1. **What is PeopleAdmin?**
   PeopleAdmin is the leading provider of online human resource service modules for higher education. It currently supports over 500 Higher Education institutions and is a collaborative partner with SunGard Higher Education (Banner and HireRight, background check service provider).

2. **What is Applicant Tracking?**
   The PeopleAdmin Applicant Tracking module enables NMSU to collect and review employment application materials online, while providing feedback to applicants regarding the status of their job search.

3. **What is Position Management?**
   In addition to applicant tracking, PeopleAdmin enables hiring managers to maintain current and accurate job descriptions online. Online descriptions facilitate the creation of job requisitions, job postings, and hiring proposals.

4. **What are some of the advantages to using the PeopleAdmin Applicant Tracking System?**
   **Enhancements for Applicants:**
   - Allows the applicant to create a single application profile and use it to apply for multiple jobs.
   - Applicants may update their online application 24 hours a day from the convenience of their own home.
   - Provides automated notification to applicants both online and via email regarding the status of their application (reduces time and costs associated with mailing paper notifications).
   **Enhancements for NMSU:**
   - Hiring departments will have electronic access to applicant data.
   - Hiring departments will have the opportunity to establish applicant ranking criteria based on specific, job related questions.
   - Allows for customized applicant screening which can be set at various levels.
   - Eliminates processing delays associated with submission of applicant documents.
   - Ensures applicant data is readily available for both analytical and compliance reporting. Improves EEO response rate while eliminating the costs associated with a paper process.

5. **What are some of the advantages to using the PeopleAdmin Position Management System?**
   - Hiring managers can access current job descriptions on-line (eliminate requests to HR for this information).
   - Hiring managers can review and update position descriptions with each hiring action ensuring up-to-date job descriptions and accurate postings.
   - Online postings are generated through the requisitioning process and submitted for review and approval using electronic workflow.
   - Allows hiring managers to select an individual for hire and de-selection of other candidates in a single action.
   - System integrates with HireRight, NMSU’s background check service provider.

6. **When was PeopleAdmin first implemented?**
   Implementation occurred October 2011 for regular exempt and regular nonexempt position postings.

7. **Why are other position type recruitments not processed using PeopleAdmin?**
   HR Services first implemented PeopleAdmin for all regular exempt and regular nonexempt position postings to customize PeopleAdmin to effectively meet NMSU’s needs. Once the system is fully implemented for nonexempt postings, other hiring classifications will be rolled-out in a phased implementation.
8. In general, how is the hiring process different in PeopleAdmin for department hiring managers and the processors of requisitions?

The most important change is that PeopleAdmin automates many of the paper-driven aspects of the employment application process.

Creating and submitting the requisition to HR Services via PeopleAdmin results in faster processing of employment information. Hiring managers have up-to-date access to their requisitions and are able to review application materials online as it is convenient for them.

Jobs are posted through NMSU’s PeopleAdmin in as little as 48 hours from submission, thus giving hiring managers more time to review applications eliminating withdrawn applications.

Applicants apply online directly to the jobs of their choice. Once the posting has closed, HRS will electronically screen and make the information accessible to the hiring manager. Hiring managers may review these applications and screen each applicant according to their competitiveness.

The record-keeping aspect of the selection process is made simple and ensures accuracy.