



Human Resource Services

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TO: Deans, Vice Presidents, HR Liaisons and Business Managers
FROM: Dr. Gena Jones, Asst VP HRS/Chief HR Officer *gjj*
DATE: April 21, 2023
ACTION REQUIRED: HR Liaisons and Business Managers to forward to all action originators.

SUBJECT: IMPORTANT: Talent Acquisition System Training Sign Up (replacement for PeopleAdmin)

The Office of Human Resource Services is pleased to announce that the training sessions for the new Talent Acquisition System are open for registration. We look forward to the enhancements it will bring to the NMSU community regarding applicant experience, ease of use, integration with Banner, and enhanced new employee integration functionality

To ensure adequate time and attention is provided to participants, each session will be limited to 24 in-person and 20 virtual participants. You are strongly encouraged to register for a session as soon as possible. To signup, click [here](#):

To register click “Begin Registration” the sort by start date to see both in-person and virtual offers offered each day. Please select the appropriate in-person (instructor lead) **OR** virtual offering (virtual class), see screenshot below. Please note that if you sign up for virtual or in-person, you will need to attend in that format due to the limited space/resources.

Learning Offerings

Title	Version	Delivery Type	Start Date ▲	End Date	Session	Location	Facility	Language	Add
Talent Acquisition System Training	1.0	Instructor-Led	05/02/2023	05/02/2023	Tuesday 9:00 a.m. - 11:00 a.m.	NMSU - Las Cruces	Hardman & Jacobs Undergraduate Learning Center, Room 206	English	Register
Talent Acquisition System Training	1.0	Virtual Class	05/02/2023	05/02/2023	Tuesday 9:00 a.m. - 11:00 a.m.	Online		English	Register

As a reminder, the following deadlines for actions are listed below:

★ Pause on some employment transactions: **April 17, 2023 – July 31, 2023**. The pause on the processing of reclassification, new positions, and salary base-building equity actions is in effect.

★ Any transactions (listed above) will not be accepted after 5PM on April 16, 2023.

Please ensure that actions submitted before the deadline are fully completed. Incomplete actions submitted, cannot be processed, and will be returned to the department. During the pause, exceptions will be made for degree increments.

★ Posting Submission – If there is a need to post in the PeopleAdmin system prior to transition to the Talent Acquisition System, postings must be submitted to HRS prior to 5PM on **April 30, 2023**.

★ Posting closing date – all postings must close no later than **May 30, 2023**.

★ Hiring confirmation deadline – all hiring confirmations must be submitted to HRS prior to 5PM on **June 23, 2023**.

★ **June 1, 2023**: Posting actions may be submitted in the new Talent Acquisition System.

Be sure to visit the [Talent Acquisition System](#) project website for FAQs and additional information on the project.

We are looking forward to seeing you at the training!