

# Talent Acquisition Differences Document

For Recruiters

July 2020



## OVERVIEW OF KEY CHANGES

### What's Changing

- Java Client/Portable MAP no longer required
- Resumes will be stored for 2.5 years
- Job Board background changing to White
- Display and Navigation enhancements
- Requisition search features enhancements
- VPN will not be needed to access TA, however you will need a VPN to access Talent reports in the data warehouse
- HRIS power user ID (initials and EIN) for the data warehouse and YES ID (EIN) to access TA

### What's NOT Changing

- No notable changes to any system capabilities
- No changes to Power User access (login with EIN- same as YES credentials)
- Microsoft Word still required for formatting job postings

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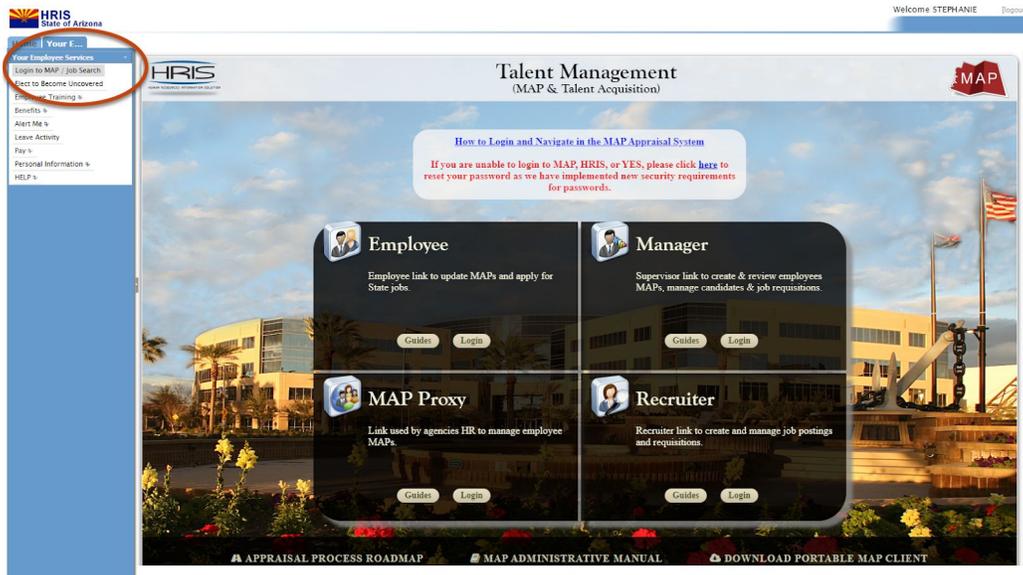
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## Accessing Talent Acquisition

### New Jumping Off Page

#### Current:

In Y.E.S. via the Login to Internal Job Board menu option or directly via <https://talentmanagement.azdoa.gov/>



#### Future:

Future Jumping Off Page: <https://hrsystems.azdoa.gov/> scroll down to see the Power User Portal section.

For Employees accessing the internal job board and for Hiring Managers, and HR Liaisons accessing the Talent Acquisition system:

ARIZONA DEPARTMENT OF ADMINISTRATION

Employee News & Updates Project Website Check System Availability 602-542-4700

Bookmark this page!

## State of Arizona Human Resources Portals

This page serves as a central jumping off point for all State of Arizona HR portals. Here, State of Arizona employees, managers, and power users can easily jump to the HR portal to login, view user guides, and check system availability.

### Employee and Manager Portals

The HR Portals below are for Employee and Manager access only.

<p><b>Y.E.S. Portal</b></p> <p>For current and former employees accessing Y.E.S. to view benefits, compensation, contact information, enter time, and more.</p> <p>Login Resources</p>	<p><b>Performance Management Portal (MAP)</b></p> <p>For employees and managers accessing their MAP performance appraisal process online. MAP Proxies scroll down for login.</p> <p>Employee Login Manager Login Resources</p>	<p><b>Internal Job Board &amp; Hiring Manager Portal</b></p> <p>For employees accessing internal state job postings. For hiring managers and HR contacts managing with open job requisitions.</p> <p>Employee Login Hiring Manager Login Resources</p>	<p><b>Online Learning Portal</b></p> <p>For employees accessing Tricore to enroll in courses, view training history, complete mandatory training requirements, and more.</p> <p>Login Resources</p>
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Scroll Down

## For Recruiters accessing Talent Acquisition:

hrsystems.azdoa.gov

ARIZONA DEPARTMENT OF ADMINISTRATION

Employee News & Updates Project Website Check System Availability 602-542-4700

### Power User Portals

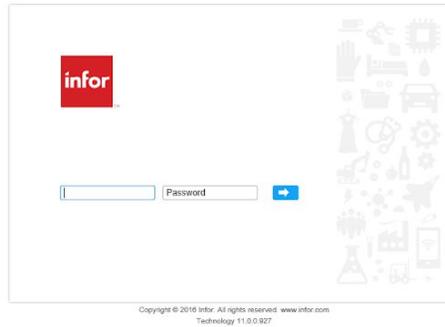
The Portals below are for Power User access only. MAP Proxies and Recruiters are considered "Power Users" even though they login with a EIN User account.  
\*Users with a Power User account and EIN User account should use a different web browser for logging in under each account.

<p><b>HRIS Portal</b></p> <p>For HRIS power users utilizing HRIS to perform tasks related to hiring, benefits, leave administration, terminations, and payroll.</p> <p>Login Resources</p>	<p><b>Performance Management Portal</b></p> <p>For MAP Proxy users logging in with their EIN to perform tasks related to agency MAP issues.</p> <p>Login Resources</p>	<p><b>Talent Acquisition Portal (TA)</b></p> <p>For Recruiters utilizing TA to perform duties related to recruitment from sourcing to selection.</p> <p>Login Resources</p>	<p><b>Submit a Ticket Portal</b></p> <p>Ticketing systems for Power Users, Security Approvers, IT, and Administrative staff for technical and functional assistance.</p> <p>Login Resources</p>
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**Note:** The current jumping off page will continue redirect users to the new jumping off page

## New Login Page

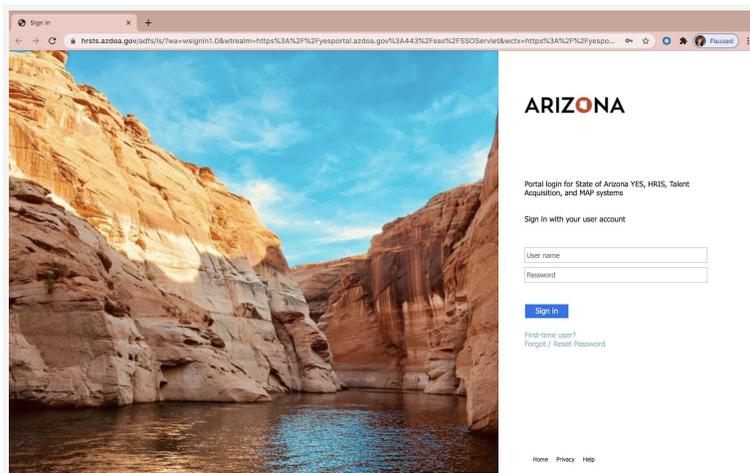
### Current:



### Future:

Future Portal Login Page for is accessible by clicking the "Log In" button for under either the Employee Portal or Power User portal sections >

<https://hrsystems.azdoa.gov/>



## Java Client No Longer Required

### Current:



### Future:

Recruiter and MAP Proxy (LTM) applications will no longer rely on the Java based client (a.k.a. rich client) after the upgrade. This also includes the "Portable MAP" zip file that may be installed on your users PC or Citrix client. These applications will be web based after the upgrade so users will only need an internet browser to access them.

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## Job Board Changes

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### Job Board Color Changing

**Current:**

The current background color of the job board is purple.

**Future:**

The job board background will change to white.

### Resume Storage Limits

**Current:**

There are no limitations on how long a resume will be stored in the candidate profile.

**Future:**

Resumes with an 'upload date' within the last 2.5 years will be stored. Resumes with an upload date greater than 2.5 years ago will be purged as part of the nightly load process.

**Multiple Ways of Downloading Resumes**

**Current:**

One method for downloading resumes.

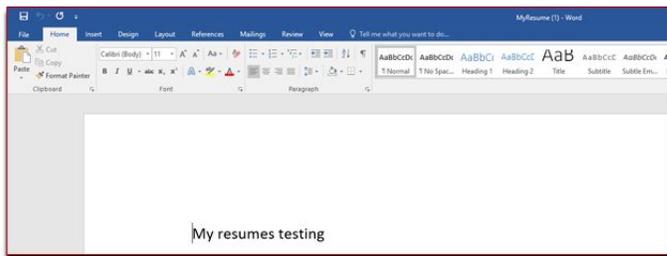
**Future:**

There are several ways to open a resume in Talent Acquisition. Candidates may upload their resumes in various formats and depending on your PC and browser settings, there are different methods to view and open resumes.

1) Resume opens automatically when you click the blue resume link: the first scenario is to open the resume from the Requisition Dashboard. A link called "Resume/CV" will appear. You may click this link and it may open the resume:

Name	Email	Pref	External-City/State	Application Date	Selection Process	Type	Source	
TEST TEST	parsetest1@aol.com		phoenix, AZ 85007	7/18/2020	New	External	AGENCY EMAIL	<a href="#">Resume/ CV</a>

The resume opens in a Word doc:



2) Prompted to Save: another scenario may occur when you click the blue resume link:

Overview **AS 1** New: 1 Screen Out Online: 0 Screen: 0 Hiring Manager Review: 0 Quality: 0 Offer: 0 On Board: 0 Hire: 0 Disposition: 0

Family Name (Last):

Clear

Name	Email	Prof	External-City State	Application Date	Selection Process	Type	Source
TEST TEST	parsetest1@aol.com		phoenix, AZ 85007	7/18/2020	New	External	AGENCY EMAIL <a href="#">Resume CV</a>

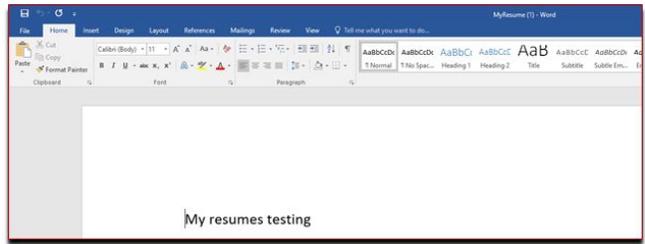
Depending on the format of the resume, you may be prompted to save the resume first:



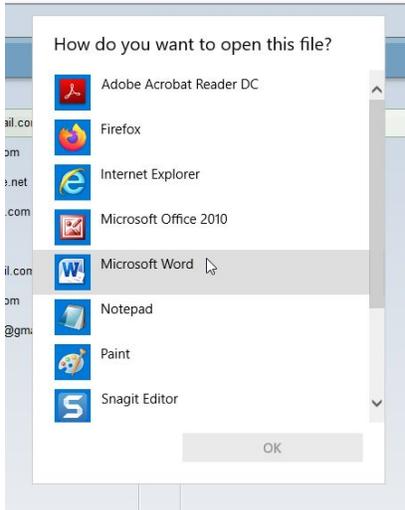
If so, then click "save", then "open"



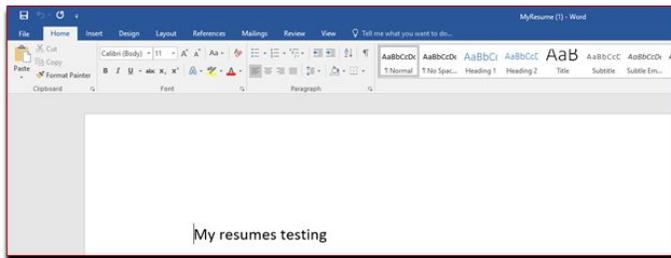
This will open the Word doc



3) Prompted to select a program to open the file: this scenario may occur when you click on the blue resume link:



Select Microsoft Word, then click Ok. This will open the resume



4) Open the resume from the candidate profile: if the above step doesn't open the resume, you will need to double click on the candidate name and open the resume from the blue resume link in the candidate profile:

**TEST TEST(123150) AD ASST DIR**

Actions Options Drill Around®

 **TEST TEST** (External)  
parsetest1@aol.com  
phoenix, AZ 85007

[Correspondence](#)

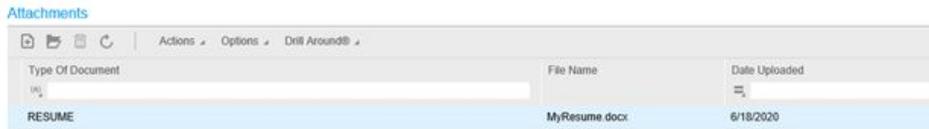
[Resume/ CV](#) | [Correspondence: 1](#) | [Interviews: 0](#) | [Screenings: 0](#) | [Notes: 0](#) | [Attachments: 1](#)

The resume should then open or prompt you to save the document before you can open it.

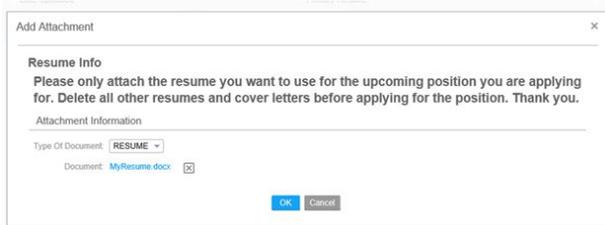
5) Open the resume from the attachments tab: if the above steps don't allow you to open the resume, you will need to open it from the attachments tab:



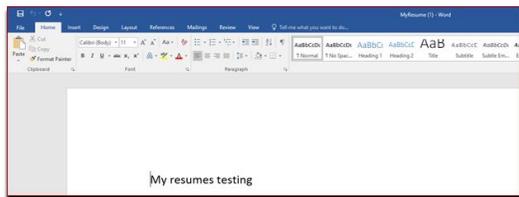
Click the attachments tab and this will open a page with the attachment info. Find the resume and double click on the row:



This will open the “add attachment” dialog box and click the document name – shown as a blue link:



This will either open the resume or prompt you to save it before opening the resume.

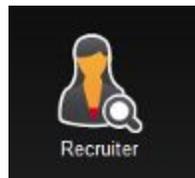


## Talent Acquisition Navigation Changes

### Finding the Recruiter Area

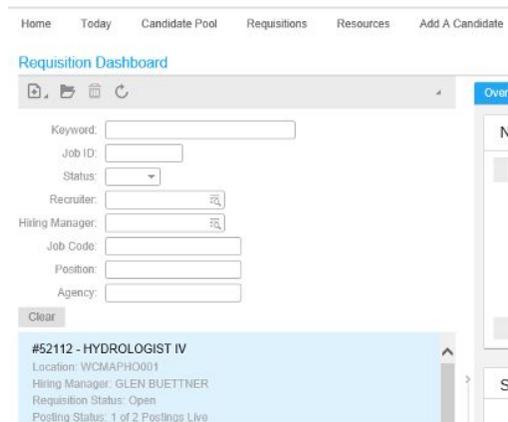
#### Current:

The current Recruiter application requires you to click the Recruiter icon to access the recruiter menu after you login:



#### Future:

The upgraded application will take you directly into the Recruiter area after login – this is similar to the current web based Hiring Manager/Employee navigation:

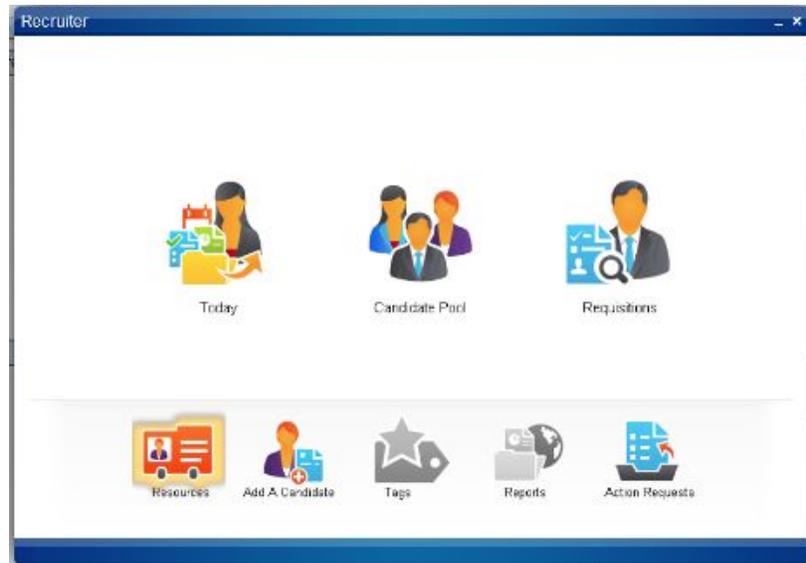


A screenshot of a web application interface titled "Requisition Dashboard". At the top, there is a navigation bar with links: Home, Today, Candidate Pool, Requisitions, Resources, and Add A Candidate. Below the navigation bar, there are several search and filter fields: Keyword, Job ID, Status (a dropdown menu), Recruiter, Hiring Manager, Job Code, Position, and Agency. A "Clear" button is located below these fields. Below the search fields, there is a list of requisitions. The first entry is highlighted in light blue and reads: "#52112 - HYDROLOGIST IV", "Location: WCMAPFH001", "Hiring Manager: GLEN BUETTNER", "Requisition Status: Open", and "Posting Status: 1 of 2 Postings Live". On the right side of the dashboard, there are partial views of other sections labeled "Overview", "Ne", and "So".

## Navigate Recruiter Menus

### Current:

The current Recruiter application requires you to click icons to navigate to different Recruiter menus:



### Future:

The new upgraded application will take you to bookmarks across the top of the page to navigate (Add a candidate, etc.):



Clicking the "Requisitions" bookmark at the top will bring you back to your Requisition Dashboard home page.

## Searching Requisitions

### Current:

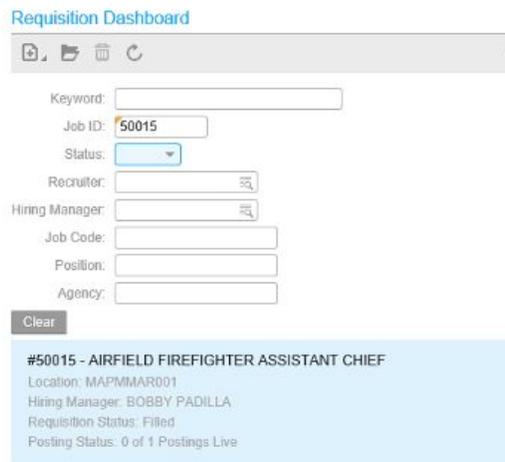
The current Recruiter application has a search and a clear button used when searching for a requisition:



The screenshot shows a 'Requisition Dashboard' window. It features a search form with the following fields: 'Keyword', 'Job ID', 'Status' (a dropdown menu), 'Recruiter', 'Hiring Manager', 'Job Code', 'Position', and 'Agency'. To the right of the 'Keyword' field is a 'Search' button, and to the right of the 'Job ID' field is a 'Clear' button.

### Future:

The new upgraded Recruiter application only has a clear button and no search button. You can search for a job by entering the requisition number in the job ID field, then click outside of that box into a different search field. This will trigger the search:



The screenshot shows the 'Requisition Dashboard' with the 'Job ID' field containing the value '50015'. Below the search fields is a 'Clear' button. A light blue box displays the search results for requisition #50015:

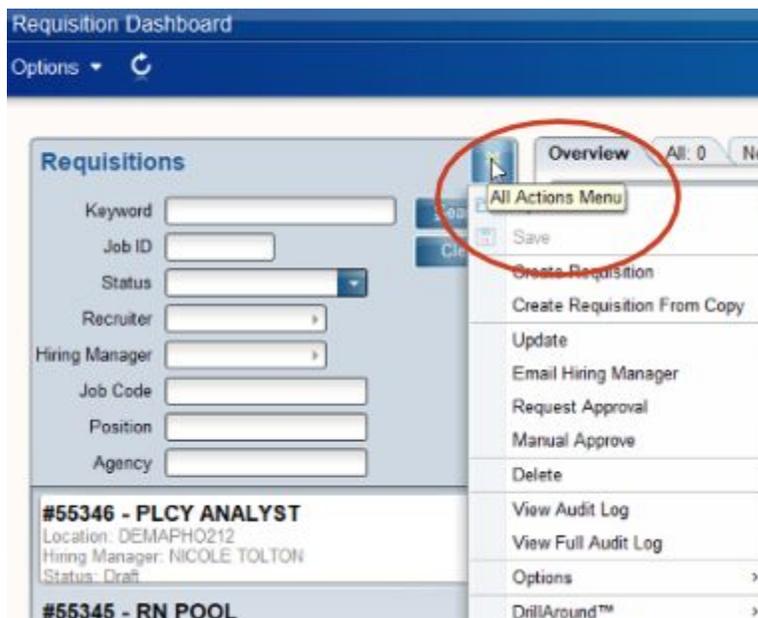
- #50015 - AIRFIELD FIREFIGHTER ASSISTANT CHIEF
- Location: MAPMMAR001
- Hiring Manager: BOBBY PADILLA
- Requisition Status: Filled
- Posting Status: 0 of 1 Postings Live

Click the “clear” button to clear out the search box. If you get a blank screen after clearing the search, you can click the “requisitions” or “home” bookmark at the top of the page to refresh the requisition dashboard.

## Accessing ‘All Actions’ Menu

### Current:

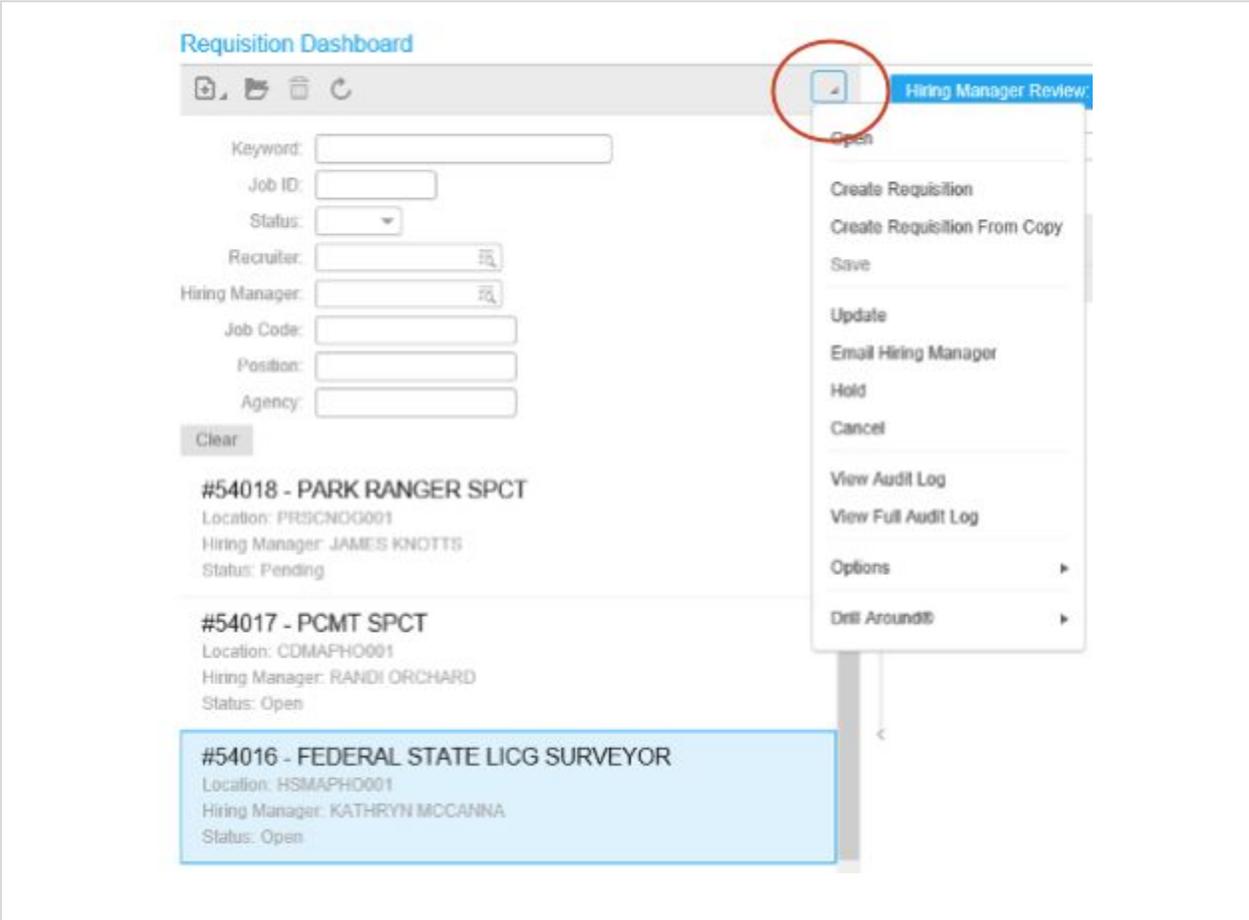
The current Recruiter application shows double arrows on the requisition dashboard to show the “all actions menu”:



### Future:

The new upgraded application will display a small arrow instead of double arrows in order to display the “all actions menu”

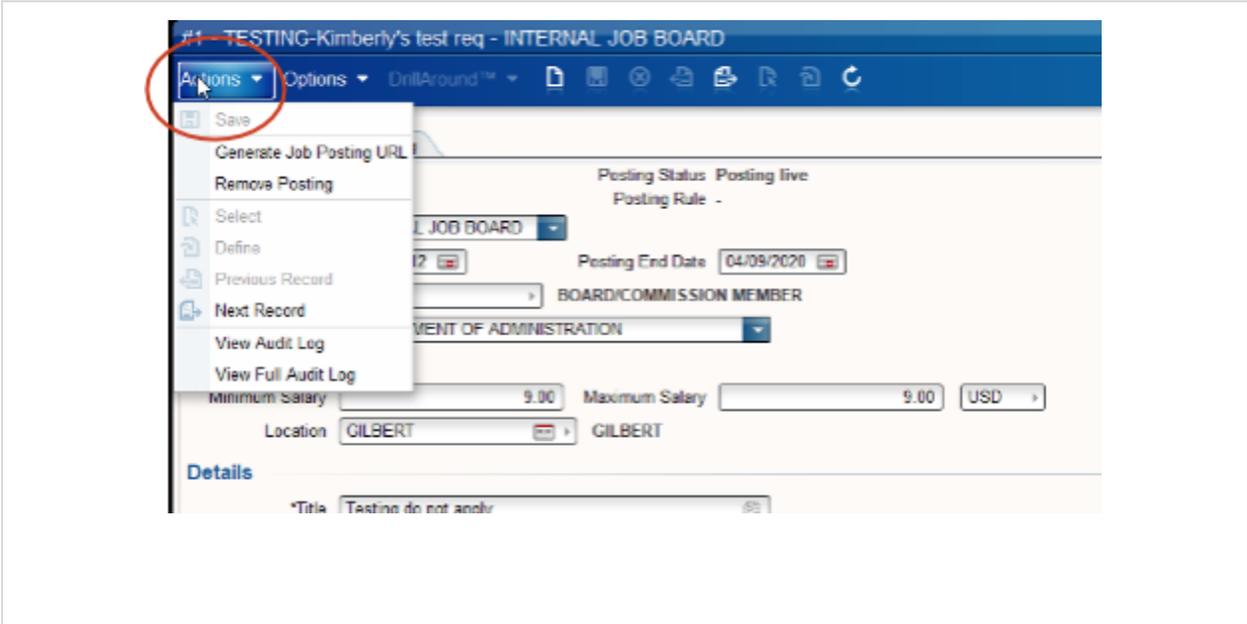
This small single arrow also replaces double arrows on all other forms including creating interviews. In some cases, the single arrow will replace the actions menu.



## Accessing 'Action' Menu

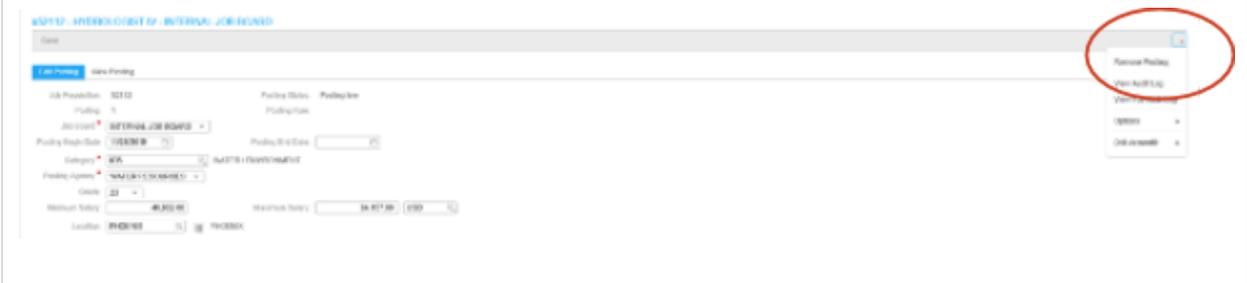
**Current:**

The current Recruiter application displays the action menu when a Recruiter modifies a job posting:



**Future:**

The new upgraded application will display a small single arrow in the right hand corner of the page:



**Accessing 'Page Up/Page Down' options**

**Current:**

The current Recruiter application displays Page Up/Page Down options as vertical arrows on the lower right side of the page.



**Future:**

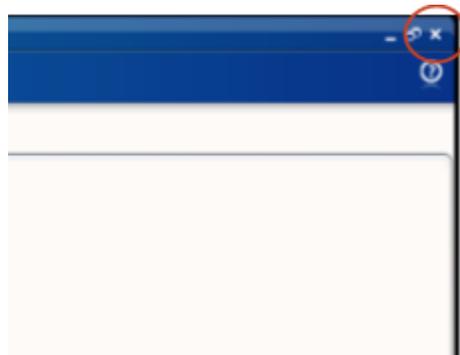
The new upgraded Recruiter application displays Page Up/Page Down options as horizontal arrows on the lower right side of the page.



## Returning to a prior screen

**Current:**

The current Recruiter application displays an X in the upper right hand corner to exit out of a screen:



**Future:**

The new upgraded application will require you to click the back button on your browser to go back to the previous screen:



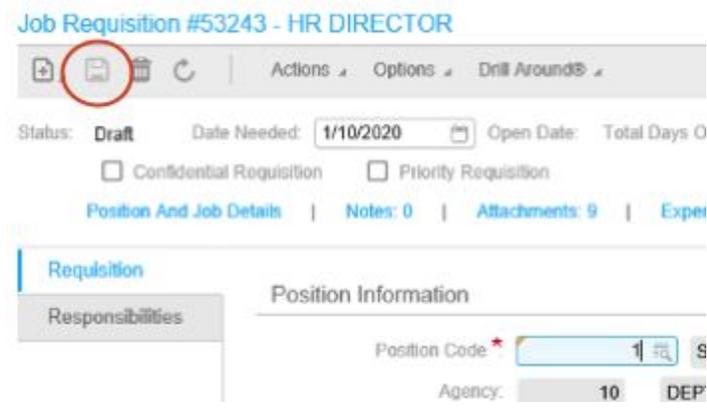
## Saving Changes

### Current:

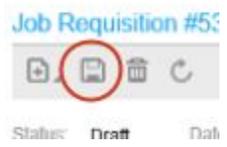
The current Recruiter application will allow you to click the save button once you make a change to the application: 

### Future:

The new upgraded application will require you to click or tab outside of the field you have changed in order for the save button to appear. It will remain grayed out until you do so:



Save button is grayed out until you click out of the field, then you will be able to click the "save" icon:



### How to contact us.

For questions about the upgrade contact the ADOA HR systems upgrade project team at [hrisupgrade@azdoa.gov](mailto:hrisupgrade@azdoa.gov). For technical support after the upgrade contact the ADOA HRIS Service Desk at (602) 542-4700 or [hriisservicedesk@azdoa.gov](mailto:hriisservicedesk@azdoa.gov).