formatting for these fields has been changed to a First Name then Last Name order. These fields are used in communications to Candidates and need to be formatted in this order.

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) **Change the way that the STARS HR Requisition System is to be accessed** removing the need to access via the HR Self-Service Application. A communication is forthcoming.
- 2) **The new Eligibility Requirements field** which notifies candidates of the background check requirement if offered a position will be displayed on both the Internal / External Gateways, located after the Skills & Abilities fields.

- 3) 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
- 4) 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'.
- 5) Change the Auto-Filter field to state: Please do not uncheck the box in the "Autofiler" notification field.
- 6) 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 #2 in the first section of this email).
- 7) Adjust the Education & Experience field to be non-Editable for all Hiring Managers. 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 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) 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.