

## HR Recruiting News...

# Southeastern's New Online Employment System Full Implementation Go-Live Scheduled for July 1, 2008!



### Transitional Implementation

The Human Resources Office is currently working with pilot groups to begin the transition from our current paper application and position management processes to the new automated processes of our Online Employment System. Current vacancies have been converted to the new online applicant site and applicants are now beginning to apply online! Beginning immediately, as new requests to advertise are received and searches initiated, new vacancies will be posted on the new employment site and ALL application materials will be required to be submitted via the online application method.

### Full Implementation/Go-Live July 1, 2008

Beginning July 1, 2008, all Southeastern departments will prepare and submit new Position Descriptions, Requests to Advertise and Hiring Proposals via the web. Approvals and HR classification reviews will also be automated and position descriptions will be maintained in a secure web environment. Departments will be able to access their position descriptions online for revisions and to share them with employees. Handling and distribution costs of the current manual process will be reduced. Updating and classifying position descriptions will be easier and more timely, and Human Resources will have electronic access to position descriptions. Information from the Position Description database will be easily accessible for developing requests to advertise for new and/or vacant positions. Please Note: Changes to Classified Civil Service positions which may result in a title change are still subject to the same review and approval process.

### What if I already have a search in progress?

Searches that are currently in progress will be completed using the old paper system. Any application packets received via the online application method will be printed out and should be included with all of the other application packets received via the mail or other method. Search files will still need to be maintained within the hiring department for three years from the date of hire.

### Training

One-On-One and group trainings are currently underway as new vacancies are identified. The Human Resources Office is working closely with departments to train them in the proper procedures for submitting requests online. To schedule a training session with Human Resources please contact Paulette Smith at x5496 or Corliss Dupuy at x5653.