



Applicant Tracking

Applicant tracking solution for **SelectSuite**



Automate talent management activities to simplify hiring, increase efficiency, and achieve your academic mission

With increased competition among higher education institutions to hire and retain top faculty and a diverse workforce, you can't afford to take chances. You need proven, trusted tools to help you recruit, assess and hire the best talent for your college or university.

SelectSuite Applicant Tracking is higher education's leading talent management solution with powerful reporting capabilities and unrivaled support for sophisticated academic processes, so recruiting and hiring workflows move swiftly ... yet still provides human resources departments with complete oversight.

SelectSuite solutions scale to meet your needs.

With the flexibility to scale and meet each institution's unique needs, SelectSuite Applicant Tracking provides all the tools, features and options colleges and universities need to improve efficiencies and fulfill compliance audit requests.

Key benefits:

Reduce time spent posting job openings, screening and processing applications

Shorten time-to-fill for job postings

Quickly create on-demand talent management reports

Improve retention and reduce related replacement costs

Attract diverse, quality applicants



Positive candidate experience

- Customize your mobile-friendly job site to fit your brand.
- Reach applicants where they are through integrations with social media outlets and job boards, such as LinkedIn and Vitae.
- Simplify the applicant experience with resume parsing and easy mobile uploads.

Flexible and configurable

- Support for the complex, multidepartment structures typical in higher education.
- Unique posting forms and workflows for each position type.
- Customizable evaluative criteria with ranking framework for each posting.
- Supplemental-question library and evaluative criteria for candidate scoring.
- Three separate workflows for

posting a job, tracking applicants and creating a hiring proposal to serve the distinct needs of each process.

- Flexible permission structure to ensure confidentiality and clarify ownership.
- Strong search committee and collaboration capabilities — such as creating a search committee for each posting with a few clicks, assigning chairs, and monitoring special handling instructions or other candidate documentation.

Integrations

- Integrations with higher education-focused job boards, Vitae and background checks.
- System-agnostic integration with your HRIS.
- Integration with HERC and DirectEmployers, allowing you to target diverse candidates.

Reporting and analytics

- Custom reporting engine designed in collaboration with North Carolina State University, the University of Arkansas, Texas A&M University, Rutgers University, and other higher education institutions.
- Library of standard reports with the ability to save your own reports to view later.
- Meaningful visual representations make it easy to interpret data.
- Automated reports — schedule and send real-time custom reports to key stakeholders on your schedule: weekly, nightly, monthly ... it's up to you.

Speak with an Applicant Tracking specialist:

877.637.5800

Learn more about PeopleAdmin's solutions and receive a free online demonstration: peopleadmin.com

Customer spotlight: University of Alabama at Birmingham

On a mission to help faculty succeed ... and change the world one student at a time

On the University of Alabama at Birmingham's homepage, right under its school logo, are the words, "Knowledge that will change your world."

According to Janice Ward, faculty affairs manager at UAB, it's a relatively new tagline but an age-old mission at the university. "Our expectation is that every faculty member who comes on campus will bring something to the table that will change the world somehow, even in a small way, one student at a time."

To support faculty recruitment, UAB sought a partner to provide an online environment that could automate the review process, house relevant information and allow candidates to apply online.

"We wanted a robust online applicant tracking system that could help support the success of our faculty," Janice said.

"If we can help our faculty, that will help us accomplish our mission."

UAB, a comprehensive doctoral research university and academic medical center, studied its options and identified PeopleAdmin's SelectSuite as a solution that could provide a positive experience for new hires and offer efficiencies through a user-friendly online portal that also enables universities to maintain compliance.

"Part of our strategic plan is to make sure we take certain steps to ensure success of our faculty," Janice said. "But we also need to respond to federal requirements and guidelines. We want an efficient process to respond to those."

At the end of the day, Janice said, it's all about supporting UAB's mission to advance knowledge that will change the world.