PeopleAdmin 7
North Carolina Agricultural & Technical State University

Presented by The Division of Human Resources
April 9, 2012
Proposed System Enhancement

- **Current State**: A&T has the 5.8 version of PeopleAdmin Applicant Tracking today and is recruiting for SPA positions only.
- **Proposed**: include EPA Non-Faculty and Faculty and move SPA to the current PeopleAdmin 7 service which includes significant enhancements for HR users, university at large users (e.g. hiring managers) and applicants.
- **Benefits**: creation of a separate EPA Non-Faculty and Faculty position type including specific workflows, application and search committees with online ranking for committee members and criteria management; modern streamlined interface is intuitive even for infrequent users with easy access to ad-hoc reporting on applicants and postings.
- **New functionality**: upgrade includes Onboarding module for automated new-hire checklist to ensure consistent process is followed for all employees; HR can view status to ensure no one falls through the cracks.
- **Investment**: current annual cost is $22,848 - considerations to improve efficiencies, reporting, compliance, employee satisfaction on the following page.
## Investment – Option 1

<table>
<thead>
<tr>
<th>PeopleAdmin Talent Management Suite</th>
<th>Implementation Fees (one-time)</th>
<th>Additional License Fees (annual)</th>
</tr>
</thead>
</table>
| PeopleAdmin Select for Higher Education  
  Applicant Tracking with **Onboarding** |                                 | $3,624.20                        |
| One-Time Implementation and Setup Services | $10,000.00 |                                |
| **Onsite** Requirements Meeting  
  Web Handoff Meeting  
  Web Train the Trainer |                                 |                                |
| **Total** | $10,000.00 | $3,624.20                        |
## Investment – Option 2

<table>
<thead>
<tr>
<th>PeopleAdmin Talent Management Suite</th>
<th>Implementation Fees (one-time)</th>
<th>Additional License Fees (annual)</th>
</tr>
</thead>
<tbody>
<tr>
<td>PeopleAdmin Select for Higher Education</td>
<td></td>
<td>$ 3,624.20</td>
</tr>
<tr>
<td>Applicant Tracking with <strong>Onboarding</strong></td>
<td></td>
<td>$13,236.10</td>
</tr>
<tr>
<td>Position Management</td>
<td></td>
<td></td>
</tr>
<tr>
<td>One-Time Implementation and Setup Services</td>
<td>$10,000.00</td>
<td></td>
</tr>
<tr>
<td>Onsite Requirements Meeting</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Onsite Handoff Meeting</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Web Train the Trainer</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$10,000.00</strong></td>
<td><strong>$16,860.30</strong></td>
</tr>
</tbody>
</table>
PeopleAdmin is the only talent management solution designed from the ground up specifically for higher education. Because every institution is different, PeopleAdmin is highly customizable to unique processes.

15 of the 17 UNC System institutions are using PeopleAdmin (Exceptions: NC School of the Arts and NC School of Science and Math).

Over 10 years of experience working with colleges and universities.
Applicant Tracking

Manage the influx of applications at all stages of the hiring process

- Create custom dashboards to search for candidates.
- Manage communications via automated emails.
- Customize workflows per position type or per posting.
- Provide hiring managers with insight into their tasks and progress.

“...Our time savings gave us a chance to focus on improving HR strategies and customer service.” ~ Brookdale Community College
EPA Non-Faculty and Faculty Recruiting
Reflects the way recruiting really works

- Identify, invite and manage search committee members.
- Rank candidates on subjective and objective criteria.
- Securely request and review confidential reference materials.

“We realized significant cost savings with the elimination of our past practice of copying materials to send to the hiring department”

~ Dickinson College
Job Portal

Impress job seekers from the very first interaction

- Applicant friendly job portal extends the university brand.
- Increase self identified applicants through easy search and apply tools.
- ADA, Web Content Accessibility Guidelines (WCAG) and section 508 compliance ensures access for all applicants.

“We have seen a dramatic increase in the number of applicants applying online”  
~ East Tennessee State
Position Management

- Increased insight and efficient compliance

- Manage a position framework including audit trails and seating history.
- Automate the approval process for new position requisitions, or reclassification requests.
- Ensure postings accurately describe the minimum requirements.
- Integrate with the Banner HR / Payroll system to ensure information is up-to-date.
Onboarding

Turn new hires into productive, engaged, and successful employees

- Fully integrated with applicant tracking for seamless conversion of applicants to employees.
- Create, sequence, and assign onboarding tasks.
- Automatically deliver orientation documents, forms and instructions.
- Employees electronically certify that materials have been reviewed.

Monitor onboarding completion and outstanding tasks.
Implementation

Key Milestones
Approximately 14 Weeks

- **Plan**: Project Kickoff
  - BRD* Prep & Sessions
  - BRD Sign-off
- **Design**: Configuration & Testing
- **Configure**: Training for UAT**
- **Test**: Final Sign-off
- **Deliver**: Service Ready
- **Enable**: Roll-out

*Business Requirements Document, ++User Acceptance Testing
NC A&T Implementation Team

- **Customer Project Lead** – Primary focal point for customer project team, ensures customer resources are clear on the tasks they own and the schedule completion dependencies.

- **Key Stakeholder(s)** – This person(s) should be the expert in our current employment business processes in order to provide the explicit workflow requirements necessary to define the system configuration parameters.

- **Trainer(s)** – The Project Lead will collaborate with this individual at the beginning of the project to establish a training plan, and will help facilitate training near project conclusion.

- **System Administrator(s)** – Our system administrator maintains roles, permissions and user accounts for our PeopleAdmin system. This person should attend each meeting during our project so they are informed of decisions and choices made during the process.

- **Other Important Resources** – An EEO/AA representative may be helpful if we foresee utilizing specialized hiring groups. An IT / technical resource familiar with our HR solution would also be extremely useful on the team (external IT engineer not required).
PeopleAdmin Implementation Team

- **Business Process Consultant** – Gathers and documents design requirements. Provides best practice consulting to ensure a successful project rollout.
- **Solutions Engineer** – Configures and implements system. Conducts site review to prepare for user acceptance testing.
- **Project Manager** – Responsible for successful project delivery, and your primary point of contact throughout implementation. Manages project schedule, timeline, and resources.
- **Training** – Conducts initial webinars on product and project methodology, plus train-the-trainer session at the end of implementation.
- **Customer Care** – Engages after deployment to provide ongoing support.
- **Account Manager** – Works with you from the day your contract is signed and remains available long after implementation is complete.
Questions?