# New Talent Acquisition System FAQs

1. **What was the process used to select the new Talent Acquisition System?**
   Human Resources Services along with stakeholders from across the university system conducted an extensive RFP process with assistance from the Procurement office. Multiple products were reviewed and demonstrated. The PageUp system was ultimately the successful bidder based on the functionality of their product, their deep bench of experience in higher education, and their past successes with Banner integrations.

2. **What will happen to postings in PeopleAdmin after June I, 2023??**
   Postings in PeopleAdmin will close on May 30, 2023. All hiring actions must be completed by June 30th. After that time, the system will no longer be used. If a posting does not have an adequate applicant pool after May 30th, departments should cancel the search and re-post in the new Talent Acquisition System (TAS). There will be no automatic transition of postings between PeopleAdmin and the new TAS.

3. **What will happen to the current classifications that are housed in PeopleAdmin?**
   Human Resources is working with the new TAS to import the active classifications into the new system. In the new Talent Acquisition System, "positions" will be known as Position Descriptions. All position descriptions will be managed within the new TAS once the pause has lifted.

4. **How will offers be approved and made in the new Talent Acquisition System (TAS)?**
   Approvers will review and approve faculty and staff hiring proposals within Talent Acquisition System. Offer letters will be generated within the TAS and sent to candidates electronically after permission to offer has been given. All offers will continue to be contingent upon the successful completion of a background check.

5. **What if I have an emergency situation where I need to submit a job for posting after May 1, 2023?**
   Emergency situations will be reviewed on a case by case basis by the AVP of HR. Any exceptions that are approved for posting in PeopleAdmin will be subject to a close date no later than May 30, 2023. Therefore, the hiring manager should carefully consider whether the posting period will allow for a robust candidate pool, or whether, in the alternative, it would be more sensible to submit the job for posting on or after June 1 in the new system.

6. **If a candidate applies for a position that closes in PeopleAdmin and that position is later deemed "closed search" will the applicant need to reapply in the new Talent Acquisition System for a reposted position?**
   Yes, unfortunately candidate materials will not be loaded from PeopleAdmin into the new Talent Acquisition System. All applicants will need to create an account to apply for positions. To setup an account, click Apply Now on the position you are interested in. You will be prompted to enter a valid email address to create an account. On the "Personal Details" section of the application, you will create a password for your account that you will continue to use each time you log in. Please use the same email

address each time you apply for a position. This will assist NMSU in processing your application as quickly as possible. Note: Please make sure your email address is current.

7. **How will I be trained on how to use the Talent Acquisition System?**
Employment and Compensation will be hosting training sessions in May. You will be able to sign up for a session via a link that will be provided and available when dates and times are determined. For information on training sessions and more information on the transition to the Talent Acquisition System, click on the following link:
https://hr.nmsu.edu/general-resources/toolkits1/talent-acquisiton-system.html

8. **How will I receive log in credentials for the new Talent Acquisition System (TAS)?**
The new TAS has Single Sign On capabilities. Department Authority & Approving Authority users will log into TAS with their myNMSU credentials.

9. **What if a search is in the middle of negotiations by the deadline?**
Although the posting will close for new applicants on May 31, 2023, the hiring process will continue as normal in PeopleAdmin until June 30, 2023. The PeopleAdmin system will no longer be active after June 30th.

10. **How will access work for the new system, will access need to be re-requested for the new system?**
No, access will not need to be re-requested for current users. Employment and Compensation is working to mirror over the current accesses.

11. **What happens for emergency hires? If a faculty member leaves and they need to be replaced immediately.**
**Emergency situations will be reviewed on a case by case basis by the AVP of HR.**
Any exceptions that are approved for posting in PeopleAdmin will be subject to a close date no later than May 30, 2023. Therefore, the hiring manager should carefully consider whether the posting period will allow for a robust candidate pool, or whether, in the alternative, it would be more sensible to submit the job for posting on or after June 1 in the new system.

12. **What types of positions will be processed through the new system?**
The system will process the same types of actions as the PeopleAdmin system (Regular/TERM Faculty/Staff). EPAFs will still be used to hire temp staff/faculty and student hires.

13. **Will pending reclassifications & new position requests be completed?**
Yes, the pending reclassification requests will be completed in the PeopleAdmin system as long as they were submitted prior to the deadline of 4/17/2023.

14. **Is there anyway self-training can be completed beforehand?**
The initial training will be conducted in a hybrid format (in-person/zoom) and open labs will be offered weekly. After initial implementation training will be provided on-demand.

15. **Will there be a process manual available?**

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Yes, there will be manuals available for use on the new Talent Acquisition System.

**16. Where do I go to get more information on training sessions and other information on the transition?**

For information on training sessions and more information on the transition to the Talent Acquisition System, click on the following link: https://hr.nmsu.edu/general-resources/toolkits1/talent-acquisiton-system.html