



TRAINING FOR HCM RECRUITMENT IS LIVE

Greetings,

In preparation for the academic recruitment season for fall of 2019, the **Recruiting module for WyoCloud HCM will go live on October 10th**. In advance of this go live, **training is now available on the Recruitment module** within the Employee Learn Center.

This Recruitment go-live is for posting benefited, academic jobs with a hire date after January 22, 2019. Recruitment in the new system for staff and administrative jobs will occur in December. Anyone serving as a hiring manager, hiring manager assistant, or member of the search team, is required to take this training prior to receiving access to the system. Training is accessible today through the [Employee Learn Center](#). Required trainings include:

- UW – A Diverse Workforce (OFCCP)
- Creating a Requisition for New Hire
 - Academic hire specific version is currently live. Training for other requisition types will be added closer to those requisitions moving to HCM.
- Managing and Progressing the Applicant Pool
- Monitoring Onboarding of New Employees as a Supervisor

Please keep in mind that the WyoCloud Basic System Access training must be completed, if it has not already. Within the [Employee LearnCenter](#), the learning plan for the recruiting module can be found by searching for “Recruiting” within the course catalog and selecting the blue plus icon next to the title **HCM Recruiting System Access**, which enrolls you in the learning plan. The plan can then be accessed by clicking on the “Recruiting” hyperlink or under my learning plans.

In addition to the required online trainings, [Quick Reference Guides](#) are available and are located on the knowledge base. **You can also register to attend an Open Lab** focused on the recruiting module via the [Employee Learn Center](#). Please bring your vacant position information with you as we can walk you through the requisition process and the request for approvals.

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

Contact Information

The WyoCloud Team
Email: wyocloud@uwyo.edu
www.uwyo.edu/wyocloud

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