

Title SelectSuite: New Home Page Summer 2018

Package All

Body

## What are the benefits of this New Home page?

The upgraded Home page will incorporate an easy to use inbox from which you can access your action items without having to change your user group. These action items will also include search committee tasks under the postings tab—you will be able to filter and sort the inbox for even easier access to what matters most. Additionally, there are several new persona-based widgets that answer simple questions like "How many postings were filled in the last 30 days?" or "How many applicants did I receive each day over the past 7 days?" These differ based on your role in the software. Administrators have one view, approvers have a different view, and applicant reviewers have another view—all designed to serve their role. Before jumping into the new features, let's take a look at navigation.

## What will the New Home Page Look like?

The screenshot shows the PEOPLEADMIN recruitment system interface. At the top, there's a navigation bar with 'Performance' on the left and 'Welcome, Stacy Miller', 'My Profile', 'Help', and 'Sign out' on the right. Below this is a 'User group' dropdown menu set to 'Human Resources'. A secondary navigation bar contains 'Home', 'Postings', 'Pools', 'Applicants', 'Hiring Proposals', 'Onboarding Events', and 'Shortcuts'. The main content area starts with a welcome message: 'Welcome to your Online Recruitment System'. The central 'Inbox' section has tabs for 'Postings', 'Users', 'Hiring Proposals', 'Position Requests', and 'Onboarding Tasks'. It includes a search bar, a 'Filter (1)' dropdown, and filters for 'Department' (All) and 'Current Status' (Human Resources). Below these filters is a table with columns for 'TITLE', 'CURRENT STATUS', 'DAYS IN CURRENT STATE', and 'POSTING ID'. The table lists eight entries for 'Assistant Professor (3) English' in 'Human Resources' status, each with '12' days in current state and '1000000109' as the posting ID. To the right of the table are two widgets: 'Filled Postings Last 30 Days' showing a donut chart with a total of 42, broken down by Administrative Staff (9), Faculty, Professional Staff, Student, and Internal; and 'Applicants Per Day Last Week' showing a bar chart with values for S, S, M, T, W, T, F. At the bottom right, there are two summary cards: '39 Inbox Items' and '27 Open Postings'.

What did it look like before?

## Navigating the New Home Page

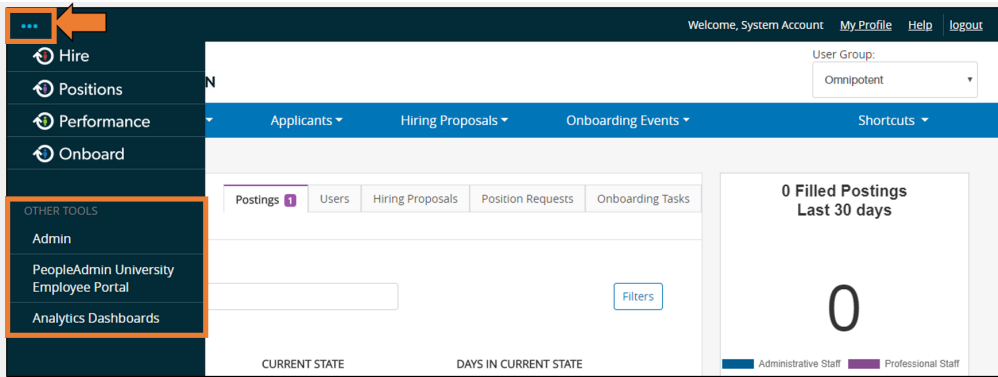
We've moved things around a bit. If you're not sure how to find a feature you're used to using, take a look at the images below to see where certain features have moved.

1. Module Selector (switch between Applicant Tracking, Position Management, Performance, Admin, Employee Portal\*, Analytics Dashboards\*, etc)
2. Usergroup dropdown
3. Shortcuts
4. Welcome "Who you are signed in as"
5. My Profile
6. Help
7. Logout

\*The link to the **Employee Portal** (for Employees to access Performance Reviews and tasks) is grouped with the Module Picker.

\*The link to the **Analytics Dashboards** are now also grouped within the Module Picker.

Here is the expanded Module Selector:

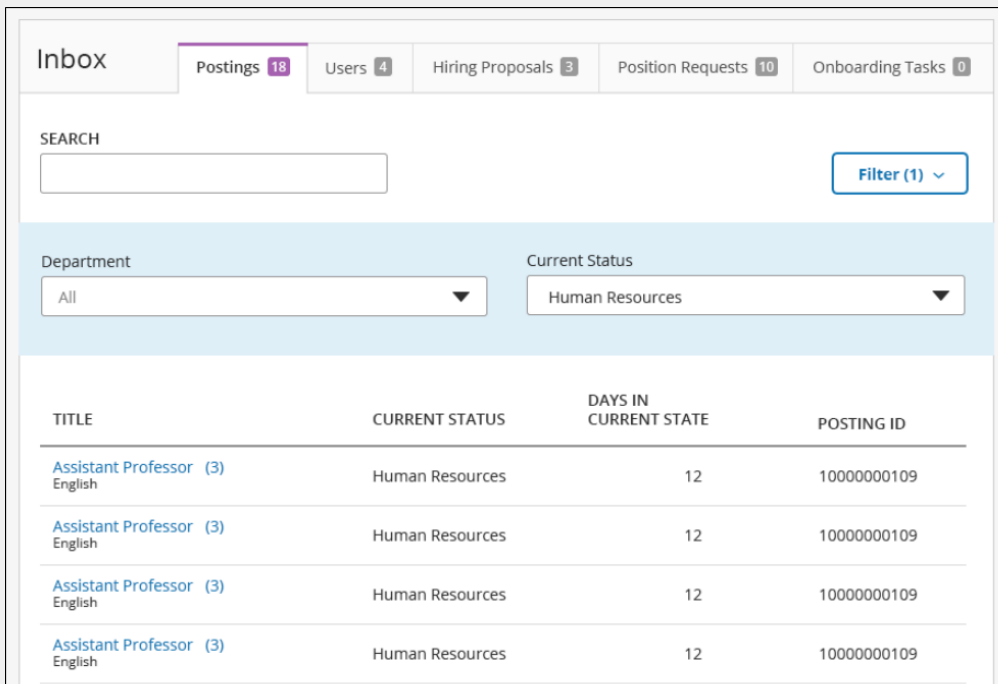


To see the New Home Page navigation in action, continue on to the "[SelectSuite: New Home Page Navigation](#)" article.

## New Features

### **New Inbox: What all can I see and access from this new inbox?**

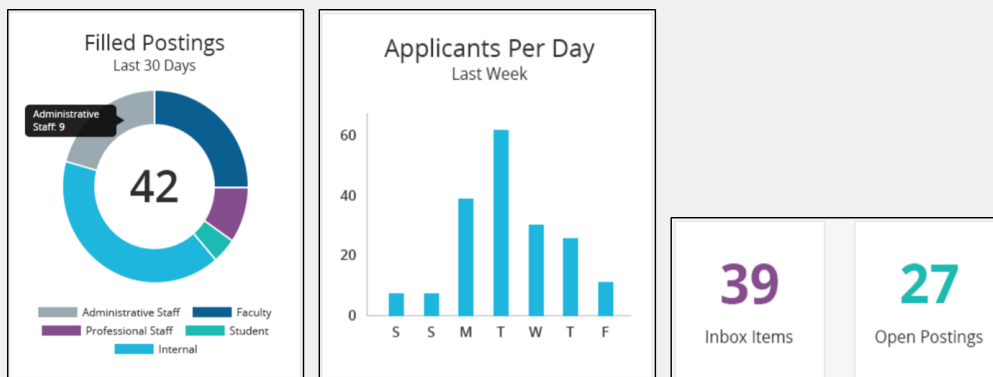
You will be able to see all of your action items, including those assigned to you as a search committee member (under the postings tab). You will also notice a few added fields to help you better find and prioritize your work, including the department and days in current workflow state. You will no longer have to manually update your usergroup to take a particular action from your Inbox. When you click on an action item in your inbox, you will be logged in automatically with the correct usergroup. To read more about the New Inbox Functionality, continue on to the "[SelectSuite: New Inbox](#)" article.



### **New Widgets: What are the different widgets on the home page?**

There are a handful of simple data visualizations (or “widgets”) on the new home page. These will answer questions such as, “How many postings were filled in the last 30 days?” for an administrator or “How long are things sitting in my inbox on average?” for an approver. These “widgets” are persona-based with different visualizations for administrators, applicant reviewers, and approvers. To read more about the

New Widget Functionality, continue on to the "[SelectSuite: Widgets in the Home Page](#)" article.



## **New Configurable Shortcuts: How are Shortcuts changing?**

Instead of being preset, Shortcuts will now be configurable per user. This will allow each user to customize their shortcuts on an individual basis. To read more about Configurable Shortcuts, continue on to the "[SelectSuite: Configurable Shortcuts](#)" article.

## **New Watchlist Functionality: How is the Watchlist changing?**

The Watchlist is getting a refresh with Search and Filter functionality, and a more convenient bookmark icon on each Posting, Hiring Proposal, etc. You can click on this at any time to add it or remove it from your watch list. To read more about the New Watchlist Functionality, continue on to the "[SelectSuite: New Watchlist](#)" article.

## **Additional New Home Page FAQ**

### **Is this ADA compliant?**

Yes, this landing page is WCAG 2.0 AA compliant

### **Should I expect more changes in the future?**

One tremendous value of a cloud-based solution is the continuous improvement loop. As we release enhancements, we can gather more and more customer feedback in order to prioritize future improvements.

### **What if I have Performance as my default landing page?**

Your default Performance landing page will remain intact. When you navigate to Hire (your applicant tracking solution) or Positions (your position management solution), you will see this new landing page.

### **Where does the data in the widgets come from?**

This data comes directly from your PeopleAdmin talent management solution.

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**Attachment**

**Chat Answer**