



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

April 6, 2006

Office for Business Affairs Memorandum No. FY 06-20
Distributed via Campus Email

MEMO TO: All Faculty and Staff
FROM: Mary Lee Hodge, Vice President of Business Affairs
RE: *New Online Position Description and Applicant Tracking Systems*

The Office of Human Resources will go live on May 1, 2006 with its newly implemented Online Position Description and Applicant Tracking Systems. The Online Position Description system will be known as **PV PAWS, or Position Attribute Web Site**, and will replace the current paper Position Description Questionnaire and Request to Fill Vacant Position forms and will allow the hiring department to complete both these steps into one single action. The Online Applicant Tracking system will be known as **PV PATH, or Prospective Applicant Tracking Homepage**, and will allow applicants to apply for all posted positions online and enable the hiring department to review applicants and complete the hiring process online thus eliminating paper applications for employment.

The PAWS system, will allow all departments to complete, submit and move the Position Description Questionnaire through the necessary approvals quickly and efficiently. Some advantages of the PAWS system are that the department will be able to complete and store position descriptions online, create new and reclassify existing positions online, update employee position descriptions during the annual performance evaluation process, electronically route position requests for approval, view current status of pending requests online, and view the history of approved requests online.

The PATH system, will be available to all applicants beginning May 1, 2006. Applicants will be able to apply for all positions online. The system will automatically screen applicants based on pre-determined criteria established by the hiring departments. PATH offers applicants the ability to complete the University's application for employment once by creating a unique username and password, the capability to apply online from any PC anywhere in world and the ability to receive the immediate and up-to-date responses about the status of all job applications. PATH offers the hiring department the ability to review qualified applicant pools online and complete the Job Applicant Flow Records electronically as the department moves through the hiring process. In addition, PATH also will allow you to complete a new hiring proposal that will electronically seat a successful candidate in his/her position upon submission to the Office of Human Resources.

Several weeks ago, an internal test user group comprised of University faculty and staff members were given an opportunity to review and test both the PV PAWS and PV PATH systems. This group provided us with valuable feedback on improving the processes to ensure that our processes are user-friendly.

The Office of Human Resources has in place an internal Implementation Team that will be responsible for the implementation phase of the PAWS and PATH systems. The Project Leaders for the implementation are Mrs. Radhika Ayyar, Assistant Director of Human Resources, Mrs. Elmary Wells, Employee Relations Coordinator, and Ms. Jana Smith, Employment Specialist. Mrs. Wells and Ms. Smith will be responsible for facilitating the training sessions that will be available to all users as we move forward with completing our implementation process.

Training sessions for Hiring Authorities (Department Heads, Managers, Directors and Deans) will be offered on:

Date	AM Session	PM Session	Training Location
Monday, April 10, 2006		2:00 - 4:00 pm	Harrington Science, Rm. 101
Tuesday, April 11, 2006	9:00 -11:00 am		Coleman Library, Rm. 108
Monday, April 17, 2006	9:00 -11:00 am		Coleman Library, Rm. 108
Tuesday, April 18, 2006		2:00 - 4:00 pm	Coleman Library, Rm. 108
Tuesday, April 25, 2006	9:00 -11:00 am		Coleman Library, Rm. 108
Wednesday, April 26, 2006		2:00 – 4:00 pm	Harrington Science, Rm. 101

These sessions will allow the hiring authority to become familiar with the workflow and approval processes associated with the Online Position Description and Applicant Tracking Systems. **Sessions are limited to thirty (30) people.**

Interactive training sessions for Creators will be offered on:

Date	AM Session	PM Session	Training Location
Wednesday, April 12, 2006	9:00 -11:00 am		New Science, Rm. 123
Thursday, April 13, 2006		2:00 – 4:00 pm	Delco Building, Rm. 331
Wednesday, April 19, 2006	9:00 -11:00 am		New Science, Rm. 123
Thursday, April 20, 2006		2:00 - 4:00 pm	New Science, Rm. 123
Monday, April 24, 2006	9:00 -11:00 am		New Science, Rm. 123
Thursday, April 27, 2006		2:00 - 4:00 pm	New Science, Rm. 123

These interactive 2-hour sessions will give creators the hands on experience to create, reclassify, update and fill positions. **Sessions are limited to 25 people.**

I ask for your full support in this endeavor as PVAMU and the Office of Human Resources moves towards delivering a quality service to the University and to external constituents. Employee training for PAWS will begin immediately and will be ongoing. If you should have any questions, concerns or need any assistance as it relates to the new PV PAWS and/or PV PATH systems, please contact Ms. Radhika Ayyar at ext. 3828 raayyar@pvamu.edu , Mrs. Elmary Wells at ext. 2327 elwells@pvamu.edu, Ms. Jana Smith at ext. 2991 jbsmith@pvmau.edu .

xc: President George Wright