

Overview

This job aid summarizes the differences between the previous Wisc.Jobs system and Talent Acquisition Manager (TAM). Recruiters who are accustomed to Wisc.Jobs can use this job aid to become more familiar with TAM and changes in the recruiting and hiring process.

Wisc.Jobs will still be the official employment website of Wisconsin State Government Jobs. External applicants will create Candidate Gateway accounts to apply for state jobs. Employees who have an active IAM will use the Careers Tile on the STAR Employee Self Service homepage to access Candidate Gateway. TAM is the HR Admin/Recruiter side of the system.

Main differences with TAM

- TAM is the administrative side of Recruiting Solutions, PeopleSoft's Human Resources application.
 - Has a look and feel of the other PeopleSoft Human Capital Management (HCM) applications for HR, payroll, and benefits.
 - Recruiting Solutions consists of Candidate Gateway (the applicant side) and Talent Acquisition Manager (the HR admin side) - Wisc.Jobs was a separate system.
 - What does TAM and Candidate Gateway allow us to do?
 - Use current job and position information from PeopleSoft HCM to populate information within the Job Opening
 - Reduce behind-the-scenes redundancy with maintaining job information (e.g., classification updates) in two different systems
 - Current state employees are internal applicants
 - Identify applicants who are current state employees
 - Route applicant materials electronically to raters (raters must have an active IAM and access to STAR Human Resources)
 - Carry over applicant information when entering a new hire
- TAM's structure and tools give job information a modern look that is consistent across recruitments.
 - The job application templates give job applications consistent structure, instructions, and steps.
 - Other features include:
 - Formatting and template tools for job announcements/postings
 - Mobile-friendly website and job applications
 - Applicants upload materials instead of copying/pasting
 - If not doing a resume screen, applicants can enter their work experience using form fields to fulfill the resume requirement
 - Applicants can self-identify multiple races, and ethnicity and race are separate questions

The Hiring Process: From Wisc.Jobs to TAM

| Step or Activity | Wisc.Jobs | Talent Acquisition Manager (TAM) |
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| Request to staff, approvals, etc. | <ul style="list-style-type: none"> Recruiter must gather necessary approvals (budget, staffing, classification) for the position and determine content valid selection criteria. | <ul style="list-style-type: none"> This step is still necessary in TAM, and actions/roles will stay the same. A centralized Request to Staff process will be forthcoming after the initial Recruiting Solutions stabilization period. Recruiter is required to enter the Date Approved to Fill on the Job Opening. |
| Security | | |
| Access to Job Openings | <ul style="list-style-type: none"> Access to view and edit was based on the security group the username was assigned to. | <ul style="list-style-type: none"> Recruiter will have access to view and transact on Job Openings within their departmental row-level security. If the recruiter has security to the department used in the Job Opening, the recruiter will have access to the Job Opening. Anyone who is added as a Recruiter on the Assignments tab of the Job Opening will have access to the Job Opening – regardless of their row-level security. |
| Setting up the job/recruitment | | |
| Recruiter creates new recruitment in the system (TAM term-Job Opening) | <ul style="list-style-type: none"> The recruiter starts a recruitment by adding a job announcement, on the create new job page. Creates a Job Announcement Code (JAC) | <ul style="list-style-type: none"> The recruiter starts a recruitment by creating a <u>Job Opening</u>, on the Create Job Opening page. Creates a Job Opening ID |
| Recruiter enters the job information (TAM term-Job Opening) | <ul style="list-style-type: none"> Recruiter enters job info on the create new job page (e.g., county, recruitment type, type of employment, special quals, documents required). Does not enter the position number Some of these fields (e.g., classification, working title, county) appear in the job announcement. Creating a job announcement on the Anno Info page is always the next step. | <ul style="list-style-type: none"> Recruiter creates a <u>Job Opening</u> by entering details of the job: business unit, department job code, and recruiting location. Can enter the position number to automatically fill additional fields and set up the job opening efficiently. Some of these fields (e.g., recruiting location, job posting title) appear with the <u>Job Posting</u>. Recruiter can set up other aspects using the job opening tabs before creating the job posting. |

Transition to TAM

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| <p>Recruiter creates the job announcement</p> <p>(TAM term-Job Posting)</p> | <ul style="list-style-type: none"> • Form fields (location, bargaining unit) appear at top of job announcement. • Description sections outline the content (Intro, position summary, etc.) • Same content for all audiences. • Recruiter sets corresponding job categories for searches - unlimited number of categories can be selected. • Automatic language added to certain announcements based on selections made when creating – Career Exec, LTE • Can copy a previous job announcement • Need to copy/paste standard language from previous job announcements if not copying previous announcement • HTML code used for formatting • Character limits | <ul style="list-style-type: none"> • Job ID, Location, Full/Part Time, and Regular/Temporary are the only form fields at top of job posting. • Description sections outline the content, including salary and deadline to apply. • Can adjust content for internal and external applicants • Each classification automatically corresponds with a job category. • Recruiter can set keywords and is limited to three job categories total. • No automatic language based on job posting type (Career Exec, LTE) • Can import an existing job posting to create a new job posting • Can use templates for standard language, such as agency logos and introductions • Use formatting menu instead of html code • No character limits |
| <p>Application Content</p> <p>(TAM term- Recruiting Location)</p> | <ul style="list-style-type: none"> • Personal/demographic information part of applicant’s Wisc.Jobs account • Location preferences are only by county • Location and type of employment preferences questions automatically appear and are used for certification. • Applicants upload their documents • Type of Employment selected by recruiter (Full-Time, Part-Time, Shift Work, any combination of those) • Applicant can update their application and assessment until the deadline date. | <ul style="list-style-type: none"> • For external candidates, veteran and demographic data is collected as part of the application process (not account registration process). • For internal candidates (anyone with an active IAM who has an organizational relationship of employee), veteran and demographic data is pulled from the employee record and is not visible/cannot be updated during the application process. • Location preferences depend on the <u>Recruiting Location(s)</u> in the job opening. Recruiting location can be statewide, remote, out-of-state, region, county, or city (recommend using city level) • Applicants upload their documents, can be uploaded from a mobile device • Location preference automatically appears but type of employment (shift, full-time/part-time) doesn’t. Need to add if using for certification and isn’t specific to one type of employment. • Once application is submitted, applicant cannot update their application. |

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| <p>Recruiter creates an Exam/Assessment</p> <p><i>(TAM terms - Template and Screening Level)</i></p> | <ul style="list-style-type: none"> The exam is the main part of the application structure and how applicants apply to the job. Recruiter creates or copies an exam and attaches it to the job announcement. Instructions and structure vary by each exam. Recruiter customizes instructions in the exam. Can do a combination of a resume screen and other questions Different parts of the assessment have different scoring levels and criteria. Recruiter can create questions and MC answers but not OIQ scales. Enterprise DPM creates answers. | <ul style="list-style-type: none"> The <u>Template</u> is the application structure. The application structure is automatically configured by job code/classification. The recruiter can change the template. Recruiter starts with the recruiting template and adds screening levels and questions. Recruiter won't be able to customize instructions in the application. Instead, use the job posting for any special instructions. Can still do a combination of a resume screen and other questions. Different parts of the assessment have different <u>Screening Levels</u>. Recruiter can create questions but not answers, this includes MC and OIQ scales. Enterprise HRIS creates answers. |
| <p>Recruiter creates a resume screen</p> <p><i>(TAM term- Resume Screening Level)</i></p> | <ul style="list-style-type: none"> Could collect either a cover letter and/or letter of qualifications for resume screens. Can collect letters of qualification through either document uploads or a text box. Need to create an exam question to allow raters to enter scores. Option to specify page limits on applicant materials in exam instructions; Could enforce when printing materials for raters | <ul style="list-style-type: none"> Letter of qualifications is the term used in all templates. Resumes and letters of qualifications are always uploaded documents for a resume screen. Need to create a <u>resume screening level</u> to allow raters to enter scores. Must use Template ID 3001 or 3003 to require the attachment of a resume. Resume raters can access resume, letter of qualifications and any other specified documents electronically via a page in Employee Self Service. Option to specify page limits on applicant materials in job posting BUT TAM does not enforce page or character limits. |
| <p>Recruiter creates exam questions</p> | <ul style="list-style-type: none"> Can ask multiple-choice, open-ended questions, or check all that apply questions. Multiple-choice questions that aren't OIQ's can only have 1 right answer Questions and scales/answer sets stored in the system. Recruiter can format the exam questions with bold, italics, or spacing. | <ul style="list-style-type: none"> Can ask single-answer multiple-answer, and open-ended questions. Single-choice and multiple-choice questions can have multiple correct answers (e.g., I have a license, I am eligible for licensure) Questions are plain text – no formatting available, cannot embed links within the question Questions and scales/answer sets stored in the system. |

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| | <ul style="list-style-type: none"> Recruiters can add new questions and MC answers to the system. Enterprise DPM creates OIQ scales. Open-ended questions can be used for training and experience assessments. Recruiter creates scoring criteria and minimum requirements for questions. | <ul style="list-style-type: none"> Recruiters can add new questions to the system. Enterprise HRIS creates all answers, including MC answers and OIQ scales. Qualifications questions ask for licensure/certification, degree, and education level Question sets are a useful way to group questions together, such as for an OIQ. Open-ended questions can still be used for training and experience assessments. No character limits for open-ended question responses. |
| Applying for jobs (applicant steps) | | |
| Searching job postings | <ul style="list-style-type: none"> People can search for jobs by publish date, keywords, JAC, category, county, work hours, agency/campus. County is the main field for recruiting location. Users select county to search by Remote is not a location option. | <ul style="list-style-type: none"> People can search for jobs by publish date, deadline date, keywords, job id, location, job category, agency/organization. In Wisc.Jobs, users can do a radial search by zip code (e.g., jobs within 25 miles of 53704) In Candidate Gateway, Location is a drill-down list that funnels down from statewide to city. Remote is an option for recruiting location. |
| Creating a Wisc.Jobs account | <ul style="list-style-type: none"> Wisc.Jobs accounts do not differ between internal and external applicants. All applicants must create a Wisc.Jobs account to apply for jobs. Applicants enter their demographic information when creating their accounts. | <ul style="list-style-type: none"> Current state employees (anyone with an active IAM who has an organizational relationship of employee) are internal applicants. The public are external applicants. Internal applicants should log into STAR, go to the Careers Tile on the employee self-service page to access their account and apply to jobs. External applicants enter their demographic information in the job application. Their responses are saved for future applications (opportunity to update per application). Internal applicants' demographic information is taken from their HCM personal information. |
| Apply to a job | <ul style="list-style-type: none"> Starts with the Apply Now button The demographics questions are first. Application structure depends on how the recruiter set it up. | <ul style="list-style-type: none"> Starts with the Apply for Job button The terms and conditions page is first. The demographics questions are last. |

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| | <ul style="list-style-type: none"> Applicants can revise their applications after submitting. | <ul style="list-style-type: none"> Application structure depends on the template the recruiter chose in set-up. Applicants can NOT revise their applications after submitting. |
| Account notifications and options | <ul style="list-style-type: none"> Applications and uploaded materials stored on the My Job Cart page. Applicant sees eligibility (sometimes with civil service score), and certifications. Recruiter can send grade notices. E-Notify system allows for email notifications of new jobs. | <ul style="list-style-type: none"> Applications and uploaded materials stored on the My Job Applications page. Applicant sees eligibility and application status but not civil service score or certifications. Recruiter can send mass communication to applicants at different points in process. Saved Searches allows for email notifications of new jobs. |
| Screening applications based on qualifications | | |
| Recruiter administers a resume screen | <ul style="list-style-type: none"> Recruiter downloads/prints applicant materials for the raters. Recruiter conducts the panel briefing. Raters do not need access to Wisc.Jobs. Human resources enters scores into Wisc.Jobs for the raters. | <ul style="list-style-type: none"> Recruiter routes applicant materials to the raters. Materials either delivered via email as attachments or are accessible via the scoring page in employee self-service. Recruiter conducts the panel briefing. Raters need an active IAM with security to the STAR Human Resources system (either as an employee or person of interest). Raters enter scores into TAM themselves. Raters can indicate they are unable to rate an applicant or add comments. Recruiters can enter scores on a rater's behalf if needed |
| Recruiter processes questionnaire scores <i>(TAM term-Online screening level)</i> | <ul style="list-style-type: none"> Scores on multiple-choice questions are calculated automatically. Applicants are updated on their eligibility when the recruiter sends grade notices. Can set up mandatory requirements in exams/applications | <ul style="list-style-type: none"> The system automatically calculates the results of the <u>online screening level</u> when the application is submitted. When the recruiter uses an online screening level (such as for an OIQ), applicants are updated on their eligibility immediately after submitting their application. Questions used in online screening can be mandatory requirements |
| Recruiter processes open-ended questions | <ul style="list-style-type: none"> Recruiter enters scores for open-ended questions, such as T&E assessments or job-related credentials (e.g., license numbers). | <ul style="list-style-type: none"> Recruiter sets up a <u>manual screening level</u> to collect scores on open-ended questions from raters. If the open-ended question does not require raters (e.g., enter your license |

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| <i>(TAM term- Manual screening level)</i> | | number here), recruiters can route the screening to themselves to enter scores. |
| <i>Recruiter creates a register</i> | <ul style="list-style-type: none"> Recruiter reviews and finalizes scores before creating a register. Create register based on exam results - can be compensatory or hurdle method. Can use a related register | <ul style="list-style-type: none"> Recruiter runs the applicable screening level and review and finalizes scores before creating a register. Create register based on LAST screening level results Can use a related register by importing an existing register. |
| <i>Recruiter creates a certification list</i> | <ul style="list-style-type: none"> Recruiter can certify applicants based on location, employment preferences, and qualifications included in the job announcement. Information on post-certification assessments stored outside of Wisc.Jobs. Cert rules of five and expanded certification are in place. Recruiter downloads the alpha list pdf of certified applicants to send to the hiring manager. | <ul style="list-style-type: none"> Recruiter can certify based on recruiting location. If type of employment and shift preference questions are included in the job opening, they can certify based on these questions. Cert rules of five and expanded certification are in place. Recruiter downloads the alpha list spreadsheet of certified applicants to send to the hiring manager. |
| <i>Interview Scheduling</i> | <ul style="list-style-type: none"> Interview scheduling is handled outside of Wisc.Jobs, often with Appointments Plus scheduling software. | <ul style="list-style-type: none"> At go-live, Appointments Plus will not be integrated with PeopleSoft. Future plans to integrate Appointments Plus scheduling software into TAM |