MEMORANDUM

TO: PeopleAdmin Users  
FROM: Human Resource Services  
DATE: October 10, 2011  
SUBJECT: PeopleAdmin Is Live!

Human Resources Services (HRS) is delighted to announce that PeopleAdmin, an applicant tracking system for NMSU, is now available for use! Effective today, all new job postings for regular exempt and regular nonexempt positions must be processed using the PeopleAdmin system. Users can log into the system using their myNMSU username and password.

Information and access to PeopleAdmin are available at http://hr.nmsu.edu/hrs-central-resources/special-initiatives/peopleadmin-implementation/. Additionally, this page contains important hiring resources such as sample offer letters and an on-boarding checklist, to be used while processing new hires. Offer letters for all exempt and nonexempt positions will now be included as part of the hiring process.

Please note that Open Lab Sessions are available to provide assistance in posting and routing actual positions. Dates and times can be found at http://training.nmsu.edu/. Additionally, you may consider attending an Informational Session covering the use of the new system. Registration is available at https://trainingcentral.nmsu.edu/Saba/Web/Main/goto/GuestCourseDetailURL?otId=cours0000000000001019&callerPage=/learning/offeringTemplateDetails.xml. 

User specific manuals for processors and for approvers have also been made available online at http://training.nmsu.edu/business.html. An informational session will also be recorded for remote users or others unable to attend a session in person.

Applicants will continue to access job postings from the Employment Opportunities webpage, http://hr.nmsu.edu/employment-hr/jobs-at-nmsu/. When recruiting through PeopleAdmin, paper application materials will no longer be accepted. The HR Service Center in Hadley Hall, Room 17 has kiosks available for walk-in applicants. Additionally, all Community Colleges and the Department of Workforce Solutions offices throughout the state provide computers for walk-in applicants.

Please contact your HRS Business Partner if you have any questions or need assistance with the new system.