

GOVERNMENT SELECT



TALENT MANAGEMENT DESIGNED TO MEET THE UNIQUE NEEDS OF GOVERNMENT

Government agencies of all sizes and levels trust PeopleAdmin to reduce the cost, time, and risk associated with a wide array of human resource processes, from recruitment strategy and talent acquisition to developing and retaining valued employees. The PeopleAdmin Government Select Suite standardizes and simplifies your hiring practices, increasing the efficiency of your organization by automating specialized functions such as civil service hiring.

EFFECTIVE RECRUITING

CREATE AND MANAGE POSTINGS

- Create, publish and manage job postings online without labor-intensive manual processes.
- Create new postings from previous job descriptions or titles and schedule posting open and close dates.
- Maintain a library of screening questions to easily identify minimum and preferred qualifications.
- Customize the requisition process to ensure the proper approvals and steps are followed.

EASY-TO-FIND LISTINGS

- Customize your PeopleAdmin-powered employment site with the look and feel of your institution's website.
- Leverage RSS and "Quick link" URLs to maximize distribution.
- Integrate with our industry partners.

SELF-SERVICE APPLICATION PORTAL

- Candidates can easily search, apply for and track job postings on your customized job portal.
- Applicants manage their own accounts and self-select into the most appropriate job openings.
- Job portals comply with ADA, WCAG and Section 508 guidelines to ensure that all applicants can successfully search and apply for jobs.

Civil Service Hiring

- Post both job and exam announcements. Job listings can be displayed for informational purposes if an exam is required.
- Customize job requirements and list restrictions, such as city-wide or promotional.
- Enter test and assessment results manually or import the results from external systems such as Scantron. Include oral boards, written exams and preference points.
- Configure minimum passing scores and weighting for assessments, define rating criteria and assign review boards for panel reviews. Applicants are automatically ranked, matched to positions or eliminated.
- Submit requisitions and generate eligible lists. Freeze, extend, hold or expire eligible lists as needed.
- Certify applicants to departments and specific vacancies based on your agency's rules.

HIRING POOLS

- Maintain a qualified pool of applicants for frequently filled or temporary positions. Potential candidates monitor and refresh their applications online.
- Create a posting from a job description pool, move selected applicants to a specific posting and begin the hiring process.

INTELLIGENT SELECTION TOOLS

- Pre-qualify, rank, assess and compare candidates.
- Evaluate applicants on both subjective and objective criteria using our robust and flexible selection process.
- Analyze answers to supplemental questions automatically to identify qualified candidates.
- Create hiring proposals using workflows to attach proposal documents and expedite approvals.

SIMPLIFIED PROCESSES

- Speed up hiring and reduce cost through automated applicant communication and online portfolio review.
- Communicate with applicants individually or in groups, from initial contact all the way through offer management.
- Enable internal reviews by identifying appropriate reviewers based on the posting.
- Create guest user accounts for online applicant review – and still easily print applicant documents for offline review or audit purposes.

Rank	Unique Rank	Full Name	Employment/Experience (10.0%)	Written Exam (70.0%)	Veteran's Preference (3.0 pts)	Disqualified?	Base Score	Adjustment	Total Score
1	1	Jason Ewing	5 - 100.0 (10.0)	96.0 (67.2)			128.4	0.0	128.4
2	2	Aaron Patterson	3 - 60.0 (6.0)	90.0 (63.0)			119.4	0.0	119.4
3	3	Angelina Anderson	4 - 80.0 (8.0)	100.0 (70.0)			113.6	0.0	113.6

Use assesments and supplemental questions to search, filter and rank applications.

Search Supplemental Question Answers

+ Please indicate your highest degree completed. Includes Bachelor's Degree

+ * How much experience do you have in a related position? Includes 3-5 years

search clear

Customized Workflow

Quickly handle all internal approvals with customized workflow rules. Create unique rules for both faculty and staff that meet your institution's unique needs. Gain approvals quickly without circulating paper or waiting days for approvals, and easily identify and reduce bottlenecks in your processes.

Efficient Compliance

Audit trails enable every member of the hiring team to collaborate in a controlled environment. Automatically generate a defensible audit trail of all changes, classification decisions, employee certifications, requirements and EEO information.

POSITION MANAGEMENT

- Address compliance requirements and make future hiring easier and more accurate by understanding and documenting current staff responsibilities.
- Maintain an approved library of posting templates to ensure new postings are effective and easy to create.
- Import your organization's job descriptions to ensure requisitions and postings accurately reflect the position to be filled.

ONBOARDING

Government recruiting and position management is very different from other sectors. Fortunately, PeopleAdmin understands the complexity of government and merit-based hiring, and has developed a platform from the ground up that reflects the way your agency really works. Every agency is different, so we made sure that workflows are fully configurable and rules for qualifying and ranking applicants are customized to reflect your process.

- Convert applicants to employees, electronically deliver orientation documents and allow new hires to electronically certify that materials have been reviewed.
- Create, sequence and assign onboarding tasks. Tasks may be assigned to new and guest users as needed. Track tasks to ensure that onboarding is promptly and successfully completed.
- Communicate with new employees and monitor their progress through the onboarding process, ensuring that your new hires quickly become productive, happy and successful employees.

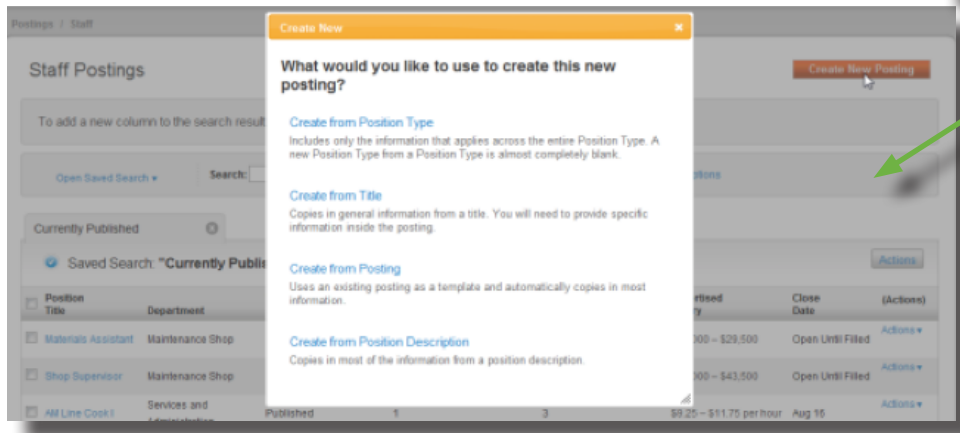
COMPREHENSIVE REPORTING

- Provide the data your organization depends on for everything from compliance to strategic decision making.
- PeopleAdmin makes it easy to design, schedule and run custom reports – exactly what you need to know, exactly when you need it.
- Use the included best practice reports to get valuable insight on EEOC and AA trends and statistics.
- Define the type of report and the fields included, specify date range and other filters, and your report is ready to run.
- Sort, filter and move columns as needed to design the exact report that works for your organization.
- Configure reports for departmental managers and others, notifying them when reports are ready or new report configurations are available, providing an active report link that allows each user to run the report at their convenience.
- Schedule reports to run when you want them to, either once or recurring.
- Reports will present only the information the manager would normally be able to see, helping them work effectively by focusing on the information they need, while ensuring applicant privacy.

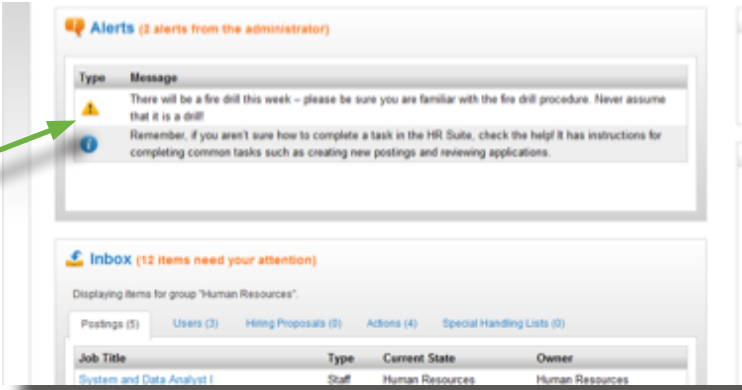
Manage Organizational Change

- Automatically generate an audit trail of what changed, who changed it, when and why – without cumbersome documentation and time-consuming HR intervention.
- Use customizable workflow to change classifications, salary recommendations and job function; request a new position or reclassify, update, inactivate or refill existing positions; assign or reassign an employee or vacate a position; and make changes to compensation.
- Track all aspects of classification, position functions and change management in a consistent and defensible manner that reflects the organizational structure and hierarchy of your positions.

Quickly create a posting based on position type, title, other postings or descriptions



Alerts make it easy to monitor multiple projects at one time



The PeopleAdmin Government Select Suite is a true software-as-a-service (SaaS) product. Every part of the application is seamlessly integrated, making it easy to switch between tasks, and there's no need to purchase, install or maintain any hardware or software locally. PeopleAdmin works with the finest data and network partners available and rigorously implements procedures that ensure your data will always be secure and accessible because the security of your data and availability of your systems are of paramount importance.

We also realize that software is just part of the solution. We make sure that you have the tools you need to use our products successfully. From online help and a vibrant user community to self-service configuration tools, stellar customer support, and proven SuccessPath methodology, PeopleAdmin works to ensure your organization's success.

ABOUT PEOPLEADMIN
 PeopleAdmin provides web-based talent management solutions uniquely designed for higher education and government organizations; including modules for applicant tracking, position management, and performance management. PeopleAdmin's solutions enable clients to automate and simplify their hiring workflow, improve candidate communication and selection, drive compliance through their process, and improve reporting methods. Delivered through a SaaS (Software-as-a-Service) model, PeopleAdmin solutions are rapidly deployed, easy-to-use and supported through a world-class customer service organization. [For more information visit www.peopleadmin.com](http://www.peopleadmin.com)