Careers @ Colgate

History

Colgate University went live with Careers @ Colgate, the applicant tracking system purchased from PeopleAdmin, on November 1, 2005. Some statistics as of July 17 follow:

- Number of job postings: 72
- Number of job postings pending: 6
- Number of jobs filled: 37
- Average time to fill a posting: 67.03 days
- Number of applications received: 2,677

Hiring Manager

The hiring manager is normally the search chair or department head; or someone designated to process and manage online requisitions for his/her department or division. When a vacancy becomes available, the supervisor or department head is sent an email from human resources with instructions on creating a user account.

Creating a user account is a fairly simple process. The hiring manager goes to http://careers.colgate.edu/hr and clicks on the "Create User Account" link. They enter a user name and password, along with the rest of the requested information. After completing and reviewing this form, the request is sent to Human Resources for approval. Upon approval a system generated email is sent to the hiring manager to notify them that their user account has been approved and they are ready to begin.

Submitting a Job Requisition

Hiring managers then log in to http://careers.colgate.edu/hr and create a requisition. Information can be cut and pasted into the appropriate fields from a Word document. The requisition is then submitted for approval. For users who have submitted earlier postings, a requisition can be created from a previous posting. All the information from the earlier posting is uploaded into the new requisition and can then be updated to fit the current position.

Approval Process

The approval process is more timely using Careers @ Colgate. Prior to implementation requisitions were usually sent through campus mail. The online approval process is as follows:

1. Hiring Manager → Department Head → Human Resources
2. → Dean/Division Head → VP for Finance
3. → Affirmative Action Officer → Human Resources

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NSO News
We are currently working on Phase III of our network switch replacement. The closet switches in the academic and administrative buildings are being replaced with new Cisco 10/100/1000 PoE power over ethernet switches. All network outages associated with these upgrades will be scheduled during off hours and announced in advance.

We are also upgrading and installing wireless access points in several academic and administrative buildings around campus to fill in areas not currently covered by ColgatePublic wireless. We will do our best to inform everyone when new buildings become wireless so that you can take advantage of this service.

In addition, we are in the process of bringing our Microsoft Exchange servers up to their latest software revisions so that we can take advantage of the newest features including many that will affect mobile devices. One of the new features will allow us to remotely erase the data from a mobile device that has been lost or stolen. There will be a brief email outage while this upgrade is taking place. A message will go out to everyone prior to the outage so that you can plan accordingly.

Thank you for your patience and cooperation during this busy time.

Retiree Luncheon
The annual Retirees’ Luncheon was held on July 12 at the Colgate Inn. Those in attendance (68 retirees) had an opportunity to get caught up with each other and hear remarks from Bob Tyburski, vice president and senior philanthropic advisor, who was “pinch hitting” for President Chopp. Tybo thanked everyone for being the foundation of the community spirit that President Chopp and Colgate are building on.

BIRTH ANNOUNCEMENTS
Bob and Tammy Kane are proud parents of daughter, Olivia Aidan, born May 31 (7 lbs. 7oz., 19” long). Olivia joins big brother, Trace (2 1/2). Bob is a campus safety officer.

HOLIDAY SCHEDULE 2006-2007

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Observed</th>
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<tr>
<td>Labor Day</td>
<td>Monday, September 4, 2006</td>
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<tr>
<td>Thanksgiving</td>
<td>Thursday, November 23, 2006</td>
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<tr>
<td>Day after Thanksgiving</td>
<td>Friday, November 24, 2006</td>
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<tr>
<td>Christmas Day</td>
<td>Monday, December 25, 2006</td>
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<tr>
<td>Day after Christmas Day</td>
<td>Tuesday, December 26, 2006</td>
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<td>½ day before New Year’s</td>
<td>Friday, December 29, 2006</td>
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<tr>
<td>New Year’s Day</td>
<td>Monday, January 1, 2007</td>
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<td>Good Friday (½ day)</td>
<td>Friday, April 6, 2007 (p.m. only)</td>
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<tr>
<td>Memorial Day</td>
<td>Monday, May 28, 2007</td>
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<tr>
<td>Independence Day</td>
<td>Wednesday, July 4, 2007</td>
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When online review of the applicant pool can begin, the ads will be placed, guest user account information, and hiring manager is sent an email detailing where and when appropriate advertising sources for publication. The job requisition is finalized. Ads are then submitted to the Human Resources Department for final approval. The requisition is reviewed one last time and any necessary changes are made. Newspaper and online ads are then placed in the appropriate advertising sources for publication.

Once a job requisition has received HR final approval, the hiring manager is sent an email detailing where and when the ads will be placed, guest user account information, and when online review of the applicant pool can begin.

Advertising

Careers @ Colgate allows us to put Colgate’s advertising dollars to better use. We can now limit job descriptions to just a few lines and direct readers to log in to http://careers.colgate.edu, the applicant site, to view the full job description, information about Colgate and the surrounding area, and to apply. Depending on the position and the advertising source the ads may be accompanied by a brief description of Colgate and benefits that accompany employment here. It is an excellent opportunity to market Colgate as a great place to work.

Our on-line system will allow us to better assess the effectiveness of our advertising efforts. Each time an applicant applies for a position s/he is required to supply information on where s/he saw the job posted. This information will be used to determine where to advertise specific job postings in the future.

How is it going so far?

The Human Resources Department has received some excellent feedback on the system that has allowed us to improve the system for all users. Search committee members can view applicant information from any location as long as they have internet access. They are supplied with guest user account log in information. Gone are the days where committee members have to access Outlook’s Public Folders to review applications, resumes and cover letters. And much to our delight, human resources no longer needs to scan, save, and move thousands of applications, resumes and cover letters into Public Folders; allowing us to spend our resources on more value added projects.

Most applicants find the process of applying user friendly. Applicants can apply to any position that is at a status of “Posted.” They simply fill out the correct application (professional/administrative or general) and submit their application to a specific job posting. An applicant can update their online application at anytime, but cannot edit their application once it has been submitted for a specific posting. They can attach a resume and cover letter online. For those who need assistance, human resources staff are available to guide them through the process. We walk the applicant through the system via the phone or in person. Most applicants who receive training are then able to monitor job postings and apply on their own.

Optional affirmative action information is collected at the time an application is submitted. These data will allow Colgate to monitor and improve our efforts in attracting a more diverse workforce. The amount of statistical information available to the affirmative action officer and human resources has increased dramatically.

Future Plans

At some point, notices of vacancies will be a thing of the past. Human resources will instead send out a weekly campus wide email alerting employees of new job postings (this will later move to the portal). There will be a link to the applicant site for easy access and employees will be able to view and apply for positions online. We have already begun this process with B&G employees.

Careers @ Colgate has proven to be an effective tool in the recruitment process. It is a user friendly product even for those with little computer experience. It has reduced the time it takes to fill positions and has enabled us to access much more information about our applicant pool and our searches. In addition, it has allowed us to provide automated status updates to applicants via email as their status in the job search process changes. Our ultimate goal is to improve the services we provide to departments and applicants, while dramatically reducing the staff time, paper and costs associated with managing employment applications and job requisitions.

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During each step of the approval process, suggestions/requests for revisions by the approver can be made. Changes to the online posting can occur throughout the process. At each step of the approval process system generated emails are sent to the appropriate parties to notify them that a requisition is awaiting their approval. The hiring managers can now monitor the status of their job requisition online. The use of system generated emails moves the process along in a more timely and efficient manner.

When the requisition is submitted to human resources for final approval there is still a lot of work to be completed. The job requisition is reviewed one last time and any necessary changes are made. Newspaper and online ads and a notice of vacancy are then prepared and the online requisition is finalized. Ads are then submitted to the appropriate advertising sources for publication.

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6 Hour, DEFENSIVE DRIVING COURSE

Date: July 31 and August 2, 2006
Time: 6:00 p.m. – 9:00 p.m.
Location: Room 114, Little Hall
Instructors: Sue Marks & K. C. Stewart
Fee: $35.00 per person
(checks should be made payable to Colgate University)

To register: Contact Sue Marks at X 7333
NEW HIRES

Megan Ballard ’06 accepted the position of admission counselor effective July 1. She enjoys the sport of handball and recently tried out for the Beijing 2008 Olympics European Handball Team.

James A. Brice, Jr. has accepted the position of residential education coordinator. J.J. received his BS from SUNY Brockport where he was president of the student government and a resident assistant. He enjoys football, racquetball, poetry, martial arts, outdoor recreations and movies.

Ernest Daily accepted the position of assistant dean of admission effective July 1. He received his MA from East Carolina University. Ernest enjoys traveling and reading.

Charlotte Johnson accepted the position of dean of the college effective August 1. She received her BA from the University of Detroit and her JD from the University of Michigan. Charlotte is married to Bruce Johnson. She enjoys travel and basket collecting.

Clara Lantz accepted the position of administrative assistant to the director of Chapel House and the Fund for the Study of the Great Religions of the World effective July 5. She was formerly employed as a serials assistant in Cooley Science Library and as secretary to the departments of romance languages and German. Clara is married to David Lantz, professor of mathematics. She enjoys singing and acting, reading, church, and Lions club activities.

Michael Roberts has accepted the position of multimedia systems technician in ITS effective July 5. He attended St. John Fisher College where he majored in computer science and minored in communications. Mike enjoys hockey, golf, motorcycles, music, snowboarding, fishing and camping.

Sharon Smith accepted the position of senior administrative assistant to the dean of admission effective July 5. She was formerly self-employed as a virtual executive assistant and as an executive assistant at Faxton, St. Luke’s Healthcare in Utica. Sharon is married to Tim Smith, a technology support analyst in ITS. She enjoys riding motorcycles with her husband and friends.

PROMOTIONS

Amy Woodcock, from registrar’s assistant to assistant registrar, effective July 1.

AUGUST ANNIVERSARIES

30 Years
Tom Jones—Athletics

25 Years
Jean Getchonis-Philosophy & Religion Dick Losee—Purchasing

20 Years
Dorenda Lamb-Accounting

15 Years
Mirta Bearman—Romance Languages Ellen Denaro—Romance Languages

10 Years
Darlene Babich—Physical Plant Cate Childs—Campus Safety Janet Godwin—University Studies Lynn Holcomb—Admission Dan Hunt—Athletics

5 Years
Carla Amann—Romance Languages Raj Bellani—Sophomore Year Experience

Myongsun Kong—Environmental Studies Dawn LaFrance—Counseling & Psychological Services

QUOTE OF THE MONTH

Work is either fun or drudgery. It depends on your attitude. I like fun.

—Colleen C. Barrett

Colgate University makes no warranty, expressed or implied, about the nature or condition of items advertised and accepts no responsibility for any transaction or item. The University reserves the right to suspend or terminate the program at any time.