Academic Hire Recruiting Open Labs and Training

As you know recruiting module for WyoCloud Human Capital Management system is now live for benefited, academic hires only. This is only for academic hires whose formal hire and start date will be after January 22, 2018. Administrative and Staff hires will start the requisition process in the new system during the first week in December.

HR is hosting open lab trainings for anyone who has an approved academic job to fill. You can also come to the lab to take the on-line training.

The open lab dates are:

- October 12, 2018 ITC room 173, 10 AM to 12 PM
- October 17, 2018 ITC Room 173, 3 PM to 5 PM
- October 26, 2018 ITC Room 171, 10 AM to 12 PM
- November 1, 2018 ITC Room 171, 12:30 PM to 2:30 PM

Space for these labs can be reserved via the Employee LearnCenter.

One important thing to note is that you must complete required training before you will have access to the recruiting module. The recruitment training courses must be completed prior to being listed as a hiring manager (position's **supervisor**) or as an **approver** for the position. Required trainings can be accessed through the Employee LearnCenter. Find training by searching HCM Recruiting in the Course Catalog, then click the blue plus sign to the right of the learning plan to enroll.

If you need assistance, please contact the UW Help Desk and submit a ticket. The UW Help Desk is your first resource and quickest response for questions. You can contact the Help Desk by emailing userhelp@uwyo.edu or by calling 766-4357 and selecting option 1.

Best,

The WyoCloud Team and the UW Talent Acquisition Team

Resources

- HR Website
- Employee Handbook

Contact Information

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