



PeopleAdmin System

Gulf Coast State College

Applicant Tracking
Records Management

Agenda

- I. Overview and roles
- II. Posting a position
- III. Applicant portal and applying for a posting
- IV. Seeing applicants and reviewing application materials
- V. Selecting candidates for interview
- VI. Recommending a candidate for hire
- VII. Offer letter and New Employee Orientation
- VIII. Onboarding/Records Management System

Overview

- The PeopleAdmin system consists of two modules:
 - Applicant Tracking
 - Records Management
- With this system, Users will be able to:
 - Draft, edit, and post jobs
 - Recommend Committee members and designate a Chair
 - Review and evaluate applicants
 - Communicate electronically through automatic emails and workflow functionality
 - Recommend a candidate for hire using an electronic process
 - Automatically create an onboarding record

Roles

~*Hiring Authority* – Initiates and completes the job posting and submits to Dept. Head/Chair for approval

~*Dept. Head/Chair* – Approves and forwards to HR for approval or rejects and sends back to Hiring Authority

~*Human Resources* – Approves and forwards to Vice President for approval

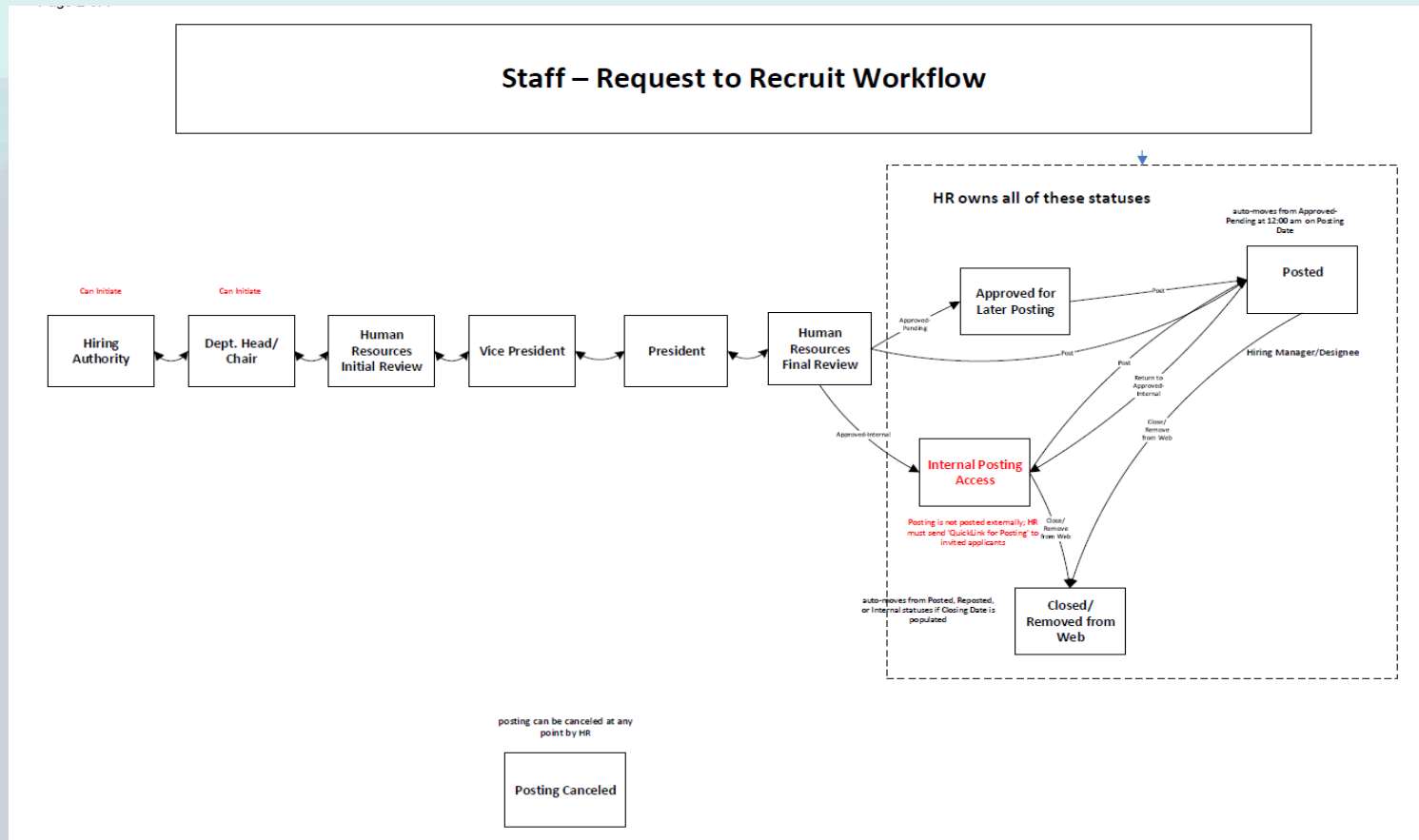
~*Vice President* – Approves and forwards to President for final approval

~*President* – Approves and routes back to HR for processing/publishing

Users – all employees at GCSC are loaded into the system as Users and assigned appropriate roles. Users who are not assigned one of the five functional roles above still appear in the system and may be selected as a Search Committee member, Committee Chair, and may have proxy access assigned.

Request to Recruit Workflow (Job Posting)

- Replaces “Position Announcement Request Form”

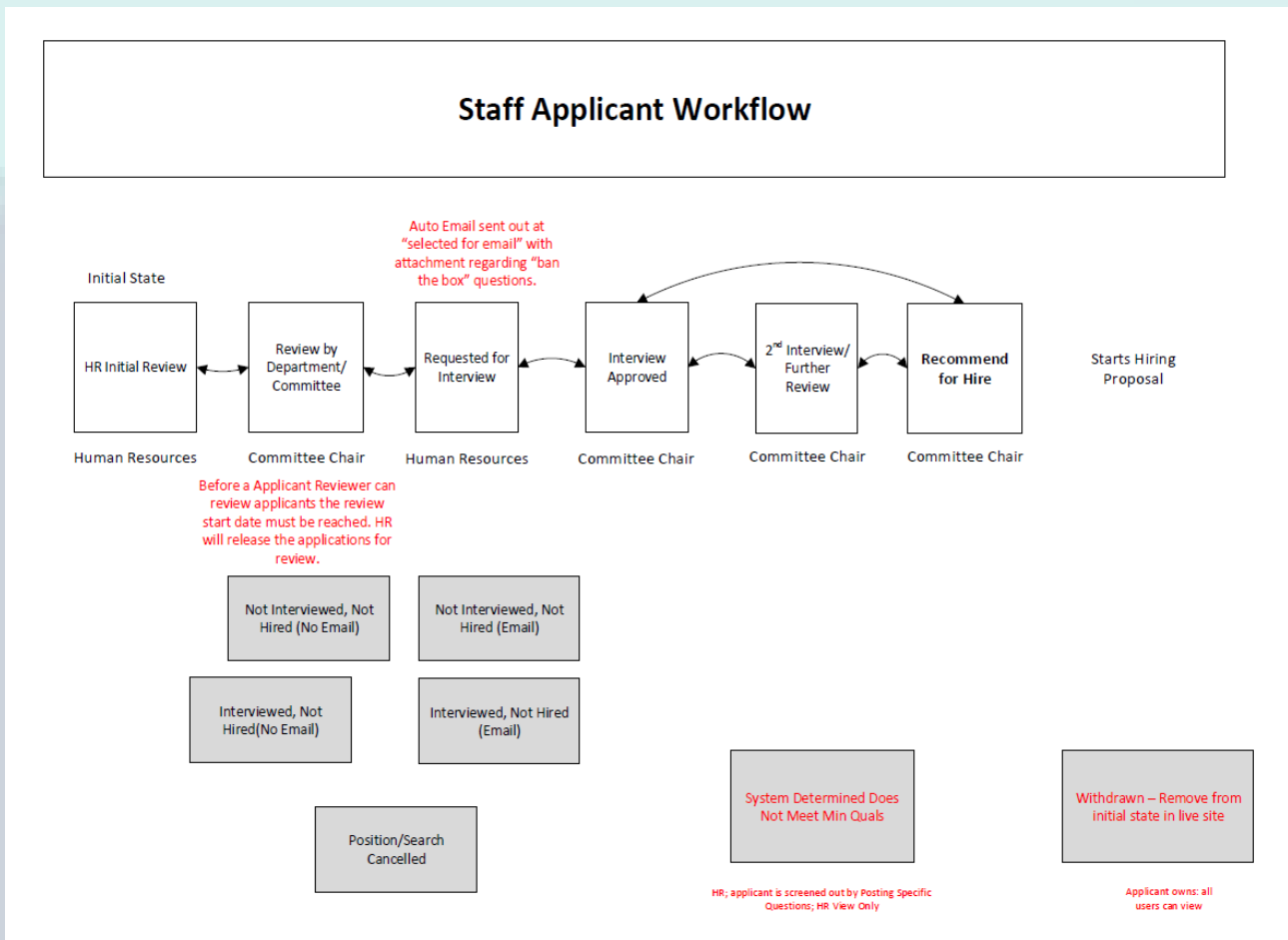


Posting a Position

Follow “Creating a Job Posting” guide to complete practice exercise.

Applicant Workflow

- Once applicants apply for a position they are moved through the Applicant Workflow.



Applying for a Position

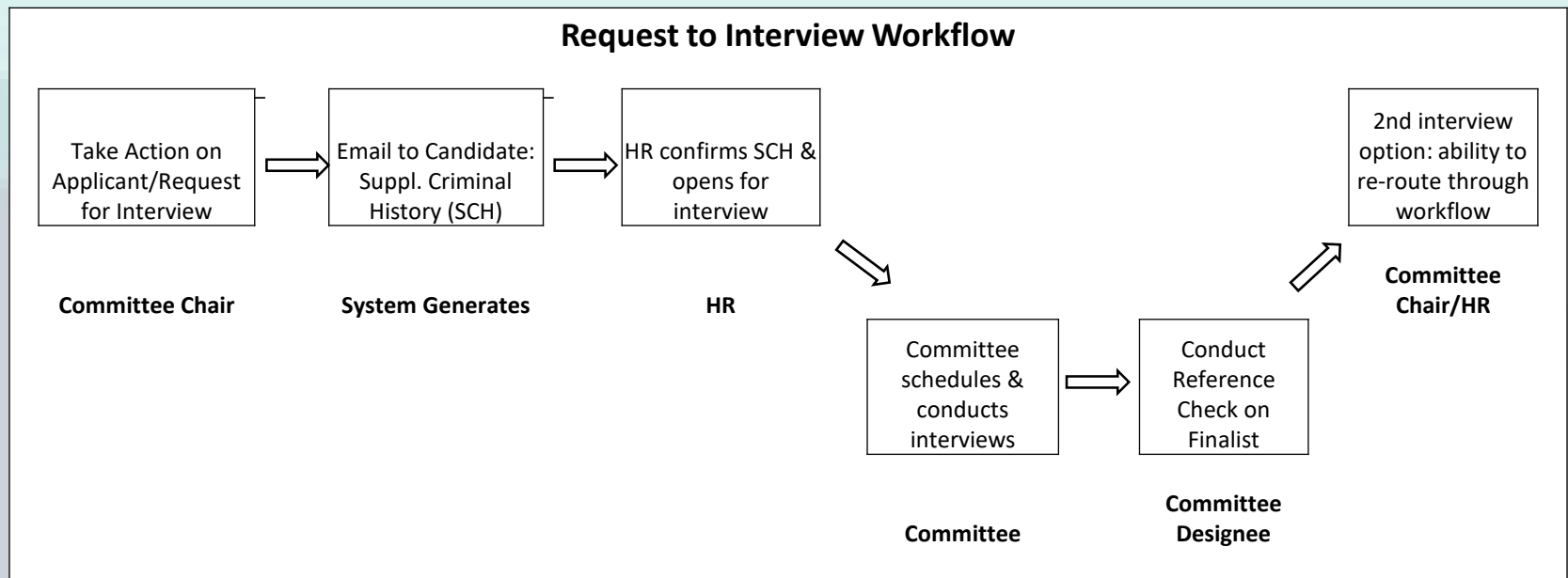
- Follow “Applying for a Position” guide to complete practice exercise.

Seeing Applicants and Materials

- Observe practice exercise.
- Refer to “Viewing Candidates” guide

Note: Evaluating candidates functionality available for Committee use – incorporates weighted scoring and rubric design.

Interview Selection Workflow

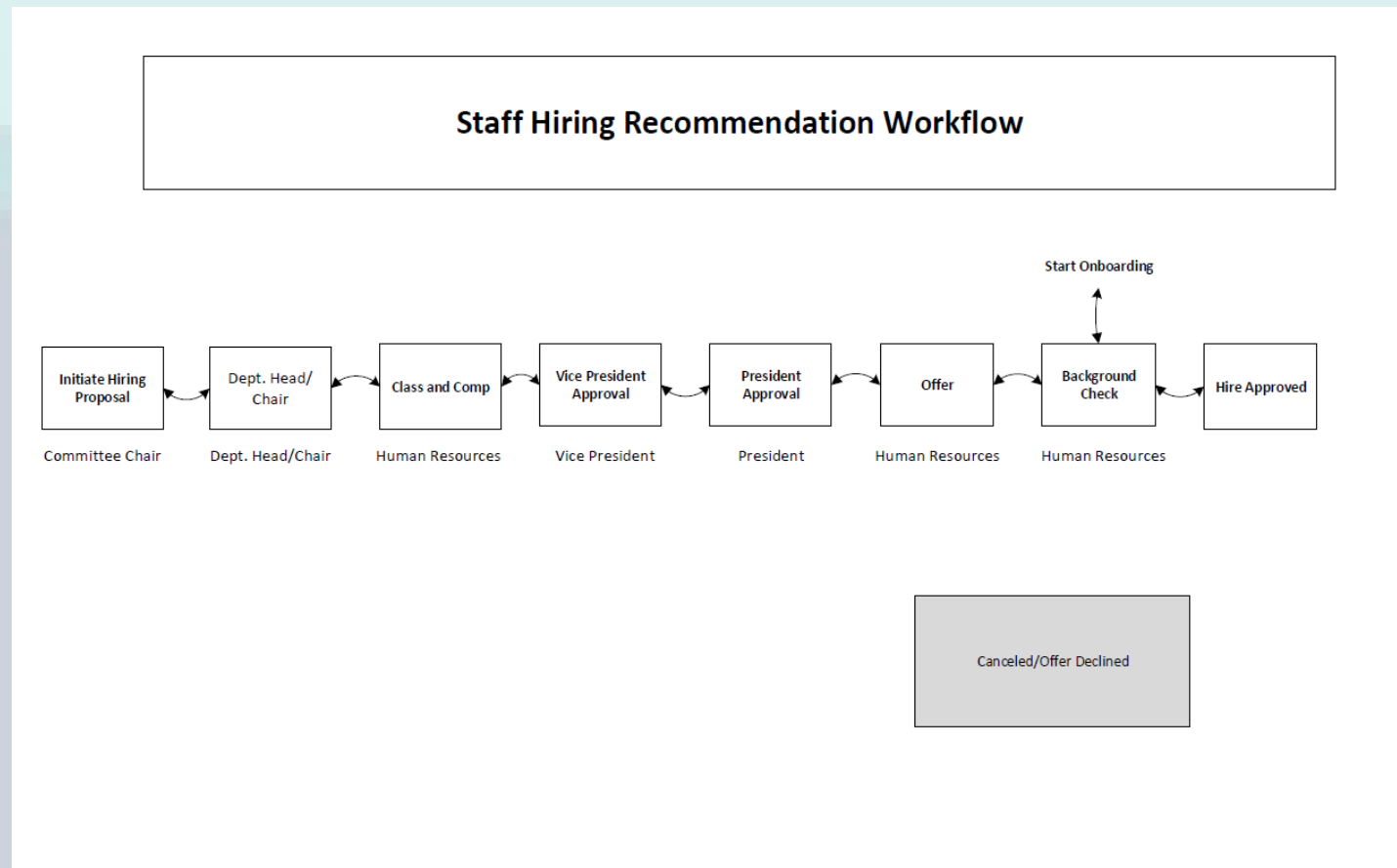


Selecting Candidates for Interview

- Observe practice exercise.
- Refer to “Requesting Candidate Interviews” guide.

Hiring Recommendation Workflow

- Replaces “Interview/Selection Checklist”.



Recommending for Hire

- Observe practice exercise.
- Refer to “Recommending for Hire”.

Offer Letter – NEO Link



January 24, 2018

Dear _____,

Congratulations on your new position with Gulf Coast State College! We are excited to welcome you as the _____.

This letter serves as official confirmation of our employment offer. Your annual salary is _____ and your first day of employment is _____. Orientation will be conducted on _____ in the Gulf Coast State College Human Resources office. The physical address is 5230 West US Highway 98, Panama City, FL 32401.

You will find campus maps and a Visitor's Parking Permit in the orientation packet. You will also find information on policies, training, employment paperwork, and benefits. This information will be covered in your onsite orientation, as well. Please click the following link to access the New Employee Orientation packet: <https://www.gulfcoast.edu/human-resources/documents/orientation-guide-2018.pdf>.

Materials provided in the orientation packet are for your early review; you may complete the forms prior to orientation if you wish. The form I-9 must be completed on your hire date. To expedite the paperwork process, instructions have been included and a list of acceptable documents to verify your identity is provided.

Our Southern Association of Colleges and Schools Commission on Colleges accreditation requires that all educational credentials are verified. As such, please provide an official transcript from the following institutions:

- Pensacola Junior College for your Associate of Arts degree
- Florida State University for your Bachelor of Science degree
- University of West Florida for your Masters of Public Administration

Prior to orientation, please contact the Gulf Coast State College Safety and Security Department at 850-785-2849 for an appointment. During this time, your fingerprints will be obtained and processed for the criminal background check. *Employment is contingent upon acceptable results of the latter.*

New Employee Orientation (NEO)

NEO available on HR webpage, under Benefits section.

BENEFITS

A variety of benefits are offered by Gulf Coast State College to support the needs of our full time employees and their families. Basic descriptions of each offering are provided however are not intended to replace formal plan descriptions or policy summaries. Contact Elizabeth Russell, Coordinator of Benefits and Wellness at 850-769-1551 x3877 or via email at erussell1@gulfcoast.edu.

GROUP HEALTH INSURANCE	+
LIFE INSURANCE	+
RETIREMENT PLANS / FLORIDA RETIREMENT SYSTEM / CCORP	+
DENTAL INSURANCE	+
VISION CARE	+
TAX SHELTERED ANNUITY PROVIDERS	+
TUITION ASSISTANCE	+
DIRECT DEPOSIT	+
LEAVE	+
USE OF FACILITIES	+
PARKING	+

Full benefit information will be provided during the **New Employment Orientation**

Onboarding & Records Management

Applicant Tracking System

- Finalize hire and start Onboarding
 - HR moves Candidate to offer accepted
 - HR approves and finalizes hire

System automatically creates an employee record in the Records Management module

Records Management System

- Onboarding event is triggered
 - New Hire receives email with link to his/her folder in Records Management and a checklist of tasks to complete

Questions?