



## PeopleAdmin Talent Management System Upgrade

**TO:** HR and Business Contacts

**FROM:** Division of Human Resources

**DATE:** April 6, 2017

**RE:** GoLive Countdown Notification #2

As you may recall, on March 7, The Division of Human Resources communicated with you that an upgrade is currently underway for PeopleAdmin, our current position management and applicant tracking system. We provided a listing of improvements for both our applicants and our internal users in this new system environment, and informed you that additional information would be forthcoming. To that end, we intend to keep you updated each step of the way with timely planning points and special information regarding the roll-out by way of “GoLive Countdown Notifications” – as noted in the subject line of this special memo.

Additional progress has been made toward our goal of system implementation in the next few months. As a result, we are now asking you to "Save the Date" for user training on Wednesday, May 17 and Thursday, May 18. Training will accommodate multiple sets of users and should last only a few hours per session. Additionally, we have reserved time for you to access the new system via a computer lab set up the week of May 22. These dates are subject to change and we will continue to provide additional details on location, timing and invitee training groups in the near future.

If you are an HR Contact or user in the management function at your division or college, now would be the appropriate time to begin informing your groups of potential exciting changes regarding position descriptions, applicant tracking, hiring functions and onboarding. Bear in mind that many of these processes will now be digital and require flexibility coupled with progressive workflow changes. As always, we look forward to working with you and your teams as we transition to the new functionality and business process enhancements the system will provide.