

Niner Talent Faculty Personnel Process



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Academic Affairs

What is Niner Talent?

- A PeopleAdmin talent management software that helps to streamline the hiring process
 - Upgrading from version 5.8 to 7
- Formerly known as HRMS (Human Resources Management System)



When is Niner Talent Coming?

- Anticipated Go-Live July 1, 2015
- There will be a few weeks of overlap between the old HRMS and the new Niner Talent system
- During this transition phase:
 - Current Faculty (as well SPA, EPA Staff, and temporary) recruitments must be completed
 - No new Faculty postings can be created
- Postings and Applicants will not be transferred to the new Niner Talent system



Fall 2015 Part-Time / Adjunct Faculty Postings

- Colleges may choose to submit a Fall 2015 Part-Time/Adjunct Faculty posting in HRMS prior to June 1, 2015 to begin collecting applicants.
- If a Department has a need for additional applicants after July 1, 2015 a new posting for Fall 2015 can be submitted in the Niner Talent system.
- Departments may use applicants from both system pools for the Fall 2015 semester.



New and Exciting Features in Niner Talent

- A reduced paper full-time Faculty recruitment process
 - These forms will no longer be used:
 - Faculty Recruitment Plan (AA-02)
 - Report of Recruitment Results and Request for Authorization to Interview (AA-04)
 - Recommendation for Initial Appointment (AA-05/AA-06)
 - Faculty Verification of Credentials (AA-34)
 - PD-7, only for new full-time hires



New and Exciting Features in Niner Talent

- Faculty will use the Position Description module to build a job posting and manage new or recurring recruitments
- Ability to make on-line hiring recommendations
- Deans and Department Chairs will be expected to have a more hands-on role in the system
- The system is web-based, so users can log-in anywhere and anytime with their NinerNet credentials



New and Exciting Features in Niner Talent

- Search Committee members can use their NinerNet credentials to view and evaluate applicants
- Reduction in paper files
- Clear visibility of where personnel actions are in the system



Current Full Time Faculty Hiring Process

Updated 2/2/2015

Recruitment Process

Dean	Department Chair	Dean	College / Department Office	Human Resources
Recruitment is authorized	Recommend the Recruitment Plan (AA-02 Form) and provide ready to mail advertisements to Dean	Approve the Recruitment Plan (AA-02 Form) and informs Department	Recruitment Plan (AA-02 Form) and Advertisement is send electronically to Human Resources	Forward Recruitment Plan (AA-02 Form) and Advertisement to Academic Affairs for posting

Screening Process

Academic Affairs	Search Committee	Search Committee	Search Committee	Search Committee
Post the job posting and creates a Guest User Account and informs College Business Manager through email	Initial screening of applicants is conducted to identify applicants who do not meet minimum criteria and will not be considered further	Second screening to identify a small pool of candidates that meet all criteria	Compile short list of top candidates and identify those to be invited to campus for interviews	Update the list of applicants for submission as part of the Report of Recruitment Results and Request to Interview (AA-04 Form)

Interview Process

Department Chair	Human Resources	Department Chair	Dean	Department Chair / Dean
Prepare Section 1 of the Report of Recruitment Results and Request to Interview (AA-04 Form) and forward electronically to Human Resources	Complete Sections 1, 2, and 3 of the Report of Recruitment Results and Request to Interview (AA-04 Form) and return to Department	Forward completed Report of Recruitment Results and Request to Interview (AA-04 Form) to Dean for approval	Approve Report of Recruitment Results and Request to Interview (AA-04 Form) and inform Department	Make arrangements for interviews

Appointment Process

Search Committee	Department Chair	Dean / Provost	Hiring Manager	Academic Affairs
Identify the finalist(s) to be recommended for appointment	Prepare the Recommendation for Initial Appointment (AA-05 or AA-06 Form), the PD-7 and entire applicant file to submit to the Dean	Prepare and mail Appointment Agreement to finalist(s) and then forwards complete file to Academic Affairs	Change status on the candidates in pool to complete the "on-line" process and email Human Resources or Academic Affairs to close posting	Close posting, change applicant statuses if needed, process new hire paperwork and forward copy of the Recommendation for Initial Appointment to Human Resources

New Full Time Faculty Hiring Process

Updated 2/2/2015

Recruitment Process

Dean	Initiator	Approver	Equity Officer	Academic Affairs
Recruitment is authorized	Create a posting in Niner Talent and forward posting to the Approver; Send Evaluative Criteria to Academic Affairs	Reviews and Approves the posting and forward posting to Equity Officer	ADVANCE Faculty Affairs and Diversity office reviews diversity information and forwards posting to Academic Affairs	Reviews posting, adds posting specific questions and/or evaluative criteria if needed. Posts the position and forwards posting to Initiator

Screening Process

Initiator / Search Committee	Initiator / Search Committee	Initiator / Search Committee	Approver	Equity Officer Equity Review
Initial screening of applicants, change status of applicants who do not meet minimum criteria and will not be considered further to "Not Best Qualified"	Second screening of applicants to identify a small pool of candidates that meet all criteria. Change status of applicants to "Further Consideration"	Compile short list of top candidates and identify those to be invited to campus for interviews by changing status to "Recommend for Interview" and forward posting to Approver	Review and approve candidates to be interviewed by changing status to "Approved for Interview". Forward posting to the Equity Officer for an equity review	HR review recommendations for interview for compliance and close the posting. The posting can be re-opened if needed. Once review is complete will forward posting to Initiator

Interview Process

Initiator	Department Chair / Dean	Search Committee
Begin Interviews	Make arrangements for interviews	Identify the finalist(s) to be recommended for appointment. Change status to "Recommend for Hire"

Appointment Process

Initiator	Approver	Approver	Equity Officer Review	Academic Affairs
Begin Hiring Proposal and forward Hiring Proposal to Approver. Forward entire applicant file to the Dean	Prepare and mail Appointment Agreement to finalist(s) and then forwards complete file to Academic Affairs	Approve Hiring Proposal and forward to Equity Officer Review.	HR review finalist(s) for compliance and forwards Hiring Proposal to Academic Affairs	Approve Hiring Proposal, fill position and print off "PD-7" to forward to Position Budget Mgmt. Process new hire paperwork

New Roles and Responsibilities

- **Initiator** (*i.e. Department Chair*)
 - Complete and modify a Faculty position description and forward to Approver
 - Create a Faculty posting in NinerTalent and forward to Approver
 - During the applicant screening process will change status of applicants and forward to Approver
 - Begin a Faculty hiring proposal and forward to Approver



New Roles and Responsibilities

- **Approver** (*i.e. Dean*)
 - Review, modify, if needed, and approve a Faculty position description and forward to Academic Affairs
 - Review, modify, if needed, and approve a request for a new Faculty posting and forward to Equity Officer
 - Review and approve candidates to be interviewed by changing applicant statuses and forward to Equity Officer
 - Review, modify, if needed, and approve a Faculty hiring proposal and forward to Equity Officer



New Roles and Responsibilities

- **Equity Officer** (*i.e. ADVANCE Faculty Affairs and Diversity Office and Human Resources*)
 - ADVANCE Faculty Affairs and Diversity Office reviews and modify, if needed, the diversity information for a new Faculty posting and forwards to Academic Affairs
 - Human Resources closes the posting, reviews the posting language for compliance and forwards to Initiator
 - Human Resources reviews the applicants and chosen candidate for compliance and forwards to Academic Affairs



Communication and Training

- Communications to campus began January 22, 2015
 - Academic Affairs will continue meeting with various groups in our Division
- Training to begin mid-March through July
 - Hands-On training
 - Videos
 - Handouts of various types (i.e. manuals, checklists, presentations, etc)



Questions, Comments, Suggestions

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