

MEMORANDUM

Date: June 23, 2020
To: Faculty & Staff
From: Office of Human Resources
RE: NEW Recruiting & Onboarding Feature in UltiPro

Our HRIS (Human Resource Information System) Implementation continues with UltiPro® Recruiting & Onboarding- a recruiting solution that puts candidates first by making the application process simple, personal and fun. This helps us to begin cultivating successful, long-term relationships from the very first point of interaction. Recruiting and Onboarding will be available, effective July 1st, 2020.

With Recruiting, you can:

- Quickly apply for a job using your LinkedIn profile.
- View and apply for opportunities on your mobile devices.
- Instantly share job opportunities via Social Media outlets.
- You will be able to engage employees from the start.

Some of the immediate benefits you'll see include:

- Easily create new opportunities and post them internally or externally.
- Use the Translation Manager to translate job descriptions.
- Configure recruiting processes by job type or location.
- Create multiple candidate pools to organize applicants by job, experience, and qualifications.
- Set up screening questions to ensure you are getting candidates that are the best fit.

New Capabilities for Recruiting:

Recruiting removes barriers and obstacles that candidates often face when trying to apply for a job. With Recruiting, you can assess not only skills and experience but qualities that help determine long-term success and fit – behaviors, motivations, and career aspirations. You can plan for our future talent needs.

Recruiting enables candidates to:

- Use the Discover Your Potential tool to find opportunities that are the best match for them.
- Let their personality shine by building an online presence that showcases their qualifications.
- Instantly share job opportunities with their Twitter followers.
- Apply for a job with lightning-fast speed using their LinkedIn profile.
- View and apply for opportunities on their smartphone or tablet.

When candidates apply for an opportunity, Recruiting displays relevant information based on location; for example, EEOC information is displayed for jobs in the United States.

With UltiPro Onboarding our new employees will:

- Use a sleek, mobile compatible, and user-friendly dashboard to access all the tasks, information and tools they need to complete the onboarding process.
- Track their progress on required tasks using a clear visual timeline including due dates, helping them feel productive and confident from day one.
- Connect and collaborate with their new team members using UltiPro's built-in messaging capabilities.
- Have the opportunity to work with company mentors to guide them and coach them during their first weeks on the job.
- Electronically complete, review and sign documents like tax forms and employment eligibility forms.

Some of the immediate benefits you'll see include:

- Addition of dynamic content, such as videos, to provide more information about our organization.
- Smoother transition for the new employee.
- Time savings for all departments involved.
- Adherence to compliance requirements surrounding EEOC, OFCCP, and Employment eligibility (Form I-9).
- Decrease in time to productivity for new hires by ensuring they have all the necessary assets on their first day of work.

Roll-Out Plans

In the coming weeks, we will provide access to on-demand demos and tours of the new solution beginning in next month Monthly Team Meeting. We're excited to launch our new Recruiting and Onboarding solution!

Please continue to direct your inquiries and questions to the Office of Human Resources via email hr@fmuniv.edu and/or call (305) 626-3622 via Microsoft Teams Meeting: live chat, virtual sessions and/or virtual meeting appointments to accommodate our Walk-In Wednesdays.