PV TALENT
Position Description & Applicant Tracking System

Our Tradition....

Your Opportunity!
WHAT PV TALENT HAS TO OFFER?

- Offers modules for every type of hire: faculty, adjuncts, staff and students
- Customized workflows that allow approvers to reject back to the previous approver rather than all the way back the initiator
- Editing capabilities for Approvers
- Actionable items shown in tabbed “Inboxes” and tracking of actions made easier with the use of “Watch Lists” for all user groups
- EEO documents and approval process has been built in to the system
- Export Control review and approval for faculty, staff or student grant positions is part of the system
- Reports can be easily constructed using search features, saved and exported to Excel from the system
- Onboarding component communicates with new employee
KEY DIFFERENCES IN PV TALENT

- Position Management & Applicant Tracking are two separate interfaces in the new system
- Position descriptions and job posting requests are now two separate actions
- Hiring Proposal required for all “temporary” hires (i.e. adjuncts, temp staff & students)
- Moving applicants statuses one from one workflow state to another are intuitive and immediate such that applicant can review their progress in the selection process
ACTIONS FOR STAFFING A POSITION......AT A MACRO LEVEL

- The workflow from the department's initial action...

- The applicants and how they fit into the system...

- HR’s role through the entire process...

- Hiring the final candidate selected...

- On-boarding the new employee...
ACCESSING PV TALENT

- The current Account Profile is no longer used to gain access to the new PV TALENT System

- A new Access Form has been solely designed for departments to designate “departmental” user access and scope

- Logging in is quick and easy

- Use your PV username and password to log in to the system
SCOPE OF USERS IN PV TALENT SYSTEM

PVAMU
( User Scope: HR, Budget, Res. Comp., EEO, etc)

DIVISION
( User Scope: VPs – AA, SAIA, etc.)

AREA
(User Scope: Deans, AVPs Colleges, Enrollment Mgmt. etc.

DEPT (User Scope: Initiators, Dept. Heads/Directors)
LOGGING IN & NAVIGATING THE PV TALENT SYSTEM

URL NEEDED
Log in using your PV username and password

NOTE – You must have attended PV TALENT training, be an approved user with a designated user scope on the your department’s PV TALENT Access Form to be given in the new System. Login and completion of action is possible after such access has been given.
Welcome to your Online Recruitment System

Once you login, this screen will appear as your homepage. The system will always default by logging with the Applicant Tracking System. Look for the blue banner at the top!
Welcome to your Online Recruitment System

Your user role will be reflected here. To change your user role from “employee” to a “departmental user” role, click the dropdown, change to appropriate user role and click the little refresh button next to it.
The PV TALENT System has two interfaces: Applicant Tracking System and Position Management System. To transition to the Position Management System, select "Position Management" from the dropdown menu above.
When transitioning to Position Management, your interface in the system will change to orange.

Notice that your “Home” tab or page stayed the same.
All users will see the following on the Home page or tab:

1. **Inbox** – an “Inbox” for actionable items such as Position Descriptions, Job Postings and/or Hiring Proposals.

2. **Watch List** – a “Watch List” that will allow you to readily track Position Descriptions, Job Postings, and/or Hiring Proposals.
To open an action in your Inbox or on your Watch List, simply click on the Title.

### Watch List (1 items)

<table>
<thead>
<tr>
<th>Title</th>
<th>Type</th>
<th>Current State</th>
<th>State Owner</th>
<th>Creator</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Position Description: Assistant/Associate Professor</td>
<td>Faculty</td>
<td>Draft</td>
<td>Jana Smith</td>
<td>Jana Smith</td>
</tr>
</tbody>
</table>
Clicking on the Title will bring you to the summary page of the action. Simply, click “Edit “on the page you will like to review and/or revise.

1. Errors that need to be cleared will be displayed with an orange exclamation mark.

2. Page with fields complete will appears with a blue check mark.
END OF THIS SECTION