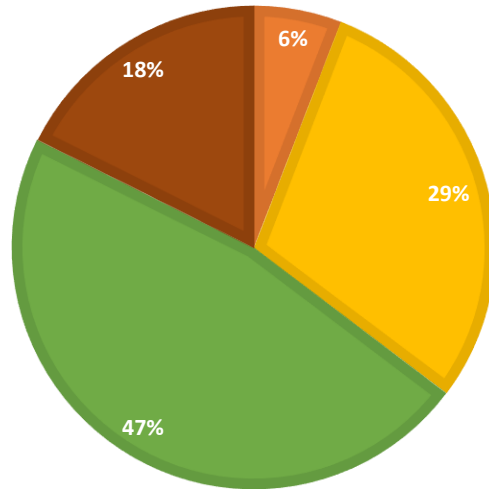


# TBR Connector Survey Results

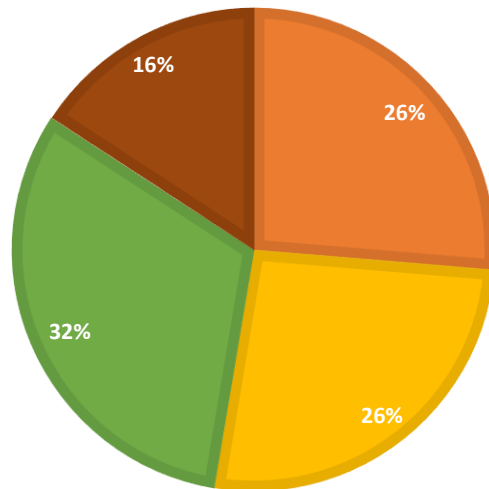
## OVERALL SATISFACTION WITH TBR CONNECTOR

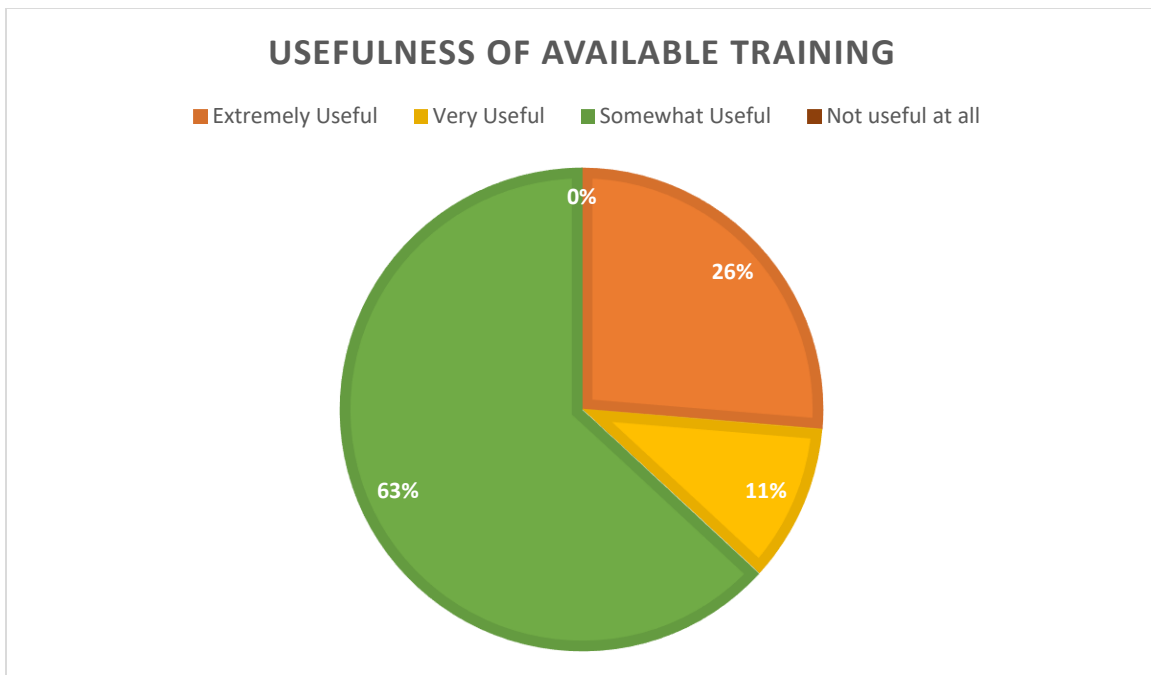
Extremely Satisfied   Very Satisfied   Moderately Satisfied   Not Satisfied at all



## COMFORT LEVEL WITH TBR CONNECTOR

Extremely Comfortable   Very Comfortable   Somewhat Comfortable   Not Comfortable at all





## Feedback about TBR Connector

- Applications are hard to print and the formatting is not correct resulting in applications several pages long
  - We agree. We have passed this on to Cornerstone. Since we customized the application fields based on feedback from the institutions, it changes the look of it and the formatting. A work around could be to view the applications in the system and only print the resumes.
- Great system office support
  - Thanks!
- Not intuitive
  - We are asking you give it some time and patience. Remember, Kimberly Cantrell or Holly Girgies are available by email or phone for questions or help.
- More clicks than PeopleAdmin
  - Cornerstone is more robust and offers more functionality than People Admin. Many times there is more than one way to complete a transaction. If you have questions about a short-cut or more efficient way to complete a transaction, please feel free to contact Kimberly or Holly.
- If we need to reject a candidate (such as for not meeting minimum qualifications), this must be done in the initial new submission status. If they ever become an applicant, you can no longer prevent reviewers from seeing their info. With the old system, we could remove them later if they were determined to not meet all of the requirements.
  - This is true. The place to prescreen out applicants that do not meet minimum qualifications is in the “New Submission” status. Once candidates are moved to the “In Review” status, an automatic email is sent to the reviewer. If that email is sent and the reviewers will have access to all the applicant’s information.
- It is taking countless hours from HR to add users to the system and will be something HR will need to manage going forward. Cornerstone should have been able to assist with the initial upload of uses based on a flat file submitted.
  - All of the users that were set up completely in People Admin when we configured the system were automatically uploaded via the data feed into the Cornerstone system. The HR Admins will need to add any new users to the system from that point forward.
- The formatting of the new system (the way our postings look) is troublesome. There appears to be some type of system glitch that changes the text formatting.

- We are not aware of any formatting issues in job postings. There are formattable fields, but you have the ability to change the formatting when creating the posting. Please see the training material at [www.tbr.edu/hr/training-materials-hr-officers](http://www.tbr.edu/hr/training-materials-hr-officers) or contact the system office for additional assistance.

What specific training material do you see a need for?

**\*\*We have added new training material to our Website. It is available at <https://www.tbr.edu/hr/training-materials-hr-officers>**

- A guide that shows every screen and a description beside every line where data is needed
  - For ease of use on a particular topic, individual training guides have been created and are available on the website. For additional assistance please contact the System Office.
- Hiring Manual
  - There is both a Hiring Manager Guide and How to Hire an Applicant on our Website.
- Step-by-step guides
  - We have posted several new How To Guides on our Website.
- Interviewer guide
  - We have a Reviewer Guide on the Website.
- Approval queues
  - Please see the How to Approve an Offer Letter Guide on our Website.
- How to search for an applicant
  - Please see How to Search for an Applicant on our Website.
- FAQs
  - TBR Connector Q&A is posted on our Website.
- Training Manual
  - Please see the How-To Guide on our Website.
- WebEx meetings
  - We are planning on having two training meetings in April. One will be a beginner training for those just starting to use the system. The other one will be an intermediate training for those more comfortable and experienced using the system.
- One on one training
  - If after reviewing the training manuals, practicing in the Pilot portal and participating in the WebEx trainings, you have someone who would like additional training, please contact the System Office.
- Voice on the videos
  - This is in progress. We will let you know when those are available.
- Report writing
  - Please see How to Run an EEO Report, How to Run a Compliance Report, or the How-To Guide for instructions on running reports. These are all posted on our Website.

Thank you for the feedback. Additional suggestions may be submitted at any time to Holly Girgies at [holly.girgies@tbr.edu](mailto:holly.girgies@tbr.edu)