



Wednesday, September 29, 2004

New process to automate hiring at OU

By **Dawn Pauli**, contributing writer

Hiring is going high-tech at Oakland University. A new online job posting and employment Web site will streamline the hiring process, beginning with how the job is posted to making a job offer to a candidate.

Partnering with PeopleAdmin, University Human Resources is launching the site Oct. 1. Jobs @ OU will integrate the manual, labor-intensive, paper-based functions, improving the process for hiring managers and job seekers. OU receives an average of 15,000 resumes and job applications each year.

"Through research, we learned the most frustrating aspect of the hiring process for supervisors is the length of time it takes to fill a position. Using the PeopleAdmin system, hiring supervisors will no longer have to wait for resumes to be mailed or faxed, entered manually into the database and then copied for their review," said Gail Ryckman, manager of employment. "The resumes and applications will be available online whenever the manager has the time available to review."

The PeopleAdmin system will allow OU to automate several aspects of the hiring process including an electronic requisition and application process. By eliminating substantial data entry, photocopying, and manual screening and distribution of applications, the university will save an estimated \$108,000. The university also will save by filling positions more quickly and decreasing the time it takes. The cost to recruit new employees will be lower.

"This also helps move us toward our 2010 vision by automating the employment process," Ryckman said.

Hiring supervisors will attend a training session in October to learn more about the system and to receive a user account and password to access the system. After the initial training session, training will be available as needed for hiring supervisors.

Job seekers will benefit from the PeopleAdmin because they can search and apply for positions at any time. Those who do not have computer access at home can use the computer kiosk available in the UHR office, their local library or any computer with Internet access.

"Applicants will be asked to complete an online application," explained Ryckman. "Whenever they return to the job site to apply for a different job, they can simply use the same application. They may be asked to attach a resume, cover letter or writing sample as determined by the hiring supervisor for each position. "

The system also allows for tracking of recruitment and advertising efforts. When a hiring supervisor initiates a new requisition, the form will automatically populate with position and recruitment information.

"The hiring supervisors will benefit greatly by time saved with the online system. Electronic routing of the requisition should save time and avoid that age-old problem of requisitions becoming lost on a desk," Ryckman said. "The Employment Services Office staff looks forward to providing improved customer service and assistance as applicants and managers transition to the new system. Rather than be buried by paper and bogged down by data entry, we'll be able to provide firsthand assistance at the two kiosks within UHR. "

OU has a different process to apply for open faculty positions. For information about faculty jobs, contact Academic Affairs at (248) 370-2190 or visit the Faculty Position Openings Web page.

For more information about the PeopleAdmin process, contact the UHR office at (248) 370-3480 or uhr@oakland.edu.

SUMMARY

Hiring is going high-tech at Oakland University. A new online job posting and employment Web site will streamline the hiring process, beginning with how the job is posted to making a job offer to a candidate. Partnering with PeopleAdmin, University Human Resources is launching the site Oct. 1. Jobs @ OU will integrate the manual, labor-intensive, paper-based functions, improving the process for hiring managers and job seekers.

Created by CareTech Administrator (webservices@caretechsolutions.com) on Wednesday, September 29, 2004
Modified by CareTech Administrator (webservices@caretechsolutions.com) on Wednesday, September 29, 2004
Article Start Date: Wednesday, September 29, 2004