



Using PeopleAdmin to post Graduate Assistant positions

MAGS 2010 Presentation

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About today's presentation

- ▶ History of posting and managing Graduate Assistant (GA) positions at a predominantly–Master's institution
- ▶ Changes in GA hiring procedures
- ▶ Issues, concerns, future. . .



Context

- ▶ Eastern Michigan University
- ▶ 5,100 graduate students
- ▶ ~400 graduate assistant (GA) positions
- ▶ >190 programs
- ▶ ~40 hiring authorities
- ▶ Hiring a GA is a buyer's market



Role of the Graduate School

- ▶ Implement policy regarding number and distribution of GAs
- ▶ Act as HR office, managing:
 - Postings
 - Hiring policies
 - Payroll
 - Payment of tuition
- ▶ Set up and maintain the overall system

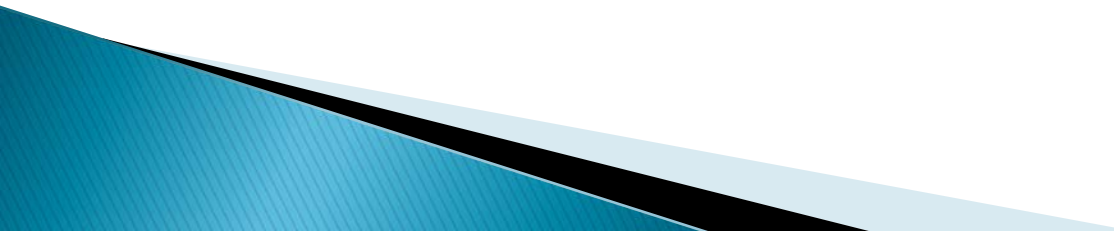


Why this is important

- ▶ Fewer positions than potential GAs
- ▶ Important to predominantly–Master's institutions
 - Non–traditional students
- ▶ Need for a screening mechanism
- ▶ Transparency of procedures



Some definitions

- ▶ **People Admin.** An on-line system to facilitate hiring employees. At Eastern, accessed at (and often referred to as) <http://emujobs.com/>
 - ▶ **Hiring Authority.** A person with budgetary authorization to hire graduate assistants, or that person's appointed representative(s)
 - ▶ **Guest User.** A person authorized to view applicant information for a particular posting
- 



Things that are done within system

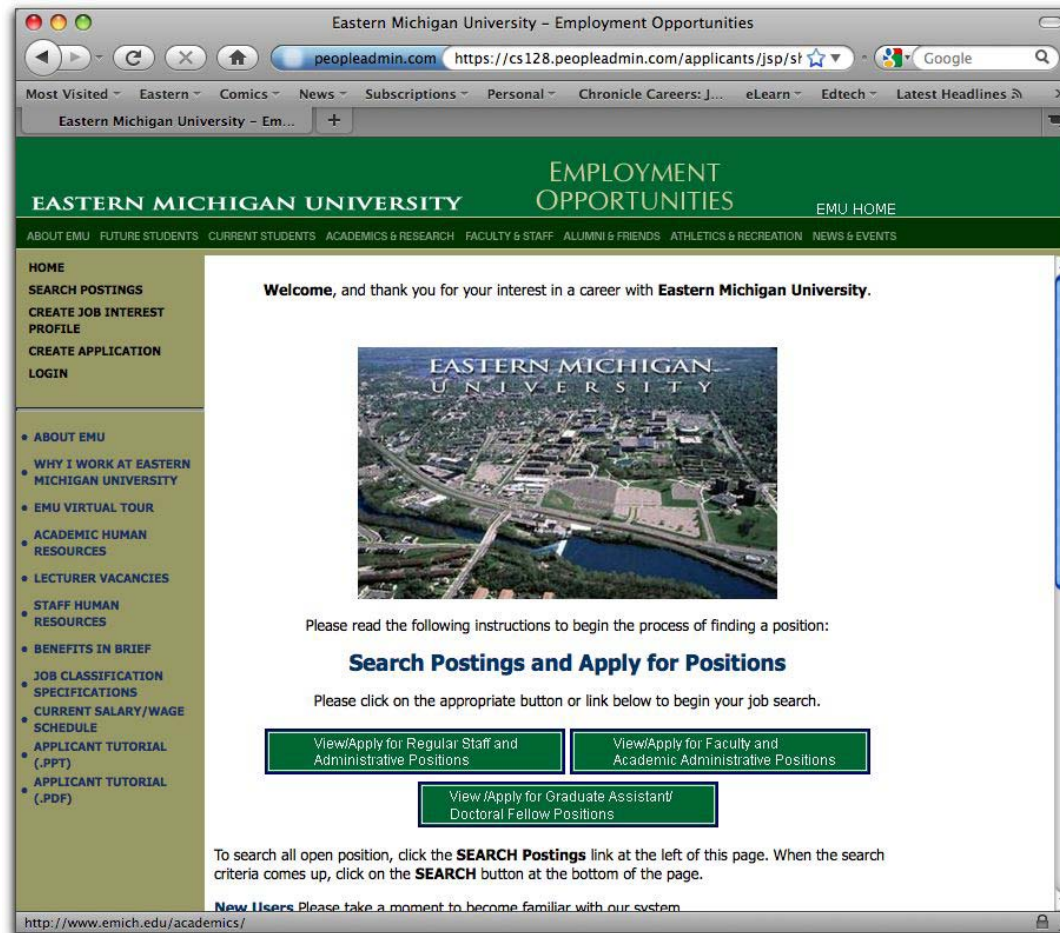
- ▶ Posting the position
- ▶ Allowing applications
- ▶ Reviewing applications



Things that are done outside the system

- ▶ Getting budgetary approval
- ▶ Informing guest users of their login and password information
- ▶ Notifying the grad school to mark the position closed
- ▶ Reviewing applicants
- ▶ Notifying the grad school to mark the position filled
- ▶ Dealing with Personnel Action Forms (hiring document)

What the student sees



What the students sees, 2

[HOME](#)
[SEARCH POSTINGS](#)
[CREATE JOB INTEREST PROFILE](#)
[CREATE APPLICATION LOGIN](#)

- [ABOUT EMU](#)
- [WHY I WORK AT EASTERN MICHIGAN UNIVERSITY](#)
- [EMU VIRTUAL TOUR](#)
- [ACADEMIC HUMAN RESOURCES](#)
- [LECTURER VACANCIES](#)
- [STAFF HUMAN RESOURCES](#)
- [BENEFITS IN BRIEF](#)
- [JOB CLASSIFICATION SPECIFICATIONS](#)
- [CURRENT SALARY/WAGE SCHEDULE](#)
- [APPLICANT TUTORIAL \(.PPT\)](#)
- [APPLICANT TUTORIAL \(.PDF\)](#)

EASTERN MICHIGAN UNIVERSITY

EMPLOYMENT OPPORTUNITIES

[EMU HOME](#)

[ABOUT EMU](#) [FUTURE STUDENTS](#) [CURRENT STUDENTS](#) [ACADEMICS & RESEARCH](#) [FACULTY & STAFF](#) [ALUMNI & FRIENDS](#) [ATHLETICS & RECREATION](#) [NEWS & EVENTS](#)

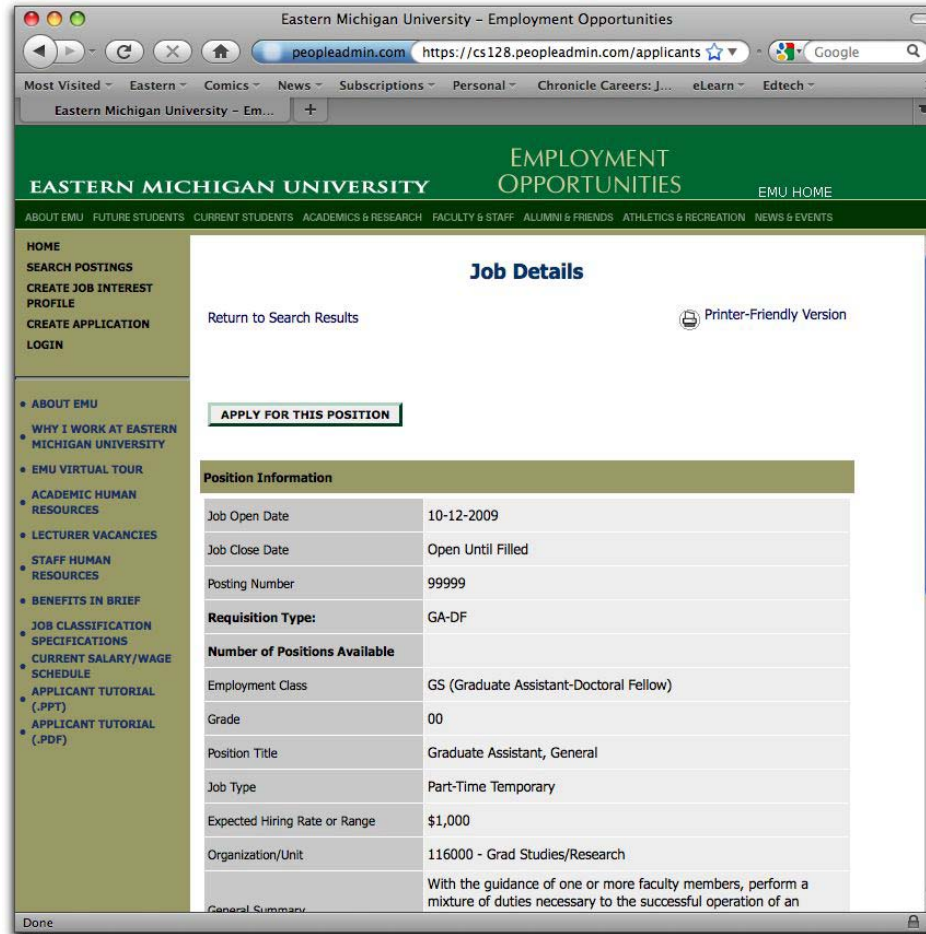
Search Results

To view the position details, click on the 'View' link below the Job Title. To sort, click on the arrow next to the column title.

Search Results							
17 Records							
▼ Job Title	▼ Posting Number	▲ Posting Open Date	▲ Posting Expiration Date	▼ E-Class	▲ Grade	▼ Job Type	▼ Organization/Unit
Doctoral Fellow, General View	DFAA1001	02-04-2010	Open Until Filled	GS (Graduate Assistant-Doctoral Fellow)	00	Part-Time Temporary	110400 - Leadership & Counsel
Graduate Assistant, Management View	GAAA1005	02-02-2010	Open Until Filled	GS (Graduate Assistant-Doctoral Fellow)	00	Part-Time Temporary	110400 - Leadership & Counsel
Graduate Assistant, General View	GAAA1006	02-04-2010	Open Until Filled	GS (Graduate Assistant-Doctoral Fellow)	00	Part-Time Temporary	110400 - Leadership & Counsel
Graduate Assistant, General View	GASA1001	02-15-2010	Open Until Filled	GS (Graduate Assistant-Doctoral Fellow)	00	Part-Time Temporary	154150 - Career Serv Admin
Graduate Assistant, General View	GAAA1007	02-16-2010	Open Until Filled	GS (Graduate Assistant-Doctoral Fellow)	00	Part-Time Temporary	109450 - Management
Graduate Assistant, View	GASA1004	02-16-2010	Open Until Filled	GS (Graduate Assistant-	00	Part-Time	153600 - Diversity

<http://www.emich.edu/news/>

What the hiring authority sees



The screenshot shows a web browser window displaying the Eastern Michigan University Employment Opportunities page. The browser's address bar shows the URL <https://cs128.peopleadmin.com/applicants>. The page has a green header with "EASTERN MICHIGAN UNIVERSITY" and "EMPLOYMENT OPPORTUNITIES". A left sidebar contains navigation links such as "HOME", "SEARCH POSTINGS", "CREATE JOB INTEREST PROFILE", "CREATE APPLICATION", "LOGIN", and a list of resources including "ABOUT EMU", "WHY I WORK AT EASTERN MICHIGAN UNIVERSITY", "EMU VIRTUAL TOUR", "ACADEMIC HUMAN RESOURCES", "LECTURER VACANCIES", "STAFF HUMAN RESOURCES", "BENEFITS IN BRIEF", "JOB CLASSIFICATION SPECIFICATIONS", "CURRENT SALARY/WAGE SCHEDULE", and "APPLICANT TUTORIAL (.PPT)" and "APPLICANT TUTORIAL (.PDF)".

The main content area is titled "Job Details" and includes a "Return to Search Results" link and a "Printer-Friendly Version" link. A button labeled "APPLY FOR THIS POSITION" is visible. Below this is a table titled "Position Information" with the following details:

Position Information	
Job Open Date	10-12-2009
Job Close Date	Open Until Filled
Posting Number	99999
Requisition Type:	GA-DF
Number of Positions Available	
Employment Class	GS (Graduate Assistant-Doctoral Fellow)
Grade	00
Position Title	Graduate Assistant, General
Job Type	Part-Time Temporary
Expected Hiring Rate or Range	\$1,000
Organization/Unit	116000 - Grad Studies/Research
General Summary:	With the guidance of one or more faculty members, perform a mixture of duties necessary to the successful operation of an



Historically. . .

- ▶ Departments and schools used a variety of formal and informal methods to post positions
- ▶ Home grown application process
 - FileMaker Pro database driven
 - Kept track of student application information
 - Did not directly connect students with positions
- ▶ Grad school kept a list and associated materials of students interested in GAships
 - No clue as to which offices/programs had openings
- ▶ Trick or Treat from Hell ensued



Recently. . .

- ▶ Staff HR were first to use PeopleAdmin
 - We were interested
 - Had to wait until faculty HR went live
 - 18 month delay
 - Reviewed their procedures and decided to drastically streamline the workflow
 - 4 month implementation



More recently. . .

- ▶ Summer 2009 beta testing and materials development
- ▶ Fall 2009
 - Professional development
 - Soft rollout for winter positions
 - Relatively fewer openings



Currently. . . Winter 2010

- ▶ More postings for fall 2010 openings
- ▶ Relatively smooth process
- ▶ Door to door training
- ▶ Wet behind the ears, drying out fast.



Currently 2. . . .

- ▶ Some positions still posted internally
 - Programs that only hire own grad students and have small potential applicant pool
 - Programs that are skeptical about the new system
- ▶ Some positions use PeopleAdmin
 - Positions in which a broad variety of majors might be successful
 - Programs that see the benefits of using an online system



In the future. . .

- ▶ All positions posted using PeopleAdmin
- ▶ PeopleAdmin also used for other HR functions
 - Personnel Action Forms
 - Electronic posting to Banner
 - Psy. Doctoral Fellow admission and hiring
- ▶ Increased transparency and accountability
- ▶ Stake through the heart of Trick or Treat from Hell
- ▶ Happiness throughout the land



Benefits of an online system

- ▶ All materials viewable by the hiring committee from anywhere
 - ▶ Ability to compare applications on line
 - ▶ Less use of/loss of paper
- ▶ Students can apply from anywhere
 - ▶ Prior to coming to campus
 - ▶ For any position
- ▶ Greater transparency
 - Graduate school can track opening notices



Challenges

- ▶ Selling the campus
- ▶ Changing all the way
 - Transitional resistance
 - “We don’t do it that way any more. . .really.”
- ▶ Staff and faculty development



Bottom line

- ▶ Fairness for all
- ▶ Equal opportunity to apply and obtain the position (rather than faculty favorites)
- ▶ One process for all to learn – used for hiring any employee (President on down...well, maybe not the President...)
- ▶ Vendor upgrades rather than a homegrown system – ongoing enhancements



Discussion

- ▶ Questions?
- ▶ How do you “hire” GA’s?
- ▶ What issues have you had to resolve?
- ▶ Is it a campus-wide or departmental based process?
- ▶ What frustrates you?
- ▶ What frustrates the students?
- ▶ What frustrates the faculty/departments?



Using PeopleAdmin to post GA positions

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