University-OLA

Initiative: The University is moving to one online application process for open Staff jobs on all IU campuses.

Goals: Improve/expand recruitment activities and reduce university and environmental resources by changing how people think about, approach, use, and view application material. An online process provides efficient use of IU and environmental resources, near 24/7 access for departments, and opportunities for an expanded diverse applicant pool.

For Applicants

The university is moving to one online application process for open Staff jobs on all IU campuses. The new employment process will make it easier for applicants to apply for job openings and provide greater transparency to the applicant. An online process provides near 24/7 access for applicants.

**Applicant users will be able to...**

- Enjoy a streamlined process of creating and maintaining a personal OLA account
- Store a resume in OLA for easy access and easy apply process
- Upload a custom resume/cover letter for specific jobs
- Search all open Staff positions at all IU campuses (effective June 2009)
- Customize their job search by with powerful job search features allowing applicants to search across campuses, across job categories, or various combinations, in addition to searching for a specific job by its job number
- See the status of their application, e.g., if they were referred or not; if the department is conducting interviews; if a job offer has been made; view their test scores.

For Departments

University OLA provides increased functionality for department and hiring committee users.

**Distinguishing features:**

- One centralized contact in department.
- Security is assigned by job rather than by department.
- Hiring committee and hiring committee lead have online access.
- Rank applicants, provide comments; ability to maintain all material online rather than in paper files.

**Department users will be able to:**
• Function in one or more assigned roles; roles determine which screens the users can see, as well as what data is visible and updateable on the screens.
• Access only those jobs they are responsible for (using CAS authentication).
• Access applicant material online; eliminates the need to print off every applicant’s material and the information is accessible wherever there is internet access.

**Roles and responsibilities:**

1) **Hiring Committee Member**
   a. Participates in the hiring decision.
   b. Can view jobs and referred applicant’s resume/cover letter only for jobs on which they are a member.
   c. Can view applicant profile information (contact information, background information, etc.).
   d. Can rank/comment on applicants on jobs for which they are a member.

2) **Hiring Committee Lead**
   a. Manages the list of hiring committee members; add/remove Hiring Committee Members from the job.
   b. Update interview/offered/accepted dates.
   c. All activities of Hiring Committee Member.

3) **Departmental Contact**
   a. Manages the jobs to be posted in their department.
   b. Add/remove Hiring Committee Leads from the job.
   c. Add comments to the job detail.
   d. All activities of Hiring Committee Leads (except ranking applicants).