



## Human Resource Services

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TO: University Administrative Council, Supervisors and Action Originators  
FROM: Dr. Gena Jones, Asst VP HRS/Chief HR Officer *GJ*  
CC: HR Liaison/Business Managers  
DATE: June 1, 2023  
Action Required: HR Liaisons to forward to all action originators within the College/Division

**SUBJECT: New Talent Acquisition System Launched Today!**

**The Human Resources Services department is pleased to announce today's launch of the Talent Acquisition System!**

Thank you to all members of the project team for their efforts and contributions to reach this extraordinary achievement. The teamwork completed was instrumental in the successful implementation of the system. With a project of this magnitude, there may be some challenges and bumps in the road. Your patience and positive spirit will be very much appreciated.

This initiative will assist the university in reaching its LEADS 2025 goals, particularly in the recruitment of incredibly talented diverse individuals and to optimize systems and processes. Going forward, all new recruitments for Regular/TERM Faculty and Staff will be processed in the new system. EPAFs will still be used to hire temporary staff/faculty and students.

It's exciting to see that close to 200 faculty and staff completed the overview training and open labs prior to the launch. There are ten (10) additional opportunities this month to participate in the open lab sessions (in-person only). You are encouraged to [register](#) to attend an open lab. Open labs offer participants the ability to bring actions which need to be entered into the new system and to discuss questions about navigation.

★ Please note that hiring personnel planning to post positions in June and July are **required** to attend one of the open labs in June. The login information will be provided to participants during the lab session.

★ As previously indicated, all hiring confirmations currently in PeopleAdmin (with offer extended and accepted) must be submitted to HRS prior to **5PM on June 23, 2023**.

**Additional opportunities to become familiar with the new system.**

- ★ A recorded session will be available to view on Training Central.
- ★ Manuals and tools are available on the [Talent Acquisition System](#) webpage.

★ Again, there are ten (10) opportunities to participate in the open lab sessions in June (in-person only). To ensure adequate time and attention is provided to participants, each open lab will be limited to 15 in-person participants.

The launch of the new Talent Acquisition System is an exciting evolution of our systems to attract, hire and onboard current and future talent for the university system.

Please look for additional announcements and information on the [Talent Acquisition System](#) webpage which is updated regularly.