

Talent Acquisition System

HIRING PROCESS & POSITION MANAGEMENT

Human Resource Services

Employment & Compensation Services

The logo for New Mexico State University, featuring the letters "NM" stacked above "STATE" in a white serif font, enclosed within a white square that is itself centered within a larger maroon square.

NM
STATE

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New Mexico State University

Learning Objectives

- This session is geared towards hiring managers, originators and approving authority's learning about the new Talent Acquisition System.
- The new talent acquisition system will facilitate:
 - End-to-end recruitment process from job requisition
 - Candidate management
 - Online offer through the onboarding
 - Faculty and staff position management
- The system provides a more streamlined experience for both NMSU system end users and applicants.



Topics

- Benefits of New System
- Roles/Responsibilities
- Timeline of Implementation
- System Overview
 - Posting
 - Position Management
- Next Steps



New System!



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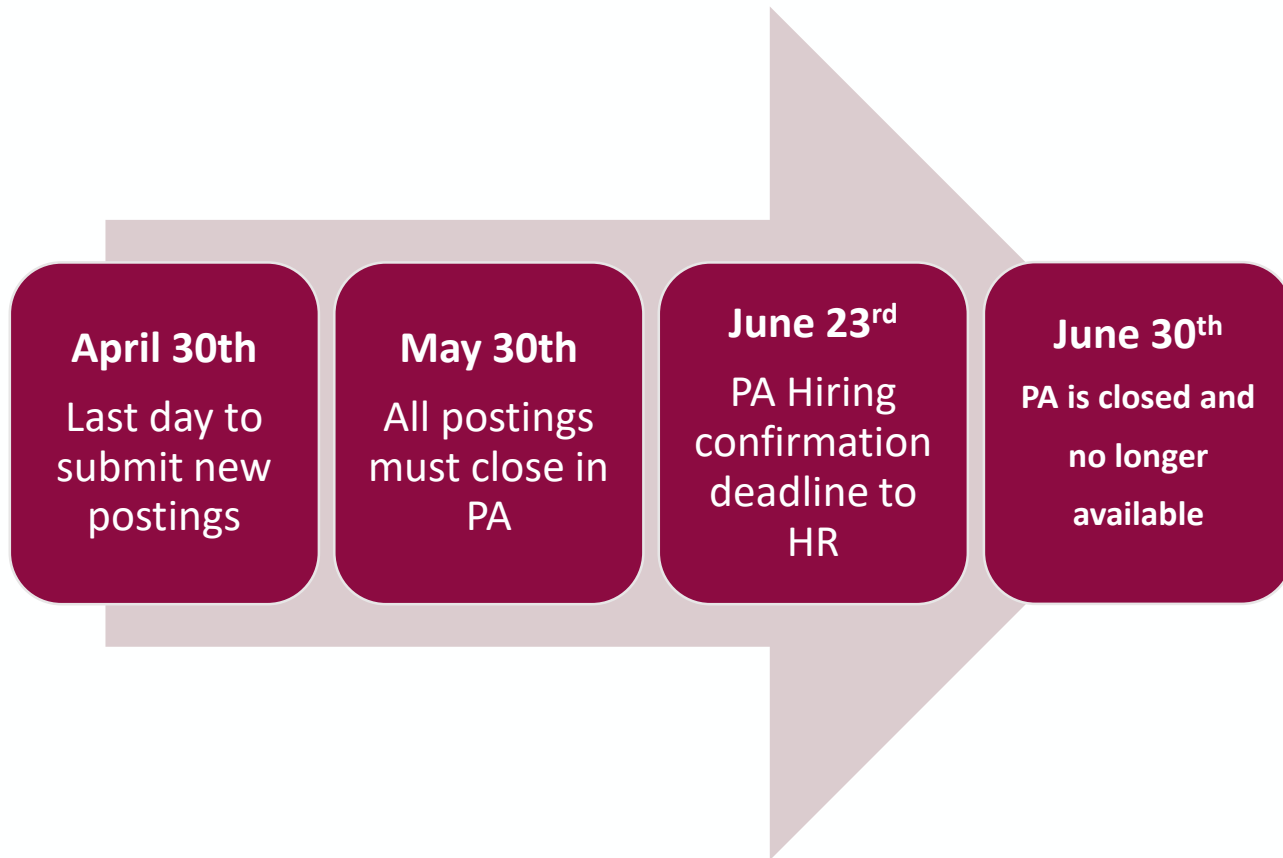
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Benefits of A New Talent Acquisition System

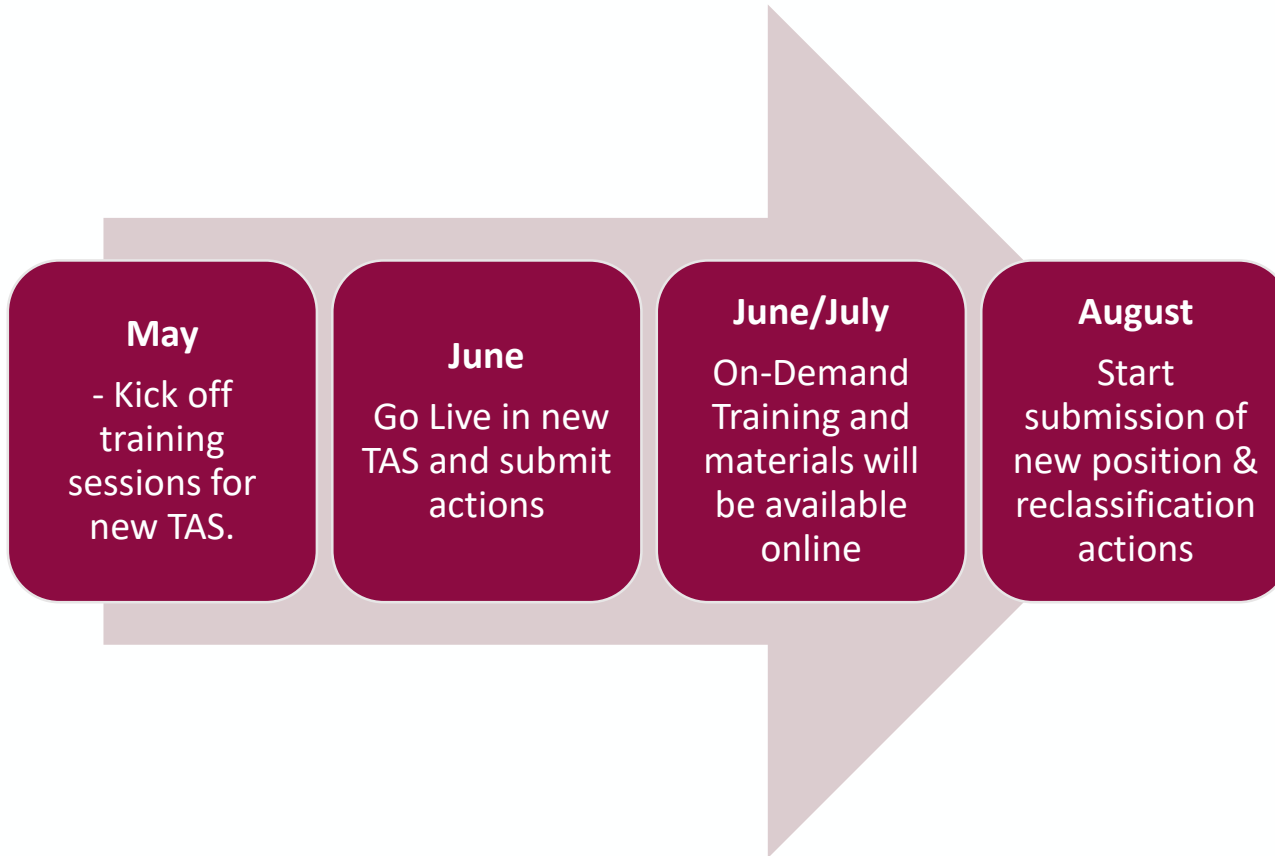
- Best-in-class recruitment and talent management system with a large footprint in higher education
- Integration for I-9 and Background Check
- Offer Letter Generation
- Enhanced Onboarding
- Interview Scheduling
- Enhanced Reporting & Survey Capabilities
- Reduced Workflow Routing
- Faculty & Staff Position Management



Transition Timeline – PeopleAdmin (PA)



Transition Timeline - TAS



System Basics

TALENT ACQUISITION SYSTEM



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Getting Started – Supported Browsers

Browser	Version	Operating Systems
Chrome* (*Preferred)	Latest Version	Windows / MAC / Android / IOS
Firefox	Latest Version	Windows / MAC
Safari	Latest Version	MAC / iOS

NOT SUPPORTED

Microsoft Internet Explorer (IE) - IE versions 11 and below are no longer being supported by Microsoft as of 17 August 2021. For more information refer to Microsoft's End of IE Support Announcement.



Getting Started

- Supported document formats: .doc, .docx .docm, .pdf, .txt, .rtf, .xls, .xlsm)
- Be sure to 'Allow pop-ups' for the Talent Acquisition System (TAS) . Pop-up blocker software can interfere with some aspects of the PageUp system.
 - Most pop-up blocking software will allow you to disable the pop-up warning messages for PageUp only and leave them on for other sites where you wish the pop-up blocking functionality to remain.
- PageUp is configured with Single Sign-On (SSO) for you to use your standard myNMSU and password to login



Glossary of Terms

- **Hiring Manager** – Will receive communications and cannot take action within the system.
- **HR Representative**– Employment & Compensation Team Partner that will assist with all matters related to the PD and recruitment.
- **Position Description (also referred to as “PD”)** – The form used to record the duties, responsibilities, minimum and preferred qualifications, supervisory scope and fiscal impact of staff positions that serves as the basis for determining title, salary and exemption status.
- **Job** –The form that is filled out and managed through the online staff/faculty recruitment system in order to post a position for recruitment and hire staff/faculty employees.
- **Job Posting** –Upon attainment of the appropriate approvals, job details are posted on the careers.nmsu.edu website.
- **Hiring Proposal (Offer Card)** –The form that lists the hiring details including the salary, start date, current employee rate (if applicable), supporting documentation for rate, additional comments and list of approvers.
- **Offer Letter** –This electronic letter is created at the offer card stage and is sent to the candidate electronically once the offer card is approved by HR Partner or Provost.
- **Dashboard** –This is the screen where the department can access jobs/postings, position descriptions, pending approvals and search committee features.
- **Sourcing** - When a job is posted, it is “sourced” on the NMSU Careers page.



Dashboard Overview

- The Originator/Hiring Manager/Approving Authority Dashboard interface is a simplified design. It provides restricted access to information, such as applicant details, history, and jobs.
- The display of the recruitment workflow cards is based on what functionality a user has access to. It has dynamic flows of information. The view is determined based on access assigned in the system.
- Approval Information appears when there is an action for approval.



Position Description
My position description - Under review
[Manage position descriptions and create...](#)

Postings
17 Jobs open
28 Team jobs open

Approvals
1 Jobs awaiting your approval
12 Approved

Advertisements
6 Advertisements

Applicant Progress Board
A holistic view of the applications for each active job you are recruiting for
[Review applications](#)

Applications
0 Jobs have applicants for review
1 Applicants assigned to you for review

Search committee review
1 Jobs requiring panel review

Offers
0 Offers awaiting your approval
14 New hires
36 New hire tasks

Callout 1 (Postings): This shows a list of all open jobs

Callout 2 (Approvals): This shows the actions that require your approval

Callout 3 (Search committee review): This all of the search committees you are a member of

Callout 4 (Offers): Requisitions with interviews scheduled online through the TAS.

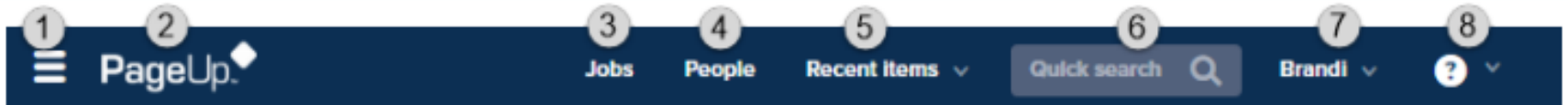


Dashboard Overview

- **Position Description**: A *Manage position description button* to search and view position descriptions.
- **Postings**: View your current jobs (with statuses).
- **Approvals**: Tile is not available to all , only those with job approval responsibilities.
- **Advertisements**: The number of the Advertisements with a link to view a list of your sourced jobs. Clicking the link will load the **My sourced jobs** page. There you can click to view the job ad and associated sourcing channel details.
- **Applications**: The number of *Jobs have applicants for review* with a link to view Shortlisted applicants.
- **Applicant Progress Board**: Provides an aggregate view of the progress of all the applications for their job requisitions, a view of applications in list form, relevant applicant details and quick access to key links.
- **Search Committee Review**: The number of Jobs requiring panel review with a link to view a list of jobs not closed awaiting your review.
- **Offers**: The number of your New starters with a link to view a summary of them. Clicking the link will load the **My new starters** page. There you will be able to view details of an applicant's offer and any onboarding tasks.



Navigation Bar



- (1) Pop out menu for various tasks (e.g. View Searches, View Postings, Manage Applications, etc.)
- (2) PageUp icon returns view to the Dashboard from anywhere in the system
- (3) Jobs – Quick list of jobs in a detailed list
- (4) People – Quick list of people by Search #
- (5) Recent items – items recently viewed such as applicants and searches
- (6) Quick Search – search by name, search # , title
- (7) Profile Menu – View profile and Logout of system
- (8) Screen in printable format
- (9) Guidelines / Tips (Right Column on My Dashboard) – Links to help documents, tutorials, and announcements
- (10) Dashboard Tiles – Recruitment tasks organized in various stages – details about each tile in next section

Approval Process Routing Queue

Position Management (New Position, Reclassification, Modification)

Type of Action	Routing			
New Position Request - Faculty	Department Authority	Approving Authority	Provost	Budget
Reclassification - Faculty	Department Authority	Approving Authority	Provost	Budget
New Position Request - Staff	Department Authority	Approving Authority	HRS	Budget
Reclassification- Staff with Budget approval	Department Authority	Approving Authority	HRS	Budget
Reclassification- Staff w/o Budget approval	Department Authority	Approving Authority	HRS	



Approval Process Routing Queue

Job Postings					
Type of Action	Queue				
Faculty - Positng Approval w/o EID approval	Department Authority	Approving Authority	Provost		
Faculty - Positng Approval with EID approval	Department Authority	Approving Authority	EID	Provost	
Staff - Posting Approval w/o Budget or AAP	Department Authority	Approving Authority	HRS		
Staff - Posting Approval with Budget and AAP	Department Authority	Approving Authority	Budget	AAP	HRS
Staff - Posting Approval with Budget	Department Authority	Approving Authority	Budget	HRS	
Staff - Posting Approval with AAP	Department Authority	Approving Authority	AAP	HRS	



Roles/Responsibilities

- Notifications will be sent to those indicated on the Department Originator, Hiring Manager and HR Representative.
- **Originator/Department Authority/Approving Authority**
 - Review and manage job postings and their statuses
 - Manage and communicate with applicants
 - Schedule interviews and other events
 - Check applicant's references
 - Make offers
 - Manage employee onboarding tasks
 - Receive all system-automated emails



Roles/Responsibilities

- **Approving Authority (Dean/VP/CCPres/Delegate)**
 - Use Manage Jobs to oversee job postings and their statuses
 - Use Manage Applicants to oversee applicants and their statuses
 - Perform approvals postings and position descriptions
- **Search Committee/Chair**
 - View job information
 - View application materials
 - Submit candidate ratings
 - View all search committee ratings (Chair)



Roles/Responsibilities

- **HR Partner/Provost**

- HR Partner - Perform approvals on postings, hiring proposals and position descriptions for STAFF.
- Provost - Perform approvals on postings, hiring proposals and position descriptions for FACULTY.

- **Budget**

- Review postings, hiring proposals and position descriptions as needed based on budget type and matrix. (Matrix will be provided on the HR Toolkits)

- **AAP**

- Review postings and hiring proposals for positions that are underutilized. (Crosswalk will be provided on the HR Toolkits)



Recruitment Flowchart



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System Walk-Through

POSTING



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Job Posting Preview

COTA Director - TAS Testing Use Only

Raised from: PD-43 - TAS Test PD

[View applications](#)



[Position info](#) [Notes](#) [Sourcing](#) [Documents](#) [Reports](#)

REQUISITION INFORMATION

Recruitment process:*

Requisition Number:
Leave blank to automatically create a reference No.

Position number:* [Q](#) [✎](#)
[Details](#)

Classification:* [Q](#) [✎](#)
[Classification No: R4014](#)

Job Title:*

Position Group: [Q](#) [✎](#)
[Misc Bus Operations Spec,Mgr](#)

Team:

Department Contact Name, Phone & Email:*

Internal or External Search:*

NUMBER OF OPENINGS

Select the amount of positions required: New (additional headcount) or Replacement (backfilling an existing employee)

Positions:

	Position no	Type:	Applicant	Application status	
1	<input type="text" value="599938"/>	<input type="text" value="Select"/>	-	-	Cancel

New: Replacement: [Add more](#)



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Job Posting Preview

POSITION DETAILS	
Reason:*	New position <input type="button" value="v"/>
Date Opened (This will auto fill when the job is sourced):	Apr 24, 2023 <input type="button" value="calendar"/>
Date Filled (This will auto populate when the position is filled):	<input type="button" value="calendar"/>
College/Division:*	GRCC Grants CC <input type="button" value="v"/>
Department:*	GRCC GRANTS CC <input type="button" value="v"/>
Work site (I-9 Location):*	GRCC Grants CC <input type="button" value="search"/> <input type="button" value="edit"/> Work Site Number: 950001 <input type="button" value="v"/>
FLSA Status:*	Exempt <input type="button" value="v"/>
Pay Base:*	Salary <input type="button" value="v"/>
Appointment Full-time Equivalency:*	1.0 (example .50, .75, 1.0 etc)
Hours per week:*	40
Employee Class Code (ECLS):*	E1-Staff FT Reg - Exempt <input type="button" value="v"/>
Appointment Status:*	Regular, Full-time <input type="button" value="v"/>
Appointment Base:*	Annual <input type="button" value="v"/>
Appointment Type:*	Staff, Exempt <input type="button" value="v"/>
Employment Type:*	Staff Full-Time <input type="button" value="v"/>
Pay Level:	Staff Salary-08 <input type="button" value="search"/> <input type="button" value="edit"/> Minimum \$ 58,215.78 Middle \$ 74,225.12 Maximum \$ 90,234.46
Target Hourly/Salary Rate:*	Commensurate with qualifications <input type="button" value="v"/>
Standard Work Schedule:*	Standard (M-F, 8-5) <input type="button" value="v"/>
If not a Standard Work Schedule:	<input type="text"/>
Funding Type:*	<input type="checkbox"/> I&G <input checked="" type="checkbox"/> Non I&G (unrestricted) <input type="checkbox"/> Restricted
Position is contingent upon external funding:*	<input type="radio"/> Yes <input checked="" type="radio"/> No
Contingent Upon Funding:*	Not Applicable <input type="button" value="v"/>
Anticipated Job Begin Date (optional):	<input type="button" value="calendar"/>
Anticipated Job End Date, if applicable (optional):	<input type="button" value="calendar"/>



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Job Posting Preview

STAFF ONLY

Bargaining Unit Eligibility:

Bargaining Unit Eligible Posting Announcement:


FACULTY ONLY

Primary Activity:

Rank: Instructor Assistant Professor
 Associate Professor Professor

Tenure Status:

SELECTION COMMITTEE DETAILS (Optional)

Selection Committee Chair (optional): 
No user selected.

Selection Committee Member (Optional)s:

Recipient	Remove all
No Selection Committee Member (Optional) selected.	

Selection Committee Member (Optional) information:

POSTING DETAILS

STAFF - Do not edit the classification summary, standard duties, required qualifications, KSAs;
FACULTY - Must provide classification summary, standard duties, required qualifications.

Classification Summary:

Classification Standard Duties:

Required Education, Experience, Certification/License, Equivalency:

Knowledge, Skills and Abilities:



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Job Posting Preview

ADVERTISING DETAILS

Physical Location State:*

Location:*

Offsite Location:
Only if different than location

Requested Posting Period:*

Application Type:*

Advertising summary:*

Advertisement text: Please click "Generate Description" to see the posting preview:

Position Title: COTA Director

Employee Classification: Program Manager,Sr

College/Division: GRCC Grants CC

Department: GRCC GRANTS CC

Internal or External Search:

Location: Grants Community College

WORKING CONDITIONS AND PHYSICAL EFFORT

Environment:*

Physical Effort:*

Lifting Requirements:*

Risk:*

Job Posting Preview

UNDERUTILIZATION

Underutilization placement goals are located on the HR Toolkits - Underutilized placement goals.

Underutilization Goal Female:* Yes No

Underutilization Goal Minority:* Yes No

External Advertising Sources:

USERS AND APPROVERS

Notifications will be sent to those indicated on the Department Originator, Hiring Manager and HR Representative. The Initial status should be changed to draft or submit for approval.

Department Originator:



[Email address: denhama@nmsu.edu](mailto:denhama@nmsu.edu)



Hiring Manager:*



[Email address: denhama@nmsu.edu](mailto:denhama@nmsu.edu)



Approval process:*

Staff - Posting Approval w/o Budget or AAP



Careers Site Preview

This site is currently an active testing environment. If you are a NMSU applicant on this page, please visit <https://jobs.nmsu.edu/> to view our open positions.

Category
Search

Staff **6**

Temporary Faculty **1**

Department
Search

AGGIE SERVICE CENTER **1**

AGRICULTURAL CONSUME... **1**

EMPLOYMENT & COMPENS... **1**

Search by job title, location, department, category, etc.

SEARCH

Accountant, Assc

- Las Cruces
- AGGIE SERVICE CENTER
- Staff
- Staff Full-time






Thank you!

[Read more >](#)



Careers Site Preview

Accountant, Assc

-  492322
-  Las Cruces, New Mexico, United States
-  Staff
-  Staff Full-time
-  Closing at: May 15 2023 at 23:55 MDT

[★ ADD TO FAVORITES](#) [⚙ VIEW FAVORITES](#)

Position Title: Accountant, Assc
Employee Classification: Accountant, Assc
College/Division: Finance and Business Services
Department: AGGIE SERVICE CENTER
Internal or External Search: External - Open to all applicants
Location: Las Cruces
Offsite Location (if applicable): n/a
Target Hourly/Salary Rate: 17.14
Appointment Full-time Equivalency: 1.00

Classification Summary:
Under direct supervision, responsible for assisting in the day-to-day maintenance of a complete and accurate general ledger and in preparing basic financial reports.

Classification Standard Duties:
Monitors revenue and expenses; ensures expenditure control and compliance with funding and reporting requirements, university policy, and standard accounting procedures. Constructs routine spreadsheet applications, prepares financial data for input into finance and human resources systems, and generates reports; performs calculations which may include interest and depreciation. Coordinates the preparation of regularly scheduled and special billings, costs reports, analyses, studies, inventories, and financial statements for local, state, federal and private funding sources. Reviews and approves expenditure.



Applicant Review Preview

i Director - TAS Testing Use Only (492314)

Search

Results



Select	Submitted	Status	Pref Name	First name	Last name	Ranking	Phone
<input type="checkbox"/>	May 1, 2023	Under Review by Search Committee (New)	Sara	<input checked="" type="radio"/> Sara	Johns		
<input type="checkbox"/>	May 1, 2023	Under Review by Search Committee (New)	Cricket	<input checked="" type="radio"/> Cricket	Mash		
<input type="checkbox"/>	May 1, 2023	Under Review by Search Committee (New)	Audrey	<input checked="" type="radio"/> Audrey	McCat		
<input type="checkbox"/>	May 1, 2023	Under Review by Search Committee (New)	Minnie	<input checked="" type="radio"/> Minnie	Mouse		
<input type="checkbox"/>	May 1, 2023	Under Review by Search Committee (New)	Nathaniel	<input checked="" type="radio"/> Nathaniel	Rodriguez		
<input type="checkbox"/>	May 1, 2023	Under Review by Search Committee (New)	Kitty	<input checked="" type="radio"/> Missy	Stinker		



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Hiring Proposal Preview

STAFF - Complete only for Staff Hires

Nicole Test Pos
NO:  

No position selected.

Position allocations
No. of new positions: 0
No. of replacement positions 0
Job positions: *(no job positions)*
Positions offered (job position): *(no positions offered)*
Job positions unallocated: *(no unallocated position numbers remain)*

FLSA status:

Appointment Base:

Appointment Full-time Equivalency:*


Hours Per Week:*


FACULTY - Complete only for Faculty Hires

Primary Activity:

Rank:

Tenure Status:

Tenure Review by Date: 

Tenured Date: 

Years Service Credit:

Start Up:



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Onboarding Preview

Congratulations on your new position, Darth!

We are excited to have you join our team and welcome you to the NMSU community.

Our employees are a critical asset to the success of NMSU and your role is very important in helping us fulfill the goals and objectives of our diverse and dynamic university. We understand that you might have questions about your new opportunity and are eager to get started. We have designed the onboarding process to assist you in settling in as smoothly as possible. The information throughout these tasks will help you locate the resources you need to adjust to your new role.

Whether you are joining at one of our campuses as a faculty, staff or administrator, know that you are a part of the oldest public institution of higher education in the state and is designated as a Hispanic-Serving Institution. NMSU is a Land Grant & Space Grant institution serving the state of NM. It is comprised of multiple campuses and extension and research centers that reaches all 33 counties in New Mexico. Graduates of NMSU have left their mark on the world.

Below, you will see a tasklist that provides a list of items for you to review and complete. Most tasks will become available on your first day. Your supervisor may assist with any question you have.

WEEK BEFORE FIRST DAY

Complete Form I-9	Due: 20 Mar 2023	Set up MyNMSU email ✓	Collection of Official Transcripts ✓
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FIRST DAY

Aggle ID Card	Due: 27 Mar 2023	Parking Permit	Due: 27 Mar 2023	Update Phonebook Preferences	Due: 27 Mar 2023	Benefit Enrollment Form	Due: 19 Apr 2023
ERB New Employee Data Form	Due: 27 Mar 2023	ERB Beneficiary Designation Form	Due: 27 Mar 2023	Conflict of Interest ✓		Direct Deposit ✓	
Emergency Notifications	Due: 27 Mar 2023	Compliance Notifications	Due: 27 Mar 2023	W-4 Form	Due: 27 Mar 2023	Explore HR Website	Due: 27 Mar 2023



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Position Management Walk-Through

TALENT ACQUISITION SYSTEM



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Position Management

- Create a new position description (New position request)
 - Request a new staff or faculty position
- Create a new classification
 - Requesting a new classification
- Update position description to post
 - Update primary functions or other details to post job
- Update position description (no posting)
 - Update primary functions, details and not post job
- Reclassification
 - 50% or more of the job as changed





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What's next?

- Hybrid Overview Training – Month of May
- Open Lab Sessions – Wednesdays (pre-req) in May & June
 - HRS will have open lab sessions available for those that attend this session to attend and bring forth questions about the new system
 - Bring actions to consult HRS on how to proceed in the new system
 - When we go live June 1, bring actions to submit for approvals
- On-Demand Training (long session with option to watch “chapters”)
- Training Manuals for hiring and position management
- Enhanced Toolkits –
 - Training Tips
 - Hiring Flowchart
 - Budget Matrix
 - AAP Placement Goals (Underutilization)



Go Live – June 1

We are so excited to bring this new system to the NMSU. HRS looks forward to continuing our partnership and collaboration in the implementation. Stay tuned for more information!



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Important Information



- <https://hr.nmsu.edu/general-resources/contacts1/business-partners.html>
- <https://hr.nmsu.edu/general-resources/toolkits.html>
- <https://hr.nmsu.edu/general-resources/toolkits1/talent-acquisiton-system.html>

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