

1 - Task Force Group Members

Name		Name		Name	
Dawn Santo	SO	Imelda Esparza	TEEX	<i>Bryanna Colvin</i>	<i>TAMUK</i>
Erica Wallingford	TEES	Shannon Ham	WTAMU	<i>Kristi Schramm</i>	<i>Tarleton</i>
Loretta Foster	TAMU	Jen Grabarczyk-Turner	TAMUCC	<i>Kristine Vincze</i>	<i>TAMUC</i>
David Arriola	PVAMU	Christina Gomez	TAMUSA	<i>Mady Crist</i>	<i>TAMUG</i>
Joy Bading	Agrilife	Melinda Ho	TDEM		
Ayla Baldwin	TAMUT	Melissa Blake	HSC		
Debbie Morrison	TAMUCT	Leslie Semintal	TTI		

2 - Discussion Areas

- Reviewed purpose and membership updates
- Discussed requested changes from previous meetings
- Reviewed What Was Next and analyzed Web-based Job Aid (Hire)
- Analyzed Top 10 Job Aids used in 2021
- Examined Workday Today Impacts and Conversion Strategy

3 - Decisions

- Members agree the Web-based Job Aid conversion is the right strategy
- Think the Web-based Job Aid will be very helpful
- Center Overview in Web-based Job Aid
- Enlarging images upon click or hovering over
- Graphics of business process workflow
- Note about hiring outside of Workday Recruiting should be close to the top
- Changing font color, not just with Notes/ Stands out better for those with color blindness
- Drop down tabs would be useful instead of quick links and provide more real-estate
- Removal of Worklets effect functionality of mobile app
- Discussed focus group for Workday Today
- Timeline of removal of Worklets/Apps

4 - Action Items

- Move the content over

Job Aid Task Force Meeting Minutes – August 26, 2021



- Discuss possibility of transition using both types (both old and new templates running simultaneously)
- Implement changes that accommodate the “people experience” we plan to move to in Spring 2021
- Provide training for how to navigate new template
- Send Chelsey focus group volunteers

5 - Next Meeting

- TBD