

From: Finne, Kimberlee
Sent: Friday, April 04, 2014 1:11 PM
To: HR Newsletter Distribution
Cc: Subject: Introducing the New Jobs Website

On Tuesday April 8, UAMS will launch a new jobs web site with an easier-to-use on-line application process and additional information about the wide range of job offerings at UAMS.

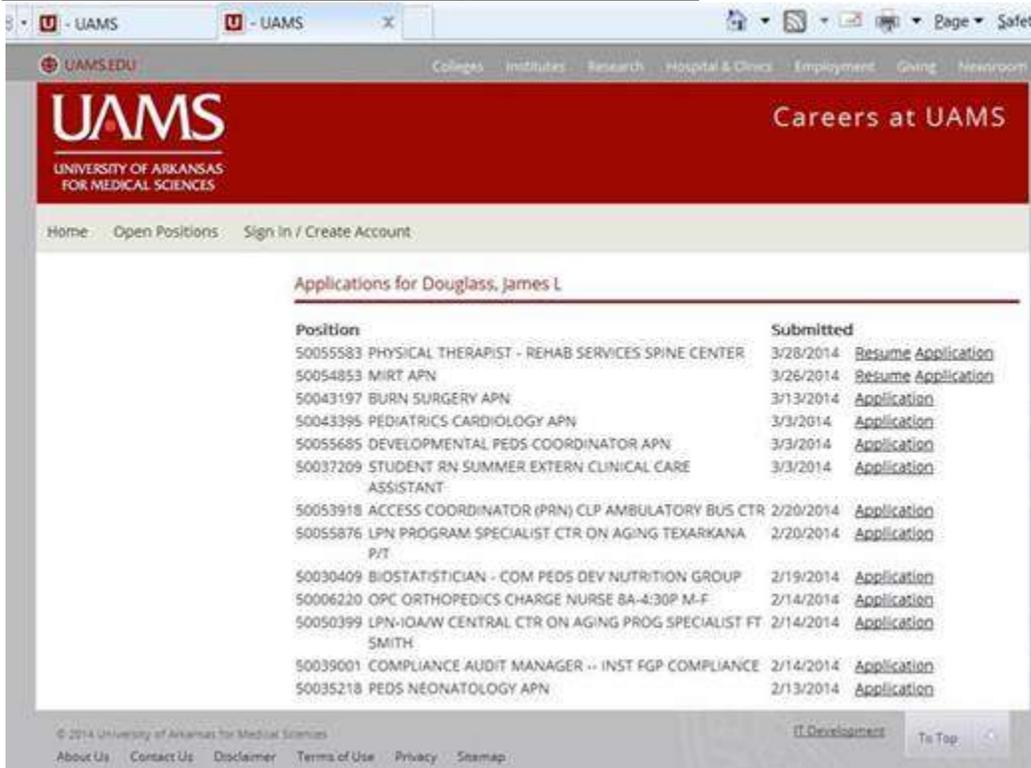
During the transition from the current system to the new, it will cause the online applicant to be offline for approximately 2 hours midmorning on Tuesday and will affect the access to the applicant resume using ZHRAPP or ZHRAPPUPDATE.

Once the new site is active, there will be a new web page for managers to view applicants' resumes and applications. The process is very similar to the current one, but we have made changes to allow applicants to submit customized resumes and you to view short profiles with only information relevant to your position.

To view resumes and applications, use ZHRAPP or ZHRAPPUPDATE to enter the position number to see all the applications for your open job, then select a specific applicant to view his or her UAMS application (short profile) and resume, if available.

When you select the Short Profile on the applicant's record, a web page will open with a listing of the positions the person has applied for, application dates, resume (if submitted by the applicant) and a new version of the UAMS application (or short profile).

Example of the new screen to get the application & resume



The new UAMS application has been changed to show only the qualifications for a specific position. If an applicant applies for several positions with different qualifications and requirements, the applications viewed by hiring managers may be different. The original short profile is also available if you prefer to view that.

Applicants' resumes will also be specific to positions applied for, allowing applicants to submit resumes customized for specific jobs.

To view an applicant's resume or application, find your open position and click on the resume or application to open.

If you have any questions, please let me or Pam Anderson know.

Special thanks to Shaun Block, Jay Douglass and Mark Leonard from IT for development and all those that participated in the force groups and surveys.

Thanks,

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