
IMPORTANT- Transition from NEOGOV to PageUp for Recruiting and Talent Management

1 message

Chief HR Officer <chief_hr_officer@emich.edu>
To: emu-all-ap-ca-ah-ac-employees@emich.edu

Thu, Aug 25, 2022 at 10:34 AM

**EASTERN**
MICHIGAN UNIVERSITY**MEMORANDUM**

TO: AP/AC/AH/CA Employees
FROM: Brett Last, Assoc. Vice President and Chief Human Resources Officer
SUBJECT: Transition from NEOGOV to PageUp Talent Management System
DATE: August 25, 2022

Please take the time to read this important message in its entirety about the University's upcoming transition to PageUp applicant tracking and talent management system.

As you may know, Human Resources is in the process of upgrading our systems and processes. **A key part of this journey is our migration to PageUp for recruitment, onboarding, and talent management.** As part of the first phase of this transition, recruitment and onboarding will transition from NEOGOV to PageUp. PageUp is a best in class recruitment and talent management system with a large footprint in higher education. We look forward to the enhancements that it will bring to the community in terms of applicant experience, ease of use, integration with Banner, enhanced staff performance management capabilities, and holistic learning and talent management functionality.

Important Dates and Information-

We understand that change is often a series of transitions which can create some churn. The timing of the transition to PageUp is largely driven by the existing contract cycle with our current provider (NEOGO) and the realities of needing to move away from NEOGOV's services by a set deadline. There will be certain short term manual work and inconvenience through the transition period, and we appreciate your support and cooperation as we implement new and improved systems and processes.

If you are a hiring manager or someone who may participate as a member of a search committee, it is important that you understand the following dates and events:

★ **September 1, 2022:** This is the last date “cut off” for which requisitions for jobs may be approved for processing in NEOGOV. This means that requisition requests must be coordinated with your HR Business Partner in advance of September 1 if there is a need to post positions in NEOGOV before the transition to PageUp. There may be a lag time of several days between the time that a requisition is initiated and a job posting goes “live”. If a position is posted in NEOGOV on or before the cut off, recruitment activity will continue in NEOGOV per our standard processes subject to the deadlines further explained below.

★ **September 15, 2022:** Requisitions and postings will begin to be initiated in PageUp. In the event that PageUp is available sooner, this date will be moved up. The date is not forecast to be pushed back unless there is an unanticipated event.

★ **October 7, 2022:** This is the last date that postings will remain open for applications in NEOGOV. This applies to **all** postings including those marked as “continuous”. These postings will still be available to Human Resources and search committees for “close out”, but additional applications will no longer be collected.

★ **October 14, 2022:** This is the **close out date for NEOGOV**. This means that all application materials (cover letters, resumes, cv’s) must be saved as pdfs/word documents or printed by the search committee/hiring manager *in advance of this date*. Additionally, NEOGOV will not be available for candidate ratings after this date. If a search has not concluded, it is the search committee chair or hiring manager’s responsibility to compile rating documentation on manual forms to substantiate hiring decisions. HR can assist with providing templates.

IMPORTANT: Searches that do not have adequate pools as of **October 7, 2022** will be considered failed searches. The searches may be re-routed for posting in PageUp for re-posting.

Training Information-

Human Resources is working with PageUp on job aids and training materials. PageUp will be meeting onsite with the core project team on August 30, 2022, to provide “super user” and “train the trainer” education. Various constituents in University Human Resources, Academic Human Resources, and Information Technology will be part of this initial training.

University Human Resources will conduct various training sessions for general users in early September; initial sessions are planned for September 7, 9, and 13 with additional sessions thereafter based on demand. Please look for additional information from Learning and Development regarding registering for training. FAQs, Job Aids and training materials will also be made available on the University Human Resources [website](#). During the initial roll out, the various human resources teams will provide “hypercare” to users to assist with change management and transition.

Coming Attractions-

We appreciate your support and patience through this significant system roll out. The launch of PageUp recruitment and onboarding is an exciting evolution of our infrastructure to attract, onboard, develop, and retain talent. However, it is just the first phase of a multiple phase project. We look forward to launching PageUp learning and talent management as we progress through this academic year. These additional modules will allow us to re-invigorate our evaluation process for staff, provide leaders with insights into their teams, allow for integrated professional development, and provide the University with a platform for succession planning. Critically, the integration between Banner and PageUp will allow for data sharing in a way that will enable additional work flows and ease of use for end users along with greater transparency. Please look for additional announcements and information over the course of the academic year!

If you have any questions, please send them to chief_hr_officer@emich.edu .

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Regards,

Brett I. Last

Associate Vice President and Chief Human Resources Officer

8/26/22, 8:21 AM

Eastern Michigan University Mail - IMPORTANT- Transition from NEOGOV to PageUp for Recruiting and Talent Management

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