



Employment Process Improvements

Note: Information on this page was current as of the day of publication. For the latest information contact Human Resources at 844-4145 or univhr@auburn.edu

In an effort to better serve our customers, we are announcing the following procedural changes regarding the Employment Process:

Immediate access to candidate pools

Effective Monday, March 13, there will no longer be a “review date” but rather a “close date” in PeopleAdmin, our applicant tracking system. As a result you will now have immediate access to the **screened candidate** pool (those who meet the stated minimum requirements) without having to wait for a “review date.” When a position is submitted to Employment, an Employment Specialist will consult with you to establish an appropriate “close date” (not to be fewer than 10 days from the posting date).

Daily screening of candidates

Once the position is posted, your designated Employment Specialist will screen applications at least twice daily and release **screened candidates**.

Daily review prior to close date

As the close date approaches, the Employment Specialist will discuss with you the viability of the candidate pool. A decision can then be made to either close the posting or extend the “close date” in order to receive additional applicants to be screened. Any extension will be no fewer than five days. As such, it is important that the hiring department **reviews the candidate pool on a daily basis** as new candidates may be released at any time.

We look forward to your thoughts and comments on these or other process improvements. As always, please contact us if you have any questions at 844-4145 or univhr@auburn.edu.