PeopleAdmin Upgrade

New Features and Improvements for Applicants

- Friendlier and easier to use applicant portal
- Mobile friendly applicant site
- Key word search within postings
- Ability to use the back button of your browser
- User-friendly display for applicant to see a full list of positions they have applied for
- Easy navigation to save application by section, and complete later
- Allows more characters per entry field
- Apply using Linkedin account or a resume to populate the USC application without having to retype information
- Easier process to attach documents such as resumes and transcripts
- Up to 9mb of memory for each document uploaded

**All previously created applications are not transferrable from PeopleAdmin 5.8. Applicants will have access to their application in PeopleAdmin 5.8, but will be required to create a new account and application in PeopleAdmin 7.

New Features for Hiring Units, Search Committees, and HR Users

- User-friendly interface with tabs and drill down options
- Ability to use the back button of your browser
- Individualized and centrally located dashboards with reminders, tasks and reports
- Alert section to highlight pending items
- User choices and controls to individualize and accommodate user preferences
- Mobile friendly design for staff to process work
- Ability to easily export report data to Excel
- Enhanced position description with link to requisition and recruitment process
- Postings shared to the university or department's Linkedin, Twitter or Facebook accounts with one click
- Hiring proposal created in the system and processed through workflow
- Allows search committee members to rank and review applicants online side-by-side with their application materials
- Requests for, and receipts of, confidential letters of recommendations in the system
- Easier to add and use supplemental questions in rating candidates
- OnBoarding process for Columbia campus (other campuses added after go-live) with checklist of forms for new hire to complete electronically (i.e., I-9, W-4, direct deposit, and benefits enrollment)
- Innovative and easy to use analytics and dashboarding tool that allows for enhanced reporting capabilities through ReportBuilder functionality

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