

It's Coming....

Who: PeopleAdmin

What: New Electronic Applicant Tracking System

When: December 2006

Where: MCC Campus

Human Resources is preparing to go live with a new electronic applicant tracking system. This system will impact the following key areas of the hiring process.

- Approval process for posting positions
- Web posting of positions
- Electronic submission of application materials including application, cover letter, resume, etc.
- Electronic access of applicant materials by Search Committees

Training will occur beginning in December 2006 and continue through March of 2007. Individual departments and offices will be contacted by Human Resources to schedule training.

Phase 1: Faculty/Admin positions

Phase 2: Support Staff positions

Phase 3: Adjunct positions