JOBS@TTU

Introduction and Overview
WHAT IS “JOBS@TTU”? 

- Jobs@TTU is an Internet based system (PeopleAdmin) to automate advertising and hiring processes.
- Jobs@TTU will replace the current Request to Advertise and Request to Hire paper processes.
WHY JOBS@TTU?

- Need to be more efficient and economical
- Need to make applying for jobs at TTU easier for applicants
- Need to fill positions in a more timely manner
- Better for the environment - significant reduction of paper use
WHAT POSITIONS WILL BE ADVERTISED ON JOBS@TTU?

- **Now**
  - All regular budgeted positions, including grant funded positions

- **Future**
  - Temporaries
  - Adjunct Faculty

- **Will NOT be in the system**
  - Graduate assistants, teaching assistants, tuition scholars, or student employees
What is my role in Jobs@TTU?

How do I determine my role?
User Roles in Jobs@TTU

- Employee
- Director / Department Chair
- Dean / Administrative Officer
- Others
  - President
  - Vice President
  - Vice President of Finance
  - Affirmative Action
  - Human Resources
THE Director / Department Chair

- Will typically be department Executive Aide or other support staff
- Enters all data into the system for advertising and hiring
- Primary user of the system
- Has access to all advertisements for the assigned department
THE DEPARTMENTAL AUTHORITY

- **Academic Department**
  - Department Chair and/or Dean

- **Administrative or Non-Academic Departments**
  - Director, Associate Vice President, Manager, Associate Director, or other positions with authority for making advertising and hiring decision for a department.
THE Organizational Authority

- Affirmative Action
- Human Resources
HOW DO I ACCESS JOBS@TTU?
JOBS@TTU ACCESS

- Jobs@TTU is Internet based so you can access it from any computer on or off campus
- The web site address will be sent to everyone prior to official “go live” date
- User name and password will be assigned to you by HR
  - Users can change password at any time
- New employees will need to request access to the system from HR
HOW WILL OUR CURRENT PROCESSES CHANGE?

The Request to Advertise process
The Request to Hire process
THE REQUEST TO ADVERTISE

- The Director/Department Chair will start the process by creating a Position Advertisement
- The Director/Department Chair submits to the Dean/Administrative Officer for review
- The Dean/Administrative Officer reviews and submits to the Vice President
- VP reviews and submits to Human Resources for an initial review
- HR reviews and submits to Affirmative Action
- Affirmative Action reviews and submits to HR
- HR does a final review and posts to the Internet
WHAT HAPPENS NEXT?

- Applicants can view the Position Advertisement
- Applicants can apply to the Position Advertisement
- Search Committees/Hiring Manager can view applicants to their Position Advertisement
- Applicants should be approved for interview through Affirmative Action
- Applicants are interviewed and a candidate for hire is chosen
Dean/Department Chair begins the Request to Hire process

- Hire request follows the signature chain electronically through the Dean/Administrative Officer, Vice President, Vice President of Finance, President, Affirmative Action, and HR
- At each authority level, the request will be reviewed and submitted forward or backward for additional information/review
- HR will generate the employment contract once the hire is approved
- Applicants will be required to come to HR to sign their contract and complete the I-9, W-4, and direct deposit information
- HR will designate the position as filled in eJobs and all applicants to the Position Advertisement will be automatically notified
WHAT DOES JOBS@TTU LOOK LIKE?
INTERNAL TTU USERS

Welcome to the Online System

Job Postings to be Approved
- Job Postings assigned to You: 0
- Job Postings in your Departments: 0
- Job Postings in the entire University: 0

Users to be Approved
- Users to be approved: 0

To perform actions, please choose from the links at left.
Welcome to Jobs at Tennessee Tech!

New Users
- To search positions, click the Search Postings link on the left.
- To apply for a job, click the Create Application link on the left, then follow the instructions to complete and save your application.

Returning Users
- To apply for additional positions, edit your existing application, or review the status of applications previously submitted, click Log in, and enter your username and password.

The Human Resources department is located in Derryberry Hall, Room 148. We are open Monday–Friday from 8a to 4:30p CST, closed from 12p–1p for lunch.

If you have questions, or require accommodations, please call Human Resources at (931) 372-3934 or email hrs@ttu.edu.

Note: The Immigration Reform and Control Act of 1986 requires TTU to employ only U.S. citizens and aliens authorized to work in the U.S. New employees must present documents verifying identity and right to accept employment.  (Form I-9).

Tennessee Tech University complies with TITLE IX and is an affirmative action employer. Candidates will be considered for employment without discrimination on any one or more basis such as race, color, national origin, sex, religion, age, handicap, or veteran's status. Inquiries regarding these regulations may be referred to: Diversity and Legal Affairs Office, Tennessee Tech University.
WHAT’S NEXT?

1. Training - Thursday and Friday, July 29 & 30, 2010
2. Rollout August 15, 2010
- All open searches will be moved to Jobs@TTU by HR
- Paper applications will only be accepted for any positions posted prior to transition to Jobs@TTU
- HR and/or Affirmative Action will contact you to discuss your search and how it should be handled