

STARS System and Business Process Update



Subject: Requisition System Changes
Date: June 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.

Requisition Form Changes

- 1) The STARS HR Requisition System is now accessible from the STARS Support Site and on YAMS. To access via the STARS Support Site, navigate www.yale.edu/hronline/stars => click on left hand column entry: STARS Requisition System for Faculty and Hiring Managers. To access via YAMS, navigate to YAMS Categories => Yale Administrative Portals => STARS HR Requisition System. 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 for the next 6 weeks. It will be removed after August 13th.
- 2) A link has been added to the Administrators Web Directory page to the STARS Support Site and the STARS HR Requisition System. www.yale.edu/awd

Talent Gateway Changes

- 1) The new Background Check Requirements field which notifies candidates of the background check requirement if offered a position is now displayed on both the Internal / External Gateways, located after the Skills & Abilities fields.
- 2) An inactivity timeout of 15 minutes has been applied to both the Internal/External Gateways. This will be used to limit problems around Kiosks. Please let the STARS Support Desk know if this is causing a problem.

Candidate Tracking Changes

- 1) New Background Check Form - The candidate form which will be used to communicate with applicants who are in the hiring process and will then be forwarded to ADP, our Background Check Vendor for processing, is now in production.
- 2) 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' are now in production.

Technical Tips

- 1) Check out the new Technical Tip related to Email Filters found on the STARS Support Site. Navigate: www.yale.edu/hronline/stars => faculty and hiring manager support => technical tips => how to set up email filters in Thunderbird. A Eudora version and video are coming soon.

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) Remove the Salary Range from the Job Details page on the Talent Gateways. 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.
- 2) Turn on Talent Gateway Search based on Original Posting Date 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. Recently, Kenexa BrassRing has fixed the problem and our initial test results look good in Staging. We will be turning this on in production shortly.

Requisition Form Items

- 1) Require the Home Organization Number and University Mail Code.
- 2) Add the Interim Employment Pool Requisition to the STARS Support Site Requisition Forms page.
- 3) Change the Auto-Filer field to state: Please do not uncheck the box in the "Autofiler" notification field.
- 4) Adjust the Education & Experience field to be 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 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.
- 5) 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.

Candidate Tracking Changes

1) Allow Hiring Managers to view forms within the STARS tool.

Forms to be viewable include:

- 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