

FAQs for USU's Online Hiring System at jobs.usu.edu

Last Updated March 17, 2015

Q. What if we have a current search open when the new system goes live?

A. Both systems will remain live for a period of time. You can complete your current search on the old system, but it must be closed immediately upon finding a successful candidate. If you have a search starting around the transition date (March 31, 2015), we recommend waiting until the new system is live April 2015.

Q. Can we post a position in the old system after the transition date?

A. No, after March 31, 2015, all searches must be posted using the new system. If a posting is processed through the old system and reaches Human Resources after March 31st, the posting will need to be recreated in the new system.

Q. Will I still have access to historical job information?

A. Both systems will remain live for a period of time; but if you would like job descriptions or information from the current system, we recommend you pull and save that information before the system is closed permanently. You will not have access to historical job information once the old system is closed. We estimate the old system will close within six to nine months.

Q. What if I don't see the job title I am looking for on a template in the new system?

A. Specific job templates are a work in progress and will be updated as completed. If a specific job template is not available, generic templates have been created for you based on the job category (Hourly Affordable Care Act Variable, Hourly Affordable Care Act Full-Time, Staff Non-Exempt, Staff Exempt, Faculty Logan Campus, and Faculty Regional/Eastern). It is crucial that the correct job category be selected when posting a position as this selection affects the job and applicant process. If you are unsure of the job category, please contact Human Resources at 435-797-1810.

Q. Can I use my back browser button within the new system?

A. Yes!

Q. What resources are available for training?

A. Live training sessions will be available at 3:00 pm on Wednesday, March 25, 2015 and Friday, March 27, 2015 in LIB 154. You may also participate in one of these live trainings via a Web Simulcast at this URL: www.connect.usu.edu/hiring.

A recording of the live training, other training videos, and screenshots will be made available in at this location in the very near future.