



## Human Resources Office

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# Training Presentation Dates for Job Description, Job Posting, Candidate Reviews, and Hiring a Candidate in the New OneUSG Connect-Careers System

*"The New OneUSG Connect-Careers System Goes-Live for ASU"*

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### **Job description**

Target Population: Hiring Managers & Administrative Assistants

Learn how to create a job description in OneUSG

Facilitators: Barbara Mastronicola & the HR Team

- Modify a current position description
- Add a new position description

June 15<sup>th</sup> & June 16<sup>th</sup>

Time: 10:00 am

<https://asurams.webex.com/asurams/j.php?MTID=m9638495332b689cbe4685be03d82c4cd>

Time: 1:30 pm

<https://asurams.webex.com/asurams/j.php?MTID=mccb83b0d885de4fe6c4d61d9dd27655b>

June 22<sup>nd</sup>

10:00 am

<https://asurams.webex.com/asurams/j.php?MTID=m84fcd08ddb14b41012d68a6095e795dc>

June 23<sup>rd</sup>

1:30 pm

<https://asurams.webex.com/asurams/j.php?MTID=m3abf2ae6d2c71924b2c25f4b210fa04e>

## Job Posting

Target Population: Hiring Managers & Administrative Assistants

Learn how to create a job Postings in OneUSG

Facilitators: Barbara Mastronicola & the HR Team

- Create a job posting

June 17<sup>th</sup>, June 18<sup>th</sup>, June 21<sup>st</sup>, June 24<sup>th</sup>, June 25<sup>th</sup> and June 28<sup>th</sup>

Time: 10:00 am

<https://asurams.webex.com/asurams/j.php?MTID=m440e0cf11cc9335504c526c48793ec1d>

June 17<sup>th</sup>, June 21<sup>st</sup>, and June 24<sup>th</sup>

Time: 1:30 pm

<https://asurams.webex.com/asurams/j.php?MTID=mf27023b80cc59072c8fc57c3d7600650>

## Job description and posting approvals

Target Population: Chairs, Deans, and VPs

Learn how to approve a job description and job posting in OneUSG

Facilitators: Barbara Mastronicola & the HR Team

- Review what the notifications include
- Learn how to approve a job description
- Learn how to approve a job posting

~~June 16<sup>th</sup>~~

**Moved to June 23<sup>rd</sup>**

Time: 10:00 am

<https://asurams.webex.com/asurams/j.php?MTID=md8ba347aaf640c211ef514cc60aec8e5>

~~June 17<sup>th</sup>~~

**Moved to June 22<sup>nd</sup>**

Time: 1:30 pm

<https://asurams.webex.com/asurams/j.php?MTID=m56a2ca30bb4022ffeffdab185969acce>

## Accessing the candidate

Target Population: Hiring manager and administrative assistants

Learn how to access the candidates in OneUSG

Facilitators: Barbara Mastronicola & the HR Team

- Brief overview of recruit and what the tiles mean
- Learn how to access the candidates
- Learn how to set interviews and review the candidate

June 28<sup>th</sup> and June 29<sup>th</sup>

Time: 10:00 am

<https://asurams.webex.com/asurams/j.php?MTID=me48c70bd484e74485cd18b2d81e0ab29>

June 29<sup>th</sup> and June 30<sup>th</sup>

Time: 1:30 pm

<https://asurams.webex.com/asurams/j.php?MTID=mb963d685d33f87aa15ce466b803bb471>

July 8<sup>th</sup> and July 12<sup>th</sup>

Time: 10 am

<https://asurams.webex.com/asurams/j.php?MTID=me9e7e1de54ddac2dd54cb2de161ef130>

July 12<sup>th</sup>

Time: 1:30 pm

<https://asurams.webex.com/asurams/j.php?MTID=mb65ec8611ead49ae96120e6f3845e183>

## Starting the hiring proposal

Target Population: Hiring manager and administrative assistants

Learn how to start the hiring proposal in OneUSG

Facilitators: Barbara Mastronicola & the HR Team

- Review of the offer process
- Review of the offer letters
- Review of the approval process

July 6<sup>th</sup> and July 13<sup>th</sup>

Time: 10:00 am

<https://asurams.webex.com/asurams/j.php?MTID=m736350c1cca361c49431a9a6e5f52ad3>

July 13<sup>th</sup> and July 14<sup>th</sup>

Time: 1:30 pm

<https://asurams.webex.com/asurams/j.php?MTID=m866a4f91027c29c232978283ff4dae2f>