

- ARL Position Description Bank -



Welcome and Greeting



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Agenda

1. Review
2. Introduction to System
3. Beta Testing

Project Concept

The ARL PD Bank will enhance the management of these documents and improve their usefulness.

The use of the system, will result in an industry level collection of job descriptions.

Effective searchability of the collection informs us about our industry and benefits libraries.

ARL PD Bank Development Timeline

- Planning Phase (April – June 2012)
 - Implementation Phase (June 2012-January 2013)
 - Launch Phase (February-April 2013)
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ARL PD Bank Development Timeline

- Implementation Phase (June 2012-January 2013)
 - Develop system and support documentation
 - Beta test
 - Evaluation of feedback
 - Finalize system and documentation

Design Elements

Web application

A simple, intuitive, easy to use interface

Ability to customize at the institutional level based on specific needs

Metadata submitted and maintained by institution

- combination of externally viewable and for institution's eyes only

Keyword searchable

Functionality

- Ability to upload other, institution-level files
- Archives and access to previous versions of documents for a position
- System will track submission and modification dates, and user information
- Document forwarding option
- Ability to export data to excel
- Support for the establishment of review schedules
- Ability to differentiate between vacant and filled positions

Functionality

- Basic or Advanced search options will afford the ability to effectively search the collection for positions of interest maximizing its use for our industry

Expanded Functionality

- Based on feedback, “My Employee” module has been established to enhance the system’s ability to support the management of employee data

The System

- PD Bank
- Institutional data for PD's
- My Employee module

The System

Positions

- Search
- Add New Positions
- View Records and Documents
 - Record Screen
 - Position History
 - Edit Data
 - Manage Documents
 - Delete Position
 - Duplicate Position

The System

Employee Module

- Search at institution level only
- Add New Employees
- View Records and Documents
 - Record Screen
 - Employee History
 - Edit Employee Data
 - Terminate Employee

The System

- Features
 - ? buttons
 - Hover Over
 - Feedback buttons

The System

www.uflib.ufl.edu/arlpdbank

Please Do's of Beta Testing

- Enter 10 positions (5 through the Add New Position tab and 5 through the My Employees tab)
 - Choose representative and varied positions and types of employees and appointments
- Terminate an employee and discontinue a position. Make sure these are included in reports the way you would expect them to be.
- Test the links and features
- If you have questions, first try to use the available Help features – otherwise feel free to contact us
- See if you can break the system

Please Do's of Beta Testing

- Provide feedback via the system and also a survey
 - Will the system?
 - Provide effective searchability
 - Enhance management of PD's
 - Enhance data management
 - Is the system?
 - Simple
 - Intuitive
 - Easy to use
 - Complete

ARL Position Description Bank

Thank you!

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