Project: TBR Central Instance PeopleAdmin Tutorial

Ms. Fonda Fields, PHR, M.Ed.
Director, Human Resources
Austin Peay State University
2015 Maxine Fellow

Mentor, Mr. Dale Sims
Vice Chancellor for Finance and Administration
It was such an honor to be chosen for this prestigious fellowship program. Observing the inner workings of the sixth-largest system of public higher education in the United States was invaluable. I quickly learned that the Tennessee Board of Regents continually explores for ways to streamline its processes and procedures in hopes of optimum efficiency for its constituents.

I initially met with my mentor, Vice Chancellor Sims regarding my project. Because Mr. Sims supervises the TBR central office Human Resources function, and I am a Human Resources employee within the system, it was decided that I pair with April Preston, Assistant Vice Chancellor for Human Resources, TBR. Ms. Preston and I met and discussed project ideas. I was aware that there are several schools within the TBR system that are a part of a “centralized applicant tracking system.” I noticed that there was no centralized training that new employees and other users could quickly access and locate information that would assist them in moving jobs through the system so that they could be posted for applicants to apply.

My project objectives were:

- Practical Training for PeopleAdmin end users
• Efficient use of the position management function within the PeopleAdmin SelectSuite

• Elimination of manual hiring process

The training created consisted of two parts:

1. Training to request to fill existing positions that exist within a University when an employee leaves or when new positions are created within the budget process.

2. Training to hire new employees into the University that have applied through the applicant tracking system.

To create a training program, the applicant tracking system that TBR has purchased was examined. Applicant tracking systems are software applications that enable electronic handling of recruitment needs. An applicant tracking system:

• Is implemented or accessed online

• Is similar to customer relationship management systems

• Designed for recruitment tracking purposes

• Filters applications based on given criteria
Almost all recruitment agencies and most major corporations with an in-house recruitment function use some form of an applicant tracking system to handle job postings, applicants, resumes, and interviews.

ATS applications in the recruitment industry include the ability to automate the recruitment process via a defined workflow. PeopleAdmin allows the Tennessee Board of regents to use such a workflow. The TBR Central System Office began using PeopleAdmin in April 2007. TBR moved to the current PA7 version in February 2014. TBR Central Instance uses PeopleAdmin for its Applicant Tracking, and Position and Performance management capabilities.

PeopleAdmin is the leader in cloud-based management talent solutions for education and government. PeopleAdmin has cultivated a deep understanding of the needs of these two sectors and is able to manage the entire talent management lifecycle for its customers.

The six Universities in the TBR system have their own instance of PeopleAdmin and are not a part of the Central Instance. Those Universities include:

- Austin Peay State University
- Tennessee State University
- Tennessee Tech University
• University of Memphis
• Middle Tennessee State University
• East Tennessee State University

There is one community college that also has its own instance, Southwest State Community College.

The community colleges that are a part of the centralized instance include:

• Chattanooga State Community College
• Cleveland State Community College
• Columbia State Community College
• Dyersburg State Community College
• Jackson State Community College
• Motlow State Community College
• Northeast State Community College
• Roane State Community College
• Pellissippi State Community College
• Nashville State Community College
• Volunteer State Community College
• Walters State Community College
Training was created using Powtoon, which is an online business presentation software tool that allows you to create animated video explainers as an alternative to PowerPoint.

Training steps to create a request-to-fill in the Central Instance System:

1. Log into PeopleAdmin
2. Look to the right of the screen and click on Position Management
3. Find the position to be filled
4. Look to the right of screen and click “Modify Position” (Request Posting if applicable)
5. Click Start
6. Place a check mark in the box of the type of action being requested
7. The position Title should auto-populate; click next at the top right of the screen
8. Fill in the position details screen with pertinent information
9. Indicate requires/optional documents
10. Add posting specific questions if applicable
11. Click on take action and send to Department Authority
12. Position request will move to Campus AA/HR; Additional AA/HR (Diversity & Equity Office; Budget Authority; Executive Authority (If applicable); and finally Approved for Posting (Campus AA/HR)
Training steps to submit a Hiring Proposal through the Central Instance System:

1. Log into PeopleAdmin
2. Click on the Posting you wish to hire the candidate in
3. Click on Applicants tab
4. Click on Applicant to be hired
5. Click on orange button to take action and click on “Recommended for Hire”
6. Click on “Start Hiring Proposal”
7. Click on “Select Position Description”
8. Fill in Recommended Salary and Start Date
9. Click on Orange Button to take action and send to Approving Authority
10. Click on Orange Button to take action and send to Campus AA/HR Initial Review; Additional AA (Diversity & Equity Office); Budget Authority; Executive Authority (If Applicable); Campus AA/HR Final Review
Recommendations:

I spent quite a bit of time working in concert with the Human Resources Office learning the Central Instance system. I observed that the Central Instance still uses a paper system to hire employees. The PeopleAdmin system is set up to hire employees so the Central Instance should begin to use it so that paper transactions may be alleviated. I have also provided the Human Resources Office with the training material created so that it may be used to assist employees in the hiring process.
References:

April Preston, Vice Chancellor Human Resources, TBR

Dane’ White, Administrative Assistant, Human Resources, TBR

PeopleAdmin: http://www.peopleadmin.com/

Powtoon: http://www.powtoon.com/