Revamping the Job Posting

Updating the Job Posting Template in PeopleSoft Improves Talent Acquisition Partners (TAPs) Efficiency

Overview
Until recently, Talent Acquisition Partners manually entered job posting information into one of two PeopleSoft templates – four sections on the staff recruitment form and seven on the nurse recruitment form. Talent Acquisition introduced a common job posting template for staff and nurse recruitment, that includes only four sections: Position Information, Department Description, Responsibilities and Qualifications. Further, by pre-populating the Position Information fields, the TAPs no longer have to manually enter that information.

Challenges Addressed
• Separate templates for Staff and Nurse Recruitment
• Applicants seeing inconsistent information
• Customer questions over which template to use
• Excessive, manual data entry by TAPs

Advantages
• Aesthetically pleasing
• Transparent display of position and salary information
• Consistent and easy-to-use for TAPs and Hiring Managers
• Pre-populates Position Information and Department Description
• Improves screening process by clearly defining minimum and preferred qualifications

Credit: Talent Acquisition Team / IT Enterprise Application Group - Susana Lee, Fanny Tung, Alida Bailey and Ramkumar Nagendran