BALANCEtrak Frequently Asked Questions

1. How does the SAR/PAR process relate to the posting process? That is, if a job description summary template is submitted to be posted as a
   req, when does the SAR/PAR process take place now? Before submitting the info for the req? Once it is posted?

   Not much has changed regarding the SAR (aka Recruitment Form) and Job Description submission process. The SAR (aka Recruitment Form) is submitted with the job description as it always has been to Talent Acquisitions (currently since this role is vacant, Santasia Darden is covering PINs and Anna Rutah is covering Contacts). The job description is entered into BALANCEtrak by HR to become a requisition. Once entered, the requisition is submitted for approval to the respective VP.

   PARs are still handled as they always have been.

2. Does the new ATS system handle the SAR/PAR process internally, or are SAR/PAR handled as it is handled now?

   It does not. The SAR (aka Recruitment Form) is still submitted as it always has been, along with the job description. The only thing that changes is that the job description is electronically converted to a requisition by HR. Again, the SAR is submitted and processed as per the norm.

3. How does the search committee integrate in all this?

   HR will do the initial prescreening for all applicants. That is, if an applicant is missing a basic requirement, like a degree for example, HR will disqualify that person and follow up with the applicant accordingly. The search committee will thus only review applicants from Talent Acquisitions that meets minimum qualifications.

4. Is the search committee chair the hiring manager? Who is the hiring manager?

   Not necessarily. The SAR (aka Recruitment Form) designates the search committee chair. The search committee chair is typically the hiring manager, unless a department head is on the search committee, and they would be the hiring manager. The hiring manager is the individual that would update applicants' statuses on Balancetrak.

5. What should people do while waiting for the detailed training once the system rolls out if they have urgent hiring needs?

If you have particularly urgent needs, contact the Talent Acquisitions person for extra attention (Santasia Darden for PIN, Anna Rutah for contract)

6. What is happening regarding hiring while waiting for the system to go back up?

Current applications in play are being handled as per the old system, so they are not affected by the changeover. No new applications can be accepted until the system goes live on the 21st

7. Can the search committee see all the applicants?

The search committee and the chair will only receive the applicants that have not been dq'ed from prescreening by Talent Acquisitions. Only the designated hiring manager (typically the chair) will have ATS access.

8. Does the search committee do all the prescreening or does HR? (i.e. an applicant must have a degree, and they do not- who bumps out that applicant?)

HR does the initial prescreening and emails the qualified "short list" to the search committee.

9. Are current applications that are already submitted being back loaded into the system or are they purged?

Current applicants in play are still being processed as per the old system. They will not be back loaded into the system.