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# PeopleSoft Candidate Gateway 9.1 PeopleBook

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# PeopleSoft Candidate Gateway Preface

This preface discusses:

- PeopleSoft products.
- PeopleSoft HCM Application Fundamentals.
- PeopleBooks and the PeopleSoft Online Library.

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## PeopleSoft Products

This PeopleBook refers to the following PeopleSoft product: PeopleSoft Candidate Gateway and PeopleSoft Talent Acquisition Manager.

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## PeopleSoft HCM Application Fundamentals

Additional, essential information describing the setup and design of your system appears in a companion volume of documentation called *PeopleSoft HCM Application Fundamentals PeopleBook*. Each PeopleSoft product line has its own version of this documentation.

### **See Also**

*PeopleSoft HCM 9.1 Application Fundamentals PeopleBook*, "PeopleSoft HCM Application Fundamentals Preface"

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## PeopleBooks and the PeopleSoft Online Library

A companion PeopleBook called *PeopleBooks and the PeopleSoft Online Library* contains general information, including:

- Understanding the PeopleSoft online library and related documentation.
- How to send PeopleSoft documentation comments and suggestions to Oracle.
- How to access hosted PeopleBooks, downloadable HTML PeopleBooks, and downloadable PDF PeopleBooks as well as documentation updates.
- Understanding PeopleBook structure.
- Typographical conventions and visual cues used in PeopleBooks.
- ISO country codes and currency codes.

- PeopleBooks that are common across multiple applications.
- Common elements used in PeopleBooks.
- Navigating the PeopleBooks interface and searching the PeopleSoft online library.
- Displaying and printing screen shots and graphics in PeopleBooks.
- How to manage the locally installed PeopleSoft online library, including web site folders.
- Understanding documentation integration and how to integrate customized documentation into the library.
- Application abbreviations found in application fields.

You can find *PeopleBooks and the PeopleSoft Online Library* in the online PeopleBooks Library for your PeopleTools release.



## Chapter 1

# Getting Started with Candidate Gateway

This chapter discusses:

- Candidate Gateway overview.
- Candidate Gateway business processes.
- Candidate Gateway integrations.
- Candidate Gateway implementation.

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## Candidate Gateway Overview

Candidate Gateway enables internal applicants (employees and non-employees) and external applicants to:

- View information about current job openings in the organization.
- Search for job openings that match their interests.
- Save job search criteria.
- Save job openings.
- Use multiple resumes in the job application process.
- Submit job applications and resumes for specific job openings.
- Submit job applications and resumes without applying to a specific job opening.
- Submit employment references, cover letters, and other documents.
- Complete online screening questionnaires.
- View notifications from recruiters.
- View interview schedules.
- Maintain and update their name and contact information (external applicants only).

In addition, employees can use transactions located on the self-service navigation path to:

- Refer friends.
- Confirm and check the status of a referral.
- Complete interview evaluations.

- Review personal and team interview schedules.

You can use the text catalog to modify much of the text that appears on the applicant facing pages. The text catalog contains default text, but you can change the default text as needed. The text catalog enables you to change text for:

- Page titles
- Page instructions
- Group box labels
- Grid labels
- Field labels
- Link titles

See *PeopleSoft HCM 9.1 Application Fundamentals PeopleBook*, "Working with Common Components," Configuring the Text Catalog.

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## Candidate Gateway Business Processes

Candidate Gateway enables job applicants to manage their job search. Candidate Gateway provides these business processes:

- Searching for jobs.
- Applying for jobs.
- Managing job application information.
- Managing job offers.
- Sending job openings to friends, and referring friends for job openings.
- Managing name and contact information (external applicants only).

We discuss these business processes in the business process chapter in this PeopleBook.

### **See Also**

[Chapter 2, "Using Candidate Gateway," page 5](#)

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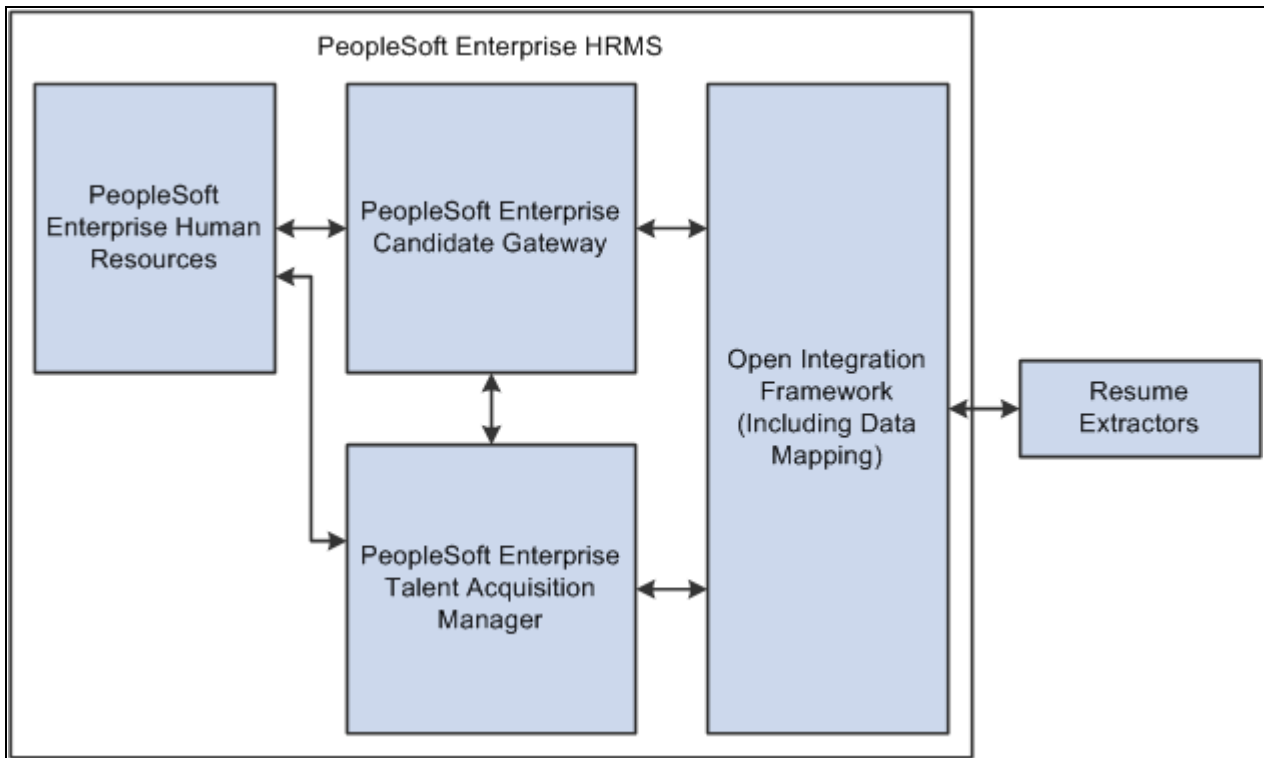
## Candidate Gateway Integrations

Candidate Gateway integrates with:

- PeopleSoft Human Resources

- PeopleSoft Talent Acquisition manager
- Open Integration Framework (including data mapping)

The following diagram illustrates how Candidate Gateway integrates with these other applications:



Candidate Gateway integration flow with other PeopleSoft applications

We discuss integration considerations in the implementation chapters in the PeopleSoft Talent Acquisition Manager PeopleBook.

Supplemental information about third-party application integrations is located on the My Oracle Support website.

See *PeopleSoft Talent Acquisition Manager 9.1 PeopleBook*, "Setting Up Candidate Gateway Sites," Setting Up Sites.

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## Candidate Gateway Implementation

In the planning phase of your implementation, take advantage of all PeopleSoft sources of information, including the installation guides, table-loading sequences, data models, and business process maps.



## Chapter 2

# Using Candidate Gateway

This chapter provides overviews of Candidate Gateway and of the Careers Home page, and it discusses how to:

- Register online and sign in.
- Using the Careers Home page.
- Manage names, contact information, and passwords
- Review and search for job postings.
- Save searches and job agents.
- Email job openings to friends.
- Save job openings.
- Apply for jobs.
- Enter references.
- View interview schedules.
- Review and respond to job offers.
- Review career tools.
- Enter referrals.

---

## Understanding Candidate Gateway

Candidate Gateway is the applicant self-service front-end to Oracle's PeopleSoft Recruiting Solutions platform. It provides a gateway for both internal and external candidates and employees to search, apply for, and track job opportunities.

### ***Candidate Gateway and PeopleSoft Talent Acquisition Manager***

All of the setup for Candidate Gateway occurs in PeopleSoft Talent Acquisition Manager. For example, you use Talent Acquisition Manager to set system-wide defaults, to set up site definitions for your internal and external recruiting websites, and to define resume templates that control the layout and flow of the online application process. Candidate Gateway also gets all of its job postings from the job openings that you create and manage using PeopleSoft Talent Acquisition Manager.

When applicants apply online, the system creates applicant records in PeopleSoft Talent Acquisition Manager, where you manage the overall recruiting process. During the recruiting process, certain information that originates in Talent Acquisition Manager (for example, interview schedules and job offers) is also made visible in Candidate Gateway. Candidate Gateway also displays notifications that Talent Acquisition Manager generates during the recruiting process.

### ***Applicant Activities***

External applicants can perform these actions without registering:

- View a list of the latest job postings.
- Search for job postings.
- Access the detailed posting information for each, and email that information to a friend.

Registered users, which includes your employees as well as external applicants who register, can perform these additional actions:

- Update name and contact information.
- Submit applications (with or without selecting specific jobs to apply for).
- View notifications.
- Save search criteria and job agents.
- Save a list of job openings.
- View and process requests for references.
- View interview schedules.
- View and respond to job offers.
- Add attachments.
- Refer friends (internal applicants only).

---

## **Registering Online and Signing In**

This section provides an overview of online registration and discusses how applicants can:

- Log in to Candidate Gateway.
- Register for Candidate Gateway.
- Get login help.

## **Understanding Online Registration**

Internal applicants do not need to register to use Candidate Gateway; they receive access through their user profiles. External applicants, however, must register online to perform many recruiting-related tasks.

To register online, external applicants create a user name and password. External applicants only need to register for an account once. They can then use their user name and password to sign in to that account regardless of which site they use to access their account.

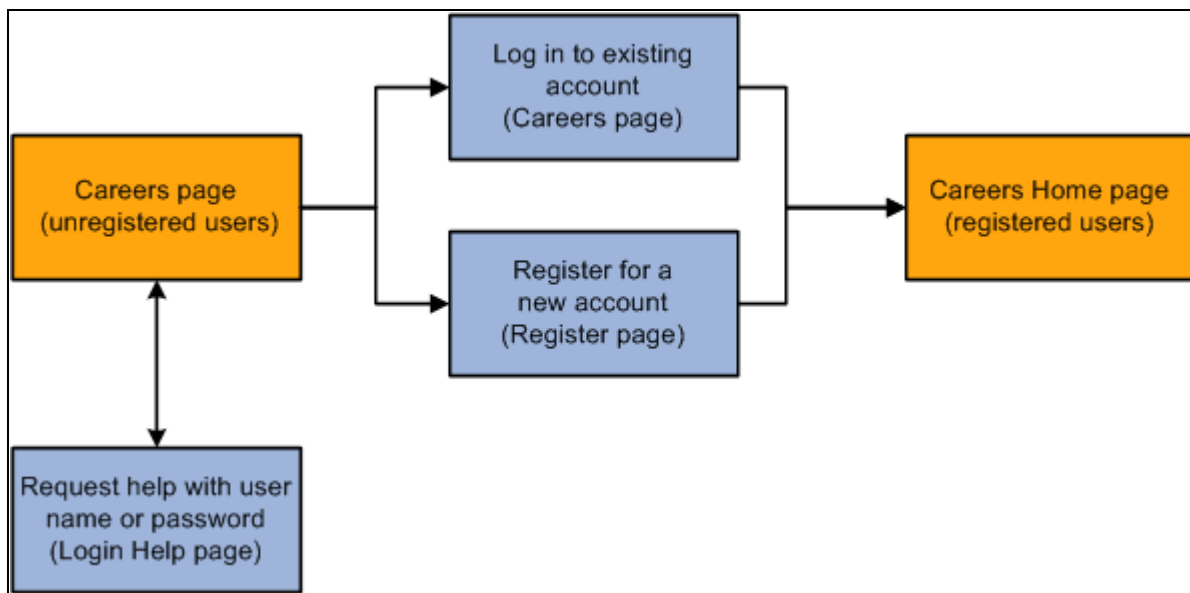
See [Chapter 2, "Using Candidate Gateway," Applicant Activities, page 6.](#)

### ***The Registration and Sign In Process***

When an external applicant first accesses the site, the Careers page appears. On this page, applicants can sign in to an existing account, register for a new account, request help with forgotten user names and passwords, or perform the actions that do not require registration.

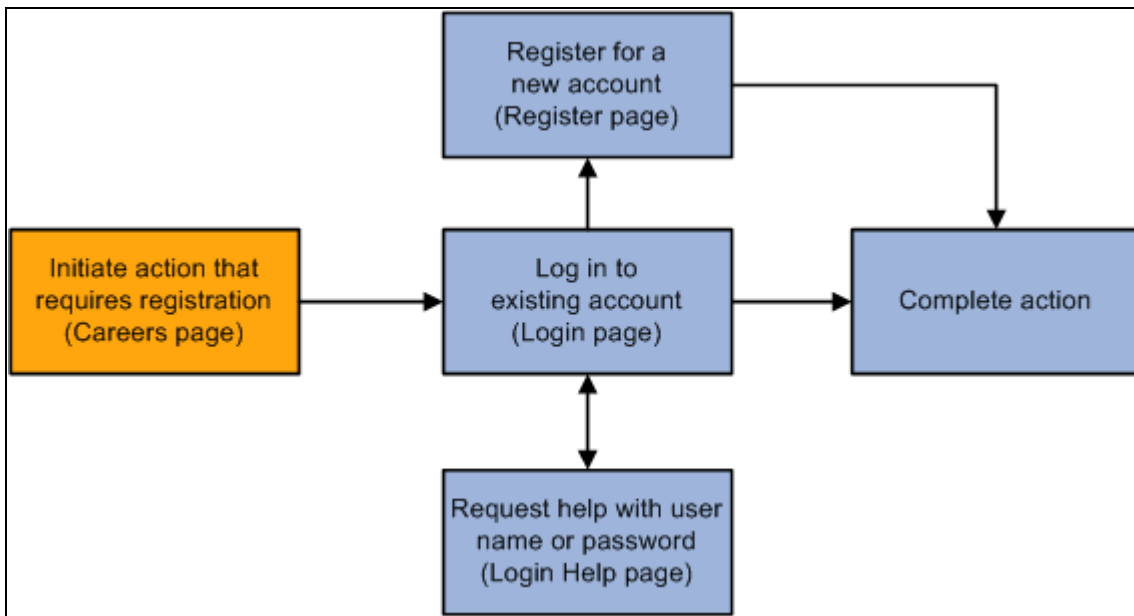
After an applicant signs in, either on the Careers page or by registering, the system displays the Careers Home page, which provides additional functionality for registered users.

The following diagram illustrates this flow:



Process flow for registering or logging in

The Careers page also has buttons and links for actions that are unavailable unless the user is signed in. For example, there are buttons for saving selected jobs and applying for selected jobs. If an applicant attempts to perform these actions without first signing in, the system prompts the user to sign in on the Login page. The Login page also provides links to the Register page and the Login Help page. The following diagram illustrates this flow:



Process flow for logging in before performing an action that requires registration

### **Registration Terms and Agreements**

You can optionally require external applicants to agree to your registration terms and conditions before they can register. This enables you to obtain permission to store the applicant data that the system saves when the applicant creates a job application.

If you activate this functionality, the terms and agreements appear on the page where applicants register, and applicants cannot complete the registration process until they acknowledge and agree to the terms.

To configure the system to require applicants to agree to your registration terms and agreements, go to the Recruiting Installation - Applicants page and select the Registration Agreement check box. This setting applies to all of your Candidate Gateway sites, but because the text of the registration terms comes from the text catalog, you can define different registration terms for different sites. To modify the registration terms, update text catalog entry HRAM\_CETRMAGRE\_03.

See *PeopleSoft Talent Acquisition Manager 9.1 PeopleBook*, "Defining Installation Options for Recruiting," Defining Applicant-Related Settings.

### **Forgotten User Names and Passwords**

If applicants have forgotten their user name or password, they can use the Login Help page to:

- Request an email with a new password,
- Request an email with their forgotten user name.

External applicants can change the passwords for their accounts using the Change Password page.

See [Chapter 2, "Using Candidate Gateway," Updating Passwords, page 19.](#)



## Pages Used to Register Online and Sign In

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Careers	HRS_CE_HM_PRE	Careers, Careers	View the latest job postings, search for jobs, and sign in to perform additional actions. This is the page that appears to external applicants before signing in.
Login	HRS_APP_LOGIN_EXP	When you are not signed into the system, perform any action that requires you to be signed into the system. For example, click the Save Selected Jobs button on the Careers page.	Sign in to an existing account.
Register	HRS_CE_HM_REG	<ul style="list-style-type: none"> <li>Click the Register Now link or the Register Here link on the Careers page.</li> <li>Click the Register Now link on the Login page.</li> </ul>	Register online. To register, applicants enter a user name and password, confirm the password, and click the Register button. If you configure the system to require agreement to your registration terms and conditions, the terms and the agreement indicator also appear on this page.
Login Help	HRS_APP_PSSWD_HLP	Click the Login Help link on the Careers page or the Login page.	Change your password or find your user name for a current account.

## Logging In to Candidate Gateway

Access the Careers page (Careers, Careers) or the Login page (on the Careers page, initiate an action that requires you to be logged in).

## Careers

Enter your user name and password to login. If you have not yet registered, [Register Here](#).

### Basic Job Search

Keywords:

Posted:

[Advanced Search](#) [Search Tips](#)

### Login

User Name:

Password:

[Login Help](#) [Register Now](#)

### Job Posting Information

#### Latest Job Postings

	Date	Job Title	Job ID	Location
<input type="checkbox"/>	03/11/2009	<a href="#">Pre-Screening Report-2</a>	300139	Aspen
<input type="checkbox"/>	03/11/2009	<a href="#">Pre-Screening Report-1</a>	300138	Aspen
<input type="checkbox"/>	03/01/2009	<a href="#">Head Nurse - Arizona</a>	500354	Arizona
<input type="checkbox"/>	02/11/2009	<a href="#">RS JPM BAT 1</a>	300126	New York
<input type="checkbox"/>	02/11/2009	<a href="#">RS JPM BAT 2</a>	300127	New York

[Select All](#) [Deselect All](#)

[Apply Without Selecting Job](#)

Careers page

**Login**

You must login or register in order to continue. [Register Here.](#)

**Login**

\*User Name:  \*Password:

[Login Help](#) [Register Now](#)

[Return to Previous Page](#)

Login page

To sign in, applicants enter a user name and password, then click the Login button. Applicants who have forgotten their user name or password can click the Login Help button.

To create a new account, applicants click the Register Now link.

## Registering for Candidate Gateway

Access the Registration page (click the Register Now link or the Register Here link on the Careers page).

**Register**

Enter your new user name and password.

**Enter Registration Information**

\*User Name:

\*Password:

\*Confirm Password:

---

Register page (1 of 2)

**Terms and Agreements**

To create and to use a Careers Home Page Account the User needs to read and agreed to the terms and conditions listed below by selecting the "I Agree" to all terms and conditions for the creation and utilization of a Careers Home Page account.

In the event that these terms and conditions are not agreed upon, please use the link [Return To Previous Page](#) and in this case User will not be able to create Careers Home Page account. The User will be able to submit their application for registration once these terms and conditions have been agreed to.

**TERMS AND CONDITIONS APPLICABLE TO THE CREATION AND UTILIZATION OF A CAREERS HOME PAGE ACCOUNT**

The User agrees to the storage of all Personal Information, applications, attachments and Draft applications within the Company's system.

The User's personal and application data and any attached text or documentation are retained by the Company throughout the duration of the User's Careers account usage. Accounts which are terminated by the Company will continue to retain all Personal Information, applications and Draft applications for a period of 2 years in terms of relevant data legislation.

The User agrees that all Personal Information, applications, attachments and Draft applications created by them may be used by the Company for Recruitment purposes. It is specifically agreed that the Company will make use of all Personal Information, applications, attachments and Draft applications for Recruitment purposes only and will not make this information available to any third party unconnected with the Company's Recruitment Processes. The Company, if required must make such information available to qualified Third Parties when required to do so by law or a judicial authority.

Submitted Race and Ethnic Group information submitted by the User is secured and useable only by officials who need to make use of such information for Regulatory Reporting.

The User agrees that they are of required age and have the legal standing to enter into this agreement.

I Agree

    
 [Return to Previous Page](#)

Register page (2 of 2)

### ***Enter Registration Information***

To register, applicants provide a user name and password, then click the Register button.

### ***Terms and Agreements***

The Terms and Agreements section appears only if you have configured the system to require applicants to agree to your registration terms. You configure this option on the Recruiting Installation - Applicants page. If this section appears, the Register button is not available unless the applicants first selects the I Agree check box.

To modify the registration terms, or to configure different terms for different Candidate Gateway sites, update text catalog entry HRAM\_CETRMAGRE\_03.

## Getting Login Help

Access the Login Help page (click the Login Help button on the Careers page or on the Login page)

The screenshot shows the 'Login Help' page with the heading 'Choose One of These Options'. There are two side-by-side forms. The left form is titled 'Forgot your password?' and contains a label '\*Enter your User Name:', an input field, and two buttons: 'Get New Password' and 'Cancel'. The right form is titled 'Forgot your User Name?' and contains a label '\*Enter your Email Address:', an input field, and two buttons: 'Find User Name' and 'Cancel'. The two forms are separated by the word 'OR'.

Login Help page

### ***Forgot Your Password?***

Applicants enter their user name and click the Get New Password button. The system creates a new password and, if there is an email address for the applicant in the system, sends the applicant an email notification (HRS\_APPLICANT\_PASSWORD) that contains the new password.

If the applicant has not provided an email address, a message appears stating that the applicant doesn't have an email address and must register for a new account.

### ***Forgot Your User Name?***

Applicants enter their email address and click the Find User Name button. If the applicant's email address is recognized, the system sends an email notification (HRS\_APPLICANT\_PASSWORD) that contains the user name that is associated with that address.

If the email address is not recognized, a message appears stating that there is no record of the applicant's email address.

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## Using the Careers Home Page

When an external applicant first accesses the site, the Careers page appears. On this page, applicants can sign in to an existing account, register for a new account, or perform certain actions that do not require registration.

When an applicant signs in, the Careers page becomes the Careers Home page and displays additional elements for managing the applicant's job search.

**Careers Home**
**Welcome Oona**

---

**Basic Job Search**

Keywords:

Posted: Last Month ▼

---

[Advanced Search](#)
[Search Tips](#)

**My Career Tools**

- [3 Accepted/Unaccepted Applications](#)
- [1 Cover Letters and Attachments](#)
- [1 Saved Resumes](#)
- [1 Job Offer](#)
- [My Profile](#)

---

**Notification Information**

◀◀ First ◀ Previous | Next ▶ Last ▶▶

Select	From	Subject	Received
<input type="checkbox"/>	Global Business Institute 9999	<a href="#">Interview Schedule:Eldercarers Needed in Various suburbs of Houston (Ref:503709 ) - Interview 1</a>	01/19/2012 11:30PM
<input type="checkbox"/>	Recruitment Team	<a href="#">Please add your references</a>	01/19/2012 11:30PM
<input type="checkbox"/>	Job Agent	<a href="#">NURSING</a>	01/19/2012 11:34PM
<input type="checkbox"/>	Recruiting Team	<a href="#">Job Offer</a>	01/19/2012 11:32PM
<input type="checkbox"/>	Recruiting Team	<a href="#">Questionnaire Completion 500395</a>	01/19/2012 11:39PM

[Select All](#)
[Deselect All](#)

Careers Home page (1 of 2)

**Job Posting Information**

[First](#) [Previous](#) [Next](#) [Last](#)

**Latest Job Postings**

Select	Date	Job Title	Job ID	Location
<input type="checkbox"/>	08/12/2009	<a href="#">Administrative Assistant</a>	503711	Corporation Headquarters
<input type="checkbox"/>	08/12/2009	<a href="#">Administrative Assistant</a>	503710	Corporation Headquarters
<input type="checkbox"/>	08/04/2009	<a href="#">Radiologist - Aids Research</a>	503707	New Jersey Operations
<input type="checkbox"/>	08/04/2009	<a href="#">Radiologist - Burns Unit</a>	503705	New Jersey Operations
<input type="checkbox"/>	08/04/2009	<a href="#">Bring Your Arbitration Experience to Labor Relations</a>	503708	Delaware Operations

[Select All](#) [Deselect All](#)

[Apply Without Selecting Job](#)

Careers Home (2 of 2)

### **Primary Navigation Links**

The row of links across the top of the Careers Home page and many other pages enables applicants to move among various Candidate Gateway pages:

- The Careers Home, Job Search, My Saved Jobs, My Saved Searches, and My Career Tools links provide access to pages of the same names.
- The Logout link logs the user out of the system and returns the user to the Careers page.

### **Basic Job Search**

Applicants use this group box to perform simple keyword searches for job postings.

See [Chapter 2, "Using Candidate Gateway," Reviewing and Searching for Job Postings, page 20.](#)

### **My Career Tools**

This group box summarizes the applicant's job search activities. The summary information for applications, cover letters and attachments, and saved resumes always appears, as does a link to the My Profile page. Information about available job offers appears only when an online offer has been posted.

Except for the My Profile link, all of the links in this group box go to the My Career Tools page, which provides more detailed information about the same activities.

## **Notifications**

This grid lists various recruiting-related notifications:

- Reference requests.

See [Chapter 2, "Using Candidate Gateway," Entering References, page 55.](#)

- Requests to complete an online questionnaire.

These appear if a recruiter has linked the applicant to a job opening that includes screening questions. The applicant's existing applications can't be used because they don't include answers to the questions, so the applicant is invited to reapply. When the applicant clicks the notification link, the system displays the Job Description page, where the applicant can click the Apply Now button to begin applying.

- Interview schedule notifications.

See [Chapter 2, "Using Candidate Gateway," Viewing Interview Schedules, page 58.](#)

- Online job offer notifications.

See [Chapter 2, "Using Candidate Gateway," Reviewing and Responding to Online Job Offers, page 60.](#)

## **Job Posting Information**

This group box provides options for browsing recent job openings, saving jobs to a personal list, applying for selected jobs, or applying without selecting a job.

The Latest Job Postings grid lists the latest job postings according to their posting date. Applicants can click a job posting title to access the Job Description page, where they can review the complete job posting information.

The number of job openings included in the list is controlled by the Days Available for Latest Postings setting on the Recruiting Installation – Jobs page. The grid is a useful tool for catching a prospective applicant's eye, but because applicants see only five postings at a time, the expectation is that applicants will use the search to find the jobs they are interested in.

See *PeopleSoft Talent Acquisition Manager 9.1 PeopleBook*, "Defining Installation Options for Recruiting," Defining Job-Related Settings.

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## **Managing Names, Contact Information, and Passwords**

This section provides an overview of the My Profile page and discusses how to:

- Entering name and contact information.
- Update passwords.

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**Note.** Applicants must be signed in before they can perform these tasks.

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## Understanding the My Profile Page

The My Profile page displays applicant name and contact information.

### ***External Versus Internal Applicants***

External applicants use the My Profile page to enter their name and contact information and to change the passwords for their accounts. When the applicant updates name and contact information, changes are automatically reflected in existing applications and in Talent Acquisition Manager pages.

For internal applicants, the system populates the My Profile page with information from PeopleSoft Human Resources. Internal applicants can only view their information; they cannot make updates on this page. Because internal applicants do not self-register for the site, they do not manage their password on this page either.

### ***Data on the My Profile Page***

An applicant's My Profile data can include a name, address, multiple email addresses, and multiple phone numbers. It also includes the applicant's overall preferred method of contact as well as the preferred email address and phone number when there are multiple values.

The system requires a first and last name before an applicant can submit an application, and the My Profile page appears as the second page in the job application process if the this information is missing. (This does not happen for internal applicants, for whom this data is automatically populated.)

### ***Default Country for External Applicants***

When external applicants enter information on the My Profile page, the Country field is required, even if no other address information exists. The default value for the Country field comes from the primary permission list for the user ID that is being used to provide guest access to the site. If the guest user ID does not have a primary permission list, or if that permission list does not have a default country, then the default country comes from the site definition.

To set the default country for the guest user IDs:

1. Choose or create the PeopleTools user ID and permission list that you will use for this purpose.

See *PeopleTools: Security Administration PeopleBook*

2. Access the User Profiles - General page (PeopleTools, Security, User Profiles, User Profiles, General) for the guest user ID, and enter the permission list in the Primary field in the Permission Lists section of the page.
3. Access the the Org Defaults by Permission Lst - Defaults page (Set Up HRMS, Foundation Tables, Organization, Org Defaults by Permission Lst, Defaults) and enter the default country in the Country field.

See *PeopleSoft HCM 9.1 Application Fundamentals PeopleBook*, "Setting Up Organization Foundation Tables," Setting Up Primary Permission List Preferences.

## Pages Used to Manage Names, Contact Information, and Passwords

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
My Profile	HRS_APP_PRFILEINFO	<ul style="list-style-type: none"> <li>Click the My Profile link on the Careers Home page.</li> <li>Click the My Career Tools link on the Careers Home page, then click the Edit Profile link on the My Career Tools page (external applicants only).</li> <li>Click the Edit Profile link that appears within each job application that you create (external applicants only).</li> <li>If an external applicant's first and last name have not yet been supplied, the Edit Profile page appears during the job application process.</li> </ul>	External applicants can view and update their name, preferred contact method, address, email, and phone information. Internal applicants can view this information, but not update it.
Change Password	HRS_APP_PSSWD_HLP	Click the Change Password link on the My Profile page (external applicants only).	External applicants can change their password.

### Entering Name and Contact Information

Access the My Profile page (click the My Profile link on the Careers Home page).

[Careers Home](#)
[Job Search](#)
[My Saved Jobs](#)
[My Saved Searches](#)
[My Career Tools](#)
[Logout](#)

## My Profile

You can update your name, address, phone number and email here. Changes made to your contact details on this page will be updated on all of the jobs you have applied to.

---

[Return to Previous Page](#)

---

**Member Information**

**User Name:** nora  
**Password:** [Change Password](#)  
**Preferred Method of Contact:**

---

**Name**

**Name Format:**   
**Name Prefix:**   
**\*First Name:**   
**Middle Name:**   
**\*Last Name:**   
**Name Suffix:**

My Profile page

---

**Note.** Fields for entering address, email address, and phone number information also appear on this page, but are not pictured here.

---

Applicants must enter at least a first and last name before completing a job application.

Only applicants who provide an email address can receive recruiting-related email notifications.

## Updating Passwords

Access the Change Password page (click the Change Password link on the My Profile page).

**My Profile**

---

## Change Password

Choose your new password. Use the Save button when you're done.

**Change Password**

\*Enter New Password:

\*Confirm New Password:

---

Change Password page

To change the password, an applicant enters the new password, reenters the new password to confirm it, and clicks Save.

---

## Reviewing and Searching for Job Postings

This section provides an overview of job searches, lists prerequisites, and discusses how to:

- Review a job description.
- Perform a basic keyword search.
- Perform an advanced search.
- Perform a profile search.

---

**Note.** Applicants do not need to sign in to perform job searches or view job postings.

---

## Understanding Job Searches

This section discusses job searches in PeopleSoft Candidate Gateway.

### ***Search Types***

In addition to listing recent job postings, PeopleSoft Candidate Gateway offers three types of job searches:

- A basic keyword search.

Applicants use the basic search to search for jobs that contain specified keywords. Applicants can limit search results based on how recently the job opening was posted.

The basic search is available on the Careers page, the Careers Home page, and the Job Search page. Search results always appear on the Job Search page.

- An advanced search with multiple search criteria fields.

The advanced search enables applicants to search for jobs based on keywords, location, job family, job type (full-time/part-time and regular/temporary), desired pay, job opening ID, and posting dates. Internal applicants can also search for jobs based on recruiter or hiring manager.

The advanced search is available on the Job Search page.

- A profile search (internal applicants only).

Internal applicants use the profile search to find job postings that match their person, job, or interest profiles.

---

**Important!** You must run the Verity Job Posting Index Build (HRS\_JSCH\_IDX) Application Engine process to build the search collections that applicants use to search for job postings. Because job openings and job postings are always being added to the system, you must continually build the collections to ensure that they contains up-to-date data.

---

See *PeopleSoft Talent Acquisition Manager 9.1 PeopleBook*, "Managing Job Postings," Building the Job Posting Collections.

### **Data Sources**

The following table lists the data sources that correspond to various search criteria:

<b>Search Criteria</b>	<b>Data Source</b>
Keyword	Posting title and job description.
Recruiting location	Job opening.
Job family	The job family that is associated with the job code. <b>Note.</b> (USF) For U.S. federal government jobs, the system searches GVT_PATOCB_CD.
Full-time/part-time	Job opening.
Regular/temporary	Job opening.
Desired pay	Default salary range that is associated with the job code.

<b>Search Criteria</b>	<b>Data Source</b>
Job opening ID	Job opening.
Posting date	Job opening.

### **Available Job Postings**

Applicants can view only job postings for job openings that have an open status. For example, the job opening status *Open* is an open status, but *Pending Approval* is not. You define which job opening statuses are open on the Status/Reason Definition page.

Additionally, the job posting must meet the following criteria:

- The job posting is current.

Job postings are current from the job posting opening date until the job posting closing date (the Post Date and Remove Date fields on the Posting Information page).

- The posting destination is a recruitment source with the type *Company*.

The posting destination is specified in the Destination field on the Posting Information page. The values in that field correspond to the recruitment sources that you define in the Source Setup page.

- The posting must have the appropriate posting type for the user.

The posting type comes from the Posting Type field on the Posting Information page.

- For external applicants, the posting type must be *External*.
- For internal applicants, the posting type must be *Internal*.

### **See Also**

*PeopleSoft Talent Acquisition Manager 9.1 PeopleBook*, "Creating Job Openings," Creating Job Postings

## **Prerequisites**

Before applicants can search for jobs, you must run the Verity Job Posting Index Build (HRS\_JSCH\_IDX) Application Engine process to build the job posting collections.

Before internal applicants can perform profile searches, you must run the Maintain Profile Indexes (JPM\_BLD\_INDX) Application Engine process to build the profile collections.

**See Also**

*PeopleSoft Talent Acquisition Manager 9.1 PeopleBook*, "Managing Job Postings," Building the Job Posting Collections

*PeopleSoft HR 9.1 PeopleBook: Manage Profiles*, "Setting Up Search and Compare Profiles"

**Pages Used to Search for and View Job Openings**

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Careers Careers Home	HRS_CE_HM_PRE HRS_CE_HM_POST	<ul style="list-style-type: none"> <li>Careers, Careers</li> <li>Self Service, Recruiting Activities, Careers, Careers Home</li> </ul>	When searching for job openings, use the Careers and Careers Home pages to perform basic keyword searches. You can also view job openings that appear in the Latest Job Postings grid.
Job Description	HRS_CE_JOB_DTL	<ul style="list-style-type: none"> <li>Click a job posting title link in your search results.</li> <li>Click a job posting title link on the Careers page, the Careers Home page, the Job Search page, the My Saved Jobs page, or the Interview Details page.</li> </ul>	View the description of a job opening as entered on the Posting Information page in PeopleSoft Talent Acquisition Manager.
Job Search	HRS_APP_SCHJOB	<ul style="list-style-type: none"> <li>Click the Job Search link at the top of the Careers Home page and other pages.</li> <li>Click the Find Jobs link on the My Saved Jobs page.</li> <li>Click the Advanced Search link in the Basic Job Search group box on the Careers page or the Careers Home page.</li> <li>Perform a search from the Careers page, the Careers Home page, the My Saved Searches page, or the Edit Saved Search page.</li> </ul>	Search for jobs, review search results, and save jobs. Applicants can switch between basic and advanced search modes. The search mode that initially appears depends on how the applicant accessed the page. The Search Results group box doesn't appear until applicants search for jobs.

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Job Openings that Match Your Profiles	HRS_APP_SCHMYPRF	Self Service, Recruiting Activities, Careers, Careers Home  Click the Search Your Profiles link on the Careers Home page.	Search for job openings that match one of your profiles.  <b>Note.</b> This page is available only to internal applicants.
Search Tips	HRS_APPLSRCH_TIPS	Click the Search Tips link on the Careers page, the Careers Home page, or the Job Search page.	View tips for constructing keyword searches. For example, the search tips provide information on the use of <i>and</i> and <i>or</i> in searches and on searching for entire phrases.

## Reviewing a Job Description

Access the Job Description page (click a job posting title link on the Careers Home page, in your search results, or in any list of job openings).



## Job Description

**Job Title:** Bring Your Arbitration Experience to Labor Relations  
**Job ID:** 503708  
**Location:** Delaware Operations  
**Full/Part Time:** Full-Time  
**Regular/Temporary:** Regular

Email to Friend

Save Job

Apply Now

[Return to Previous Page](#)

# Global Business Institute (GBI)

## Senior Legal Adviser

*GBI has agreed on voluntary arbitration procedures with its Labor stakeholders.*

*This has been done in the interests of disruption free work environments by ensuring that all referred cases are fairly and expeditiously resolved by independent third parties.*

*This role requires someone with extensive arbitration experience. The incumbent would report to the Divisional Manager Human Resources and be responsible for running the newly established Arbitration Section. All new agreements must be implemented and all Company policies reviewed and updated to include the current situation,*

*All arbitration briefs, costs and proceedings will be managed with provision of meaningful statistical indicators to drive down unnecessary use of third party services.*

*GBIBU is an employer of choice and we have a wide variety of benefits which can be efficiently structured to suit your individual requirements. GBI has an unequalled reputation for providing challenging work situations and merit bonuses for top performers.*

*If this is a role that would suit your profile why not apply on-line now?*

Email to Friend

Save Job

Apply Now

[Return to Previous Page](#)

Job Description page

**See Also**

[Chapter 2, "Using Candidate Gateway," Emailing Job Openings to Friends, page 33](#)

[Chapter 2, "Using Candidate Gateway," Entering Referrals, page 69](#)

**Performing a Basic Keyword Search**

Access the Careers page (Careers, Careers) or the Careers Home page (Self-Service, Recruiting Activities, Careers, Careers Home).

The screenshot shows the 'Careers Home' page. At the top, there are navigation links: 'Careers Home', 'Job Search', 'My Saved Jobs', 'My Saved Searches', and 'My Career Tools'. Below these is a 'Careers Home' header with a 'Welcome Betty' message. The main content area is divided into two sections. On the left is the 'Basic Job Search' section, which includes a 'Keywords:' text input field, a 'Posted:' dropdown menu currently set to 'Last Month', and a 'Search' button. Below the 'Search' button are links for 'Advanced Search', 'Search Tips', and 'Search Your Profiles'. On the right is the 'My Career Tools' section, which displays several statistics: '0 Accepted/Unaccepted Applications', '2 Cover Letters and Attachments', '0 Saved Resumes', and a link to 'My Profile'.

Careers Home page - Basic Job Search fields

To use the basic job search, enter job keywords, indicate the time frame during which the job was posted, and click the Search button.

To perform other types of searches, click the Advanced Search link or the Search Your Profiles link.

---

**Note.** The Search Your Profiles link is only visible to internal applicants.

---

**Performing an Advanced Search**

Access the Job Search page (click the Advanced Search link on the Careers Home page).

[Careers Home](#)   [Job Search](#)   [My Saved Jobs](#)   [My Saved Searches](#)   [My Career Tools](#)

## Job Search

**Advanced Job Search**  
         [Basic Search](#)   [Search Tips](#)

**Enter Keywords:**

**Select Locations:**

- All Job Locations
- Arizona
- Calgary Branch
- California
- California Location

To select multiple values, hold down the Ctrl key (Command key for Macs) while making selections

**Select Job Families:**

- All Job Families
- Academic Affairs
- Accounting
- Administrative
- Administrative Support

**Full/Part Time:**

**Regular/Temporary:**

Job Search page (1 of 2)

Desired Pay:	<input type="text"/>
Currency:	<input type="text" value="▼"/>
Job Opening ID:	<input type="text"/>
Recruiter:	<input type="text"/>
Hiring Manager:	<input type="text"/>
Find Jobs Posted Within:	<input data-bbox="631 422 932 464" type="text" value="Last Month"/>
Display Results Sorted By:	<input type="text" value="▼"/>

[Basic Search](#) [Search Tips](#)

[Return to Previous Page](#)

Job Search page (2 of 2)

The Recruiter and Hiring Manager fields are only visible to internal applicants.

## Performing a Profile Search

Access the Job Openings that Match Your Profiles page (click the Search Your Profiles link on the Careers Home page).

---

**Important!** Only internal applicants can perform profile searches.

---

[Careers Home](#) [Job Search](#) [My Saved Jobs](#) [My Saved Searches](#) [My Career Tools](#)

## Job Openings that Match Your Profiles

Select one from your Person, Job or Interest List profiles below then press 'Search' to find Job Openings that match the profile selected.

Profile Information			
	Profile Type	Profile ID	Description
<input type="radio"/>	Person Profile	100424	Betty Locherty
<input type="radio"/>	Job Profile	150004	Dir-Finance
<input type="radio"/>	Job Profile	150004	Dir-Finance
<input type="radio"/>	Job Profile	100730	Director-Finance
<input type="radio"/>	Interest Profile	100885	Admin Assistant
<input type="radio"/>	Interest Profile	100886	Analyst - Financial
<input type="radio"/>	Interest Profile	100887	Accountant
<input type="radio"/>	Interest Profile	100888	General Clerk

Job Openings that Match Your Profiles page

An employee with more than one person, job, or interest profile must select a profile to use for the search. The system looks for job openings with profiles that have similar content to the selected profile.

### See Also

*PeopleSoft Talent Acquisition Manager 9.1 PeopleBook*, "Setting Up Profile Integration," Understanding Profile Architecture

---

## Saving Searches and Job Agents

This section provides an overview of saved searches and job agents and discusses how to:

- Save search criteria.
- Review saved searches.

---

**Note.** Applicants must sign in before they can save searches and job agents.

---

## Understanding Saved Searches and Job Agents

When applicants are signed in to the site, they can save criteria from basic or advanced searches. (Profile-based searches don't support saved searches.) Saving enables applicants to rerun the searches without having to re-enter their search criteria.

Applicants can run the saved searches from the Job Search page or the My Saved Searches page. The My Saved Searches page additionally enables applicants to delete and edit saved searches.

Saved searches can be designated as a *job agents* that will automatically notify the applicant of job postings that meet the search criteria. To support this functionality, you must regularly run the Job Agent Application Engine process (HRS\_JOB\_AGNT).

Each time the Job Agent process runs, the system checks for job openings that meet the saved search criteria. If there are postings that match the criteria, the system sends the applicant an email with information about the search results. The email includes links to the job openings that match the applicant's criteria, up to the maximum number of job openings specified in the Max Job Posts Per Notification field in the Recruiting Installation - Jobs page. If the number of matches exceeds the maximum, the notification email also directs the applicant to visit the Careers page to view all of the search results. The Job Agent process also posts a notification in the Notifications group box on the Careers Home page. By clicking the subject link for the notification, applicants can view the job agent search results.

If the applicant has multiple job search agents, the system generates separate emails and notifications for each job agent.

Although applicants can save an unlimited number of searches, the system limits the number of job agents an applicant can save based on the value that you enter in the Maximum Job Agents field on the Recruiting Installation - Applicants page.

### **See Also**

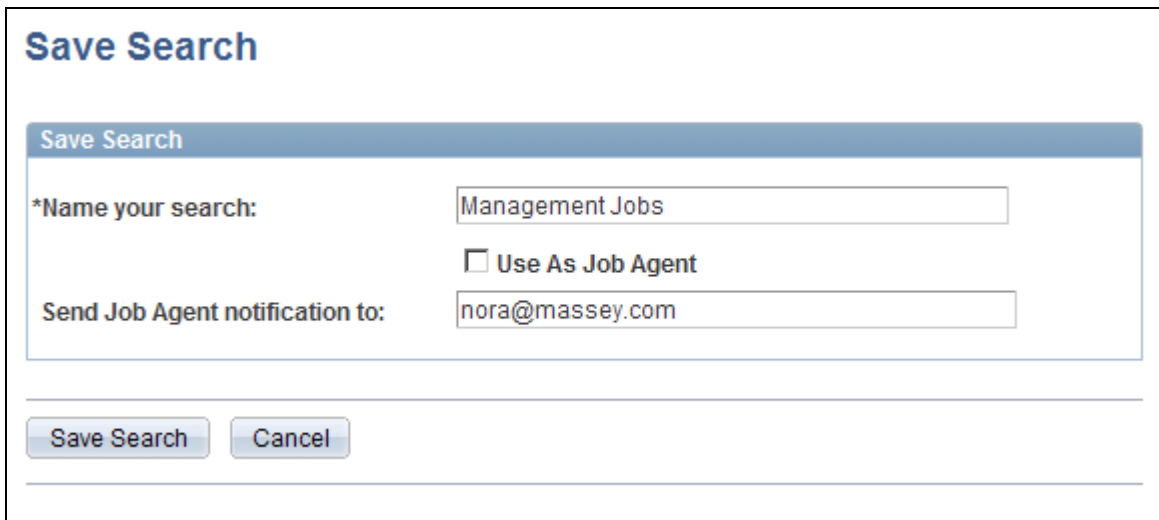
*PeopleSoft Talent Acquisition Manager 9.1 PeopleBook*, "Managing Applicants," Using the Job Search Agent

## Pages Used to Save Searches and Job Agents

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Job Search	HRS_APP_SCHJOB	<ul style="list-style-type: none"> <li>Click the Job Search link at the top of the Careers Home page and other pages.</li> <li>Click the Find Jobs link on the My Saved Jobs page.</li> <li>Click the Advanced Search link in the Basic Job Search group box on the Careers page or the Careers Home page.</li> <li>Perform a search from the Careers page, the Careers Home page, the My Saved Searches page, or the Edit Saved Search page.</li> </ul>	An applicant who wants to save search criteria begins by clicking the Save Search button on this page.
Save Search	HRS_APP_SAV_SCH	Click the Save Search button on the Job Search page.	Save search criteria, and optionally designate a saved search as a job agent.
My Saved Searches	HRS_APP_SEARCHES	Click the My Saved Searches link at the top of the Careers Home page and other pages.	View, edit, delete, and run saved searches and job agents.
Edit Saved Search	HRS_APP_SCHJOB	Click the Edit link for a saved search on the My Saved Searches page.	Edit a saved search.

## Saving Search Criteria

Access the Save Search page (click the Save Search button on the Job Search page)



**Save Search**

Save Search

\*Name your search: Management Jobs

Use As Job Agent

Send Job Agent notification to: nora@massey.com

Save Search Cancel

### Save Search page

These are the steps an applicant takes to save search criteria:

1. Click the Save Search button on the Job Search page.  
The Save Search page appears.
2. Enter a name for the saved search in the Name your search field.
3. (Optional) Select the Use As Job Agent check box to save the search criteria as a job agent.
4. (Optional) Enter an email address for job agent notifications in the Send Job Agent notification to field.
5. Click Save.

If the Use as Job Agent check box is selected, and the applicant already has the maximum permitted number of job agents, the system issues an error, and the applicant must deselect the Use as Job Agent check box before saving.

### See Also

[Chapter 2, "Using Candidate Gateway," Understanding Saved Searches and Job Agents, page 30](#)

## Reviewing Saved Searches

Access the My Saved Searches page (click the My Saved Searches link at the top of the Careers Home page and other pages).



[Careers Home](#)   [Job Search](#)   [My Saved Jobs](#)   [My Saved Searches](#)   [My Career Tools](#)

## My Saved Searches

Saved Searches and Job Agents					
Saved Search	Created On	Job Agent Email Address	Edit	Delete Search	Run Search
MANAGEMENT JOBS	08/12/2009	nora@massey.com	<a href="#">Edit</a>	<a href="#">Delete Search</a>	<input type="button" value="Run Search"/>

[Return to Previous Page](#)   [Job Search](#)

My Saved Searches page

### Edit

When an applicant clicks this link, the Edit Saved Search page appears. The Edit Saved Search page displays the fields from the Save Search page so that the applicant can modify the save settings, and it displays the search criteria fields from the Job Search page so that the applicant can modify the actual search criteria.

### Run Search

When an applicant clicks this button, the Job Search page appears and displays the saved criteria and the search results.

---

## Emailing Job Openings to Friends

This section provides an overview of emailing job descriptions and discusses how to email a job description.

---

**Note.** Applicants do not need to sign in to email job openings to friends.

---

## Understanding Emailing Job Descriptions

When applicants find a job opening that might interest someone they know, they can use the system to email the job opening to that person. The email is sent from the system and not from the applicant's personal email address.

The notification template HRS\_CE\_EML\_FRND sets the email subject and body. The template, in turn, references text catalog entry HRAM\_CEEMLFRND\_BOD for the body text of the email.

The applicant can modify the email subject at runtime. The body text is read-only, except that the Send Email page includes a field where the applicant enters a name that the system embeds in the body text. The applicant-entered name enables the recipient to see who requested that the email be sent.

The email includes a link that the recipient can use to access the job description in Candidate Gateway. The link goes to the same Candidate Gateway site from which the applicant sent the email. If an employee uses your internal careers site to email a job opening to an external friend (one who does not have access to your internal careers site), the friend will not be able to follow the link.

To let employees know about this restriction, the page for emailing a friend has different instructional text depending on whether it is viewed from an internal site or an external site. Text catalog entry HRAM\_CEEMLFNRD\_PT3 has instructional text for internal users, while text catalog entry HRAM\_CEEMLFNRD\_PT1 has instructional text for external applicants.

### See Also

*PeopleSoft Talent Acquisition Manager 9.1 PeopleBook*, "Setting Up Candidate Gateway Sites," Configuring Text on Candidate Gateway Pages

## Pages Used to Email Job Openings to Friends

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Job Description	HRS_CE_JOB_DTL	Click a job posting title on the Careers page, the Careers Home page, the Job Search page, the My Saved Jobs page, or the Interview Details page.	View the description of a job opening. This description comes from the job opening's Posting Information page.
Send Email	HRS_JOB_EML_FRND	Click the Email to Friend button on the Job Description page.	Email jobs to friends.

## Emailing a Job Description

Access the Send Email page (click the Email to Friend button on the Job Description page).

## Send Email

Enter the email address, using a comma as a separator, of the person to whom you are sending this job information. When you are finished, choose the Send button.

---

[Return to Previous Page](#)

---

**\*To:**

**\*Your Name:**

**Subject:**

**Message:**

Fred Fredrickson found this job and thought you might find it interesting.

Administrative Assistant  
Global Business Institute 9999  
Corporation Headquarters

You can view and apply for this job at:  
[http://adas0185.peoplesoft.com/psp/hc910tm1nt/EMPLOYEE/HRMS/c/HRS\\_HRAM.HRS\\_CE.GBL?Page=HRS\\_CE\\_JOB\\_DTL&Action=A&JobOpeningId=500430&Siteld=1&PostingSeq=1](http://adas0185.peoplesoft.com/psp/hc910tm1nt/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_CE.GBL?Page=HRS_CE_JOB_DTL&Action=A&JobOpeningId=500430&Siteld=1&PostingSeq=1)

Thank you.

### Send Email page

These are the steps an applicant takes to send the job description to a friend:

1. Access the Send Email page.
2. Enter a comma-delimited list of email addresses to which the message will be sent.
3. Enter the applicant's own name in the Your Name field.

The system references this name in the default email message text, which begins with the sentence "<your name> found this job and thought you might find it interesting."

4. Optionally modify the email subject.

Although applicants can modify the email subject, they cannot modify the system-generated message text.

5. Click the Send button.

The system sends the email notification (HRS\_CE\_EML\_FRND) to all persons that applicants enter in the To field.

## Saving Job Openings

This section provides an overview of saved job openings and discusses how to review saved jobs.

**Note.** Applicants must sign in before they can save job openings.

## Understanding Saved Job Openings

Applicants can select and save job openings that they are interested in and apply to these jobs at a later date. Applicants can save jobs from several pages in the Careers component and can view their saved jobs on the My Saved Jobs page.

There is no limit to the number of jobs that an applicant can save. The system does not automatically remove closed, cancelled, or on hold jobs from an applicant's list of saved jobs. However, the system does display the job opening status on the My Saved Jobs page, and applicants can manually remove jobs from the list of saved jobs.

## Pages Used to Save Job Openings

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Careers Home	HRS_CE_HM_POST	<ul style="list-style-type: none"> <li>Careers, Careers</li> <li>Self Service, Recruiting Activities, Careers, Careers Home</li> </ul>	When saving job openings, use the Careers Home page to select jobs to save.
My Saved Jobs	HRS_APP_SVDJB_SEC	<ul style="list-style-type: none"> <li>Click the My Saved Jobs link on the Careers Home page and other pages.</li> <li>Select one or more jobs on the Careers Home page or the Job Search page, then click the Save Selected Jobs button.</li> <li>Click the Save Job button on the Job Description page.</li> </ul>	View and delete saved jobs and apply to saved jobs.

## Reviewing Saved Jobs

Access the My Saved Jobs page (click the My Saved Jobs link on the Careers Home page and other pages).

[Careers Home](#) [Job Search](#) [My Saved Jobs](#) [My Saved Searches](#) [My Career Tools](#)

## My Saved Jobs

Saved Jobs				
	Job Title	Job ID	Location	Status
<input type="checkbox"/>	<a href="#">Radiologist - Aids Research</a>	503707	New Jersey Operations	Open
<input type="checkbox"/>	<a href="#">Radiologist - Burns Unit</a>	503705	New Jersey Operations	Open

[Select All](#) [Deselect All](#)

[Return to Previous Page](#) [Find Jobs](#)

My Saved Jobs page

---

## Applying for Jobs

This section provides an overview of the job application process, lists prerequisites, and discusses how to:

- Initiate the application process.
- Enter community background information.
- Select a resume option.
- Enter resume text.
- Enter name and contact information.
- Complete prescreening.
- Complete the online application.
- Submit the application.

---

**Note.** Applicants must sign in before they can apply for job openings.

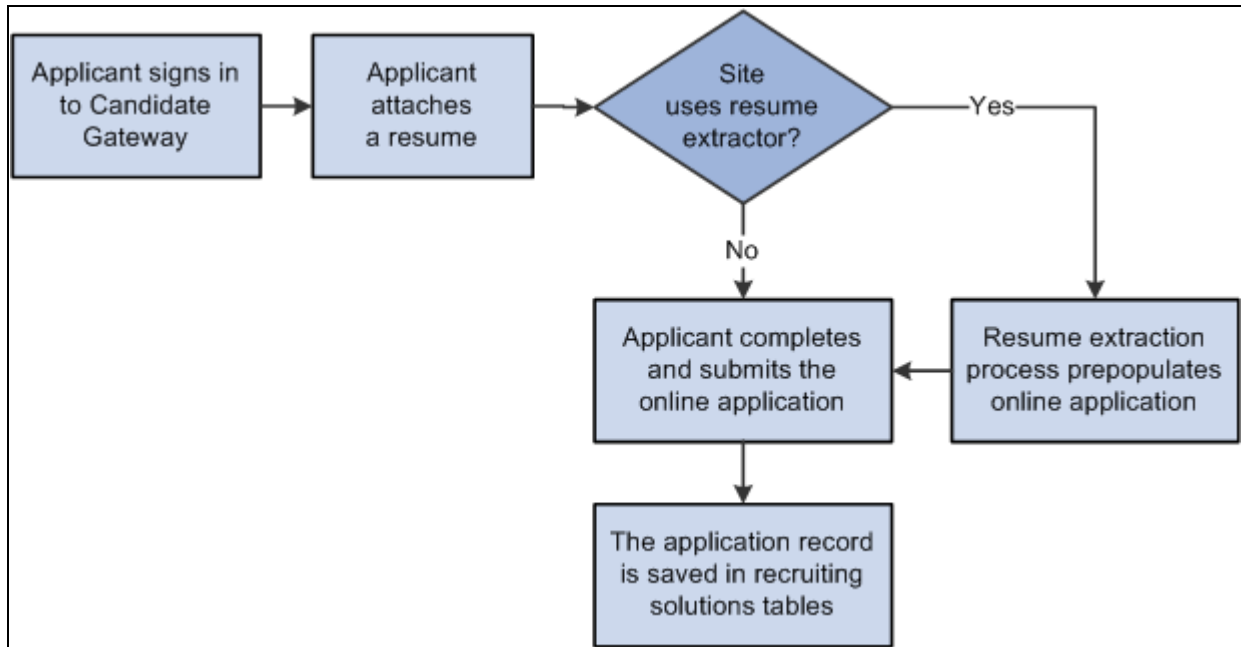
---

## Understanding the Job Application Process

This section describes the job application process.

### The Online Application Process

The following diagram shows the online application process. After signing in to Candidate Gateway, the applicant begins the application process by providing a resume. If you use a resume extractor, the extractor uses the resume information to enter default values into the application form. Whether or not there are default values, the applicant completes the form and submits it, which saves the application record in the Recruiting Solutions tables.



Online application process

### Data from Previous Applications and from Employee Profiles

If an external applicant has previously created an application, the system brings data from the most recent application into any new applications. All of this data is visible in the application form, and applicants can review and modify it as needed for the current application. Changes that the applicant makes before submitting the application do not affect the previous application, but the newly submitted application provides default data for any subsequent applications.

The system does something similar for internal applicants, except that the system brings in profile data from the employee profile before bringing in additional data from the most recently submitted application. Even if profile content was manually removed from the most recently submitted application, the system continues to bring it into each new application as long as it is part of the employee's profile.

See *PeopleSoft Talent Acquisition Manager 9.1 PeopleBook*, "Entering Applicant Data," Profile Data for Internal Applicants.

### Online Application Format and Content

When an applicant applies online, the pages that the applicant sees and the information that they must complete depend on the resume template that the system uses:

- If the applicant applies for a single job opening, the system uses the resume template for that job opening.

- If an applicant applies for more than one job at a time, the system merges the associated resume templates so that all possible sections are included in the new resume template and no sections are duplicated.
- If an applicant applies without selecting a job opening, the system uses the default resume template that is associated with the site.

See *PeopleSoft Talent Acquisition Manager 9.1 PeopleBook*, "Setting Up Recruiting Templates," Setting Up Resume Templates.

### **The Application Process**

Certain aspects of the online application flow are fixed regardless of which template or templates are used. These are the general steps for completing an online application:

1. The applicant initiates the process by clicking one of the following:
  - Apply Without Selecting Jobs: this link appears on the Careers page and the Careers Home page.
  - Apply Now: this button appears on the Job Description page and the My Saved Jobs page.
  - Apply for Selected Jobs: this button appears on pages the Careers page, the Careers Home page, and the Job Search page.
2. If an external applicant is not signed in, the system prompts the user to sign in before continuing the application process.

Internal applicants do not need to register or sign in.

3. (IRL) If the resume template is configured to require community background information, the Community Background Information page appears so applicants can indicate their community background.

This page appears only if you selected the Use Community Background option on the Country Specific page for the resume template that is associated with the job opening. The system does not consider the actual location of the job opening, only the settings on the resume template.

Applicants are prompted to enter community background information each time they apply for job where this option has been activated on the resume template. If they have already entered community background information for a another job opening to which they applied, the system displays the value that they selected in the Select Community field. Applicants can select a new value if necessary.

4. The Choose Resume page presents options for providing a resume, and then the applicant completes any pages or fields that are related to the selected resume option.
 

All resume templates have the Choose Resume page as the first page in their structure definition, but different templates offer applicants different options for providing a resume.
5. If you use a resume extractor, the system extracts data from the resume and prepopulates data in the online application.

See [Chapter 2, "Using Candidate Gateway," The Resume Extraction Process, page 41.](#)

6. If the applicant's first and last name have not yet been supplied, the My Profile page appears and the user must enter the required information.

All resume templates have this as the second page in their structure definition.

The system skips this step if the system already has the applicant's first and last name (as is always true for internal applicants).

7. If the application includes prescreening questions, the Pre-application Questionnaire page displays those questions along with an explanatory message and prescreening terms that the user must accept.

When an applicant applies for one or more job openings, prescreening occurs if the a job opening is configured to have a screening level for prescreening. When an applicant applies without a job opening, prescreening questions come from the default resume template for the site.

When reapplying for a job, it makes no difference whether the applicant previously passed prescreening: the applicant must complete the prescreening step again each time. The answers provided during previous applications are not prepopulated during subsequent applications, whether the applicant previously passed or failed prescreening.

8. The applicant answers the questions, accepts the terms, and continues.

9. The Pre-application Questionnaire page displays the prescreening results.

If the applicant failed prescreening, the process ends and the applicant returns to the Careers page.

Applicants who pass prescreening can continue to the next step.

10. The Complete Application page displays the resume and profile information that has already been provided, along with a row of links that correspond to the rest of the pages in the resume template's structure definition.

Clicking these links displays the sections that are associated with the page on the resume template. For example, if the resume template has sections for Preferences, Education and Work Experience, and References, then those are the links that appear.

11. The applicant enters data in the sections that are associated with each link.

If the resume template enforces a linear application, only the first link is active at first, and applicants must move through the links in order. Otherwise, applicants can click any of the links to access the different parts of the application form.

For internal applicants, the system uses existing employee information to populate data in the application fields. Internal applicants can review and update this information as needed.

If you use a resume extractor, default data comes from the resume extraction process. Applicants can review the populated information and make changes as necessary.

12. The applicant clicks the Submit button to continue.

The system saves the application, but in situations where additional information or acknowledgements are needed, the system displays the Submit Online Application page and does not truly submit the application until the applicant completes the next step.



13. If necessary, the applicant provides any additional acknowledgements or information on the Submit Online Application page and then clicks the Submit button to actually submit the application.

The Submit Online Application page appears when it is necessary to:

- Obtain agreement to your employment terms and conditions.

This occurs for all external applicants.

- (USA) Display self-identification fields for collecting an applicant's gender and ethnicity data.

The self-identification fields appear when an external applicant applies for a job in the United States. If the applicant applies without a job opening, the self-identification fields appear only if the applicant's country (as shown in the address section of the applicant's profile) is the United States.

- Display an explanatory message for online screening that will occur after the applicant submits the application.

It is possible for online screening to occur without any notification to the applicant. This is different from prescreening, which must display the results to the applicant.

14. The My Applications acknowledgement page appears, and the newly submitted application appears in the My Applications grid.

If the job opening uses online screening, the relevant pass or fail message (if any) appears as well.

### ***The Resume Extraction Process***

If you integrate with a resume extractor vendor, the system extracts data from the applicant's uploaded resume and populates fields on the Complete Application page automatically.

See *PeopleSoft Talent Acquisition Manager 9.1 PeopleBook*, "Managing Resumes."

Here is how resume extraction works:

1. Applicants attach their resume files or paste resume text into a field.
2. The resume extractor extracts recognized applicant information from the resumes and populates fields on the Complete Application page.
3. When the extraction is complete, the system displays the Complete Application page to the applicant.
4. Applicants verify the information, update fields, and provide additional information, as required.

If contact information already exists for the applicant, the system doesn't override the contact information with information that is extracted from the resume. However, the system will update contact information if no contact information exists. For example, if an applicant does not have an email address, but the extraction process finds one, the system will update the email address information. The system will override all other applicant data—for example, work history, competencies, and accomplishments—with the data that is extracted from the resume. Applicants can view the information on the Complete Application page and make changes or add new information as needed.

## Viewing Submitted Job Applications

After applicants submit an application, they cannot make changes to it (other than name and contact information updates, which automatically appear in the application). However, users can apply for the same job more than once if they need to change their information. If they do, a warning message lets them know that they have already applied for the job and asks if they want to apply again.

Applicants can view all of their job applications in the My Applications group box on the My Career Tools page. Applicants click a job application to view the application.

## Saving Drafts

Applicants can save drafts of their online applications and submit the applications at a later time. To save a draft, applicants click the Save button on the Complete Application page. The job application appears in the My Applications group box on the My Career Tools page with a status of *Not Applied*. Applicants click a job application to access the application, make changes if needed, and save as a draft or submit.

## Prerequisites

Before applicants can apply for jobs online, you must:

1. Create resume templates.

See *PeopleSoft Talent Acquisition Manager 9.1 PeopleBook*, "Setting Up Recruiting Templates," Setting Up Resume Templates.

2. (Optional) Link resume templates to recruitment templates on the Recruitment Template Settings page.

See *PeopleSoft Talent Acquisition Manager 9.1 PeopleBook*, "Setting Up Recruiting Templates," Setting Up Recruitment Templates.

3. Set up sites, and specify the default resume template for the site.

The site's default resume template is used when an applicant applies without selecting a job opening.

See *PeopleSoft Talent Acquisition Manager 9.1 PeopleBook*, "Setting Up Candidate Gateway Sites," Setting Up Sites.

4. (Optional) Set up resume extractors.

See *PeopleSoft Talent Acquisition Manager 9.1 PeopleBook*, "Setting Up Third Party Integrations," Resume Extractor Setup.

5. Create job openings and job postings.

See *PeopleSoft Talent Acquisition Manager 9.1 PeopleBook*, "Creating Job Openings," Entering Primary Job Opening Information.

6. Run the Verity Job Posting Index Build Application Engine process (HRS\_JSCH\_IDX) to build the job posting collections.

See *PeopleSoft Talent Acquisition Manager 9.1 PeopleBook*, "Managing Job Postings," Building the Job Posting Collections.

## Pages Used to Apply for Job Openings

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Community Background Information	HRS_APP_CB2	Select the check box for one or more job openings on the Careers Home, Job Search, or My Saved Jobs page and click Apply Now.	(IRL) Enter community background information. This page appears only if you select the Use Community Background option on the Country Specific page when you set up the associated resume template.
Choose Resume	HRS_RESUME_OPTION	<ul style="list-style-type: none"> <li>Select the check box for one or more job openings on the Careers Home, Job Search, or My Saved Jobs page and click Apply Now.</li> <li>Select an option in the Select Community field on the Community Background Information page and click Continue.</li> </ul>	Choose a resume option. The options that appear on this page vary depending on the resume template that the system selects.
Enter Resume Text	HRS_APPLY_RESUME	Select Copy and Paste Resume Text on the Choose Resume page and click Continue.	Enter resume details, including a title for the resume, the language in which the resume is written, and the complete resume text.
My Profile	HRS_CE_PROFILE	Click Continue on the Choose Resume page or the Enter Resume Text page.	The applicant must provide at least a first and last name in order to continue with the online application process.
Pre-application Questionnaire	HRS_APP_JOPRESCRN	Continue from the previous step in the online application process (entering a resume or entering name and contact information)	If prescreening is applicable, the applicant first must agree to the prescreening terms and answer the prescreening questions. After the applicant continues, this page displays the prescreening results.

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Complete Application	HRS_CE_PROFILE	Continue from the previous step in the online application process (entering a resume, entering name and contact information, or reviewing prescreening results)	Complete an online application. The pages and sections that appear on this page vary depending on the resume template that the system selects.
Add Employment History	HRS_CE_D_WRK_EXP	Click Add Work Experience on the Complete Application page.	Enter work experience information.
Add Job Training	HRS_CE_D_TRAINING	Click Add Job Training on the Complete Application page.	Enter job training information.
Add <qualification> Update <qualification>	HRS_CG_APP_DETAIL	On the Complete Application page, click the Add <qualification> link for a profile-based qualification.	Enter details about a profile-based qualification.
Add Priority Placement	HRS_CE_G_D_PP	Click Add Priority Placement on the Complete Application page.	Enter priority placement information.
Add Reference	HRS_CE_D_REFERENCE	<ul style="list-style-type: none"> <li>Click Add Reference on the Applicant References page.</li> <li>Click Add Reference on the Complete Application page.</li> </ul>	Enter information for a reference.
Submit Online Application	HRS_CE_SELF_IDENT	Click Submit on the Complete Application page.	<p>Agree or disagree to a company's application and data privacy statement.</p> <p>(USA) Enter gender and ethnicity information in the Self Identification Details group box. This group box appears only for external applicant that apply for job openings in the United States.</p>
My Applications	HRS_APP_APLC	Click Submit on the Submit Online Application page.	Confirm that the application is completed and submitted correctly. View all submitted applications and statuses of each.

## Initiating the Application Process

The applicant initiates application process by clicking one of the following:

- **Apply Without Selecting Jobs:** this link appears on the Careers page and the Careers Home page.
- **Apply Now:** this button appears on the Job Description page and the My Saved Jobs page.
- **Apply for Selected Jobs:** this button appears on pages the Careers page, the Careers Home page, and the Job Search page.

## (IRL) Entering Community Background Information.

Access the Community Background Information page (initiate the application process for a job opening whose resume template requires the collection of community background information).

The screenshot shows a web form titled "Apply Now" with a sub-heading "Community Background Information". The form contains a text box with the following text: "We are an Equal Opportunity Employer. We do not discriminate on grounds of religious belief or political opinion. We practice equality of opportunity in employment and select the best person for the job. To demonstrate our commitment to equality of opportunity in employment we need to monitor the community background of our applicants and employees as required by Fair Employment and Treatment (NI) Order 1998. Regardless of whether we practice religion, most of us in Northern Ireland are seen as either Catholic or Protestant. Because the collection of this information is a legislative requirement you will be required to select one of the options below before proceeding with this application:". Below the text is a dropdown menu labeled "Select Community:" with the current selection "Undetermined/Other". At the bottom of the form are two buttons: "Continue" and "Cancel".

Community Background Information

The Continue button on this page is available only if there is a value in the Select Community field. This behavior ensures that applicants cannot continue without supplying the necessary information.

## Selecting a Resume Option

Access the Choose Resume page (begin the online application process by clicking Apply Now, Apply for Selected Job Openings, or Apply Without Selecting Job).

**Apply Now**

**Choose Resume**

**Resume Options**

How would you like to proceed?

Upload a new resume

Apply without using a resume

Use an existing resume

Copy and paste resume text

[Return to Previous Page](#)

Choose Resume page

### ***Resume Options for Applicants***

Although the resume template controls the pages that an applicant sees while applying, all resume templates have the same first page, and the online application process always starts on the Choose Resume page, which offers the applicant up to four options for submitting a resume. Applicants select an option and then click the Continue button to complete their resume processing and continue with the application process.

The resume options are:

- Copy and paste resume text.

When the applicant continues, the system displays the Enter Resume Text page. The applicant manually enter resume text and then clicks Continue complete the rest of the application.

- Apply without using a resume.

When the applicant continues, the system skips any resume processing steps and guides the applicant through the rest of the application.

- Upload a new resume.

When the applicant continues, the system displays a dialog for selecting an uploading a file attachment.

- Use an existing resume.

When the applicant selects this option, the Resume to Use field appears. If the applicant has created or uploaded any resumes previously, those resumes appear in the drop-down list box. The applicant must select an option before continuing.

Applicants can view all of their uploaded resumes in the Resumes grid on the My Career Tools page. After an applicant uploads a resume, they cannot make changes to it.

## Entering Resume Text

Access the Enter Resume Text page (select Copy and Paste Resume Text on the Choose Resume page and click Continue.)

**Apply Now**

---

### Enter Resume Text

**Resume Text**

**Title:**

**Language:**

**Resume:**

Format  Font  Size

**B** **I** **U** a a

A A

*Rich text formatting is available for resumes.*

body p span em strong span

[Return to Previous Page](#)

Enter Resume Text page

Applicants can type or paste resume text into the Resume field and then use the available formatting tools to control the presentation of the resume text.

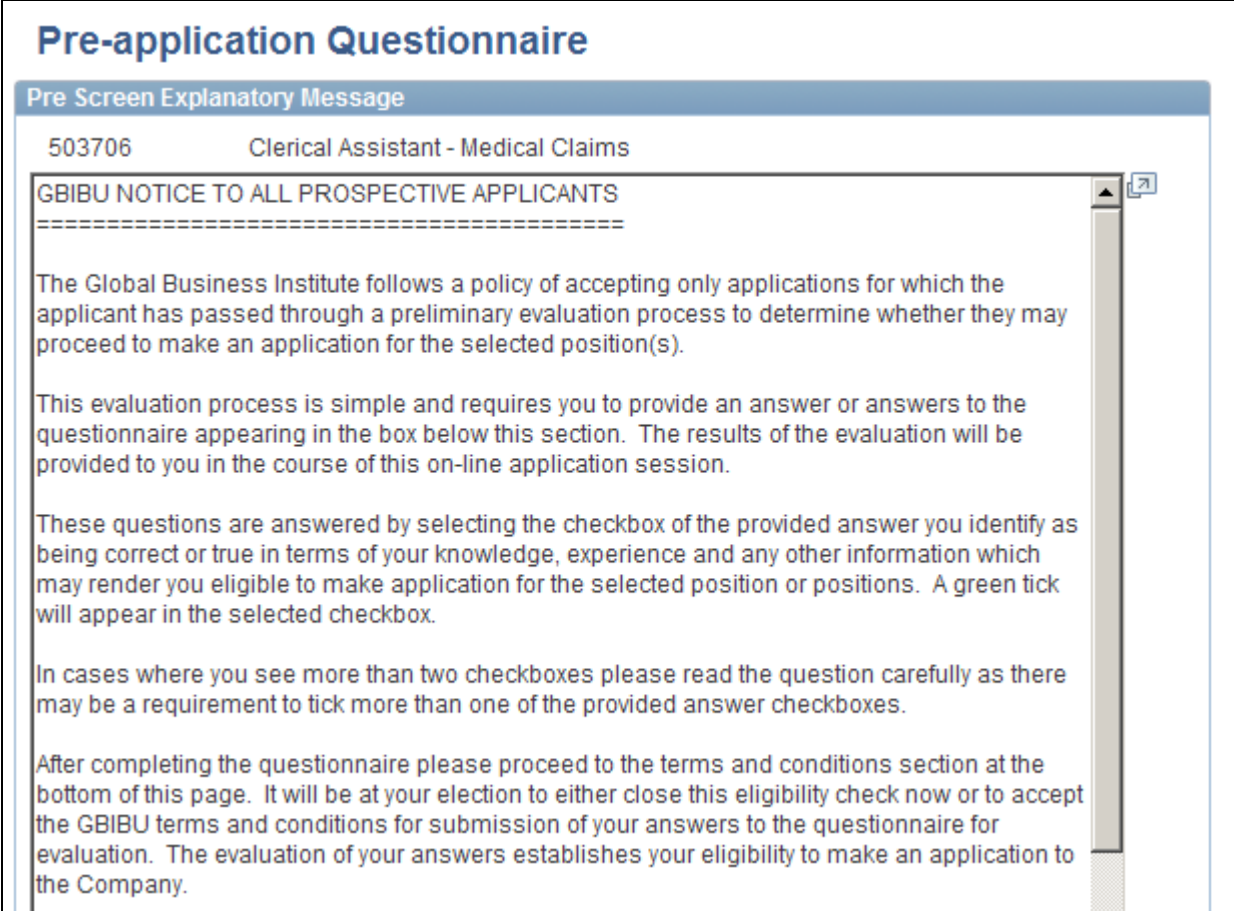
## Entering Name and Contact Information

If the applicant record does not already have at least a first and last name, this information must be supplied during the online application process.

See [Chapter 2, "Using Candidate Gateway," Entering Name and Contact Information, page 18.](#)

## Completing Prescreening

Access the Pre-application Questionnaire page (continue from the previous step in the online application process: entering a resume or entering name and contact information).



**Pre-application Questionnaire**

Pre Screen Explanatory Message

503706      Clerical Assistant - Medical Claims

GBIBU NOTICE TO ALL PROSPECTIVE APPLICANTS  
=====

The Global Business Institute follows a policy of accepting only applications for which the applicant has passed through a preliminary evaluation process to determine whether they may proceed to make an application for the selected position(s).

This evaluation process is simple and requires you to provide an answer or answers to the questionnaire appearing in the box below this section. The results of the evaluation will be provided to you in the course of this on-line application session.

These questions are answered by selecting the checkbox of the provided answer you identify as being correct or true in terms of your knowledge, experience and any other information which may render you eligible to make application for the selected position or positions. A green tick will appear in the selected checkbox.

In cases where you see more than two checkboxes please read the question carefully as there may be a requirement to tick more than one of the provided answer checkboxes.

After completing the questionnaire please proceed to the terms and conditions section at the bottom of this page. It will be at your election to either close this eligibility check now or to accept the GBIBU terms and conditions for submission of your answers to the questionnaire for evaluation. The evaluation of your answers establishes your eligibility to make an application to the Company.

Pre-application Questionnaire page: explanatory message



### Application Questionnaire

This position requires the applicant to self certify their typing speed. Do you certify that you are able to type 40 words per minute with no more than 3 (three) errors?

Yes

No

### Terms and Agreements

Following submission of this questionnaire we will provide notification to you of your eligibility to proceed with your application. Please indicate your agreement to these terms and condition by selecting 'I agree to these terms' or 'I do not agree to these terms'. Should you not be in agreement please select Cancel.

I agree to these terms

I do not agree to these terms

[Return to Previous Page](#)

Pre-application Questionnaire page: questions and terms and agreements

## Pre-application Questionnaire

### Pre Screening Results

503706      Clerical Assistant - Medical Claims

ON LINE NOTIFICATION

Your submitted questionnaire has been evaluated.

=====

The answer(s) to the questionnaire submitted by you indicate that:

You are eligible to make an application for this Job Opening.

=====

When you submit your completed application it will be accepted by the Company for consideration in terms of the Company's recruitment procedure.

Please proceed with the completion of your application by entering all information you consider to be relevant in the following pages.

Pre-application Questionnaire page: prescreening results

When prescreening is active, applicants cannot continue with the application process until they pass prescreening.

### See Also

*PeopleSoft Talent Acquisition Manager 9.1 PeopleBook*, "Setting Up Screening Processes," Understanding Prescreening and Online Screening


## Completing the Online Application

Access the Complete Application page (continue from the previous step in the online application process: entering a resume, entering name and contact information, or reviewing prescreening results).

**Apply Now**


---

### Complete Application

Jobs you applied for		
Posting Title		Remove
Administrative Assistant	Eligible to apply to this job.	

[Add Another Job to Application](#)

---

Oona Marcel's Resume 
[Use a Different Resume](#)

Oona Marcel

[Edit Profile](#)

Complete Application page (1 of 3)

◀ [Previous](#)



[Careers Home](#) [Next](#) ▶

---

[Preferences](#)   [Education and Work Experience](#)   [Referral Information](#)

---

Indicate your highest level of education by selecting a value from the drop-down list below.

**Education History**

Highest Education Level:

---

If you have any Employment Information, enter it in this section.

**Work Experience**

You have not added any employment information to your new application.

[+ Add Work Experience](#)

If you have any relevant training courses you want us to know about, enter them in this section.

**Job Training**

You have not added any training information to your application.

[+ Add Job Training](#)

Complete Application (2 of 3)

### ***Jobs You Applied For***

This grid lists the job openings, if any, for the current application.

#### **Jobs You Applied For**

Displays the posting title of the job that the applicant is applying for.

#### **<unlabeled column>**

For job openings that require prescreening, the second, unlabeled, grid column displays either *Eligible to apply to this job* or *Not eligible to apply to this job*. Because failing prescreening prevents the applicant from continuing to this page, the ineligible message appears in an active application only if the application included multiple jobs, and the applicant was eligible to continue for at least one of them. The ineligible message also appears on the read-only version of the application that applicants can access after submitting the application.

#### **Remove**

Applicants can remove job openings from the application using the Remove icon in the grid.

### **Add Another Job to Application**

Applicants click this button to add job openings to the application. Clicking the button opens the Job Search page. When an applicant access the Job Search page this way, the buttons that normally initiate a new application will instead add the selected job opening(s) to the existing application.

When an applicant applies without a job opening, the label on this button changes to Add Job to Application.

### **Consider Me for These Job Families**

When an applicant applies without a job opening, the the Jobs You Applied For grid is not visible until you add a job. Instead, the page displays the Consider Me for These Job Families field. The field consists of a list of job families so that the applicant can optionally select one or more job families that he or she would like to be considered for.

The screenshot shows a web interface for 'Complete Application'. At the top, there is a blue header 'Apply Now' followed by 'Complete Application'. Below this, the text 'You are applying for' is displayed. Underneath, it says 'No job has been linked to this application'. To the right of this text is a button labeled 'Add Job to Application'. Below the button, there is a section titled 'Consider me for these Job Families:' followed by a list box containing three items: 'Academic Affairs', 'Accounting', and 'Administrative'. The list box has a scroll bar on the right side.

Page elements that appear when an applicant applies without a job opening

### **Resume and Personal Information**

The next area of the Complete Application page identifies the resume (if any) that the applicant provided and includes links to the resume and to the My Profile page. After the application is submitted, the only data that is ever updated is the name and contact information on the My Profile page.

### **Save, Submit, and Navigation Elements**

The next area of the Complete Application page provides various page elements for saving, submitting, and navigating.

Use the navigation links to access each area of the application form—these area correspond to page definitions on the resume template. The navigation links appear only if the resume template includes multiple pages (other than the mandatory resume page and the mandatory name and contact information page).

There are two sets of navigation links:

- Previous and Next links for navigating to each page.

If the template enforces a linear application, there is no Previous link.

- Direct links to each section.

If the template enforces a linear application, the only active link is for the next page in the sequence. Otherwise, applicants can access any section at any time.

### ***Application Details***

Resume templates define the application in terms of pages (rendered as links on the Complete Application page) and sections. Sections include the actual fields that the applicant fills out.

Some sections, such as Preferences, consist of standard data entry fields.

The Application Questionnaire section consists of a list of questions. The question order is set in the job opening unless the system is configured to randomize question order, but open-ended questions always appear after multiple choice questions.

Several sections, such as work experience and references, are rendered as grids that summarize data. Links provide access to separate detail pages where applicants enter data. For example, if the resume template includes the Work Experience section, the system renders it as a Work Experience grid. You click the Add Work Experience link to access the Add Employment History page, or you click an existing entry to access the same page in update mode.

### ***Profile-Related Qualifications***

All profile-based qualifications (such as competencies, degrees, or licenses & certificates) are rendered as grids. There is just one detail page (HRS\_APP\_DTL\_SEC) for all of the profile-based qualifications, but its title and content vary according to the specific qualification. For example, when you access the page from the Degrees grid, the title is either Add Degrees or Update Degrees, and the page displays degree-related fields for entering the degree code, the major code, and so forth.

The Content Type Configuration page in Talent Acquisition Manager enables you to prevent applicants from adding new rows to the corresponding grid in the application form. In this case, the application form shows the items that are associated with the job opening, and the applicant can provide details related to those items. In particular, the Competencies grid is delivered with this configuration, so applicants can rate themselves with regard to the competencies in the job opening, but they cannot add additional competencies to the application form.

---

**Note.** When the system loads items from a job opening into the Candidate Gateway application form, it loads only items that are visible to employees. Specifically, only competencies with the evaluation type *Self* are brought from the job opening into the online application form.

---

See *PeopleSoft Talent Acquisition Manager 9.1 PeopleBook*, "Setting Up Profile Integration" and *PeopleSoft Talent Acquisition Manager 9.1 PeopleBook*, "Entering Applicant Data," Understanding Profile Information in Job Applications.

## **Submitting the Application**

Access the Submit Online Application page (click the Submit button on the Complete Application page).

## Submit Online Application

### Self Identification Details

Qualified applicants are considered for and treated during employment without regard to race, color, religion, national origin, citizenship, age, marital status, ancestry, physical or mental disability, medical condition, veteran status or sexual orientation.

Solely to help us comply with federal and state Equal Employment Opportunity record keeping, and other legal requirements, we invite you to complete the following information.

Please note that completion of this information is voluntary. Refusal to complete this information will not subject you to adverse treatment. The information you provide is confidential and will be kept separate from your other applicant information. This information will be used for data reporting requirements and will not be considered in making any employment decisions.

\*Gender:

### Ethnic Group

Find First 1 of 1 Last

[Add Ethnic Group](#)

I decline to provide my self identification details.

### Online Screening Explanatory Message

503710 Administrative Assistant

The Company will assess your application and advise you of the outcome online after you submit your application.

Please wait for your online results after you have submitted your application.

Submit Online Application (1 of 2)

### Terms and Agreements

Applicants who are offered employment with Generic Company will be required to successfully complete a pre-employment drug test, an employment and education background check, and a criminal investigation.

I agree to these terms

I do not agree to these terms

[Return to Previous Page](#)

Submit Online Application (2 of 2)

### ***(USA) Self Identification Details***

This group box appear when an external applicant applies for a job in the United States. If the applicant applied without a job opening, the group box appears if the applicant's country (as shown in the address section of the applicant's profile) is the United States.

### ***Online Screening Explanatory Message***

This group box appears only if online screening is active and if the screening level has an explanatory message to display.

### ***Terms and Agreements***

This group box appears if the applicant is an external applicant. The applicant must agree to the terms before submitting the application.

### ***Submit Button***

When the applicant clicks the Submit button, the system performs online screening, if applicable, then displays the My Applications page. If online screening is active, and if the screening level includes pass or fail messages, the appropriate message is displayed.

---

## **Entering References**

A recruiter using Talent Acquisition Manager can send an applicant a request for references. This request appears in the Notifications section of the Careers Home page.

This section provides an overview of reference notifications and discusses how to:

- Review references.
- Add reference details.

---

**Note.** Applicants must sign in before they can enter references.

---

## **Understanding Reference Notifications**

In Talent Acquisition Manager, recruiters and hiring managers can click the Request References button on the Add New Applicant page: Verification section or on the Manage Applicant page: Applicant Data tab: Verification section. Clicking this button sends an email notification (HRS\_UPDATE\_REFERENCES) to applicants (provided there is an email address for the applicant in the system) that notifies them to update their references. The email notification contains a link to the Careers Home page. The system also posts a notification in the Notifications group box on the Careers Home page.

Applicants can click the Please add your references link in the Notifications group box on the Careers Home page to access the Applicant References page, where they can submit references.

**Note.** If a recruiter sends a reference request to an applicant who is not a registered user of Candidate Gateway, the email notification includes an auto-generated user name and password that enables the applicant to sign in, see the notification, and submit references. By using these system-generated logon credentials, the applicant ensures that the Candidate Gateway account is properly associated with the existing applicant record.

## Pages Used to Enter References

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Careers Home	HRS_CE_HM_POST	<ul style="list-style-type: none"> <li>Self Service, Recruiting Activities, Careers, Careers Home</li> <li>Careers, Careers</li> </ul> <p>Enter a user name and password on the Careers page and click Login.</p>	The Careers Home page displays the notification requesting that the applicant enter references. Click the notification link to access the Applicant References page.
Applicant References	HRS_CE_APP_REF	Click the Please add your references link in the Notifications group box on the Careers Home page.	Review existing reference information.
Add Reference	HRS_CE_D_REFERENCE	<ul style="list-style-type: none"> <li>Click Add Reference on the Applicant References page.</li> <li>Click Add Reference on the Complete Application page.</li> </ul> <p>This option applies only if the resume template includes a section for references.</p>	Enter information for a reference.

## Reviewing References

Access the Applicant References page (click the Please add your references link in the Notifications group box on the Careers Home page).



## Applicant References

Enter your references in this section.

References			
Reference Name	Title	Employer	Delete
<a href="#">Elizabeth Stuart</a>	Manager	The Widget Company	

[+ Add Reference](#)

---

[Return to Previous Page](#)

Applicant References

Click the Add Reference link to add additional references.

## Adding Reference Details

Access the Add Reference page (click the Add Reference link on the Applicant References page).

## Add New Application

### Add Reference

---

Save & Return
Save & Add More
Cancel
[Return to Previous Page](#)

---

#### Enter Reference Details

\*Reference Type:

\*Reference Name:

\*Title:

Employer:

Telephone:

#### Address

Country:

Address 1:

Address 2:

Address 3:

City:

State:

Postal:

County:

---

Save & Return
Save & Add More
Cancel
[Return to Previous Page](#)

Add Reference Page

---

## Viewing Interview Schedules

When a recruiter schedules an interview using Talent Acquisition Manager, the system can optionally send the applicant an interview notification. This notification appears in the Notifications section of the Careers Home page.

This section provides an overview of interview notifications and discusses how to review interview details.

---

**Note.** Applicants must sign in before they can view interview schedules in Candidate Gateway.

---

## Understanding Interview Notifications

When you schedule an interview using the Interview Schedule page in Talent Acquisition Manager, you can select the Notify Applicant option to send a notification to the applicant. The system sends an email notification (HRS\_INTVWSCHED\_APPL) to the applicant (provided there is an email address for the applicant in the system), and if the applicant applied online, the system also posts a notification in the Notifications group box on the Careers Home page.

When an applicant clicks the notification link in the Notifications group box, the system displays the interview schedule on the Interview Details page. The email also contains the interview schedule for the applicant.

---

**Note.** If Talent Acquisition Manager is configured for full calendar integration with Microsoft Outlook, applicants whose calendars are accessible to the user who created the interview also receive a Microsoft Outlook meeting invitation for the interview.

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### See Also

*PeopleSoft Talent Acquisition Manager 9.1 PeopleBook*, "Interviewing Applicants," Scheduling Interviews

*PeopleSoft Talent Acquisition Manager 9.1 PeopleBook*, "Interviewing Applicants," Understanding Calendar Integration Options

## Pages Used to View Interview Schedules

Page Name	Definition Name	Navigation	Usage
Careers Home	HRS_CE_HM_POST	<ul style="list-style-type: none"> <li>Self Service, Recruiting Activities, Careers, Careers Home</li> <li>Careers, Careers</li> </ul> <p>Enter a user name and password on the Careers page and click Login.</p>	The Careers Home page displays the interview notification. Click the notification link to access the interview details.
Interview Details	HRS_APP_INT_DET_SB	Click an interview link in the Notifications group box on the Careers Home page.	View the details for all scheduled interviews (start and end times, date, interviewer, location) for a specific job opening.

## Reviewing Interview Details

Access the Interview Details page (click an interview link in the Notifications group box on the Careers Home page).

### Administrative Assistant - Interview 1 Interview Details

Interview details for Oona Marcel

<b>Job Opening ID:</b>	503710	Administrative Assistant
<b>Applicant Name:</b>	Oona Marcel	
<b>Applicant Type:</b>	External Applicant	<b>Preferred Contact:</b> Not Specified

▼ Interview 1 - Date : 2009-08-13

**Interview Type:** Inhouse1

**Interview Details**

**Date:** 08/13/2009

**Time Zone:** PST      **Start Time:** 10:00AM      **End Time:** 10:30AM

**Interview Schedule** | First 1 of 1 Last

**Interviewer Name**

Betty Locherty

**Location**

Acme, Inc Headquarters  
123 Market Street  
San Francisco, CA

[Return to Previous Page](#)

Interview Details page

---

## Reviewing and Responding to Online Job Offers

This section provides an overview of online job offers and lists the pages used to respond to online job offers.

**Note.** Applicants must sign in before they can access online job offers.



---

## Understanding Online Job Offers

When PeopleSoft Talent Acquisition Manager is configured to support online job offers, users of Candidate Gateway can access offer documents online, review offer documents, accept or reject the offer, and upload offer or employment documents that need to be returned to your organization.

When the job offer is posted to Candidate Gateway, the system sends the applicant an email notification (HRS\_OFFER\_NOTICE) that the offer is there. When the applicant signs on to Candidate Gateway, there is also a offer notification on the Careers Home page. The notification subject is *Job Offer*, and clicking the subject displays the detailed offer information on the Job Offer page. A list of job offers also appear on the My Career Tools page, and applicants can click a job offer to access detailed information.

## Pages Used to Review and Respond to Online Job Offers

Page Name	Definition Name	Navigation	Usage
Job Offer	HRS_ONL_OFPR_CE_DTL	<ul style="list-style-type: none"> <li>On the Careers Home page, if there is a notification with the subject <i>Job Offer</i>, click the notification subject.</li> <li>On the Careers Home page, click either the My Career Tools link or the Job Offers link in the My Career Tools group box.</li> </ul> <p> On the My Career Tools page, click the View link in the Job Offers grid.</p>	Review a job offer, accept or reject it, and upload offer acceptance documents.
Job Offer Attachment Note	HRS_CE_ATTNOTE_SEC	<p> Click the View icon for any item in the Notes tab of the Attachments section of the Job Offer page.</p>	View the text of an offer-related note.
Send Notification to Recruiter	HRS_ONL_OFPR_NT_SEC	Click the Send Document button on the Job Offer page.	Send uploaded offer and employment forms to the primary recruiter for the job opening.

## Reviewing and Responding to an Online Job Offer

Access the Job Offer page (click the View link in the Job Offers grid on the My Career Tools page).

[Careers Home](#) [Job Search](#) [My Saved Jobs](#) [My Saved Searches](#) [My Career Tools](#) [Logout](#)


## Job Offer

---

**Posting Title:** Administrative Assistant  
**Job Opening ID:** 503710  
**Offer Date:** 08/13/2009  
**Offer Expiration Date:** 08/23/2009

---


Congratulations! We are delighted to extend this offer of employment to you.

Please review each of the documents carefully before responding to this offer. The documents marked as Action Required  must be completed and returned to your recruiter. You may scan the completed forms and upload them below. You may also fax the completed forms and bring them with you on your first day of work.

If you have any questions, contact your recruiter for assistance.

**Attachments**

[Job Offer Documents](#) [Related Links](#) [Notes](#)

Action Required	Document Description	Attached File	View
	Offer Letter	2009-08-13-08.20.23.0000001030HRS_OFF_LET.rtf	
	GBIBI Benefits PDF	GBIBU_Benefits.pdf	
	GBIBU Drug Testing Policy PDF	GBIBU_Substance_Abuse_and_Testing_Policy.pdf	


Job Offer page (1 of 2)

**Acknowledgments**

I acknowledge that I have reviewed and understand the job offer details for the position listed.

---

**Comments**



---

**Completed Documents**

**Attachments**

	Description	Filename	Attachment Date Time
<input type="checkbox"/>	<input type="text"/>		

[Select All](#)
[Deselect All](#)

Job Offer page (2 of 2)

### Attachments

The attachments section of the Job Offer page enables applicants to review offer documents. There are separate tabs for the three types of attachments: file attachments (including the offer letter), links, and offer notes.

<b>View</b>	Clicking the View icon for a file attachment or a link displays the item in a new browser window. Clicking the View icon for a note displays the note on the Job Offer Attachment Note page.
<b>Action Required</b>	An icon in this column marks attachments where the Action Required check box was selected on the Prepare Job Offer page in Talent Acquisition Manager. If an applicant accepts an offer without viewing these documents, a warning appears.

### **Acknowledgments**

Before accepting an online job offer, the applicant must acknowledge that the offer and all attachments have been reviewed and understood. The Accept button is not available until the applicant selects the check box in the Acknowledgments group box.

### **Comments**

The applicant can enter comments before accepting or rejecting an offer. The comments are included in the contact note that the system creates when the applicant clicks the Accept or Reject button. The comments do not become part of the job offer, and do not appear here after the applicant leaves the page.

### **Accept and Reject**

Accept and Reject buttons enable the applicant to respond to the offer online. Before accepting an online job offer, the applicant must acknowledge that the offer and all attachments have been reviewed and understood. The Accept button is not available until the applicant selects an acknowledgement check box.

Confirmation messages appear before either accept or reject actions are processed. When the applicant confirms the acceptance or rejection, the system performs these actions:

- Updates the offer status to show that it has been accepted or rejected.

Depending on the status change effects that you have configured, updating the offer status can also trigger various other status changes, including changes to the applicant's disposition.

If notifications are active for the particular status changes that occur, the status changes also trigger the relevant recruiter notifications. Changes to the Offer status use the OtherStsEffct template. Changes to an applicant's disposition use the ApplicantStsEffct template.

See *PeopleSoft Talent Acquisition Manager 9.1 PeopleBook*, "Setting Up Recruiting Statuses," Understanding Recruiting Statuses.

- Sends a notification (HRS\_OFFER\_RESPONSE) to the recruiter.
- Creates an applicant contact note with the subject *Online Acceptance of Job Offer* or *Online Rejections of Job Offer*.

Any comments that the applicant entered on the Job Offer page are included in the contact note, along with a statement of the date and time that the offer was accepted or rejected.

An accepted offer remains accessible in Candidate Gateway indefinitely, enabling the applicant to re-access offer documents at any time. A rejected offer is immediately removed from Candidate Gateway.

Applicants cannot change their response after clicking the Accept or Reject button. Any changes must be handled manually and require that the applicant contact the recruiter.

An offer that has not been accepted or rejected before its expiration date is removed from Candidate Gateway.

### **Completed Documents**

Applicants can optionally upload documents such as completed offer forms either before or after accepting an offer. For example, an applicant can print a confidentiality agreement, sign it, then scan and upload the document.

After uploading documents, applicants should select the documents and click the Send Document button to send a notification (HRS\_OFFER\_DOC\_ATCH ) to the recruiter.

### **See Also**

*PeopleSoft Talent Acquisition Manager 9.1 PeopleBook*, "Making Job Offers," Creating Job Offers

## **Sending Notifications to a Recruiter**

Access the Send Notification to Recruiter page (click the Send button on the Job Offer page).

**Send Notification to Recruiter**

---

Subject:

Notes:

Completed Documents	
Attachments	
Description	Filename
<input type="text" value="Signed Offer Acceptance"/>	OMarcel_Signed_Offer.doc

Send Notification to Recruiter page



<b>Subject</b>	If no documents were selected when the applicant accessed this page, the applicant enters both the subject text and body text. If there were documents selected, then the system sets the subject text, and the field is read-only.
<b>Completed Documents</b>	This section appears only if the applicant selected any documents before clicking the Send button on the Job Offer page. The read-only grid lists the selected documents.
<b>Submit</b>	When the applicant submits the notification, the system creates a contact note with the attachments and sends the notification to the primary recruiter for the job opening.

---

## Reviewing Career Tools

This section provides an overview of career tools, lists a prerequisite, and lists the pages used to review career tools.

---

**Note.** Applicants must sign in before they can review career tools and add attachments.

---

## Understanding Career Tools

An applicant's career tools include applications, resumes, attachments, and job offers. In Candidate Gateway, applicants use the My Career Tools page to review these tools.

For applications, resumes, and job offers, which are all created elsewhere, the page provides summary grids with links that you click to review details.

Attachments, on the other hand, are managed directly on the My Career Tools page.

## Prerequisite

Before applicants can submit attachments, you must define attachment types on the Attachment Type Setup page in Talent Acquisition Manager.

See *PeopleSoft Talent Acquisition Manager 9.1 PeopleBook*, "Setting Up Additional Recruiting Definitions," Setting Up Application Attachments.

## Pages Used to Review Career Tools

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
My Career Tools	HRS_CE_RESUME	<ul style="list-style-type: none"> <li>Click the My Careers Tools link on the Careers Home page and other pages.</li> <li>Click any of the links in the My Careers Tools group box on the Careers Home page.</li> </ul>	Review and access detailed information about applications, resumes, attachments, and job offers
Add Attachments	HRS_APPL_ATTACH_NR	<ul style="list-style-type: none"> <li>Click the Add Attachment link on the My Career Tools page.</li> <li>Click the Edit Attachment link on the My Career Tools page.</li> </ul>	Submit attachments.
Resume	HRS_APP_CE_RES_SEC	Click a link in the Resume Title column in the Resumes grid on the My Career Tools page.	View an uploaded resume.

## Reviewing Career Tools

Access the My Career Tools page

[Careers Home](#)
[Job Search](#)
[My Saved Jobs](#)
[My Saved Searches](#)
[My Career Tools](#)
[Logout](#)

## My Career Tools

Oona Marcel

[Edit Profile](#)

**My Applications**

Display applications from: Within Last Week

|

Applications In Progress		
Application	Status	Application Date
<a href="#">Administrative Assistant</a>	Not Applied	08/12/2009 9:58PM
<a href="#">Administrative Assistant</a>	Applied	08/12/2009 11:06PM

**Resumes**

Resume Title	Attached File	Created
<a href="#">Oona Marcel's Resume</a>		08/12/2009 11:08PM

My Career Tools (1 of 2)

**Cover Letters and Attachments**

File Name	Attachment Type	Uploaded	Edit Attachment	Delete
<a href="#">OMarcel_References.doc</a>	Reference Attachments	08/13/2009 7:12AM	<a href="#">Edit Attachment</a>	

[+ Add Attachment](#)

**Job Offers** [Customize](#) |

View	Job Title	Offer Date	Expiration Date
	<a href="#">503710 - Administrative Assistant</a>	08/13/2009	08/23/2009

[Return to Previous Page](#)

My Career Tools (2 of 2)

### My Applications

This group box enables applicants to view a list of all applications, or applications from the last week, month, or three months.

The grid that lists the applications displays the job posting title for each application. Click this title to access the Complete Application page and review the application details.

Applications can have the following statuses:

- *Applied*: The application was submitted.

Submitted applications cannot be modified; an applicant who wants to make changes must submit a new application.

- *Not Applied*: The applicant saved the application without submitting it, or the application was submitted when an employee referred the applicant.

---

**Note.** The application status does *not* reflect any recruiting activity after the applicant submitted the application. Even if the applicant is rejected (either through online screening or any other way), or if the job opening is filled, the status for a submitted application remains *Applied*.

---

See [Chapter 2, "Using Candidate Gateway," Applying for Jobs, page 37](#).

### **Resumes**

This grid lists all resumes that the applicant has submitted, including uploaded resumes and resumes that were copied and pasted into the Enter Resume Text page. Click a resume title to view the resume.

See [Chapter 2, "Using Candidate Gateway," Selecting a Resume Option, page 45](#).

### **Cover Letters and Attachments**

Applicants sometimes need to submit additional documents such as cover letters, references, transcripts, and so forth. On the My Career Tools page, applicants can manage these attachments.

Applicants can view all submitted attachments in the Cover Letters and Attachments grid on the My Career Tools page. Applicants can click an attachment file name to view the attachment. The system opens the attachment in a separate browser window. Applicants cannot edit the attachment in the browser window. Applicants can delete attachments on the My Career Tools page and edit the attachment type and purpose on the Add Attachments page.

### **Job Offers**

This grid lists any open or accepted job offers that a recruiter posted to Candidate Gateway. (Posting online offers is optional in Talent Acquisition Manager). Rejected job offers are not listed.

Click the icon in the View column to access the job offer details, or click the job title to access the application that is associated with the offer.

See [Chapter 2, "Using Candidate Gateway," Reviewing and Responding to Online Job Offers, page 60](#).

## **Adding Attachments**

Access the Add Attachments page (click the Add Attachment link on the My Career Tools page).

**My Attachments and Cover Letters**

**Add Attachments**

**Cover Letters and Attachments**

\*Attachment Type:

\*Attachment Purpose:

[Add Attachment](#)

Add Attachments page

To submit an attachment, applicants select an attachment type, enter an attachment purpose, click Add Attachment to browse for and upload the attachment, and then click Save & Return to save the attachment and return to the My Career Tools page.

---

## Entering Referrals

This section provides an overview of the referral process and lists the pages used in the referral process.

---

**Note.** Only employees can refer friends. External applicants do not have access to this feature.

---

## Understanding the Referral Process

This section describes how employees can refer friends for job openings.

### ***Employee Refers a Friend***

When an employee refers a friend, the employee enters basic information about the friend, and the system notifies the friend of the submission so that the friend can submit an application.

Friends can be referred either with or without a job opening selected:

- When an employee clicks the Refer Friend button on the Job Description page, the friend is referred for the specific job opening that was being viewed.
- When an employee clicks the Refer Friend button adjacent to a list of job openings, and none of the job openings are selected, the friend is referred without a job opening.

- When an employee clicks the Refer Friend button adjacent to a list of job openings, and one or more job openings are selected, the friend is referred for all selected job openings.

If multiple job openings are selected, and the job openings include a mix of ones that use prescreening and ones that do not, then the employee receives an error message with directions to submit separate referrals for the two types of job openings. The error message also lists which job openings have prescreening questions.

During the referral process, employees must enter the friend's name and contact information and can optionally submit the friend's resume.

When the referral is submitted, the system creates an applicant record. The applicant record is associated with the job opening (or with no job opening) with a disposition of *Draft*.

The system also sends the friend an email with a link and a request to complete the application.

---

**Important!** If the employee makes the mistake of referring an external person to an internal job opening, the applicant will not be able to see the job posting. The system warns the employee on submission of an internal only job that the referral might not reach the person to whom it is being sent.

---

### ***Friend Completes an Application***

The email that the friend receives includes a link with an embedded registration code. When the friend follows the link to the Careers page and then registers, the new account is automatically associated with the applicant record that was created during the referral process. Any information provided during the referral process (for example, the friend's name and contact information) carries through to the new Candidate Gateway account.

After signing on, the applicant also sees information about the draft application that the system created as part of the referral process:

- If the job opening requires prescreening, the Notifications grid includes a Questionnaire Completion notification with a link to the job description.

To start the application process, the friend can click the Apply Now button on the Job Description page.

- If the application does not require prescreening, the My Career Tools group box includes the draft application in its count of Accepted/Unaccepted applications.

To start the application process, the friend clicks the Accepted/Unaccepted applications link (or otherwise accesses the My Career Tools page), where the draft application appears in the My Applications grid with the status *Not Applied*. The applicant clicks the application link to access the application form.

When an applicant accesses an application that was initiated by the Refer Friend process, the referral section of the application (if included as part of the resume template) has *Employee* as the default referral source (the "How did you learn of the job" field). The applicant can change this value, leave it but decline to provide additional details, or provide additional information about the employee who sent the referral. As long as the referral was initiated through the system, it is not actually necessary for the applicant to identify the employee as the referral source in order for the system to consider the employee's eligibility for awards under an employee referral program.

See *PeopleSoft Talent Acquisition Manager 9.1 PeopleBook*, "Managing Employee Referral Programs."

### ***Employee Confirms Referral***

When an applicant completes an application and enters an employee's name as a reference, the system automatically sends a notification to the employee asking for confirmation of the referral. This occurs regardless of whether the application is in response to a referral from the employee.

The request to confirm a includes an auto-generated referral tracking ID and password that the employee uses to validate the referral on the Confirm Referral page. If an employee attempts to confirm a referral that was originally established through the Refer a Friend process, a message informs the employee that the referral is already confirmed.

### ***Employee Checks Referral Status***

Employees who have referred friends can use the Review Referral Details page to see the referral status.

## **Pages Used in the Referral Process**

<b><i>Page Name</i></b>	<b><i>Definition Name</i></b>	<b><i>Navigation</i></b>	<b><i>Usage</i></b>
Refer Friend - Choose Resume	HRS_ERP_RES_OPTION	Click the Refer Friend button on the Careers Home page or on the Job Description page.	Choose how and whether to submit the friend's resume. This page works the same as the page applicants use when they initiate an application.
Refer Friend - Enter Resume Text	HRS_ERP_APPLY_RES	Select Copy and paste resume text on the Refer Friend - Choose Resume page, then click the Continue button.	Enter resume details, including a title for the resume, the language in which the resume is written, and the complete resume text. This page works the same as the page applicants use when they enter their own resume text.
Refer Friend - Contacts Details	HRS_ERP_APP_PROFILE	<ul style="list-style-type: none"> <li>Click the Continue button on the Refer Friend - Choose Resume page.</li> <li>Click the Continue button on the Refer Friend - Enter Resume Text page.</li> </ul>	Enter the friend's name and contact information.
My Referrals	HRS_ERP_APP_APLC	Click the Save & Submit button on the Refer Friend - Contacts Details page.	Confirms that the referral has been submitted.

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Review Referral	HRS_EE_REVW_SRCH	<ul style="list-style-type: none"> <li>Click the View Completed Referrals link on the My Referrals page.</li> <li>Self-Service, Recruiting Activities, Check Referral Status</li> </ul>	Review a list of referred applicants.
Review Referral Details	HRS_EE_REVW_DTL	Click the referred applicant name link on the Review Referral page.	View the detailed information about the referral.

## Submitting a Referral

Access the Refer Friend - Contact Details page (click the Continue button on the Refer Friend - Choose Resume page).




**Refer Friend**

---

**Refer Friend - Contact Details**

**Jobs you applied for**

Posting Title	Remove
Eldercarers Needed in Various suburbs of Houston (Ref:503709 )	

You have not added any resume to your application. [Use a Different Resume](#)

---

[Save & Submit](#) [Cancel](#) [Return to Previous Page](#)

---

**Name**

Name Format:

Name Prefix:

\*First Name:

Middle Name:

\*Last Name:

Name Suffix:

Refer Friend - Contact Details page (1 of 2)

**Address**

Country:

Address 1:

Address 2:

Address 3:

City:

State:

Postal:

County:

---

**Phone Numbers**

Primary Phone Type:

Phone Number:  Extension:  [Remove Phone](#)

[+ Add Another Phone Number](#)

---

**Email**

Primary Email Type:

Email Address:  [Remove Email](#)

[+ Add Another Email Address](#)

---

[Return to Previous Page](#)

Refer Friend - Contact Details page (2 of 2)

The employee must enter at least a first and last name before submitting the referral. Although an email address is not required, without it the system cannot contact the potential applicant to invite an application.

## Reviewing Referral Confirmation

Access the My Referrals page

**My Referrals**

✓ You have successfully referred your friend for a job

**Pending Referrals**

My Referrals			
Applicant Name	Application	Status	Application Date
Tom Michaels	Systems Analyst	Not Applied	11/14/2011 1:32PM

[View Completed Referrals](#)

My Referrals page

This page shows only the friend that you just referred. To view a list of all friends that you have referred, click the View Completed Referrals link to access the Review Referral page.

## Reviewing Referrals

Access the Review Referral page (click the View Completed Referrals link on the My Referrals page, or use the menu to navigate to Self-Service, Recruiting Activities, Check Referral Status).

**Review Referral**

Betty Locherty

Select an Applicant below to view referral details.

Referred Applicants
<a href="#">RA</a>
<a href="#">Tom Michaels</a>

[Return to Careers Home](#)

Review Referral page

The Referred Applicants grid lists all friends whom you have referred; click a name to view the details for the referral.

If you accessed this page from the My Referrals page (that is, after completing the Refer a Friend process), you can click the Return to Careers Home link to return to the home page in Candidate Gateway.

If you accessed this page from the main PeopleSoft menu, the Return to Careers Home link does not appear.

## Reviewing Referral Details

Access the Review Referral Details page (click the referred applicant name link on the Review Referral page).

### Review Referral Details

Betty Locherty

**Applicant Information**

**Applicant ID:** Tom Michaels  
This applicant has not been hired. Eligibility and Awards are not determined until the applicant has been hired.

**Job Requisitions Referred**

Job Opening	Posting Title	Requisition Status	Status Date
500411	Systems Analyst	010 Open	06/15/2009

[Return to Previous Page](#)

Review Referral Details page

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