Faculty and Staff:

As previously announced, the Office of Human Resources and Equal Opportunity (HREO) notified the campus community about an upgrade to the current applicant tracking system, **PeopleAdmin 7.0**. The new system is live and it must be used for job searches, job description changes/updates and hiring. **Forms previously used to complete these actions are no longer being accepted.**

- To assist with the transition process, HREO is offering several hands-on training sessions during the month of July. To register, go to [https://www.coastal.edu/intranet/hreo/workplace/traininganddevelopment/events.html?mon=07&year=2018](https://www.coastal.edu/intranet/hreo/workplace/traininganddevelopment/events.html?mon=07&year=2018)

Who should attend PeopleAdmin 7.0 training?

- Department heads/chairs
- Employees responsible for initiating paperwork related to job searches, position descriptions and hiring.
- Employees involved with the hiring process.
- Employees responsible for approving the transaction types specified above.

HREO will be available to work with you during this transition period.

Questions should be directed to HREO at extension 2036.