

The “new” employment site is set to *go-live* on October 1<sup>st</sup>. As has been communicated in previous emails, the current web-based job posting site is being expanded System-wide to include *Position Description* and *Performance Management* modules.

This product enhancement will enable managers and employees to accomplish business operations more easily and efficiently. It will provide self-service functionality through which authorized users can create new position descriptions and modify existing ones, create job postings from position descriptions, and (as with current process) move job applicants through the interview and hiring process. For internal, campus users the site is being named PACES (Position Application Classification & Evaluation System).

***Supervisors should log onto the site as soon as possible. If you should encounter any difficulties, or have questions, please contact Kevin Hinchey (2-0505) or Sharon Flanagan (2-0503) in Human Resources.***

Below are a few tips to help you get started with the new site:

**NOTE:** IF YOU HAVE AN APPROVED USER ACCOUNT IN THE “CURRENT” ON-LINE EMPLOYMENT SITE, **DO NOT CREATE A NEW ACCOUNT** in the “new site”. Simply log onto the new site by **entering your “username” (from the current UNH online employment site) as BOTH your username and your password (NOTE: these are “case sensitive”). The system will then prompt you to change your password.**

If you **DO NOT** have an approved account (in either the “current” or “new” sites):

1) Your first step in the site will be to “Create User account” at <https://jobs.usnh.edu/hr> (the HR / hiring supervisor’s site). Make sure to fill out the fields carefully. **NOTE:** In the “Department” field - select each department you should have associated to you.

**After successfully logging onto the site:**

2) As a supervisor/manager, you should see that you are logged in as a “Department User” or a “Department Authority” or an “Employee” (This will be shown next to “Your Current Group”). This speaks to your current “User Type” in the system. To change your current User Type (for example if you are logged in as “Employee,”) click “Change User Type” (on the left side menu) and change from Employee to Department User (or Department Authority). The “Department User” will typically be tied to one department. This user can initiate position description actions, postings, and hiring proposals in the system, and has department scope, meaning they will see all position actions, postings, and hiring proposals within their department. The “Department Authority” may be tied to more than one department, with same privileges as “Department User”. You also see your current view/scope in the system next to “You are logged in with” (ex: You are logged in with Department View.) You can change your current view/scope by clicking “Change Default View” (on the left side menu) and change from Department to User (or vice versa).

3) If you are unable to locate a position to which you should have access (so that you can review/update the position), it may be due to your “user type.” You may need to be set up for a different/additional “User Type” (ex: Employee, Department User, Department Authority, etc). See #2 above.

4) To begin the process to update/modify/create position descriptions, you’ll click on “Start Action” (under “Position Descriptions” in left column). A few steps later you will see the green “Position Details” tab and will need to enter into the field called “Department Users with Access.” These are users you’ll identify as being authorized to update/modify/reclassify/create job descriptions and job postings. Each position needs to be directly tied to one or more “Department Users with Access.” At the “Department Users with Access” field you’ll enter (from the drop down list) the supervisor (and any other person who should have access). If you do not see the name of someone you wish to include as a “Department User with Access,” this most likely means they do not yet have an account set up in the “new system”. Have them contact UNH HR for help with this process.

If you are unable to locate a position to which you should have access (so that you can review/update the position), please contact Kevin Hinchey (2-0505) or Sharon Flanagan (2-0503) in Human Resources. Each position needs to be directly tied to one or more “Department Users with Access,” and that may not yet have been set up for you. At the “Department Users with Access” field you’ll enter (from the drop

down list) the supervisor (and any other person who should have access). If you do not see the name of someone you wish to include as a "Department User with Access," this most likely means they do not yet have an account set up in the "new system". Have them contact UNH HR for help with this process. A "Quick Guide to PACES" will soon be posted on the HR web site to walk you through the other steps. The **JOB DESCRIPTION** is the basis of the new site and integrates and streamlines position description, advertising/application, classification, and performance evaluation processes. As such, the job description will **need to be updated** before proceeding with job postings or performance evaluations. All actions initiated by the user such as creating user accounts, identifying "department users with access", job descriptions, and job postings will require HR approval before proceeding.

**A "Quick Guide" (along with "FAQ's") to using the site will soon be posted on the HR web site to walk you through the other steps in more detail.**

The Performance Evaluation module will be phased in. A small number of campus departments have agreed to "pilot" the performance evaluation module for the next annual evaluation cycle beginning in January, 2010. For those departments, all position descriptions will need to be updated this fall, since the position descriptions will upload into the performance evaluation. HR will be working directly with the "pilot" departments regarding this process. Feedback will be gathered from the pilot departments to determine how the performance evaluation module will be used going forward. There is no set target date for campus-wide use of the performance evaluation module.

Effective dates for using the site (for Job Postings and PDQ's preparing to be processed):

- Job postings. October 1<sup>st</sup> will be the next date that departments may post their job openings. For departments with jobs to advertise, they can now prepare to "open" the posting on October 1<sup>st</sup> by logging onto the new site and entering position description and job posting information.
- Position Descriptions (PDQ's) submitted to HR by September 30<sup>th</sup> will use the current form and process. Beginning October 1, 2009 the on-line site will be the vehicle for creating/updating/reclassifying job descriptions. You'll be able to attach the same PDQ documents as with the current process (cover letter, org chart, biomechanical job analysis, etc.). The current deadlines for submitting job descriptions to HR will continue <http://www.unh.edu/hr/cls.htm#Deadline>

More detailed information on utilizing the site, position descriptions, job postings, and the search process will soon be available on HR web site at [www.unh.edu/hr](http://www.unh.edu/hr).

For questions on accessing the site Kevin Hinchey (2-0505) and Sharon Flanagan (2-0503) in HR are available to provide assistance. If you would like training on the use of the "new" employment site for posting jobs or the completion of job descriptions (PDQ's), for yourself or individuals in your department, please contact your HR Partner.

We are very excited about the advantages of this product enhancement for campus users. Many thanks to all for your cooperation and patience during the transition to *PACES*.

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