

HIGHER EDUCATION SELECT



TALENT MANAGEMENT DESIGNED TO MEET THE UNIQUE NEEDS OF HIGHER EDUCATION

More than 700 higher education institutions 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 Higher Education Select Suite standardizes and simplifies your hiring practices, increasing the efficiency of your organization by automating specialized functions such as faculty recruiting and search committee management.

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, including: HigherEdJobs, InsideHigherEd, The Chronicle of Higher Education and Higher Education Resource Consortium (HERC).

Faculty Recruiting

- Every type of talent management across your college or university, from staff recruitment to faculty searches, is handled in one system. PeopleAdmin understands the intricacies of recruiting and position management, and the significant differences between the needs of faculty committee members and staff HR managers. So we designed our products from the ground up to accommodate these differences, adding the flexibility you need to accommodate your organization's unique processes.
- Create search committees, select committee members and designate a chairperson.
- Committee members add comments and rank candidates on customized evaluative criteria such as quality of experience and teaching philosophy. Ranking results are automatically calculated.
- Confidential reference letters and portfolio materials are submitted electronically, so committee members can view all documents anywhere, anytime.

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.

HIRING POOLS

- Maintain a qualified pool of applicants for frequently filled or adjunct positions. Potential candidates monitor and refresh their applications online.
- Create postings 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.
- Create a robust, flexible selection process to evaluate applicants on both subjective and objective criteria.
- Analyze answers to supplemental questions automatically to identify qualified candidates.
- Execute 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.

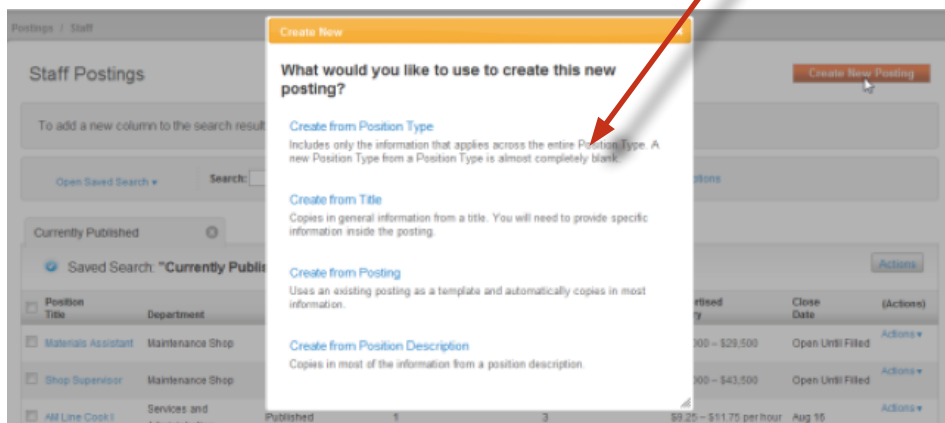
Customized Workflow

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.

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

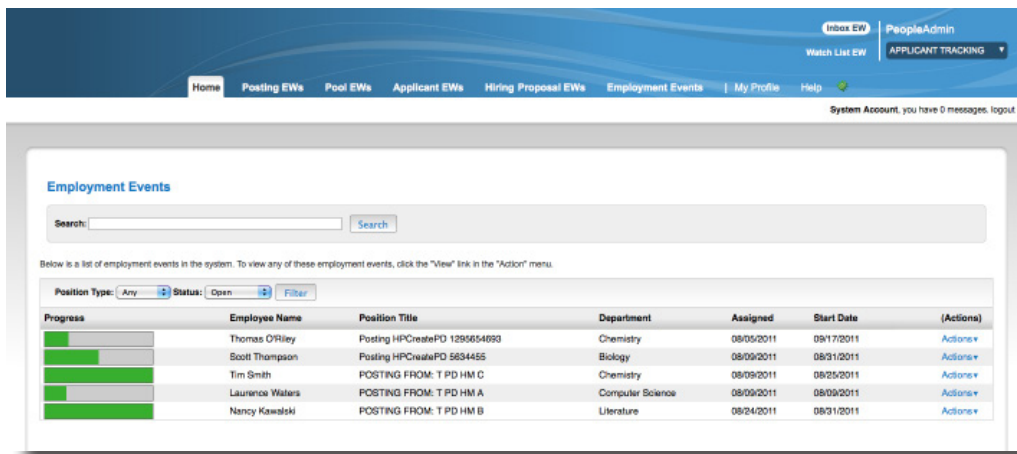


POSITION MANAGEMENT

- 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

- 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.

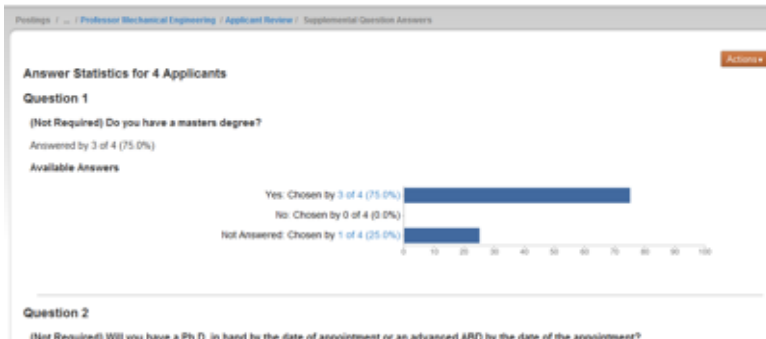


COMPREHENSIVE REPORTING

- 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.



Analyze supplemental questions to help screen and rank applicants

Alerts make it easy to monitor multiple projects at one time

Home Postings Applicants Hiring Proposals My Profile Help

Barbara Strand, you have 0 messages

Alerts (2 alerts from the administrator)

Type	Message
Warning	There will be a fire drill this week – please be sure you are familiar with the fire drill procedure. Never assume that it is a drill.
Info	Remember, if you aren't sure how to complete a task in the HR Suite, check the help! It has instructions for completing common tasks such as creating new postings and reviewing applications.

Inbox (12 items need your attention)

Displaying items for group "Human Resources".

Postings (5) Users (3) Hiring Proposals (0) Actions (4) Special Handling Lists (0)

Job Title	Type	Current State	Owner
Systems and Data Analyst I	Staff	Human Resources	Human Resources

The PeopleAdmin Higher Education 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)