

December 19, 2013

Status: Development Phase
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[Recruiting Solution Project](#)

Accomplishments:

- Process validation meetings held with: DOCR, DOT, DHS, WSI, BND, P&R, DOH, ITD and RIO
- Invites for UAT sent out
- Agency Lead meeting 12/19, 30 attendees, representing 14 agencies

Next Steps:

- Q and T environments refreshed. 1/1
- Agency's participate in User Acceptance Testing Jan 22/23
- Recruiting Administrator training in Jamestown on 1/22 and then the week of 1/27-1/31 in Bismarck at the WSI building. Hiring Managers 1/22 in Jamestown. 2/3-2-7 in Bismarck at the WSI building.
- Big Thank-you to Mary and Jill at WSI, and Stewart at JRCC for the training sites!



ConnectND Recruiting Solutions



Our project to enable online employment applications is near the testing stage. This project is an enterprise implementation of Recruiting Solutions and began in mid-May, with a go live planned for February 12, 2014. This project will encompass State Agencies. For more information click www.nd.gov/hrms/

The screenshot shows an Outlook email invitation. The header includes the organizer's name (Justin G. Cvancara), the subject (Recruiting Solutions - User Acceptance Testing(UAT) - Day One), and the location (DOT KJL Heart Conference Room). The start and end times are set for Wednesday, January 22, 2014, from 8:00 AM to 5:00 PM. The body of the email starts with a greeting and a note about a location change. It includes a PDF attachment titled 'UAT Location Directions.pdf'. The email lists five testing areas: Creating Job Opening, Candidate Experience, Reviewing Candidates, Interviewing Candidates, and Creating Job Offer. It also provides the testing dates (Jan 22nd and 23rd) and the location (DOT KJL Heart Conference Room). The sender's contact information is listed at the bottom.

The User Acceptance Testing (UAT) invite that Justin sent out!

Training classes are now in ELM for both the:

Recruiting Administrators

Hiring Managers

We are offering both instructor led classes with hands on activities, and online versions (coming soon).



From the Employee Hub, click my Training>Search Catalog

Simply click Catalog items, and type in the word "Recruiting" to see a list of classes you can enroll in on the next page. Classes are limited to 12 students.

The screenshot shows the 'Search Catalog' interface. At the top, there are navigation tabs for 'Employee Hub', 'Manager Hub', and 'Help?'. Below the tabs, there are links for 'Hub Favorites', 'Hub Menu', 'Self Service', and 'ELM Self'. The main search area has a dropdown for 'Select Search Category' with options 'Activities', 'Catalog Items', 'Programs', and 'All'. The 'Search the Catalog' field contains the word 'recruiting', and a 'Search Activities' button is next to it. Below the search bar, there are links for 'Advanced Search', 'Browse Catalog', 'Request New Learning', 'Search Tips', and 'Preferences'. The search results section shows 'Results 1 - 2 of 2 for recruiting'. The first result is 'Recruiting Administrator (110HRMS1050)' with an 'Enroll' link. The second result is 'Recruiting Hiring Manager (110HRMS1049)' with an 'Enroll' link.

Recruiting Administrator Class

3.5 hour class on PS RS admin process. Learn to: Create, approve and manage job openings * Manage Job Postings * Screen, route and interview candidates * Manage job offers and prepare applicants for hire. Upon completion of this module, you will be able to: Create job openings * Approve job openings * Manage Job Opening * Manage Job Postings * Manage Applicants * Manage Applications * Interview Applicants * Make Job Offers

The table below shows the different start dates for Recruiting Administrator training—enroll online

Activity Options for Recruiting Administrator										
Activity Code	Type	Start Date	Start Time	End Date	End Time	Price	Location			Add to Plan
12027	Classroom	01/22/2014	9:00 AM CST	01/22/2014	12:30 PM CST	0.00 USD	James River Correctional Center (JRCC) - Computer Lab	View Details	Enroll	Add to Plan
12028	Classroom	01/27/2014	8:30 AM CST	01/27/2014	12:00 PM CST	0.00 USD	WSI Workforce Safety and Insurance - Computer Lab	View Details	Enroll	Add to Plan
12033	Classroom	01/27/2014	1:00 PM CST	01/27/2014	4:30 PM CST	0.00 USD	WSI Workforce Safety and Insurance - Computer Lab	View Details	Enroll	Add to Plan
12034	Classroom	01/28/2014	1:00 PM CST	01/28/2014	4:30 PM CST	0.00 USD	WSI Workforce Safety and Insurance - Computer Lab	View Details	Enroll	Add to Plan
12029	Classroom	01/28/2014	8:30 AM CST	01/28/2014	12:00 PM CST	0.00 USD	WSI Workforce Safety and Insurance - Computer Lab	View Details	Enroll	Add to Plan
12030	Classroom	01/29/2014	8:30 AM CST	01/29/2014	12:00 PM CST	0.00 USD	WSI Workforce Safety and Insurance - Computer Lab	View Details	Enroll	Add to Plan
12035	Classroom	01/29/2014	1:00 PM CST	01/29/2014	4:30 PM CST	0.00 USD	WSI Workforce Safety and Insurance - Computer Lab	View Details	Enroll	Add to Plan
12036	Classroom	01/30/2014	1:00 PM CST	01/30/2014	4:30 PM CST	0.00 USD	WSI Workforce Safety and Insurance - Computer Lab	View Details	Enroll	Add to Plan
12031	Classroom	01/30/2014	8:30 AM CST	01/30/2014	12:00 PM CST	0.00 USD	WSI Workforce Safety and Insurance - Computer Lab	View Details	Enroll	Add to Plan
12032	Classroom	01/31/2014	8:30 AM CST	01/31/2014	12:00 PM CST	0.00 USD	WSI Workforce Safety and Insurance - Computer Lab	View Details	Enroll	Add to Plan
12037	Classroom	01/31/2014	1:00 PM CST	01/31/2014	4:30 PM CST	0.00 USD	WSI Workforce Safety and Insurance - Computer Lab	View Details	Enroll	Add to Plan

Recruiting Hiring Manager

90 minute training for Hiring Managers in PeopleSoft. Learn the steps of initiating a job opening, reviewing applications, and interviewing.

The table below shows the different start dates for Hiring Manager—enroll online in ELM!

Activity Options for RS Hiring Manager										
Activity Code	Type	Start Date	Start Time	End Date	End Time	Price	Location			Add to Plan
11986	Classroom	01/22/2014	1:00 PM CST	01/22/2014	2:30 PM CST	0.00 USD	James River Correctional Center (JRCC) - Computer Lab	View Details	Enroll	Add to Plan
11988	Classroom	01/22/2014	3:00 PM CST	01/22/2014	4:30 PM CST	0.00 USD	James River Correctional Center (JRCC) - Computer Lab	View Details	Enroll	Add to Plan
11993	Classroom	02/03/2014	8:30 AM CST	02/03/2014	10:00 AM CST	0.00 USD	WSI Workforce Safety and Insurance - Computer Lab	View Details	Enroll	Add to Plan
11994	Classroom	02/03/2014	10:30 AM CST	02/03/2014	12:00 PM CST	0.00 USD	WSI Workforce Safety and Insurance - Computer Lab	View Details	Enroll	Add to Plan
11995	Classroom	02/03/2014	1:00 PM CST	02/03/2014	2:30 PM CST	0.00 USD	WSI Workforce Safety and Insurance - Computer Lab	View Details	Enroll	Add to Plan
11996	Classroom	02/03/2014	3:00 PM CST	02/03/2014	4:30 PM CST	0.00 USD	WSI Workforce Safety and Insurance - Computer Lab	View Details	Enroll	Add to Plan
11997	Classroom	02/04/2014	8:30 AM CST	02/04/2014	10:00 AM CST	0.00 USD	WSI Workforce Safety and Insurance - Computer Lab	View Details	Enroll	Add to Plan
12012	Classroom	02/04/2014	10:30 AM CST	02/04/2014	12:00 PM CST	0.00 USD	WSI Workforce Safety and Insurance - Computer Lab	View Details	Enroll	Add to Plan
12023	Classroom	02/04/2014	3:00 PM CST	02/04/2014	4:30 PM CST	0.00 USD	WSI Workforce Safety and Insurance - Computer Lab	View Details	Enroll	Add to Plan
12019	Classroom	02/04/2014	1:00 PM CST	02/04/2014	2:30 PM CST	0.00 USD	WSI Workforce Safety and Insurance - Computer Lab	View Details	Enroll	Add to Plan
12020	Classroom	02/05/2014	1:00 PM CST	02/05/2014	2:30 PM CST	0.00 USD	WSI Workforce Safety and Insurance - Computer Lab	View Details	Enroll	Add to Plan
12016	Classroom	02/05/2014	10:30 AM CST	02/05/2014	12:00 PM CST	0.00 USD	WSI Workforce Safety and Insurance - Computer Lab	View Details	Enroll	Add to Plan
12024	Classroom	02/05/2014	3:00 PM CST	02/05/2014	4:30 PM CST	0.00 USD	WSI Workforce Safety and Insurance - Computer Lab	View Details	Enroll	Add to Plan
12013	Classroom	02/05/2014	8:30 AM CST	02/05/2014	10:00 AM CST	0.00 USD	WSI Workforce Safety and Insurance - Computer Lab	View Details	Enroll	Add to Plan
12017	Classroom	02/06/2014	10:30 AM CST	02/06/2014	12:00 PM CST	0.00 USD	WSI Workforce Safety and Insurance - Computer Lab	View Details	Enroll	Add to Plan
12025	Classroom	02/06/2014	3:00 PM CST	02/06/2014	4:30 PM CST	0.00 USD	WSI Workforce Safety and Insurance - Computer Lab	View Details	Enroll	Add to Plan
12021	Classroom	02/06/2014	1:00 PM CST	02/06/2014	2:30 PM CST	0.00 USD	WSI Workforce Safety and Insurance - Computer Lab	View Details	Enroll	Add to Plan
12014	Classroom	02/06/2014	8:30 AM CST	02/06/2014	10:00 AM CST	0.00 USD	WSI Workforce Safety and Insurance - Computer Lab	View Details	Enroll	Add to Plan
12018	Classroom	02/07/2014	10:30 AM CST	02/07/2014	12:00 PM CST	0.00 USD	WSI Workforce Safety and Insurance - Computer Lab	View Details	Enroll	Add to Plan
12022	Classroom	02/07/2014	1:00 PM CST	02/07/2014	2:30 PM CST	0.00 USD	WSI Workforce Safety and Insurance - Computer Lab	View Details	Enroll	Add to Plan
12015	Classroom	02/07/2014	8:30 AM CST	02/07/2014	10:00 AM CST	0.00 USD	WSI Workforce Safety and Insurance - Computer Lab	View Details	Enroll	Add to Plan
12026	Classroom	02/07/2014	3:00 PM CST	02/07/2014	4:30 PM CST	0.00 USD	WSI Workforce Safety and Insurance - Computer Lab	View Details	Enroll	Add to Plan