

**Pitt Worx  
Champion  
Biweekly  
Meeting  
11/14/18**

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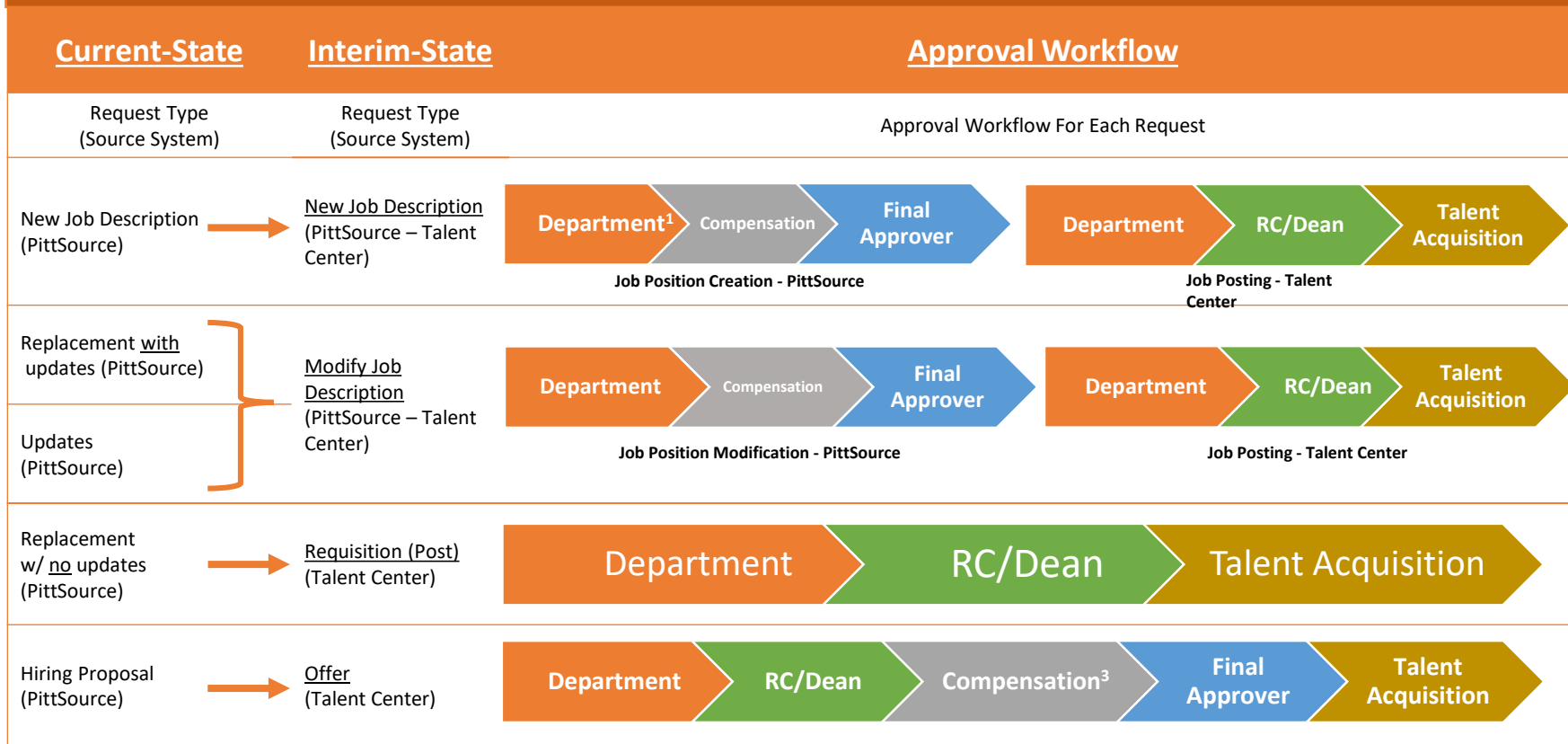


# Session Topics

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- Talent Center Demo
- PittSource Outage Period
- Champion Enablement Tools
- Next Steps

# Job Description Request Process

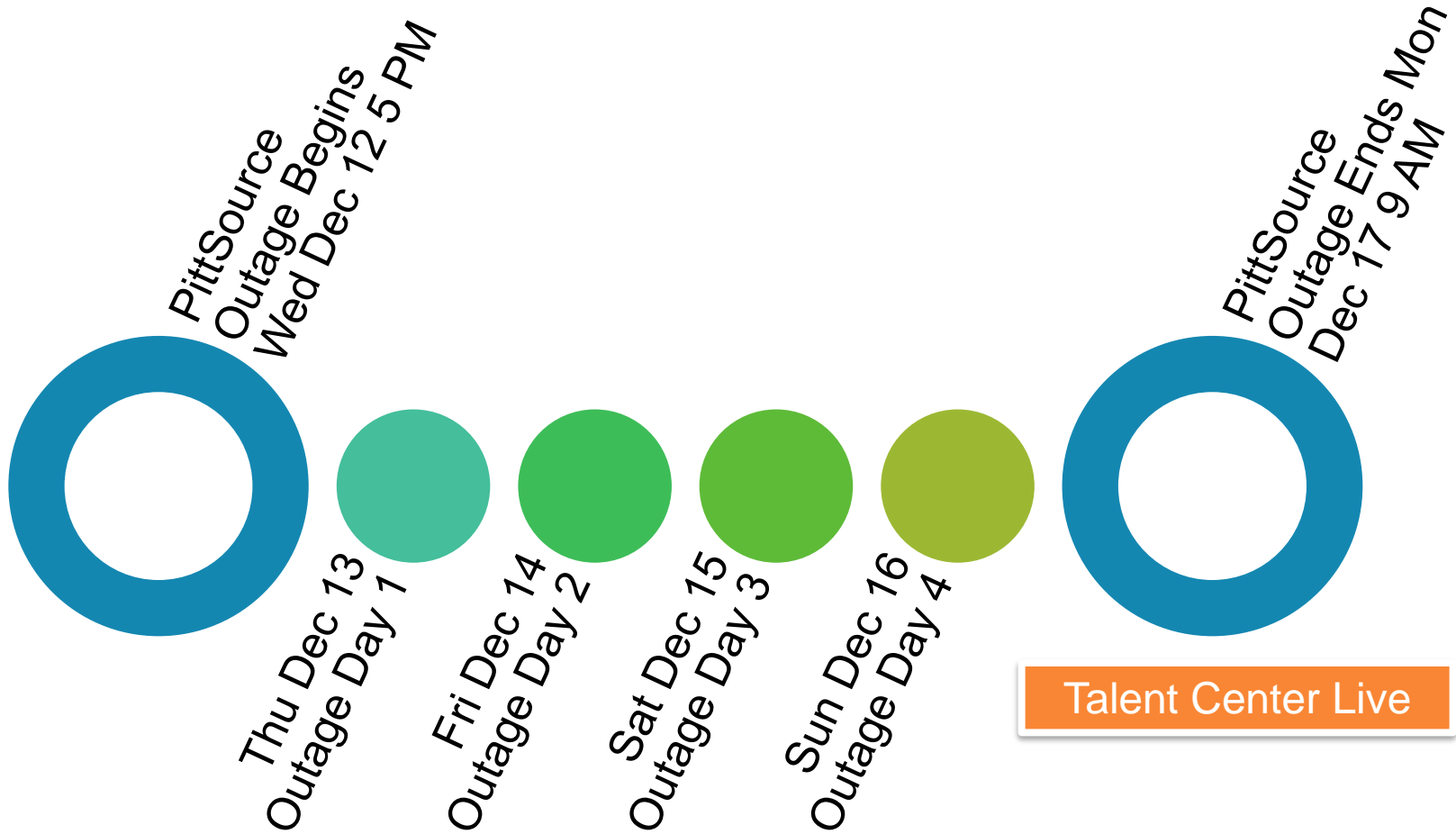


<sup>1</sup> Approvals by the RC and/or Dean are a business process and not mandatory in the system.

<sup>2</sup> Only review if the job classification is increased/decreased or additional compensation is

<sup>3</sup> Only review hiring proposals above midpoint or outside guidelines (Hiring Proposal)

# PittSource Outage Period



# PittSource Outage Considerations

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- Outage is for departments and applicants
- Departments will not have access to following actions during outage:
  - New job description requests
  - Modify job description requests (Replacement with updates & update request/reclassifications)
  - Replacements with no updates
  - Hiring proposals
- Allow adequate time for the RC/Dean and designated Final Approver to review/submit request to HR
- HR reviews will be prioritized based on effective date
  - December 2018 and January 2, 2019 requests will be top priority
- Continue to use PittSource for Job Description actions post Talent Center go-live
  - Access to PittSource will be via Talent Center link

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## Available Enablement Tools

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- Champion Access to Pitt Worx Learning Management System (LMS)
  - Talent Center training registration open
- Formal PittSource Outage announcement
- PittSource Outage Timeline and Information QRG
- “What Do You Get in the Talent Center” Poster
- Talent Center Selection Process and Workflow (Dispositioning) Video
- Talent Center Candidate Experience Video
- University Times Article
- Pitt Worx Directory of Champions

All documentation available on [www.pittworx.pitt.edu](http://www.pittworx.pitt.edu)

## Upcoming Enablement Tools

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- More Talent Center Training Dates and Information
- Talent Center Announcement to PittSource Users
- List of PittSource Users to RC
- Approval Workflow verification with RC
- Talent Center on-demand training tools



## Next Steps

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- Communicate with your group and share materials
- Continue submitting FAQ's via "Submit an Inquiry"
- Reply to post-meeting questionnaires
- Talent Center Training registration
- Champion Photo and Six-Word Story
- Pickup posters and cards
- Submit requests for posters
- Next Meeting: Wednesday, November 27<sup>th</sup>
- Pre-launch Celebration: Thursday, December 6<sup>th</sup>

# Questions

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