

STARS System and Business Process Update



Subject: Requisition System – New Location Proposal
Date: June 01, 2007

Currently, you access the STARS HR Requisition System (Enterprise) via the HR-Online Self-Service Application. This requires you to log-in via CAS (Central Authentication System), view the list of your HR Self-Service Options, and select "View STARS Kenexa Brass Ring System" to get to the STARS HR Requisition System (Enterprise). This access method has worked for us since late February but on at least two occasions has been unavailable.

I am proposing removal of the HR-Online System component with a direct route to the STARS HR Requisition System (Enterprise). As a user, you would be required to authenticate before given access to the system. Here are the things I want to change to accomplish this:

- 1) Add STARS new option to YAMS (Yale Administrative Menu System) Menu – Navigate to YAMS => Yale Administrative Portals => New Option: STARS HR Requisition System (Enterprise) under the HR Online Menu item
- 2) Add STARS new option to STARS Support Site under Faculty and Hiring Managers Page - Navigate to STARS Support Site www.yale.edu/hronline/stars => Faculty and Hiring Managers => Under Related Links have "STARS HR Requisition System" option
- 3) Add STARS new option to STARS Support Site under Training Page - Navigate to STARS Support Site www.yale.edu/hronline/stars => Training => Under Related Links have "STARS HR Requisition System" option

Also, I am proposing renaming the reference to the Search Jobs site because the reference is confusing. On the STARS Support Site, it is referred to as "STARS Application" which could be confused with the HR Requisition System.

- 1) Rename Related Link "STARS Application" to "Search Jobs" on all Support Site Menus

Please let me know if you approve of these changes before I begin rolling this communication out to Hiring Supervisor offices.

Please email Judy Offutt (judy.offutt@yale.edu) directly with your feedback.