

MONDAYS WITH SILKROAD 2012 SCHEDULE

JANUARY 9 • 9AM CST AND 1PM CST • LEVEL: BEGINNER



OPENHIRE *Evaluating Candidates*

This will be a beginner session covering:

- Reviewing Resumes
- Screen Candidates using CQEs
- Qualifying Candidates
- Ranking Candidates

JANUARY 23 • 9AM CST AND 1PM CST • LEVEL: BEGINNER



REDCARPET *Using eForms*

This will be a beginner session covering:

- Creating tasks with E-Forms
- Populating E-Forms
- Using E-Form Triggers
- Getting E-Forms Designed
- Using ViewForm Links

FEBRUARY 6 • 9AM CST AND 1PM CST • LEVEL: INTERMEDIATE



HEARTBEAT *Managing Requests and Workflows*

This will be an intermediate session covering:

- Defining Workflow types
- Editing Workflows
- Notifying Initiators and Approvers

FEBRUARY 20 • 9AM CST AND 1PM CST • LEVEL: ADVANCED



WINGSPAN *Advanced Reporting Features*

This will be an advanced session covering:

- Managing Tags and Process Labels
- Configuring Profile Tag
- Monitoring Report Status
- Reviewing Appraisal Workflows

MARCH 5 • 9AM CST AND 1PM CST • LEVEL: BEGINNER



GREENLIGHT *Managing Training Events*

This will be a beginner session covering:

- Working with Training Events
- Using the Planning Board
- Associating training event resources
- Working with registrations & waitlists
- Managing class changes (Cancelling class, Changing Instructor, Changing logistics information)

MARCH 19 • 9AM CST AND 1PM CST • LEVEL: ADVANCED



OPENHIRE *Communicating with Candidates*

This will be an advanced session covering:

- Corresponding with Candidates using CCEs
- Setting Reminders
- Adding Comments to Candidate Profile
- Allowing Candidates to view Hiring Stage progress
- Sending Offer/Rejection Letters

APRIL 2 • 9AM CST AND 1PM CST • LEVEL: INTERMEDIATE



REDCARPET *eVerify*

This will be an intermediate session covering:

- Reviewing the eVerify process as used in RedCarpet
- Completing the 3 steps of the I-9 and E-Verify process
- Resolving eVerify cases
- Navigating the I-9 Dashboard

APRIL 16 • 9AM CST AND 1PM CST • LEVEL: BEGINNER



HEARTBEAT *Configuring Job & Labor Administration*

This will be a beginner session covering:

- Creating FLSA Code
- Creating Education Levels
- Configuring Skill Administration
- Creating Job Levels, Families and Profiles
- Configuring Compensation Administration

APRIL 30 • 9AM CST AND 1PM CST • LEVEL: BEGINNER



WINGSPAN *Succession Planning*

This will be a beginner session covering:

- System Defaults
- Creating 9 box
- Creating Candidate Pools
- Potential/Promotability Tab evaluations
- User Defined Fields

MAY 14 • 9AM CST AND 1PM CST • LEVEL: INTERMEDIATE



GREENLIGHT *Reporting*

This will be an intermediate session covering:

- Enabling Reports
- Using System Reports
- Creating Custom Reports

MAY 21 • 9AM CST AND 1PM CST • LEVEL: INTERMEDIATE



WINGSPAN *Managing Data Uploads*

This will be an intermediate session covering:

- Downloading Administration files
- Completing relationship form
- Uploading forms, dictionary, and compliance checker
- Uploading legacy forms

JUNE 11 • 9AM CST AND 1PM CST • LEVEL: INTERMEDIATE



OPENHIRE *Organizing and Sourcing Candidates*

This will be an intermediate session covering:

- Using Search Folders
- Sharing Jobs on Social Networking sites
- Sourcing Candidates using Hot Matches, Candidate Agents, and Advanced Search
- Managing Candidate Skill Sets
- Sourcing Candidates from Third Party Job Boards

JUNE 25 • 9AM CST AND 1PM CST • LEVEL: INTERMEDIATE



REDCARPET *Specializing Notifications*

This will be an intermediate session covering:

- Using for Self-Completing tasks
- Resending notifications
- On Tasks
- On Key Properties
- On Event Categories

JULY 9 • 9AM CST AND 1PM CST • LEVEL: INTERMEDIATE



HEARTBEAT *Working with Promotions and Job Changes*

This will be an intermediate session covering:

- Working with Job Changes
- Working with Location Changes
- Managing Employee data

JULY 23 • 9AM CST AND 1PM CST • LEVEL: INTERMEDIATE



GREELIGHT *Working with Navigation and Sequencing Rules (Part I)*

This will be an intermediate session covering:

- Sequencing Overview (Controlling Flow & Choice)
- Primary Objectives & Objective Maps
- Building Content Activity Tree
- Setting course object properties

AUGUST 6 • 9AM CST AND 1PM CST • LEVEL: INTERMEDIATE



OPENHIRE *Reporting and Searching*

This will be an intermediate session covering:

- Performing Advanced Searches
- Saving Search Criteria and Search Results
- Managing Report access
- Generating and Saving Reports
- Creating ad hoc reports

AUGUST 20 • 9AM CST AND 1PM CST • LEVEL: BEGINNER



REDCARPET *Using Multiple Events*

This will be a beginner session covering:

- Managing Event Workflow
- Assigning Teams, Categories, Key Properties, People
- Using Portal vs. User Interface
- Designing Notifications

SEPTEMBER 10 • 9AM CST AND 1PM CST • LEVEL: BEGINNER



HEARTBEAT *Managing Terminations and Rehires*

This will be a beginner session covering:

- Completing Termination Requests
- Resolving Termination Dependencies through CSM tool
- Reassigning Workflow Approvers (as needed)
- Rehiring termed employees

SEPTEMBER 24 • 9AM CST AND 1PM CST • LEVEL: INTERMEDIATE



WINGSPAN *Administrative Post Launch Features*

This will be an intermediate session covering:

- Appraisals, AIA, and Assessments
- Closing, Deleting, and Reopening Modules
- Working with the Process Management Tool
- Managing Appraisal Status

OCTOBER 8 • 9AM CST AND 1PM CST • LEVEL: INTERMEDIATE



GREENLIGHT *Working with Navigation and Sequencing Rules (Part 2)*

This will be an intermediate session covering:

- Setting PreConditions
- Setting Post Conditions
- Setting Exit Conditions

OCTOBER 22 • 9AM CST AND 1PM CST • LEVEL: INTERMEDIATE



OPENHIRE *Closing a Job*

This will be an intermediate session covering:

- Hiring the Ideal Candidate
- Rolling out the RedCarpet
- Deactivating a Job
- Dispositioning Candidates
- Communicating with Non-selected candidates
- Searching for Closed Jobs

NOVEMBER 12 • 9AM CST AND 1PM CST • LEVEL: INTERMEDIATE



HEARTBEAT *Analytics and System Administration*

This will be an intermediate session covering:

- Generating Analytics
- Saving adhoc reports
- Working with CSM tool
- Managing User Accounts (Lockouts)
- Managing Organization and Location Administration

NOVEMBER 26 • 9AM CST AND 1PM CST • LEVEL: INTERMEDIATE



WINGSPAN *Ongoing Maintenance: Preparing for the New Year*

This will be an intermediate session covering:

- Updating Employee data
- Creating new Plan Period & Rules for Goals/Performance
- Creating/Copying Appraisal Workflow
- Reviewing Categories & Category Sets for Assessments
- Exporting Appraisal Scores & Reviewing Compensation Structure

DECEMBER 10 • 9AM CST AND 1PM CST • LEVEL: ADVANCED



GREENLIGHT *Working with Navigation and Sequencing Rules (Part 3)*

Defining Test out Rules for Pre/Post Tests with the following conditions:

- Defining Test out rules for Pre/Post Test
- Reviewing content
- Reviewing and challenges
- Assigning remediation
- Taking multiple exams and remediation