

# Opening Slide – Logos - Title

## 1. Welcome

## 2. System-wide Implementation

- System Decision
- Impact to all employees that are classified as Non-faculty Exempt and Career Service
- Benefits of On-line Employment System

## 3. Training Objectives

## 4. Review of General Navigation

## 5. Action Item 1.0

- Practice Logging into the Training site
- <http://training202.peopleadmin.com/>
  - User ID: CSAEmployee
    - Password
  - User ID: NFEEmployee
    - Password
  - User ID: HiringManager
    - Password
  - User ID: Budget
    - Password

## 6. Processes and Workflow

- Review the Business Process Analysis
- Review Workflow
- Review User Types

## 7. Discussion of Actions

- Employees
  - Employee Review of Position
  - Appeal (CSA)
- Hiring Managers
  - Create New Position

- Employee Review of Position
- Institutional Review of Position
- Job Posting
- Applicant Review/Tracking
- Dean/Department Head, Administrator, Human Resources

## **8. Action Item 1.1**

- Log into the training site as:
- CSA Employees – select ‘Begin New Action’
  - Search all positions
  - Select Start Action on Position
- NFE Employees – select ‘Pending Actions’
  - Select Start Action on Position

## **9. Navigation Discussion**

- Hyperlinks
- General movement in the form
- Form and Field instructions
- Procedures Manual
- Training Manual (Quick Steps)

## **10. Action Item 1.2**

- PDQ – Login with your real User ID/Password to the following site: <http://yourfuture.sdbor.edu/hr>
- Using your PDQ, select ‘Begin New Action’
- Select Data (CSA for CSA position and NFE for NFE position).
- Begin entering your PDQ.

## **11. Applicant Review**

- Review the applicant site
- General overview of applicant

## **12. Action Item 1.3**

- Log into Training Site as Hiring Manager  
<http://training202.peopleadmin.com/>
- Post a Position
- View Applications of a position
- View Applicants

## **13. Benefits of the On-line Employment System**

## **14. Summary of Training**

## **15. Questions for Employees on Training**

## **16. Special Thank You**

- Website
- Administrator On-site
- Questions
- Marketing