



Office of Human Resources

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MEMORANDUM

TO: UAF Employees

FROM: Brad Lobland, Director *Brad Lobland*

DATE: February 15, 2016

SUBJECT: Announcement of the UA Careers and MyUA Systems Implementation

UAF HR is committed to offering streamlined, efficient processes and effective tools for recruitment and HR services. Due to process improvement efforts of the HR Internal Recruitment Design team (HIRED), in addition to other improvement efforts and your feedback, UAF HR is excited to announce that we are enthusiastically awaiting the March 28, 2016 roll-out of the new UA Careers recruitment and MyUA employee services systems.

Through these new systems, efficiency in recruitment and employee services, coupled with robust analytic features for compliance reporting and tracking completion rates for items such as performance evaluations and training, are being offered to UA employees.

UA Careers is the applicant site we will utilize for recruitment and hiring. This system has many new features that are efficient, intuitive and user friendly for more professional level recruiting initiatives and applicant experiences.

MyUA is the single sign-on employee services portal that encompasses onboarding, performance management and e-learning features. The onboarding portion will be live on March 28th, however the performance management and e-learning portals are expected to be available July 1, 2016. Onboarding will integrate with banner and facilitate timely new hire set-up, accesses and training completion. Performance management and e-learning will offer electronic performance evaluations, more effective professional development and training mechanisms, assist with employee engagement and provide effective tracking tools.

This is an exciting and positive change for UA although we expect, as with any new system, there will be some additional adjustments needed as we train new users and continue to customize workflows to meet our needs. Your patience will be greatly appreciated during this welcome transition.

Please stay tuned for upcoming training and further communication on these new systems and the transition to them. Consultants will be working closely with your department's Personnel/ Payroll Assistant(s) (PPAs) to schedule training for users. Open workshop sessions will also be held throughout the months of February and March.

Thank you for your hard work and dedication.

Naturally Inspiring.

UAF is an AA/EO employer and educational institution.