PeopleSoft 8.00.01 eRecruit PeopleBook

PeopleSoft 8.00.01 eRecruit PeopleBook

SKU MAERr8SP1B 1200

PeopleBooks Contributors: Teams from PeopleSoft Product Documentation and Development.

Contents

About This PeopleBook

This book provides you with the information you will need for implementing and using PeopleSoft eRecruit. You can order the online version by requesting SKU HRB8SP1R0, or the hardcopy version by requesting SKU MAERr8SP1B 1200.

This section describes information you should know before you begin working with PeopleSoft applications and documentation, including PeopleSoft-specific documentation conventions, information specific to the PeopleSoft HRMS application line, how to order additional copies of our documentation, and so on.

Before You Begin

To benefit fully from the information covered in this book, you need to have a basic understanding of how to use PeopleSoft applications. We recommend that you complete at least one PeopleSoft introductory training course.

You should be familiar with navigating around the system and adding, updating, and deleting information using PeopleSoft windows, menus, and pages. You should also be comfortable using the World Wide Web and the Microsoft® Windows or Windows NT graphical user interface.

Because we assume you already know how to navigate around the PeopleSoft system, much of the information in this book is not procedural. That is, it does not typically provide step-by-step instructions on using tables, pages, and menus. Instead, we provide you with all the information you need to use the system most effectively and to implement your PeopleSoft application according to your organizational or departmental needs. This book expands on the material covered in PeopleSoft training classes.

PeopleSoft Application Fundamentals

The *PeopleSoft eRecruit PeopleBook* provides you with implementation and processing information for your PeopleSoft eRecruit system. However, there is additional, essential information describing the setup and design of your system that is contained in a companion volume of documentation called *PeopleSoft Application Fundamentals.*

PeopleSoft Application Fundamentals consists of important topics that apply to many or all PeopleSoft applications across the HRMS application line. Whether you are implementing only PeopleSoft eRecruit, a combination of applications within the application line (for example, PeopleSoft Benefits Administration, Stock Administration, Time & Labor, and Pension Administration) or the entire PeopleSoft HRMS system, you should be familiar with the contents of this central PeopleBook. It is the starting point for fundamentals such as setting up control tables and administering security.

In the *PeopleSoft Applications Fundamentals* PeopleBook, we've included common information pertinent to all applications in the HRMS application line, such as defining general options. If you're upgrading from a previous PeopleSoft release, you may notice that we've removed some topics or topic headings from the individual application PeopleBooks and consolidated them in this single reference book. You'll now find only application-specific information in your individual application PeopleBooks. This makes the documentation, as a whole, less redundant. Throughout each PeopleBook, we provide cross-references to *PeopleSoft Application Fundamentals* and other PeopleBooks.

Below you'll find a list of those *PeopleSoft Application Fundamentals* sections that apply specifically to PeopleSoft eRecruit.

Introduction to PeopleSoft HRMS introduces you to the basic concepts of PeopleSoft Human Resources (HR) and reviews the various activities involved in using the system, including setting up system-wide and HR information, performing daily processes, working with PeopleSoft Human Resources menus, and generating reports.

Regulating HRMS System Data reviews the Business Unit/SetID feature that enables you to organize your businesses by dividing them into logical units, other than companies and departments, and to control how your organizational data is shared among those organizational units.

Processing Transactions Using Regulatory Regions discusses the concept of regulatory regions, how regulatory regions are set up in your PeopleSoft HRMS, and, if necessary, how to set up additional regulatory regions.

Working With Currencies explains how to track personnel salaries and reimbursement amounts in multiple currencies, or in multiple currency rate types, yet keep an eye on the bottom line, by using one currency as a point of reference to track your expenses and costs worldwide.

Working With Languages discusses the PeopleSoft language support features.

Setting Up Control Tables discusses the different ways you can run PeopleSoft Human Resources and helps you decide which way it should be used. This section includes instructions for setting up data that serves as the foundation of your organization's human resource management system. These tables are the basis not only for PeopleSoft Human Resources but also for all of your PeopleSoft HRMS applications.

E&G Setting Up Service Parameters is a section for Education and Government users that discusses how you set up methods to handle time duration for measuring accrued service for employees in public sector organizations.

USF Setting Up Your Work-In-Progress Management System is a section for U.S. Federal Government users that explains how to set up the system to automatically route a wide variety of requests directly to reviewing officials, and on to your Human Resources department, in the specific path that your organization chooses.

Administering Security reviews how to set up and maintain security for employee data by using a security tree. This enables you to view and update the reporting relationships among units and to use this information to grant and deny user access to employee data. You can also set up employee data security in other ways, if that is what you need.

Using Mass Change describes how you can select a particular set of employee records from the database, define the alteration you would like to perform on those records, and make those changes in the background, using scheduled processing.

Using Workflow discusses, at a high level, how workflow is used in PeopleSoft HRMS and shows you how to set up approvals workflow for self-service transactions in collaborative applications such as PeopleSoft eRecruit and PeopleSoft eDevelopment. We also include detailed information about some of the workflow processes delivered in PeopleSoft 8.

Working With Multiple Components of Pay discusses how you use the system to tailor unique compensation packages for each of your employees or create default pay component packages that are consistent for jobs and salary steps throughout your organization.

Working With Multiple Jobs explains how several PeopleSoft HRMS applications enable you to process information for employees who hold multiple, concurrent jobs within an organization.

Working With Groups shows you how to use the Group Build functionality in PeopleSoft HRMS, which gives you a standard way to create groups of employees and non-employees. Once you've created a group using this feature, you can use it across several HRMS applications for a variety of purposes.

Related Documentation

To add to your knowledge of PeopleSoft applications and tools, you may want to refer to the documentation of other PeopleSoft applications. You can access additional documentation for this release from PeopleSoft Customer Connection (www.peoplesoft.com). We post updates and other items on Customer Connection, as well. In addition, documentation for this release is available on CD-ROM and in hard copy.

Important! Before upgrading, it is *imperative* that you check PeopleSoft Customer Connection for updates to the upgrade instructions. We continually post updates as we refine the upgrade process.

Documentation on the Internet

You can order printed, bound versions of the complete PeopleSoft documentation delivered on your PeopleBooks CD-ROM. You can order additional copies of the PeopleBooks CDs through the Documentation section of the PeopleSoft Customer Connection Web site: http://www.peoplesoft.com/

You'll also find updates to the documentation for this and previous releases on Customer Connection. Through the Documentation section of Customer Connection, you can download files to add to your PeopleBook library. You'll find a variety of useful and timely materials, including updates to the full PeopleSoft documentation delivered on your PeopleBooks CD.

Documentation on CD-ROM

Complete documentation for this release is provided on the CD-ROM *PeopleSoft 8.00.01 HRMS* and *PeopleTools 8.12 PeopleBooks,* SKU CD-HRB8SP1R0.

Your access to PeopleSoft PeopleBooks depends on which PeopleSoft applications you've licensed. You may not have access to some of the PeopleBooks listed here.

The CD includes the following PeopleBooks (presented in HTML format) that you can print in whole or in part:

- PeopleSoft *8.00.01* Application Fundamentals for PeopleSoft HRMS
- PeopleSoft *8.00.01* Base Benefits
- PeopleSoft *8.00.01* Benefits Administration
- PeopleSoft *8.00.01* eBenefits
- PeopleSoft *8.00.01* eCompensation
- PeopleSoft *8.00.01* eCompensation Manager Desktop
- PeopleSoft *8.00.01* eDevelopment
- PeopleSoft *8.00.01* eEquity
- PeopleSoft *8.00.01* ePay
- PeopleSoft *8.00.01* eProfile
- PeopleSoft *8.00.01* eProfile Manager Desktop
- PeopleSoft *8.00.01* eRecruit
- PeopleSoft *8.00.01* eRecruit Manager Desktop
- PeopleSoft *8.00.01* eTime
- PeopleSoft *8.00.01* FSA Administration
- PeopleSoft *8.00.01* Global Payroll
- PeopleSoft *8.00.01* Human Resources
- PeopleSoft *8.00.01* Payroll for North America
- PeopleSoft *8.00.01* Payroll Interface
- PeopleSoft *8.00.01* Pension Administration
- PeopleSoft *8.00.01* Stock Administration

Hardcopy Documentation

To order printed, bound volumes of the complete PeopleSoft documentation delivered on your PeopleBooks CD-ROM, visit the PeopleSoft Press Web site from the Documentation section of PeopleSoft Customer Connection. The PeopleSoft Press Web site is a joint venture between PeopleSoft and Consolidated Publications Incorporated (CPI), our book print vendor.

We make printed documentation for each major release available shortly after the software is first shipped. Customers and partners can order printed PeopleSoft documentation using any of the following methods:

Internet	From the main PeopleSoft Internet site, go to the Documentation section of Customer Connection. You can find order information under the Ordering PeopleBooks topic. Use a Customer Connection ID, credit card, or purchase order to place your order. PeopleSoft Internet site: http://www.peoplesoft.com/.
Telephone	Contact Consolidated Publishing Incorporated (CPI) at **800 888 3559.**
Email	Email CPI at callcenter@conpub.com.

PeopleBooks Standard Page Element Definitions

Throughout our application documentation, you will encounter fields that are used on many application pages. This section lists the most common fields and provides standard definitions.

Field	***Definition***
Address 1, Address 2, Address 3	Freeflow text entry fields that enable you to describe street, street number, apartment number, and other address information.
As of Date	The last date for which a report or process includes data.
Block (Bloque)	In Spanish addresses, a building or buildings that are close together may be called a Block (Bloque). Include the Block name in the address, if necessary.
Business Unit	An identification code that represents a high-level organization of business information. You can use a business unit to define regional or departmental units within a larger organization.
City	Name of city for address.

Country	Country for address. Other address fields will be adjusted to reflect Country choice.
County (also **Prefecture** and **Parish**)	Name of county (prefecture/parish) for address, if applicable.
Description	Freeflow text up to 36 characters that describes what you are defining.
Door (Puerta)	In Spanish addresses, identifies the door name or number.
Effective Date	Date on which a table row becomes effective; the date that an action begins. For example, if you want to close out a ledger on June 30, the effective date for the ledger closing would be July 1. This date also determines when you can view and change the information. Pages and batch processes that use the information use the current row. For more information about effective dates, see Using PeopleSoft Applications, “Working With Pages” .
Email	The email address for a person or organization.
EmplID (employee ID)	Unique identification code for an individual associated with your organization.
Fax (also **Fax Number**)	The fax number for a person or organization.
Floor (Piso)	In Spanish addresses, identifies the floor name or number.
House	Identifies the type of house.
Initials	Initials of individual.
Language	Language spoken by employee/applicant/non-employee.
Language or **Language Code**	The language in which you want the field labels and report headings of your reports to print. The field values appear as you enter them. Language also refers to the language spoken by an employee, applicant, or non-employee.
Last Run On	The date that a report or process was last run.
Name	Name of individual.

National ID	Identification code used by countries to track information on their residents for payroll, identification, benefits, and other purposes. For example, for US residents this would be their Social Security Number; for German residents it would be their Social Insurance Number, and for UK residents it would be their National Insurance Code.
Number	The number related to a street, avenue, or other address field in Spanish addresses. When an address has no number, enter s/n (sin numero) to indicate that there is no number.
Phone Extension	The phone extension number for a person or organization.
Phone Type	Identifies the type of phone number entered in the Telephone field. Valid values are ***Business, Campus, Cellular, Dormitory, FAX, Home, Other, Pager 1, Pager 2***, or ***Telex.***
Post Code (also Postal)	Postal code for address.
Prefix	Prefix for individual (such as Mr., Ms., Mrs., Dr., and so on)
Process Frequency group box	Designates the appropriate frequency in the **Process Frequency** group box: **Once** executes the request the next time the batch process runs. After the batch process runs, the process frequency is automatically set to **Don't Run**. **Always** executes the request every time the batch process runs. **Don't Run** ignores the request when the batch process runs.
Process Monitor	This button takes you to the Process List page, where you can view the status of submitted process requests.
Report ID	Identifies a report.
Report Manager	This button takes you to the Report List page, where you can view report content, check the status of a report, and see content detail messages (which show you a description of the report and the distribution list).

Request ID	A request identification that represents a set of selection criteria for a report or process.
Run	This button takes you to the Process Scheduler request page, where you can specify the location where a process or job runs and the process output format. For more information about the Report List page, the Process List page, and the Process Scheduler, see Process Scheduler Basics.
Run Control ID	Identifies specific run control settings for a page.
Run Date	The date that a process was run or a report was generated.
Run Time	The time that a process was run or a report was generated.
SetID	An identification code that represents a set of control table information. SetIds enable the sharing of a set of control table information across two or more Business Units.
Short Description	Freeflow text up to 15 characters.
Stair (Escalera)	In Spanish addresses, identifies the stair name or number.
State (also **Province**)	State (Province) for address.
Street Type	Identifies whether an address is a place, street, avenue, road, or so on. Spanish law requires addresses in official documents to include the Street Type.
Telephone (Phone)	The telephone number for a person or organization.
User ID	The system identifier for the individual who generates a transaction.
User ID	Identifies the individual that generated the transaction.

Required Fields on Pages

When you see a field on a page with an asterisk (*) preceding the field name, it means the field is required. You can not save a page without entering data into all of the required fields on a page.

Example of a required field label

In some unique instances a field may be required even though there is no asterisk preceding the field name. In such cases, you will be prompted to enter data in these fields before saving the page.

Typographical Conventions and Visual Cues

To help you locate and interpret information, we use a number of standard conventions in our online documentation.

Please take a moment to review the following typographical cues:

`monospace font`	Indicates PeopleCode.
Bold	Indicates field names and other page elements, such as buttons and group box labels, when these elements are documented below the page on which they appear. When we refer to these elements elsewhere in the documentation, we set them in Normal style (not in bold). We also use boldface when we refer to navigational paths, menu names, or process actions (such as **Save** and **Run**).
Italics	Indicates a PeopleSoft or other book-length publication. We also use italics for *emphasis* and to indicate specific field values. When we cite a field value under the page on which it appears, we use this style: ***field value.*** We also use italics when we refer to words as words or letters as letters, as in the following: Enter the number 0, not the letter O.
KEY+KEY	Indicates a key combination action. For example, a plus sign (+) between keys means that you must hold down the first key while you press the second key. For ALT+W, hold down the ALT key while you press W.
Jump links	Indicates a jump (also called a link, hyperlink, or hypertext link). Click a jump to move to the jump destination or referenced section.

Cross-references	The phrase For more information indicates where you can find additional documentation on the topic at hand. We include the navigational path to the referenced topic, separated by colons (:). Capitalized titles in *italics* indicate the title of a PeopleBook; capitalized titles in normal font refer to sections and specific topics within the PeopleBook. Cross-references typically begin with a jump link. Here's an example:
	For more information**,** see Documentation on CD-ROM in *About These PeopleBooks:* Additional Resources.
• Topic list	Contains jump links to all the topics in the section. Note that these correspond to the heading levels you'll find in the Contents menu.
Name of Page	Opens a pop-up window that contains the named page. Click the button to display the page. Some screen shots may also appear inline (directly in the text).

Text in this bar indicates information that you should pay particular attention to as you work with your PeopleSoft system. If the note is preceded by **Important!,** the note is crucial and includes information that concerns what you need to do for the system to function properly.

Text in this bar indicates For more information cross-references to related or additional information.

Text within this bar indicates a crucial configuration consideration. Pay very close attention to these warning messages.

Page Introductory Table

In the documentation, each page description in the application will include an introductory table with pertinent information about the page. Not all of the information will be available for all pages.

Usage	Describes how you would use the page or process.
Object Name	Gives the system name of the page or process as specified in the PeopleTools Application Designer. For example, the Object Name of

	the Detail Calendar page is DETAIL_CALENDAR1.
Navigation	Provides the path for accessing the page or process.
Prerequisites	Specifies which objects must have been defined before you use the page or process.
Access Requirements	Specifies the keys and other information necessary to access the page. For example, **SetID** and **Calendar ID** are required to open the Detail Calendar page.

USF U.S. Federal Government Functionality

Any functionality that is specific to the U.S. Federal Government sector will be designated by a USF marker. Most often this will appear at the beginning of a section heading (such as with this section), but the USF designation might also appear in a Note or within text, if appropriate.

E&G Education and Government Functionality

Any functionality that is specific to the Education and Government sector will be designated by an E&G marker. Most often this will appear at the beginning of a section heading (such as with this section), but the E&G designation might also appear in a Note or within text, if appropriate.

Comments and Suggestions

Your comments are important to us. We encourage you to tell us what you like, or what you would like changed about our documentation, PeopleBooks, and other PeopleSoft reference and training materials. Please send your suggestions to:

PeopleSoft HRMS Product Documentation Manager
PeopleSoft, Inc.
4460 Hacienda Drive
Pleasanton, CA 94588

Or send comments by email to the authors of the PeopleSoft documentation at:

mailto:DOC@PEOPLESOFT.COM

While we cannot guarantee to answer every email message, we will pay careful attention to your comments and suggestions. We are always improving our application communications for you.

CHAPTER 1

eRecruit Overview

Overview of eRecruit

PeopleSoft eRecruit collaborative applications consist of PeopleSoft transactions that provide your employees convenient access to information, using a browser. Access to information by all of your employees is flexible, convenient, and easy. For many people, these transactions provide an improved alternative to automated telephone prompting systems, and they can help ease the workload for internal support staff and customer service representatives.

In eRecruit, we produce several Web pages as templates. You can use PeopleSoft Application Designer to modify and configure the Web pages, just as you would any application page.

For more information, see Using Application Designer.

The PeopleSoft eRecruit collaborative application can be seamlessly integrated with PeopleSoft eRecruit Manager Desktop, which provides a robust suite of Web-enabled transactions that enable your managers to take control of their recruiting needs. Using eRecruit Manager Desktop, managers can create job requisitions, review and evaluate applicants, schedule interviews, and make job offers completely online.

For more information about PeopleSoft eRecruit Manager Desktop, see PeopleSoft 8 eRecruit Manager Desktop PeopleBook.

Components of eRecruit

PeopleSoft eRecruit is comprised of self-service Web applications that are designed to interface with the PeopleSoft Human Resources system. The applications are:

- **View Job Postings.** This application enables applicants and employees to view information about current job openings in your organization.
- **Review Job Requirements/Competency Requirements.** This application enables your employees to review a brief summary of the competency requirements that are associated with a particular job title. After selecting a job, the employee can select a competency to view the details of the requirements for the job.

- **Create Resume.** This application enables applicants to create, review, and update their resumes. Applicants can be either internal applicants (employees) or external applicants (non-employees).
- **Interviews.** This application enables the employees who are responsible for conducting applicant interviews to review interview schedules and to enter or review the results of interviews.

Understanding Roles

PeopleSoft eRecruit currently provides self-service Web pages for the roles of Employee and Manager. We deliver definitions and define a menu for this role.

Understanding Security

Each individual who accesses your self-service Web application has a user profile that determines the Web pages that user can access. You create user profiles on the Maintain Security page in the User Profile component. You assign a role to each user profile, which is linked to access control lists. Each access control list identifies the pages that individuals can access. To modify the access for specific Web pages for each role, you modify the access control list for the user's role.

You also define which data the user has access to in the user profile.

For more information about user profiles, roles, and access control lists, see Understanding PeopleSoft Security.

Setting Up Approvals Workflow for Self-Service Transactions

Many self-service transactions are designed to take advantage of various workflow functions. The most common of these is approvals workflow. Approvals workflow handles situations where a request, such as a job requisition request, is submitted into the system by a manager.

Approvals workflow routes the request to one or more people, who approve or deny the request. If an approver approves the request, the system routes the request to the next approver. If there are no approvers, the system notes that the request has final approval, and it is routed to a person who processes the request further (such as a human resources administrator). If the request is denied, the request is not routed any further, and the system notes that the request was denied.

Employees and managers can view the approval status of some types of requests with the help of self-service transactions that have been designed to display this status (such as View Job Requisition Status).

For more information about workflow functionality in PeopleSoft HRMS applications, see Using Workflow. For more information about setting up approvals workflow for eRecruit transactions, see Setting Up Workflow Approval Functionality

CHAPTER 2

Using eRecruit

Viewing Job Postings

Applicants and employees use the View Job Posting transaction to view information on current job openings in your organization. However, the View Job Posting transaction functions differently for managers than it does for applicants and employees.

For managers, View Job Posting provides detail information on any job posting in the system, whatever its requisition status. Managers can have the system sort requisitions based on a variety of search criteria.

Applicants and employees can use View Job Postings to locate open job requisitions (based on their interests), review detail information about individual openings, and apply for those positions.

Viewing Job Postings for Applicants and Employees

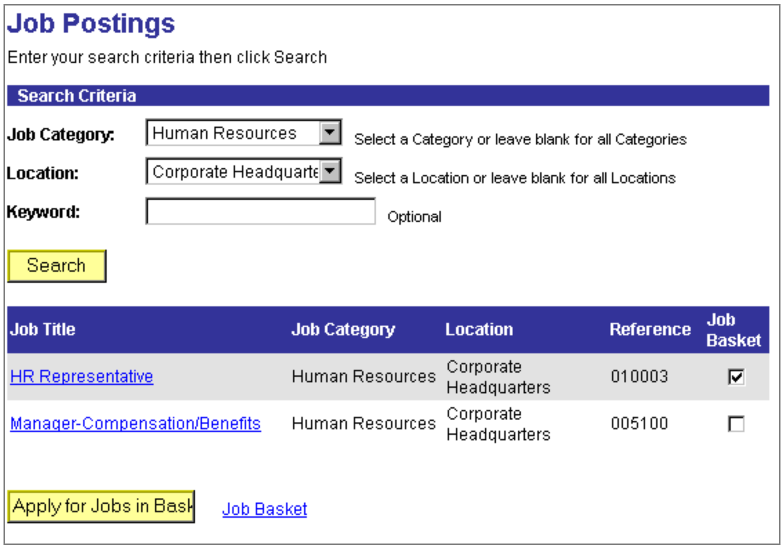
Applicants and employees use the View Job Posting transaction to locate open requisitions that fit their needs and interests and to select open requisitions that they would like to apply for. They can review detail information about each requisition that they find and then place the job requisitions that they're interested in applying for into a *job basket.* The job basket enables employees and applicants to apply for multiple requisitions at one time.

Job openings appear only for a limited period, between the posting's opening date and closing date. Once the closing date has passed, employees and applicants can no longer view the details of that job.

Job Postings Page

Usage	Applicants and employees use the Job Postings page to locate job openings of interest to them and to select the job openings that they would like to apply for.
Object Name	HR_JOB_POST_L_APP
Navigation	Self Service, Applicant, Tasks, View Job Postings Self Service, Employee, Tasks, View Job Postings
Access	There are no access requirements for applicants, but if an applicant

Requirements	wants to apply for jobs, the applicant must enter an email address and password through the Apply for Jobs transaction. Employees must have a valid Employee ID.



Job Postings page

Search Criteria

In **Search Criteria,** the applicant or employee enters criteria that will help the system find job openings that are relevant to the applicant or employee's needs.

Job Category	The employee or applicant enters a job category from the list of valid selections. If this field is left blank, the system lists job openings in all categories.
Location	The employee or applicant enters a location from the list of valid selections. If this field is left blank, the system lists job openings in all locations.
Keyword	The employee or applicant enters a key word that might narrow the search to job requisitions that use that key word in their title or description.
Search	The employee or applicant clicks **Search** to initiate a search for job openings with the selected **Job Category, Location,** or **Keyword.**

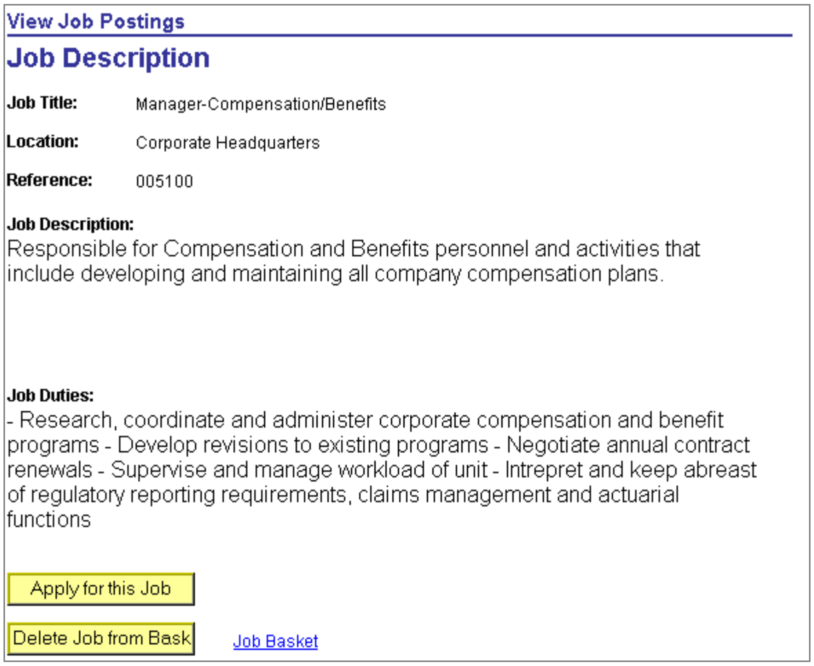
If the system finds any job openings that fit the selected search criteria, it will display them in the lower half of the screen.

Job Title	For each job opening found, the system displays the title of the job under **Job Title.** The employee or applicant can click the name of the job title to go to the Job Description Page.
Job Category	Lists the category of each job opening found.
Location	Lists the location of each job opening found.
Reference	Lists the job requisition number of each job opening found.
Job Basket	The employee or applicant can select the **Job Basket** check box to indicate the job openings that they are interested in applying for.
Job Basket	Employees and applicants can click the **Job Basket** link to review the jobs they've put in their job basket on the Job Basket Page. Using the job basket enables employees and applicants to apply for more than one open job requisition at a time.
Apply for Jobs in Basket	Employees and applicants can click **Apply for Jobs in Basket** to go to the Apply for Job transaction and begin the process of submitting a resume for the jobs they're interested in applying for.

For more information about the Apply for Job transaction, see Applying for Jobs.

Job Description Page

Usage	Employees and applicants use the Job Description page to review detail information about a specific job opening.
Object Name	HR_JOB_POST_D_APP
Navigation	Click the Job Title link for a specific job opening on the Job Postings Page.



Job Description page

The Job Description page displays the **Job Title** and **Location** of the open position. It also displays a **Reference** number, which is the number of the job requisition.

Under **Job Description,** the system displays the description of the open position. Under **Job Duties,** the system displays the duties related to the open position.

Employees and applicants who want to apply for this job can click the **Apply for this Job** button. The system will take them straight to the Applying for Jobs transaction. The system will make a record of the fact that the employee or applicant is interested in this job.

For more information about the Apply for Job transaction, see Applying for Jobs.

If employees or applicants have added this job to their job basket but decide to remove it, after reviewing the job description, they can click the **Delete Job From Basket** button. The job is removed from their job basket.

Once an employee or applicant clicks the **Delete Job from Basket** button, the button text will change to **Add Job To Basket.** Employees and applicants can then click the button to add a deleted job to the basket.

Employees and applicants can click the **Job Basket** link to go straight to the Job Basket Page.

Job Basket Page

Usage	Employees and applicants use the Job Basket page to review the open job requisitions that they've placed in the job basket. Using a job basket

	enables employees and applicants to apply for more than one open position at a time.
Object Name	HR_JOB_BASKET
Navigation	Click the Job Basket link on the Job Postings Page.

Job Basket page

Job Title This column displays the title, or name, of the open job requisition that the employee or applicant has placed in the job basket.

Job Category This column displays the category of the job requisition.

Location This column displays the location of the job requisition.

Reference This column displays the number associated with the job requisition (the Job Requisition Number).

Delete If an employee or applicant decides to remove a particular job requisition from the job basket, the employee or applicant can click the **Delete** button to remove that requisition.

Apply for Jobs in Basket Employees and applicants can click **Apply for Jobs in Basket** to go to the Applying for Jobs transaction and begin the process of submitting resumes for the jobs they're interested in applying for.

Managers who are responsible for the job openings in the user's job basket will be notified that an employee or applicant has applied for those positions.

For more information about the Apply for Job transaction, see Applying for Jobs.

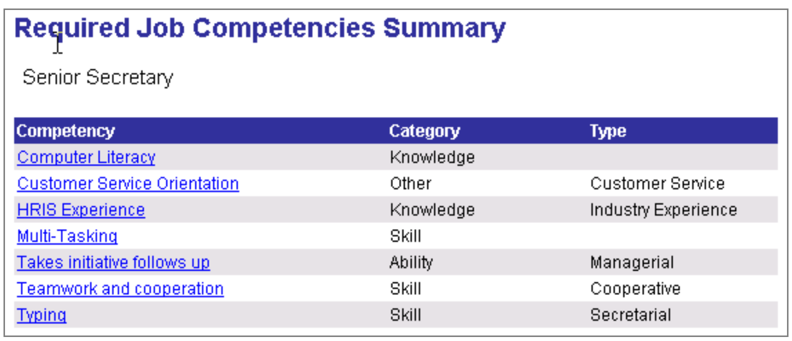
Return to Job Postings Employees and applicants can click **Return to Job Postings** to return to the Job Postings Page.

Reviewing Job Competency Requirements

Employees use this transaction to review a brief summary of the competency requirements associated with a particular job title. After selecting a job, the employee can click a competency to view the details of the requirements for the job.

Required Job Competencies Summary Page

Usage	Employees use this page to review a brief summary of the competency requirements that are associated with a particular job title.
Object Name	HR_JOB_RQMTS_SUMM
Navigation	**Self Service, Employee, View, Job Requirements**
Prerequisites	Competencies must be associated with job titles.
Access Requirements	The employee selects a job description.

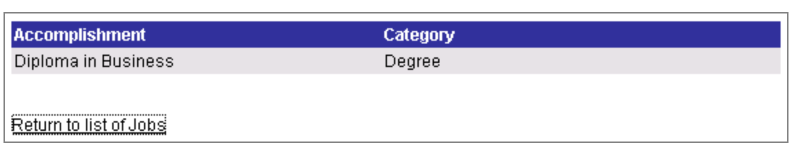


Required Job Competencies Summary

Senior Secretary

Competency	Category	Type
Computer Literacy	Knowledge	
Customer Service Orientation	Other	Customer Service
HRIS Experience	Knowledge	Industry Experience
Multi-Tasking	Skill	
Takes initiative follows up	Ability	Managerial
Teamwork and cooperation	Skill	Cooperative
Typing	Skill	Secretarial

Required Job Competencies Summary page (1 of 2)



Accomplishment	Category
Diploma in Business	Degree

Return to list of Jobs

Required Job Competencies Summary page (2 of 2)

The system displays the job title.

Competency This column lists the competencies required for the job. The employee can click a competency to view a description of the competency on the Current Career Position Descr Page.

Category This column indicates the category of the competency.

Type This column lists the type of competency.

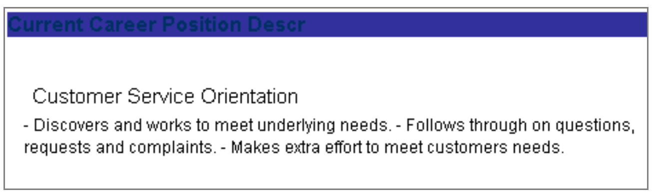
Accomplishment This column lists the accomplishments required for the job.

Category This column lists the category of the accomplishment.

Return to list of Jobs The employee clicks this link to return to the search page and select another job.

Current Career Position Descr Page

Usage	The employee uses this page to view a description of the selected competency.
Object Name	CM_COMP_DETAIL_SEC
Navigation	Click a competency on the Required Job Competencies Summary page



Current Career Position Descr (current career position description) page

The selected competency is listed with its description.

Applying for Jobs

The Apply for Job process enables applicants to create, review, and update their resumes. Applicants can be either internal applicants (employees) or external applicants (non-employees).

The difference between the two types of applicants is as follows:

- **Internal applicants.** The system will already have some information on internal applicants, and that information will automatically appear when they create a resume.
- **External applicants.** External applicants have to register and enter information from scratch. The system uses their email address and a user-entered password to locate the resume.

Whether you are an internal or external applicant, the process for entering detailed resume information is the same. Once a resume is on file, the Viewing Job Postings pages are used to connect a resume to a specific job.

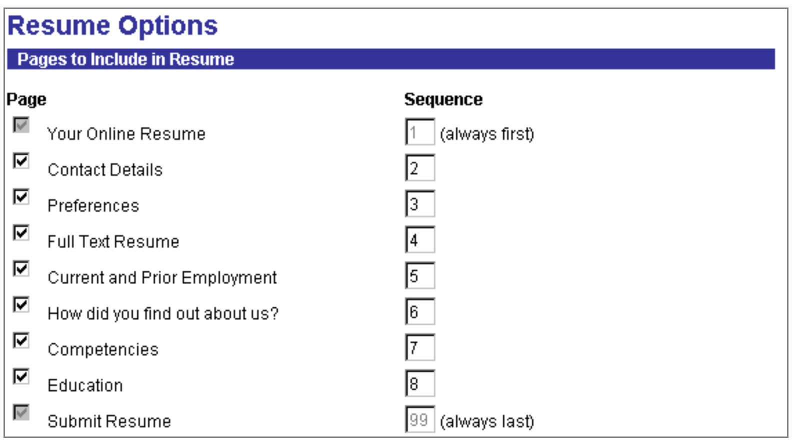
Setting Up Online Resume Pages

When the applicant enters a resume, a series of pages will be presented for data entry. The pages and the order in which they appear are defined on the Resume Options page.

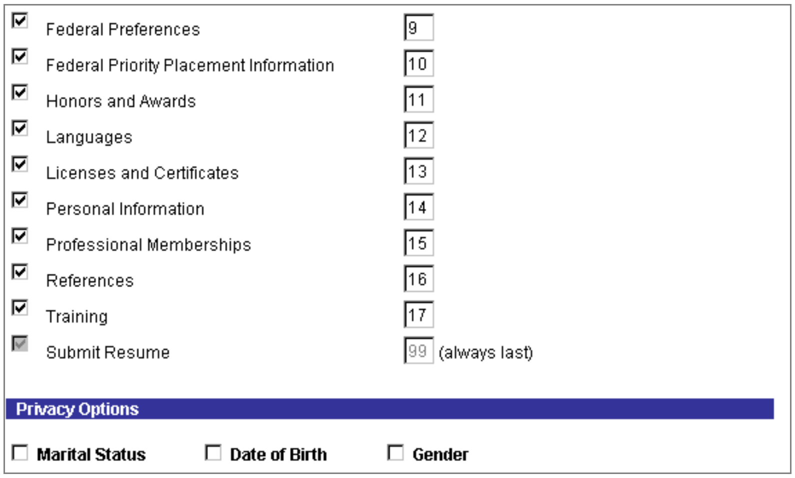
To add a page for the applicant to complete, simply select the Page check box, and enter the sequence number. You cannot clear nor change the sequence of The Your Online Resume and Submit Resume pages. They will always be the first and last pages in the sequence.

Resume Options Page

Usage	Use the Resume Options page to select the pages that will appear while you are using the Apply for Job process. Select only the pages that reflect the information your organization wants to obtain from the applicant.
Object Name	HR_RESUME_OPTIONS
Navigation	**Define Business Rules, Administer HR System, Setup, Resume Options**
Prerequisites	None
Access Requirements	None



Resume Options page (1 of 2)



Resume Options page (2 of 2)

Pages to Include in Resume

Page

This is the list of available pages that can be completed by the applicant when creating a resume. If you want the page to appear in the sequence of resume pages, select the check box next to the page name. To remove a page from the sequence of resume pages, clear the check box.

Your Online Resume page will always have a sequence number of 1, and the Submit Resume page will always have a sequence page of 99, the last page in the sequence. You cannot change these two numbers.

Sequence

Enter the number that will determine when the page appears in the sequence of resume pages.

Privacy Options

Regulations in your area may determine what should be selected for display.

Marital Status

Select this check box if you want this field to on the Apply for Job - Personal Information page.

Date of Birth

Select this check box if you want this field to appear on the Apply for Job - Personal Information page.

Gender

Select this check box if you want this field to appear on the Apply for Job - Personal Information page.

Creating Resumes

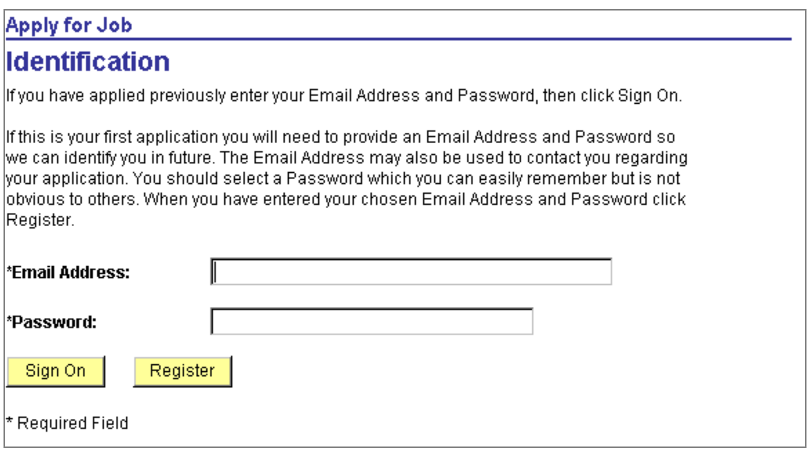
As part of the Apply for Job process, applicants use a series of pages to enter their resumes. The applicant must go through the complete series of pages, by clicking the Previous or Next button located at the bottom of each page.

An outside applicant must register or sign on to the system by giving their email address and a password. Once the applicant has signed on, the Apply for Job - Your Online Resume page displays. Employees are automatically taken to the Apply for Job - Your Online Resume page.

To easily identify a page in the sequence, a series of circles with numbers are located at the top of each page. The circle for the currently displayed page is blue with yellow fill. The circles for pages that have not been accessed are light gray. The circles for the pages that have been accessed are blue with no fill. If you move the cursor above a circle, the name of the page pops up, for quick identification.

Apply for Job - Identification Page

Usage	If you are an external applicant, use the Apply for Job - Identification page to sign on to the system.
Object Name	HR_IDENTIFY_1_APP
Navigation	**Self Service, Applicant, Tasks, Apply for Job**
Prerequisites	None
Access Requirements	None


Apply for Job

Identification

If you have applied previously enter your Email Address and Password, then click Sign On.

If this is your first application you will need to provide an Email Address and Password so we can identify you in future. The Email Address may also be used to contact you regarding your application. You should select a Password which you can easily remember but is not obvious to others. When you have entered your chosen Email Address and Password click Register.

*Email Address:

*Password:

Sign On Register

* Required Field

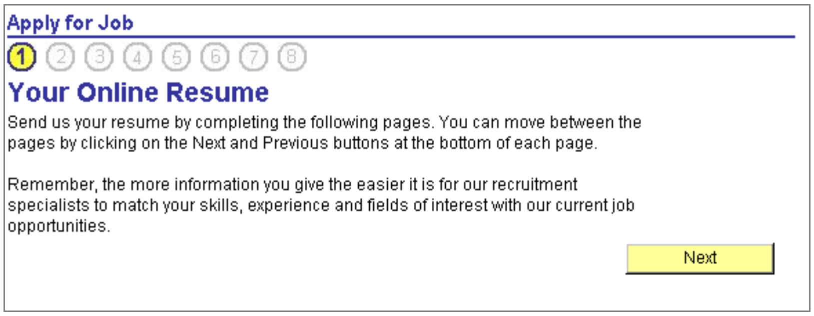
Apply for Job - Identification page

External applicants enter their email address and password. Click **Sign On** to log on to the system. Click **Register** to save the email address and password.

Apply for Job - Your Online Resume Page

Usage	Use the Apply for Job page to begin creating a resume.
Object Name	HR_RES_A_WLCM_APP
Navigation	**Self Service, Applicant, Tasks, Apply for Job** Self Service, Employee, Tasks, Apply for Job

	Self Service, Applicant, Tasks, View Job Postings Self Service, Employee, Tasks, View Job Postings
Access Requirements	The user must have an Employee ID. The system displays the information that is specific to the user.

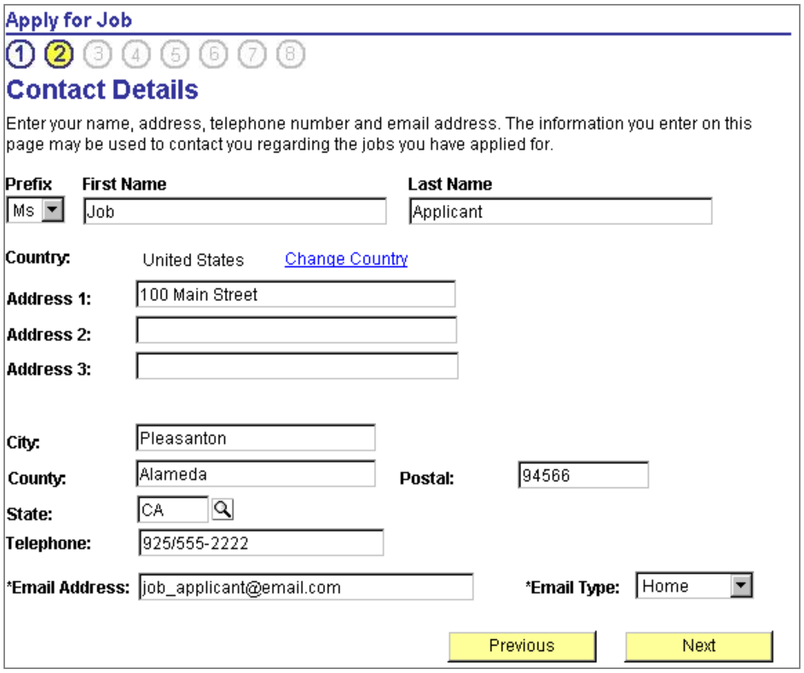


Apply for Job page

Next Click **Next** to display the next page in the Apply for Job sequence.

Apply for Job - Contact Details Page

Usage	Applicants use the Contact Details page to enter their contact information.
Object Name	HR_RES_A_CONT_APP
Navigation	Click the Previous or Next button on the current page.



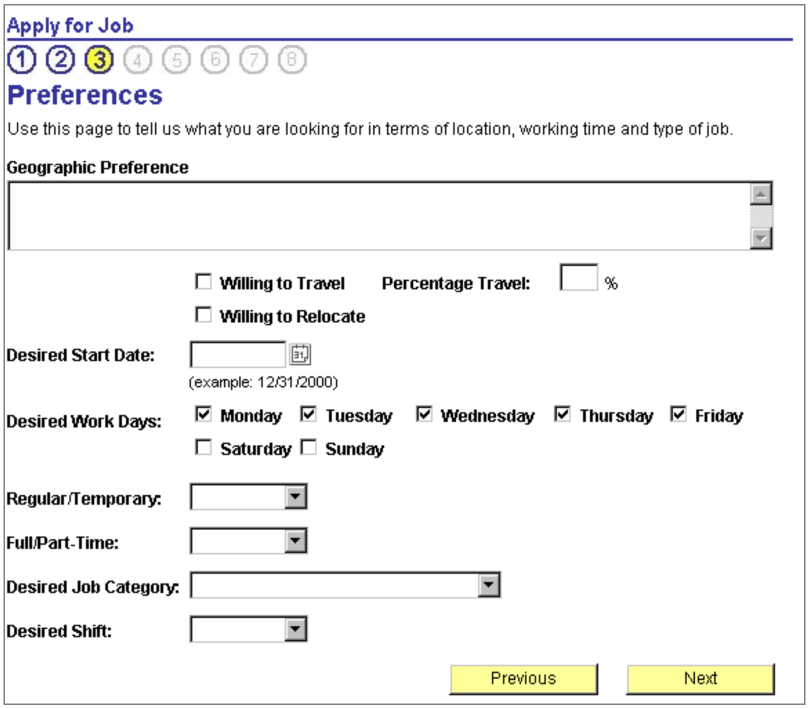
Apply for Job - Contact Details page

Applicants enter their name and address information. Use the **Change Country** link to update or display the appropriate country information.

Previous	Click **Previous** to display the previous page in the Apply for Job sequence.
Next	Click **Next** to display the next page in the Apply for Job sequence.

Apply for Job - Preferences Page

Usage	Applicants use this page to enter specific information about how they want to work.
Object Name	HR_RES_A_PREFS_APP
Navigation	Click the Previous or Next button on the current page.



Apply for Job - Preferences page

Geographic Preference — This is free-form text describing where the applicant would prefer to work.

Willing to Travel — This check box indicates if the applicant is willing to travel with the job.

Percentage Travel — This is the percentage of time that the applicant is willing to travel.

Willing to Relocate — This check box indicates whether the applicant is willing to move to a different location for the job.

Desired Start Date — This is the date on which the applicant can begin work.

Desired Work Days — These check boxes identify the days on which the applicant will work.

Regular/Temporary — This indicates whether the applicant wants regular or temporary work.

Full/Part Time — This indicates whether the applicant wants full-time or part-time work.

Desired Job Category — Applicants select the job category they are interested in.

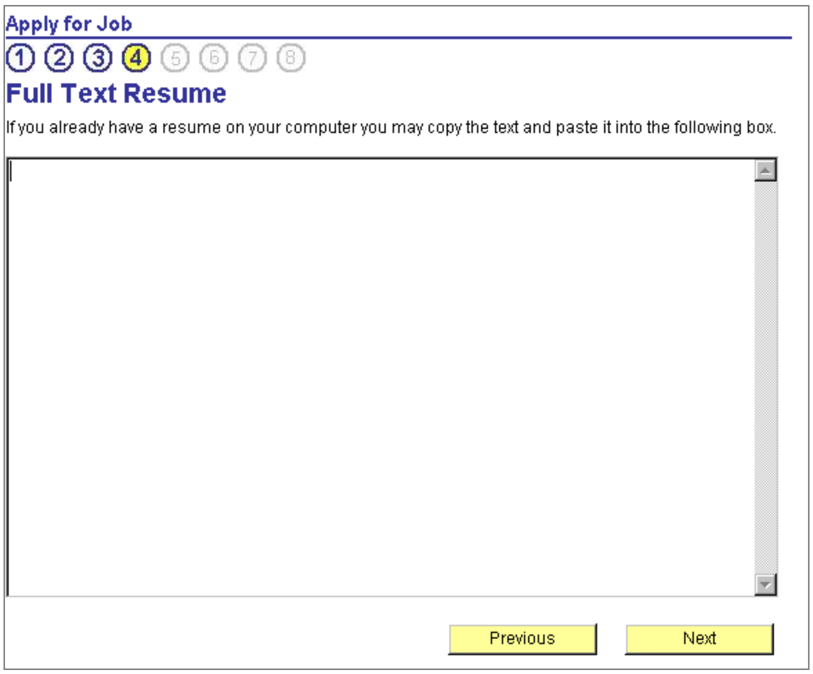
Desired Shift — Applicants select the desired shift from the list of available options. This field appears only if Federal is an installed application and is activated on the Installation Table.

Previous Click **Previous** to display the previous page in the Apply for Job sequence.

Next Click **Next** to display the next page in the Apply for Job sequence.

Apply for Job - Full Text Resume Page

Usage	Applicants use this page to enter or copy their resume into the text box.
Object Name	HR_RES_A_TEXT_APP
Navigation	Click the Previous or Next button on the current page.



Apply for Job - Full Text Resume page

Previous Click **Previous** to display the previous page in the Apply for Job sequence.

Next Click **Next** to display the next page in the Apply for Job sequence.

Apply for Job - Current and Prior Employment Page

Usage	This page displays the applicant 's employment history.
Object Name	HR_RES_A_EMP_APP
Navigation	Click the Previous or Next button on the current page.

Apply for Job - Current and Prior Employment page

Start Date This column displays the start dates of the applicant 's current and prior employment.

End Date This column displays the end dates of the applicant 's current and prior employment.

Employer This column lists the applicant 's current and prior employers.

Add Click the **Add** button to display the Apply for Job - Employment Details page.

Edit Click the **Edit** button to display the Apply for Job - Employment Details page.

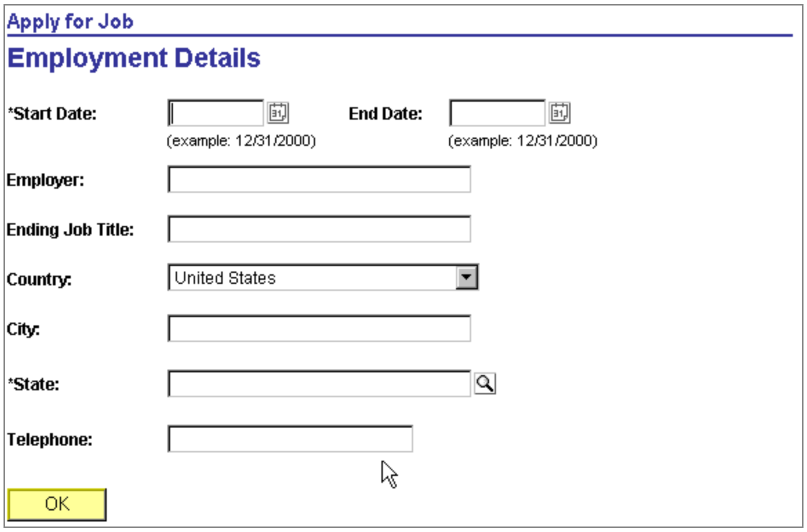
Delete Click the **Delete** button to delete the record.

Previous Click **Previous** to display the previous page in the Apply for Job sequence.

Next Click **Next** to display the next page in the Apply for Job sequence.

Apply for Job - Employment Details Page

Usage	Applicants use this page to enter their current or prior job history.
Object Name	HR_RES_D_EMP_APP
Navigation	Click Add on the Apply for Job - Current and Prior Employment page.



Apply for Job - Employment Details page

Start Date	The applicant will enter the date on which employment began for this job.
End Date	The applicant will enter the date on which employment ended for this job.
Employer	The applicant will enter the name of the employer.
Country	The applicant will select the country from the list of available options.
City	The applicant will enter the city.
State	The applicant will select the state from the list of available options.
Telephone	The applicant will enter the employer's telephone number.
OK	Click **OK** to save the information.

Apply for Job - How Did You Find Out About Us Page

Usage	The applicant uses this page to enter referral information.
Object Name	HR_RES_A_RFRR_APP
Navigation	Click the Previous or Next button on the current page.

Apply for Job - How did you find out about us page

Referral Source — The applicant will select a referral source from the list of available options.

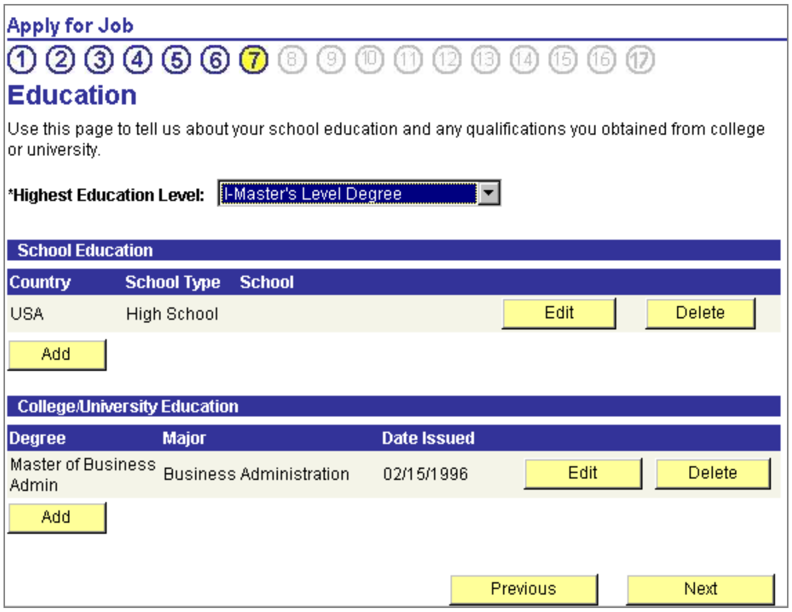
Specific Referral Source — If the referral source is not listed above, the applicant can enter text describing the referral source.

Previous — Click **Previous** to display the previous page in the Apply for Job sequence.

Next — Click **Next** to display the next page in the Apply for Job sequence.

Apply for Job - Education Page

Usage	The Education page displays the applicant 's education history.
Object Name	HR_RES_A_EDUCA_APP
Navigation	Click the Previous or Next button on the current page.



Apply for Job - Education page

School Education

Country This column lists the location of the schools attended by the applicant.

School Type This column lists the types of schools attended by the applicant.

School This column lists the names of the schools attended by the applicant.

Add Click the **Add** button to display the School Education Details page.

Edit Click the **Edit** button to display the School Education Details page.

Delete Click the **Delete** button to delete the record.

College/University Education

Degree This column lists the degrees held by the applicant.

Major Code This column lists the majors for the listed degrees.

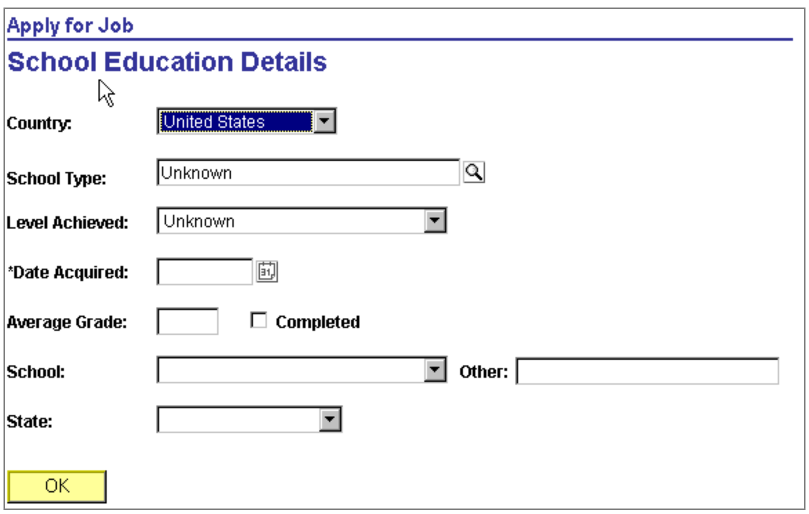
Date Issued This column lists the date on which the applicant received each degree.

Add Click the **Add** button to display the Apply for Job - School Education Details page.

Edit	Click the **Edit** button to display the Apply for Job - School Education Details page.
Delete	Click the **Delete** button to delete the record.
Previous	Click **Previous** to display the previous page in the Apply for Job sequence.
Next	Click **Next** to display the next page in the Apply for Job sequence.

Apply for Job - School Education Details Page

Usage	The applicant uses the School Education Details page to add new or update existing education information.
Object Name	HR_RES_D_EDU_1_APP
Navigation	Click the Add or Edit button on the Apply for Job - Education page.



Apply for Job - School Education Details page

Country	The applicant selects the country in which the school is located.
School Type	The applicant selects the type of school from the list of available options.
Level Achieved	The applicant selects the level achieved from the list of available options. The selected level will be compared to the education requirements specified on the job requisition.
Date Acquired	The applicant enters the date on which this level of achievement was reached.

Average Grade Applicants enter their grade point average.

Completed This check box indicates whether the applicant completed this level of education. For example, if this high school and the applicant received a high school diploma, the applicant would select this box.

School The applicant selects the name of the school from the list of available options.

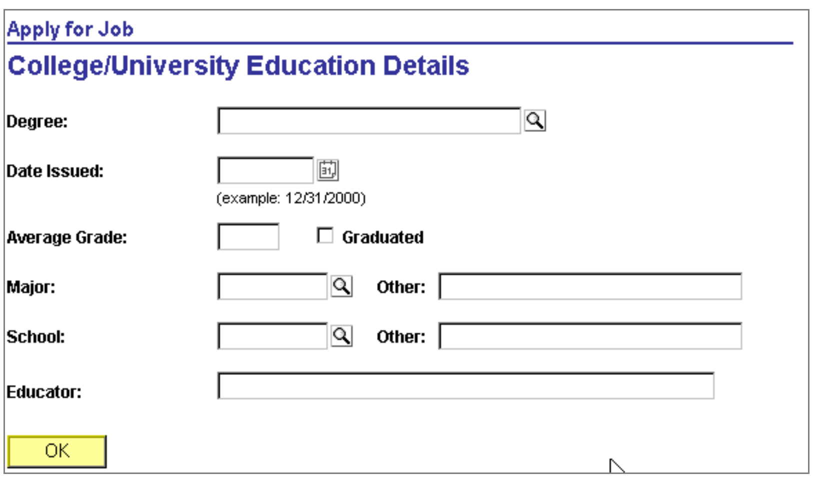
Other If the name is not in the list of schools, the applicant can enter the name here.

State The applicant selects the state in which the school is located.

OK Click **OK** to save the information.

Apply for Job - College/University Education Details Page

Usage	The applicant uses the College/University Education Details page to add new or update existing education information.
Object Name	HR_RES_D_EDU_2_APP
Navigation	Click the Add or Edit button on the Apply for Job - Education page.



Apply for Job - College/University Education Details page

Degree The applicant selects a degree from the list of available options.

Date Issued The applicant enters the date on which the degree was received.

Average Grade Applicants enter their grade point average.

Graduated Indicates whether the applicant graduated from this school.

Major The applicant selects a major from the list of available options.

Other If the major is not listed, the applicant can enter a description of the major here.

School The applicant selects a school from the list of available options.

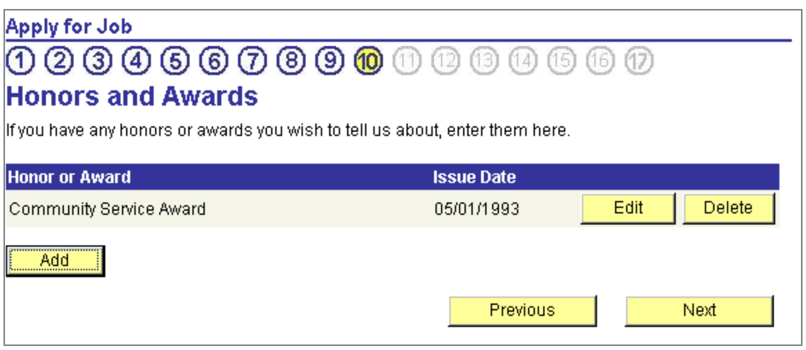
Other If the name of the school is not listed, the applicant can enter the name of the school here.

Educator The applicant enters the name of the educator.

OK Click **OK** to save the information.

Apply for Job - Honors and Awards Page

Usage	The applicants use the Honors and Awards page to review or add the honors or awards they have received.
Object Name	HR_RES_A_HONOR_APP
Navigation	Click the Previous or Next button on the current page.



Apply for Job - Honors and Awards page

Honor or Award This column lists the name of the awards or honors the applicant has received.

Issue Date This column lists the dates on which the awards or honors were received.

Add Click the **Add** button to display the Apply for Job - Honors and Awards Details page.

Edit Click the **Edit** button to display the Apply for Job - Honors and Awards Details page.

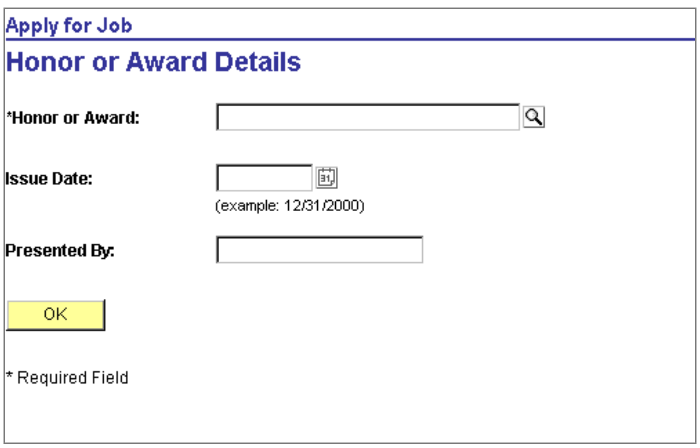
Delete Click the **Delete** button to delete the record.

Previous Click **Previous** to display the previous page in the Apply for Job sequence.

Next Click **Next** to display the next page in the Apply for Job sequence.

Apply for Job - Honor or Award Details Page

Usage	Use the Honor or Award Details page to add an award or honor.
Object Name	HR_RES_D_HONOR_APP
Navigation	Click the Add or Edit button on the Apply for Job - Honors and Awards page.



Apply for Job - Honor or Award Details page

Honor or Award The applicant selects an award or honor from the list of available options.

Issue Date The applicant enters the date on which the award or honor was received.

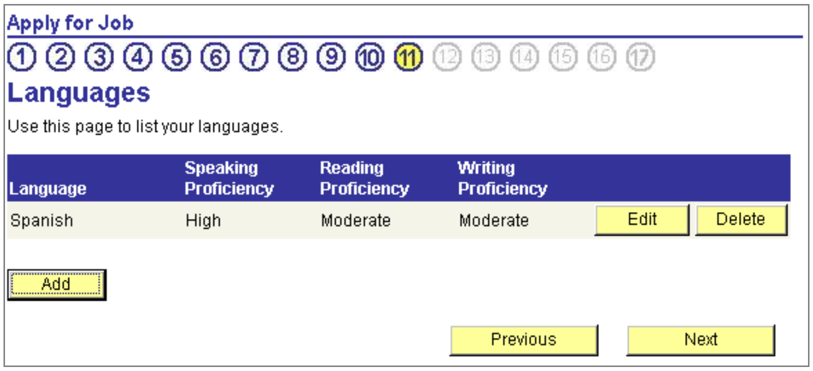
Presented By The applicant enters the name of the person or organization that issued the award or honor.

OK Click **OK** to save the information.

Apply for Job - Languages Page

Usage	The applicant uses the Languages page to review or add the languages in which they are proficient.
Object Name	HR_RES_A_LANG_APP

Navigation	Click the Previous or Next button on the current page.

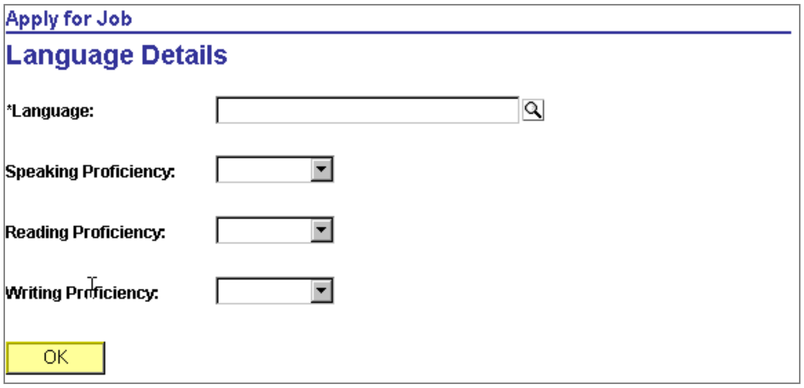


Apply for Job - Languages

Language	This column lists the languages in which the applicant is proficient.
Speaking Proficiency	This column indicates the level of proficiency in speaking the listed language.
Reading Proficiency	This column indicates the level of proficiency in reading the listed language.
Writing Proficiency	This column indicates the level of proficiency in writing the listed language.
Add	Click the **Add** button to display the Apply for Job - Language Details page.
Edit	Click the **Edit** button to display the Apply for Job - Language Details page.
Delete	Click the **Delete** button to delete the record.
Previous	Click **Previous** to display the previous page in the Apply for Job sequence.
Next	Click **Next** to display the next page in the Apply for Job sequence.

Apply for Job - Language Details Page

Usage	Use the Languages Details page to add a language and the level proficiency.
Object Name	HR_RES_D_LANG_APP
Navigation	Click the Add or Edit button on the Apply for Job - Languages page.

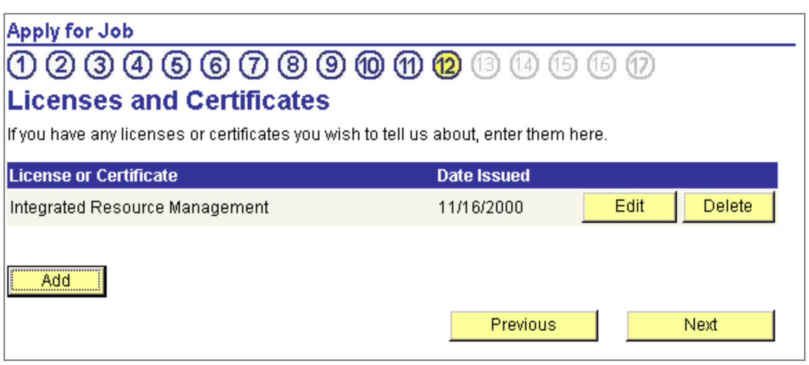


Apply for Job - Language Details page

Language	The applicant selects a language from the list of available options.
Speaking Proficiency	The applicant selects a level of proficiency at speaking this language. Choices are ***High, Moderate,*** and ***Low.***
Reading Proficiency	The applicant selects a level of proficiency at reading this language. Choices are ***High, Moderate,*** and ***Low.***
Writing Proficiency	The applicant selects a level of proficiency at writing this language. Choices are ***High, Moderate,*** and ***Low.***
OK	Click **OK** to save the information.

Apply for Job - Licenses and Certificates Page

Usage	Use the Licenses and Certificates page to review or add licenses or certificates you have received.
Object Name	HR_RES_A_LIC_APP
Navigation	Click the Previous or Next button on the current page.



Apply for Job - Licenses and Certificates page

License or Certificate — This column lists the licenses or certificates the applicant has received.

Date Issued — This column lists the date on which the licenses or certificate was issued.

Add — Click the **Add** button to display the Apply for Job - License/Certificate page.

Edit — Click the **Edit** button to display the Apply for Job - License/Certificate page.

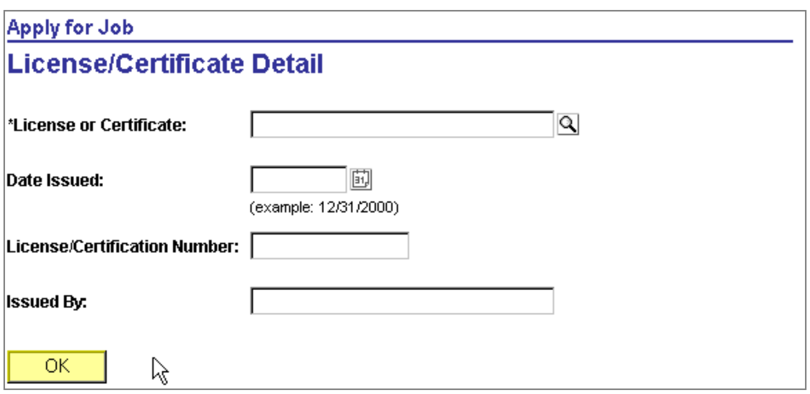
Delete — Click the **Delete** button to delete the record.

Previous — Click **Previous** to display the previous page in the Apply for Job sequence.

Next — Click **Next** to display the next page in the Apply for Job sequence.

Apply for Job - License/Certificate Detail Page

Usage	Applicants use the Licenses/Certificate Detail page to enter information about the license or certificate they have received.
Object Name	HR_RES_D_LIC_APP
Navigation	Click the Add or Edit button on the Apply for Job - Licenses and Certificates page.



Apply for Job - License/Certificate page

License or Certificate — The applicant selects the license or certificate from the list of available options.

Date Issued — The applicant enters the date on which they received the license or certificate.

License/Certification Number The applicant enters the license or certification number.

Issued By The applicant enters the name of the organization that issued the license or certificate.

OK Click **OK** to save the information.

Apply for Job - Professional Memberships Page

Usage	Applicants use the Professional Memberships page to review or add the professional organizations to which they belong.
Object Name	HR_RES_A_MMBR_APP
Navigation	Click the Previous or Next button on the current page.

Apply for Job - Professional Memberships page

Membership This column lists the membership to which the applicant belongs.

Date Issued This column list the date on which the membership began.

Add Click the **Add** button to display the Apply for Job - Professional Membership Detail page.

Edit Click the **Edit** button to display the Apply for Job - Professional Membership Detail page.

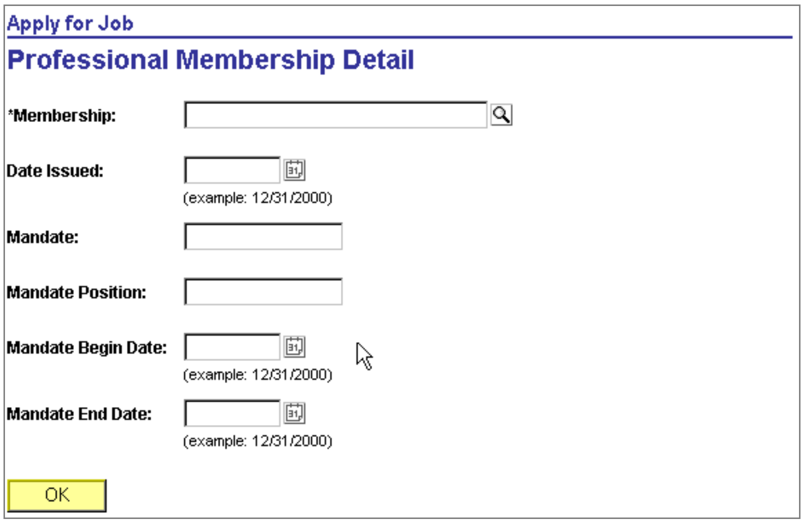
Delete Click the **Delete** button to delete the record.

Previous Click **Previous** to display the previous page in the Apply for Job sequence.

Next Click **Next** to display the next page in the Apply for Job sequence.

Apply for Job - Professional Membership Detail Page

Usage	Use the Professional Membership Detail page to enter detailed information about your professional memberships.
Object Name	HR_RES_D_MMBR_APP
Navigation	Click Add on the Apply for Job - Professional Memberships page

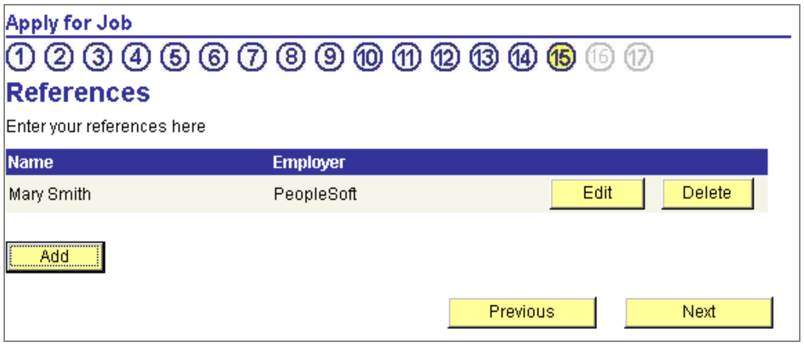


Apply for Job - Professional Membership Detail page

Membership	The applicant selects the type of membership from the list of available options.
Date Issued	The applicant enters the date on which they joined this organization.
Mandate	The applicant enters any relevant mandate.
Mandate Position	The applicant enters any relevant **Mandate Position.**
Mandate Begin Date	The applicant enters beginning date of the mandate.
Mandate End Date	The applicant enters the date on which the mandate ends.
OK	Click **OK** to save the information.

Apply for Job - References Page

Usage	Use the References page to review and add references.
Object Name	HR_RES_A_REFS_APP
Navigation	Click the Previous or Next button on the current page.



Apply for Job - References page

Name This column lists the names of the references.

Employer This column lists the names of the reference's employers.

Add Click the **Add** button to display Apply for Job - Reference Details page.

Edit Click the **Edit** button to display Apply for Job - Reference Details page.

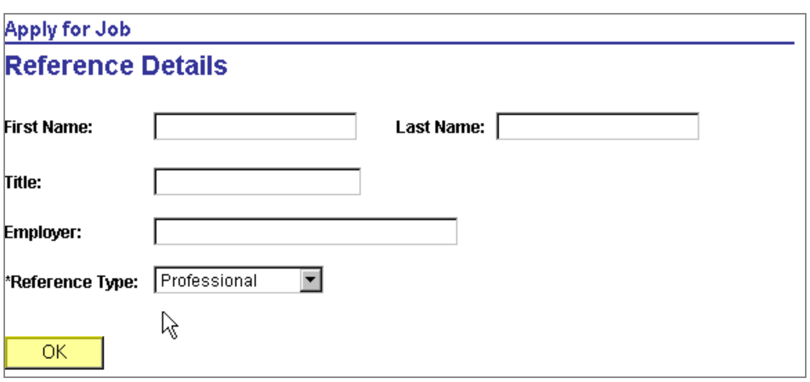
Delete Click the **Delete** button to delete the record.

Previous Click **Previous** to display the previous page in the Apply for Job sequence.

Next Click **Next** to display the next page in the Apply for Job sequence.

Apply for Job - Reference Details Page

Usage	Use the Reference Details page to add reference information.
Object Name	HR_RES_D_REFS_APP
Navigation	Click Add on the Apply for Job - References page.



Apply for Job - Reference Details page

First Name The applicant enters the first name of the reference.

Last Name The applicant enters the last name of the reference.

Title The applicant enters the title of the reference.

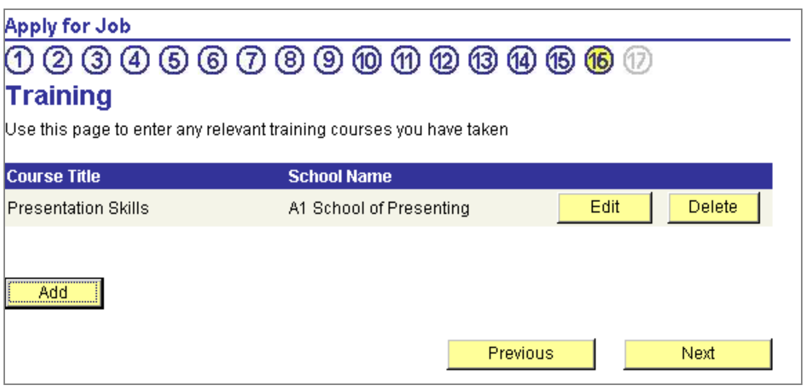
Employer The applicant enters the name of the employer for this reference.

Reference Type The applicant selects the type of reference from the available list of options.

OK Click **OK** to save the information.

Apply for Job - Training Page

Usage	Use the Training page to review or add training or course information.
Object Name	HR_RES_A_TRAIN_APP
Navigation	Click the Previous or Next button on the current page.



Apply for Job - Training page

Course Title This column lists the courses or training the applicant has attended.

School Name This column lists the school attended by the applicant.

Add Click the **Add** button to display the Apply for Job - Training Details page.

Edit Click the **Edit** button to display the Apply for Job - Training Details page.

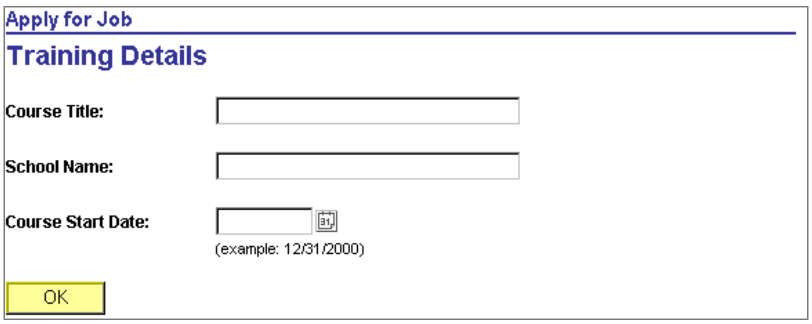
Delete Click the **Delete** button to delete the record.

Previous Click **Previous** to display the previous page in the Apply for Job sequence.

Next	Click **Next** to display the next page in the Apply for Job sequence.

Apply for Job - Training Details Page

Usage	Use the Training Details page to add information about the courses or training that the applicant has completed.
Object Name	HR_RES_D_TRAIN_APP
Navigation	Click Add on the Apply for Job - Training page.

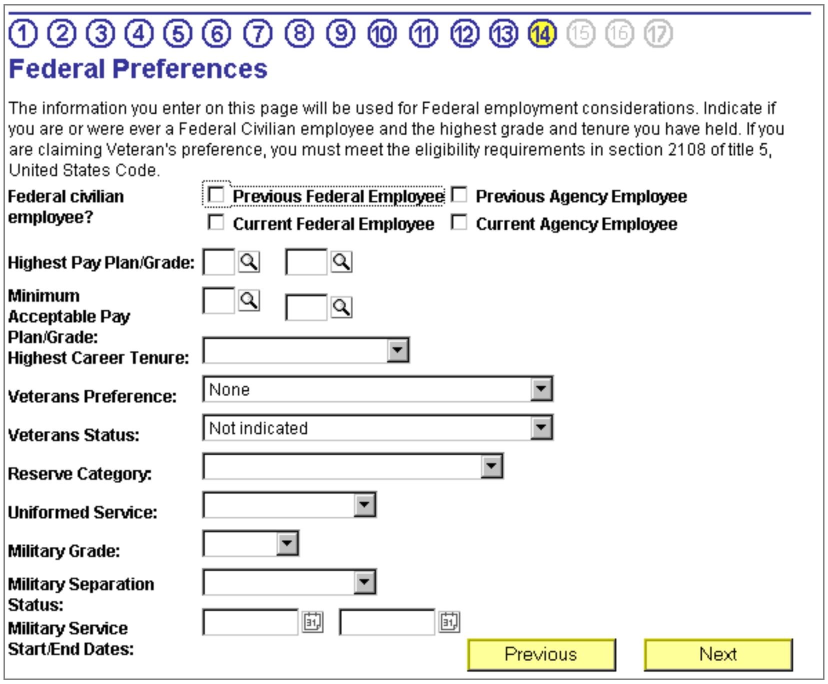


Apply for Job - Training Details page

Course Title	The applicant enters the name of the course.
School Name	The applicant enters the name of the school that offered this course.
Course Start Date	The applicant enters the date on which the course began.
OK	Click **OK** to save the information.

Apply for Job - Federal Preferences Page

Usage	Use the Federal Preferences page to provide detailed information about prior employment with the Federal government.
Object Name	GVT_HR_RES_A_PF_AP
Navigation	Click the Previous or Next button on the current page.



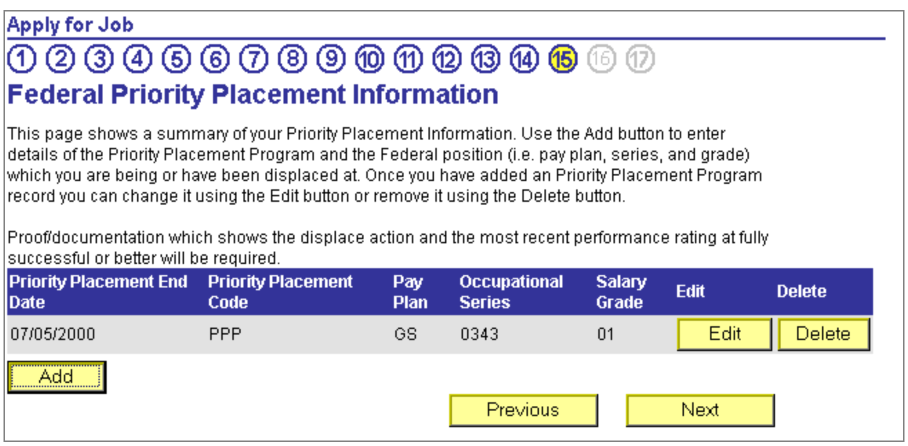
Apply for Job - Federal Preferences page

Federal civilian employee?	This indicates whether the applicant is a: ***Previous Federal Employee*** ***Previous Agency Employee*** ***Current Federal Employee*** ***Current Agency Employee***
Highest Pay Plan/Grade	The applicant selects the highest pay plan and grade from the list of available options.
Minimum Acceptable Pay Plan/Grade	The applicant selects the minimum acceptable pay plan and grade from the list of available options.
Highest Career Tenure	The applicant selects the highest career tenure from the list of available options.
Veterans Preference	The applicant selects the veterans preference from the list of available options.
Veterans Status	The applicant selects the veterans status from the list of available options.
Reserve Category	The applicant selects the reserve category from the list of available options.
Uniformed Service	The applicant selects the uniformed service from the list of available options.

Military Grade	The applicant selects the military grade from the list of available options.
Military Separation Status	The applicant selects the military separation status from the list of available options.
Military Service Start/End Dates	The applicants enter the start and end dates of their military service.
Previous	Click **Previous** to display the previous page in the Apply for Job sequence.
Next	Click **Next** to display the next page in the Apply for Job sequence.

Apply for Job - Federal Priority Placement Information Page

Usage	The applicant uses this page to review or add priority placement information. This priority status is usually a result of involuntary displacement, as a result of reduction in workforce, or an involuntary position change that entitles the applicant to a period of grade retention.
Object Name	GVT_HR_RES_A_PP_AP
Navigation	Click the Previous or Next button on the current page.



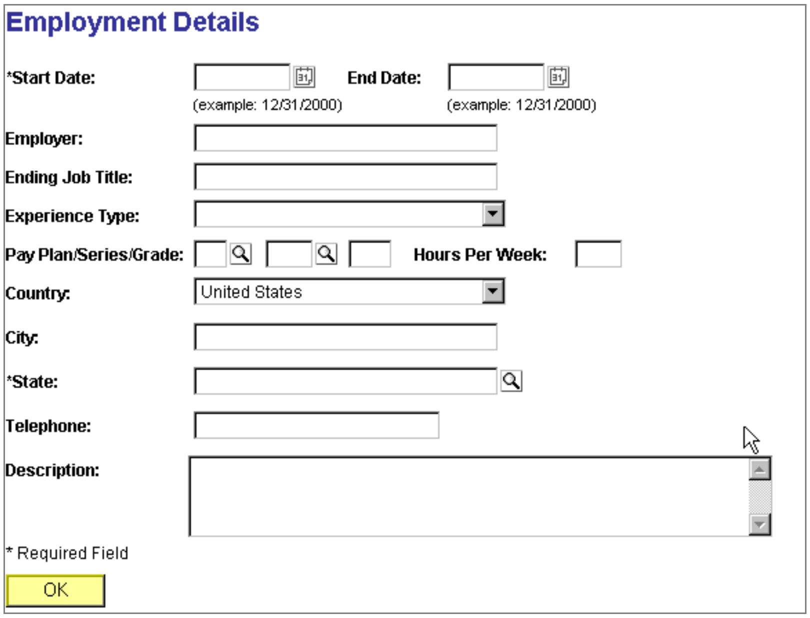
Apply for Job - Federal Priority Placement Information

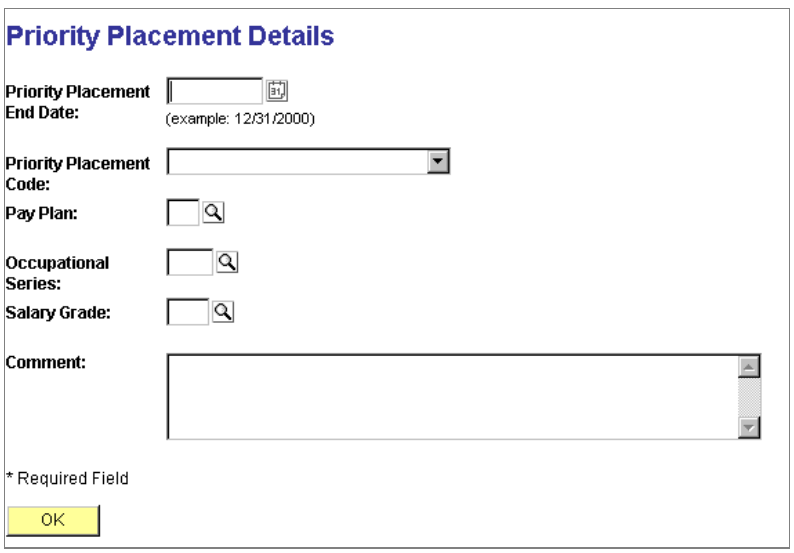
Priority Placement End Date	This column lists the date on which the priority placement ends.
Priority Placement Code	This column lists the code for the priority placement associated with the priority placement.
Pay Plan	This column list the pay plan associated with the priority placement.

Occupational Series	This column list the pay plan associated with the priority placement.
Salary Grade	This column lists the salary grade associated with the priority placement.
Edit	Click the **Edit** button to display the Employment Details page.
Delete	Click the **Delete** button to delete the information.
Add	Click the **Add** button to display the Apply for Job - Federal Priority Placement Information - Employment Details page.
Edit	Click the **Edit** button to display the Apply for Job - Federal Priority Placement Information - Employment Details page.
Delete	Click the **Delete** button to delete the record.
Previous	Click **Previous** to display the previous page in the Apply for Job sequence.
Next	Click **Next** to display the next page in the Apply for Job sequence.

Apply for Job - Federal Priority Placement Information - Employment Details Page

Usage	Use the Employment Details page to update or add priority placement information.
Object Name	GVT_HR_RES_D_EP_AP
Navigation	Click Edit or Add on the Apply for Job - Federal Priority Placement Information page.





Apply for Job - Priority Placement Details page

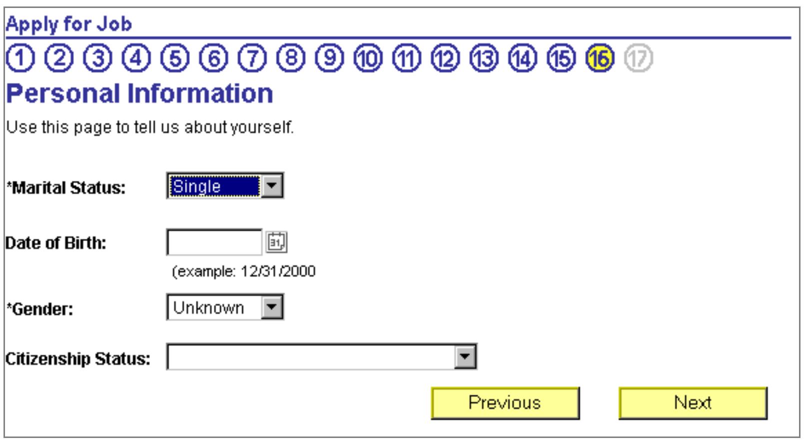
Priority Placement End Date	The applicant enters the end date for the priority placement.
Priority Placement Code	The applicant selects a code from the list of available options.
Pay Plan	The applicant selects a code from the list of available options.
Occupational Series	The applicant selects a code from the list of available options.

Salary Grade The applicant selects a salary grade from the list of available options.

Comment This is free-form text that describes any comments or circumstances surrounding the priority placement.

Apply for Job - Personal Information Page

Usage	Applicants use the Personal Information page to enter specific information about themselves. The Marital Status, Date of Birth, and Gender fields appear only if they have been set up on the Resume Options Page.
Object Name	HR_RES_A_PER_APP
Navigation	Click the Previous or Next button on the current page.



Apply for Job - Personal Information page

Marital Status If **Marital Status** was set up on the Resume Options page, select a marital status from the available options.

Date of Birth If **Date of Birth** was set up on the Resume Options page, select a date of birth from the available options.

Gender If **Gender** was set up on the Resume Options page, select a gender from the available options.

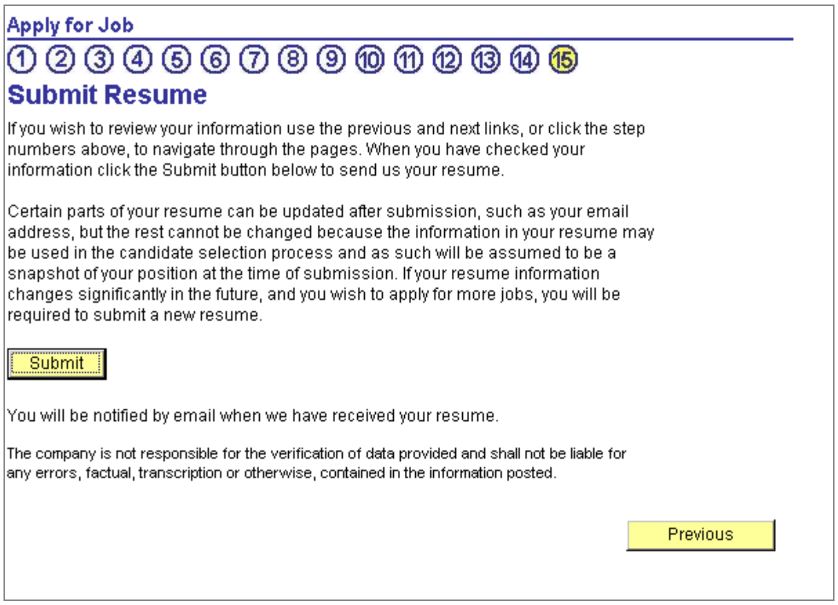
Citizenship Status Select your citizenship status from the available options.

Previous Click **Previous** to display the previous page in the Apply for Job sequence.

Next Click **Next** to display the next page in the Apply for Job sequence.

Apply for Job - Submit Resume Page

Usage	Use the Submit Resume page to save and submit the resume.
Object Name	HR_RES_A_SUB_APP
Navigation	Click the Previous or Next button on the current page.



Apply for Job - Submit Resume page

Submit	Click **Submit** to submit and save your resume.
Previous	Click **Previous** to display the previous page.

Reviewing and Updating Resumes

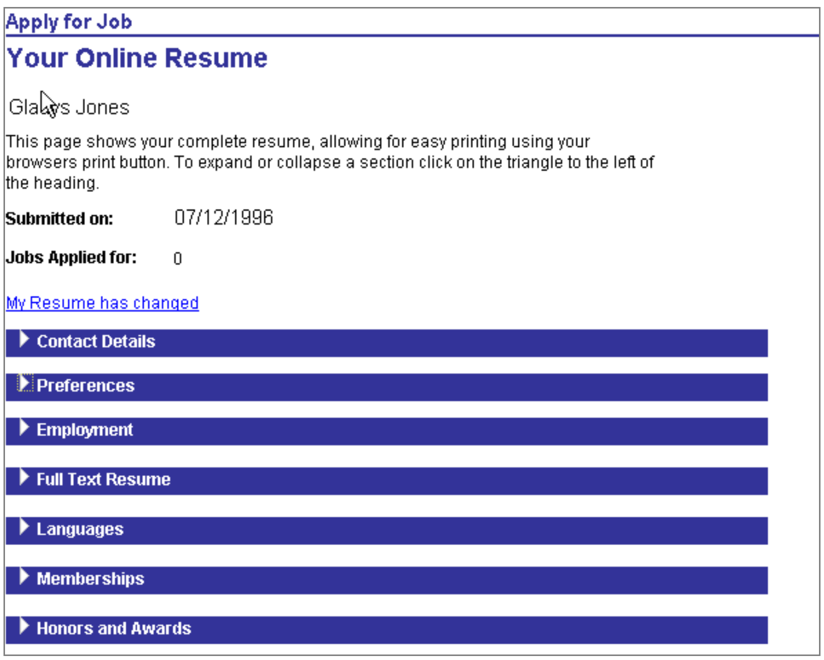
Once the applicant has a resume on file, the system automatically displays the resume for the applicant to review. Each section of the resume can be displayed by clicking the triangle next to the section name.

To update or completely redo your resume, click My Resume has changed. This will take you to the Update Resume page, where you can select one of the following:

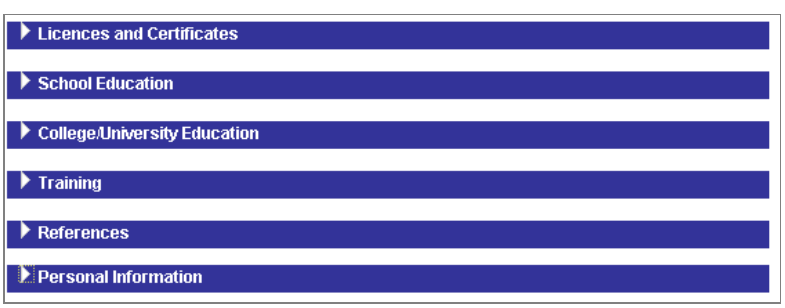
- **Update Contact Details.** This option enables the applicant to update just the name, address, telephone, or email information on the resume.
- **Submit New Resume.** This option enables the applicant to enter a completely new resume.
- **Return to Resume.** This option returns the applicant to the review page.

Apply for Job - Your Online Resume Page

Usage	The applicant uses the Apply for Job - Your Online Resume page to review, update, or add a resume.
Object Name	HR_RES_V_MAIN_APP
Navigation	**Self Service, Applicant, Tasks, Apply for Job** **Self Service, Employee, Tasks, Apply for Job**
Prerequisites	The applicant must have a resume on file.
Access Requirements	Enter the applicant ID, name, and ID.



Apply for Job - Your Online Resume page (1 of 2)

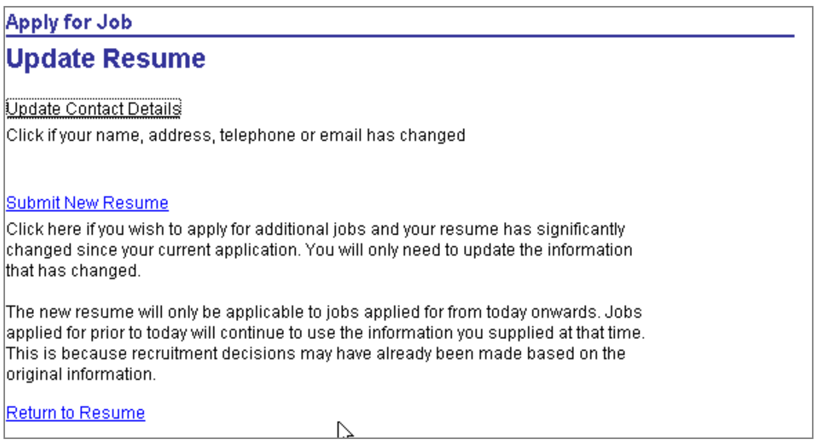


Apply for Job - Your Online Resume page (1 of 2)

My Resume has changed Click this link to display the Apply for Job - Update Resume page.

Apply for Job - Update Resume Page

Usage	The applicant uses the Update Resume page to add a new resume or update an existing one.
Object Name	HR_RES_V_UPD_APP
Navigation	Click the My Resume has changed link on the Apply for Job - Your Online Resume page.



Apply for Job - Update Resume page

Update Contact Details Click this link to display the Apply for Job - Contact Details Page.

Submit New Resume Click this link to enter a new resume using the Creating Resumes process.

Return to Resume Click this link to return to reviewing your online resume.

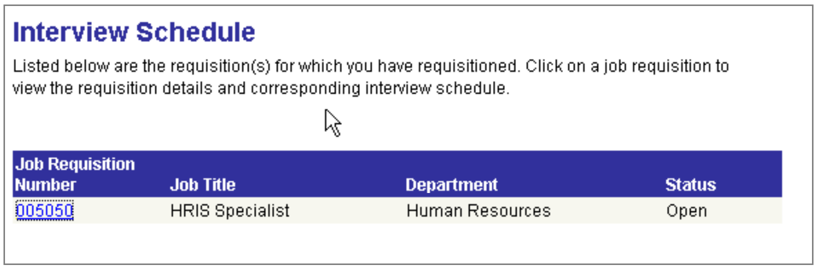
Viewing the Interview Schedule

Employees use the Interview Schedule self-service transaction to view details of the interviews scheduled for a requisition. Employees see only the interviews where they are named as an interviewer.

Interview Schedule Page

Usage	Employees use the Interview Schedule page to view a list of the job requisitions for which they are designated interviewers.

Object Name	HR_JOB_REQ_LST
Navigation	**Self Service, Employee, View, Interview Schedule** Self Service, Manager, View, Interview Schedule
Access Requirements	The user must be an interviewer for the requisition or the originator of the requisition.



Interview Schedule page

Job Requisition Number Users click the job requisition number to display the Interview Schedule Detail Page, where they can view a list of the interviews scheduled.

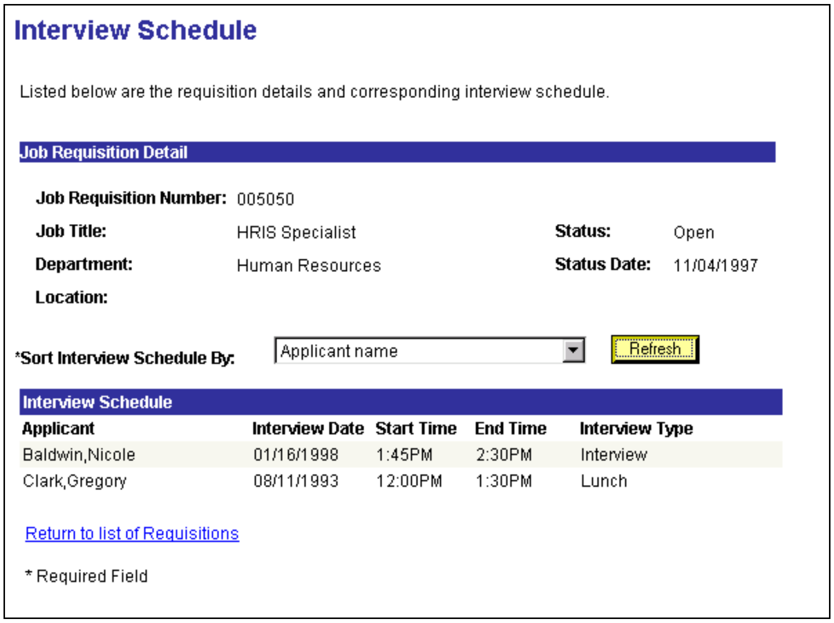
Job Title The system displays the job title for the job requisition.

Department The system displays the department associated with the job requisition.

Status The system displays the status of the job requisition.

Interview Schedule Detail Page

Usage	Employees use the Interview Schedule Detail page to view a list of the interviews scheduled for a selected job requisition.
Object Name	HR_INTRVW_SCHEDULE
Navigation	To access this page, click the number of the job requisition on the Interview Schedule page.



Interview Schedule Detail page

Job Requisition Detail

The system displays the **Job Requisition Number, Job Title, Department, Location, Status** of the requisition, and **Status Date**. These fields are for information only.

Sort Interview Schedule By	If users want to change the way the schedule is displayed, they select one of these options from the available options and click the **Refresh** button: ***Applicant name:*** By default, the system displays the interview schedule by applicant name. ***Interview Date*** ***Interviewer***
Refresh	Users click the **Refresh** button to update the interview schedule after they have changed the **Sort Interview Schedule By** field.

Interview Schedule

Applicant	The system displays the name of the applicant.
Interview Date	The system displays the date of the interview.
Start Time	The system displays the time that the interview will start.
End Time	The system displays the time the interview will end.

Interview Type The system displays the type of interview scheduled. The valid options are: ***Breakfast, Evaluation Session, Interview, Lunch, Start Up,*** *and* ***Wrap Up.***

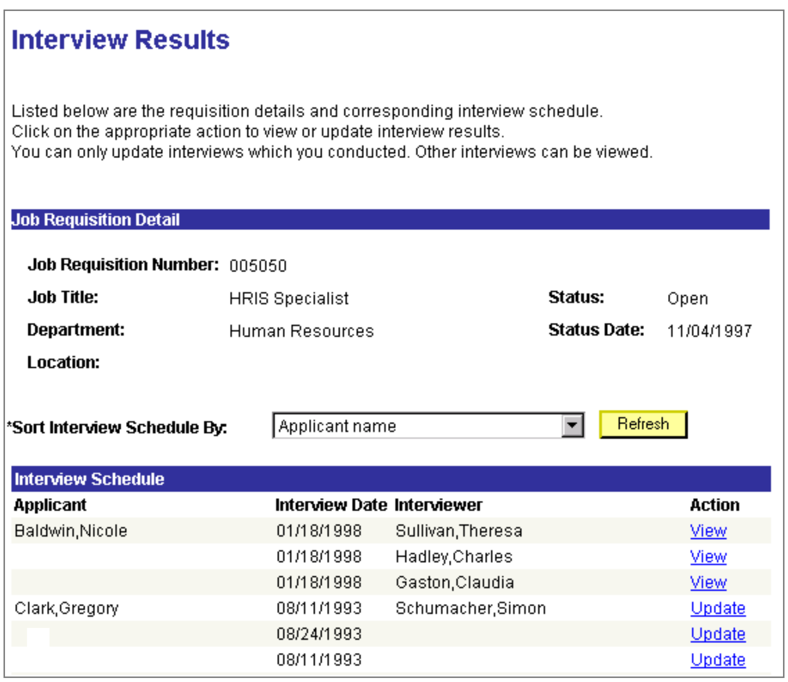
Return to list of Requisitions Click this link to return to the Interview Schedule Page.

Entering Interview Results

Employees use the Enter Interview Results page to enter the results of interviews they have completed. Users assign a rating, enter their recommendations, and enter additional comments, if necessary.

Interview Results Page

Usage	Employees use the Interview Results page to view a list of applicants who were invited for interview. From here, users select the interview for which they want to enter or view interview results.
Object Name	HR_RESULTS_DETAIL
Navigation	**Self Service, <u>Manager</u>, Tasks, Enter Interview Results** **Self Service, <u>Employee</u>, Tasks, Enter Interview Results**
Access Requirements	The user must be an interviewer for the requisition or the originator of the requisition.



Interview Results page

Job Requisition Detail

The system displays the **Job Requisition Number, Job Title, Department, Location, Status** of the requisition, and **Status Date**. These fields are for information only.

Sort Interview Schedule By If users want to change the way the schedule is displayed, they select one of these options from the available options and click the **Refresh** button:

Applicant name: By default, the system displays the interview schedule by applicant name.

Interview Date

Interviewer

Refresh Users click the **Refresh** button to update the interview schedule after they have changed the **Sort Interview Schedule By** field.

Interview Schedule

Applicant The system displays the name of the applicant.

Interview Date The system displays the date of the interview.

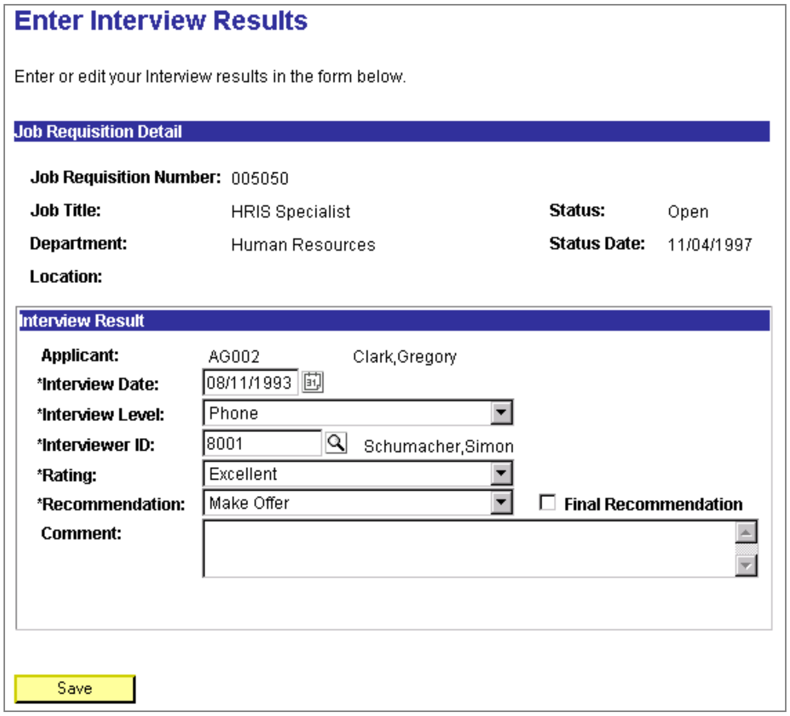
Interviewer The system displays the name of the person who carried out the interview.

Action Users click in the **Action** column to go to a page where they can either view or update interview results. The **Action** column offers two choices: ***View*** and ***Update.*** Only the interviewer for the selected interview can enter or update interview results.

If the users select ***View,*** they will be brought to the Interview Results Detail Page, where they can view interview results. If the users select ***Update,*** they will be brought to the Enter Interview Results Detail Page, where they can enter, view, and update interview results.

Enter Interview Results Detail Page

Usage	Employees use the Enter Interview Results Detail page to enter, view, and update the results of interviews they have completed.
Object Name	HR_APP_RESULTS
Navigation	To access the Enter Interview Results Detail page, click any View link in the Action column on the Interview Results page.



Enter Interview Results page

The system displays the **Job Requisition Number, Job Title, Department, Location, Status** of the requisition, and **Status Date.**

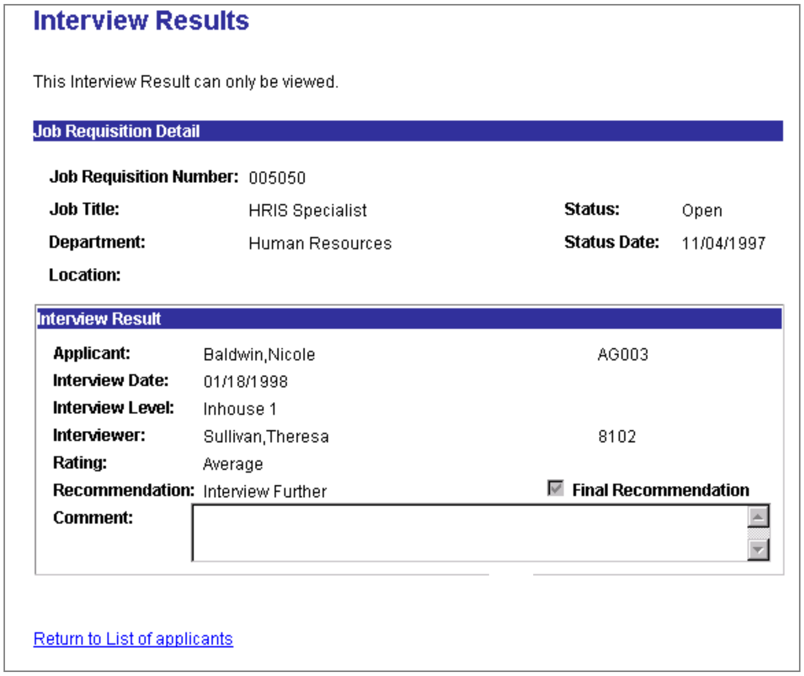
Job Requisition Detail

Applicant	The system populates this field with the applicant's name and ID.
Interview Date	Users enter the **Interview Date.**
Interview Level	Users select the **Interview Level** from the available options. The valid options are: ***Campus:*** Users select this option if the interview was at a university campus. ***Inhouse 1, Inhouse 2, Inhouse 3:*** Users select these options for each round of interviews held in-house. ***Phone:*** Users select this option if the interview was by phone.
Interviewer ID	Displays the employee ID of the interviewer. The user can overwrite this field if necessary.

Rating	Users select a rating from the available options that matches their assessment of the applicant. The valid options are: ***Average, Excellent,*** and ***Not Qual*** (not qualified).
Recommendation	Select your recommendation from the available options: ***Hold*** ***Intv Further*** (interview further) ***Make Offer*** ***Reject*** When users save this page, the system updates the applicants' disposition in line with the **Recommendation.** For example, if users select ***Hold,*** the system assigns a disposition of ***On Hold.***
Final Recommendation	Users select the check box if this recommendation is the last one for this round of interviews.
Comment	Users enter any additional comments about the applicant in this field.
Return to List of applicants	Users click this link to return to the Interview Results Page.

Interview Results Detail Page

Usage	Employees use the Interview Results Detail page to view the results of interviews they have completed.
Object Name	HR_APP_RESULTS1
Navigation	To access the Interview Results Detail Page click any View link in the Action column on the Interview Results page.



Interview Results Detail page

The system displays the **Job Requisition Number**, **Job Title**, **Department**, **Location**, **Status** of the requisition, and the **Status Date**.

Job Requisition Detail

Applicant The system populates this field with the applicant's name.

Interview Date Displays the interview date.

Interview Level Displays the interview level. Valid values are:

Campus: This indicates that the interview was at a university campus.

Inhouse 1, Inhouse 2, Inhouse 3: This indicates that the interview was held in-house, and indicates which round of interviews it was for.

Phone: This indicates that the interview was conducted over the phone.

Interviewer Displays the employee ID of the interviewer.

Rating The system displays the interview rating. Valid values are: ***Average***, ***Excellent***, and ***Not Qual*** (not qualified).

Recommendation The system display's the interviewer's recommendation. Valid values are:

Hold

Intv Further (interview further)

Make Offer

Reject

Final Recommendation This check box will be selected if this recommendation is the last one for this round of interviews.

Comment If there are additional comments about the applicant, they will be displayed in this field.

Return to List of applicants Users click this link to return to the Interview Results Page.

Viewing Applicant References

Interviewing employees use the View References pages to view a list of open requisitions for which they are responsible and to select, for viewing, any references provided by the applicants for that position.

View References - References List Page

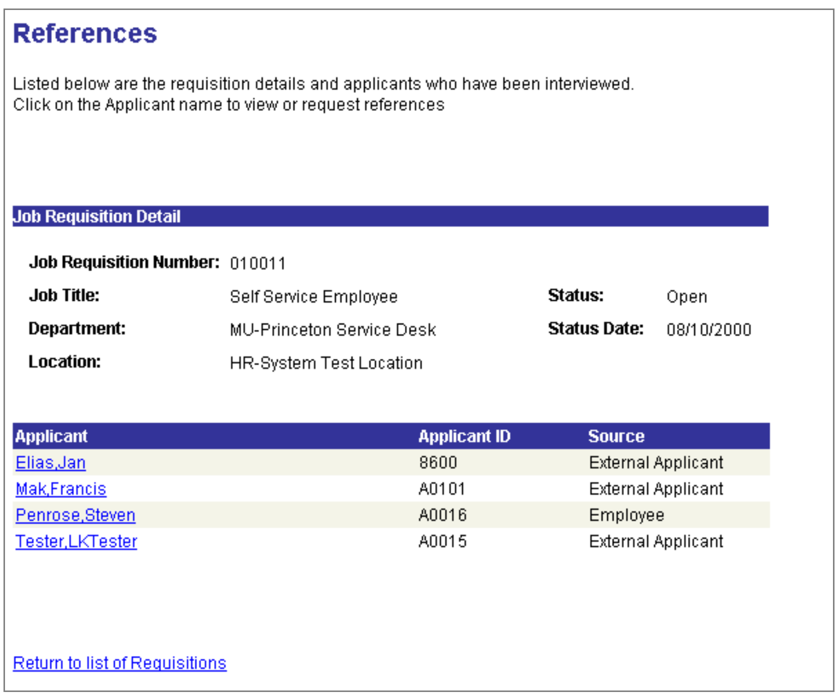
Usage	Use the View References - Requisition List page to view a list of open requisitions for which you are responsible and to select a requisition number in order to display a list of screened applicants for that position.
Object Name	HR_TOB_REQ_LST
Navigation	**Self Service, Manager, View, References**

View References - References List page

Job Requisition Number	This is the number of the job requisition. Clicking the Job Requisition Number brings up the References - Applicant List page.
Job Title	This is the title of the position.
Department	This is the title of the position.
Status	This is the current status of the requisition.

View References - References: Applicant List Page

Usage	Use the View References - Applicant List page to view a list of applicants for an open requisition and to select an applicant from the list, to view the applicant's references.
Object Name	HR_APP_REF_DETAIL
Navigation	Click a Job Requisition Number on the View References - References List page.



References

Listed below are the requisition details and applicants who have been interviewed.
Click on the Applicant name to view or request references

Job Requisition Detail

Job Requisition Number:	010011		
Job Title:	Self Service Employee	**Status:**	Open
Department:	MU-Princeton Service Desk	**Status Date:**	08/10/2000
Location:	HR-System Test Location		

Applicant	Applicant ID	Source
Elias,Jan	8600	External Applicant
Mak,Francis	A0101	External Applicant
Penrose,Steven	A0016	Employee
Tester,LKTester	A0015	External Applicant

Return to list of Requisitions

View References - References: Applicant List page

Job Requisition Detail

Job Requisition Number	This is the number of the job requisition.
Job Title	This is the title of the position.

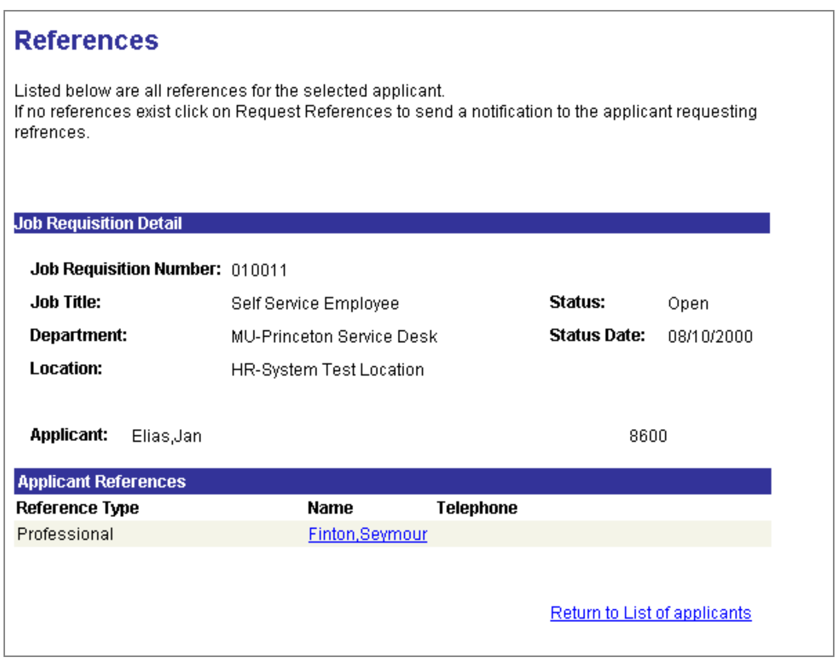
Department	This is the title of the position.
Location	This is the location of the position.
Status	This is the current status of the requisition.
Status Date	This is the date of the current requisition status.

Applicant

Applicant	This is the name of the applicant. Clicking on the name takes you to the View References -
Applicant ID	This is the identification number of the applicant.
Source	This indicates whether the applicant is internal or external to the organization.

References Page

Usage	Use the References page to view references for an applicant for an open requisition for which you are responsible and to request a reference for the applicant.
Object Name	HR_APP_REF_DETAIL1
Navigation	Click an Applicant's name on the View References - Applicant's List page.



References

Listed below are all references for the selected applicant.
If no references exist click on Request References to send a notification to the applicant requesting refrences.

Job Requisition Detail

Job Requisition Number: 010011

Job Title:	Self Service Employee	**Status:**	Open
Department:	MU-Princeton Service Desk	**Status Date:**	08/10/2000
Location:	HR-System Test Location		

Applicant: Elias,Jan 8600

Applicant References

Reference Type	Name	Telephone
Professional	Finton,Seymour	

Return to List of applicants

View References - References: Applicant References page

Job Requisition Detail

Job Requisition Number	This is the number of the job requisition.
Job Title	This is the title of the position.
Department	This is the title of the position.
Location	This is the location of the position.
Status	This is the current status of the requisition.
Status Date	This is the date of the current requisition status.
Applicant	This is the name and ID number of the applicant.

Applicant Reverences

Reference Type	This identifies the type of reference, such as ***Professional, Co-worker, Internal, and External***.
Name	This is the name of the reference.
Telephone	This is the telephone number of the reference.

Clicking the **Request Applicant References** button brings up an email request form for you to request a reference from the addressee.

Index