



# PeopleSoft 8.00.01 Human Resources PeopleBook

**Recruiting Your Workforce**

PeopleSoft 8.00.01 Human Resources PeopleBook: Recruiting Your Workforce

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## RECRUITING YOUR WORKFORCE

This book, *Recruiting Your Workforce*, documents how to create and administer job requisitions, manage applicant data and move applicants through the hiring process. This book covers the Global or Core functionality as well as the United States (US) Federal functionality. Sections of this book that are specific to the US Federal processing are preceded by “USF.”

This book provides you with the information you need for implementing and using the Recruit Workforce module of PeopleSoft Human Resources. You can order the online version by requesting SKU HRB8SP1R0, or the hardcopy version by requesting SKU MAHRBr8SP1B 1200.

Administering Job Requisitions covers how to set up job requisitions for openings in your organization and monitor the progress of those requisitions.

USF Administering Job Requisitions covers how to set up job requisitions for openings when working with the US Federal government. You can also monitor the progress of those requisitions. USA Jobs functionality is included here.

Managing Applicants explains how to enter applicant data, link applicants to open requisitions, and track progress of applicants’ applications.

Searching for Qualified Applicants describes how to automatically screen applicants who applied for a job opening so that you only consider applicants who meet the key requirements of the job. This section also explains how you track requisition status, including selecting applicants for interview, entering the results of interviews, and entering details of offers extended to applicants.

USF Processing Applicant Qualifications describes how can look at applicants’ eligibility for a position and identify minimum qualifications. You also create the Certificate of Eligibles.

Organizing Interviews covers setting up interviewer availability and scheduling applicant interviews.

Hiring Applicants discusses the process for hiring successful applicants.

USF Hiring Applicants discusses the process for hiring successful applicants for the US Federal functionality.

USF Reviewing Recruiting Status explains how to access various data used during the recruiting process.

Tracking Recruitment Expenses describes how to record expenses related to your recruitment activities.

Running Recruit Workforce Reports covers information on the reports used for the Recruit Workforce business process.



## CHAPTER 1

# Administering Job Requisitions

You can create job requisitions, create job postings, determine basic eligibility for the job, track who was hired into the job, and track job requisitions progress.



The processing of job requisitions for U.S. Federal is discussed in [USF Administering Job Requisitions](#).

---

## Before You Begin

This section describes the prerequisites for creating job requisitions. Make sure these tasks are complete before you consider setting up your recruit workforce business process.

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### Setting Up Global and Local Country Control Tables

You'll find all the core and local country setup tables, pages and functionality described in this section in the Develop Workforce, Recruit Workforce (GBL) menu. You'll also find the appropriate core and local functionality in the applicable local country menus.

Use the Recruit Workforce menu that's appropriate for your implementation of PeopleSoft Human Resources. If you're not sure which of these menus you should use, ask your human resources project leader.

The procedures for accessing and entering information in these tables mirror those for updating any PeopleSoft table or page.



For more information, and for a quick refresher course on accessing and entering information in the pages, see the general tutorial in your PeopleBook, [Using PeopleSoft 8 Applications](#).

---

Before you start working with the tables described in this section, make sure the control tables have been set up in PeopleSoft Human Resources.

Most of the recruit workforce tables are effective-dated, which means that you can track changes that you make to data. You won't lose any data history because it's all there for you to review.

When you create codes in these tables be sure to enter effective dates that are *before* the effective dates of any recruit data that you process. If you don't, the system will not display all the valid codes when you select from prompt lists in the Recruit Workforce pages. We recommend that you use a date such as January 1, 1980, to ensure that the effective date includes assignment history.



For more information about the purpose and use of the control tables and effective dating in PeopleSoft HRMS, see [Setting Up Control Tables](#).

---

If you've implemented multiple business units and SetIDs in your Human Resources system, the information that you use and create is determined by how business unit and SetID functionality has been set up for your user ID.



For more information about how Business Unit/SetID functionality impacts your HRMS system and regulates control table and prompt table values, see [Regulating HRMS System Data](#).

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## Setting Up Your Manage Competencies Business Process

The Recruit Workforce business process draws on information that you set up in your Manage Competencies business process. In particular, if you want to assign competencies and accomplishments to your job requisitions and applicants, you must set up:

- Competency codes. You set up two tables for competencies: the Competency Type table and the Competency table.
- Accomplishments. You define accomplishments in several tables, including the Major table, School table, License/Certification table, and Test table.
- Default competency profiles for your job codes or job families. This is optional, but if you define default competencies and accomplishments required for a job code or job family, it is easy to copy the profile to your job requisition.

We recommend that you familiarize yourself with the Manage Competencies functionality in PeopleSoft Human Resources as part of setting up your Recruit Workforce module.



For more information about the Manage Competencies functionality, see [Managing Competencies](#).

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## Setting Up Applicant Security

Applicant records, like employee records, contain confidential and sensitive information, so it's important to limit user access to that data. This section explains how to use your existing security setup to control access to applicant data. Recruiters usually require wider access to applicant data across your organization. This section describes how to assign access to applicant records to a permission list. You will then assign the permission list to the appropriate User ID on the Permission Lists component.

---

### Overview of Applicant Security

Access to applicant data is controlled by the standard department security setup for your PeopleSoft Human Resources system with an additional security page where you can give wider access to applicant data. The security for applicant data contain the following key layers:

#### Department Security

Users have access to applicant data based on the department ID associated with a job requisition, rather than the applicant's department ID. This means that hiring managers only have access to applicants who have actively applied for a job within their department. If employees in the same department as a hiring manager apply for jobs outside that department, the hiring manager cannot access their applicant data. This is the default access for all users and is controlled by the department security that you have in place.

#### Recruiter Access

From the Applicant Security page, you can give users additional access to applicant data, including access to all applicants who are not linked to a job requisition. Typically, you assign additional access to recruiters who need access to applicants in different companies, business units, and locations.



For more information about the Applicant Security page, see [Setting up Security for Applicant Data](#).

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#### Menu Item Security

Using the standard PeopleTools Security Administrator, you can control which options each user can access in the Recruit Workforce menu.



For more information about security, see [Administering Security](#).

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## Creating Job Requisitions

The first step in the Recruit Workforce process is to set up requisitions for job openings in your company. In addition to assigning a number to each requisition, you enter details on the open job or position, such as the job code and the department where the job opening is located. You can also enter a general job description for job postings, which you can choose to distribute internally before you look to outside sources for new employees.

---

### Overview of Job Requisition Creation

You create a job requisition using the following Job Requisition Data pages:

- **Job Requisition Data.** From this page, you enter basic administrative information including the number of job openings, the date the requisition was authorized, and employee IDs of the people responsible for requesting, authorizing, and recruiting the requisition. You can have multiple job openings for a requisition. The system sets the requisition to Filled only when you fill all the target openings.
- **Job Posting.** Use the Job Posting page to store descriptions of the job used in job postings. You also use the page to record details of the job postings made for the requisition.
- **Job Information.** This page has basic job information. You can assign a position number or job code, salary plan, and range of salary grades and steps.
- **Basic Eligibility.** The Basic Eligibility page is the first page that contains screening information (see [Searching for Qualified Applicants](#)). Use this page to enter the job location, working hours, start date, and indicate whether the job is full-time or part-time, and a regular or temporary job.
- **Education/ Experience.** You use the Education/Experience page to list the educational level and years of work experience necessary for the job. The requirements that you enter here are also used in the automated screening process.
- **Competencies/Accomplishments.** From this page you define the competencies and accomplishments needed for the job. If you have set up a default competency profile for the job code or position, you can transfer the default competencies and accomplishments to the job requisition. The requirements that you enter here are used in the automated screening process.
- **Applicants Hired.** This is a display-only page that provides a summary of the applicants that have been hired against the job requisition.

### Setting Up Screening Requirements

One of the first tasks in the recruitment process is to sift out applicants who do not meet your basic job requirements. The Requisition Screening pages automate this task so you can quickly find out which applicants match your requirements. This automated screening is dependent on the requirements that you set up on the following Job Requisition pages:

- **Basic Eligibility**

- Education/ Experience
- Competencies/Accomplishments

The system compares applicants against the requirements set up on these pages and ranks the applicants according to how well they match the criteria.

You can define two levels of screening: preliminary and final screening. Typically, you would use the final screening to narrow down the applicant pool until you have a manageable number of applicants to review in more detail. Therefore, the requirements for final screening tend to be more demanding than those for preliminary screening. For example, you may include additional competencies and accomplishments or set higher proficiency levels for the final screening.



In some countries, discrimination laws require organizations to show that applicant screening is based on published job descriptions. If this applies to your requisitions, set up the preliminary screening criteria to match the advertised job description and do not make changes to the criteria. However, you can adjust the final screening criteria, as necessary, to narrow down the applicant list once applicants have passed the preliminary screening stage.



For more information about requisition screening, see [Screening Applicants](#).

---

### ***Using the Mandatory Check Box***

The Mandatory check box appears next to each of the requirements used for screening. If you select this check box, the system immediately excludes applicants who do not meet this requirement at the first level of screening. Therefore, when you view the list of applicants who passed the preliminary screening, these applicants do not appear on the list at all.

If you clear the Mandatory check box, the system does not screen out any applicants. In both cases, the system ranks applicants according to how closely they met all the job requirements.

You must consider carefully how you use the mandatory check box in order to avoid screening out applicants unnecessarily.

### ***Ranking Applicants***

For each requirement used for screening, you can specify a weighting that indicates the importance of that requirement for the particular requisition. Depending on the weighting assigned the system awards an applicant points for each requirement met. Using these scores, the system ranks applicants according to their total point score.

The *Importance* field is where you assign a weighting for a requirement. There are five options, with an associated points value of one to five:

<b>Importance</b>	<b>Points</b>
Low	1
Below Average	2
Average (this is the default value)	3
Above Average	4
High	5

The Basic Eligibility, Education/Experience, and Competencies/Accomplishments pages include the following three fields, which summarize the points needed for the requisition. The system calculates the values. The fields are for information only.

**Total Pts** (total points) This is the total number of points for the whole requisition. It is the sum of the points associated with all the Importance fields on the Basic Eligibility, Education/Experience, and Competencies/Accomplishments pages. For example, if you specify an Importance of *Average* in six fields, the **Total Pts** is 18.

**Req'd Pts** (required points) This is the sum of all the requirements specified as Mandatory. Wherever you select the Mandatory check box, the points associated with that requirement are included in the required points total. For example, if you specify an Importance of *Average* in six fields and one of those fields is mandatory, **Req'd Pts** is three.

**Req'd Pct** (required percentage) This is the percentage of total points that are required. For example, if **Total Pts** is 15 and **Req'd Pts** is three, then **Req'd Pct** is 20%.

---

## Requisition Data Page

Usage	Use the Requisition Data page to set up the administrative information for the requisition, such as the number of openings to be filled, the date the requisition was authorized, and the people who requested and authorized the requisition. You also use this page to record any change to the requisition status.
Object Name	JOB_REQUISITION1
Navigation	<b>Develop Workforce, Recruit Workforce (GBL), Use, Job Requisition Data, Requisition Data</b>
Prerequisites	None
Access Requirements	Enter a Job Requisition number. If you let the system automatically assign a new job requisition number, it first appears as 000000. The actual number assigned to the requisition

appears after you save the information that you enter in the Job Requisition Data pages.

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**Important!** To avoid maintaining two different sets of job requisition numbers, we recommend that you either always assign numbers manually or always let the system do it; do not do both.

---

Requisition Data page

The system displays the **Job Requisition #** (job requisition number) that you entered (or *000000* if it is a new requisition), the requisition **Status**, and **Status Date**. These fields are for information only.

**Target Openings**

Enter the number of **Target Openings**. This is the number of openings you have available for this requisition – the maximum number of applicants you can hire for it.

**Encumbrance Date Indicator**

If your organization uses Commitment Accounting for budgeting, use the **Encumbrance Date Indicator** to indicate how the system will budget for the unfilled position. Select one of these options from the available options:

**Authorization Date.** Use this option to start budgeting for the position from the date that it is authorized, as indicated in the **Date Authorized** field.

**Project Fill Date.** Use this option to start budgeting for the position from the date that you expect to fill the position as indicated in **Projected Fill Date**.

If you're not using Commitment Accounting, leave this field blank.

---

For more information about Commitment Control, see *Managing Commitment Accounting*.

---

**Projected Fill Date**

If you selected ***Project Fill Date*** in the **Encumbrance Date Indicator** field, enter the date that you expect to fill the requisition in **Projected Fill Date**.

**Date Authorized**

Enter the date that the requisition was approved in **Date Authorized**.

**Originator ID**

Select the employee ID of the person who requested the requisition. Usually this is the manager who needs to hire new staff.

**Authorization ID**

Select the employee ID of the person who approved the job requisition.

**Recruiter ID**

Select the employee ID of the person responsible for managing the recruitment process. Typically, this is someone from your Human Resources department.

**Germany**

Use the **Germany** group box to record the Works Council ID associated with the requisition. This information is required for workers in Germany.

**Works Council ID**

For German employees, enter the **Works Council ID** for your requisition.

**Requisition Status**

Use the **Requisition Status** group box to track the progress of the job requisition. Each time the job requisition status changes, add a new row.

**Job Requisition Status**

Select the **Job Requisition Status** from the available options. Available options are:

***Cancelled:*** Use this option to indicate that the job requisition has been cancelled. This may happen, for example, because of budget restrictions or organizational changes. You can't link applicants to requisitions that are ***Cancelled***.

***Closed:*** Use this option if you have processed all applicants but did not find a suitable candidate to fill the position.

**Filled:** The system automatically updates the status of a requisition to **Filled** when you hire an applicant, and you have reached the number of **Target Openings**. At hire time, the system also updates the status of applicants who applied for the job.

**Hold:** Use this option to indicate a halt to the processing of a requisition. You can't link applicants to requisitions that are on **Hold**.

**Open:** Use this option for job requisitions for which you are actively recruiting. This is the default status when you create a job requisition. You can link applicants to **Open** requisitions.

**Re-opened:** Use this option for job requisitions that previously have been on **Hold, Closed, or Cancelled**. You can link applicants to **Re-opened** requisitions.

**Effective Date** Enter the **Effective Date** for the status change.

If you are using Position Management and driving part or all of the system by position, and you are using the budgeting feature, you can generate a report listing all vacant budgeted positions. You can also choose to generate job requisitions automatically for all active, vacant, and approved budgeted positions.



For more information about automatically generating job requisitions, see [Creating Job Requisitions](#).

---

## Job Details Page

Usage	Use the Job Information page to set up basic job information for this job requisition, such as position number or job code, regulatory region, business unit, and salary administration plan.
Object Name	JOB_REQUISITION2
Navigation	<b>Develop Workforce, Recruit Workforce (GBL), Use, Job Requisition Data, Job Details</b>
Prerequisites	Before you can use this page to define the details of the job, the job code must be set up in the Job Code table. If your organization uses Position Management, the position must be defined in Position Data.
Access Requirements	Enter a Job Requisition number.

Requisition Data		Job Details		Job Posting		Basic Eligibility		Educ/Experience		Comps/Accomps		Hired	
<b>Job Requisition #:</b>	010010	<b>Status:</b>	Open	<b>Status Date:</b>	11/03/1998								
<b>Position Number:</b>	<input type="text"/>											<input type="checkbox"/> <b>New Position</b> <input checked="" type="checkbox"/> <b>Job Share</b>	
<b>Regulatory Region:</b>	GBR	GBR											
<b>Company:</b>	KG1	Business Institute - UK											
<b>*Business Unit:</b>	GBR03	Administration - UK											
<b>Department:</b>	KG008	Human Resources											
<b>Location Code:</b>	KG01	Reading - England											
<b>Job Code:</b>	KG0009	HRASST											
<b>Regular Shift:</b>	N/A												
<b>Salary Administration Plan:</b>	KG01												
<b>From Grade/Step:</b>	03	<input type="text"/>	<input type="text"/>										
<b>To Grade/Step:</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>										

Job Details page

The system displays the **Job Requisition #** (job requisition number) that you entered (or **000000** if it is a new requisition), the requisition **Status**, and **Status Date**. These fields are for information only.

**Position Number**

If your organization uses position management, select the **Position Number** to which the job requisition applies. When you move out of this field, the system completes the fields with the default data from Position Data and makes most of the fields unavailable for entry. The only fields you can update are **Salary Administration Plan, From Grade, and To Grade**.

If you are not using position management, or you are using partial position management and the requisition does not relate to a position, leave this field blank.

---

For more information about positions, see *Managing Positions*, "Setting Up Positions".

---

**New Position**

Select the **New Position** check box if the position is new and therefore has no incumbent. You must set up the new position in Position Management. This field is for information only and does not affect processing of the requisition.

**Job Share**

The **Job Share** check box is for information only. The system automatically selects the **Job Share** check box if the position that you selected permits job sharing.

**Regulatory Region**

The system populates the **Regulatory Region** from your operator defaults. If the job is located in a different region, select the **Regulatory Region** from the list of valid values.

<b>Company</b>	Select the <b>Company</b> from the list of valid values.
<b>Business Unit</b>	The system populates the <b>Business Unit</b> from your operator defaults. If the job is in a different unit, select the business unit from the list of valid values.
<b>Department</b>	Select the <b>Department</b> from the list of valid values.
<b>Location Code</b>	Select the <b>Location Code</b> from the list of valid values.
<b>Job Code</b>	Select the <b>Job Code</b> from the list of valid values. When you move out of this field, the system populates the <b>Salary Administration Plan</b> from the <a href="#">Job Code Table</a> .
<b>Regular Shift</b>	If the job involves working shifts, select the appropriate shift. Otherwise, leave this field blank or set to <i>N/A</i> (not applicable).
<b>Salary Administration Plan</b>	Select the <b>Salary Administration Plan</b> for the job from the list of valid values.
<b>From Grade/Step</b>	Use the <b>From Grade/Step</b> and <b>To Grade/Step</b> fields to define a range of salary grades for the requisition. Select the lower salary grade and step in the <b>From Grade/Step</b> fields.
<b>To Grade/Step</b>	Select the higher salary grade and step in the <b>To Grade/Step</b> fields.

---

### Job Posting Page

Usage	Use the Job Posting page to record information posted about the job requisition and the types of job postings made.
Object Name	JOB_REQUISITION3
Navigation	<b>Develop Workforce, Recruit Workforce (GBL), Use, Job Requisition Data, Job Posting</b>
Prerequisites	None
Access Requirements	Enter a Job Requisition number.

The screenshot shows a web application interface for job requisitions. At the top, there are several tabs: 'Requisition Data', 'Job Details', 'Job Posting' (which is selected), 'Basic Eligibility', 'Educ/Experience', 'Comps/Accomps', and 'Hired'. Below the tabs, the 'Job Posting' section displays the following information:

- Job Requisition #:** 010010
- Status:** Open
- Status Date:** 11/03/1998
- Position Number:** (empty)
- \*Business Unit:** ADM
- DeptID:** KG008
- Human Resources** (text below DeptID)
- Job Code:** KG0009
- Human Resources Administrator** (text below Job Code)
- Job Posting ID:** ADMEN1

Below this information are two main sections:

- Descriptions:** A section with a dropdown menu for '\*Type:' set to 'Posting'. Below it is a text area containing 'HR Administrator Head Office posting.' There are navigation buttons: 'View All', 'First', '1 of 1', and 'Last'.
- Posting Information:** A table with columns: '\*Posting Type', 'Medium', 'Date Opened', 'Date Closed', and 'Description'. It contains two rows of data.
 

*Posting Type	Medium	Date Opened	Date Closed	Description
1 External	Ad	11/03/1998	11/30/1998	Personnel Today
2 Internal	Email	11/03/1998	11/30/1998	Sent to all employees

Job Posting page

The system displays the **Job Requisition #** (job requisition number) that you entered (or *000000* if it is a new requisition), the requisition **Status**, and **Status Date**.

The following data defaults from the Job Information page: **Position Number**, **Business Unit**, **Dept ID** (department ID), and **Job Code**. These fields are for information only.

**Job Posting ID** If you want to designate a unique code for this job posting, enter a **Job Posting ID**. This field is for information only and does not affect requisition processing.

### Descriptions

Use the **Descriptions** group box to enter descriptions of the job requisition.



The descriptions will appear in your self-service web application Job Postings. Job applicants visiting this site will find useful information about job expectations, including the skills and accomplishments that are needed to fill this job posting.

**Type** Select the **Description Type** from the available options. Available options are:

**Duties Description:** Use this option for the description of responsibilities and duties for the requisition.

**Posting Description:** Use this option for the general description of the job requisition.

You can create a job posting document (APP004) using PeopleSoft Human Resources and your word processor.



For more information about form letters, see [Generating the Requisition Posting Report](#).

**Posting Information**

Use the **Posting Information** group box to record the job postings that are made for the requisition. Each time a new posting is made, add a new row.

- Posting Type**                      Select the **Posting Type** from the available options. This field is for information only and does not affect requisition processing.
  
- Medium**                              Select the **Medium** used to issue the job posting from the available options. This field is for information only and does not affect requisition processing.
  
- Date Opened**                      Enter the date that the posting was opened.
  
- Date Closed**                      Enter the date that the posting will close. Requisitions published to the Internet using self-service Web applications are removed from your Web site once the **Date Closed** has passed.
  
- Description**                      Enter a short **Description** about the posting, if required.

**Basic Eligibility Page**

Usage	Use the Basic Eligibility page to define the basic requirements of the job. This includes information such as whether the job is part-time or full-time, regular or temporary, and standard working hours. For each of these basic requirements, you can assign an importance level, which is used to rank applicants during the screening process.
Object Name	JOB_REQ_BASIC_ELIG
Navigation	<b>Develop Workforce, Recruit Workforce (GBL), Use, Job Requisition Data, Basic Eligibility</b>
Prerequisites	None
Access Requirements	Enter a Job Requisition number.

Basic Eligibility page

The system displays the **Job Requisition #** (job requisition number) that you entered (or **000000** if it is a new requisition), the requisition **Status**, and **Status Date**. These fields are for information only.

### Screening Criteria

Use the **Screening Criteria** group box to set up the criteria used by the system during requisition screening to match applicants to a job requisition.



For more information about requisition screening, see [Screening Applicants](#).

### Level

Select the screening level from the available options:

**Preliminary Screening:** Use this option to set up the first screening requirements.

**Final Screening:** Use this option to set up the final screening requirements.

The system copies the data from **Preliminary Screening** to **Final Screening** because the basic eligibility criterion, such as standard hours, doesn't change. However, you can adjust the **Importance** fields and **Mand** check boxes for final screening.

**Min Qual %** (minimum qualification percentage)

The **Min Qual %** that you specify must be greater than or equal to the required percentage. For example, if a job has a required percentage of 85%, the minimum qualification percentage must be between 85% and 100%. If it is less, when you save your entries, the system will issue an error message.

The value that you enter appears on the [Candidate Points Summary inquiry page](#) to help you identify how closely the applicants match the requirements.

**Refresh Points**

Click the **Refresh Points** button to update the **Total Pts**, **Req'd Pts**, and **Req'd Pct** fields. When you click the button, the system recalculates the points fields based on the values assigned to the **Importance** fields and **Mand** check boxes.

The following fields display information related to the values that you have assigned to the **Importance** fields and the **Mand** check boxes that you have selected:

**Total Pts** (total points)

**Req'd Pts** (required points)

**Req'd Pct** (required percentage)



For more information about the three fields above, see [Ranking Applicants](#).

---

## Basic Eligibility

**Location**

The system populates the **Location** from the Job Information page. If you need to change it, select the **Location** of the position from the list of valid values. The system automatically updates the Job Information page.

If you selected a Position on the Job Information page, the system populates the **Location** from Position Data and makes the field unavailable for entry.

**Regular/ Temporary**

Select one of these options from the available options:

**Regular:** Use this option if the requisition is for a permanent job.

**Temporary** Use this option if the requisition is for a fixed length contract.

**Begin/End Date** If the requisition is *Temporary*, enter the **Begin/End Date**. If the requisition is *Regular*, the system makes the **Begin/End Date** fields unavailable for entry.

**Full/Part Time** Select one of these options from the available options:

*Full-Time*

*Part-Time*

If you selected a Position on the Job Information page, the system populates the **Full/Part Time** field from Position Data and makes it unavailable for entry.

**Desired Start Date** Enter the **Desired Start Date** for the requisition.

**Std Hours / Week** (standard hours per week) Enter the normal number of hours worked in a week.

**Work Period** The work period is the period in which the employee must complete the standard hours. This field is for informational purposes and you should not change the default value of *W* (weekly).

**Willing to Travel** Select the **Willing to Travel** check box if the job will regularly involve travelling. When you select the check box the system displays the **Percent** field.

Clear the **Willing to Travel** check box if the job does not include regular travel.

**Percent** (percentage) If you selected the **Willing to Travel** check box, enter a percentage in this field to indicate the amount of time spent travelling. The system hides this field if the **Willing to Travel** check box is cleared.

Associated with each of the basic eligibility requirements, are the **Importance** field and **Mand** (mandatory) check box.

**Importance** Select the **Importance** from the available options:

*Low*

*Below average*

*Average*

*Above average*

*High*

**Mand** (mandatory)

Select the **Mand** check box if you want to exclude any applicants who do not meet the requirement. When you carry out requisition screening, the system discards any applicants who do not meet *all* mandatory requirements.



For more information about using the Importance field and the **Mand** (mandatory) check box, see [Setting Up Screening Requirements](#).

**Educ/Experience Page**

Usage	Use the Educ/Experience (education and experience) page to define the education and work experience that is required for the requisition.
Object Name	JOB_REQ_EDUC_EXP
Navigation	<b>Develop Workforce, Recruit Workforce (GBL), Use, Job Requisition Data, Educ/Experience</b>
Prerequisites	None
Access Requirements	Enter a Job Requisition number.

Educ/Experience page

The system displays the **Job Requisition #** (job requisition number) that you entered (or *000000* if it is a new requisition), the requisition **Status**, and **Status Date**. These fields are for information only.

## Screening Criteria

### Level

Select the screening level from the available options:

***Preliminary Screening:*** Use this option to set up the first screening requirements.

***Final Screening:*** Use this option to set up the final screening requirements.

The system copies the data from ***Preliminary Screening*** to ***Final Screening***. However, you can adjust the **Importance** field and **Mand** check box for final screening.

**Min Qual %** (minimum qualification percentage)

The system displays the **Min Qual %** that you entered on the [Basic Eligibility page](#).

### Refresh Points

Click the **Refresh Points** button to update the **Total Pts**, **Req'd Pts**, and **Req'd Pct** fields. When you click the button, the system recalculates the points fields based on the values assigned to the **Importance** fields and **Mand** check boxes.

The following fields display information related to the values that you have assigned to the **Importance** fields and the **Mandatory** check boxes that you have selected:

**Total Pts** (total points)

**Req'd Pts** (required points)

**Req'd Pct** (required percentage)



For more information about the three fields above, see [Ranking Applicants](#).

---

## Education and Experience

### Importance

Select the **Importance** from the available options:

*Low*

*Below average*

*Average*

*Above average*

**High**

**Mandatory**

Select the **Mandatory** check box if you want to exclude applicants who do not meet the education and work experience requirement. When you carry out requisition screening, the system discards any applicants who do not meet all mandatory requirements.



For more information about how the system screens and ranks applicants, see [Searching for Qualified Applicants](#).

**Options**

The **Options** group box lists the education level and years of work experience that are required for the requisition. Often, the amount of work experience required varies according to the education level. To enable this, you can set up several combinations of education and work experience. For example, you might accept an applicant with any one of these combinations:

- No degree and four years of work experience
- A degree and two years of work experience
- A masters degree and one year of work experience

In this case, you create three rows, one for each combination. During requisition screening, the system checks applicant details against each combination. Applicants who match any of the combinations will pass the screening.

**Education**

Select the **Education** level from the available options.

**Years of Work Experience**

Enter the number of **Years of Work Experience** required for the requisition. Applicants who match, or exceed, the **Years of Work Experience** pass the screening. For example, if you specify a degree and two years' experience, applicants with a degree and two or more years' experience pass the screening criteria.

Insert new rows to create additional combinations.

**Comps/Accomps Page**

Usage	Use the Competencies/Accomplishments (competencies and accomplishments) page to define the competencies and accomplishments that are required for the job requisition.
Object Name	JOB_REQ_COMP_ACCOM

Navigation	<b>Develop Workforce, Recruit Workforce (GBL), Use, Job Requisition Data, Comps/Accomps</b>
Prerequisites	Before you can use this page, you must have set up your competency and accomplishment codes, as described in <a href="#">Setting Up Competencies and Accomplishments in PeopleSoft Managing Competencies</a> .
Access Requirements	Enter a Job Requisition number.

Comps/Accomps page

The system displays the **Job Requisition #** (job requisition number) that you entered (or **000000** if it is a new requisition), the requisition **Status**, and **Status Date**. These fields are for information only.

**Screening Criteria**

**Level**

Select the **screening level** from the available options:

**Preliminary Screening:** Use this option to set up the first screening requirements.

**Final Screening:** Use this option to set up the final screening requirements.

**Min Qual %** (minimum qualification percentage)

The system displays the **Min Qual %** that you entered on the [Basic Eligibility page](#).

**Refresh Points**

Click the **Refresh Points** button to update the **Total Pts**, **Req'd Pts**, and **Req'd Pct** fields. When you click the button, the system recalculates the points fields based on the values assigned to the **Importance** fields and **Mand** check boxes.

The following fields display information related to the values that you have assigned to the **Importance** fields and the **Mand** check boxes that you have selected:

**Total Pts** (total points)

**Req'd Pts** (required points)

**Req'd Pct** (required percentage)



For more information about the three fields above, see [Ranking Applicants](#).

**Competencies/Accomp. Link**

Click **Competencies/Accomp. Link** to display the [Recruitment Workforce / Manage Competencies Link page](#), which lists the competencies and accomplishments that you have set up for the position or job code specified on the Job Information page. The Recruitment Workforce/Manage Competencies Link page lists those competencies and accomplishments that you have not already assigned to the job requisition. You select some or all the competencies and accomplishments to transfer to the job requisition.

**Competencies**

The **Competencies** group box lists the competencies required for the job requisition.

**Competency**

Select the competencies from the list of valid values. You set up competency codes in the [Competency Table](#).

**Mand** (mandatory)

Select the **Mand** check box if you want to discount any applicants who do not have the selected competency. When you carry out requisition screening, the system discards any applicants who do not meet all mandatory requirements.

**Description**

The system populates the **Description** of the competency from the Competency Table. This field is for information only.

**Importance**

Select the **Importance** from the available options:

*Low*

*Below average*

*Average*

*Above average*

*High*

**Proficiency**

For each competency you can also specify a proficiency level that is required for the job. Select the **Proficiency** from the list of valid values. You set up proficiency levels in the [Rating Model Table](#).

**Mand** (mandatory)

Select the **Mand** check box if you want to exclude any applicants who do not have the specified proficiency for the selected competency.

**Accomplishments**

The **Accomplishments** group box lists the accomplishments that are required for the job requisition.

**Accomplishment**

Select the accomplishment from the list of valid values.

**Mand** (mandatory)

Select the **Mand** check box if you want to discount any applicants who do not have the selected accomplishment. When you carry out requisition screening, the system discards any applicants who do not meet *all* mandatory requirements.

**Description**

The system populates the **Description** of the accomplishment from the Accomplishment Table. This field is for information only.

**Importance**

Select the **Importance** from the available options:

*Low*

*Below average*

*Average*

*Above average*

*High*



For more information about how the system screens and ranks applicants, see [Screening Applicants](#).

**Recruitment Workforce / Manage Competencies Link Page**

Usage	Use this page to view competencies and accomplishments that you have
-------	--

	set up for the selected Position or Job Code, which you have not assigned to the job requisition. From this list, you can select some or all the competencies and accomplishments to copy to the job requisition.
Object Name	RW_ROLE_COMP_SEC
Navigation	To access the page, click <b>Competencies/Accomp. Link</b> on the Comps/Accomps page.

**Recruitment Workforce / Manage Competencies Link**

Job Requisition #: 010010    Position Number:    Job Code: KG0009

The selected competencies will be transferred to Recruitment.

Competencies <small>First 1-7 of 7 Last</small>			Accomplishments <small>First 1 of 1 Last</small>	
Description	Importance	Proficiency	Description	Importance
<input type="checkbox"/> Ability to manage own time	Average			
<input type="checkbox"/> Teamwork and cooperation	Average			
<input type="checkbox"/> Legislative Requirements	Average			
<input type="checkbox"/> Conflict resolution	Average			
<input type="checkbox"/> Correspondence	Average			
<input type="checkbox"/> Word Processing	Average			
<input type="checkbox"/> Computer Literacy	Average			

Recruitment Workforce / Manage Competencies Link page

For each competency and accomplishment assigned to the position or job code, the system displays the **Description, Importance, and Proficiency** (for competencies only).



For more information about assigning competencies and accomplishments to roles, see [Assigning Competencies and Accomplishments to Roles](#).

Select the check boxes besides the competencies and accomplishments that you want to copy to the job requisition.

**Select All**

Click the **Select All** button to select all the competencies or accomplishments in the list above the button. The system makes this button unavailable if there are no competencies or accomplishments to transfer.

**Deselect All**

When you click the **Select All** button to select all the competencies or accomplishments, the system displays the **Deselect All** button. Click this button to cancel the previous selections.

**OK** Click the **OK** button to transfer the selections to the Comps/Accomps page.

**Cancel** Click the **Cancel** button to return to the Comps/Accomps page without transferring any data.

**Hired Page**

Usage	Use the Hired page to view a summary of the job requisition, including a list of the applicants who applied for the position and the status of each application.
Object Name	JOB_REQUISITION4
Navigation	<b>Develop Workforce, Recruit Workforce (GBL), Use, Job Requisition Data, Hired</b>
Prerequisites	None
Access Requirements	Enter a Job Requisition number.

Hired page

The system compiles the information on the page from Job Requisition Data and Applicant Data. This data is for information only and covers the following:

**Job Requisition #** (job requisition number)

**Status**

**Status Date**

**Position Number**

**Business Unit**

**Dept ID** (department ID)

**Job Code****Target Openings**

**Target Openings** indicates the number of openings this requisition will attempt to fill.

**Filled**

**Filled** indicates how many of the openings are filled.

**Available Openings**

Indicates the number of unfilled openings.

**Hired Applicants**

The system lists the applicants that have been hired for the requisition in the **Hired Applicants** group box.

**Applicant ID****Application Date**

The date on which the applicant applied for the post.

**Name****Disposition Date**

## Generating Recruitment Job Postings

Once you have created your job requisitions, you can generate a job posting that includes the job requisition number, job title, salary, description, duties, and the effective date of the requisition.

The system uses an SQR to extract data from PeopleSoft Human Resources, and a Word for Windows macro to merge the data into a form letter template. Before you can generate any form letters, you must understand how this process works, how to set up your form letters, and how to set up the process scheduler.



For more information about setting up and generating form letters, see [Generating Form Letters](#).

---

To generate job postings, run the Requisition Posting Report described in [Generating the Requisition Posting Report](#).

## Tracking Job Requisitions

When an open requisition needs to be filled, several people, such as hiring managers and recruitment personnel are involved simultaneously in tracking and reviewing potential job candidates. To help keep everyone up-to-date, PeopleSoft Human Resources includes a series of online summary pages that list information about job candidates.

You can get a quick look at the candidates who have been interviewed for positions, review the recommendations of interviewers, and track any expenses incurred. Furthermore, if any candidates have received job offers you can identify them online instantly.

## Requisition Summaries - Applicants Inquiry Page

Usage	Use the Requisition Summaries - Applicants page to view applicants who are linked to a selected requisition. This includes applicants who have specifically applied for the requisition and applicants that you have identified as suitable for the requisition.
Object Name	REQ_ACTIVITY_DISP
Navigation	<b>Develop Workforce, Recruit Workforce (GBL), Use, Requisition Activity, Disposition Summary</b>
Prerequisites	None
Access Requirements	Enter a Job Requisition number.

[Routing](#) | [Interview Schedules](#) | [Interviews](#) | [Offers](#) | [Expenses](#) | [Disposition Summary](#)

**Job Req #:** [290006](#)  
**Status:** Open      **Date Opened:** 07/15/2000  
**Position:** 19000004 Mgr-Emp/Rc      **DeptID:** KU001 HR  
**Business Unit:** GBIBU      **Job Code:** KU004 Mgr-Emp/Rc

Dispositions					
Applicant ID	Application Date	Name	Applicant Status	Disposition	Disposition Date
A0011	12/01/1999	Fisher, Gabriel	External Applicant	Offer	07/15/2000

[View All](#)    First  1 of 1  Last

Requisition Summaries - Applicants inquiry page

**Applicant Status** displays the status of the applicant. For example if they are an external applicant or employee applicant.



For more information about the rest of the fields on this page, see [Searching for Qualified Applicants](#).

## Requisition Summaries - Routings Inquiry Page

Usage	Use the Requisition Summaries - Routings page to find out where applicant information has been sent for the selected requisition. For each applicant whose details have been routed, the system displays the Employee ID of the person to whom you routed the information, the date it was sent, and the recommendations of the reviewer.
Object Name	RECRUIT_SUMMARY2
Navigation	<b>Develop Workforce, Recruit Workforce (GBL), Inquire, Requisition Summaries, Routings</b>
Prerequisites	None

<b>Access Requirements</b>	Enter a Job Requisition number.
----------------------------	---------------------------------

<div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; margin-bottom: 5px;"> <span>Routings</span> <span>Interviews</span> <span>Offers</span> <span>Expenses</span> </div>				
<b>Job Req #:</b>	290005	<b>Date Opened:</b>	07/15/2000	
<b>Status:</b>	Open			
<b>Position:</b>		<b>DeptID:</b>	KC004	Public Aff
<b>Business Unit:</b>	GBIBU	<b>Job Code:</b>	KU042	Cust Rep
<div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; margin-bottom: 5px;"> <span>Routings</span> <span>Responses</span> </div>				
<b>Applicant ID</b>	<b>Application Date</b>	<b>Name</b>	<b>Route To ID</b>	<b>Name</b>
1				

Requisition Summaries – Routings: Routings inquiry page

<div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; margin-bottom: 5px;"> <span>Routings</span> <span>Interviews</span> <span>Offers</span> <span>Expenses</span> </div>				
<b>Job Req #:</b>	290005	<b>Date Opened:</b>	07/15/2000	
<b>Status:</b>	Open			
<b>Position:</b>		<b>DeptID:</b>	KC004	Public Aff
<b>Business Unit:</b>	GBIBU	<b>Job Code:</b>	KU042	Cust Rep
<div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; margin-bottom: 5px;"> <span>Routings</span> <span>Responses</span> </div>				
<b>Applicant ID</b>	<b>Application Date</b>	<b>Route Date</b>	<b>Response Code</b>	<b>Response Date</b>
1				

Requisition Summaries – Routings: Responses inquiry page

The information shown on this page is the same as that entered on the Requisition Activity - Routing page.



For more information about these fields, see [Requisition Activity - Routing Page](#).

### Requisition Summaries - Interviews Inquiry Page

Usage	Use the Requisition Summaries - Interviews page to view the interview results for the selected job requisition. For each applicant interviewed, the system displays the interview date, the type of interview that took place, and the recommendation of the interviewer.
Object Name	RECRUIT_SUMMARY3
Navigation	<b>Develop Workforce, Recruit Workforce (GBL), Inquire, Requisition Summaries, Interviews</b>
Prerequisites	None

Access Requirements	Enter a Job Requisition number.
---------------------	---------------------------------

<u>Routings</u>		<u>Interviews</u>		<u>Offers</u>		<u>Expenses</u>	
<b>Job Req #:</b>	290005	<b>Date Opened:</b>	07/15/2000				
<b>Status:</b>	Open	<b>Position:</b>	<b>DeptID:</b>	KC004	Public Aff		
<b>Business Unit:</b>	GBIBU	<b>Job Code:</b>	KU042	CustRep			
<b>Interviews</b>				View All		First 1 of 1 Last	
<b>Applicant ID</b>	<b>Application Date</b>	<b>Name</b>	<b>Interview Date</b>	<b>Interview Level</b>	<b>Recommendation</b>		
1			08/25/2000	Phone	Interview Further		

Requisition Summaries - Interviews inquiry page

The information shown on this page is the same as that entered on the Requisition Activity - Interviews page.



For more information about these fields, see [Requisition Activity - Interviews Page](#).

**Requisition Summaries - Offers Inquiry Page**

Usage	Use the Requisition Summary - Offers page to view a list of the applicants that have received job offers for the selected job requisition. For each applicant, the system displays the date of the offer, details of the amount offered, and the applicant's response to the offer.
Object Name	RECRUIT_SUMMARY4
Navigation	<b>Develop Workforce, Recruit Workforce (GBL), Inquire, Requisition Summaries, Offers</b>
Prerequisites	None
Access Requirements	Enter a Job Requisition number.

<b>Job Req #:</b> 290005		<b>Status:</b> Open		<b>Date Opened:</b> 07/15/2000	
<b>Position:</b>		<b>DeptID:</b> KC004		Public Aff	
<b>Business Unit:</b> GBIBU		<b>Job Code:</b> KU042		Cust Rep	

Offers						
Detail		Response				
Applicant ID	Application Date	Name	Offer Date	Offer Amount	Pay Frequency	Currency Code
1			08/25/2000		Month	USD

Requisition Summaries – Offers: Detail inquiry page

<b>Job Req #:</b> 290005		<b>Status:</b> Open		<b>Date Opened:</b> 07/15/2000	
<b>Position:</b>		<b>DeptID:</b> KC004		Public Aff	
<b>Business Unit:</b> GBIBU		<b>Job Code:</b> KU042		Cust Rep	

Offers					
Detail		Response			
Applicant ID	Application Date	Name	Response to Offer	Response Date	
1			No Response		

Requisition Summaries – Offers: Response inquiry page



For more information about the fields on this page, see the [Requisition Activity - Offers Page](#).

### Requisition Summaries - Expenses Inquiry Page

Usage	Use the Requisition Summary - Expenses page to track all the expenses incurred by applicants for the selected job requisition. For each applicant, the system displays the expense type, the expense amount, and the department to which the expense is charged.
Object Name	RECRUIT_SUMMARY5
Navigation	<b>Develop Workforce, Recruit Workforce (GBL), Inquire, Requisition Summaries, Expenses</b>
Prerequisites	None
Access Requirements	Enter a Job Requisition number.

<b>Expenses</b>		First		1 of 1		Last	
Detail		Charging					
Applicant ID	Application Date	Name	Expense Code	Expense Amount	Currency Code		
1					USD		

Requisition Summaries – Expenses: Detail inquiry page

<b>Expenses</b>		First		1 of 1		Last	
Detail		Charging					
Applicant ID	Application Date	Charge Date	Business Unit	Description	Department	Description	
1		08/25/2000					

Requisition Summaries – Expenses: Charging inquiry page



For more information about the fields on this page, see the [Requisition Activity - Expenses Page](#).

## CHAPTER 2

# USF Administering Job Requisitions

Before you can manage the best workforce possible, you have to find good job candidates. With PeopleSoft Human Resources, you can quickly process the endless applications you receive. You no longer have to shuffle through piles of resumes or rely on placement agencies to find the most qualified candidates for job openings. Instead, you can implement streamlined procedures to find candidates with exactly the skills and qualifications you're looking for, including those in your existing personnel pool. With such effective use of data, you can achieve enormous savings on recruitment costs.

## USF Before You Begin

Before you begin creating job requisitions and posting job vacancies you should have set up your general tables and the Recruit Workforce tables.



For more information on the setup required, see Before You Begin in the Administering Job Requisitions section.

In addition to the setup listed above, you should complete the setup in the sections below.

---

## USF Creating Recruiting Distribution Resources

Vacancy announcements need to be distributed inside and outside your agency. Word-of-mouth and networking are methods of spreading the word about vacancies, but not the most efficient. You have to cover a broader range in order to attract the talent, knowledge, abilities, and skills you need. One way to achieve this distribution is to use established networks designed to attract applicants, such as newspaper classified ads, electronic bulletin boards, recruiting offices, radio, business trade journals, and professional organizations.

Using PeopleSoft Human Resources, you can identify recruiting sources, build distribution lists of your recruiting sources, indicate the offices authorized to perform your recruiting and staffing functions, and define standardized vacancy announcement text to insure consistency in your job requisition postings.

### Recruiting Distribution List Page

Usage	Use the Recruiting Distribution List page to create lists for distributing
-------	--

	Vacancy Announcements to the different Recruiting Sources. The Recruiting Sources display here once you identify them as being included in the specified distribution list. Please note when adding a new distribution list that no recruiting sources appear because no sources have been assigned yet. Once the sources are assigned, they display in the bottom half of the page.
Object Name	GVT_RECR_DIST_LIST
Navigation	<b>Develop Workforce, Recruit Workforce (USF), Setup, Recruiting Distribution List, Recruiting Distribution List</b>
Prerequisites	None.
Access Requirements	Enter a Recruiting Distribution List code.

Distribution List

**Recruiting Distribution List:** FJOB

**Description:** Fed Jobs Opp Bulletin

**Short Description:** FJOB

**Recruiting Sources Included** [View All](#) 1 of 2 [Last](#)

Source	Description	Contact Person
LAWP	Washington Post Advertisement	HILARY MCKENZIE

Recruiting Distribution List page

Enter a **Description** and a **Short Description** for the **Recruiting Distribution List**, identifying the focus of the list.

The **Recruiting Sources Included** group box displays the **Sources** you indicated are to be included on the Distribution List, along with their **Description** and the **Contact Person**. Until you have matched a Distribution List with a Recruiting Source, nothing appears at the bottom of this page.

### USF Identifying Recruiting Sources

The Recruiting Source component is where you identify all your agency's potential recruiting sources, including addresses, telephone numbers, electronic communication addresses, and the distribution lists that your sources are included on.

#### *Recruiting Source – Recruiting Source 1 Page*

Usage	Use the Recruiting Source – Recruiting Source 1 page to enter a description, contact name and address information for the recruiting source that you create.
Object Name	GVT_RECRUIT_SRC1

Navigation	<b>Develop Workforce, Recruit Workforce (USF), Setup, Recruiting Source, Recruiting Source 1 of 2</b>
Prerequisites	None.
Access Requirements	Enter a Recruiting Source code.

Recruiting Source - Recruiting Source 1 page

Enter a long **Description** and a **Short Description** identifying your agency's recruiting source.

Enter the **Contact Person** for the recruiting source and their **Country** and address. The magnifying glass, or **Postal Search** button, applies only to international addresses.

***Recruiting Source – Recruiting Source 2 Page***

Usage	Use the Recruiting Source – Recruiting Source 2 page to enter all your contact persons' phone numbers, and indicate whether to Include in Distribution Lists.
Object Name	GVT_RECRUIT_SRC2
Navigation	<b>Develop Workforce, Recruit Workforce (USF), Setup, Recruiting Source, Recruiting Source 2 of 2</b>
Prerequisites	None.
Access Requirements	Enter a Recruiting Source code.

The screenshot shows a web interface for 'Recruiting Source2'. It has two tabs: 'Recruiting Source1' and 'Recruiting Source2'. The main content area contains the following fields:

- Recruiting Source:** HBCU-1
- Description:** Historically Black Colleges Un
- Contact Person:** JANICE CARTER-GOMEZ
- Phone Information:** A section with a 'View All' link and 'First'/'Last' navigation. It contains a 'Phone Type' dropdown menu set to 'Business' and a 'Telephone' text box containing '909/988-3126'. There are '+' and '-' buttons to the right.
- Include in Distribution Lists:** A section with a 'View All' link and 'First'/'Last' navigation. It contains a 'Distr List' text box with 'FJOB' and a search icon, and a 'Description' text box with 'Fed Jobs Opp Bulletin'. There are '+' and '-' buttons to the right.

Recruiting Source - Recruiting Source 2 page

The **Recruiting Source**, **Description**, and **Contact Person** are populated from the Recruiting Source 2 page.

### Phone Information

Enter the **Phone Type** and associated **Telephone** number(s).

### Include in Distributions Lists

Enter the **Distr List** (distribution lists) that apply to your recruiting source. The **Description** is displayed once you tab out of the field. You can insert additional rows for each distribution list the contact should be a part of.

### Recruiting Office Page

Usage	Use the Recruiting Office page to define the offices authorized to perform the recruiting and staffing functions by using the Recruiting Office table. You can choose to use the Personnel Office Identifier (POI) codes, set up new codes to complement your agency's requirements, or set up Shared Service Centers for specific types of recruiting. Entering data in this table helps you more clearly define where your agency's recruiting activity is being performed, and provide more accurate contact information about Vacancy Announcements.
Object Name	GVT_RECRUIT_OFFICE
Navigation	<b>Develop Workforce, Recruit Workforce (USF), Setup, Recruiting Office, Recruiting Office</b>
Prerequisites	None.
Access Requirements	Enter a Recruiting Office code.

Recruiting Office page

Enter a long **Description** and a **Short Description** for the office that performs the recruiting activities for your agency. Enter the name of the **Contact Person**, the **Country**, and the address. The magnifying glass, or **Postal Search** button, applies only to international addresses.

Click the **Phone Numbers** link to access the Recruiting Office Phones page, where you can enter phone number information for the recruiting office.

**Recruiting Office Phones Page**

Usage	Use the Recruiting Office Phones page to enter phone number information for the recruiting office.
Object Name	GVT_REC_OFF_PH_SEC
Navigation	Click the <b>Phone Numbers</b> link on the Recruiting Office page.

Recruiting Office Phones page

Select the **Phone Type** from the available options and type the **Telephone** number for that phone type. You can add additional rows to add other phone numbers such as a Fax number or a cellular number.

### Recruiting Description – Standard Text Page

Usage	<p>Use the Recruiting Description – Standard Text page to create and define common elements of a Vacancy Announcement that are printed repeatedly. This makes it unnecessary to type repeatedly such elements as "Who May Apply," "Description of Duties," "Veterans Preference," "Special Conditions," and "Privacy and Public Burden Statement." When you create a Job Requisition, enter all of the description codes you want to appear. The system populates the Job Requisition with the associated text. If you need to modify the content to mirror the exact job, you can edit the text quickly and easily.</p> <p>You can have multiple descriptions for each Requisition Description Type. When the vacancy announcement is created by the system, you can designate which description you want to use. For example, you may have different descriptions for internal versus external candidates.</p>
Object Name	GVT_RECRUIT_DESCR
Navigation	<b>Develop Workforce, Recruit Workforce (USF), Setup, Recruiting Description, Recruiting Description Text</b>
Prerequisites	You should be sure the Requisition Description Types you plan to use are available.
Access Requirements	Enter a Requisition Description Type and a Description code.

Standard Text

**Requisition Description Type:** EEO  
**Description Code:** 002

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**Description Label:**

**Description:**

The Department of Commerce (DOC) does not condone or tolerate discrimination based on race, color, religion, sex, national origin, age, physical or mental disability, or sexual orientation.

Recruiting Description - Standard Text page

Define a **Description Label**, and enter the **Description** in the long edit box. This description is what appears in your Job Requisition.

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### Full Text Vacancy Options Page

Usage	Use the Full Text Vacancy Options page to specify which Requisition
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	Description Types you want to use in the vacancy announcement and in what order you want each item printed. This information is also printed on the vacancy announcement free text form when you submit information to USA Jobs.
Object Name	GVT_VACANCY_OPTNS
Navigation	<b>Develop Workforce, Recruit Workforce (USF), Setup, Full Text Vacancy Options, Vacancy Options</b>
Prerequisites	You must define the Requisition Description Types on the Recruiting Descriptions – Standard Text page.
Access Requirements	Enter a Vacancy Template code.

Vacancy Options

### Vacancy Announcement Options

Vacancy Template: DFLT

Description:

Full Text Announcement

Full Vacancy Announcement Printed Sequence. [View All](#) First 1-8 of 8 Last

Selected	*Requisition Description Type	Sequence
<input checked="" type="checkbox"/> WMA	Who May Apply	1
<input checked="" type="checkbox"/> MJD	Major Duties	2
<input checked="" type="checkbox"/> QRS	Qualification Requirements	3
<input checked="" type="checkbox"/> BOR	Basis of Rating	4
<input checked="" type="checkbox"/> COE	Conditions of Employment	6
<input checked="" type="checkbox"/> HTA	How To Apply	8
<input checked="" type="checkbox"/> HVP	How to Claim Vet Preference	10
<input checked="" type="checkbox"/> EEO	Equal Employment Opportunity	11

Full Text Vacancy Options page

Enter a **Description** for the Vacancy Template.

### Full Vacancy Announcement Printed Sequence

Enter the code for the **Requisition Description Type** you want to print on the vacancy announcement free text form that is submitted to USA Jobs. Use the **Selected** check box to include the **Requisition Description Type** in the vacancy announcement. If the **Selected** check box is cleared, the **Requisition Description Type** is placed at the end of the sequence order.

The **Sequence** number determines the order the selected descriptions are printed.

Click the plus and minus buttons to add rows or delete rows on the page. Rows are added below the row where you click the plus button.

## USA Jobs – Occ Suffix Table Page

Usage	<p>Use the USA Jobs – Occ (occupational) Suffix Table page to create and maintain Occupational Series Title Suffixes supported by the Office of Personnel Management’s USA Jobs.</p> <hr/> <p><b>Note.</b> You may need to add, delete or edit values in this table to comply with changes made by the Office of Personnel Management.</p> <hr/>
Object Name	GVT_OCC_SUFFIX_TBL
Navigation	<b>Develop Workforce, Recruit Workforce (USF), Setup, USA Jobs - Occ Suffix Table, Gvt Occ Suffix Tbl</b>
Prerequisites	None.
Access Requirements	Select an Occupational Series.

Gvt Occ Suffix Tbl

**Occupational Series:** 0023

**Occ Suffix:** A

---

**Description:**

**Short Description:**

USA Jobs – Occ (occupational) Suffix Table page

Enter a **Description** and **Short Description** for the **Occ** (occupational) **Suffix**.

## USA Jobs VA Remarks Table Page

Usage	<p>Use the USA Jobs VA Remarks Table page to create and maintain the Remarks codes and descriptions supported by the Office of Personnel Management’s USA Jobs. Remark Codes are categorized by Remark Type for easy identification of remarks.</p> <hr/> <p><b>Note.</b> You may need to add, delete or edit values in this table to comply with changes made by the Office of Personnel Management.</p> <hr/>
Object Name	GVT_VA_REMARKS
Navigation	<b>Develop Workforce, Recruit Workforce (USF), Setup, USA Jobs VA Remarks Table, Gvt Va Remarks</b>
Access Requirements	Select a Remark Type and Remark Code.

The screenshot shows a form titled "USA Jobs Remarks". It contains the following fields:

- Remark Type:** A2 Area of Consid-Status/Merit Pr
- Remark Code:** 124
- Description:** Limited to current SES Members.

USA Jobs VA Remarks Table page

Enter the **Description** for the Remark Code.

### USA Jobs Duty Location Table Page

Usage	Use the USA Jobs Duty Location Table page to create and maintain the Location Codes supported by the Office of Personnel Management’s USA Jobs. Location Codes are used to identify a specific location or region where there are job vacancies.  <b>Note.</b> You may need to add, delete or edit values in this table to comply with changes made by the Office of Personnel Management.
Object Name	GVT_VA_DUTY_LOC
Navigation	<b>Develop Workforce, Recruit Workforce (USF), Setup, USA Jobs Duty Location Table, USA Jobs Duty Loc Table</b>
Access Requirements	Enter the Location Code.

The screenshot shows a form titled "Duty Location Tbl". It contains the following fields:

- Location Code:** 0016
- \*State Code:** FL
- Description:** Homestead FL
- Comment:** (Empty text area)

USA Jobs Duty Location Table page

In the **State Code** field enter the state code associated with the **Location Code**.

Enter a **Description** for the **Location Code**. In the **Comments** you can enter additional information regarding the **Location Code**. For example, if the location code represents a large area, you could enter the counties or cities that are included in that area.

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## USF Setting Up Standard Letter Codes

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For more information about setting up codes to generate standard letters, see [Setting up Standard Letter Codes](#).

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## USF Preparing ADA Tracking for U.S. Workers

In performing recruiting activities in the U.S., you will want to prepare for meeting any accommodation requests applicants make in accordance with Title 1 of the Americans with Disabilities Act (ADA). This act prohibits employers from discriminating against applicants or employees with disabilities in terms of job applications, testing, hiring, assignments, compensation, and benefits, among others.

Before you track accommodation requests that applicants make, it is useful to set up codes for various elements of the request process. To make it easier for you to set up the codes, the following tables appear in both the Recruit Workforce page and the Report Regulations page.

### **Accommodation Type Table**

Use the Accommodation Type Table to define various elements that make up accommodations for those with disabilities, and set up the codes to easily identify and track those accommodations.

### **Job Task Table**

Using the Job Task Table, you identify the end result of the job, not the steps or how the task is to be performed.

### **Job Code Task Table**

The Job Code Task Table is where you define job tasks associated with each job code.



For more information about setting up ADA tracking codes, see [Setting Up ADA Tracking](#).

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## USF Setting Up Applicant Security

Applicant records, like employee records, contain confidential and sensitive information, so it's important to limit user access to that data.



For more information about setting up applicant security, see [Setting Up Applicant Security](#).

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## USF Processing Job Requisitions

The first step in the Recruit Workforce process is to set up requisitions for job openings and vacancies in your agency. You use requisitions as the foundation for several other recruitment activities, including tracking recruitment costs and linking them with applicants to help you perform comprehensive database searches for qualified applicants.

To begin creating a job requisition, open the Request Vacancy component in the Recruit Workforce, Use page. Besides assigning a number to each requisition, you can also enter details about the open job or position, such as the job code and the department where the job opening is located. You can also enter a general job description for job postings, which you can choose to distribute internally before you look to outside sources for new employees.

Once a request for a vacancy is created, the requisition follows the steps you define in Define Business Rules, Define WIP Parameters (define business rules, define work-in-progress parameters). These are the steps that appear under the Use menu, and they determine what action is required next in order to complete the process. The following sample setup is provided in the Demo Database delivered with your system.

<b>Request Vacancy</b>	This is the beginning, where you enter a request to create a job requisition within your agency.
<b>Authorize Vacancy</b>	Once the request for job requisition is created a WIP status of <i>Requested</i> is forwarded to the next level for authorizing the requisition. The personnel responsible for authorizing change the WIP status to <i>Authorized</i> , where it moves to the review step.
<b>Review Vacancy</b>	The authorized personnel perform a review of the job requisition. The reviewer determines, for example, that all test requirements are included and the job code is consistent with job requirements. Once the review is completed, the WIP status is changed to <i>Reviewed</i> .
<b>Approve Vacancy</b>	The approval of the reviewed requisition takes place at the highest level within the organization. Once the requisition is approved, the WIP status is changed to <i>Approved</i> and forwarded to human resources for processing.
<b>Process Vacancy</b>	Human resources process the requisition. At the human resources level the WIP status can either be <i>Rejected</i> or <i>Processed</i> , and, if processed, the requisition status changes to open and the recruitment of applicants begins.



For more information about Work-In-Progress, see [USF Setting Up Your Work-in-Progress Management System](#).

The Job Requisition component consists of four pages. In the first, enter requisition and work-in-progress-related information. In the second, indicate job code and position information. In the third page, enter vacancy-related information such as location and number of openings and any recruiting restrictions specific to the requisition. And in the fourth page, identify your recruiting office and any required tests, and indicate any priority placement considerations.

When you have created job requisitions, you can generate the Requisition Status report (APP003), which lists each requisition and related information, such as the job code, approval date, open and closed dates, and number of candidates. You might use this report to track the status of job requisitions and to see which jobs are available in your agency.

If you're driving part or all of the system by position (using Position Management) and are using the budgeting feature, you can generate a report listing all vacant budgeted positions.



For more information about reports and using Position Management, see [Managing Positions](#).

---

## USF Adding Vacancy Requests

You add position vacancy request information using the Request Vacancy component.

### Request Vacancy – Job Requisition 1 Page

Usage	Use the Request Vacancy - Job Requisition 1 page to set up the administrative information for the requisition, such as the number of openings to be filled, the requisition type, Business Unit, the date the requisition was authorized, and the people who requested and authorized the requisition. You also use the page to record any change to the requisition status and to determine what state the requisition is in.
Object Name	GVT_JOB_REQSN1
Navigation	<b>Develop Workforce, Recruit Workforce (USF), Use, Request Vacancy, Job Requisition 1 of 4</b>
Access Requirements	Enter a Job Requisition Number  If you let the system automatically assign a new job requisition number, it first appears as <b>000000</b> . The actual number assigned to the requisition appears after you save the information you enter in the Request Vacancy pages.

**Important!** To avoid maintaining two different sets of job requisition numbers, we recommend that you either always assign numbers manually or always let the system do it, not both.

The screenshot displays the 'Job Requisition 1' page. At the top, there are tabs for 'Job Requisition 1', 'Job Requisition 2', 'Job Requisition 3', and 'Job Requisition 4'. Below the tabs, the 'Job Requisition #' is 000065. The form includes several dropdown menus: '\*Status' (Open), '\*Type' (Open Competition), 'Reason' (Job/Position Vacated), 'Area of Consideration' (Federal Government), and '\*Business Unit' (PSFED). There are also date fields for '\*Status Date' (07/31/2000), 'Date Opened' (07/31/2000), and 'Date Closed'. A 'Work-in-Progress Status' section shows 'Requested'. The 'Tracking Data' section includes 'Action Date' (07/31/2000), 'WIP Status' (Requested), and 'Override Operator Emplid' (unchecked). Employee information is shown as 'Emplid / Empl Rcd#: FG001 / 0' and 'Chandler, Craig'. A 'Comment' field is also present.

Request Vacancy - Job Requisition 1 page

The requisition **Status** field automatically displays the value **Hold** and the requisition **Status Date** field automatically displays the system date, usually today's date. You can override the system date if the requisition had been opened earlier. The status of the requisition remains **Hold** until all the work-in-progress, review, and approval steps have been completed, and the requisition is processed by human resources.

Select the requisition **Type** from the available options. These values are maintained in the Translate Table.

**Internal** This requisition type applies to only current agency employees for consideration.

**Merit Promotion** Only current and previous federal employees are considered under this requisition type.

**Open Competition** Under this requisition type, all internal and external applicants and federal employees are available for consideration.

Select the requisition **Reason** from the available options. Like the Requisition Types, these values are maintained in the Translate Table.

Enter the **Date Opened** and **Date Closed** to match your agency's requirements in filling the vacancy. These fields are optional at the Request Vacancy level. Once the requisition reaches

human resources and the Process Vacancy level, these dates become useful, especially in tracking requisition status.

Indicate the **Area of Consideration** that covers the job requisition.

Select the **Business Unit**. Business Units give you the flexibility to identify requisitions by such factors as region, agency, or location.

Select the **Work-In-Progress Status** that identifies the process being implemented. In the Request Vacancy component the system automatically displays **REQ** (requested), and displays the **Action Date** and **WIP Status**.

The **Override Operator EmplID** (override operator employee ID) check box, when selected, enables someone other than the requester to create a job requisition. The system then makes the field **EmplID/Empl Rcd#** (employee ID/employee record number) available to you to enter this information.

In the **Comments** field, add any information about the request status of this job requisition.

**Request Vacancy – Job Requisition 2 Page**

Usage	Use the Request Vacancy - Job Requisition 2 page to set up basic job information for this job requisition, such as position number or job code, and any employment conditions that may be applicable.
Object Name	GVT_JOB_REQSN2
Navigation	<ul style="list-style-type: none"> <li>• <b>Develop Workforce, Recruit Workforce (USF), Use, Approve Vacancy, Job Requisition 2 of 4</b></li> <li>• <b>Develop Workforce, Recruit Workforce (USF), Use, Authorize Vacancy, Job Requisition 2 of 4</b></li> <li>• <b>Develop Workforce, Recruit Workforce (USF), Use, Process Vacancy, Job Requisition 2 of 4</b></li> <li>• <b>Develop Workforce, Recruit Workforce (USF), Use, Request Vacancy, Job Requisition 2 of 4</b></li> <li>• <b>Develop Workforce, Recruit Workforce (USF), Use, Review Vacancy, Job Requisition 2 of 4</b></li> </ul>
Prerequisites	Before you can use this page to define the details of the job, the job code must be set up in the Job Code Table. If your organization uses Position Management, the position must be defined in Position Data.
Access Requirements	Enter a Job Requisition Number.

Request Vacancy - Job Requisition 2 page

You can create Job Requisitions by specifying your **Job Code** or by **Position Number** if the requisition is for a specific position. By specifying **Job Code**, your requisition is targeting more generic jobs. Creating a requisition using only **Position Number** prompts the system to automatically pull the associated **Job Code**, and display both on the page.

Select the **Job Code** applicable for the requisition from the available options and indicate the **Primary** job code selected. The system displays the **PP-SERIES-GR** (pay plan-series-grade) associated with the job code.

The **Position Number** is optional. If you're driving part or all of PeopleSoft Human Resources by position (using the Manage Positions Business Process) and the requisition applies to a specific position within the Job Code you entered, select a Position Number, which you define in the Position Data pages. If you know and enter this information, the system automatically displays the position's **Organization Title, Location, Job Code, and PP-SERIES-GR**.



For more information about Position Data pages, see [Creating Positions](#).

Enter any **Comments** associated with the job code and position listed.

Click the **Employment Conditions** button to open the Conditions of Employment page where you can review specific information regarding the position.

***Conditions of Employment Page***

Usage	Use the Conditions of Employment page to view information about the selected Job Code. These fields are populated from the Job Code Table. You can change the information on this page to meet the requirements of the specific job requisition you are creating. The information entered
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	<p>on this page is saved for the specific job requisition and does not change information on the Job Code Table.</p> <hr/> <p><b>Note.</b> The information on the Conditions of Employment page is used to determine basic eligibility in screening applicants.</p> <hr/>
Object Name	GVT_RQSN_COND_SEC
Navigation	Click the <b>Employment Conditions</b> button on the Request Vacancy – Job Request 2 page.

Conditions of Employment page

**Salary Range From** and **To** are populated with information from the Job Code Table. You can override these values. Select the correct **Pay Frequency** for the position.

Indicate the **Supervisor Level** if applicable. **FLSA Status** is populated with information from the Job Code Table, with a value of *Exempt, Non-Exempt, or (none)*.

Select the **Summer Appointment** check box if this position is a summer appointment. This information is sent as part of the vacancy information for the USA Jobs program. When there are multiple jobcodes, the primary jobcode value for summer appointment is used.

Select whether the position is **Full/Part-Time**, the **Desired Shift** (if applicable), the number of **Standard Hours**, and whether the position is **Regular/Temporary**.

Indicate the **Not To Exceed Date** and **NTE Days** (not to exceed days) if the position is *Temporary*.

**LEO Position** (law enforcement officer position) and **Job Sensitivity** are populated with information from the Job Code Table.

The **Promotion Potential** group box displays the **Pay Plan** code, **Grade** for the position, and **Occupational Series** code and description. You can change the **Grade** for this specific information if necessary.

Select the **Type of Appointment**, if applicable, such as *Executive (Except Svc Perm)*, *Limited Term (Senior Exec Perm)*, or *Other (Except NonPerm)*.

Indicate the **Travel Percentage** that is required, either *(none)*, *< 25%*, *25-50%*, *50-75%*, or *75-100%*.

The **PATCOB Code** is displayed from the Job Code Table.



For more information about the Job Code Table, see *Classifying Jobs*.

**Request Vacancy – Job Requisition 3 Page**

Usage	Use the Request Vacancy - Job Requisition 3 page to enter location information and referrals for candidates, and to list any restrictions and parameters to the recruiting process.
Object Name	GVT_JOB_REQSN3
Navigation	<ul style="list-style-type: none"> <li>• <b>Develop Workforce, Recruit Workforce (USF), Use, Approve Vacancy, Job Requisition 3 of 4</b></li> <li>• <b>Develop Workforce, Recruit Workforce (USF), Use, Authorize Vacancy, Job Requisition 3 of 4</b></li> <li>• <b>Develop Workforce, Recruit Workforce (USF), Use, Process Vacancy, Job Requisition 3 of 4</b></li> <li>• <b>Develop Workforce, Recruit Workforce (USF), Use, Request Vacancy, Job Requisition 3 of 4</b></li> <li>• <b>Develop Workforce, Recruit Workforce (USF), Use, Review Vacancy, Job Requisition 3 of 4</b></li> </ul>
Prerequisites	Before you can use this page to define the location of the job, the Location Codes must be set up in the Location Table.
Access Requirements	Enter a Job Requisition Number.

Job Requisition #: 000065

Locations and Openings | View All | First 1 of 1 Last

*Location	Description	State	Country	*Openings
KJUCA00				1

Candidate Name Requests | View All | First 1 of 1 Last

Sequence	Name

Recruiting Restrictions

Citizenship Status: 2 Naturalized    Maximum Age:    Minimum Age:   

Gender:    Draft Status:   

### Request Vacancy - Job Requisition 3 page

If you entered a Position Number on the Job Requisition 2 page, the **Location** code for that position is displayed in the **Locations and Openings** group box. It includes the **Location, Description, State, Country,** and number of **Openings** tied to the specific position.

When there is a single vacancy (or several vacancies) in a specific location(s), identify the location as clearly as possible. Use the code for a single duty location when there is one that identifies the city or county. When there are several vacancies within a specific state or small geographic area use the code identifying that state or area (for example, throughout Alabama or Western Massachusetts). If there are a number of vacancies in different locations, you may use a duty location that represents a general geographic site. (For example, there could be a need for 10 agriculture inspectors in “Eastern Nebraska” and Southern Iowa” or in a more general area: “Nebraska and Kansas”). When there are multiple vacancies within a specific region of the country (Mid Western, New England, Southeastern states, etc.) use the code identifying that specific region. The listings identify what states are included in that region. Nationwide and continental United States (duty location codes 806 and 1000) are used **ONLY** when one or more vacancies are being announced in each of the 50 states or almost every state – with a minimum of 15 vacancies. When providing a duty location for overseas vacancies, be specific, using the new codes for cities, countries, or continents.

The **Candidate Name Requests** group box is for those candidates you are highly recommending for the open job requisition. If you have more than one candidate in mind, enter the **Sequence** and **Name** for each.



This information is used in resolving ties in the Applicant Ranking Process.

In the **Recruiting Restrictions** group box you identify any restrictions that must be considered in the recruitment and selection process. These are optional fields, and may be used individually or in various combinations. If applicable, select the **Citizenship Status, Gender,** and **Draft Status** from the available options, and enter a **Maximum Age** and **Minimum Age**.



This information is applied when screening applicants during the basic eligibility process.

**Request Vacancy – Job Requisition 4 Page**

Usage	Use the Request Vacancy - Job Requisition 4 page to complete the task of requesting a vacancy by entering recruiting office and personnel information. You can also indicate the Required Tests and enter any Priority Placement Considerations that the job requisition requires.
Object Name	GVT_JOB_REQSN4
Navigation	<ul style="list-style-type: none"> <li>• <b>Develop Workforce, Recruit Workforce (USF), Use, Approve Vacancy, Job Requisition 4 of 4</b></li> <li>• <b>Develop Workforce, Recruit Workforce (USF), Use, Authorize Vacancy, Job Requisition 4 of 4</b></li> <li>• <b>Develop Workforce, Recruit Workforce (USF), Use, Process Vacancy, Job Requisition 4 of 4</b></li> <li>• <b>Develop Workforce, Recruit Workforce (USF), Use, Request Vacancy, Job Requisition 4 of 4</b></li> <li>• <b>Develop Workforce, Recruit Workforce (USF), Use, Review Vacancy, Job Requisition 4 of 4</b></li> </ul>
Prerequisites	Before you can use this page to define the required Tests and Priority Placement Programs, the Test codes and Priority Placement Program codes must be set.
Access Requirements	Enter a Job Requisition Number.

Request Vacancy - Job Requisition 4 page

In the **Recruiting Office Information** group box, select the **Recruiting Office** responsible for the job requisition. This information is what you entered when you set up your Recruiting Office Table.

Enter the **Staffing Specialist** who is handling those responsibilities.

Enter the **Telephone** number, **Fax Number**, and **Staffing Specialist EMail** for the selected staffing specialist.



The **Staffing Specialist**, **Telephone**, **Fax Number**, and **Staffing Specialist EMail** data are used to provide contact information to USA Jobs if there is a question about a vacancy announcement sent to USA Jobs.

Enter the **Selecting Official** for this position.

In the **Remarks** edit box, add any comments pertinent to the office, specialist, and official.

In the **Required Tests** group box, enter tests that are required for candidates applying for the Job Requisition in the **Test ID** field. These tests were the ones you created in the Test Table.

In the **Priority Placement Considerations** group box, indicate any special considerations for priority status in the **Program** field. As with the required tests, these priority placement values were created during your setup of the Priority Placement Table.



When you save the Request Vacancy page, if you let the system assign the **Job Requisition #**, it is updated from **000000** to the next number as defined in the Installation Table.

## Authorize Vacancy – Job Requisition 1 Page

Usage	Use the Authorize Vacancy - Job Requisition 1 page to approve a job requisition that has been requested. When approving the requisition, the reviewer changes the Work-In-Progress Status from <i>Requested</i> to <i>Authorized</i> . Only a reviewer who has been granted security access can open these pages.
Object Name	GVT_JOB_REQSN1
Navigation	<b>Develop Workforce, Recruit Workforce (USF), Use, Authorize Vacancy, Job Requisition 1 of 4</b>
Prerequisites	Job Requisition in “AUT” (Authorized) status.
Access Requirements	Enter a Job Requisition Number.

Authorize Vacancy - Job Requisition 1 page

Authorize the requisition by selecting **AUT** (authorized) from the **Work-In-Progress Status** available options.

Notice that a new row of data has been automatically entered, with a new **Action Date**.

The **Override Operator Emplid** check box has the same function as in the requesting vacancy process. When selected, it enables someone other than the requester to create a job requisition. The system then makes **Emplid/Empl Rcd#** available to you to enter this information.

Use the **Comments** field to record information about the requisition.

The department supervisor most likely handles the process of authorizing the requisition. The requisition must be approved to move forward. The authorizer has editing access to the remaining three pages, and can make changes and adjustments as necessary. Fields in which

authorizer access is permitted include Job Code, Position Number, Location, Required Tests, and Priority Placement Considerations.



Access to any given page or field depends on how your Work-In-Progress process is set up.



For more information about Work-In-Progress, see USF Setting Up Your Work-in-Progress Management System. For more information about the Job Requisition 2, 3, and 4 pages and their fields, see Request Vacancy – Job Requisition 2 Page, Request Vacancy – Job Requisition 3 Page, and Request Vacancy – Job Requisition 4 Page.

### Review Vacancy – Job Requisition 1 Page

Usage	Use the Review Vacancy - Job Requisition 1 page to review the Job Requisition. Once the requisition is authorized it moves into review. The reviewer and the authorizer can be the same person. The reviewer has the same editing access as the authorizer, and ensures that the information is correct before changing its WIP status.
Object Name	GVT_JOB_REQSN1
Navigation	<b>Develop Workforce, Recruit Workforce (USF), Use, Review Vacancy, Job Requisition 1 of 4</b>
Prerequisites	Job Requisition in “AUT” (Authorized) status.
Access Requirements	Enter a Job Requisition Number.

Review Vacancy - Job Requisition 1 page

Review the requisition, and once the review is complete, select **REV** (reviewed) from the **Work-In-Progress Status** available options.

Notice that a new row of data has been automatically entered, with a new **Action Date**.

The **Override Operator Emplid** check box has the same function as in the previous processes. When selected, it enables someone other than the requester to create a job requisition. The system then makes **Emplid/Empl Rcd#** available to you to enter this information.

Use the **Comments** field to document information pertaining to this step of the process.

The process of reviewing the requisition is most likely handled by the department supervisor, and must be performed for the requisition to move on to the next step. The reviewer has editing access to the remaining three pages, and can make changes and adjustments as necessary to the available fields. Fields in which reviewer access is permitted include Job Code, Position Number, Location, Required Tests, and Priority Placement Considerations.



Access to any given component or field depends on how your Work-In-Progress process is set up.



For more information about Work-In-Progress, see *USF Setting Up Your Work-in-Progress Management System*. For more information about the Job Requisition 2, 3, and 4 pages and their fields, see *Request Vacancy – Job Requisition 2 Page*, *Request Vacancy – Job Requisition 3 Page*, and *Request Vacancy – Job Requisition 4 Page*.

## Approve Vacancy – Job Requisition 1 Page

Usage	Use the Approve Vacancy - Job Requisition 1 page to approve the Job Requisition. After the reviewing process is completed, the next step is to approve the requisition. Depending on your agency's structure, the department manager probably approves the requisition and then forwards it to human resources for processing.
Object Name	GVT_JOB_REQSN1
Navigation	<b>Develop Workforce, Recruit Workforce (USF), Use, Approve Vacancy, Job Requisition 1 of 4</b>
Prerequisites	Job Requisition in “REV” (Reviewed) status.
Access Requirements	Enter a Job Requisition Number.

Approve Vacancy - Job Requisition 1 page

Approve the requisition, and once the approval is complete select **APP** (approved) from the **Work-In-Progress Status** available options.

Notice that a new row of data has been automatically entered, with a new **Action Date**.

The **Override Operator Emplid** check box has the same function as in the previous processes. When selected, it enables someone other than the requester to create a job requisition. The system then makes **Emplid/Empl Rcd#** available to you to enter this information.

Use the **Comments** field to document information pertaining to this step of the process.

The process of approving the requisition is handled by the department manager, and must be performed in order for the requisition to move forward. The approver has editing access to the remaining three pages, and can make changes and adjustments as necessary to those fields that

are available. The fields where editing access is permitted include Job Code, Position Number, Location, Required Tests, and Priority Placement Considerations.



Security access to any given component or field depends on how your Work-In-Progress process is set up.



For more information about Work-In-Progress, see USF Setting Up Your Work-in-Progress Management System. For more information about the Job Requisition 2, 3, and 4 pages and their fields, see Request Vacancy – Job Requisition 2 Page, Request Vacancy – Job Requisition 3 Page, and Request Vacancy – Job Requisition 4 Page.

### Process Vacancy – Job Requisition 1 Page

Usage	Use the Process Vacancy - Job Requisition 1 page to approve the Job Requisition. The final step after the approval of the job requisition is for your agency's human resources department to process the requisition. The human resources official responsible for processing has complete editing access to all fields on all pages. This includes authority to review, check for compliance, approve, and process. The official can also send the requisition back for further clarification and corrections, or if circumstances warrant, cancel the requisition.
Object Name	GVT_JOB_REQSN1
Navigation	<b>Develop Workforce, Recruit Workforce (USF), Use, Process Vacancy, Job Requisition 1 of 4</b>
Prerequisites	Job Requisition in “APP” (Approved) status. Note: a Job Requisition can be created directly form Process Vacancy menu without going through the Work in Progress menus.
Access Requirements	Enter a Job Requisition Number.

Job Requisition 1	Job Requisition 2	Job Requisition 3	Job Requisition 4
<b>Job Requisition #:</b> 000042			
<b>*Status:</b> Open		<b>*Status Date:</b> 07/26/2000	
<b>*Type:</b> Open Competition		<b>Date Opened:</b> 07/26/2000	
<b>Reason:</b> New Authorization		<b>Date Closed:</b>	
<b>Area of Consideration:</b> Federal Government			
<b>*Business Unit:</b> PSFED			
<b>Work-in-Progress Status</b>			
<b>*Work-in-Progress Status:</b> PRO Processed by Human Resources			
<b>Tracking Data</b> <span style="float: right;">View All First 1 of 5 Last</span>			
<b>Action Date:</b> 07/26/2000		<b>WIP Status:</b> Processed PRO <input type="checkbox"/> <b>Override Operator Emplid</b>	
<b>Emplid / Empl Rcd#:</b> FG001 0		Chandler,Craig	
<b>Comment:</b>			

Process Vacancy - Job Requisition 1 page

The **Requisition Status** remains *Hold*. The **Requisition Type**, **Requisition Reason**, and **Area of Consideration** are accessible and editable. You can override these fields during the processing step. The status of the requisition remains *Hold* until all the process work-in-progress steps have been completed. The **Requisition Status Date** is editable and can be changed to the current date that human resources is processing the requisition, or can remain the date when the requisition first opened.

Select the **Work-In-Progress Status** that identifies the process being implemented as determined in human resources. At the process level, all of the WIP statuses are available, including canceling the requisition.

When all is in order, and human resources is ready to process the requisition, the *PRO* (processed) status is selected, and the **Action Date** and **WIP Status** are displayed. Once a requisition is processed, the **Requisition Status** automatically changes to *Open*.

Enter the **Date Requisition Opened** to match your agency's requirements in filling the vacancy.

The **Override Operator Emplid** check box has the same function as in the previous processes. When selected, it enables someone other than the requester to create a job requisition. The system then makes **Emplid/Empl Rcd#** available to you to enter this information.

The **Comments** field is where you add any information about this job requisition request status.

The human resources department handles the action of processing the requisition. The processor has editing access to all four pages in this group, and can make changes and adjustments as necessary.

Once the job requisition is *Processed* and *Open*, posting the job requisition and recruitment can begin.



For more information about Work-In-Progress, see USF Setting Up Your Work-in-Progress Management System. For more information about the Job Requisition 2, 3, and 4 pages and their fields, see Request Vacancy – Job Requisition 2 Page, Request Vacancy – Job Requisition 3 Page, and Request Vacancy – Job Requisition 4 Page.

## USF Creating Job Requisition Postings

Use the Job Requisition Posting component to announce job openings. Here you determine the opening date, type of examination, and vacancy fill method, as well as enter information applicable to USA Jobs.

### Job Requisition Posting – Job Posting 1 Page

Usage	Use the Job Posting 1 page to determine the opening and closing dates of the Vacancy Announcement, track the Vacancy Announcement number, and determine the actual position title to be posted on the Vacancy Announcement.
Object Name	GVT_RQSN_POSTING1
Navigation	<b>Develop Workforce, Recruit Workforce (USF), Use, Job Requisition Posting, Requisition Posting 1 of 4</b>
Prerequisites	Opened Job Requisition.
Access Requirements	Enter a Job Requisition Number and Vacancy Announcement Number. The Job Requisition Posting is keyed off the Job Req number. There is a one to one relationship with the Job Requisition and the Vacancy Announcement.

Job Posting 1	Job Posting 2	Job Posting 3	Job Posting 4
<b>Job Requisition #:</b> 000042			
<b>Job Requisition Information</b>			
<b>Job Requisition Status:</b> Hold			
<b>Requisition Type:</b>	Open Competition	<b>Status Date:</b>	07/26/2000
<b>Requisition Reason:</b>	New Authorization	<b>Date Opened:</b>	07/26/2000
<b>Area of Consideration:</b>	Federal Government	<b>Date Closed:</b>	
<b>Job Posting Dates</b>			
<b>Date Announcement Opened:</b>	<input type="text" value="04/07/2000"/>	<b>Date Announcement Closed:</b>	<input type="text" value="05/01/2000"/>
<b>Early Consideration Date:</b>	<input type="text"/>	<b>Extended Announcement Close Dt:</b>	<input type="text"/>
<b>Last Dt to Submit Applications:</b>	<input type="text" value="05/01/2000"/>	<b>Date Announcement Re-Opened:</b>	<input type="text"/>
<b>Date Priority Placement Cleard:</b>	<input type="text" value="04072000"/>		
<b>Vacancy Announcement Id</b>			
<b>*Vacancy Announcement Number:</b>	<input type="text" value="RL-00-DH-001001"/>		
<b>Vacancy Position Title:</b>	<input type="text" value="Operating Accountant"/>		

Job Requisition Posting – Job Posting 1 page

The information in the **Job Requisition Information** group box comes from the Job Requisition table.

In the **Job Posting Dates** group box, enter the **Date Announcement Opened**, **Early Consideration Date**, and **Last Dt (date) to Submit Applications**. If applicable, enter the **Date Priority Placement Cleard** (cleared) after you process priority placement eligibility. Once the job requisition is filled, you return to this component to update the **Date Announcement Closed**.

If the job requisition is reopened, enter the **Extended Announcement Close Dt** (date). Enter the **Date Announcement Re-Opened** only when the Job Requisition Posting has been closed and re-opened.

In the **Vacancy Announcement Id** group box, enter the agency’s **Vacancy Announcement Number**. The **Vacancy Position Title** defaults from the primary job code title entered on the job requisition. The **Vacancy Position Title** is editable for the user to include the pay plan, series, and grade. Or, for example, if the job requisition has multiple job codes and the user wants to include these in the title that appears on the Vacancy Announcement. For example, Interdisciplinary: General Engineer/Physical Scientist, GS-801/1301-12/13.

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**Job Requisition Posting – Job Posting 2 Page**

Usage	Use the Job Posting 2 page to add details, which is the body, to your Vacancy Announcement. You can add vacancy specific information including job posting information and descriptions for the job posting.
Object Name	GVT_RQSN_POSTING2
Navigation	<b>Develop Workforce, Recruit Workforce (USF), Use, Job Requisition Posting, Requisition Posting 2 of 4</b>

Prerequisites	Opened Job Requisition
Access Requirements	Enter a Job Requisition Number and Vacancy Announcement Number. The Job Requisition Posting is keyed off the Job Req number. There is a one to one relationship with the Job Requisition and the Vacancy Announcement.

The screenshot shows a web-based application interface for job posting management. At the top, there are four tabs labeled 'Job Posting 1', 'Job Posting 2', 'Job Posting 3', and 'Job Posting 4', with 'Job Posting 2' selected. Below the tabs, the 'Job Requisition #' is 000042 and the 'Vacancy Announcement Number' is RL-00-DH-001001. The 'Job Posting Data' section includes fields for 'Beginning Grade' (05), 'Ending Grade' (05), 'Promotion Potential' (05), 'Salary Range From' (20522.000000), and 'Salary Range To' (26762.000000). It also has 'Business Unit' (PSFED), 'Department' (000001), 'Office of the Commissioner', 'Type of Examining' (Competitive), and 'Vacancy Fill Method' (Case Examining). A 'Requisition JobCodes' button is present. The 'Job Posting Description' section has a 'View All' link, 'First', '1 of 1', and 'Last' navigation options. It includes fields for '\*Description Type' (VVMA), '\*Description Code' (001), and a 'Description' text area containing 'All U.S. Citizens'. A 'Job Description' button is also visible.

Job Requisition Posting – Job Posting 2 page

In the **Job Posting Data** group box enter information that is specific for this job posting. Enter the **Beginning** and **Ending Grade**, **Salary Range From** and **To** of the position being advertised.

Select the **Business Unit** and **Department** where the position is to be filled. These may be different from the ones entered on the job requisition table.

Indicate the **Type of Examining** from the available options, selecting *Competitive*, *Outside the Register*, *Pre-Determined Score*, or *(none)*.

Indicate the **Vacancy Fill Method** specific to the requisition posting, selecting *Applicant Inventory*, *Case Examining*, or *(none)*.



The system considers all applicants in the applicant pool. Employees must be entered as applicants to be considered.

The **Job Posting Description** group box provides the information used to create the actual body text of the Vacancy announcement. You have set up the **Description Type** and the **Description Code** with an associated standard test under the Setup menu prior to generating any job postings.

Select the **Description Type** for the posting. This field is used to identify what **Description Codes** are available and drills down to the standard **Description** text. The text is defaulted in when the **Description Code** is selected. The **Description** text can be edited.

Click the **Requisition JobCodes** button to access the Requisition JobCodes Information page, where you can review detailed information for the jobcode. This information can help you enter the information in the **Job Posting Data** group box.

Click the **Job Description** button to access the Description – Primary Jobcode page, where you can view the actual position description of the primary jobcode entered in your Job Code Table.

**Requisition JobCodes Information Page**

Usage	Use the Requisition JobCodes Information page to review the information about the Job Code that is associated with the job requisition.
Object Name	GVT_JOB_POST_SEC
Navigation	Click the <b>Requisition JobCodes</b> button on the Job Requisition Posting – Job Posting 2 page.
Prerequisites	Job codes must be defined and added to the job requisition.

<b>Job Requisition #:</b> 000042		PSFED				
View All First 1 of 1 Last						
Job Code	Salary Administration Plan	Pay Plan	Occupational Series	Salary Grade	Salary Range From	Salary Range To
FJC003	0000	OS	0510	05	21370.000000	27778.000000

Requisition JobCodes Information page



For more information about the fields on this page, see *Classifying Jobs*.

**Description – Primary Jobcode Page**

Usage	Use the Description – Primary Jobcode page to assist you in completing the Job Posting Descriptions. You can copy and paste all or part of the Job Code description from here into the body of the Description to create the wording for the posting.
Object Name	GVT_JOB_DESCR_SEC
Navigation	Click the <b>Job Description</b> button on the Job Requisition Posting – Job Posting 2 page.
Prerequisites	Job codes must be defined and a description completed for the selected job code.

**Description - Primary Jobcode**

**Job Code:** FJC003

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**Description:**

Description – Primary Jobcode page

Enter additional **Description** information for this job code as it relates to the job posting.

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### Job Requisitions Posting – Job Posting 3 Page

Usage	Use the Job Posting 3 page to add any remarks that you want highlighted for the USA Jobs Bulletin Board. Office of Personnel Management, USA Jobs, delivers a set of predetermined remarks codes and descriptions. These remark codes are available and are maintained the USA Jobs VA Remarks Table page.
Object Name	GVT_RQSN_POSTING3
Navigation	<b>Develop Workforce, Recruit Workforce (USF), Use, Job Requisition Posting, Requisition Posting 3 of 4</b>
Prerequisites	Opened Job Requisition
Access Requirements	Enter a Job Requisition Number and Vacancy Announcement Number. The Job Requisition Posting is keyed off the Job Req number. There is a one to one relationship with the Job Requisition and the Vacancy Announcement.

Job Posting 1	Job Posting 2	Job Posting 3	Job Posting 4
<b>Job Requisition #:</b> 000042		<b>Vacancy Announcement Number:</b>	
<b>Remark Codes</b>			
(OPTIONAL) These codes can be used to assist job seekers in determining their qualifications and to notify them when job requirements (such as shift work, temporary appointments, or clearances) might affect their decision to request application materials or to apply.			
<b>Remark Code 1:</b> <input type="text" value="128"/>	<b>Remark Code 3:</b> <input type="text"/>	<b>Remark Code 5:</b> <input type="text"/>	
<b>Remark Code 2:</b> <input type="text"/>	<b>Remark Code 4:</b> <input type="text"/>		
<b>Remark Lines</b>			
(OPTIONAL) For hard to fill positions, use the space to create interest in the job and/or location. You may also provide information on special requirements or KSAs that might help target your audience. Include topics such as part-time, temporary, term appointment, and required tests or clearances that will help job seekers decide whether they			
<b>Remark Line 1:</b>	<input type="text" value="This time is for the months of September, October and November only."/>		
<b>Remark Line 2:</b>	<input type="text"/>		
<b>Remark Line 3:</b>	<input type="text"/>		
<b>Remark Line 4:</b>	<input type="text"/>		
<b>Remark Line 5:</b>	<input type="text"/>		
<b>Remark Line 6:</b>	<input type="text"/>		

Job Requisition Posting – Job Posting 3 page

Enter a **Remark Code**, if applicable, to assist job seekers in determining their qualifications and to notify them when job requirements—such as shift work, temporary appointments, or clearances—might affect their decision to request application materials or to apply. You can select up to five different remark codes.

Use the **Remark Line 1** through **6** to type in remark text you want to include, but is not a delivered as a standard USA Jobs Remark Code.

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### Job Requisition Posting – Job Posting 4 Page

Usage	Use the Job Posting 4 page to complete the information used for USA Jobs Feed.
Object Name	GVT_RQSN_POSTING4
Navigation	<b>Develop Workforce, Recruit Workforce (USF), Use, Job Requisition Posting, Requisition Posting 4 of 4</b>
Prerequisites	Opened Job Requisition
Access Requirements	Enter a Job Requisition Number and Vacancy Announcement Number. The Job Requisition Posting is keyed off the Job Req number. There is a one to one relationship with the Job Requisition and the Vacancy Announcement.

Job Posting 1 Job Posting 2 Job Posting 3 Job Posting 4

Job Requisition #: 000042 Vacancy Announcement Number:

**USA Jobs Information**

USA Jobs User First Name: Cynthia Last Name: Parks

Public Contact Name: Jan Sellers

Public Contact Phone: 925/545-1234

Email Address: jan\_s@mycompany.com

Form Request Method: Internet Resume Format: Generic

Accept Electronic Resume?  Email Address: hr@mycompany.com

**Include in Distribution Lists** View All First 1 of 1 Last

Distribution List:	0001	All Points Bulletin Worldwide	Date Posted:	08/01/2000	<input type="button" value="+"/>	<input type="button" value="-"/>
--------------------	------	-------------------------------	--------------	------------	----------------------------------	----------------------------------

Job Requisition Posting – Job Posting 4 page

The information entered in the **USA Jobs Information** group box is used with the USA Jobs Feed and is required information for USA Jobs. Enter the **USA Jobs User First Name** and **Last Name**. The user’s name is used if USA Jobs needs to respond to the Feed.

Enter a **Public Contact Name**, **Public Contact Phone**, and **Email Address**. These fields are used for the applicant to request or respond to a Vacancy Announcement posted with USA Jobs.

Select a **Forms Request Method** of either *Internet* or *Fax*. This lets the applicant know whether the agency accepts request forms via Fax or the internet.

Check the **Accept Electronic Resume** check box and complete **Resume Format** and **Email Address** if your agency will accept the USA Jobs online resume.

Select the **Distribution List** where you want this job posted. These lists were created during your setup process. Enter the **Date Posted** on the distribution list. Create a new row for each distribution list that you post.

## USF Processing the USA Jobs Feed

When you use the USA Jobs program, you can send information to the Office of Personnel Management’s USA Jobs electronic bulletin board. You send vacancy information to the bulletin board so applicants can apply for positions at your organization.

After you have created a job request and it has been posted, you can process the USA Jobs Feed, which creates the 7-bit ASCII file that is sent to USA Jobs.

---

### USA Job Summary Files – Create USA Job File Page

Usage	Use the USA Job Summary Files – Create USA Job File page create the
-------	---

	USA Jobs Feed. On this page you indicate what information you want sent to USA Jobs and then you run the process to create the Feed.
Object Name	GVT_RUNCTL_USAJOB
Navigation	<b>Develop Workforce, Recruit Workforce (USF), Process, USA Job Summary Files, Create USA Job File</b>
Prerequisites	Create a Job Requisition and a Job Requisition Posting.
Access Requirements	Enter a User ID and Run Control ID and an associated job requisition number.

USA Job Summary Files – Create USA Job File page

Select a **Job Requisition #** (number) if you did not select one before entering the page. The **Vacancy Announcement Number** associated with the requisition number displays.

In the **USA Jobs Information** group box, select the **Occupational Series, Occupational Suffix,** and **Pay Plan**. The **Occupational Series** prompt displays only the jobcodes associated with the selected job requisition.

The **Occupational Suffix** prompt table a delivered table. Select the appropriate value that references the title of the Vacancy Announcement position being advertised. If no match is available, leave this blank and the process will fill in the required value and retrieve the title from the Job Posting table. The Occupational Suffix values are set up on the USA Jobs – Occ Suffix Table page.

In the **USA Jobs Location Data** group box, you can select up to three **Duty Locations** for this vacancy announcement. Enter the associated **Vacancies #** (number) for each location.



Because of USA Job requirements, you can only submit one file per jobcode and per three different duty locations.

Click **Process Req** (request) to run this request. Process Scheduler runs the Create USA Job Template File (FGHR031) process at user-defined intervals. This process creates the USA Jobs Feed.



For more information about Process Scheduler, see Process Scheduler.

## USF Sending the USA Jobs Vacancy Announcement

Once the USA Job Process is run and you have created the 7-bit ASCII file, you can email the file to USA Jobs. USA Jobs sends a response email with the control number indicating that the feed was successful. You can enter tracking information—USA Jobs Control Number and when the file was sent—on the USA Jobs Tracking page.

### USA Jobs Tracking Page

Usage	Use the USA Jobs Tracking page to enter the USA Jobs Control Number you received after sending the USA Jobs Feed file.
Object Name	GVT_VA_TRACKING
Navigation	<b>Develop Workforce, Recruit Workforce (USF), Use, Vacancy Tracking, Gvt Va Tracking</b>
Prerequisites	Run the Create USA Job Template File (FGHR031) process that creates the USA Jobs Feed.
Access Requirements	Enter a Job Requisition number.

Enter the **USA Jobs Control Number** assigned for the particular USA Jobs Feed file.



For more information about this page, see the USA Job Summary Files – Create USA Job File Page.

## USF Creating Crediting Plans for Job Requisitions

A crediting plan tells which competencies and accomplishments you are recruiting for. You develop a crediting plan to enable the system to do your candidate rating and ranking.

For each Job Code you entered when setting up the Job Requisition, you define the desired competencies and accomplishments. These form the basis for further evaluating the applicants who meet priority placement and basic eligibility criteria for this requisition and Job Code.

As part of this process, you set up Scoring Qualifications and create Crediting Plans for each Job Requisition.

The values inherited and those you define in the Crediting Plan are used in ranking applicants. You can add or delete competencies on the Crediting Plan as you go through the recruiting process as you further narrow your search for qualified applicants.



For more information about competencies, accomplishments, and proficiencies, see *Managing Competencies*. The Crediting Plan Table automatically inherits data set up in the *Manage Competencies Business Process* when entering this page.



**Important!** If you modify any of the criteria you set up in the Crediting Plan after an applicant has been rated, the system automatically deletes the applicant rating scores, after issuing a warning informing you that the rating is invalid because of the change.

### Crediting Plan - Competencies Page

Usage	Use the Crediting Plan – Competencies page to indicate minimum education levels, qualifications, and competencies for the selected job requisition. The points assigned to each competency are defined in <i>Manage Competencies</i> .
Object Name	GVT_CREDITING_PLN1
Navigation	<b>Develop Workforce, Recruit Workforce (USF), Use, Crediting Plan, Competencies</b>
Prerequisites	Create a Job Requisition.
Access Requirements	Enter a Job Requisition number.

Competencies | Accomplishments | Scoring

**Job Requisition #:** 000065  
**Requisition Type:** Open Competition  
**Status:** Open

**Crediting Plan** View All First 1 of 1 Last

**Job Code:** FJC027 ES - 0301 - 00 Administrator  **Primary**

**Minimum Education Level:** Bachelor Degree  **Required**

**Best Qualified Score:** 75 [Max Attainable Scores](#)

**Well Qualified Score:** 85

*Competency	Importance	*Recruiting Use	[Req'd]	Points	+ -
0150 Flexibility	Above Avg	Quality Ranking Factor	<input checked="" type="checkbox"/>	Points	+ -
0203 Self-Confidence	Average	Minimum Qualification	<input type="checkbox"/>	Points	+ -

Crediting Plan - Competencies page

The page displays the **Job Requisition #**, **Requisition Type**, and **Status**.

**Crediting Plan**

The **Job Code** is displayed. The **Primary** check box is selected if this job code is the primary code for this job requisition.

Select the **Minimum Education Level** required for the job requisition. If this level of education is **Required**, select the check box.

**Best Qualified Score** and **Well Qualified Score** are optional at this time. You may choose to return to them after the applicants have been rated, when you begin the Evaluation of Candidates. This would enable you to analyze the scoring to determine the natural breaks, and set your **Best Qualified Score** and **Well Qualified Score** accordingly.

**Competency Data**

Enter the **Competency**, level of **Importance** of the competency, **Recruiting Use**. Select the **Req'd** (required) check box if the competency is required. Insert additional rows for additional competencies.

From the **Recruiting Use** available options, select *Augmenting Factor*, *Minimum Qualification*, *Quality Ranking Factor*, or *Selective Factor*. The **Points** button is available with *Augmenting Factor* and *Quality Ranking Factor*; it is unavailable with *Minimum Qualification*, and *Selective Factor*. This is because applicants only receive points in the rating process from Augmenting Factors and Quality Ranking Factors. Applicants must meet the Minimum Qualifications and Selective Factors, as outlined in the OPM's qualification standards, to be considered minimally qualified, or simply qualified, for the job.

Click the **Max Attainable Scores** link to access the Scores Summary page, where you can review scores for quality ranking factors and augmenting factors.

Click the **Points** button to view the Proficiency Points page, where you can review the scoring you defined on the Manage Competency page.

### Scores Summary Page

Usage	Use the Scores Summary page to view the total points for competencies and accomplishments that you listed in the Crediting Plan with augmenting or quality ranking factors. As you change the points associated with each accomplishment or competency, the totals change accordingly.
Object Name	GVT_CP_SCORES_SEC
Navigation	Click the <b>Max Attainable Scores</b> link on the Crediting Plan – Competencies page.

Scores Summary			
Scores Summary			
	Competency	Accomplishment	Total
Quality Ranking Factors	0	0	0
Augmenting Factors	0	0	0
<b>Total:</b>	0	0	0

Scores Summary page

### Proficiency Points Page

Usage	Use the Proficiency Points page to view the scoring you defined in the Manage Competency page and assign Proficiency Points to rate each competency.
Object Name	GVT_CR_PLN_SEC
Navigation	Click the <b>Points</b> button on the Crediting Plan – Competencies page.

Proficiency Points page

The **Review Rating** is displayed for the selected competency. This comes from the information you entered in Manage Competencies.

Assign **Points** to establish related proficiency level for the selected competency.

---

### Crediting Plan – Accomplishments Page

Usage	Use the Crediting Plan – Accomplishments page to indicate the accomplishments associated with this specific job requisition.
Object Name	GVT_CREDITING_PLN2
Navigation	<b>Develop Workforce, Recruit Workforce (USF), Use, Crediting Plan, Accomplishments</b>
Prerequisites	Create a Job Requisition.
Access Requirements	Enter a Job Requisition number.

Crediting Plan - Accomplishments page

The **Job Requisition** number is displayed.

### Crediting Plan

The **Job Code**, **Min Education Level**, **Best Qualified Score** and **Well Qualified Score** are displayed from the Competencies page.

### Accomplishment Data

Enter an **Accomplishment** and indicate the level of **Importance** of the accomplishment. From the **Recruiting Use** available options, select *Augmenting Factor*, *Minimum Qualification*, *Quality Ranking Factor*, or *Selective Factor*. The **Points** field is available when you select *Selective Factor* and is used to enter a point value. Where applicable, select the **Reqd** (required) check box for each accomplishment associated with the job requisition.

Click the **Max Attainable Scores** link to access the Scores Summary page, where you can review scores for quality ranking factors and augmenting factors.

---

## Crediting Plan – Scoring Page

Usage	Use the Crediting Plan – Scoring page to define the scoring limits for Minimum Qualifications, Quality Ranking Scores, and Augmenting Factor scoring. These fields are editable, and can be tailored to meet your agency's recruitment requirements. This is especially critical if the scoring limits prevent applicants from qualifying, or overwhelm the requisition with too many applicants.
Object Name	GVT_CREDITING_PLN3

Navigation	<b>Develop Workforce, Recruit Workforce (USF), Use, Crediting Plan, Scoring</b>
Prerequisites	Create a Job Requisition.
Access Requirements	Enter a Job Requisition number.

Competencies
Accomplishments
Scoring

**Job Requisition #:** 000065

Crediting Plan
View All First 1 of 1 Last

**Job Code:** FJC027    ES- 0301- 00    Administrator     **Primary**

**Best Qualified Score:**

**Well Qualified Score:**     [Max Attainable Scores](#)

**Minimum Qualifications Scoring**

**Met Score / Not Met Score:**       

**Pass Range From / Pass Range To:**       

**Meet Range From / Meet Range To:**

**Panel Scoring**

**Transmute Score**

**Raw Panel Score Limit:**

**Min Quals + Panel Score Limit:**

Crediting Plan - Scoring page (1 of 2)

**Augmenting Factors Scoring**

**Consider Augmenting Factors**

**Raw Augmented Score Limit:**

**Panel + Augmented Score Limit:**

**Veterans Preference Scoring**

**Consider Veterans Preference**

**Raw Veterans Pref Score Limit:**

**Aug Fact + Vet Pref Score Lmt:**

Crediting Plan - Scoring page (2 of 2)

**Best Qualified Score** and **Well Qualified Score** are optional at this time. You return to these when you begin your Evaluation of Candidates.

### Minimum Qualifications Scoring

Use the **Minimum Qualifications Scoring** group box to identify the ranges of scores you have established. Enter the **Met / Not Met Scores**. Entering values in this field makes the **Passing Range From** and **Did Not Meet Range From** fields unavailable. If nothing is entered for **Minimum Qualifications Scoring**, the **Met Score** is defaulted to **70** and the **Raw Panel Score** is defaulted to **30**.

## Panel Scoring

In the **Panel Scoring** group box, when you're ready, select the **Transmute Score** check box in order to tally Minimum Qualifications and Quality Ranking Factors.

Transmute score means to base the scoring on a scale of 100. It is possible to have scores totaling more than 100 in the rating and ranking process. If you do not select **Transmute Score**, then the pages score the lesser of the sum of their total points or the **Raw Panel Score Limit** or the difference between the **Min Quals + Panel Score Limit** (minimum qualifications scoring plus panel score limit) and the **Minimum Qualifications Met** score. If you do not enter a **Raw Panel Score Limit**, the comparison with the **Raw Panel Score Limit** is not made.

If you do select **Transmute Score**, the Crediting Plan must also have a **Minimum Qualifications Met** score and a **Min Quals + Panel Score Limit**.

Enter the **Raw Panel Score Limit**. The **Min Quals + Panel Score Limit** tallies automatically based on what you entered on the **Met/Not Met Scores** and what you entered for the **Raw Panel Score Limit**.

## Augmenting Factors Scoring

Indicate in the **Augmenting Factors Scoring** group box whether such factors are to be considered by selecting (or clearing) the **Consider Augmenting Factors** check box. Selecting it makes the **Raw Augmented Score Limit** and **Panel + Augmented Score Limit** fields unavailable.

The **Raw Augmented Score Limit** is the total number of points enabled for augmentation. The recruiting specialist may give augmentation points for certain competencies or accomplishments that are not required for the position but may be given consideration in the selection process. For example, a selective factor may be skill with Microsoft Word. An augmenting factor may be skill with Word art. Consider this example:

Augmenting Factors:

- 5 points: Word art
- 5 points: Visio
- 5 points: Corel Draw

If the **Raw Augmented Score Limit** is 10, an applicant can only get credit for two of these augmenting factors in the selection process.

Enter the **Raw Augmented Score Limit**. The **Panel + Augmented Score Limit** field automatically tallies by adding the **Min Quals + Panel Score Limit** to the **Raw Augmented Score Limit**.

## Veterans Preference Scoring

The **Veterans Preference Scoring** group box is available when the **Consider Veterans Preference** check box is selected. Enter the **Raw Veterans Pref Score Limit** (raw veterans preference score limit). The **Aug Fact + Vet Pref Score Limit** (augmenting factor plus veterans preference score limit) automatically tallies by adding the **Raw Veterans Pref Score Limit** to the **Panel + Augmented Score Limit**, taken from the **Augmenting Factors Scoring** group box.

Click the **Max Attainable Scores** link to access the Scores Summary page, where you can review scores for quality ranking factors and augmenting factors.

## USF Understanding Ranking Plans

Ranking plans are part of the candidate evaluation process, and are the basis for ranking applicants.

To define ranking plans, use the Ranking Plan component, consisting of Ranking Plan and Ranking Process pages, to set up the criteria for competitive and non-competitive candidates.

Running the priority placement and basic eligibility processes identifies the candidates who possess the minimum qualifications necessary. Then you are ready to evaluate the candidates. On the Evaluation of Candidates page, you categorize qualified applicants, apply your ranking plan, and rank the applicants.

When you have completed the Evaluation of Candidates, return to the Ranking Process page to review ranking data.



For more information about the Ranking Plan component, see USF Defining the Ranking of Applicants.

## USF Entering Job Requisition Expenses

You can keep track of expenses related to a specific job requisition. You can also track costs associated with a particular applicant, such as estimated airfare, lodging, meals, or other one-time costs incurred as a result of an open requisition.

### Job Requisition Expenses Page

Usage	Use the Job Requisition Expenses page to enter expenses for a requisition both before an applicant has applied for the job and after an applicant is associated with the job requisition. When you enter expenses for an applicant associated with a job requisition, position, or job code, the system displays the Total Expenses in this page.
Object Name	GVT_JOB_REQ_EXP
Navigation	<b>Develop Workforce, Recruit Workforce (USF), Use, Job Requisition Expenses, Job Requisition Expenses</b>
Prerequisites	Create Job Requisitions and if entering applicant expenses, enter applicant data.
Access Requirements	Enter a Job Requisition number.

Job Requisition Expenses

**Job Requisition #:** 010000

**Job Requisition Status:** Open

**WIP Status:**

**Total Expenses:** 203.00USD

---

Requisition Expenses							View All	First	1-2 of 2	Last
	Applicant ID	Expense Amount	*Currency	*Charge Date	Business Unit	Department	*Expense Code			
1	10200	125.00	USD	08/03/200	USADM		Lodging	+	-	
2		78.00	USD	08/03/200	USADM		Meals	+	-	

Job Requisition Expenses page

Once you have expenditures associated with your job candidates, indicate the **Applicant ID** who incurred those expenses. If no applicants are tied to an expense, you can leave this field blank.

When you enter the **Expense Amount**, the system automatically adds it to the **Total Expenses**. Select the correct **Currency** for the amount.

The **Charge Date** is automatically set to today's date. You can change the date if needed.

Select the appropriate **Department** from the available options.

Select a valid **Expense Code** for expenses such as airfare, lodging, publications, and other one-time costs. Expense codes are included in the Translate Table.

The **Applicant ID** and **Department** fields are optional, enabling you to enter an **Expense Amount**, a **Charge Date**, and an **Expense Code** without associating them with a particular person or Department.

## CHAPTER 3

# Managing Applicants

This section contains information on managing personal information and work related experience and credentials for job applicants. Both Global and US Federal installations use the processes in this section. US Federal specific sections are preceded by 'USF' to identify them easily.

## Overview of Applicant Data Management

Once you have set up requisitions for job openings in your organizations, you need to track applicants who send you their information or apply for specific requisitions. In your PeopleSoft Human Resources system you assign an applicant ID to each applicant and enter a range of useful information you need to screen and select applicants.

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### Adding Applicants

The first step in entering applicant information is to complete the Applicant Data component in which you assign an applicant ID, and enter basic information such as the applicant's name, address, gender, and national ID number. You also use these pages to enter the applicant's preferences, such as choice of location, working hours, and minimum pay rate.



**Important!** To avoid maintaining two different sets of applicant IDs, we recommend that you either always assign IDs manually or always let the system do it, not both.

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Once you have created an applicant ID, you can enter the following applicant information, which you need to support your hiring decisions:

- **Competencies.** Use the Competencies pages to assign competencies and evaluate the applicant's proficiency level for each competency. If you have previously linked an applicant to requisitions you can list the competencies required for those requisitions.
- **Education.** Enter details of the applicant's educational achievements and professional training on the Education pages.
- **Accomplishments.** You enter accomplishments using separate pages for each type of accomplishment, such as licenses/certificates, language skills, and the results of standard tests you administer to applicants.
- **Previous work experience.** Use the Prior Work Experience pages to enter details of an

applicant's current and previous jobs.

- **References.** Use the References pages to track an applicant's references.

Requisition screening—HRMS Global—draws on applicant information you enter in the applicant data pages, competency pages, education pages, accomplishment pages, and the prior work experience pages to compare applicants against job requisition requirements.



For more information about requisition screening, see Screening Applicants.

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The Basic Eligibility and Priority Placement process—US Federal—draws on applicant information you enter in the applicant data pages to compare applicants against job requisition requirements.



For more information about job requisitions, see Creating Job Requisitions.  
For more information about job requisitions for U.S. Federal processing, see USF Processing Job Requisitions.

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You can enter the following additional applicant information that may be required to comply with local country regulatory requirements: disability details, citizenship, visa and work permit information, and bank account details.

When you hire an applicant, the system automatically copies the applicant information to the new employee records, so you don't have to enter it twice.

### **Adding Internal Applicants**

You must add internal applicants, both employees and non-employees, to your applicant data table so that you can process their applications in the same way as external applicants. Adding internal applicants is very simple and quick. You enter the employee ID and the system sets up applicant records based on existing information in your PeopleSoft system. If you have already set up competency and accomplishments for your workforce, the system copies over this information so you don't need to reenter any information.

To distinguish between types of applicants, the system assigns applicants an Applicant Status, which has one of the following values: *External*, *Employee*, and *Non-employee*.

### **Application Dating**

When an applicant first submits an application, the system assigns an Application Date based on the system date. If the applicant subsequently sends you updated details, the system creates a new applicant record with a new Application Date. Information related to an applicant, such as prior work experience and disability information, is application dated.

This gives you an audit trail of changes to applicant information so you have immediate access to historical applicant data.

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## Linking Applicants to Requisitions

If an applicant applies for a specific job requisition, you can link the applicant to the requisition when you're setting up the applicant data. Otherwise, you can link applicants to requisitions later when you have identified suitable openings. Use the Applicant Data – Requisitions page to link applicants to requisitions.

Each time you link an applicant to a requisition, the system assigns a Disposition status, which tells you how far the applicant has progressed for the particular requisition. When you first link an applicant to a requisition, the Disposition is set to *Posted* and this changes in line with the recruitment process. Here is an example of how Disposition might change for a successful applicant:

*Posted – Screened – Preliminary – Screened – Final – Routing – Interview – Offer – Offer Accepted – Hired.*

If you use the requisition screening and requisition activity pages to process applicants, the system automatically updates the Disposition as the applicant progresses.



There is a separate process for linking applicants for US Federal processing. For the US Federal process see, USF Linking Applicants with Job Requisitions and Priority Placement.

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## Tracking the Progress of Applicants

With the Applicant Activity pages you can track where applicants are in the Recruit Workforce process and what their status is. If you prefer, you can view recruitment activity from the requisition level. Using the Requisition Activity pages you can see all the applicants for a given requisition at each stage in the recruitment process and update applicant information from here.



For more information about requisition activity, see Searching for Qualified Applicants.

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This process does not apply to US Federal processing.

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## Maintaining Applicant Data

Occasionally, you may need to change an applicant's ID or delete applicants from your system, for example, when an applicant has been entered twice. Alternatively, you may need to purge old applicant data if your applicant database gets too large. You can change or delete applicant IDs using these process pages:

- Applicant ID Change Process: Use this page to modify an applicant ID.

- Applicant ID Delete Process: Use this page to delete a given applicant.
- Applicant Purge Process: This process deletes multiple applicants based on the age of their application.

The ID modification process changes the ID in every record where PeopleSoft HRMS uses it. Deleting an ID also deletes all security profiles associated with the ID.

## Before You Begin

This section describes the prerequisites for adding applicant information. Make sure these tasks are complete before you consider setting up applicant data.

### Setting Up Your Manage Competencies Business Process

The Recruit Workforce Business Process draws on information you set up in your Manage Competencies business process. If you want to assign competencies and accomplishments to applicants, you must set up competency codes and accomplishments.



For more information about the Manage Competencies functionality, see [Managing Competencies](#).

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### Setting up Additional Applicant Information

If you want to record disability information for your applicants, you need to set up these tables:

- Diagnosis Table: This is an optional table set up from the Monitor Health and Safety menu.
- Accommodation Type Table: This table can be set up from the Recruit Workforce or Administer Workforce menus.

If you want to record applicant bank account details you need to set up the Bank/Branch Info pages. This control table is set up from the Manage Human Resources page.

## USF Before You Begin

Additional set up is required for US Federal installations. Those additional setup tables are described in this section.

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### Specifying Priority Placement

Priority placement is used to track preferred eligibles who are candidates who should get special consideration in the selection process for some reason, such as a reduction in force (RIF) or an involuntary change in position. You can create priority placement codes using the Priority Placement Table.

### Priority Placement Table Page

Usage	Use the Priority Placement Table page to create and edit your Priority Placement Codes.
Object Name	GVT_PRIO_TBL
Navigation	<b>Develop Workforce, Recruit Workforce (USF), Setup, Priority Placement Table, Priority Placement Codes</b>
Prerequisites	None.
Access Requirements	Enter a Priority Placement Code.

The screenshot shows a web interface for editing a Priority Placement Code. At the top, the code 'ICT' is displayed. Below is a 'Priority Placement Information' section with the following fields:

- \*Effective Date:** 01/01/1980 (with a calendar icon)
- \*Status:** Active (dropdown menu)
- \*Description:** ICTAP-Interagency CTAP
- \*Priority Placement Weight:** 4

Navigation controls include 'View All', 'First', '1 of 1', and 'Last'. There are also '+' and '-' buttons next to the Effective Date field.

Priority Placement Table page

**Effective Date** is automatically populated with the current date, system date, or date the priority placement code is to take effect. **Status** determines if the priority placement is *Active* or *Inactive*.

Enter a long **Description** to identify the name of the priority placement code. Indicate the **Priority Placement Weight** assigned to this code.



The lower the number assigned to the Priority Placement Weight, the *higher* the weight. The Priority Placement Weight has a direct impact on the Applicant Ranking process.

### Defining Veterans Preferences

Veterans Preferences codes, similar to those created in the Priority Placement Table, are for special considerations for military service performed. These codes, and their associated values, are added to veterans' existing scoring to enhance their rating and ranking. You create these codes in the Veterans Preference Table.



The values entered in this table are used in the Veterans Preference field on the Additional US Federal Information page, accessed from the Applicant Data - Eligibility/Identity page.

**Veterans Preference Table Page**

Usage	Use the Veterans Preference Table page to create or edit your Veterans Preference codes used with applicants.
Object Name	GVT_VET_PREF_TBL
Navigation	<b>Develop Workforce, Recruit Workforce (USF), Setup, Veterans Preference Table, Veterans Pref Tbl</b>
Prerequisites	None.
Access Requirements	Enter a Veterans Preference code.

The screenshot shows a web interface for editing a 'Veterans Preference' record. The record ID is 4. The form includes the following fields:
 

- Effective Date:** 01/01/1900
- Status:** Active
- Description:** 10 Point Comp < 30%
- Short Description:** 10 Pt < 30%
- Recruitment Code:** 2 (with a search icon and 'CP' label)
- Recruitment Points:** 10

 The interface also features a 'View All' button and navigation controls for a list of 1 item.

Veterans Preference Table page

Enter the **Effective Date** and **Status** for this preference to take effect.

Enter the long **Description** and **Short Description**. Select the **Recruitment Code** from the available options. If the Ranking Plan says to consider Veterans Preference, then the Veterans Preference for Appointment Recruitment Code you choose here is used as a tie-breaker when more than one applicant has the same Priority Placement Weight and Final Rating Score. The codes are defined as follows:

<i>Code</i>	<i>Tie-Break Rank</i>	<i>Description</i>	<i>Short Description</i>	<i>Recruitment Code</i>	<i>Recruitment Points</i>
1	5	None	None	NV	0
2	4	5 Point	5 Point	TP	5

3	3	10 Point/ Disability	10 Pt Dis	XP	10
4	2	10 Point/ Compensabl e	10 Pt Comp	CP	10
5	3	10 Point/Other	10 Pt Other	XP	10
6	1	10 Point/ Compensabl e/30%	10 Pt 30%	CPS	10

Indicate the **Recruitment Points** associated with the preference. This value is used on the Applicant Rating page.

## Entering Basic Applicant Information

To support your recruitment activities, you enter various types of information on applicants in PeopleSoft Human Resources, including their work requirements and qualifications, which can be important considerations in making hiring decisions. The most critical information, though, is applicant personal data—before you can track applicant activity or perform database searches, you need to enter basic applicant information, such as their name and address, and assign them an Applicant ID. You do this using the Applicant Data pages.

The last page(s) in the Applicant Data component are different for Global and US Federal installations. For Global, you use the final page, Requisition Details, to link an applicant to open job requisitions. For US Federal, you use the last two pages, Position Applied For and Priority Placement, to link applicants to jobs and give them priority for the job.



For more information about the Requisition Details page – Global, see Linking Applicants to Job Requisitions. For more information about the Position Applied For and Priority Placement pages for US Federal, see USF Linking Applicants with Job Requisitions and Priority Placement.

If you end up hiring the applicant, the system uses all the applicant information you enter now as part of their employee records—you won't have to enter the data again for Administer Workforce purposes.

You must also create applicant IDs for employees and non-employees who apply for job requisitions so that they can be included in the requisition process. For such internal applicants, you enter the existing employee IDs and the system creates applicant IDs and copies the employee or non-employee information from the Administer Workforce tables.

## Applicant Data - Name Page

Usage	Use the Applicant Data - Name page to record an applicant's name.
Object Name	APP_PERSONAL_DATA1
Navigation	<ul style="list-style-type: none"> <li>• <b>Develop Workforce, Recruit Workforce (GBL), Use, Applicant Data, Name</b></li> <li>• <b>Develop Workforce, Recruit Workforce (USF), Use, Applicant Data, Name</b></li> </ul>
Prerequisites	None
Access Requirements	Enter an Applicant ID. If you are adding employees or non-employees, enter the Employee ID.

Applicant Data - Name page

The system displays the **Applicant ID** you entered (or **NEW** if it is a new applicant), the **Applicant Status**, and **Application Date**. These fields are for information only.



For more information about the rest of the fields, see Personal Data - Name Page.

The system assigns employees or non-employees applicant IDs and copies their details to the Applicant Data pages. Information copied from employee or non-employee records is for information only and can't be updated from the recruit workforce pages.

If you let the system automatically assign a new applicant number, it first appears as **NEW**. The actual number assigned to the applicant appears after you save the information you enter in the Applicant Data pages.



**Important!** To avoid maintaining two different sets of applicant numbers, we recommend that you either always assign numbers manually or always let the system do it, not both.

## Applicant Data - Address Page

Usage	Use the Applicant Data - Address page to record an applicant's address.
Object Name	APP_PERSONAL_DAT1B
Navigation	<ul style="list-style-type: none"> <li>• <b>Develop Workforce, Recruit Workforce (GBL), Use, Applicant Data, Address</b></li> <li>• <b>Develop Workforce, Recruit Workforce (USF), Use, Applicant Data, Address</b></li> </ul>
Prerequisites	None
Access Requirements	Enter an Applicant ID.

The screenshot shows a web application interface with several tabs: Name, Address, Personal Profile, Eligibility/Identity, Application 1, Application 2, and Requisitions. The 'Address' tab is active. The form displays the following information:

- Name:** Spicer-Jones, Felicity
- Applicant ID:** KGA002
- Applicant Status:** External Applicant
- Application Date:** 11/08/1998
- Home Address:**
  - Country:** GBR (United Kingdom)
  - Address 1:** 336 Rydal Drive
  - Address 2:** (empty)
  - Address 3:** (empty)
  - City:** Bexleyheath
  - Post Code:** DA77DG
  - County:** KENT (Kent)

At the bottom of the form, there are links for [Mailing Address](#), [Email](#), and [Phones](#).

### Applicant Data - Address page

The system displays the **Applicant ID** you entered (or *NEW* if it is a new applicant), the **Applicant Status**, and **Application Date**. These fields are for information only.



For more information about the rest of the fields on this page, see Personal Data - Address Page.

### Mailing Address

Click **Mailing Address** to access the Postal Address page where you enter the applicant's mailing address.

### Email

Click **Email** to access the Email Addresses page where you enter the applicant's email addresses.

### Phone

Click **Phone** to access the Phone Information page where you enter details of the applicant's telephone numbers.

**Postal Search**

Click **Postal Search** to use international address formats.

**Postal Address Page**

Usage	Use the Postal Address page to record an applicant’s mailing address, if this is different from the address you entered on the Applicant Data - Address page.
Object Name	APP_ADDR_OTH_SEC
Navigation	To access the page, click <b>Mailing Address</b> on the Applicant Data - Address page.

**Postal Address**

Country:   United States

Address 1:

Address 2:

Address 3:

City:

Country:  Postal:

State:

Postal Address page



For more information about these fields, see Personal Data - Address: Mailing Address Page.

**Email Addresses Page**

Usage	Use the Email Addresses page to record the applicant’s email addresses.
Object Name	APP_EMAIL_SEC
Navigation	To access the page, click <b>Email</b> on the Applicant Data - Address page.

**Email Addresses**

View All First 1-2 of 2 Last

	Email Type	Email Address		
1	Business	you@work.com	+	-
2	Home	them@house.com	+	-

Email Addresses page

- Email Type** Select an email type from the available options. The valid options are *Business, Campus, Dorm, Home, and Other*.
- Email Address** Enter the applicant’s email address.

**Phone Information Page**

Usage	Use the Phone Information page to enter the applicant’s phone numbers. This includes all phone types such as fax numbers and cellular phone numbers.
Object Name	APP_PHONE_SEC
Navigation	To access the page, click <b>Phones</b> on the Applicant Data - Address page.

Spicer-Jones,Felicity		<b>Applicant ID:</b> KGA002
<b>Applicant Status:</b> External Applicant	<b>Application Date:</b> 11/08/1998	
<b>Phone</b> <span style="float: right;">First ◀ 1-2 of 2 ▶ Last</span>		
<b>*Phone Type</b>	<b>Telephone</b>	
Cellular	510/604-8956	<b>+</b> <b>-</b>
FAX	415/888-6523	<b>+</b> <b>-</b>

Phone Information page

The system displays the applicant name, **Applicant ID**, the **Applicant Status**, and the **Application Date**. These fields are for information only.

**Phone**

Use the **Phone** group box to enter all the phone numbers the applicant has supplied, such as the applicant’s home number, business number, cellular number, fax number, or pager.

**Phone Type** Select the **Phone Type** from the available options.

**Phone** Enter the phone number. The system automatically formats the phone number that you enter here based on the standard phone number format for the Country you indicated on the Address page.



If no special formatting is specified for the selected address country, the default phone format is 000/000-0000.

## Applicant Data - Personal Profile Page

Usage	Use the Applicant Data - Personal Profile page to enter the applicant's gender and details of how the applicant was referred to your organization.
Object Name	APP_PERSONAL_DATA2
Navigation	<ul style="list-style-type: none"> <li>• <b>Develop Workforce, Recruit Workforce (GBL), Use, Applicant Data, Personal Profile</b></li> <li>• <b>Develop Workforce, Recruit Workforce (USF), Use, Applicant Data, Pers Profile1</b></li> </ul>
Prerequisites	None
Access Requirements	Enter an Applicant ID.

The screenshot shows a web interface with several tabs: Name, Address, Personal Profile (selected), Eligibility/Identity, Application 1, Application 2, and Requisitions. The Personal Profile section contains the following information and input fields:

- Name: Spicer-Jones, Felicity
- Applicant ID: KGA002
- Applicant Status: External Applicant
- Application Date: 11/08/1998
- \*Gender: Female (dropdown menu)
- Referral Source section:
  - Source: Advertisement (dropdown menu)
  - Employee Referral ID: KD0003 (text input with search icon) - Grün, Alex
  - Specific Referral Source: (empty text input)

Applicant Data - Personal Profile page

The system displays the applicant's name, the **Applicant ID** you entered (or *NEW* if it is a new applicant), the **Applicant Status**, and **Application Date**. These fields are for information only.

**Gender** Enter the applicant's gender from the available options.

### Referral Source

**Source** Select a **Source** to indicate how the applicant was referred to your organization.

**Employee Referral ID** If you selected *Employee* as the source, the system makes **Employee Referral ID** available for entry. Select the employee from the list of valid values.

**Specific Referral Source** Enter details of the referral source, if necessary. For example, if the applicant was referred by an agency, record the agency name in this field.

## Applicant Data - Eligibility/Identity Page

Usage	Use the Applicant Data - Eligibility/Identity page to enter personal information about the applicant, including date of birth, highest educational level, and national ID number. You also need to enter information required by local country regulations.
Object Name	APP_PERSONAL_DATA3
Navigation	<ul style="list-style-type: none"> <li>• <b>Develop Workforce, Recruit Workforce (GBL), Use, Applicant Data, Eligibility/Identity</b></li> <li>• <b>Develop Workforce, Recruit Workforce (USF), Use, Applicant Data, Pers Profile2</b></li> </ul>
Prerequisites	None
Access Requirements	Enter an Applicant ID.

Name	Address	Personal Profile	Eligibility/Identity	Application 1	Application 2	Requisitions
Spicer-Jones,Felicity		<b>Applicant ID:</b> KGA002				
<b>Applicant Status:</b> External Applicant		<b>Application Date:</b> 11/08/1998				
<b>Date of Birth:</b> 01/11/1974 <input type="checkbox"/> <b>Age 18 or Older</b>						
<b>*Highest Education Level:</b> I-Master's Level Degree		<b>Language Code:</b> English				
<b>▼ National ID</b> View All First 1 of 1 Last						
<b>Country</b>	<b>*National ID Type</b>	<b>Description</b>	<b>National ID</b>	<b>Primary ID</b>		
GBR	PR	National Insurance Number	AB783421	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
<b>▼ Canada</b>						
<b>*Visible Minority:</b> Not Visibl		<input type="checkbox"/> <b>Aboriginal Person</b>				
<b>▼ Switzerland</b>						
<b>Place of Origin</b>		<b>Main Origin</b>				
1		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>				

Applicant Data - Eligibility/Identity page (1 of 3)

<b>Germany</b>					
Military Status:	<input type="text"/>				
Expected Military Date:	<input type="text"/>				
<table border="1"> <thead> <tr> <th colspan="2">Nationality Date Nationality</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>08/28/2000 <input type="text"/> <input type="text"/></td> </tr> </tbody> </table>		Nationality Date Nationality		1	08/28/2000 <input type="text"/> <input type="text"/>
Nationality Date Nationality					
1	08/28/2000 <input type="text"/> <input type="text"/>				
<b>Spain</b>					
Military Status:	<input type="text"/>				
Social Security Affiliation Dt:	<input type="text"/>				
<b>France</b>					
Date of First Entry in France:	<input type="text"/>				
Military Status:	<input type="text"/>				
CPAM ID:	<input type="text"/>				
<b>United Kingdom</b>					
Ethnic Group:	<input type="text" value="White"/>				

Applicant Data - Eligibility/Identity page (2 of 3)

<b>Italy</b>	
Military Status:	<input type="text"/>
Type of Service:	<input type="text"/>
Function/Rank:	<input type="text"/>
Military End Date:	<input type="text"/>
<b>Japan</b>	
Honseki Prefecture:	<input type="text"/>
<b>USA</b>	
Ethnic Group:	<input type="text" value="White"/> <a href="#">Federal Data</a>
Military Status:	<input type="text" value="Not indicated"/>
<input checked="" type="checkbox"/> Eligible to Work in U.S.	

Applicant Data - Eligibility/Identity page (3 of 3)

The system displays the applicant’s name, the **Applicant ID** you entered (or **NEW** if it is a new applicant), the **Applicant Status**, and **Application Date**. These fields are for information only.

**Date of Birth** Enter the applicant’s date of birth.

**Age 18 or Older** Clear the check box if the applicant is less than 18 years old.

---

**Note.** This field does not appear for US Federal installations.

---

**Highest Education Level**

Select the applicant's highest education level from the available options.

---

**Note.** This field does not appear for US Federal installations.

---

**National ID**

Use the **National ID** group box to enter details of the applicant's national ID number.

**Canada**

Use the **Canada** group box to enter additional information for Canadian applicants.

**Switzerland**

Use the **Switzerland** group box to enter additional information for Swiss applicants.

**Germany**

Use the **Germany** group box to enter additional information for German applicants.

**Spain**

Use the **Spain** group box to enter additional information for Spanish applicants.

**France**

Use the **France** group box to enter additional information for French applicants.

**United Kingdom**

Use the **United Kingdom** group box to enter additional information for United Kingdom applicants.

**Italy**

Use the **Italy** group box to enter additional information for Italian applicants.

**Japan**

Use the **Japan** group box to enter additional information for Japanese applicants.

**USA**

Use the **USA** group box to enter additional information for U.S. applicants.



For more information about the country specific fields, see Personal Data - Eligibility/Identity Page.

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### USA – Federal Installation

For US Federal installations, only the **USA** group box is shown.

Click the **Federal Data** link to access the Additional US Federal Information page, where you can enter information specific to US Federal processing.

### Additional US Federal Information Page

Usage	Use the Additional US Federal Information Page to enter birth information, veterans' information, citizenship status, and disability information.
Object Name	GVT_AP_PRSDTA2_SEC
Navigation	Click the <b>Federal Data</b> link on the Applicant Data – Eligibility/Identity page.

**Additional Birth Information**

**Birth Location:**

**Birth Country:**

**Birth State:**

---

**Veterans Information**

**Veterans Preference:**  **Military Service Verified**

**Veterans Status:**  **Notify Military Pay Center**

**Reserve Category:**  **Veterans Preference RIF**

**Uniformed Service:**  **Disabled Veteran**

**Military Separation Status:**  **Military Grade:**

**Military Service Start Date:**  **Military Service End Date:**  **Creditable Military Service:**

---

**Other Information**

**Disability Code:**

Additional US Federal Information page

### Additional Birth Information

Enter the **Birth Location**, **Birth Country**, and US **Birth State** in which the applicant was born.

### Veterans Information

Select the **Veterans Preference** from the available options, and indicate the **Veterans Status**.



The values in the Veterans Preference field are created in the Veterans Preference Table.

Select the **Reserve Category**, the type of **Uniformed Service**, the **Military Separation Status** and the **Military Grade** from the available options.

Enter the **Military Service Start Date** and **End Date**. Enter the **Creditable Military Service**.

Select the **Military Service Verified** check box if you have received verification of the applicant’s military service information. Indicate whether to **Notify Military Pay Center**, and whether the employee is eligible for **Veterans Preference RIF**. If applicable, select the **Disabled Veteran** check box.

**Other Information**

Enter the applicant’s **Citizenship Status** and **Disability Code**.

---

**Applicant Data - Application 1 Page**

Usage	<p>Use the Applicant Data - Application Details 1 page to record applicants’ preferred locations and job functions, and their willingness to travel or relocate. You can also use the Letter Code on this page to tag applicant records in preparation for printing recruitment letters.</p> <p>The preference information you enter on this page is used to screen applicants. The system compares applicants’ details with job requisition requirements and ranks applicants according to how closely they match those requirements.</p> <hr/> <p>For more information about job requisitions, see Recruiting Your Workforce, “Administering Job Requisitions”.</p> <p>For more information about job requisitions for U.S. Federal processing, see Recruiting Your Workforce, “USF Administering Job Requisitions”.</p> <hr/>
Object Name	APPLICATION_DATA1
Navigation	<ul style="list-style-type: none"> <li>• <b>Develop Workforce, Recruit Workforce (GBL), Use, Applicant Data, Application 1</b></li> <li>• <b>Develop Workforce, Recruit Workforce (USF), Use, Applicant Data, Application Data1</b></li> </ul>
Prerequisites	None
Access Requirements	Enter an Applicant ID.

Name	Address	Personal Profile	Eligibility/Identity	Application 1	Application 2	Requisitions
Spicer-Jones,Felicity				<b>Applicant ID:</b>	KGA002	
<b>Applicant Status:</b> External Applicant				<b>Application Date:</b>	11/08/1998	
<b>Application Status:</b>				Active	<b>Application Status Date:</b> 11/08/1998	
<b>Letter Code:</b>					<b>Date Letter Printed:</b>	
<b>Purge Date:</b>						
<b>Preferences</b>						
<b>Business Unit:</b> GBR03 ADM				<input checked="" type="checkbox"/> <b>Willing to Travel</b>	80 Percent:	
<b>Location 1:</b> KG01 Reading				<input type="checkbox"/> <b>Willing to Relocate</b>		
<b>Location 2:</b>				<input type="checkbox"/> <b>Previously Employed by Company</b>		
<b>Job Function:</b>				<input type="checkbox"/> <b>Relative in Company</b>		
<b>Geographic Preference</b>				<a href="#">Federal Data</a>		

Applicant Data - Application 1 page

The system displays the applicant’s name, the **Applicant ID** you entered (or *NEW* if it is a new applicant), the **Applicant Status**, and **Application Date**. These fields are for information only.

**Application Status**

Select the status of the application from the available options. The available options are:

**Active:** This is the default status for new applicants.

**Hired:** The system automatically sets status to *Hired* when you hire applicants. The system also updates the disposition status of other applicants who applied for the job. Do not manually set the Application Status to *Hired*, as this will cause inconsistency in your applicant data.

**Inactive:** Use this status for applicants that have withdrawn. When you change applicants’ status to *Inactive*, the status of any requisitions that they have applied for is set to *Withdrawn*. The system excludes inactive applicants from requisition screening.

**Application Status Date**

Enter the **Application Status Date**. This is the date you first entered the applicant’s details or changed the application status.

**Letter Code**

If you want to generate a form letter, select a **Letter Code**. The standard codes supplied by PeopleSoft for use on this page are:

**ACQ:** This generates an acknowledgement letter.

**ANQ:** This generates a letter informing the applicant that there are no current openings in your organization.

You can define additional letter codes in the Standard Letter Table.

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For more information about generating form letters, see PeopleSoft 8 Application Fundamentals for HRMS, “Generating Form Letters”.

---

**Date Letter Printed**

The system automatically completes the **Date Letter Printed** once you generate the letter.

**Purge Date**

Enter a purge date to indicate when you no longer need this application information and the data can be removed from PeopleSoft Human Resources.

This date is for your information only—the system does not automatically purge an applicant’s records on this date.

---

For more information about purging applicants, see Applicant Purge Process Page.

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**Preferences**

The **Preferences** group box defines the applicant’s preferred location, ability to travel and relocate, and preferred type of work.

**Business Unit**

If the applicant has expressed a preferred location for work, select the appropriate **Business Unit** from the list of valid values.

**Location 1**

Select the applicant’s first choice of location from the list of locations associated with the **Business Unit**.

**Location 2**

Select the applicant’s second choice from the list of locations associated with the **Business Unit**.

**Job Function**

If the applicant has expressed a preference for working in a specific area, select the relevant **Job Function** from the list of valid values. Job Functions are set up in the Job Function Table Page.

**Geographic Preference**

Enter the applicant’s geographic preference. This is a free format field so you can use this field to suit your organization. For example, you could use the field to indicate national regions, such as north or west, or international regions.

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**Note.** This field is not used in requisition screening.

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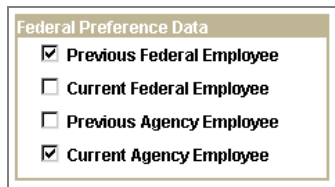
- Willing to Travel**                      Select the **Willing to Travel** check box if the applicant is willing to travel for work. When you select the check box the system displays the **Percent** field.
  
- Percent**                                      If you selected the **Willing to Travel** check box, enter a percentage in this field to indicate the amount of time the applicant is willing to spend travelling. The system hides this field if the **Willing to Travel** check box is cleared.
  
- Willing to Relocate**                      Select the **Willing to Relocate** check box if the applicant is willing to move to a new location.
  
- Previously Employed by Company**      Select the **Previously Employed by Company** check box if the applicant has previously been employed by your organization.
  
- Relative in Company**                      Select the **Relative in Company** check box if the applicant has a relative currently working in your organization.

**US Federal Details**

Click the **Federal Data** link to access the Federal Preference Data page, where you can indicate if the applicant is a previous or current Federal or agency employee.

**Federal Preference Data Page**

Usage	Use the Federal Preference Data page to indicate if the applicant is a previous or current Federal or agency employee.
Object Name	GVT_APP_PREF_SEC
Navigation	Click the <b>Federal Data</b> link on the Applicant Data – Application 1 page.



Federal Preference Data page

Select the appropriate check boxes to indicate whether the applicant is a **Previous Federal Employee**, **Current Federal Employee**, **Previous Agency Employee**, or **Current Agency Employee**.

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**Applicant Data - Application 2 Page**

Usage	Use the Applicant Data - Application Details 2 page to enter details of:
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	<ul style="list-style-type: none"> <li>• The minimum pay rate that the applicant will accept.</li> <li>• The applicant’s preferred working pattern.</li> <li>• The type of employment sought (such as regular or temporary, and full-time or part-time hours).</li> </ul> <p>The information you enter on this page is used to screen applicants. The system compares applicants’ details with job requisition requirements and ranks applicants according to how closely they match those requirements.</p> <hr/> <p>For more information about job requisitions, see Recruiting Your Workforce, “Administering Job Requisitions”.</p> <p>For more information about job requisitions for U.S. Federal processing, see Recruiting Your Workforce, “USF Administering Job Requisitions”.</p>
Object Name	APPLICATION_DATA2
Navigation	<ul style="list-style-type: none"> <li>• <b>Develop Workforce, Recruit Workforce (GBL), Use, Applicant Data, Application 2</b></li> <li>• <b>Develop Workforce, Recruit Workforce (USF), Use, Applicant Data, Application Data2</b></li> </ul>
Prerequisites	None
Access Requirements	Enter an Applicant ID.

Name	Address	Personal Profile	Eligibility/Identity	Application 1	Application 2	Requisitions
Spicer-Jones,Felicity				<b>Applicant ID:</b>	KGA002	
<b>Applicant Status:</b> External Applicant				<b>Application Date:</b>	11/08/1998	
<b>Desired Start Date:</b>		<input type="text" value="10/02/2000"/>	<a href="#">Federal Data</a>			
<b>Minimum Acceptable Pay Rate</b>						
<b>Amount:</b>		<input type="text"/>				
<b>Pay Frequency:</b>		Month				
<b>Desired Employment</b>						
<b>Regular/Temporary:</b>		Regular	<input checked="" type="checkbox"/> Monday	<input type="checkbox"/> Saturday		
<b>Full/Part-Time:</b>		Part-Time	<input checked="" type="checkbox"/> Tuesday	<input type="checkbox"/> Sunday		
<b>Desired Shift:</b>		1	<input checked="" type="checkbox"/> Wednesday			
<b>Desired Hours Per Week:</b>		30	<input checked="" type="checkbox"/> Thursday			
			<input checked="" type="checkbox"/> Friday			

Applicant Data - Application 2 page

The system displays the applicant’s name, the **Applicant ID** you entered (or *NEW* if it is a new applicant), the **Applicant Status**, and **Application Date**. These fields are for information only.

**Desired Start Date** Enter the applicant’s desired start date.

## Minimum Acceptable Pay Rate

### Amount

Enter the **Amount** that the applicant will accept, change the currency if necessary, and specify the related unit in **Pay Frequency**.

For example, if the applicant will accept a pay rate of 20,000 USD per year, enter 20,000 in this field and **Year** in **Pay Frequency**.

### Pay Frequency

Select the **Pay Frequency** from the available options. The available options are **Biweekly**, **Hour**, **Month**, and **Year**.

## Desired Employment

### Regular/Temporary

Select one of these options from the available options:

**Regular:** Use this option if the applicant is seeking a permanent job.

**Temporary:** Use this option if the applicant is seeking a temporary contract.

**Either:** Use this option if the applicant is willing to consider both regular and temporary jobs.

### Full/Part-Time

Select one of the following options from the available options:

**Full-Time:** Use this option if the applicant is seeking a full-time job.

**Part-Time:** Use this option if the applicant is seeking a part-time job.

**Either:** Use this option if the applicant is willing to consider both full-time and part-time jobs.

### Desired Shift

If the applicant wants shift work, select the **Desired Shift** from the available options.

### Desired Hours Per Week

Enter the number of hours that the applicant is willing to work per week.

### Monday to Sunday

Select the check boxes next to the days of the week the applicant prefers to work. The system default is to select the check boxes for **Monday** through **Friday**. Change the selections if the applicant is seeking a different working pattern.

### US Federal Details

Click the **Federal Data** link to access the Application Salary Consideration page where you can enter minimum pay/grade requirements for the applicant and Federal pay history information.

### Application Salary Consideration Page

Usage	Use the Application Salary Consideration page to add Federal pay information for the applicant, including Federal pay history information.
Object Name	GVT_APP_PAY_SEC
Navigation	Click the <b>Federal Data</b> link on the Applicant Data – Application 2 page.

The screenshot shows a web form with the following fields:

- Minimum Acceptable Pay/Grade:** Pay Plan:  Grade:
- Federal Pay History:**
  - Highest Pay Plan / Grade:
  - Highest Career Tenure:
  - Separation Incentive:
  - Separation Incentive Date:
- Barg Unit / Union Code:**

Application Salary Consideration page

### Minimum Acceptable Pay/Grade

You can enter a minimum **Pay Plan** and **Grade** for the applicant if known.

### Federal Pay History

If the applicant is or was a Federal employee, you can enter pay history information. Enter the **Highest Pay Plan/Grade**, and **Highest Career Tenure** fields.

Select a **Separation Incentive** and the **Separation Incentive Date**, if applicable.

The **Barg Unit/Union Code** (bargaining unit) can be entered for the applicant if she is a past or present Federal employees.

## Entering Applicant Competencies

An important part of the recruitment process is to match applicants’ skills with the skills required for your job requisitions. With PeopleSoft Human Resources you can compare applicants with job requisitions using the Requisition Screening pages. Part of this screening involves comparing applicant competencies with those you have set up in Job Requisition Data. In addition to checking whether applicants have a given competency you can also check whether they have the required proficiency level.



For more information about job requisitions, see *Creating Job Requisitions*.  
 For more information about job requisitions for U.S. Federal processing, see *USF Processing Job Requisitions*.

The applicant competency pages mirror those used to enter employee competency information:

- Competency Evaluation page
- Competency Assignment page
- Competency Verification
- Competency Rating

If you hire the applicant, all the information you enter now will appear as part of their employee record.

### Competency Evaluation Page

Usage	Use the Competency Evaluation page to enter information about applicant competency evaluations and the person who carried out the evaluations.
Object Name	APP_CM_COMP_EVL1
Navigation	<ul style="list-style-type: none"> <li>• <b>Develop Workforce, Recruit Workforce (GBL), Use, Competencies, Competency Evaluation</b></li> <li>• <b>Develop Workforce, Recruit Workforce (USF), Use2, Competencies, Competency Evaluation</b></li> </ul>
Prerequisites	Before you can enter education information, you must enter the applicant's basic information in the Applicant Data pages.
Access Requirements	Enter an Applicant ID.

Competency Evaluation page

The system displays the applicant name and the **Applicant ID** you entered, the **Applicant Status**, and **Application Date**. These fields are for information only.



For more information about the fields on this page, see Competencies - Competency Evaluation Page in *PeopleSoft Managing Competencies*.

### Competency Assignment Page

Usage	Use the Competency Assignment page to assign competencies to an applicant.
Object Name	APP_CM_COMP_ASGN
Navigation	<ul style="list-style-type: none"> <li>• <b>Develop Workforce, Recruit Workforce (GBL), Use, Competencies, Competency Assignment</b></li> <li>• <b>Develop Workforce, Recruit Workforce (USF), Use2, Competencies, Competency Assignment</b></li> </ul>
Prerequisites	Before you can assign competencies, you must set up your Competency Table.
Access Requirements	Enter an Applicant ID.

Competency Evaluation   Competency Assignment   **Competency Rating**   Competency Verification

Espinosa, Carmichael   **Applicant ID:** A0004  
**Applicant Status:** External Applicant   KU0015   **Application Date:** 10/02/1980

View All   First ◀ 1 of 1 ▶ Last

Evaluation ID/Type: 01   Self

Assigned Competencies	
Category	Description
Ability	Abstract thinking
Ability	Analytical thinking
Ability	Conceptual thinking
Ability	Mental flexibility
Ability	Ability to manage own time

Source Competencies	
Description	

Competency Assignment page

The system displays the applicant name and the **Applicant ID** you entered, the **Applicant Status**, and **Application Date**. These fields are for information only.

**Populate from Requirements**

Click the **Populate from Requirements** button to list the competencies required by the job requisitions you specified on the Applicant Data – Requisitions page.

If you have not linked the applicant to requisitions, the system does not bring back any competencies.



For more information about the fields on this page, see Competencies - Competency Evaluation Page in *PeopleSoft Managing Competencies*.

**Competency Rating Page**

Usage	Use the Competency Rating page to assign a proficiency rating to each of the applicant’s competencies.
Object Name	APP_CM_COMP_PROF
Navigation	<ul style="list-style-type: none"> <li>• <b>Develop Workforce, Recruit Workforce (GBL), Use, Competencies, Competency Rating</b></li> <li>• <b>Develop Workforce, Recruit Workforce (USF), Use2, Competencies, Competency Rating</b></li> </ul>
Prerequisites	You must assign competencies to an applicant on the Competency Assignment page, before you can complete this page.
Access	Enter an Applicant ID.

Requirements

Competency Evaluation		Competency Assignment		Competency Rating		Competency Verification	
Espinosa,Carmichael				<b>Applicant ID:</b>		A0004	
<b>Applicant Status:</b>		External Applicant KU0015		<b>Application Date:</b>		10/02/1980	
				View All First 1 of 1 Last			
Evaluation ID/Type: 01 Self							
<b>Assigned Competencies</b>				View All First 1-6 of 7 Last			
<b>*Competency</b>		<b>*Proficiency</b>		<b>Interest</b>			
0100	Abstract thinking	2-Fair		3-Desirable			
0101	Analytical thinking	2-Fair					
0102	Conceptual thinking	1-Little					
0103	Mental flexibility	5-Expert					
0110	Ability to manage own time	4-Very Good		4-Very desirable			
0150	Creative thinking	2-Fair					

Competency Rating page

The system displays the applicant name and the **Applicant ID** you entered, the **Applicant Status**, and **Application Date**. These fields are for information only.



For more information about the fields on this page, see *Competencies - Competency Rating Page* in *PeopleSoft Manage Competencies*.

### Competency Verification Page

Usage	Use the Competency Verification page to define the verification details for each applicant competency, including the year the competency was acquired, when it was last used, and the number years of experience of using the competency.
Object Name	APP_COMPETENCIES
Navigation	<ul style="list-style-type: none"> <li>Develop Workforce, Recruit Workforce (GBL), Use, Competencies, Competency Verification</li> <li>Develop Workforce, Recruit Workforce (USF), Use2, Competencies, Competency Verification</li> </ul>
Prerequisites	You must assign competencies to an applicant on the Competency Assignment page, before you can complete this page.
Access Requirements	Enter an Applicant ID.

Competency Evaluation		Competency Assignment		Competency Rating		Competency Verification	
Espinosa, Carmichael				<b>Applicant ID:</b>		A0004	
<b>Applicant Status:</b>		External Applicant		KU0015		<b>Application Date:</b> 10/02/1980	
First ◀ 1 of 1 ▶ Last							
Evaluation ID/Type:		01 Self					
<b>Assigned Competencies</b>				View All		First ◀ 1-6 of 7 ▶ Last	
Competency	Verified By	Year Acquired	Issue Date	Year Last Used	Years of Work Experience		
Abstract thinking		1979					
Analytical thinking		1979					
Conceptual thinking		1979					
Mental flexibility		1977					
Ability to manage own time		1979					
Creative thinking		1979					

Competency Verification page

The system displays the applicant name and the **Applicant ID** you entered, the **Applicant Status**, and **Application Date**. These fields are for information only.



For more information about the fields on this page, see *Competencies - Competency Verification Page* in *PeopleSoft Manage Competencies*.

## Entering Applicant Education and Qualifications

To help you make hiring decisions, you'll find it useful to refer to a variety of education and accomplishments information about applicants, such as their education and training background, language skills, and any licenses they hold. If you administer any standard tests to applicants, you can enter their results in the Test Results page.

The education and accomplishments information you enter is used to screen applicants. The system compares applicants' details with job requisition requirements and ranks applicants according to how closely they match those requirements.



For more information about job requisitions, see *Creating Job Requisitions*. For more information about job requisitions for U.S. Federal processing, see *USF Processing Job Requisitions*.

### School Education Page

Usage	Use the School Education page to record details of the schools that an applicant has attended and the areas studied.
Object Name	APP_SCHOOL_EDUCATN

Navigation	<ul style="list-style-type: none"> <li>• <b>Develop Workforce, Recruit Workforce (GBL), Use, Education, School Education</b></li> <li>• <b>Develop Workforce, Recruit Workforce (USF), Use2, Education and Training, School Education</b></li> </ul>
Prerequisites	Before you can enter education information, you must enter the applicant’s basic information in the Applicant Data pages.
Access Requirements	Enter an Applicant ID.

School Education page

The system displays the applicant name and the **Applicant ID** you entered, the **Applicant Status**, and **Application Date**. These fields are for information only.



For more information about the fields on this page, see Education - School Education Page in *PeopleSoft Manage Competencies*.

### Professional Ed and Trg Page

Usage	Use the Professional Ed and Trg (professional education and training) page to enter details of further education the applicant has completed, including the type of degree acquired, and where and when the qualification was acquired.
Object Name	APP_EDU_TRAIN_GBL1
Navigation	<ul style="list-style-type: none"> <li>• <b>Develop Workforce, Recruit Workforce (GBL), Use, Education, Professional Ed and Trg</b></li> <li>• <b>Develop Workforce, Recruit Workforce (USF), Use2, Education</b></li> </ul>

	<b>and Training, Professional Ed and Trg</b>
Prerequisites	Before you can enter degrees on this page, you must set up your Degree table. If you want to use Major codes and School codes (these are optional), you must set up the Major Table and School Table.
Access Requirements	Enter an Applicant ID.

School Education
Professional Ed and Trg
&Professional Courses

Ironside,Diane **Applicant ID:** A0012

**Applicant Status:** External Applicant **Application Date:** 12/01/1999

Professional Education
View All First 1 of 1 Last

\*Degree:   Bachelor of Business Admin  **Terminal Degree**

Date Acquired:   **Average Grade:**   **Graduated**

Major Code:   Major:

School Code:   School:

Educator:

Country:   United States

State:

▼ **Germany**

Practical Grade:   **Intern. Professional Education**

Theoretical Grade:

Professional Ed and Trg (professional education and training) page

The system displays the applicant name and the **Applicant ID** you entered, the **Applicant Status**, and **Application Date**. These fields are for information only.



For more information about the fields on this page, see Education - Professional Ed. (Education) and Training Page in *PeopleSoft Manage Competencies*.

### Professional Courses Page

Usage	Use the Professional Courses page to enter details of the courses that an applicant has completed.
Object Name	APP_EDU_TRAIN_GBL2
Navigation	<ul style="list-style-type: none"> <li>• <b>Develop Workforce, Recruit Workforce (GBL), Use, Education, Professional Courses</b></li> <li>• <b>Develop Workforce, Recruit Workforce (USF), Use2, Education and Training, Professional Courses</b></li> </ul>
Prerequisites	None

Access Requirements	Enter an Applicant ID.
---------------------	------------------------

School Education		Professional Ed and Trg		&Professional Courses	
Ironsides,Diane		<b>Applicant ID:</b>		A0012	
<b>Applicant Status:</b>		External Applicant		<b>Application Date:</b>	
				12/01/1999	
		View All		First 1 of 1 Last	
<b>Course Title</b>	<b>School Name</b>	<b>Course Date</b>			
1					

Professional Courses page

The system displays the applicant name and the **Applicant ID** you entered, the **Applicant Status**, and **Application Date**. These fields are for information only.

If the employee has completed any other professional training courses, enter the **Course Title**, the **School Name**, and the **Course Date** when the employee completed the course.

---

### Licenses and Certificates Page

Usage	Use the Licenses and Certificates page to record any licenses or certificates applicants have attained that are pertinent to their jobs. For example, if an employee in your Finance and Accounting department has a CPA license, you can enter the information here.
Object Name	APP_LICENSE_CERTIF
Navigation	<ul style="list-style-type: none"> <li>• <b>Develop Workforce, Recruit Workforce (GBL), Use, Licenses and Certificates, Licenses/Certificates</b></li> <li>• <b>Develop Workforce, Recruit Workforce (USF), Use2, Licenses and Certificates, Licenses/Certificates</b></li> </ul>
Prerequisites	You must set up your Licenses/Certificates Table before you enter license or certificate information for applicants.
Access Requirements	Enter an Applicant ID.

Licenses/Certificates

Saint-Amand, Marcel **Applicant ID:** A0008

**Applicant Status:** External Applicant KC0031 **Application Date:** 06/26/1990

---

View All First 1 of 1 Last

\*License/Certif Code:  Personnel Management Associatn

Issue Date:

License #:

Issued By:

Expiration Date:

License Verified  
 Renewal in Progress

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Issued In

Country:  Province:  Quebec

Licenses and Certificates page

The system displays the applicant name and the **Applicant ID** you entered, the **Applicant Status**, and **Application Date**. These fields are for information only.



For more information about the fields on this page, see Licenses and Certificates Page in *PeopleSoft Manage Competencies*.

### Memberships Page

Usage	Use the Memberships page to enter details of any professional organizations applicants belong to that are pertinent to their jobs.
Object Name	APP_MEMBERSHIPS
Navigation	<ul style="list-style-type: none"> <li>• <b>Develop Workforce, Recruit Workforce (GBL), Use, Memberships, Memberships</b></li> <li>• <b>Develop Workforce, Recruit Workforce (USF), Use2, Memberships, Memberships</b></li> </ul>
Prerequisites	You must set up your Memberships Table before you can enter membership information for applicants.
Access Requirements	Enter an Applicant ID.

Memberships																							
Davies,Craig			<b>Applicant ID:</b>	A0006																			
<b>Applicant Status:</b>	External Applicant	KC0021	<b>Application Date:</b>	02/16/1980																			
<table border="1"> <thead> <tr> <th colspan="6">Memberships</th> </tr> <tr> <th>*Organization Description</th> <th>Membership Date</th> <th>Mandate</th> <th>Mandate Position</th> <th>Mandate Begin Date</th> <th>Mandate End Date</th> </tr> </thead> <tbody> <tr> <td>1 SIM Society for Information Mgmt</td> <td>03/04/1977</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>						Memberships						*Organization Description	Membership Date	Mandate	Mandate Position	Mandate Begin Date	Mandate End Date	1 SIM Society for Information Mgmt	03/04/1977				
Memberships																							
*Organization Description	Membership Date	Mandate	Mandate Position	Mandate Begin Date	Mandate End Date																		
1 SIM Society for Information Mgmt	03/04/1977																						

Memberships page

The system displays the applicant name and the **Applicant ID** you entered, the **Applicant Status**, and **Application Date**. These fields are for information only.



For more information about the fields on this page, see Memberships Page in *PeopleSoft Manage Competencies*.

## Languages Page

Usage	Use the Languages page to enter information on the languages in which applicants are proficient, particularly those pertinent to their jobs or to your industry.
Object Name	APP_LANGUAGES
Navigation	<ul style="list-style-type: none"> <li>Develop Workforce, Recruit Workforce (GBL), Use, Languages, Languages</li> <li>Develop Workforce, Recruit Workforce (USF), Use2, Languages, Languages</li> </ul>
Prerequisites	You must set up your Language Table before you can enter language information for applicants.
Access Requirements	Enter an Applicant ID.

Languages																					
Davies,Craig			<b>Applicant ID:</b>	A0006																	
<b>Applicant Status:</b>	External Applicant	KC0021	<b>Application Date:</b>	02/16/1980																	
<table border="1"> <thead> <tr> <th>*Accomp</th> <th>Native</th> <th>Translator</th> <th>Teacher</th> <th>Speak</th> <th>Read</th> <th>Write</th> <th>Evaluation Date</th> </tr> </thead> <tbody> <tr> <td>1 GR Greek</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td>Moderate</td> <td></td> <td></td> </tr> </tbody> </table>						*Accomp	Native	Translator	Teacher	Speak	Read	Write	Evaluation Date	1 GR Greek	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Moderate		
*Accomp	Native	Translator	Teacher	Speak	Read	Write	Evaluation Date														
1 GR Greek	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Moderate																

Languages page

The system displays the applicant name and the **Applicant ID** you entered, the **Applicant Status**, and **Application Date**. These fields are for information only.



For more information about the fields on this page, see Languages Page in *PeopleSoft Manage Competencies*.

### Honors Awards Page

Usage	Use the Honors Awards page to record any special awards or honors applicants have received.
Object Name	APP_HONORS_AWARDS
Navigation	<ul style="list-style-type: none"> <li>• <b>Develop Workforce, Recruit Workforce (GBL), Use, Honors Awards, Honors Awards</b></li> <li>• <b>Develop Workforce, Recruit Workforce (USF), Use2, Honors and Awards, Honors Awards</b></li> </ul>
Prerequisites	You must set up your Honor/Award Table before you can enter honor and award information for applicants.
Access Requirements	Enter an Applicant ID.

The screenshot shows the 'Honors Awards' page for applicant Craig Davies (Applicant ID: A0006). The applicant status is 'External Applicant' (KC0021) and the application date is '02/16/1980'. Below this, there is a table of awards with columns for 'Honor or Award', 'Grantor', and 'Issue Date'. Two awards are listed: '1008 Programmer's Aptitude Test' (issued 02/16/1980) and 'BS Bachelor of Science' (issued 02/02/1976). Both awards are associated with 'France'.

Honors Awards page

The system displays the applicant name and the **Applicant ID** you entered, the **Applicant Status**, and **Application Date**. These fields are for information only.



For more information about the fields on this page, see Honors and Awards Page in *PeopleSoft Manage Competencies*.

## Test Results Page

Usage	Use the Test Results page to enter the results of standard tests you administer to job applicants, such as typing, programming aptitude, or mathematical tests.
Object Name	APP_TEST_RESULTS
Navigation	<ul style="list-style-type: none"> <li>• <b>Develop Workforce, Recruit Workforce (GBL), Use, Test Results, Test Results</b></li> <li>• <b>Develop Workforce, Recruit Workforce (USF), Use2, Test Results, Test Results</b></li> </ul>
Prerequisites	You must set up your Test Table before you can enter applicants' test results.
Access Requirements	Enter an Applicant ID.

Test Results				
Davies,Craig		<b>Applicant ID:</b> A0006		
<b>Applicant Status:</b>	External Applicant	KC0021	<b>Application Date:</b>	02/16/1980
*Test	Description	Test Date	Score	Passed
1 1008	Programmer's Aptitude Test	02/16/1980		<input checked="" type="checkbox"/>

Test Results page



Column order for grids may vary by implementation. All columns may not be visible. Use the page's horizontal scroll bar as necessary to view all the available columns.

The system displays the applicant name and the **Applicant ID** you entered, the **Applicant Status**, and **Application Date**. These fields are for information only.



For more information about the fields on this page, see Test Results Page in *PeopleSoft Manage Competencies*.

## Entering Prior Work Experience and References

To help you make hiring decisions, you'll find it useful to refer to applicants' prior work experience, and check personal references.

This section explains how to use these pages to enter work experience and references:

- Prior Work Experience 1 and Prior Work Experience 2 pages.

- Reference Profile and Reference Address pages.

### Prior Work Experience 1 Page

Usage	Use the Prior Work Experience 1 page to enter an applicant’s current and previous employers.
Object Name	APP_PRIOR_WRK_EXP1
Navigation	<ul style="list-style-type: none"> <li>• <b>Develop Workforce, Recruit Workforce (GBL), Use, Prior Work Experience, Prior Work Experience 1</b></li> <li>• <b>Develop Workforce, Recruit Workforce (USF), Use, Prior Work Experience, Prior Work Experience 1</b></li> </ul>
Prerequisites	Before you can enter prior work experience information, you must enter the applicant’s basic information in the Applicant Data pages.
Access Requirements	Enter an Applicant ID.

Prior Work Experience 1 page

The system displays the applicant name and the **Applicant ID** you entered, the **Applicant Status**, and **Application Date**. These fields are for information only.



For more information about the fields on this page, see Prior Work Experience Page in *PeopleSoft Administering Your Workforce*.

### Prior Work Experience 2 Page

Usage	Use the Prior Work Experience 2 page to enter details of an applicant’s
-------	---

	employment history. This includes the job title and salary information for previous and current jobs.
Object Name	APP_PRIOR_WRK_EXP2
Navigation	<ul style="list-style-type: none"> <li>• <b>Develop Workforce, Recruit Workforce (GBL), Use, Prior Work Experience, Prior Work Experience 2</b></li> <li>• <b>Develop Workforce, Recruit Workforce (USF), Use, Prior Work Experience, Prior Work Experience 2</b></li> </ul>
Prerequisites	None
Access Requirements	Enter an Applicant ID.

Prior Work Experience 2 page

The system displays the applicant name and the **Applicant ID** you entered, the **Applicant Status**, and **Application Date**. These fields are for information only.

The fields on this page are the same as those on the Prior Work Experience page accessed from the Administer Workforce page.



For more information about the fields on this page, see Prior Work Experience Page in *PeopleSoft Administering Your Workforce*.

### USF Prior Work Experience - Federal Data Page

Usage	Use the Prior Work Experience – Federal Data page to enter information about a previous Federal position the applicant held.
Object Name	GVT_APP_PRIWRKEXP

Navigation	<ul style="list-style-type: none"> <li>• <b>Develop Workforce, Recruit Workforce (GBL), Use, Prior Work Experience, Federal Data</b></li> <li>• <b>Develop Workforce, Recruit Workforce (USF), Use, Prior Work Experience, Federal Data</b></li> </ul>
Prerequisites	None
Access Requirements	Enter an Applicant ID.

Prior Work Experience 1
Prior Work Experience 2
Federal Data

Wilkens, Jasmin **Applicant ID:** A0503  
**Applicant Status:** External Applicant **Application Date:** 04/20/1999

---

**Sequence Number:** 1

---

<b>Experience Type:</b> Private Sector	<b>Reg/Temp:</b> Regular
<b>Full/Part Time:</b> Full-Time	<b>Hours Per Week:</b> 35.0
<b>Position Occupied:</b> Competitive	<b>Tenure:</b> Conditional
<b>Pay Plan Grade:</b> GM 0029	

Federal Data page

Indicate the **Experience Type**, choosing from *Private Sector*, *Federal Civilian Sector*, and *Other*. Select **Reg/Temp** (regular or temporary) from the available options.

Select **Full/Part Time** and the number of **Hours Per Week** worked in the previous position.

Enter the **Position Occupied** and **Pay Plan/Series/Grade** if you are entering a government position.

If applicable to the position, select the **Tenure** status of *Conditional*, *Indefinite*, *Permanent*, or *None*.



The fields on this page are the same as the fields on USF - Prior Work Experience 2 Page in *PeopleSoft Administering Your Workforce*.

### Reference Profile Page

Usage	Use the Reference Profile page to track references supplied by applicants.
Object Name	APP_REFERENCES1
Navigation	<ul style="list-style-type: none"> <li>• <b>Develop Workforce, Recruit Workforce (GBL), Use, References, Reference Profile</b></li> <li>• <b>Develop Workforce, Recruit Workforce (USF), Use2,</b></li> </ul>

References, Reference Profile	
Prerequisites	Before you can enter reference information, you must enter the applicant's basic information in the Applicant Data pages.
Access Requirements	Enter an Applicant ID.

Reference Profile page

The system displays the applicant name and the **Applicant ID** you entered, the **Applicant Status**, and **Application Date**. These fields are for information only.

- Date Contacted** Enter the date you contacted the reference.
- Reference Type** Select the **Reference Type** from the available options. The valid options are *Professional* (professional), *Personal*, or *Both*.
- Reference Name** Enter the name of the person giving the reference.
- Title** Enter the title of the person giving the reference.
- Employer** Enter the name of the employer where the reference is employed.
- Comments** Enter a summary of the comments the reference made about the applicant.

---

### Reference Address Page

Usage	Use the Reference Address page to enter the addresses of references for an applicant.
Object Name	APP_REFERENCES2

Navigation	<ul style="list-style-type: none"> <li>• <b>Develop Workforce, Recruit Workforce (GBL), Use, References, Reference Address</b></li> <li>• <b>Develop Workforce, Recruit Workforce (USF), Use2, References, Reference Address</b></li> </ul>
Prerequisites	You must enter reference information on the Reference Profile page before you complete this page.
Access Requirements	Enter an Applicant ID.

The screenshot shows a web application interface for entering reference information. At the top, there are tabs for 'Reference Profile' and 'Reference Address'. Below the tabs, applicant information is displayed: 'Davies, Craig', 'Applicant Status: External Applicant', 'Applicant ID: A0006', and 'Application Date: 02/16/1980'. A navigation bar shows 'View All', 'First', '1 of 1', and 'Last'. The main form area contains the following fields: 'Reference Nbr: 1', 'Name: Carpenter,Howard', 'Contacted: 02/20/1980', 'Country: CAN Canada', 'Address: 45 Manitoba Ave', 'City: Wasagaming', and 'Phone: 204 555 783'. There is also a 'Postal Search' link and a dropdown menu for postal codes, with 'R7U 3S7' entered.

Reference Address page

The system displays the applicant name and the **Applicant ID** you entered, the **Applicant Status**, and **Application Date**. These fields are for information only.

The system populates the **Reference Number**, **Name**, and the date **Contacted** from the Reference Profile page.

**Country** Select a **Country** from the list of valid values. When you move out of the field the system automatically displays the appropriate address fields for the country selected, using the standardized address formats previously set up in the Country Table.

The address fields are common to multiple pages and are defined in PeopleBooks Standard Page Element Definitions



For more information on how address formatting works, see Setting Up Control Tables.

## Entering Additional Applicant Information

This section explains how to add other supplemental information:

- Disability information.

When you're performing recruiting activities, you'll want to prepare for meeting accommodation standards and ensuring nondiscrimination of applicants or employees with disabilities in terms of job applications, testing, hiring, assignments, compensation, and benefits, among others. For example, in the U.S., you need to track accommodations in accordance with Title I of the Americans with Disabilities Act (ADA).

- Bank account information.

If you want to pay applicants for expenses incurred, for example, for traveling to your premises, you can set up the applicant's bank details.

- Identity information.

This includes data such as citizenship and passport information, visa or work permit details, and any documentation supporting the visa or work permit. Such information may be required by your local country regulations to prove applicants' eligibility to work.

---

### Disability Page

Usage	Use the Disability page to track applicants who are disabled and record additional information required by local country regulations.
Object Name	APP_DISABILITY
Navigation	<b>Develop Workforce, Recruit Workforce (GBL), Use, Disability, Disability</b>
Prerequisites	Before you can enter disability information, you must enter the applicant's basic details in the Applicant Data pages.
Access Requirements	Enter an Applicant ID.

Disability | Accommodation Request | Accommodation Option

Espinosa, Carmichael      **Applicant ID:** A0004

**Applicant Status:** External Applicant      KU0015      **Application Date:** 10/02/1980


Disabled



Switzerland

View All   First 1 of 1 Last

Effective Date	Handicap Percent
1	

Disability page (1 of 5)

▼  **Germany**

View All   First  1 of 1  Last

Effective Date:

\*Disabled Type:

Handicap Percent:     Disabled Position Count:

Evaluate:

Card No.:


Card Issue Date:     Exp. Date:



Disability Status Office:

City:

Postal Code:

Disability page (2 of 5)

▼  **Spain**

View All   First  1 of 1  Last

Effective Date:

Disability Type:

Handicap Percent:

Evaluate:

Card No.:

Card Issue Date:     Exp.Date:

Disability Status Office:

City:

Postal Code:

Disability page (3 of 5)

**France**

**Disability** View All First 1 of 1 Last

Disability Type:  Begin Date:  End Date:

Title Number:  Notification Date:

**Known as COTOREP**

COTOREP Category:   Previous Placement Previous Placement Type:

**Work Accident/Prof. Disease**

Work Accident  Disease Prof. Dis.:

Disability Rate:  Comment:

**Italy**

Disability:

Disability Percentage:

Disability page (4 of 5)

**Japan**

Disability Code:

Comment:

**Netherlands**

Handicap Percent:

**United Kingdom**

Registered Disabled Number:

Disability:

**USA**

Disabled Veteran

Disability page (5 of 5)

The system displays the applicant name and the **Applicant ID** you entered, the **Applicant Status**, and **Application Date**. These fields are for information only.

**Disabled** Select the **Disabled** check box if the applicant is disabled.

**Switzerland**

Use the **Switzerland** group box to track disability information required by Swiss regulations.

## Germany

Use the **Germany** group box to track applicant disability information that your organization needs to demonstrate compliance with the Handicapped Workers Act of 1961. For your organization's purposes the Act defines a handicapped person as being disabled to the degree that it impacts their earning capacity and being registered as handicapped. When registered as handicapped the individual is issued a Disability Card, and your company must track the Disability Card number, who issued the card, the issue date, and the expiration date.

## Spain

Use the **Spain** group box to track applicant disability information required by Spanish regulations.

## France

Use the **France** group box to track applicant disability information required by French regulations.

## Italy

Use the **Italy** group box to track disability information required by Italian regulations.

## Japan

Use the **Japan** group box to track an applicant's disability category. This information is used for regulatory and tax reporting purposes.

## Netherlands

Use the **Netherlands** group box to record applicant disability information. If you hire the applicant this information is used to document compliance with regulations under the Disabled Employees Act of 1985 (Wet Arbeid Gehandicapte Werknemers).

## United Kingdom

Use the **United Kingdom** group box to track disability information required by United Kingdom regulations. Use the information entered on this page to demonstrate your compliance with the fair hiring and employment provisions of the Disability Discrimination Act of 1995.

## USA

Use the **USA** group box to indicate whether a disabled applicant is also a Disabled Veteran.



For more information about the fields on this page, see Disability Page in *PeopleSoft Administering Your Workforce*.

---

## Accommodation Request Page

Usage	Use the Accommodation Request page to enter accommodation requests an applicant makes of your organization. You can also enter diagnosis codes for the disabilities applicants have that prevent them from performing essential job tasks and result in the accommodation requests.
Object Name	APP_ACCOM_RQST
Navigation	<b>Develop Workforce, Recruit Workforce (GBL), Use, Disability, Accommodation Request</b>
Prerequisites	Before you can assign Diagnosis Codes, you must set up the Diagnosis Table.
Access Requirements	Enter an Applicant ID.

Accommodation Request page



For more information about the fields on this page, see Accommodation Data – Accommodation Request Page.

## Accommodation Option Page

Usage	Use the Accommodation Option page to enter the various options or alternatives being considered to resolve an accommodation request. For each accommodation request you can enter several options or alternatives.
Object Name	APP_ACCOM_OPTN
Navigation	<b>Develop Workforce, Recruit Workforce (GBL), Use, Disability,</b>

	<b>Accommodation Option</b>
Prerequisites	Before you can assign Accommodation Types, you must set up the Accommodation Type Table.
Access Requirements	Enter an Applicant ID.

The screenshot shows a web application interface for managing accommodation options. At the top, there are tabs for 'Disability', 'Accommodation Request', and 'Accommodation Option'. Below the tabs, applicant information is displayed: 'Espinosa, Carmichael', 'Applicant ID: A0004', 'Applicant Status: External Applicant', 'KU0015', and 'Application Date: 10/02/1980'. A navigation bar includes 'View All', 'First', '1 of 1', and 'Last'. The main section is titled 'Accommodation ID: 1' and 'Date of Request: 10/02/1980'. Below this is an 'Option Details' section with a similar navigation bar. Fields include: '\*Option ID: 1', an 'Employer Suggested Option' checkbox, '\*Currency Code: USD', '\*Type: KU0016 Audible Elevators', 'Cost: 0.00', 'Description: Elevators in building already sight impairment ready', '\*Status: Consider', and '\*Status Date: 10/02/1980'.

Accommodation Option page



For more information about the fields on this page, see Accommodation Data – Accommodation Option Page.

### Bank Accounts Page

Usage	Use the Bank Accounts page to record applicant bank account information.
Object Name	APP_BANKACCT
Navigation	<b>Develop Workforce, Recruit Workforce (GBL), Use, Bank Accounts, Bank Account</b>
Prerequisites	Before you can enter bank account information, you must enter the applicant’s basic information in the Applicant Data pages.
Access Requirements	Enter an Applicant ID.

Bank Account

O'Malley, Michael **Applicant ID:** KGA009

**Applicant Status:** External Applicant **Application Date:** 06/06/1999

---

View All First 1 of 1 Last

**Account ID:** 1 **\*Type:**  **Status:**  + -

**Country Code:**  United Kingdom

**Bank ID:**  Barclays

**Bank Branch ID:**

**Account #:**

**Account Name:**

**\*Currency Code:**  Pound Sterling

Bank Accounts page



For more information about the fields on this page, see Bank Account Information Page in *PeopleSoft Administering Your Workforce*.

### Citizenship/Passport Page

Usage	Use the Citizenship/Passport page to record an applicant's passport number, the country where the passport was issued, and date it was issued.
Object Name	APP_CITIZN_PSSPRT1
Navigation	<b>Develop Workforce, Recruit Workforce (GBL), Use, Identification Data, Citizenship/Passport</b>
Prerequisites	Before you can enter passport information, you must enter the applicant's basic information in the Applicant Data pages.
Access Requirements	Enter an Applicant ID.

Citizenship/Passport page



For more information about the fields on this page, see Identification Data - Citizenship/Passport Page in *PeopleSoft Administering Your Workforce*.

### Issue Details Page

Usage	Use the Issue Details page to enter information about the passport office that issued an applicant's passport.
Object Name	APP_CITIZN_PSSPRT2
Navigation	<b>Develop Workforce, Recruit Workforce (GBL), Use, Identification Data, Issue Details</b>
Prerequisites	You must complete the Citizenship/Passport page before you enter information in this page.
Access Requirements	Enter an Applicant ID.

<u>Citizenship/Passport</u>		Issue Details	Visa/Permit	Visa/Permit Supporting Docs
O'Malley, Michael		<b>Applicant ID:</b> KGA009		
<b>Applicant Status:</b> External Applicant		<b>Application Date:</b> 06/06/1999		
<b>Citizenship Details</b>				View All First 1 of 1 Last
<b>Country:</b>	GBR	United Kingdom	+ -	
<b>Passport Details</b>				First 1 of 1 Last
<b>Passport Number:</b>	123456			+ -
<b>Country:</b>	GBR	United Kingdom		
<b>County:</b>	BFS	Belfast		
<b>City:</b>	Belfast			
<b>Authority:</b>				

Issue Details page



For more information about the fields on this page, see Identification Data - Citizenship/Passport Page in *PeopleSoft Administering Your Workforce*.

### Visa/Permit Page

Usage	Use the Visa/Permit page to enter an applicant's work visa information.
Object Name	APP_VSA_PMT_DATA1
Navigation	<b>Develop Workforce, Recruit Workforce (GBL), Use, Identification Data, Visa/Permit</b>
Prerequisites	Before you can enter visa/permit information, you must enter the applicant's basic information in the Applicant Data pages.
Access Requirements	Enter an Applicant ID.

Citizenship/Passport		Issue Details		Visa/Permit		Visa/Permit Supporting Docs	
O'Malley,Michael				<b>Applicant ID:</b> KGA009			
<b>Applicant Status:</b> External Applicant				<b>Application Date:</b> 06/06/1999			
View All First 1 of 1 Last							
<b>*Country:</b>	<input type="text" value="USA"/>	USA					
<b>*Visa/Permit Type:</b>	<input type="text" value="DW1"/>	Temp Wrkr	<b>Visa/Permit Classificatn:</b>	WorkPermit			
<b>Number:</b>	<input type="text"/>						
<b>*Status:</b>	<input type="text" value="Applied"/>		<b>*Status Date:</b>	<input type="text" value="05/10/1999"/>			
<b>Duration:</b>	<input type="text" value="12.0"/>	Months					
<b>Start Date:</b>	<input type="text" value="07/07/1999"/>		<b>Expiration Date:</b>	<input type="text" value="07/07/2000"/>			
<b>Issue Date:</b>	<input type="text" value="07/05/1999"/>		<b>Issue Place:</b>	<input type="text" value="San Francisco"/>			
<b>Issuing Authority:</b>	<input type="text"/>						

Visa/Permit page



For more information about the fields on this page, see Identification Data - Visa/Permit Data Page in *PeopleSoft Administering Your Workforce*.

### Visa/Permit Supporting Docs Page

Usage	Use the Visa/Permit Supporting Docs (visa/permits supporting documents) page to record details of any documentation used to support an applicant's work visa or permit.
Object Name	APP_VSA_PMT_DATA2
Navigation	<b>Develop Workforce, Recruit Workforce (GBL), Use, Identification Data, Visa/Permit Supporting Docs</b>
Prerequisites	You must complete the Visa/Permit page before you enter information in this page.
Access Requirements	Enter an Applicant ID.

Citizenship/Passport		Issue Details		Visa/Permit		Visa/Permit Supporting Docs	
O'Malley,Michael				<b>Applicant ID:</b> KGA009			
<b>Applicant Status:</b> External Applicant				<b>Application Date:</b> 06/06/1999			
View All First 1 of 1 Last							
<b>Country:</b>	USA	USA					+ -
<b>Visa/Permit Type:</b>	DW1	Temp Wrkr	<b>Visa/Permit Classificatn:</b>	WorkPermit			
<b>Visa/Permit Number:</b>			<b>Visa/Permit Status:</b>	Applied			
View All First 1 of 1 Last							
<b>*Sup Doc ID</b>		<b>Request Date</b>	<b>Date Received</b>				
1	IMMGRT	Immigration Application/Letter	07/08/1999	08/31/1999			

Visa/Permit Supporting Docs page



For more information about the fields on this page, see Identification Data - Visa/Permit Data Page in *PeopleSoft Administering Your Workforce*.

## Linking Applicants to Job Requisitions

You can link an applicant to one or more job requisitions. You can also look at what requisitions have been associated with an applicant.



There is a different linking process used for US Federal processing. See USF Linking Applicants with Job Requisitions and Priority Placement.

## Applicant Data - Requisitions Page

Usage	<p>Use the Applicant Data - Requisition page to link an applicant to one or more job requisitions.</p> <p>If an applicant applies for a specific opening, you can select the requisition from the list of open requisitions. However, if an applicant sends you a resume without specifying a requisition, set the Disposition to <i>Posted</i> and link the applicant to a requisition later.</p>
Object Name	APP_ACTIVITY_REQNS
Navigation	<ul style="list-style-type: none"> <li>Develop Workforce, Recruit Workforce (GBL), Use, Applicant Data, Requisitions</li> <li>Develop Workforce, Recruit Workforce (GBL), Use, Applicant Activity, Requisitions</li> </ul>

Prerequisites	None
Access Requirements	Enter an Applicant ID.

Applicant Data - Requisitions page

The system displays the applicant’s name, the **Applicant ID** you entered (or *NEW* if it is a new applicant), the **Applicant Status**, and **Application Date**. These fields are for information only.

**Job Req** (job requisition) If the applicant applied for a specific job requisition, or you have identified a suitable opening, select the **Job Req** from the list of Open requisitions.

If the applicant has not applied for a specific job, leave this field blank and select *Posted* in the **Disposition** field.

When you move out of the **Job Req** field, the system populates the following fields from Job Requisition Data: **Position**, **Dept ID** (department ID), **Business Unit**, **Job Code**, and **Status**. These fields are for information only.



For more information about job requisitions, see Creating Job Requisitions.

### Referral Source

**Ref Source** (referral source) Select a **Ref Source** to indicate how the applicant found out about the requisition.

**Employee Referral ID** If you selected *Employee* as the **Ref Source**, the system makes **Employee Referral ID** available for entry. Select the employee from the list of valid values.

**Specific Referral Source** Enter details of the referral source, if necessary. For example, if the applicant was referred by an agency, record the agency name in this field.

## Disposition

The **Disposition** group box indicates how far the applicant has progressed for a given job requisition.

You do not need to change any of the fields in this group box if your organization uses requisition screening and requisition activity pages to process applicants. When you use those pages the system automatically updates this information.

**Disposition Dt** (disposition date) The **Disposition Dt** shows when the applicant's **Disposition** changed. When you first link an applicant to a requisition, the default value for the **Disposition Dt** is the system date.

**Disposition** The system populates the **Disposition** from the applicant data. **Disposition** indicates the applicant's status in relation to the selected requisition.

If you are adding a new applicant who has not applied for a specific opening, select *Posted* from the available options.

**Reason** If you selected *Rejected* in the **Disposition** field, the system makes the **Reason** field available for entry. Select a **Reason** from the available options.

The system populates the **Reason** if you have processed the applicant using requisition screening and requisition activity pages.

**Letter** If you want to generate a form letter, select a **Letter Code**. The standard codes supplied by PeopleSoft for use in this page are:

*ACQ*: generates an acknowledgement letter.

*ANQ*: generates a letter informing the applicant that there are no current openings in your organization.

Define letter codes in the Standard Letter Table.

For more information about generating form letters, see PeopleSoft 8 Application Fundamentals for HRMS, “Generating Form Letters”.

**Letter Dt** (letter date)

The system automatically populates the **Letter Dt** once you generate the letter.

### Requisitions by Applicant Inquiry Page

Usage	Use the Requisitions by Applicant inquiry page to search the open job requisitions for openings that match an applicant’s skills, experience, and preferences.
Object Name	RQMT_SEARCH_REQ
Navigation	<b>Develop Workforce, Recruit Workforce (GBL), Inquire, Requisitions by Applicant, Requisitions by Empl/Appl</b>
Prerequisites	Before you can run the inquiry you must have entered the applicant’s basic information, education and qualifications, competency and previous work experience.
Access Requirements	Enter an Applicant ID.

O'Malley,Michael		<b>Applicant ID:</b> KGA009	
<b>Applicant Status:</b>	External Applicant	<b>Application Date:</b>	06/06/1999

Job Req #	Business Unit	Job Code	DeptID	Position
1 290006	GBIBU Global Business Institute BU	KU004 Manager-Employment/Recruitment	KU001 Human Resources	19000004 Manager-Employment/Recruitment
2 290005	GBIBU Global Business Institute BU	KU042 Customer Representative	KC004 Public Affairs	
3 290004	GBIBU Global Business Institute BU	KC004 Computer Programmer	KC003 Information Services	
4 290003	GBIBU Global Business Institute BU	KU071 Sr Payroll Clerk	KU005 Finance	19000026 Sr Payroll Clerk
5 290001	GBIBU Global Business Institute BU	KU051 Administrative Assistant	KU001 Human Resources	19000018 Administrative Assistant
6 220002	NLD01 Netherlands Business Unit	KN0008 Accountant	KN004 Finance - Netherlands	19220009 Accountant
7 220001	NLD01 Netherlands Business Unit	KN0006 Technical Training Specialist	KN005 Education Services Netherlands	19220004 Technical Training Specialist
8 190001	GBIBU Global Business Institute BU	KU099 HRIS Specialist	KU001 Human Resources	
9 120005	CAN01 GBI BU for Canada	KC017 Training Specialist	KC006 Training & Administration	19000601 Training Specialist

Requisitions by Applicant inquiry page

At the top of the page, the system displays the applicant’s name, the **Applicant ID** you entered, the **Applicant Status**, and **Application Date**.

### Matches Requirements

Each **Matches Requirements** group box shows details of a job requisition where the applicant meets some or all requirements defined in Job Requisition Data. The job requisition data is for information only and includes **Job Requisition #** (job requisition number), **Business Unit, Job Code, Department, and Position Number**.

Requisition screening gives you a more accurate view of how closely applicants match the requirements of job requisitions. If you think an applicant is suitable for a requisition, you can link the applicant to the requisition using the Applicant Data – Requisition Details page and then use the Requisition Screening pages to find out if the applicant passes the preliminary and final screening.



For more information about requisition screening, see Screening Applicants.

## USF Linking Applicants with Job Requisitions and Priority Placement

When using the US Federal processing, you can link an applicant to a particular job for which they apply and give them priority placement if applicable. The last two pages of the Application Data component are used to link an applicant with a particular and to assign priority consideration.

### Applicant Data – Position Applied For Page

Usage	Use the Applicant Data – Position Applied For page to enter an applicant’s preference for a particular job. If you specify this information for applicants, you can perform searches for applicants who have applied for a particular job.
Object Name	GVT_POSN_APPL_FOR
Navigation	<b>Develop Workforce, Recruit Workforce (USF), Use, Applicant Data, Position Applied For</b>
Prerequisites	There must be a Job Requisition created for the job and the previous pages in the component should be completed.
Access Requirements	Enter an Applicant ID, the applicant’s name, Applicant Status or Application Date.

Pers Profile1		Pers Profile2		Application Data1		Application Data2		Position Applied For		Priority Placement	
Wilkins,Jasmin						<b>Applicant ID:</b>		A0503			
<b>Applicant Status:</b>						External Applicant		<b>Application Date:</b>		04/20/1999	
<b>Position Applied for Data</b> <span style="float:right">View All First 1 of 1 Last</span>											
<b>Job Req #:</b>		010003		Open							
<b>Position Number:</b>											
<b>Job Code:</b>											
<b>Date Addl Info Requested</b>		<b>Date Recd:</b>									
<b>Date Reconsideration Received:</b>											
<b>*Disposition:</b>		Not Selected		<b>*Disposition Date:</b>		04/12/2000					
<b>Disposition Reason:</b>		Ineligible - Basic Eligibility									
<b>Letter Code:</b>		IBE		<b>Date Letter Printed:</b>							

Application Data - Position Applied For page

The applicant's name and **Applicant ID** are displayed. The **Applicant Status** and **Application Date** is populated with information from the Application 1 page.



For more information about job requisitions for U.S. Federal processing, see USF Processing Job Requisitions.

Enter either the **Job Req #** (job requisition number), **Position Number**, or **Job Code** associated with the job for which the applicant applied. Entering any one of these makes the other two unavailable. So, for example, if you enter the **Job Req #**, then **Position Number** and **Job Code** are unavailable.

You may enter multiple **Job Req #s**, **Position Numbers**, and/or **Job Codes** by inserting rows.



If you enter a job requisition number, the system automatically searches for the Job Code associated with that requisition. The Job Code values were entered in both the Job Requisition 2 page and the Job Code Table.

Indicate the **Date Addl Info Requested/ Date Recd** (date additional information requested/date received) when further information is being sought. Enter the **Date Reconsideration Received** when the Disposition status changes because further supporting documentation is received.

For new applicants, **Disposition**, which indicates the status of the applicant, automatically displays the value *Active*, and the **Disposition Date** automatically displays today's date. You can use this page later to specify a change in the disposition such as *Active*, *Offer Extended*, or *Selected*.

If a letter is to be sent, indicate the appropriate **Letter Code**. When the letter is printed the **Date Letter Printed** is displayed.

The **Disposition Reason** is populated with *Active - Eligib Not Determined* (active – eligibility not determined).

After running basic eligibility, the **Disposition Reason** becomes *Active - Eligible*.

If an applicant is no longer considered *Active*, you can change the **Disposition** to reflect their current status. You can indicate if the disposition is *Selected, Not Selected, Offer Accepted, Offer Refused, or Application Withdrawn*. Change the **Disposition Reason** to reflect the appropriate reason.

### Applicant Data – Priority Placement Page

Usage	Use the Applicant Data – Priority Placement page to assign a priority placement code and other information to an applicant. Depending on individual circumstances, applicants and employees may be entitled to automatic priority consideration for jobs meeting certain criteria. This applies whether they apply for those jobs or not. Special consideration entitlement is extended to an applicant as a result of involuntarily being displaced. This action is usually the result of a Reduction-In-Force, or an involuntary Position Change action that entitles the applicant to a period of Grade Retention.
Object Name	GVT_PRIORITY_PLCMT
Navigation	<b>Develop Workforce, Recruit Workforce (USF), Use, Applicant Data, Priority Placement</b>
Prerequisites	None.
Access Requirements	Enter an Applicant ID, the applicant’s name, Applicant Status or Application Date.

Pers Profile1 | Pers Profile2 | Application Data1 | Application Data2 | Position Applied For | **Priority Placement**

Wilkins, Jasmin      **Applicant ID:** A0503  
**Applicant Status:** External Applicant      **Application Date:** 04/20/1999

**Priority Placement Information**      View All    First 1 of 1 Last

**Priority Placement End Date:** 07/28/2000  
**Priority Placement Code:** PPP    Priority Placement Program  
**Pay Plan:** GS    General Schedule  
**Occupational Series:** 0343    Management and program analysis  
**Salary Grade:** 01

**Comment:**

Application Data - Priority Placement page

## Priority Placement Information

Enter the date when priority placement considerations expire in **Priority Placement End Date**.

Indicate the **Priority Placement Code**. Values for this field were created in the Priority Placement Table.

Select the **Pay Plan, Occupational Series, and Salary Grade** tied to the priority considerations being taken.

In the **Comments** field indicate additional information supporting considerations for priority placement.

If more than one priority placement code applies to an applicant, insert additional rows.

## Tracking Applicants

With the Applicant Activity pages, you can track where applicants are in the Recruit Workforce process and what their status is. You can set up interview schedules for applicants and follow up on the results. This online history of your applicants' progress not only helps make your recruiting processes more efficient, but it also helps you meet your internal and government reporting needs.

### Applicant Activity versus Requisition Activity

The Requisition Activity pages mirror the Applicant Activity pages, giving you a view of the progress at the requisition level. Instead of looking at a single applicant, you use the Requisition Activity pages to view all the applicants at each stage in the recruitment process. You can update applicant information from either the Requisition Activity pages or Applicant Activity. If your organization uses requisition screening and requisition activity pages to process applicants, the system automatically updates the applicants' status so you don't need to make manual changes to individual applicants.

You may find it easier if you only update applicants from one component, either requisition activity or applicant activity. This makes it easier to ensure that applicants have been processed consistently.



For more information about requisition screening and requisition activity, see Searching for Qualified Applicants.

## Applicant Activity - Routings Page

Usage	Use the Routings page to record details of the people to whom you sent the applicant's information or work samples for review. You also use this page to record the reviewers' recommendations.
Object Name	APP_ACTIVITY_ROUTE

Navigation	<b>Develop Workforce, Recruit Workforce (GBL), Use, Applicant Activity, Routings</b>
Prerequisites	Before you use this page, the applicant must be linked to a job requisition. Link applicants to a requisition from the Applicant Data – Requisitions Details page or from the Applicant Activity - Requisitions page (it is the same page in different components).
Access Requirements	Enter an Applicant ID.

Applicant Activity - Routings page

The system displays the applicant’s name, the **Applicant ID** you entered, the **Applicant Status**, and **Application Date**. These fields are for information only.

The system populates the following information from Job Requisition Data: **Job Req, Position, Dept ID, Business Unit, Job Code**, and **Status**. These fields are for information only.

**Route Date** Enter the date you distributed the applicant’s information for review. The default value for the **Route Date** is the system date.

**Route to ID** Select the ID of the person that will review the application or resume. When you navigate out of this field, the system displays the name of the person that you selected.

**Due Date** Enter a **Due Date** to indicate when you would like the reviewer to respond with a recommendation.

**Response Code** When you receive a recommendation, select a **Response Code** from the available options that best describes the reviewer’s response.

**Response Date** Enter the date that the reviewer provided a recommendation.

## Applicant Activity - Interview Schedule Page

Usage	Use the Applicant Activity – Interview Schedule page to view a list of the interviews that you have scheduled for the selected applicant.
Object Name	APP_ACTIVITY_SCHED
Navigation	<b>Develop Workforce, Recruit Workforce (GBL), Use, Applicant Activity, Interview Schedule</b>
Prerequisites	Interviews are scheduled using the Interview Schedule page.  <b>Note.</b> For US Federal processing, interviews are scheduled using the Interview Data component.
Access Requirements	Enter an Applicant ID.

The screenshot shows a web interface with several tabs: Requisitions, Routings, Interview Schedule (selected), Interviews, Offers, and Expenses. The main content area displays the following information:

- Applicant:** Espinosa, Carmichael
- Applicant ID:** A0004
- Applicant Status:** External Applicant
- Application Date:** 10/02/1980
- Job Req #:** 290002
- Position:** 19000089 CnsInt-Sr
- DeptID:** KU001
- Business Unit:** GBIBU
- Job Code:** KU077
- Status:** Closed

Below this information is a section titled "Interviews Scheduled" with a table:

Interview Date	Start Time	End Time	Interview Type	Interviewer ID	Interviewer Name
1 10/27/1980	8:00AM	9:30AM	Interview	KU0016	Strunsky, Joanna

Applicant Activity - Interview Schedule page

The system displays the applicant’s name, the **Applicant ID** you entered, the **Applicant Status**, and **Application Date**. These fields are for information only.

The system populates the following fields from Job Requisition Data: **Job Req**, **Position**, **Dept ID**, **Business Unit**, **Job Code**, and **Status**. These fields are for information only.

### Interviews Scheduled

All data displayed in the **Interviews Scheduled** group box is populated from the Interview Schedule set up for the job requisition. This data is for information only and includes the following:

#### Interview Date

#### Start Time

#### End Time

**Interview Type**

The **Interview Type** is one of the following: *Breakfast, Eval Sessn* (evaluation session), *Interview, Lunch, Start Up*, and *Wrap Up*.

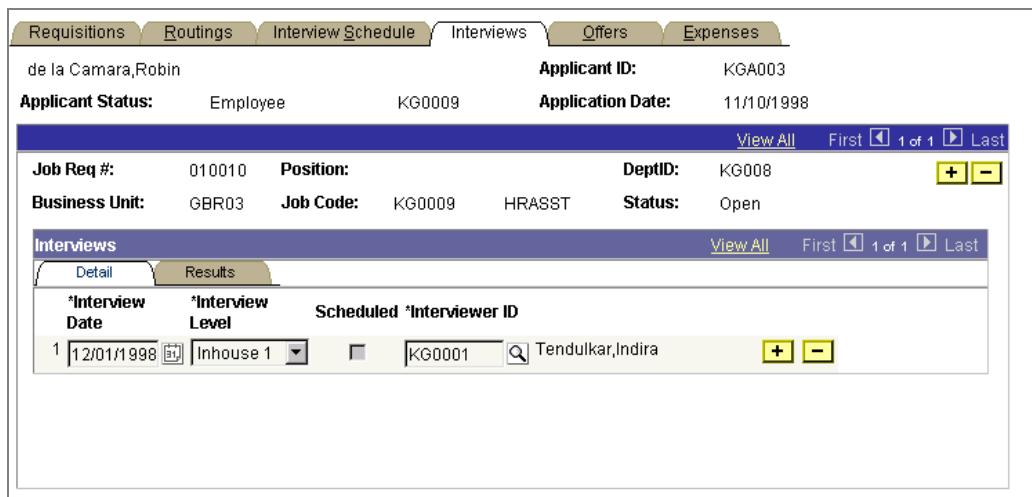
**Interviewer ID**

Name

---

**Applicant Activity - Interviews Page**

Usage	Use the Interviews page to enter the results of applicant interviews. You can also use the Letter Code on this page to tag applicant records in preparation for printing recruitment letters.
Object Name	APP_ACTIVITY_INTVW
Navigation	<b>Develop Workforce, Recruit Workforce (GBL), Use, Applicant Activity, Interviews</b>
Prerequisites	Before you can enter results of interviews, use the Interview Schedule page to set up interviews.  <b>Note.</b> For US Federal processing, interviews are scheduled using the Interview Data component.
Access Requirements	Enter an Applicant ID.



Applicant Activity – Interviews: Detail page

**Common Page Information**

The system displays the applicant’s name, the **Applicant ID** you entered, the **Applicant Status**, and **Application Date**. These fields are for information only.

The system populates the following fields from Job Requisition Data: **Job Req, Position, Dept ID, Business Unit, Job Code, and Status.** These fields are for information only.

**Detail Tab**

**Interview Date** Enter the **Interview Date.**

**Interview Level** Select the **Interview Level** from the available options. The available options are:

*Campus:* Use this option if the interview was at a university campus.

*Inhouse 1, Inhouse 2, or Inhouse 3:* Use these options for each round of interviews held in-house.

*Phone:* Use this option if the interview was by phone.

**Scheduled Interview** The **Scheduled Interview** check box is for information only. The system automatically selects the **Scheduled Interview** check box if you scheduled the interview using the Interview Schedule page.

**Interviewer ID** Select the interviewer ID from the list of employee IDs.

**Results Tab**

Applicant Activity – Interviews: Results page

**Rating** Select the interviewer’s **Rating** of the applicant from the available options. The valid options are *Average*, *Excellent*, and *Not Qual* (not qualified).

- Recommendation**                      Select the interviewer’s recommendation from the available options.  
  
The system sets the applicant’s status to *Hold*, *Offer*, or *Reject* based on the recommendation that you select here.
  
- Final Rec (recommendation)**      Select the **Final Rec** check box if this recommendation is the last one for this round of interviews.
  
- Letter Code**                              If you want to generate a form letter, select a **Letter Code**. The standard codes supplied by PeopleSoft for use on this page are:  
  
*IR*: This generates a rejection letter following an unsuccessful interview.  
  
*IS1*, *IS2*, and *IS3*: These codes generate letters notifying applicants of scheduled interviews for each round of interviews.  
  
Define letter codes in the Standard Letter Table.

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For more information about generating form letters, see PeopleSoft 8 Application Fundamentals for HRMS, “Generating Form Letters”.

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- Date Letter Printed**                      The system automatically populates the **Date Letter Printed** field once you generate the letter.

Click the **Comments** link to access the Comments page, where you can view and enter the interviewer’s comments.

**Comments Page**

Usage	Use the Comments page to enter interviewer’s comments about applicants they have interviewed.
Object Name	APP_INTVWCMTS_SEC
Navigation	To access the page, click <b>Comments</b> on the Applicant Activity – Interviews: Results page.

**Comments**

**Applicant ID:** A0004      Espinosa,Carmichael

**Interviewer ID:** KU0016      Strunsky,Joanna

**Interview Date:** 10/27/1980

Make an offer as soon as possible.

Comments page

The system displays the **Applicant ID**, **Interviewer ID**, and the **Interview Date** you selected. These fields are for information only.

Enter the interviewer’s comments in the scrolling region.

---

### Applicant Activity - Offers Page

Usage	Use the Offers page to track details of job offers made to an applicant.
Object Name	APP_ACTIVITY_OFFER
Navigation	<b>Develop Workforce, Recruit Workforce (GBL), Use, Applicant Activity, Offers</b>
Prerequisites	Before you can enter job offer information, you must have completed the Interviews page with the results of applicant interviews.
Access Requirements	Enter an Applicant ID.

Requisitions		Routings		Interview Schedule		Interviews		Offers		Expenses				
de la Camara,Robin						<b>Applicant ID:</b>		KGA003						
<b>Applicant Status:</b>		Employee		KG0009		<b>Application Date:</b>		11/10/1998						
View All											First	1 of 1	Last	
<b>Job Req #:</b>		010010		<b>Position:</b>				<b>DeptID:</b>		KG008				
<b>Business Unit:</b>		GBR03		<b>Job Code:</b>		KG0009		HRASST		<b>Status:</b>		Open		
Offers											View All	First	1 of 1	Last
Detail		Response												
<b>Offer Date</b>	<b>Offer Amount</b>	<b>*Currency</b>	<b>*Frequency</b>	<b>Authorization ID</b>					<b>Date Authorized</b>					
1   12/15/1998	14,000.000000	GBP	Year	KG0001	Tendulkar,Indira				12/15/1998	+ -				

Applicant Activity – Offers: Detail page

### Common Page Information

The system displays the applicant’s name, the **Applicant ID** you entered, the **Applicant Status**, and **Application Date**. These fields are for information only.

The system populates the following fields from Job Requisition Data: **Job Req #** (job requisition number), **Position**, **DeptID** (department ID), **Business Unit**, **Job Code**, and **Status**. These fields are for information only.

### Detail Tab

**Offer Date** Enter the date that a job offer was made to the applicant.

**Offer Amount** Enter the **Offer Amount** and specify the related pay frequency in **Frequency**.

For example, if the offer is 40,000 USD per year, enter 40,000 in this field and **Year** in **Frequency**.

**Currency** Change the currency if necessary.

**Frequency** Select the **Frequency** from the available options. The valid options are **Biweekly**, **Hour**, **Month**, and **Year**.

**Authorization ID** Select the **Authorization ID** of the person who authorized the job offer from the list of valid values.

**Date Authorized** Enter the date that the job offer was authorized.

## Response Tab

de la Camara, Robin		<b>Applicant ID:</b> KGA003	
<b>Applicant Status:</b> Employee	KG0009	<b>Application Date:</b> 11/10/1998	
View All First 1 of 1 Last			
<b>Job Req #:</b> 010010	<b>Position:</b>	<b>DeptID:</b> KG008	
<b>Business Unit:</b> GBR03	<b>Job Code:</b> KG0009 HRASST	<b>Status:</b> Open	
View All First 1 of 1 Last			
Detail		Response	
<b>Offer Date</b>	<b>Response</b>	<b>Date</b>	<b>Reject Rsn</b>
1 12/15/1998	Accepted	12/18/1998	
			<b>Letter Code</b> Printed
			+

Applicant Activity – Offers: Response page

**Response** When the applicant responds to the offer, enter a response from the available options.

**Date** Enter the date you received a response from the applicant.

**Reject Rsn** (rejection reason) If you selected *Rejected* in the **Response** field, the system makes **Reject Rsn** available for entry. Select a reason from the available options that indicates why the applicant rejected the job offer.

**Letter Code** If you want to generate a form letter, select a **Letter Code**. The standard codes supplied by PeopleSoft for use on this page are *OF1* and *OF2*. These codes generate job offer letters.

Define letter codes in the Standard Letter Table.

---

For more information about generating form letters, see PeopleSoft 8 Application Fundamentals for HRMS, “Generating Form Letters”.

---

**Printed** The system automatically populates the **Printed** field with the print date once you generate the letter.

## Changing IDs and Deleting Applicants

Applicant ID is the means by which you identify applicants throughout PeopleSoft Human Resources. To help you keep accurate records, you can change or delete applicant IDs. Though

you will rarely need to do this, you'll find it necessary in cases where you entered an applicant ID in error or where you no longer need an ID.

The ID modification process changes the ID in every record where PeopleSoft HRMS uses it. Deleting an ID also deletes all security profiles associated with the ID.

In addition to deleting a single applicant ID, you can also delete multiple applicants from your system. Using the Applicant Purge process page, you define which applicants are deleted based on the age of their application. If you want to check who will be deleted from the system, you can generate a report listing the applicants who meet the selected criteria before actually deleting them.



If you select internal applicants (employees and non-employees), the system deletes or modifies the applicant data only. Information held in Personal Data tables is not modified or deleted.

---

### Applicant ID Change Process Page

Usage	Use the Applicant ID Change process page to change an applicant ID.
Object Name	APP_ID_CHANGE
Navigation	<ul style="list-style-type: none"> <li>• <b>Develop Workforce, Recruit Workforce (GBL), Process, Applicant ID Change, Applicant Id Change</b></li> <li>• <b>Develop Workforce, Recruit Workforce (USF), Process, ID Change, Applicant Id Change</b></li> </ul>
Prerequisites	None
Access Requirements	Enter an Applicant ID.

Applicant Id Change

**Old Applicant ID:** KGA008 **New Applicant ID:**

---

**Name:** Burke, Kathy

**Application Status:** Active

**Country:**  United Kingdom

**Address 1:**

**Address 2:**

**Address 3:**

**City:**

**Post Code:**

**County:**  Armagh

National ID				<a href="#">View All</a>	First <input type="button" value="◀"/>	1 of 1	<input type="button" value="▶"/> Last
Country	NID Type	National ID					
1 GBR	TEMP_9 NINO	TN070160F					

Applicant ID Change process page

The system displays the applicant ID you entered in **Old Applicant ID**, **Name** of the applicant, and the **Application Status**. These fields are for information only.

The system populates the applicant’s address and National ID details from Applicant Data, so you can check that you have selected the correct applicant.

**New Applicant ID** Enter the **New Applicant ID** in this field.

When you save the page, the system updates all the applicant’s records with the new applicant ID.

---

### Applicant ID Delete Process Page

Usage	Use the Applicant ID Delete process page to delete an applicant from your system.
Object Name	APP_ID_DELETE
Navigation	<ul style="list-style-type: none"> <li><b>Develop Workforce, Recruit Workforce (GBL), Process, Applicant ID Delete, Applicant ID Delete</b></li> <li><b>Develop Workforce, Recruit Workforce (USF), Process, ID Delete, Applicant ID Delete</b></li> </ul>
Prerequisites	None
Access Requirements	Enter an Applicant ID.

Applicant ID Delete

**Old Applicant ID:** KGA008 **As Of Date:** 07/27/2000

---

**Name:** Burke, Kathy  
**Application Status:** Active

**Country:** GBR United Kingdom  
**Address 1:** 20 Sloane Square  
**Address 2:**  
**Address 3:**

**City:** Dunleavy **Post Code:** AR578T

**County:** ARM Armagh

National ID <span style="float: right;"><a href="#">View All</a> First 1 of 1 Last</span>			
Country	NID Type	NINO	National ID
1 GBR	TEMP_9	NINO	TN070160F

Applicant ID Delete process page

The system displays the applicant ID you entered in **Old Applicant ID**, the **Name** of the applicant, and the **Application Status**. These fields are for information only.

The system populates the applicant’s address and National ID details from Applicant Data, so you can check that you have selected the correct applicant.

**As Of Date** Enter the date that you want the applicant removed from the system. The default value for the **As Of Date** is the system date.

When you save the page, the system deletes the applicant’s records throughout your PeopleSoft Human Resources system.

---

### Applicant Purge Process Page

Usage	Use the Applicant Purge process page to delete old applicant data from your system. You can delete applicants based on either the Purge Date you entered in Applicant Data, or the applicant’s Application Date.
Object Name	APPLICANTS_PURGE
Navigation	<b>Develop Workforce, Recruit Workforce (GBL), Process, Applicant Purge, Applicant Purge</b>
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Applicant Purge

Run Control ID: BENADMIN [Report Manager](#) [Process Monitor](#)

Language: English

**Purge Based On**

Application Date Before Date: 08/28/1999

Application Purge Date Exclude Internal/External:

**Purge Process Option**

Print and Process

Process Only

Print Only

Applicant Purge process page

The system displays the **Run Control ID** that you selected.

**Language**

Select the **Language** for the report from the available options. If you print out a report of the applicants purged (see Purge Process Option), the **Language** field determines the language in which the report is generated.

**Purge Based On**

Use the **Purge Based On** group box to define the type of applicant data you want to remove from the system. Choose from these options:

- **Application Date.** Select this option to delete applicants based on the date the applicant applied to your organization. Applicants whose Application Date is earlier than the date you enter in **Before Date** are deleted.
- **Application Purge Date.** Select this option to delete applicants based on the Purge Date you entered in the Applicant Data – Applications 1 page. The system checks each applicant record and deletes the applicant if the Purge Date has passed.

**Before Date**

If you select **Application Date**, the system makes the **Before Date** available for entry. The system deletes applications made before the date you entered.

**Exclude Internal/External**

If you want to exclude applicants from the purge, select one of the following options:

**External.** Select this option to exclude all external applicants from the purge process.

**Internal.** Select this option to exclude all internal applicants, that is, employees or non-employees, from the purge process.

Leave this field blank if you want to delete both internal and external applicants.

### Purge Process Option

Select one of the following options:

- **Print and Process:** Select this option if you want to purge applicants and generate a report of the applicants deleted from the system.
- **Process Only:** Select this option if you want to purge applicants, without running the report.
- **Print Only:** Select this option if you want to generate a report of the applicants who meet the purge criteria, without actually deleting applicant records. Use this report to check who will be deleted before you run the purge process.

Click **Run** to run this request. Process Scheduler runs the Applicant Purge Process (APP502) process at user-defined intervals.



For more information about Process Scheduler, see Process Scheduler.

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## CHAPTER 4

# Searching for Qualified Applicants

You've published your job requisitions and entered applicant data in your system. Now you're ready to start the selection process. This section explains how PeopleSoft Human Resources can help you quickly identify suitable applicants from all those who've applied and track applicants at each stage in the recruitment process.

## Overview of Applicant Processing

Here is an outline of the process for selecting, tracking, and hiring applicants using your PeopleSoft system:

To select and hire applicants:

1. Screen applicants who applied for the job to find out who meets the basic requirements.

Your first task is to narrow down the applicant list by discounting applicants who do not meet the job requirements. The Requisition Screening feature automates this task for you. The system compares applicants against the requirements you set up in Job Requisition Data and displays only those applicants who meet the requirements.

When you have a manageable number of applicants who pass the screening, select those applicants who will go forward to the next stage. You distribute the selected applicants' details to reviewers who consider the applicants in more detail.

Once this stage is complete, the disposition of successful applicants is *Routing*.



For more information about requisition screening, see [Screening Applicants](#).

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2. Select applicants to interview.

On the basis of the reviewers' recommendations, you decide whom to interview. From the Requisition Activity – Routing page you enter reviewers' recommendations and select the applicants who will go forward to the interview stage.

Once this stage is complete, the disposition of successful applicants is *Interview*.

3. Schedule and carry out applicant interviews.

Schedule interviews using the Interview Schedule page where you track the interviewers and the applicants being interviewed. If you have a series of interviews to organize you can set up interviewer availability in advance and use this to check who is free on a given date. You can review the interview schedules set up from the Requisition Activity - Interview Schedules or Applicant Activity - Interview Schedules pages.



For more information about scheduling interviews, see Organizing Interviews.

---

**4.** Select applicants who will receive job offers.

After the interviews are complete, you enter interviewers' recommendations and select applicants who will receive job offers using the Requisition Activity – Interviews page.

Once this stage is complete, the disposition of successful applicants is *Offer*.

The disposition of all other applicants who have not been rejected or withdrawn is *On Hold*.

**5.** Hire applicants who accept your job offers.

Enter details of job offers made to applicants and their responses on the Requisition Activity – Offers page.

At this stage, applicants may withdraw because they have accepted other offers, reject your job offer, or accept an offer. When applicants accept your job offers, their Disposition is set to *Offer Accepted* and you are now ready to hire them.

The hire process varies depending on whether the applicant is an external applicant, a non-employee, or employee. Once you've completed the hiring process, the Disposition of successful applicants is *Hired*.

The system changes the disposition of other applicants linked to the requisition from *On Hold* to *Rejected* and the requisition is set to *Filled* if there are no further openings for that requisition.



For more information about hiring applicants, see Hiring Applicants.

---

## Generating Recruitment Letters

With PeopleSoft Human Resources you can implement automated procedures for sending out a variety of form letters to job applicants. By merging information automatically from PeopleSoft Human Resources to your Windows-based word processor, you can generate these letters in a fraction of the time it would take to generate them one at a time.

PeopleSoft delivers sample letters for these types of recruitment letters:

- Acknowledgment of receipt of resume.
- No current openings.
- Confirmation of interview.
- Offer of employment.
- Rejection after interview.

Before you can generate any form letters, you must understand how this process works, how to set up your form letters, and how to set up the process scheduler.



For more information about setting up and generating form letters, see [Generating Form Letters](#).

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To generate recruitment letters:

6. Select Letter Codes in Recruitment pages in PeopleSoft Human Resources to flag the applicants to whom you want to send letters.

To mark applicant records you can select Letter Codes in these pages:

Requisition Activity - Interviews Page and Requisition Activity - Offers Page.

Applicant Data - Application 1 Page and Applicant Data - Requisitions Page.

Applicant Data - Requisitions Page, Applicant Activity – Interview Schedule Page, and Applicant Activity - Offers Page.

Each page uses Letter Codes beginning with a unique letter to identify clearly what category they belong to. For example, any Letter Codes you insert in Applicant Activity - Offers begin with the letter **O**.

Once you've marked applicant records with Letter Codes, the system is ready for you to generate form letters at any time. You can generate letters as often or as infrequently as you like. For example, you might find that generating form letters once a week is sufficient. Or you might generate letters daily, especially if you generate a high volume of letters or require quick responses from letter recipients.

7. Generate form letters containing applicant data using an SQR to extract data from PeopleSoft Human Resources and a Word for Windows macro to merge the data into a form letter template. Use the Recruitment Letters Report page to create and print the letters.
8. Print the recruitment letters using Word for Windows. The system creates the form letters in a temporary directory on the application server, putting all the letters of the same type in one file.



For more information about changing the location of letter files, see Generating Form Letters.

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## Screening Applicants

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### Overview of Requisition Screening

Requisition Screening is where you start the search for suitable applicants to fill a requisition. Once you have all the applicants who applied for the requisition linked to the requisition you can start the screening process. There are three Requisition Screening pages:

- Postings

This lists all applicants who applied for the requisition. No screening takes place on this page. It is a useful reference point to see how many applicants you have to deal with.

- Preliminary

When you move to the Preliminary page, the system compares applicants with the preliminary screen requirements set up in the Job Requisition Data pages, and lists applicants who meet or exceed those requirements. When you save this page, the system updates the disposition of applicants who pass the screening to *Screened - Preliminary*.



In some countries, discrimination laws require organizations to show that applicant screening is based on published job descriptions. If this applies to your requisitions, set up the preliminary screening criteria to match the advertised job description and do not make changes to the criteria. However, you can adjust the final screening criteria, as necessary, to narrow down the applicant list once applicants have passed the preliminary screening stage.

---

- Final

When you move to the Final page the system compares applicants with the final screen requirements set up in the Job Requisition Data pages, and lists applicants who meet or exceed those requirements. From here, you select applicants who will go forward to the next stage in the selection process. When you save this page, the system updates the disposition of applicants who pass the screening to *Screened - Final* or *Routing* if you selected the applicant to go on to the next stage.



For more information about setting up the screening criteria, see Creating Job Requisitions.

---

## Adjusting Screening Requirements

At the Final screening page, if the list of applicants who pass the final screening is too large or too small, you can adjust the screening criteria and rerun the screening to see how this affects the applicant list. You click the job requisition link to go to the Job Requisition Data pages where you modify the requirements. When you return to the Final screening page, the system reruns the screening and refreshes the page with the new list of applicants.



You can keep changing the final screening requirements and rerunning the screening as long as you do not save the screening page. Once you save the page, the system updates applicants' dispositions.

## Widening the Search for Suitable Applicants

If you are not satisfied with the applicants who have applied for a requisition, you can widen the search for other active applicants who meet the requisition requirements. From the Preliminary and Final pages, you can use the Search All button to search your entire applicant data for applicants who meet the screening criteria but did not apply for the requisition.

## Requisition Screening - Posting Page

Usage	Use the Posting page to view a list of the people who applied for a given job requisition.
Object Name	REQ_SCREEN_POSTING
Navigation	<b>Develop Workforce, Recruit Workforce (GBL), Use, Requisition Screening, Posting</b>
Prerequisites	Before you can use this page, you must link applicants to the requisition using the Applicant Data – Requisitions page.
Access Requirements	Enter the Job Requisition number.

Postings		Preliminary		Final	
<b>Job Req #:</b>	<a href="#">010010</a>	<b>Status:</b>	Open	<b>Date Opened:</b>	11/03/1998
<b>Position:</b>		<b>DeptID:</b>	KG008	HR	
<b>Business Unit:</b>	GBR03	<b>Job Code:</b>	KG0009	HRASST	
<b>Applicants Posted</b>		View All First 1-3 of 3 Last			
<b>Applicant ID</b>	<b>Application Date</b>	<b>Name</b>	<b>Disposition</b>	<b>Disposition Date</b>	
1 <a href="#">KGA002</a>	11/08/1998	Spicer-Jones, Felicity	On Hold	06/29/2000	
2 <a href="#">KGA003</a>	11/10/1998	de la Camara, Robin	Offer Accepted	11/10/1998	
3 <a href="#">KGA004</a>	11/11/1998	Mendonca, Clive	On Hold	06/29/2000	

Requisition Screening - Postings page

The system displays the **Job Req #** (job requisition number) you entered, the requisition **Status**, and **Date Opened**. These fields are for information only.

The system populates the following fields using information from Job Requisition Data: **Position**, **Dept ID** (department ID), **Business Unit**, and **Job Code**. These fields are for information only.

**Applicants Posted**

The **Applicants Posted** group box lists all the applicants who applied for the requisition. The fields are for information only.

**Applicant ID** Click the **Applicant ID** to display the Application Data 1 and 2 pages where you can see the applicant’s employment preferences such as work location and desired working hours.

**Application Date** The **Application Date** is the date that the applicant submitted an application.

**Name** The system displays the applicant’s name in this field.

**Disposition** The **Disposition** field indicates how far the applicant has progressed with this requisition. Initially, applicants have a **Disposition of Posted**.

**Disposition Date** This is the date on which the applicant was linked to the requisition.

---

**Requisition Screening - Preliminary Page**

Usage	Use the Requisition Screening - Preliminary page to view a list of applicants that meet or exceed the preliminary screening criteria. You can view the preliminary screening criteria when you click the job requisition number.  When you save the page, the system updates the Disposition of applicants who pass the screening to Screened - Preliminary.
Object Name	REQ_SCREEN_PRELIM
Navigation	<b>Develop Workforce, Recruit Workforce (GBL), Use, Requisition Screening, Preliminary Screening</b>
Prerequisites	You can only run screening if you have set up the preliminary screening criteria on the Job Requisition Data pages.
Access Requirements	Enter the Job Requisition number.

Postings		Preliminary		Final		
<b>Job Req #:</b>	<a href="#">120004</a>					
<b>Status:</b>	Re-Opened	<b>Date Opened:</b>	05/01/1990			
<b>Position:</b>	19000101	Mgr ER	<b>DeptID:</b>	KC001	HR	
<b>Business Unit:</b>	CAN01	<b>Job Code:</b>	KC018	Mgr ER		
<b>Preliminary Screening Results</b> <span style="float:right">View All First 1-3 of 3 Last</span>						
Disposition		Rqmts Matched				
Applicant ID	Application Date	Name	Disposition	Referral Source	Entry Source	Date Entered
<a href="#">A0007</a>	01/14/1980	Johnson,Carol	Other Offer Accepted	Unknown	Application	05/29/2000
<a href="#">A0008</a>	06/26/1990	Saint-Amand,Marcel	Hired	Unknown	Application	05/27/2000
<a href="#">A0009</a>	01/01/1980	Brown,Katrina	On Hold	Advertisement	Application	05/29/2000
<input type="button" value="Search All"/>		<input type="button" value="Reset"/>				

Requisition Screening – Preliminary: Disposition page

### Common Page Information

The system displays the **Job Req #** you entered, the requisition **Status**, and **Date Opened**. These fields are for information only.

The system populates the following fields using information from Job Requisition Data: **Position**, **Dept ID**, **Business Unit**, and **Job Code**. These fields are for information only.

#### Search All

Click the **Search All** button to search your entire applicant data table for applicants who meet the preliminary screening criteria you have set up. The system uses the Job Function field to search for applicants that are looking for work in the same function. You specify job function on the Job Code Table and on the Applicant Data – Application 1 page.

The system updates the list of applicants with additional applicants who meet the screening criteria but did not apply for the requisition.

#### Reset

Click the **Reset** button to remove applicants from the list who did not apply for the requisition. The system makes this button available once you click the **Search All** button.

### Preliminary Screening Results

The **Preliminary Screening Results** group box lists applicants who meet or exceed the preliminary screening criteria. Applicants who didn't pass the screening are not included in the list. If you want to view the screening criteria, click the job requisition number to display the Job Requisition Data pages.

## Disposition Tab

<b>Applicant ID</b>	Click the <b>Applicant ID</b> if you want to display the applicant's data.
<b>Application Date</b>	The <b>Application Date</b> is the date that the applicant submitted an application.
<b>Name</b>	The system populates the applicant's <b>Name</b> from applicant data.
<b>Disposition</b>	The <b>Disposition</b> field indicates how far the applicant has progressed with this requisition. If you save the page, the system changes the disposition of the applicants listed to <b>Screened – Preliminary</b> .
<b>Referral Source</b>	<b>Referral Source</b> indicates how the applicant found out about the requisition.
<b>Entry Source</b>	The system sets <b>Entry Source</b> to one of these values:  <b>Application.</b> This indicates that the applicant actively applied for the job. If you link an applicant to a requisition from the Requisition Details page, the system sets <b>Entry Source</b> to <b>Application</b> .  <b>Organization.</b> This indicates that the applicant was linked to the requisition by your organization. If you click the <b>Search All</b> button to search for additional applicants, the system assigns an <b>Entry Source</b> of <b>Organization</b> to any applicants linked to the requisition as a result of this search.
<b>Date Entered</b>	The value in <b>Date Entered</b> is the same as the <b>Application Date</b> , except when <b>Entry Source</b> is set to <b>Organization</b> . If <b>Entry Source</b> is <b>Organization</b> , the <b>Date Entered</b> is the date that the system linked the applicant to the requisition.

### Rqmts Matched (requirements matched) Tab

Postings		Preliminary		Final				
<b>Job Req #:</b>	<a href="#">120004</a>							
<b>Status:</b>	Re-Opened		<b>Date Opened:</b>	05/01/1990				
<b>Position:</b>	19000101	Mgr ER	<b>DeptID:</b>	KC001	HR			
<b>Business Unit:</b>	CAN01		<b>Job Code:</b>	KC018	Mgr ER			
<b>Preliminary Screening Results</b> <span style="float:right">View All First 1-3 of 3 Last</span>								
Disposition		Rqmts Matched						
Applicant ID	Application Date	Name	Basic Elig	Educ/Expr	Comps	Accomps	Tot Pts	Rqmts Met
<a href="#">A0007</a>	01/14/1980	Johnson,Carol	1	0	0	0	0	3 <a href="#">Rqmts Met</a>
<a href="#">A0008</a>	06/26/1990	Saint-Amand,Marcel	1	0	0	0	0	3 <a href="#">Rqmts Met</a>
<a href="#">A0009</a>	01/01/1980	Brown,Katrina	2	0	0	0	0	6 <a href="#">Rqmts Met</a>
<input type="button" value="Search All"/>		<input type="button" value="Reset"/>						

Requisition Screening – Preliminary: Rqmts Matched page

- Basic Elig** (basic eligibility)      The **Basic Elig** field shows how many of the basic eligibility requirements the applicant has met.
  
- Educ/Expr**      The **Educ/Expr** field shows whether the applicant has met the education and experience requirements. The valid options are: **0** if the applicant did not meet the requirements or **1** if the applicant does have the necessary education and work experience.
  
- Comps** (competencies)      The **Comps** field shows how many of the applicant’s competencies match those specified for the job requisition.
  
- Accomps** (accomplishments)      The **Accomps** field shows how many of the applicant’s accomplishments match those specified for the job requisition.
  
- Tot Pts** (total points)      The **Tot Pts** field shows the applicant’s point score. Each of the job requisition fields used in screening is worth a number of points (1–5), depending on the importance of that requirement for the requisition. You assign Importance values on the Job Requisition Data pages.

---

For more information about setting up screening criteria, see Recruiting Your Workforce, “Administering Job Requisitions”.

---
  
- Rqmts Met** (requirements met)      Click **Rqmts Met** to display the Requirements Matched page where you can see which of the job requirements the applicant has met.

### Requirements Matched Page

Usage	Use the Requirements Matched page to view a list of the job requirements that the applicant has met.
Object Name	REQ_SCR_CM_SEC
Navigation	To access the page, click <b>Rqmts Met</b> on the Preliminary page or the Final page.

**Requirements Matched**

**Applicant ID:** KGA002      Spicer-Jones,Felicity      **Application Date:** 11/08/1998

Basic Eligibility		
	Requisition	Applicant
<b>Location:</b>	KG01	KG01
<b>Start Date:</b>	02/10/1999	

Education & Experience	
<b>Education:</b>	A-Not Indicated      3.3 <b>Years of Relevant Experience:</b>

Requirements Matched page (1 of 2)

Competencies Matched			First ◀ 1-7 of 7 ▶ Last
Competency	Description	Review Points	
0110	Ability to manage own time	3	
0157	Set & achieve goals	3	
0160	Ability to prioritize tasks	3	
0200	Takes initiative & follows up	3	
0205	Teamwork and cooperation	3	
0351	Legislative Requirements	3	
1004	Correspondence	3	

Accomplishments Matched			First ◀ 1 of 1 ▶ Last
Accomplishment	Description	Review Points	
CIRM	Integrated Resource Management	3	

Requirements Matched page (2 of 2)

The system displays the **Applicant ID** that you selected, the applicant’s name, and the **Application Date**. These fields are for information only.

### Basic Eligibility

In the **Basic Eligibility** group box, the system displays the fields in Job Requisition - Basic Eligibility that match the applicant’s details. The applicant’s details are shown in the right hand column.

### Education & Experience

In the **Education & Experience** group box, the system displays the applicant’s highest **Education** level and the number of **Years of Relevant Experience**.

### Competencies Matched

In the **Competencies Matched** group box, the system displays the applicant’s competencies that match those defined in Job Requisition - Competencies/Accomplishments. The system does not display this group box if the applicant has none of the required competencies.

### Accomplishments Matched

In the **Accomplishments Matched** group box, the system displays the applicant’s accomplishments that match those defined in Job Requisition - Competencies/ Accomplishments. The system does not display this group box if the applicant has none of the required accomplishments.

---

## Requisition Screening - Final Page

Usage	<p>Use the Requisition Screening - Final page to view a list of applicants that meet or exceed the final screening criteria.</p> <p>If the list of applicants is too large or too small, you can access the Job Requisition pages from here and adjust the screening criteria. When you are satisfied with the list of applicants who pass the final screening, choose the applicants who go forward for consideration by selecting the Route check box. When you save the page, applicants who are the being routed are assigned a disposition of <i>Routing</i> and the remaining applicants who passed the screening are assigned <i>Screened - Final</i>.</p>
Object Name	REQ_SCREEN_FINAL
Navigation	<b>Develop Workforce, Recruit Workforce (GBL), Use, Requisition Screening, Final Screening</b>
Prerequisites	You can only run screening if you have set up the final screening criteria on the Job Requisition Data pages.
Access Requirements	Enter the Job Requisition number.

Postings
Preliminary
Final

**Job Req #:** [120004](#)

**Status:** Re-Opened      **Date Opened:** 05/01/1990

**Position:** 19000101    Mgr ER      **DeptID:** KC001      HR

**Business Unit:** CAN01      **Job Code:** KC018      Mgr ER

**Final Screening Results** View All    First ◀ 1-3 of 3 ▶ Last

Disposition
Rqmts Matched

Route	Applicant ID	Application Date	Name	Disposition	Referral Source	Entry Source	Date Entered
<input checked="" type="checkbox"/>	<a href="#">A0007</a>	01/14/1980	Johnson,Carol	Other Offer Accepted	Unknown	Application	05/29/2000
<input checked="" type="checkbox"/>	<a href="#">A0008</a>	06/26/1990	Saint-Amand,Marcel	Hired	Unknown	Application	05/27/2000
<input checked="" type="checkbox"/>	<a href="#">A0009</a>	01/01/1980	Brown,Katrina	On Hold	Advertisement	Application	05/29/2000

Search All
Reset

Requisition Screening – Final: Disposition page

### Common Page Information

The system displays the **Job Req #** you entered, the requisition **Status**, and **Date Opened**. These fields are for information only.

The system populates the following fields using information from Job Requisition Data: **Position**, **Dept ID**, **Business Unit**, and **Job Code**. These fields are for information only.

#### Search All

Click the **Search All** button to search your entire applicant data table for applicants who meet the final screening criteria you have set up. The system uses the Job Function field to search for applicants that are looking for work in the same function. You specify job function on the Job Code Table and on the Applicant Data – Application 1 page.

The system updates the list of applicants with additional applicants who meet the screening criteria but did not apply for the requisition.

#### Reset

Click the **Reset** button to remove applicants from the list who did not apply for the requisition. The system makes this button available once you click the **Search All** button.

### Final Screening Results

The **Final Screening Results** group box lists applicants who meet or exceed the preliminary screening criteria. Applicants who didn't pass the screening are not included in the list. If you want to view or update the screening criteria, click the job requisition number to display the Job Requisition Data pages. From there you can adjust the screening criteria if you are not satisfied with the number of applicants who have passed the screening.

When you are satisfied with the applicant list, choose the applicants who will go forward by selecting the **Route** check boxes alongside their details.

## Disposition Tab

### Route

Select the **Route** check box for an applicant to indicate that you have forwarded the applicant's details to one or more reviewers for consideration.

When you save the page, all applicants with the **Route** check box selected are assigned the disposition Routing.

### Applicant ID

Click the **Applicant ID** if you want to display the applicant's data.

### Application Date

The **Application Date** is the date that the applicant submitted an application.

### Name

The system populates the applicant's name from applicant data.

### Disposition

The **Disposition** field indicates how far the applicant has progressed with this requisition. If you save the page, the system changes the disposition of the applicants listed to **Screened – Final** or **Routing**.

### Referral Source

The **Referral Source** field indicates how the applicant found out about the requisition.

### Entry Source

The system sets **Entry Source** to one of these values:

**Application.** This indicates that the applicant actively applied for the job. If you link an applicant to a requisition from the Requisition Details page, the system sets **Entry Source** to **Application**.

**Organization.** This indicates that the applicant was linked to the requisition by your organization. If you click the **Search All** button to search for additional applicants, the system sets **Source** to **Organization** for any applicants linked to the requisition as a result of this search.

### Date Entered

The **Date Entered** is the same as the **Application Date**, except when **Entry Source** is set to **Organization**. If **Entry Source** is **Organization**, **Entered** is the date when the system linked the applicant to the requisition.

## Rqmts Matched (requirements matched) Tab

Postings		Preliminary		Final					
<b>Job Req #:</b>	<a href="#">120004</a>								
<b>Status:</b>	Re-Opened		<b>Date Opened:</b>	05/01/1990					
<b>Position:</b>	19000101	Mgr ER	<b>DeptID:</b>	KC001	HR				
<b>Business Unit:</b>	CAN01		<b>Job Code:</b>	KC018	Mgr ER				
<b>Final Screening Results</b> <span style="float: right;">View All First 1-3 of 3 Last</span>									
Disposition Rqmts Matched									
Route	Applicant ID	Application Date	Name	Basic Elig	Educ/Expr	Comps	Accomps	Tot Pts	Rqmts Met
<input checked="" type="checkbox"/>	<a href="#">A0007</a>	01/14/1980	Johnson,Carol	1	0	0	0	0	3 <a href="#">Rqmts Met</a>
<input checked="" type="checkbox"/>	<a href="#">A0008</a>	06/26/1990	Saint-Amand,Marcel	1	0	0	0	0	3 <a href="#">Rqmts Met</a>
<input checked="" type="checkbox"/>	<a href="#">A0009</a>	01/01/1980	Brown,Katrina	2	0	0	0	0	6 <a href="#">Rqmts Met</a>
Search All		Reset							

Requisition Screening – Final: Rqmts Matched page

**Basic Elig** (basic eligibility)

The **Basic Elig** field shows how many of the basic eligibility requirements the applicant has met.

**Educ/Expr** (education/experience)

The **Educ/Expr** field shows whether the applicant has met the education and experience requirements. The valid options are: *0* if the applicant did not meet the requirements or *1* if the applicant does have the necessary education and work experience.

**Comps**

The **Comps** field shows how many of the applicant’s competencies match those specified for the job requisition.

**Accomps**

The **Accomps** field shows how many of the applicant’s accomplishments match those specified for the job requisition.

**Tot Pts** (total points)

The **Tot Pts** field shows the applicant’s point score. Each of the job requisition fields used in screening is worth a number of points (1–5), depending on the importance of that requirement for the requisition. You assign Importance values in the Job Requisition Data pages.

---

For more information about setting up screening criteria, see Recruiting Your Workforce, “Administering Job Requisitions”.

---

**Rqmts Met**

Click **Rqmts Met** to display the Requirements Matched page where you can see which of the job requirements the applicant has met.

## Selecting Applicants for Interview

Once you have completed screening you have narrowed down the applicant list to a manageable size. So you are now able to start reviewing remaining applicants in detail. The next step is to enter information about the people who have reviewed each applicant's details and their recommendations.

---

### Requisition Activity - Routing Page

Usage	Use the Routing page to view the list of applicants that passed screening and whose details were routed to reviewers for consideration. From here you enter details of the reviewers and their recommendations. You then select the applicants you want to invite for interview.
Object Name	REQ_ACTIVITY_ROUTE
Navigation	<b>Develop Workforce, Recruit Workforce (GBL), Use, Requisition Activity, Routing</b>
Prerequisites	Before you can enter reviewers' comments or select applicants for interview, you must complete the screening process. Screen applicants using the Requisition Screening pages.
Access Requirements	Enter a Job Requisition number.

The screenshot shows the 'Routing' page for Job Req # 290006. The page has tabs for Routing, Interview Schedules, Interviews, Offers, Expenses, and Disposition Summary. The job details are as follows:

- Job Req #:** 290006
- Status:** Open
- Date Opened:** 07/15/2000
- Position:** 19000004 Mgr-Emp/Rc
- DeptID:** KU001 HR
- Business Unit:** GBIBU
- Job Code:** KU004 Mgr-Emp/Rc

Below the details is a 'Routings' table with the following data:

Interview	Applicant ID	Application Date	Name	Disposition	Routings	Detail
<input checked="" type="checkbox"/>	<a href="#">A0011</a>	12/01/1999	Fisher, Gabriel	Offer		<a href="#">Detail</a>

#### Requisition Activity - Routing page

The system displays the **Job Req #** you entered, the requisition **Status**, and **Date Opened**. These fields are for information only.

The system populates the following fields using information from Job Requisition Data: **Position**, **Dept ID**, **Business Unit**, and **Job Code**. These fields are for information only.

## Routings

### Interview

Select the **Interview** check box for an applicant if you want to invite the applicant for an interview.

When you save the page, all applicants with the **Interview** check box selected are assigned the disposition Interview.

---

For more information about scheduling interviews, see Recruiting Your Workforce, “Organizing Interviews”.

---

### Applicant ID

Click the **Applicant ID** if you want to display the applicant’s data.

### Application Date

The **Application Date** is the date that the applicant submitted an application.

### Name

The system populates the applicant’s name from applicant data.

### Disposition

When you enter reviewers’ responses on the Routings page, the system updates the applicant’s **Disposition**. For example, if the reviewer recommends rejecting the applicant, the system sets **Disposition** to *Rejected*.

### Routings

The **Routings** field shows how many people have received the applicant’s details.

### Detail

Click **Detail** to display the Routings page where you enter details of the people to whom the applicant’s details were routed and their recommendations.

## Routings Page

Usage	Use the Routings page to enter the employee IDs of the people to whom you sent the applicant’s information. You can also use this page to enter reviewers’ recommendations, such as Reject, Hold, or Invite for Interview.
Object Name	REQ_ACTVTY_RTE_SEC
Navigation	To access the page, click <b>Detail</b> on the Requisition Activity - Routing page.

**Routings**

**Applicant ID:** A0011      **Fisher,Gabriel**      **Application Date:** 12/01/1999

*Route To ID	*Route Date	Response Due	*Response Code	Response Date
1   K0G002   <input type="text"/>   <input type="text"/>   Nichta,Issac	08/28/21   <input type="text"/>   <input type="text"/>   Nc		No Response	<input type="text"/>   <input type="text"/>   <input type="text"/>

Routings page

The system displays the **Applicant ID** that you selected, the applicant’s name, and **Application Date**. These fields are for information only.

**Route to ID**

Select the reviewer’s employee ID from the list of valid values. When you move out of the field, the system displays the reviewer’s name.

**Route Date**

Enter the date you distributed the applicant’s information for review.

**Response Due**

Enter the **Response Due** date to indicate when you would like the reviewer to respond with a recommendation.

**Response Code**

Enter a **Response Code** that matches the reviewer’s recommendation.

*HOL* (hold on file)

*INV* (invite for interview)

*NOR* (no response). Use this option when the reviewer has not sent you a recommendation.

*RIE* (reject - insufficient experience)

*RIS* (reject - insufficient skills)

*RNO* (reject - no opening)

*ROR* (reject - other)

When you save this page and return to the Routing page, the system updates the applicants’ disposition to reflect the **Response Code**. For example, if you select a rejection code such as *RIE*, the system assigns a disposition of **Rejected**.

**Response Date**

Enter the date that you received the recommendation from the reviewer.

## Entering Interview Results and Making Job Offers

Once you have selected applicants for interview, you need to:

- Schedule applicant interviews. Use the Interviewer Availability page to set up interviewers’ free periods and use the Interview Schedule pages to schedule interviews. Once the interviews are set up you can view the schedule using the Requisition Activity - Interview Schedules page.



For more information about scheduling interviews, see Organizing Interviews.

- Enter the results of applicant interviews and select applicants who will receive job offers from the Requisition Activity – Interviews page.
- Enter details of job offers made to applicants. Track job offer information on the Requisition Activity – Offers page, where you also record applicants’ responses to offers.

### Requisition Activity - Interviews Page

Usage	Use the Interviews page to view a list of applicants who were invited for an interview. From here you enter the results of the interviews and select the applicants who will receive job offers.
Object Name	REQ_ACTIVITY_INTVW
Navigation	<b>Develop Workforce, Recruit Workforce (GBL), Use, Requisition Activity, Interviews</b>
Prerequisites	Before you can enter results of interviews, you must use the Requisition Activity - Routing page to select applicants for interview.
Access Requirements	Enter a Job Requisition number.

Routing Interview Schedules **Interviews** Offers Expenses Disposition Summary

Job Req #: [290006](#)

Status: Open Date Opened: 07/15/2000

Position: 19000004 Mgr-Emp/Rc DeptID: KU001 HR

Business Unit: GBIBU Job Code: KU004 Mgr-Emp/Rc

**Interviews** View All First 1 of 1 Last

Offer	Applicant ID	Application Date	Name	Disposition	Interviews	Detail
<input checked="" type="checkbox"/>	<a href="#">A0011</a>	12/01/1999	Fisher, Gabriel	Offer	1	<a href="#">Detail</a>

#### Requisition Activity - Interviews page

The system displays the **Job Req #** you entered, the requisition **Status**, and **Date Opened**. These fields are for information only.

The system populates the following fields using information from Job Requisition Data: **Position**, **Dept ID**, **Business Unit**, and **Job Code**. These fields are for information only.

<b>Offer</b>	<p>Select the <b>Offer</b> check box for an applicant if the applicant will receive a job offer.</p> <p>When you save the page, all applicants with the <b>Offer</b> check box selected are assigned the disposition of Offer.</p>
<b>Applicant ID</b>	<p>Click the <b>Applicant ID</b> if you want to display the applicant's data.</p>
<b>Application Date</b>	<p>The <b>Application Date</b> is the date that the applicant submitted an application.</p>
<b>Name</b>	<p>The system populates the applicant's name from applicant data.</p>
<b>Disposition</b>	<p>When you enter interviewers' recommendations in the Interviews page, the system updates the applicant's <b>Disposition</b>. For example, if the reviewer recommends making the applicant an offer, the system sets <b>Disposition</b> to <i>Offer</i>.</p> <p>When you save the page, the system updates the <b>Disposition</b> for those applicants who did not receive a job offer as follows:</p> <ul style="list-style-type: none"> <li>• Applicants who have already <i>Withdrawn</i> or been <i>Rejected</i> are not changed.</li> <li>• Applicants with any other <b>Disposition</b> are put <i>On Hold</i>.</li> </ul>
<b>Interviews</b>	<p>The <b>Interviews</b> field shows how many interviews have been scheduled for the applicant.</p>
<b>Detail</b>	<p>Click <b>Detail</b> to display the Interviews page where you enter details of the interviewers and their recommendations.</p>

**Interviews Page**

Usage	Use the Interviews page to enter the results of applicants' interviews.
Object Name	REQ_ACTVTY_INT_SEC
Navigation	To access this page, click <b>Detail</b> on the Requisition Activity - Interviews page.



<b>Recommendation</b>	<p>Select the interviewer’s <b>Recommendation</b> from the available options:</p> <ul style="list-style-type: none"> <li>• <i>Hold</i></li> <li>• <i>Intv Further</i> (interview further)</li> <li>• <i>Make Offer</i></li> <li>• <i>Reject</i></li> </ul> <p>When you save this page and return to the Interviews page the system updates the applicants’ disposition to reflect the <b>Recommendation</b>. For example, if you select <i>Hold</i>, the system assigns a disposition of On Hold.</p>
<b>Final Recommendation for Interview Level</b>	<p>Select the <b>Final Recommendation for Interview Level</b> check box if this recommendation is the last one for this round of interviews.</p>
<b>Comment</b>	<p>Enter the interviewer’s comments in this field.</p>
<b>Letter Code</b>	<p>If you want to generate a form letter, select a <b>Letter Code</b>. The standard codes supplied by PeopleSoft for use on this page are:</p> <p><i>IR</i>. This generates a rejection letter following an unsuccessful interview.</p> <p><i>IS1</i>, <i>IS2</i>, and <i>IS3</i>. These codes generate letters notifying applicants of scheduled interviews for each round of interviews.</p> <p>Define letter codes in the Standard Letter Table.</p> <hr/> <p>For more information about generating form letters, see PeopleSoft 8 Application Fundamentals for HRMS, “Generating Form Letters”.</p> <hr/>
<b>Date Printed</b>	<p>The system automatically populates the <b>Date Printed</b> field once you generate the letter.</p>

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**Requisition Activity - Offers Page**

Usage	Use the Offers page to view a list of the applicants who have received a job offer. From here you enter the details of the applicants’ job offers.
Object Name	REQ_ACTIVITY_OFFER
Navigation	<b>Develop Workforce, Recruit Workforce (GBL), Use, Requisition Activity, Offers</b>

Prerequisites	Before you can enter details of applicants' job offers, you must use the Requisition Activity - Interviews page to select the applicants who will receive job offers.
Access Requirements	Enter a Job Requisition number.

Routing		Interview Schedules		Interviews		Offers		Expenses		Disposition Summary				
<b>Job Req #:</b>	<a href="#">290006</a>													
<b>Status:</b>	Open			<b>Date Opened:</b>	07/15/2000									
<b>Position:</b>	19000004		Mgr-Emp/Rc		<b>DeptID:</b>	KU001		HR						
<b>Business Unit:</b>	GBIBU				<b>Job Code:</b>	KU004		Mgr-Emp/Rc						
<b>Offers</b>														
										View All		First	1 of 1	Last
<b>Applicant ID</b>	<b>Application Date</b>	<b>Name</b>			<b>Disposition</b>			<b>Offers</b>		<b>Detail</b>				
<a href="#">A0011</a>	12/01/1999	Fisher,Gabriel			Offer			1		<a href="#">Detail</a>				

Requisition Activity - Offers page

The system displays the **Job Req #** you entered, the requisition **Status**, and **Date Opened**. These fields are for information only.

The system populates the following fields using information from Job Requisition Data: **Position**, **Dept ID**, **Business Unit**, and **Job Code**. These fields are for information only.

- Applicant ID** Click the **Applicant ID** if you want to display the applicant's data.
- Application Date** The **Application Date** is the date that the applicant submitted an application.
- Name** The system populates the applicant's name from applicant data.
- Disposition** When you enter applicants' responses to job offers on the Offers page, the system updates the applicant's **Disposition**. For example, if an applicant accepts your job offer, the system sets **Disposition** to *Offer Accepted*.
- Offers** The **Offers** field shows how many job offers the applicant has received.
- Detail** Click **Detail** to display the Offers page where you enter details of the applicant's job offer.

**Offers Page**

Usage	Use the Offers page to enter details of job offers made to applicants.
Object Name	REQ_ACTVTY_OFF_SEC
Navigation	To access this page, click <b>Detail</b> on the Requisition Activity - Offers



<b>Letter Code</b>	<p>If you want to generate a form letter, select a <b>Letter Code</b>. The standard codes supplied by PeopleSoft for use on this page are <b>OF1</b> and <b>OF2</b>. These codes generate job offer letters.</p> <p>Define letter codes in the Standard Letter Table.</p> <hr/> <p>For more information about generating form letters, see PeopleSoft 8 Application Fundamentals for HRMS, “Generating Form Letters”.</p> <hr/>
<b>Printed</b>	<p>The system automatically populates the <b>Printed</b> field with the print date once you generate the letter.</p>
<b>Response</b>	<p>When the applicant responds to the offer, enter a <b>Response</b> from the available options. The available options are:</p> <p><b>Accepted.</b> Use this option if the applicant accepts the job offer.</p> <p><b>None.</b> Use this option if the applicant does not respond to your job offer.</p> <p><b>Rejected.</b> Use this option if the applicant rejects your job offer, but is still interested in the job. You may decide to make another job offer or negotiate with the applicant.</p> <p><b>Under Negot</b> (under negotiation). Use this option to indicate that the job offer is being negotiated.</p> <p><b>Withdrawn.</b> Use this option if the applicant is no longer being considered for the requisition. For example, you would use this option if applicants withdraw because they have received other job offers.</p>
<b>Date</b>	<p>Enter the <b>Date</b> that you received a response from the applicant.</p>
<b>Reject Rsn</b> (rejection reason)	<p>If you selected <b>Rejected</b> in the <b>Response</b> field, the system makes <b>Reject Rsn</b> available for entry. Select a reason from the available options that indicates why the applicant rejected the job offer.</p>

## Searching for Potential Candidates

Once you've entered all the applicant information you need, including the jobs that applicants have applied for, you can perform searches in PeopleSoft Human Resources to find the people most qualified to fill job openings.

Use these inquiries to search your applicant data table for applicants that meet the requirements of a given requisition:

- Requirements Search – All: searches the whole applicant data table for any applicants (external applicants, employees, and contractors) who meet the requirements of a given job requisition.
- Requirements Search - Employee: searches for employees who meet the requirements of a given job requisition.
- Requirements Search - Contractor: searches for non-employees who meet the requirements of a given job requisition.
- Requirements Search - Applicant: searches for external applicants who meet the requirements of a given job requisition.
- Requirements Search - Candidate: searches the applicants who have applied for the requisition.
- Candidate Points Summary: lists the applicants who applied for the requisition and their point scores so you can instantly see which applicants best fit the job requirements.
- Temporary Jobs: searches for applicants who meet the requirements of requisitions you have specified as temporary.



In addition to initiating searches online, you can also run the Skills Matching Report (APPO08). This report lists all applicants (external and internal) qualified for a job requisition and indicates whether they meet the minimum requirements for that requisition.

### Requirements Search - All Inquiry Page

Usage	Use the Requirements Search - All inquiry page to search the applicant data table for applicants who meet the preliminary or final screening criteria for the selected job requisition. This inquiry includes all applicants, whatever their status (external applicant, employee, or non-employee).
Object Name	RQMT_SEARCH_ALL
Navigation	<b>Develop Workforce, Recruit Workforce (GBL), Inquire, Requirements Search-All, Requirements Search - All</b>
Prerequisites	None
Access	Enter a Job Requisition Number and the Screening Flag (preliminary or

Requirements (final) you want to match applicants against.

<b>Job Req #:</b>	290004	<b>Screening:</b>	Primary
<b>Business Unit:</b>	GBIBU	Global Business Institute BU	
<b>Job Code:</b>	KC004	Computer Programmer	
<b>Department:</b>	KC003	Information Services	
<b>Position Number:</b>		<b>Total Count:</b>	25

Applicant ID	Application Date	Name	Applicant Status
1 A0002	08/25/1982	Stevenson,Christelle	External Applicant
2 A0003	08/01/1997	Santos,Antonio	External Applicant
3 A0004	10/02/1980	Espinosa,Carmichael	External Applicant
4 A0005	12/01/1989	Griffiths,Martina	External Applicant
5 A0006	02/16/1980	Davies,Craig	External Applicant
6 A0007	01/14/1980	Johnson,Carol	External Applicant
7 A0008	06/26/1990	Saint-Amand,Marcel	External Applicant
8 A0009	01/01/1980	Brown,Katrina	External Applicant
9 A0012	12/01/1999	Ironside,Diane	External Applicant
10 KBA001	04/05/1999	Leclercq,Francois	Employee
11 KBA002	07/26/2000	De Wilde,Gilles	External Applicant
12 KBA002	04/11/1999	De Wilde,Gilles	External Applicant
13 KBA003	06/20/2000	Rubens,Camille	External Applicant
14 KFA001	07/24/2000	Berry,Delphine	External Applicant

Requirements Search - All inquiry page

The data displayed at the top of the page is populated using information from Job Requisition Data. This data is for information only and includes the following:

**Job Req #**

**Screening**

**Business Unit**

**Job Code**

**Department**

**Position Number**

**Total Count**

**Total Count** indicates the number of employees, contractors, and external applicants who meet or exceed the requirements of the selected job requisition.

The system lists the following information for each applicant that meets the requirements:

- Applicant ID** Displays the applicant ID.
- Application Date** Displays the date that the applicant submitted an application.
- Name** Displays the applicant's name.

**Applicant Status**

Displays the applicant status, which is one of the following:

- *Employee*
- *External Applicant*
- *Non-Empl* (non-employee)

**Requirements Search - Employee Inquiry Page**

Usage	Use the Requirements Search - Employee inquiry page to search the applicant data table for employees (applicant status is Employee) who meet the preliminary or final screening of the selected job requisition.
Object Name	RQMT_SEARCH_EMPL
Navigation	<b>Develop Workforce, Recruit Workforce (GBL), Inquire, Requirements Search-Employee, Requirements Search-Employees</b>
Prerequisites	None
Access Requirements	Enter a Job Requisition Number and the Screening Flag (preliminary or final) you want to match applicants against.

<b>Job Requisition #:</b>	290004	<b>Screening:</b>	Primary
<b>Business Unit:</b>	GBIBU	Global Business Institute BU	
<b>Job Code:</b>	KC004	Computer Programmer	
<b>Department:</b>	KC003	Information Services	
<b>Position Number:</b>		<b>Total Count:</b>	5

					View All	First	1-5 of 5	Last
Applicant ID	Name	Job Title	DeptID	Location				
1 KBA001	Leclercq,Francois	Consultant	KB002	KB01				
2 KGA003	de la Camara,Robin	HRASST	KG008	KG01				
3 KGA003	de la Camara,Robin	SEC	KG001	KG01				
4 KNA001	Abd El Aoui,Ahmed	Tech Train	KN005	KN01				
5 KNA005	Verhagen,Cornelis	Accountant	KN004	KN02				

Requirements Search - Employee inquiry page

The data displayed at the top of the page is populated using information from Job Requisition Data. This data is for information only and includes the following:

**Job Requisition #**

**Screening**

**Business Unit**

**Job Code**

**Department**

**Position Number**

**Total Count** **Total Count** indicates the number of employees who meet or exceed the requirements of the selected job requisition.

The system lists the following information for each employee that meets the requirements of the job requisition.

- Applicant ID** Displays the employee’s applicant ID.
- Name** Displays the employee’s name.
- Job Title** Displays the employee’s current job title.
- Dept ID** Displays the department ID where the employee is currently employed.
- Location** Displays the location where the employee is currently employed.

---

**Requirements Search - Contractor Inquiry Page**

Usage	Use the Requirements Search - Contractor inquiry page to search the applicant data table for contractors who meet the preliminary or final screening criteria for the selected job requisition.  Contractors are defined as applicants with a status of Non-Employee.
Object Name	RQMT_SEARCH_CNTR
Navigation	<b>Develop Workforce, Recruit Workforce (GBL), Inquire, Requirements Search-Contractr, Requirements Search-Contractr</b>
Prerequisites	None
Access Requirements	Enter a Job Requisition Number and the Screening Flag (preliminary or final) you want to match applicants against.

<b>Job Requisition #:</b>	290004		<b>Screening:</b>	Primary	
<b>Business Unit:</b>	GBIBU	Global Business Institute BU			
<b>Job Code:</b>	KC004	Computer Programmer			
<b>Department:</b>	KC003	Information Services			
<b>Position Number:</b>		<b>Total Count:</b>	1		
<b>Applicant ID</b>	<b>Application Date</b>	<b>Name</b>	<b>Job Title</b>	<b>DeptID</b>	<b>Location</b>
A0013	07/28/2000	Lee,Megan	Non-Emp	KU030	KUOH00

Requirements Search - Contractor inquiry page

The data displayed at the top of the page is populated using information from Job Requisition Data. This data is for information only and includes the following:

**Job Requisition #**

**Screening**

**Business Unit**

**Job Code**

**Department**

**Position Number**

**Total Count**

**Total Count** indicates the number of contractors who meet or exceed the requirements of the selected job requisition.

The system lists the following information for each contractor that meets the requirements of the job requisition.

**Applicant ID**

Displays the contractor’s applicant ID.

**Application Date**

Displays the date that the applicant submitted an application.

**Name**

Displays the contractor’s name.

**Job Title**

Displays the contractor’s current job title.

**Dept ID (department)**

Displays the department ID where the contractor is currently employed.

**Location**

Displays the location where the contractor is currently employed.

## Requirements Search - Applicant Inquiry Page

Usage	Use the Requirements Search - Applicant inquiry page to search the applicant data table for external applicants who meet the preliminary or final screening criteria for the selected job requisition.
Object Name	RQMT_SEARCH_APPL
Navigation	<b>Develop Workforce, Recruit Workforce (GBL), Inquire, Requirements Search-Applicant, Requirements Search-Applicant</b>
Prerequisites	None
Access Requirements	Enter a Job Requisition Number and the Screening Flag (preliminary or final) you want to match applicants against.

<b>Job Requisition #:</b> 290004	<b>Screening:</b> Primary	
<b>Business Unit:</b> GBIBU	Global Business Institute BU	
<b>Job Code:</b> KC004	Computer Programmer	
<b>Department:</b> KC003	Information Services	
<b>Position Number:</b>	<b>Total Count:</b> 21	
Applicant ID	Application Date	Name
1 A0002	08/25/1982	Stevenson,Christelle
2 A0003	08/01/1997	Santos,Antonio
3 A0004	10/02/1980	Espinosa,Carmichael
4 A0005	12/01/1989	Griffiths,Martina
5 A0006	02/16/1980	Davies,Craig
6 A0007	01/14/1980	Johnson,Carol
7 A0008	06/26/1990	Saint-Amand,Marcel
8 A0009	01/01/1980	Brown,Katrina
9 A0012	12/01/1999	Ironside,Diane
10 KBA002	07/26/2000	De Wilde,Gilles
11 KBA002	04/11/1999	De Wilde,Gilles
12 KBA003	06/20/2000	Rubens,Camille
13 KFA001	07/24/2000	Berry,Delphine
14 KGA002	11/08/1998	Spicer-Jones,Felicity

### Requirements Search - Applicant inquiry page

The data displayed at the top of the page is populated using information from Job Requisition Data. This data is for information only and includes the following:

**Job Requisition #**

**Screening**

**Business Unit**

**Job Code**

**Department**

**Position Number**

**Total Count** **Total Count** indicates the number of external applicants who meet or exceed the requirements of the selected job requisition.

The system lists the following information for each applicant that meets the requirements of the job requisition.

- Applicant ID** Displays the applicant ID.
- Application Date** Displays the date that the applicant submitted an application.
- Name** Displays the applicant's name.

---

### Requirements Search - Candidate Inquiry Page

Usage	Use the Requirements Search - Candidate inquiry page to search through the applicants who applied for a job requisition for applicants who meet the preliminary or final screening criteria.
Object Name	RQMT_SEARCH_POSN
Navigation	<b>Develop Workforce, Recruit Workforce (GBL), Inquire, Requirements Search-Candidate, Requirements Search-Candidate</b>
Prerequisites	None
Access Requirements	Enter a Job Requisition Number and the Screening Flag (preliminary or final) you want to match applicants against.

<b>Job Requisition #:</b>	290004	<b>Screening:</b>	Primary
<b>Business Unit:</b>	GBIBU	Global Business Institute BU	
<b>Job Code:</b>	KC004	Computer Programmer	
<b>Department:</b>	KC003	Information Services	
<b>Position Number:</b>		<b>Total Count:</b>	1
Applicant ID	Application Date	Name	Applicant Status
A0009	01/01/1980	Brown,Katrina	External Applicant

#### Requirements Search - Candidate inquiry page

The data displayed at the top of the page is populated using information from Job Requisition Data. This data is for information only and includes the following:

- Job Requisition #**
- Screening**
- Business Unit**

**Job Code**

**Department**

**Position Number**

**Total Count** **Total Count** indicates the number of applicants who meet or exceed the requirements of the selected job requisition.

The system lists the following information for each applicant that meets the requirements of the job requisition.

- Applicant ID** Displays the applicant ID.
- Application Date** Displays the date that the applicant submitted an application.
- Name** Displays the applicant’s name.
- Applicant Status** Displays the **Applicant Status**, which is one of the following:
  - *Employee*
  - *External Applicant*
  - *Non-Empl* (non-employee)

---

**Candidate Points Summary Inquiry Page**

Usage	Use the Candidate Points Summary inquiry page to examine the qualifications of all individuals that applied for a particular job. The system lists all applicants and their points score so you can instantly see which applicants best fit the job requirements.
Object Name	RQMT_SEARCH_PTS
Navigation	<b>Develop Workforce, Recruit Workforce (GBL), Inquire, Candidate Points Summary, Candidate Points Summary</b>
Prerequisites	None
Access Requirements	Enter a Job Requisition number and Screening Type.

<b>Job Req #:</b>	220001	<b>Screening:</b>	Primary
<b>Business Unit:</b>	NLD01	Netherlands Business Unit	
<b>Job Code:</b>	KN0006	Technical Training Specialist	
<b>Department:</b>	KN005	Education Services Netherlands	
<b>Position Number:</b>	19220004	Tech Train	<b>Total Points:</b> 15 <b>Minimum %:</b> 20

Applicant ID	Application Date	Name	Application Status	Disposition	Points	% of Total
1 KNA001	04/05/1993	Abd El Aouj,Ahmed	Active	Hired	0	0
2 KNA002	04/13/1993	Horst,Rinus van de	Active	Rejected	0	0
3 KNA003	04/15/1993	Smits,Miranda	Active	Rejected	0	0

Candidate Points Summary inquiry page

The system displays the **Job Req #** and **Screening** type you entered. These fields are for information only.

The system populates the following fields using information from Job Requisition Data: **Business Unit, Job Code, Department, Position Number, Total Points,** and **Minimum %** (minimum percentage). These fields are for information only.

For each applicant who applied for the requisition, the system displays the following information:

**Applicant ID**

**Application Date**

**Name**

**Application Status**

**Disposition**

**Points**

**% of Total** (percent of total)

---

**Temporary Jobs Inquiry Page**

Usage	Use the Temporary Jobs inquiry page to search for applicants who meet the preliminary or final screening criteria for a requisition and who have a Desired Start Date that falls within the dates of the temporary requisition. The system searches all applicants with the Regular/Temporary field in applicant data set to Temporary or Either, regardless of whether they applied for the requisition.
Object Name	RQMT_SEARCH_TEMP
Navigation	<b>Develop Workforce, Recruit Workforce (GBL), Inquire, Temporary Jobs, Temporary Jobs</b>
Prerequisites	None
Access Requirements	Enter a Job Requisition number and Screening Type.

<b>Job Req #:</b>	290004	<b>Screening:</b>	Primary
<b>Business Unit:</b>	GBIBU	Global Business Institute BU	<b>Begin Date:</b> 07/12/2000
<b>Job Code:</b>	KC004	Computer Programmer	<b>End Date:</b> 07/06/2001
<b>Department:</b>	KC003	Information Services	<b>Total Count:</b> 0
<b>Position Number:</b>			

View All First 1 of 1 Last			
Applicant ID	Application Date	Name	Desired Start Date
1 KBA002	07/26/2000	De Wilde,Gilles	07/26/2000

Temporary Jobs inquiry page

The system displays the **Job Req #** and **Screening** type you entered. These fields are for information only.

The system populates the following fields using information from Job Requisition Data: **Business Unit, Job Code, Department, Position Number, Begin Date, and End Date. Total Count** shows how many openings exist for the requisition. These fields are for information only.

For each applicant who meets the screening criteria, the system displays the following information:

**Applicant ID**

**Application Date**

**Name**

**Desired Start Date**

## Using Checklists to Process Applicants

To help you remember all the details you need to get applicants through the recruiting process, you'll probably find it helpful to use a checklist. You can use standard lists you created in the Checklist Table or create an individualized checklist for the particular applicant for whom you're processing recruitment activities.

---

### Checklist Page

Usage	Use the Checklist page to tailor a checklist to an applicant.
Object Name	APP_CHECKLIST
Navigation	<ul style="list-style-type: none"> <li>Develop Workforce, Recruit Workforce (GBL), Use, Checklist, Checklist</li> <li>Develop Workforce, Recruit Workforce (USF), Use, Applicant Checklist, Checklist</li> </ul>
Prerequisites	Before you can use this page, you must set up your Checklists in

	<i>Administering Your Workforce.</i>
Access Requirements	Enter an Applicant ID.

Checklist

O'Flaherty, Seamus Patrick **Applicant ID:** KGA001

**Applicant Status:** External Applicant KG0005 **Application Date:** 06/15/1999

View All First 1 of 1 Last

**\*Checklist Date:** 06/15/1999 **Checklist:** KG0001 Applicants' Checklist UK

**Responsible ID:** KG0002 Hopkins, Dewi

**Comment:**

Checklist Item					
*Sequence	*Item Code	Description	*Briefing Status	*Status Date	
1	K00032	Application Form filled out	Initiated	06/27/201	+ -
2	K00033	Resume on hand	Initiated	06/27/201	+ -
3	K00034	Interview testing set up	Initiated	06/27/201	+ -
4	K00035	References contacted	Initiated	06/27/201	+ -

Checklist page

The system displays the applicant name and **Applicant ID** you entered, the **Applicant Status**, and **Application Date**. These fields are for information only.

The fields on this page are the same as those on the Checklist page accessed from the Administer Workforce menu.



For more information about the fields on this page, see Setting Up Standard Checklists.



## CHAPTER 5

# USF Processing Applicant Qualifications

Once you have entered applicant information and recorded the job requisitions that applicants have applied for, you begin recruitment processing to identify the individuals most qualified to fill those openings.

The steps in this process are:

- Run priority placement process.
- Run basic eligibility process.
- Identify applicants who meet minimum qualifications.
- Rate, evaluate, and rank your qualified applicant pool.
- Set up applicant interviews.
- Create a Certificate of Eligibles report.
- Extend job offers to qualified applicants.

Begin with the priority placement process. Your first step is to identify applicants who are entitled to priority placement considerations. Candidates whose priority consideration rights are identified have special placement privileges granted. Running the priority placement process prompts the system to search all open Job Requisitions and identify applicants with priority placement codes.

Next, run the basic eligibility process. You run the basic eligibility process to identify applicants who meet the minimum requirements of a specific Job Requisition. After basic eligibility is run, the system recognizes only those applicants who meet the Recruiting Type determination. For example, for a job requisition with a Recruiting Type of *Internal*, the system does not recognize and recommend an applicant who is applying from the private sector. Other factors that can be used for screening include citizenship, gender, and minimum/maximum age limits. Salary considerations and part-time/full-time employment may also be defined as basic requirements for this qualification process.

Next, determine the minimum qualifications of applicants. After performing priority placement and basic eligibility processes, the next step is to identify applicants who meet the minimum qualifications in competencies and accomplishments.

Then you evaluate, rate, and rank applicants. Once the system makes a minimum qualification determination, it enables you to rate, evaluate, and rank your qualified applicant pool.

Set up applicant interviews to further determine qualifications. The system also enables you to set up applicant interviews and record interview impressions.

The system then enables you to create a Certificate of Eligibles Report. You create and forward a Certificate of Eligibles report for applicants that you have rated and ranked.

When you are ready, extend a job offer to a qualified applicant. The last step of this process, after conducting applicant interviews, is to extend job offers to qualified applicants.

## Before You Begin



For more information about the general tables, see [Setting Up Control Tables](#). For more information about the Manage Competencies functionality, see [Managing Competencies](#).

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## USF Generating Recruitment Letters



For more information about generating letters, see [Generating Recruitment Letters](#).

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## USF Understanding Priority Placement and Basic Eligibility Processes

### Priority Placement Considerations

Priority placement identifies preferred eligibles, candidates who should get special consideration in the selection process because of a specific situation with a current or previous job. An example would be an employee who has been displaced during a reduction in force.

The priority placement process also functions when an applicant has two priority placement codes for a particular job, and only one priority placement code method can be considered for that job series. In this case, a tiebreaker system in the program determines which code should be used in further processing. This determination is based on the recruiting type code that you set up based on agency-specific requirements.

For these and other reasons, we recommend that you run the priority placement process in order to identify preferred eligibles or candidates with more than one priority placement code before running the basic eligibility process.

### Basic Eligibility Requirements

All candidates, whether they are preferred eligibles or not, must go through the basic eligibility process. This process identifies certain basic requirements for the job, such as full-time or part-time, regular or temporary, as well as citizenship, gender, age limitations, or salary limitations. The job requisition is based on a specific job code, and specifies the requirements for basic

eligibility. The basic eligibility process then compares these requirements to the applicant's choices. It eliminates candidates for whom the requirements of the job requisition and the applicant preferences don't match, and identifies candidates whose preferences match.

### **Priority Placement and Basic Eligibility Updates**

After running the priority placement and basic eligibility processes, the system will perform various updates when applicants:

- Apply for a job requisition.
- Apply for a job code.
- Apply for a position.
- Are chosen for a position through priority placement.

This process considers applicants for priority placement in various circumstances in the following ways:

- An applicant applies for a job requisition. The applicant is considered for all job codes under that job requisition. If the applicant does not meet basic eligibility for any job code, their disposition, disposition reason, and letter code fields are set appropriately and they are not considered further.
- An applicant applies for a job code. The applicant is considered for all instances of that job code in all job requisitions for which the applicant passes basic eligibility requirements, but is not considered for other job codes in those job requisitions.
- An applicant applies for a position. The applicant is associated to any instance of the job code in any job requisition for which the position number is listed. If the applicant does not meet basic eligibility for any job code, their disposition, disposition reason, and letter code fields are set appropriately and they are not considered further. All fields used in later processing are made unavailable.

### **Multiple Applications**

An applicant can apply for more than one position, job requisition, or job code, and may be eligible for different job series. In this case, their basic eligibility and job requirements would be compared to the specific job code, requisition, or positions for which they apply.

For example, a job requisition may contain two job codes, job code A and job code B. An applicant applying for that job requisition is considered for all job codes within that requisition. Suppose, for example, that the applicant prefers regular, full-time employment. One of the employment conditions for Job code A is full-time regular. For job code B, the employment condition is part-time temporary.

If the applicant does not meet basic eligibility for any job code in that requisition, the disposition code is appropriately set and the applicant is not considered further.

So when the basic eligibility program is run:

- Disposition reason is set to *Active - Eligible* for Job Code A.

- Disposition reason is set to *Ineligible - Employment Conditions* for Job Code B.

The result is that the employee is considered further for job code A but not for job code B.

---

## Priority Placement Page

Usage	<p>Use the Priority Placement page to run the process that identifies applicants who have been given priority placement considerations. The priority placement process prompts the system to search all open Job Requisitions and identify applicants who qualify for priority consideration. You have already indicated whether an applicant has priority placement rights on the Application Data, Positions Applied page, so you're ready to proceed.</p> <hr/> <p><b>Important!</b> In order for the system to perform as described, you must run the priority placement process <i>before</i> running the basic eligibility process.</p> <hr/>
Object Name	RUNCTL_PRIO_PLCMNT
Navigation	<b>Develop Workforce, Recruit Workforce (USF), Process, Priority Placement, Priority Placement</b>
Prerequisites	You need to have job requisitions and applicants with priority placement designations.
Access Requirements	Enter a Run Control ID.



Priority Placement

Run Control ID: PS [Report List](#) [Process Monitor](#) **Process Request**

---

Program Name: FGPRI\_PL

Process Frequency:

Priority Placement page

Select a **Process Frequency** for the FGPRI\_PL process.

Click **Process Request** to run this request. Process Scheduler runs the selected processes at user-defined intervals.



For more information about Process Scheduler, see Process Scheduler.

---

## Basic Eligibility Page

Usage	Use the Basic Eligibility page to identify applicants who meet the minimum requirements for a job vacancy. Once you have posted your job requisition and received applications, you're ready to begin the search for qualified applicants. After you have run the priority placement process, the next step is to determine basic level eligibility within your applicant pool. Use this process to identify qualified applicants who meet the minimum requirements.
Object Name	RUNCTL_BASIC_ELIG
Navigation	<b>Develop Workforce, Recruit Workforce (USF), Process, Basic Eligibility, Basic Eligibility</b>
Prerequisites	You must have posted job requisitions and entered applicants and run the Priority Placement process.
Access Requirements	Enter a Run Control ID.

Basic Eligibility

Run Control ID: PS [Report List](#) [Process Monitor](#) [Process Request](#)

Program Name: FGBAS\_EL

Process Frequency:

Basic Eligibility page

Select a **Process Frequency** for the FGBAS\_EL process.

Click **Process Request** to run this request. Process Scheduler runs the selected processes at user-defined intervals.



For more information about Process Scheduler, see Process Scheduler.

## Minimum Quals Determination Page

Usage	Use the Minimum Quals Determination page to review the applicant qualifications for each candidate associated with the Job Requisition to see if they meet the minimum qualifications. You can also enter the results of the applicant's competitive status and priority placement validation.  These qualifications standards are published and maintained by the Office of Personnel Management (OPM), or in the absence of an OPM
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	standard, the specific agencies. The qualification standards outline the minimum general and special experience requirements deemed necessary for a candidate to successfully perform the duties of the job. These competencies and accomplishments are rated in order to determine a candidate's high probability of success in performing a job.
Object Name	GVT_MIN_QUALS_DET
Navigation	<b>Develop Workforce, Recruit Workforce (USF), Use, Minimum Quals Determination, Minimum Quals Determination</b>
Prerequisites	Run Priority Placement and Basic Eligibility processes.
Access Requirements	Enter a Job Requisition number.

Minimum Quals

**Job Requisition #:** 000012  
**Status:** Open  
**Requisition Type:** Open Competition  
**Job Code:** FJC050 GS\* 0345\* 07 Program Analyst  **Primary**

**Minimum Quals Determination** View All First 1 of 1 Last

**Applicant ID:** A0012 Gladstone, Morris  
**\*Applicant Competitive Status:** Competitive  
**Priority Placement Code:**   
**Qualifications Determination:** Qualified  
**Qualifications Determ Date:** 08/29/2000  
**Minimum Quals Score:** 70.0 **Final Rating:** 70.0  
**Disposition:** Active  
**Disposition Date:** 08/29/2000  
**Disposition Reason:** Active - Eligible  
**Letter Code:**

Minimum Quals (qualifications) Determination page

Select the **Applicant Competitive Status** from the available options. Values include *Competitive, Non-Competitive Other, Non-Competitive VRA, and (none)*.

Enter the **Priority Placement Code** if applicable. You defined the values in the Priority Placement Table. For this field to be active, the applicant must have indicated that they are entitled to priority placement consideration on their application.

Update the **Qualifications Determination** field to either *Qualified* or *Does Not Meet Minimum Qualifications*. If the applicant does not meet minimum qualifications, the **Disposition** and **Disposition Reason** are updated to *Not Selected*. A candidate must meet all Minimum Qualifications and all Selective Factors to be considered *Qualified*.

The **Minimum Quals Score** field is populated with information from the Crediting Plan.

**Disposition** and **Disposition Reason** fields are unavailable for entry for all applicants who passed basic eligibility. The fields display *Active* and *Active - Eligible*. The **Disposition Date** is automatically set to the date basic eligibility ran.

You can select a **Letter Code** to be used to generate a letter to the applicant.

## USF Rating Your Applicants

You'll use the Applicant Rating component to determine how well an applicant is suited to the position and job requirements. Your determination of basic eligibility and minimum qualifications is partially subjective. You'll now apply an objective process of rating your applicant by using their scores on the Applicant Rating page. Only applicants whose Qualifications Determination is *Qualified*, Disposition is *Active*, and Disposition Reason is *Active - Eligible* appear in the Rating process.

All applicants who pass priority placement, basic eligibility, and minimum qualifications are displayed in the Applicant Rating page. You'll view this page to compare the candidate's application against a standard set of criteria you defined on the Crediting Plan. Using these criteria, you'll determine *Well-Qualified* and *Best-Qualified* applicants. Quality Ranking Factors and Augmenting Factors make up the criteria you use in arriving at this determination. These criteria are then consolidated into a single overall score for each applicant.

---

### Applicant Rating – Competencies Page

Usage	Use the Applicant Rating – Competencies page to display the competencies you've indicated that are valid for rating applicants who are applying for a specific Job Requisition. You defined the Rating and Points associated with each competency on the Proficiency Descrs (proficiency description) page in Manage Competencies. Here you'll assign those values for each competency to your applicant.
Object Name	GVT_COMP_RATING
Navigation	<b>Develop Workforce, Recruit Workforce (USF), Use, Applicant Rating, Competencies Rating</b>
Prerequisites	Must have Applicants who have met the minimum qualifications and are in <i>Active</i> status.
Access Requirements	Enter an EmplID and Job Requisition ID, if known.

Competencies
Accomplishments

**Applicant ID:** A0012 Gladstone, Morris  
**Application Date:** 08/29/2000  
**Job Requisition #:** 000012  
**Requisition Type:** Open Competition  
**Status:** Open

**Applicant Rating** View All First 1 of 1 Last

**Job Code:** FJC050 GS 0345 07 Program Analyst  **Primary**  
**Raw Panel Score Limit:** 0 **Raw Veterans Pref Score Limit:** 30

**Competency Data** View All First 1 of 1 Last

**Augmented Score Limit:**

**\*Evaluation ID:** 01 **\*Evaluation Type:** Overall Panel Rating  
**Panel Score:** 0.0 **Augmentation Points for Appl:** 0.0 **Veterans Pref Points:** 0

Competency	Importance	Recruiting Use	Rating	Description	Points
1 Typing	Average	Augmenting Factor	5		10
2 Microsoft Office	Average	Quality Ranking Factor	3		2
3 Programming	High	Quality Ranking Factor	4		3

Applicant Rating - Competencies page

**Evaluation ID** is automatically set to *01*. You can create multiple evaluations, each representing an evaluation of an individual page member. The system only allows one overall page rating. The scores recorded here are the final scores for the applicant, and are used in subsequent stages of the recruiting process.

Select the **Evaluation Type**; the valid values are *Individual Panel Member Rating* and *Overall Panel Rating*.

**Competency**, **Importance**, and **Recruiting Use** were all defined in the Crediting Plan, and are displayed. You'll assign a **Rating** to each competency defined in Manage Competencies.



For more information about setting up competencies and accomplishments and profiling jobs using competencies and accomplishments, see Managing Competencies.

### Applicant Rating – Accomplishments Page

Usage	Use the Applicant Rating – Accomplishments page to assign accomplishment ratings for each applicant.
Object Name	GVT_ACCOMP_RATING
Navigation	<b>Develop Workforce, Recruit Workforce (USF), Use, Applicant Rating, Accomplishments Rating</b>
Prerequisites	Must have Applicants who have met the minimum qualifications and are in <i>Active</i> status.

Access Requirements	Enter an EmplID and a Job Requisition #, if known.
---------------------	--

Competencies
Accomplishments

**Applicant ID:** A0012 Gladstone, Morris  
**Application Date:** 08/29/2000  
**Job Requisition #:** 000012  
**Requisition Type:** Open Competition  
**Status:** Open

**Applicant Rating** View All First 1 of 1 Last

**Job Code:** FJC050 GS 0345 07 Program Analyst  **Primary**  
**Raw Panel Score Limit:** 0 **Limit:** 30 **Raw Veterans Pref Score Limit:** 0

**Accomplishment Data** View All First 1 of 1 Last

**Evaluation ID:** 01 **Evaluation Type:** Overall Panel Rating **Salary Grade:** 07  
**Panel Score:** 0.0 **Augmented Score Limit:** 0.0 **Veterans Pref Points:** 0 **Tie Break Number:**  
**PATCOB Code:** A  **Apply Ti**

View All First 1 of 1 Last

Accomplishment	Category	Importance	Recruiting Use	Accomp? Points
1 Programmer's Aptitude Test	Test	Above Avg	Quality Ranking Factor	<input type="checkbox"/>

Applicant Rating - Accomplishments page

The **Evaluation ID** and **Evaluation Type** are both populated with information from the Competencies Rating page.

**Accomplishment**, **Category**, **Importance**, and **Recruiting Use** are displayed, having been defined previously on the Crediting Plan. You'll select the **Accomp** (accomplished) check box to indicate that points are to be credited to the applicant.



For more information about setting up competencies and accomplishments and profiling jobs using competencies and accomplishments, see [Managing Competencies](#).

## USF Evaluating Your Candidates

After the applicants have been rated and assigned points, the next step in the recruiting process is to determine the applicant's qualifications. All applicants who passed basic eligibility and minimum qualifications, and have been rated, populate the Evaluation of Candidates component.

The primary use of the Evaluation of Candidates component is to review the applicants and their scores. Additionally, these pages give you the freedom and flexibility to view and update applicant status at any point in the recruiting process.

## Evaluation of Candidates – Competitive Page

Usage	Use the Evaluation of Candidates – Competitive page to review applicants and their scores for applicants who are considered competitive for the job.
Object Name	GVT_CAND_EVALUATN1
Navigation	<b>Develop Workforce, Recruit Workforce (USF), Use, Evaluation of Candidates, Competitive Candidates</b>
Prerequisites	You must have applicants who have passed basic eligibility and qualifications and who have been rated.
Access Requirements	Enter a Job Requisition number.

Competitive  Non-Competitive

**Job Requisition #:** 000042  
**Requisition Type:** Open Competition  
**Status:** Open

**Evaluation of Candidates** [View All](#) First 1 of 1 Last

**Job Code:** FJC003 GS 0510 05 Operating Accountant  **Primary**

**Best Qualified Score:** 85 **Well Qualified Score:** 70 [Quality Applicants](#)

[Applicant Id \(Ascending\)](#) [Name \(Ascending\)](#) [Score \(Descending\)](#)

---

**Competitive Applicants** [View All](#) First 1 of 1 Last

Applicant ID	Applic Dt Name	Status	Prio Plcmnt Cd	Veterans Pref	Ranking Order	Score	Quals Determ
							<a href="#">Quals Determ</a> <a href="#">+</a> <a href="#">-</a>

Evaluation of Candidates - Competitive page

When the page opens, the **Job Requisition #**, **Requisition Type**, and requisition **Status** are displayed.

### Evaluation of Candidates

The **Job Code**, GS category, and Job Title are displayed. The **Primary** check box is selected if this is the primary Job Code for the job requisition.

The **Best Qualified Score** and **Well Qualified Score** values are either populated with information from the Crediting Plan, if you defined them there, or may be defined here if you chose not to enter them on the Crediting Plan. If you did not establish Best Qualified and Well Qualified scores on the Crediting plan, analyzing the scoring to determine natural breaks help you do so now. For example, in the following list there is a natural break in scoring between Applicant 4 and Applicant 5:

- Applicant 1: 45 points
- Applicant 2: 37 points
- Applicant 3: 35 points
- Applicant 4: 34 points
- Applicant 5: 25 points
- Applicant 6: 20 points
- Applicant 7: 19 points
- Applicant 8: 18 points

You might choose to make 34 points a **Best Qualified Score**, and 20 points a **Well Qualified score**. It's up to you, as the recruiter, to decide. If there are no preferred eligibles, only the Best Qualified candidates are referred. If there are preferred eligibles, the nature of their preference may be that they must be selected if they are Well Qualified, or they must at least be referred.

Click the **Qualify Applicants** button to validate each applicant's **Qualifications Determination** status, based on the values defined in the Crediting Plan.

You can sort applicants shown in the **Competitive Applicants** group box in various ways when you click the following buttons: **Applicant ID (Ascending)**, **Name (Ascending)**, or **Score (Descending)**.

### Competitive Applicants

In the **Competitive Applicants** group box, you see a list of candidates who have qualified.

You see the following details listed for each applicant: **Applicant ID**, **Applic Dt** (application date), **Name**, **Status** (personnel status), **Prio Plcmnt Cd** (priority placement code), **Veterans Pref** (preference), **Ranking Order**, **Score**, and **Quals Determ** (qualifications determination). **Score** displays the combined points as determined from the Applicant Rating page.

Click the **Quals Determ** link to access the Qualifications Determination page, where you can see whether the applicant qualified for the job and what the disposition was.

### Qualifications Determination Page

Usage	Use the Qualifications Determination page to see whether the applicant qualified for the job and what the disposition was. After running priority placement and basic eligibility processes, you can analyze the candidates identified within the requirements of the job requisition to determine whether they meet minimum qualification standards.
Object Name	GVT_CAND_EVAL1_SEC
Navigation	Click the <b>Quals Determ</b> link on the Evaluation of Candidates – Competitive page.

<b>Applicant ID:</b>	
<b>Application Date:</b>	
<hr/>	
<b>Priority Placement Code:</b>	
<b>Requisition Selection Criteria:</b>	
Qualifications Determination:	<input type="text"/>
Qualifications Determ Date:	07/31/2000
Disposition:	<input type="text"/>
Disposition Date:	07/31/2000
Rejected Reason:	<input type="text"/>

Qualifications Determination page

A **Priority Placement Code** appears if an applicant is entitled to priority consideration (where applicable) and stated so on the application. If a **Priority Placement Code** applies, **Requisition Selection Criteria** indicates whether it entitled the applicant to any preference for this particular job requisition. In the page shown here, for example, the applicant was given no preference. The Priority Placement Table determines which Priority Placement Codes receive preference for which types of job requisition. This page also shows the **Qualifications Determination, Qualifications Determ (determination) Date** (the default value is the system date), **Disposition, Disposition Date**, and **Rejected Reason**, if any.

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### Evaluation of Candidates – Non-Competitive Page

Usage	Use the Evaluation of Candidates – Non-Competitive page to review applicants and their scores for applicants who are not considered competitive for the job.
Object Name	GVT_CAND_EVALUATN2
Navigation	<b>Develop Workforce, Recruit Workforce (USF), Use, Evaluation of Candidates, Non-Competitive Candidates</b>
Prerequisites	You must have applicants who have passed basic eligibility and qualifications and who have been rated.
Access Requirements	Enter a Job Requisition number.

Competitive Non-Competitive

Job Requisition #: 000042  
 Requisition Type: Open Competition  
 Status: Open

**Evaluation of Candidates** [View All](#) First 1 of 1 Last

Job Code: FJC003 GS- 0510- 05 Operating Accountant  Primary

Best Qualified Score: 85 Well Qualified Score: 70 [Quality Applicants](#)

[Applicant Id \(Ascending\)](#) [Name \(Ascending\)](#) [Score \(Descending\)](#)

---

**Non-Competitive Applicants** [View All](#) First 1 of 1 Last

Applicant ID	Application Date	Name	Status	Prio Plcmt Cd	Veterans Pref	Ranking Order	Score	Quals Determ
1								<a href="#">Quals Determ</a> <a href="#">+</a> <a href="#">-</a>

Evaluations of Candidates – Non-Competitive page



For more information about the fields on this page, see Evaluation of Candidates – Competitive Page.

## USF Defining the Ranking of Applicants

For each Job Requisition created, the Staffing Specialist develops a Ranking Plan. Similar to the Crediting Plan, the Ranking Plan defines the parameters to use in the Ranking Process. You'll use the Ranking Plan component to set up and apply the job requisition ranking criteria for competitive and non-competitive candidates. You'll use the Ranking Plan page and Ranking Process page to rank your applicants, and to track your applicants' ranking results.

### Ranking Plan – Ranking Plan Page

Usage	Use the Ranking Plan – Ranking Plan page to set up your parameters for ranking applicants for the selected Job Requisition.
Object Name	GVT_RANKING_PLAN
Navigation	<b>Develop Workforce, Recruit Workforce (USF), Use, Ranking Plan, Ranking Plan</b>
Prerequisites	You must have a Job Requisition established.
Access Requirements	Enter a Job Requisition #.

Ranking Plan – Ranking Plan page (1 of 2)

Ranking Plan – Ranking Plan page (2 of 2)

Select the **Rank Jobcode** check box to access the **Rank Competitive Candidates** and **Rank Non-Competitive Candidate** check boxes. Selecting the **Rank Competitive Candidates** check box makes the **Competitive Candidates** group box available for entry. Selecting the **Rank Non-Competitive Candidates** check box makes the **Non-Competitive Candidates** group box available for entry. Use these group boxes for establishing further ranking criteria.

Within the **Competitive Candidates** and **Non-Competitive Candidates** group boxes, choose a **Ranking Type** from the available options. Valid values from the Translate Table are **Full Ranking** or **Order By Name Only**.



If you select *(none)*, the ranking type is automatically set to **Full Ranking**.

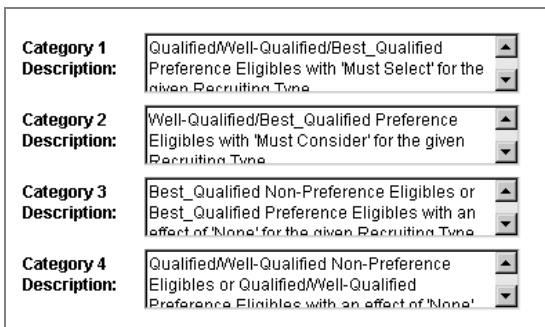
Indicate the category to be used in ranking the candidates for the job requisition by selecting the appropriate check box—**Rank Candidates of Category #**. Candidates fall into one of four Ranking Categories for each Job Code for which they are qualified. Select the **Consider Veterans Preference in Tie-Break** check box is you want veterans to have preference over an equally qualified candidate.



Click the **Category Description** button to open the Category Description page and view descriptions of the Ranking Categories.

### Category Description Page

Usage	Use the Category Description page to review descriptions of the ranking categories.
Object Name	GVT_CATGRY_DES_SEC
Navigation	Click the <b>Category Description</b> button on the Ranking Plan – Ranking Plan page.



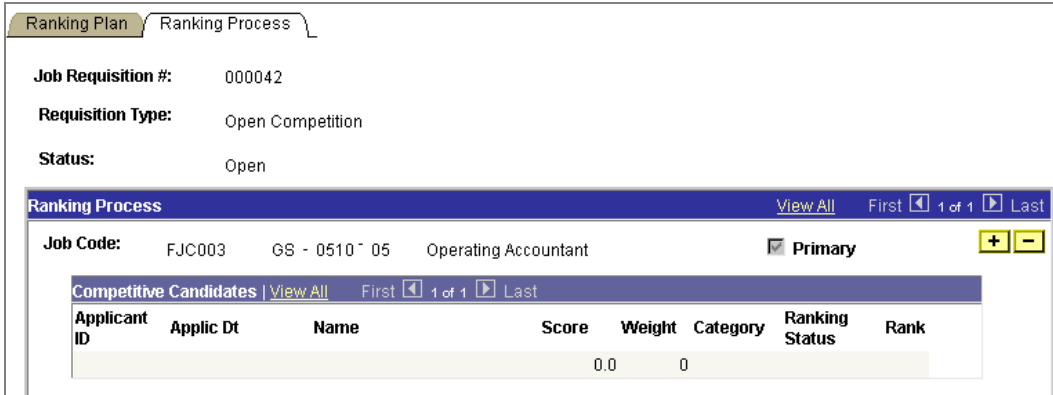
Category Description page

The **Category Descriptions** are displayed. Use the scroll bar to view the entire description.

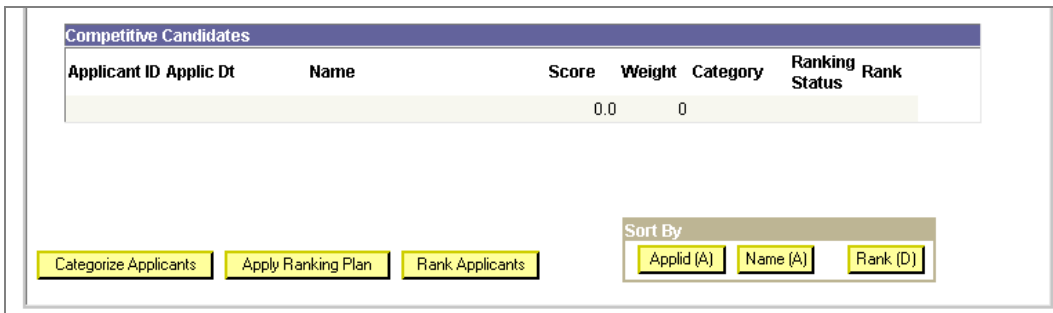
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### Ranking Plan – Ranking Process Page

Usage	Use the Ranking Plan – Ranking Process page to categorize applicants who've passed eligibility processing, apply your ranking plan to those applicants, and then rank the applicants. You can sort the applicants various ways using buttons on the page.
Object Name	GVT_RANKING_PROC
Navigation	<b>Develop Workforce, Recruit Workforce (USF), Use, Ranking Plan, Ranking Process</b>
Prerequisites	You must have a Job Requisition established and applicants for the job vacancy.
Access Requirements	Enter a Job Requisition #.



Ranking Plan - Ranking Process page (1 of 2)



Ranking Plan - Ranking Process page (2 of 2)

Click the **Categorize Applicants** button to set the Ranking **Category** to which each qualified applicant belongs.

Click the **Apply Ranking Plan** button to prompt the system to set the **Ranking Status** for each qualified applicant.

Click the **Rank Applicants** button to assign a **Rank** to each qualified applicant.

You can sort your applicants in various ways when you click the buttons in the **Sort by** group box in the lower right corner of the page. Sort your Competitive or Non-Competitive applicants according to **Applid (A)** (applicant ID ascending), **Name (A)** (ascending), or **Rank (D)** (descending).

## USF Reviewing Applicant Ranking of Your Candidates

Once you've completed the Ranking Process, you'll move to the Applicant Ranking component to view the ranked list of highly qualified applicants. This list is the end result of all of the identification and qualifying processes described in the preceding sections that you performed in order to produce a selection of applicants for the Selecting Official to choose from. In the Applicant Ranking page, if necessary, you may choose to manually override the ranks that the system has generated. You also create the Certificate of Eligibles report from this page.

## Applicant Ranking – Competitive Page

Usage	Use the Applicant Ranking – Competitive page to override any rankings the system has generated for the applicants considered to be competitive for the vacancy. You can also create a Certificate of Eligibles report.
Object Name	GVT_CERT_ELIG1
Navigation	<b>Develop Workforce, Recruit Workforce (USF), Use, Applicant Ranking, Review Applicant Ranking 1</b>
Access Requirements	Enter a Job Requisition #.

Applicant Ranking - Competitive page

Indicate the **Num (number) of Applicants to Consider**. This number varies, of course, depending on your recruiting practices. For example, if you enter the number **3**, only the top three best-qualified applicants are referred to the Selecting Official. The **Competitive Candidates** group box displays the qualified applicants you have defined in ranked order. All Non-Competitive Candidates for this requisition who meet the criteria set in the Ranking Plan are also referred to the Selecting Official.

Enter the **Certificate of Eligibles Nbr (number)**, for which you define the numbering scheme. You use this number later when printing your Certificate of Eligibles report.

When you click the **Create Certificate** button, the system automatically assigns the Certificate number you entered to each applicant, and creates a referral list commonly referred to as the Certificate of Eligibles. The button also appears on the Certificate of Eligibles, which you'll see later in the recruiting process. Once a certificate has been created, the **Re-Issue Certificate** button becomes available. You can reissue the certificate if there is a change in the list of eligibles.

You can sort your applicants in various ways when you click the buttons in the **Sort By** group box. Sort your Competitive or Non-Competitive applicants according to **Applicant ID (Ascending)**, **Name (Ascending)**, or **Score (Descending)**.


In the **Competitive Candidates** group box, the **Rank** field is populated with information from the Ranking Plan component. This field is also editable, which enables you to change your candidates' rank.

Click the **Details** button to open the Details - Candidates page that provides further information about each applicant.

### Details – Candidates Page


Usage	Use the Details page to review additional information on the applicant.
Object Name	GVT_APPLRNKDT3_SEC
Navigation	Click the <b>Details</b> button on the Applicant Ranking – Competitive page.

**Applicant ID:**

**Application Date:**  

---

**Qualifications Determination:**

**Ranking Category:** 

**Final Rating:**

**Veteran's Code:** -

**Priority Placement Code:**

**Requisition Selection Criteria:**

Details – Candidates page

The **Qualifications Determination** is based on values defined in the Crediting Plan. This page also displays the **Ranking Category** (defined in the Category Description page), **Final Rating**, **Veteran's Code** (derived from the Veterans Preference Table), **Priority Placement Code** (if any), and **Requisition Selection Criteria**.



Click the **Category Description** button to open the Category Description page and view descriptions of the Ranking Categories.

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### Applicant Ranking – Non-Competitive Page

Usage	Use the Applicant Ranking – Competitive page to override any rankings the system has generated for the applicants considered to be competitive for the vacancy. You can also create a Certificate of Eligibles report.
Object Name	GVT_CERT_ELIG2
Navigation	<b>Develop Workforce, Recruit Workforce (USF), Use, Applicant Ranking, Review Applicant Ranking 1</b>

Access Requirements	Enter a Job Requisition #.
---------------------	----------------------------

Competitive
Non-Competitive

**Job Requisition #:** 010004  
**Requisition Type:**  
**Status:** Open

**Applicant Ranking** View All First 1 of 1 Last

**Job Code:** G021 - -  Primary

**Num of Applicants to Consider:** 0 Create Certificate Re-Issue Certificate

**Certificate of Eligibles Nbr:**

**Sort By**

Applicant Id (Ascending)
Name (Ascending)
Score (Descending)

**Non-Competitive Candidates** View All First 1 of 1 Last

Applicant ID	Application Date	Name	Certificate #	Rank	Details
					<input type="button" value="Details"/> <input type="button" value="+"/> <input type="button" value="-"/>

Applicant Ranking – Non-Competitive page



For more information about the fields on this page, see Applicant Ranking – Competitive Page.

## USF Setting Up Applicant Interviews

You use the Interview Data page to enter interview information for an applicant, such as the interview date, the rating after the interview, and final recommendations regarding the applicant for the position.



For more information about creating standard interview schedules, see Interview Schedule Page. For more information about specifying interviewer availability, see Interviewer Availability Page.

### Interview Data – Interview Data 1 Page

Usage	Use the Interview Data – Interview Data 1 page to record the interviewer's ratings and recommendations about the candidates after the
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	interview.
Object Name	GVT_INTERVIEW_DTA1
Navigation	<b>Develop Workforce, Recruit Workforce (USF), Use, Interview Data, Interview Data 1</b>
Prerequisites	Create a Job Requisition.
Access Requirements	Enter an ID number.

Interview Data - Interview Data 1 page

If the applicant has applied for more than one Job Requisition, you can view the other Job Requisitions by selecting them using the scroll.

If the applicant has multiple interview dates, you can select them using the scroll.

### Interview Data

Enter the **Interview Date** for this applicant for the specified Job Requisition.

Select the **Scheduled Interview** check box to indicate that a prescheduled interview has been set up on the Interview Schedule page.

Select the **Interview Level** and the **Interviewer ID** for the selected **Interview Date**.

Select a **Letter Code** to determine what form letter is sent to the applicant. The **Date Letter Printed** is displayed once the letter is generated.

Each interviewer assigns a rating in the **Interviewer Rating** field and selects a **Recommendation**.

The **Final Recommendation for Interview Level** check box is where you indicate that the interview process is complete, and that this **Recommendation** is the final step to be taken.

In the **Comments** field, you can describe any additional information that supports the interviewer's recommendations.

## USF Selecting Your Applicants

When you're ready, you can make an offer to the qualified candidate. In order to accomplish this task you must first return to the Applicant Selection page to update the applicant's Disposition. You can also update those applicants who are not being extended an offer.

The Applicant Selection component displays all candidates who have been referred in the Certificate of Eligibles. This document is used by the Selecting Official to select the candidate of choice and update the candidate's Disposition to *Selected*. The Disposition status of *Selected* enables an offer to be created for that candidate.

If you have Non-Competitive applicants for a job requisition, and those applicants have made it through to the selection process, select the Non-Competitive page. The Competitive and Non-Competitive pages are identical, so the same descriptions apply to both.

---

### Applicant Selection – Competitive Page

Usage	Use the Applicant Selection – Competitive page to review the list of applicants who were selected for the Certificate of Eligibles. The Selecting Official can review this list and select applicants to receive a job offer.
Object Name	GVT_WRK_CERT_ELIG1
Navigation	<b>Develop Workforce, Recruit Workforce (USF), Use, Applicant Selection, Competitive Candidates</b>
Prerequisites	You must have entered ranking, rating and interview data and completed the associated processes.
Access Requirements	Enter a Job Requisition #.

When you open this page, you see displayed the **Job Requisition #, Type, and Method** of recruiting. The associated **Job Code** is displayed, along with the position description.

Within the **Competitive or Non-Competitive Applicants** group box you see a list of all qualified applicants for the specified job requisition. **EmplID, Name, Category, Rank, Disposition, Date, Reason, and Score** are displayed.

You can sort your applicants in various ways when you click the **Sort by** buttons. Sort your Competitive or Non-Competitive applicants according to **Employee ID (Ascending), Name (Ascending), or Score (Descending)**.

Choose a **Disposition** from the available options. For applicants that you interviewed and to whom you intend to extend an offer, you must choose *Selected*. This disposition status makes those applicants available on the Offer Data page, when you are ready to extend an offer. For

applicants who are not being extended an offer, select the appropriate disposition, such as *Not Selected*, *Application Withdrawn*, or *Offer Refused*.

Choose the **Disposition Date** from the available options. **Disposition Reason** defaults from the Evaluation of Candidates process.

Click the **Details** button to open the Details - Candidates page that provides further information about each applicant.



Click the **Category Description** button to open the Category Description page and view descriptions of the Ranking Categories.

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### Applicant Selection – Non-Competitive Page

Usage	Use the Applicant Selection – Competitive page to review the list of applicants who were selected for the Certificate of Eligibles. The Selecting Official can review this list and select applicants to receive a job offer.
Object Name	GVT_WRK_CERT_ELIG2
Navigation	<b>Develop Workforce, Recruit Workforce (USF), Use, Applicant Selection, Non-Competitive Candidates</b>
Prerequisites	You must have entered ranking, rating and interview data and completed the associated processes.
Access Requirements	Enter a Job Requisition #.



For more information about the fields on this page, see Applicant Selection – Competitive Page.

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### Certificate of Eligibles Page

Usage	Use the Certificate of Eligibles page to track pertinent information for each requisition. You also use this page to record and track the progress of certificates that have been requested externally from the Office of Personnel Management or for your own internal tracking purposes.
Object Name	GVT_CERT_ELIG
Navigation	<b>Develop Workforce, Recruit Workforce (USF), Use, Certificate of Eligibles, Certificate of Eligibles</b>
Access	Enter a Job Requisition #.

Requirements

Certificate

**Job Requisition #:** 290006  
**Requisition Type:** Open Competition  
**Status:** Open

**Certificate of Eligibles** View All First 1 of 1 Last

**Job Code:** KU004 - 009  Primary + -

\***Certificate #:** 0023 **Certificate Status:** Pending Ratings

\***Certificate Source:** Generated Internally

**Date of Request:**  **Issue Date:**  **Date Received:**

**Due Date:**  **Extension Dt:**  **Date Returned:**

**Date Sent to SO:**  **Date Returned from SO:**

Certificate of Eligibles page

The **Certificate #** comes from the Applicant Ranking pages if you click the Create Certificate button there. If not, you can enter the Certificate # here. The Certificate # is required on this page, so if it wasn't previously assigned, assign it here using your organization's numbering scheme.

Select the **Certificate Source** and **Certificate Status** from the available options. The source of the certificates is either *Generated Internally* or *Requested from OPM*. Status can be anything from *Requested* to *Forwarded by Selecting Off* (forwarded by selecting official) to *Cancelled*.

Enter the **Date of Request**, the **Issue Dt** (issue date), and the **Dt Received** (date received). You can indicate a **Return Due Date**, and if necessary, an **Extension Dt** (extension date). When the certificate is returned, enter that date in the **Dt Returned** (date returned) field.

Once the certificate is ready to be sent to the Selecting Official, indicate the **Date Sent to SO** (date sent to selecting official), and, when completed, the **Date Returned from SO** (date returned from selecting official).



For more information about generating the Certificate of Eligibles report, see USF Generating the Certificate of Eligibles Report.

## USF Extending Job Offers to Qualified Applicants

You have selected your candidate for the position, and now you're ready to make an offer. Offer letters are only sent to applicants whose disposition indicates *Selected*, so you won't have to sort through lists of names; the system does the sorting for you.

When you extend a job offer to an applicant, you use the Offer Data component. Here you can track dates, offer amounts, authorizing official, responses, and additional information tied to a

specific applicant. You can also monitor offer conditions and any enhancements to the original offer.

### Offer Data – Job Offer 1 Page

Usage	Use the Offer Data – Job Offer 1 page to enter job offer information such as location of the job, the amount of salary offered, and responses from applicants regarding the offer.
Object Name	GVT_RQSN_OFFER1
Navigation	<b>Develop Workforce, Recruit Workforce (USF), Use, Offer Data, Job Offer 1 of 3</b>
Prerequisites	Applicant must have a Disposition of offer extended, offer accepted or offer refused.
Access Requirements	Enter an Applicant ID.

The screenshot displays the 'Offer Data' form for Job Offer 1. At the top, there are tabs for 'Job Offer 1', 'Job Offer 2', and 'Job Offer 3'. Below the tabs, the applicant's name 'Gladstone, Morris' is shown, along with 'Applicant ID: A0012' and 'Application Date: 08/30/2000'. The 'Applicant Status' is 'External Applicant'. The 'Job Req #' is '000012'. The 'Offer Data' section includes:
 

- Job Code:** FJC005 (with a search icon), GS- 0201- 14 Supervisory Personnel Management Specialist
- Location:** 10001 (with a search icon), National Office DC
- Offer Date:** 08/30/2000 (with a calendar icon)
- Offer Amount:** 66000.000000 (with a search icon), USD (with a search icon), \*Frequency: Year (dropdown menu)
- Letter Code:** OF1 (with a search icon), Job Offer to Applicant-Offer1
- Date Letter Printed:** (empty field)
- Authorized By:** FG011 (with a search icon), Mellon, Marcy
- Date Authorized:** 08/01/00 (with a calendar icon)
- \*Response:** No Response (dropdown menu), Response Date: (empty field with a calendar icon)
- Reject Reason:** (empty dropdown menu)
- Comment:** (empty text area)

Offer Data - Job Offer 1 page

The applicant’s name, **Applicant ID**, **Applicant Status**, and **Application Date** are displayed. The associated **Job Req #**(job requisition number) is also displayed for the applicant. If there are multiple Job Requisitions for the applicant, you can select them using the scroll.

The **Job Code** and **Location** fields are populated with information from the Job Requisition.

Indicate the **Offer Date**, **Offer Amount**, and **Frequency**. Frequency values are in the Translate Table. The Offer Amount is based on the Frequency.

To generate an offer letter, select the proper **Letter Code** from the values you created in the Standard Letter Table. When you generate the letter, the system displays the **Date Letter Printed**.



For more information about generating form letters, see *Generating Form Letters*.

Indicate in the **Authorized By** field the Selecting Official and the **Date Authorized**.

In the **Response** field, select the response submitted by the applicant and the **Response Date**. Indicate whether the offer was *Accepted* or *Rejected*. You can also track whether the offer is *Under Negotiation*, or you can indicate if and when the offer was *Withdrawn*. If the applicant was rejected, select a **Reject Reason**.

Include any additional information in the **Comments** field.

### Offer Data – Job Offer 2 Page

Usage	Use the Offer Data – Job Offer 2 page to track any Conditions of Offer that must be met, such as the results of taking a physical exam or certain job-related tests, or verifying school records.
Object Name	GVT_RQSN_OFFER2
Navigation	<b>Develop Workforce, Recruit Workforce (USF), Use, Offer Data, Job Offer 2 of 3</b>
Prerequisites	Applicant must have a Disposition of offer extended, offer accepted or offer refused.
Access Requirements	Enter an Applicant ID.

Job Offer 1 Job Offer 2 Job Offer 3

Gladstone, Morris      Applicant ID: A0012  
 Applicant Status: External Applicant      Application Date: 08/30/2000

View All First 1 of 1 Last

Job Req #: 000012

Offer Data      View All First 1 of 1 Last

Job Code: FJC005 GS 0201 14 Supervisory Personnel Management Specialist  
 Location: 10001 National Office DC  
 Offer Date: 08/30/2000

Conditions of Offer			
Condition	Status	Status Date	
1 Background Investigation	Pending	08/01/2000	+
2 Drug Test	Completed	08/02/00	+

Offer Data - Job Offer 2 page

### Conditions of Offer

Indicate any **Condition** that affects the offer. Select the **Status** of the **Condition**, and the **Status Date**.

### Offer Data – Job Offer 3 Page

Usage	Use the Offer Data – Job Offer 3 page to indicate whether additional earnings are being included with the original offer.
Object Name	GVT_RQSN_OFFER3
Navigation	<b>Develop Workforce, Recruit Workforce (USF), Use, Offer Data, Job Offer 3 of 3</b>
Prerequisites	Applicant must have a Disposition of offer extended, offer accepted or offer refused.
Access Requirements	Enter an Applicant ID.

Job Offer 1 Job Offer 2 Job Offer 3

Gladstone, Morris      **Applicant ID:** A0012  
**Applicant Status:** External Applicant      **Application Date:** 08/30/2000

View All First 1 of 1 Last

**Job Req #:** 000012

**Offer Data** View All First 1 of 1 Last

**Job Code:** FJC005    GS 0201 14    Supervisory Personnel Management Specialist

**Location:** 10001    National Office    DC

**Offer Date:** 08/30/2000

**Additional Earnings Offered** View All First 1 of 1 Last

Earnings Code	Amount
1 FBN FG-Bonus	2,500

Offer Data - Job Offer 3 page

### Additional Earnings Offered

Enter the **Earnings Code** and associated **Amount**. The Earnings Code can be for **Salary Advance Incentive** payments authorized under FEPCA (Federal Employees Pay Comparability Act), to **Retention Allowance 15%** and **Supervisory Differential 5%**.

## CHAPTER 6

# Organizing Interviews

You are ready to schedule interviews once you have screened applicants and reviewed the remaining applicants' details. You can set up interviewer availability in advance and then match interviewers to interview times.

## Overview of Interview Administration

To organize interviews:

1. Set up interviewers' free periods (optional).

To make it easier to schedule interviews, you will find it useful to define the times that interviewers are available before scheduling interviews. Use the Interviewer Availability page to set up the times that interviewers are available to interview.

2. Schedule the interviews.

Use the Interview Schedule page to set up interviews. You specify the date and time for the interview and choose the interviewer and applicant. If you have set up interviewer availability, the system checks who is available at the times you specified and you select from those who are available.

If you want to review your interview schedules, you can view them online or print a report.

- Use the Requisition Activity – Interview Schedules page to access the interview schedule for a requisition.
  - Use the Applicant Activity – Interview Schedule page to view the interviews set up for a selected applicant
  - The Interview Schedule Report (APP009) lists the interviews scheduled for each applicant.
3. When the interviews are completed, record the interviewers' comments and recommendations.

If your organization uses requisition screening and requisition activity, enter interview results at the Requisition Activity – Interviews page. Otherwise, you can enter results at the Applicant Activity – Interviews page.

## Interviewer Availability Page

Usage	Use the Interviewer Availability page to specify the dates and times interviewers are free to interview job applicants. You use this availability information to check which interviewers are free when you are scheduling interviews.
Object Name	INTERVIEWER_AVAIL
Navigation	<ul style="list-style-type: none"> <li>• <b>Develop Workforce, Recruit Workforce (GBL), Use, Interviewer Availability, Interviewer Availability</b></li> <li>• <b>Develop Workforce, Recruit Workforce (USF), Use, Interviewer Availability, Interviewer Availability</b></li> </ul>
Prerequisites	None
Access Requirements	Enter an Interviewer ID.

Interviewer Availability page

The system displays the **Interviewer ID** you entered for information only.

**Interview Date** Enter the date on which this interviewer is making time available for interviews.

### Available Times

Use the **Available Times** group box to enter all the periods that the interviewer is available on the **Interview Date**. Insert new rows to define additional free periods.

**From** Enter the start time in the **From** field.

**To** Enter the end time in the **To** field.

### Scheduled Interviews

Once you've set up interviews, the system displays details of any interviews scheduled for the interviewer on the **Interview Date**. This is for information only and covers the following:

**Job Requisition #** (job requisition number)

**Start Time**

**End Time**

**Applicant ID**

**Name**

### Interview Schedule Page

Usage	Use the Interview Schedule page to set up interviews for a given requisition. If you have set up interviewers' availability, you can check which interviewers are available before scheduling an interview.
Object Name	INTERVIEW_SCHED
Navigation	<ul style="list-style-type: none"> <li>• <b>Develop Workforce, Recruit Workforce (GBL), Use, Interview Schedule, Interview Schedule</b></li> <li>• <b>Develop Workforce, Recruit Workforce (USF), Use, Interview Schedule, Interview Schedule</b></li> </ul>
Prerequisites	If you want the system to check interviewer availability, you must set up Interviewer Availability to define the times when interviewers are available to interview.
Access Requirements	Enter a Job Requisition number.

Interview Schedule

**Job Req #:** 010010      **Status:** Open      **Date Opened:** 11/03/1998

**Position:**      **DeptID:** KG008      HR

**Business Unit:** GBR03      **Job Code:** KG0009      HRASST

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**Interview Schedule** View All    First ◀ 1-3 of 3 ▶ Last

Interviewer    Applicant

Interview Date	Start Time	End Time	Interview Type	Interviewer	Interviewer ID	
1 12/01/1998	1:30PM	2:30PM	Interview	<a href="#">Interviewer</a>	KG00C	Tendulkar,Indira <span style="float: right;">+ -</span>
2 12/01/1998	2:30PM	3:30PM	Interview	<a href="#">Interviewer</a>	KG00C	Tendulkar,Indira <span style="float: right;">+ -</span>
3 12/01/1998	3:30PM	4:30PM	Interview	<a href="#">Interviewer</a>	KG00C	Tendulkar,Indira <span style="float: right;">+ -</span>

Interview Schedule: Interviewer page

Interview Schedule						
<b>Job Req #:</b>	010010		<b>Date Opened:</b>	11/03/1998		
<b>Status:</b>	Open					
<b>Position:</b>			<b>DeptID:</b>	KG008	HR	
<b>Business Unit:</b>	GBR03		<b>Job Code:</b>	KG0009	HRASST	
Interview Schedule						
						View All First 1-3 of 3 Last
Interviewer			Applicant			
Interview Date	Start Time	End Time	Interview Type	Applicant	App ID	
1 12/01/1998	1:30PM	2:30PM	Interview	Applicant	KGA002	Spicer-Jones,Felicity + -
2 12/01/1998	2:30PM	3:30PM	Interview	Applicant	KGA003	de la Camara,Robin + -
3 12/01/1998	3:30PM	4:30PM	Interview	Applicant	KGA004	Mendonca,Clive + -

Interview Schedule: Applicant page

### Common Page Information

The system displays the **Job Req #** (job requisition number) you entered, the requisition **Status**, and **Date Opened**. These fields are for information only.

The system defaults these fields from Job Requisition Data: **Position**, **Dept ID** (department ID), **Business Unit**, and **Job Code**. These fields are for information only.

### Common Fields for Interviewer and Applicant Tabs

**Interview Date** Enter the date of the interview.

**Start Time** Enter a **Start Time** for the interview.

**End Time** Enter an **End Time** for the interview.

**Interview Type** Select the **Interview Type** from the available options to indicate the nature of the interview. The valid options are **Breakfast**, **Evaluation Session**, **Interview**, **Lunch**, **Start Up**, and **Wrap Up**.

### Interviewer Tab

**Interviewer ID** When you select an interviewer from the Interviewer page, the system completes **Interviewer ID** and displays the interviewer's name.

If you have not set up interviewer availability, you can select an interviewer directly. Select an **Interviewer ID** from the list of employees. If you enter the interviewer manually, the system does not check interviewer availability.

**Interviewer**

Click **Interviewer** to display the Interview Schedule – Interviewer Availability page where you select an interviewer from a list of interviewers available between the times you have specified.

**Applicant Tab**

From the **Applicant** tab you can access these controls:

**Applicant**

Click **Applicant** to display the Interview Schedule – Applicants page where you select the applicant to interview.

**App ID** (applicant ID)

When you select an applicant from the Applicant page, the system completes **App ID** and displays the applicant’s name.

---

**Interview Schedule – Interviewer Availability Page**

Usage	Use the Interviewer page to select an interviewer for the interview you are scheduling on the Interview Schedule page.
Object Name	IV_AVAIL_SEC
Navigation	To access the page, click <b>Interviewer</b> on the Interview Schedule page.



Interview Schedule – Interviewer Availability page

The system defaults the **Interview Date** and times from the Interview Schedule page. This is for information only.

**Interviewer**

Based on the information you have entered on the Interviewer Availability page, the system lists the interviewers who are available at the times you specified. Select the check box on the line for the interviewer you want for the interview.

For each interviewer, the system displays the following fields and makes them unavailable for entry:

**Interviewer ID**

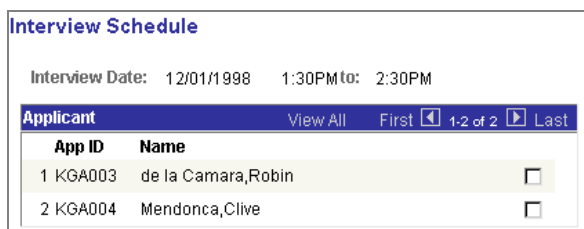
**Avail From** (available from)

**Avail To** (available to)

---

### Interview Schedule – Applicants Page

Usage	Use the Applicant page to select an applicant for the interview you are scheduling on the Interview Schedule page. The system lists the applicants you have selected for interview from the Requisition Activity or Applicant Activity pages.
Object Name	APP_AVAIL_SEC
Navigation	To access the page, click <b>Applicant</b> on the Interview Schedule page.



Interview Schedule – Applicants page

The system defaults the **Interview Date** and times from the Interview Schedule page. This is for information only.

### Applicant

The system lists all the applicants linked to the requisition that you selected for interview (either in the Requisition Activity – Routing page or the Applicant Activity – Routings page).

Select the check box next to the applicant you want to interview and click **OK**.

## Reviewing Interview Schedules

You can view the interview schedules you have set up using two pages.

- Requisition Activity – Interview Schedules lists the interviews set up for a requisition.
- Applicant Activity – Interview Schedule page lists the interviews set up for an applicant.

---

### Requisition Activity – Interview Schedules Page

Usage	Use the Requisition Activity – Interview Schedules page to view a list of the interviews that you have scheduled for the selected requisition.
Object Name	REQ_ACTIVITY_SCHED

Navigation	<b>Develop Workforce, Recruit Workforce (GBL), Use, Requisition Activity, Interview Schedules</b>
Prerequisites	Set up interviews using the Interview Schedule page.
Access Requirements	Enter a Job Requisition number.

Routing
Interview Schedules
Interviews
Offers
Expenses
Disposition Summary

**Job Req #:** [010010](#)

**Status:** Open      **Date Opened:** 11/03/1998

**Position:**      **DeptID:** KG008      HR

**Business Unit:** GBR03      **Job Code:** KG0009      HRASST

**Interview Schedule** View All   First ◀ 1-3 of 3 ▶ Last

Applicant ID	Application Date	Name	Disposition	Scheduled Interviews	Detail
<a href="#">KGA002</a>	11/08/1998	Spicer-Jones,Felicity	On Hold	1	<a href="#">Detail</a>
<a href="#">KGA003</a>	11/10/1998	de la Camara,Robin	Offer Accepted	1	<a href="#">Detail</a>
<a href="#">KGA004</a>	11/11/1998	Mendonca,Clive	On Hold	1	<a href="#">Detail</a>

Requisition Activity – Interview Schedules page

The system displays the **Job Req #** you entered, the requisition **Status**, and **Date Opened**. These fields are for information only.

The system populates these fields from Job Requisition Data: **Position**, **Dept ID**, **Business Unit**, and **Job Code**. These fields are for information only.

**Interview Schedule**

All data displayed in Interview Schedule defaults from the Interview Schedule set up for the job requisition. This data is for information only and covers the following:

**Applicant ID**      Click the **Applicant ID** if you want to display the applicant’s data.

**Application Date**

**Name**

**Disposition**

**Scheduled Interviews**      The **Scheduled Interviews** field shows how many interviews have been set up for the applicant.

**Detail**      Click **Detail** to display the Interview Schedule Detail page where you can see details of the interviews that have been scheduled.

**Interview Schedule Detail Page**

Usage	Use the Interview Schedule Detail page to view the interview schedule for the applicant you selected.
-------	---

Object Name	REQ_ACTVTY_SCH_SEC
Navigation	To access this page, click <b>Detail</b> on the Requisition Activity – Interview Schedules page.

**Interview Schedule**

**Applicant ID:** KGA002      Spicer-Jones,Felicity      **Application Date:** 11/08/1998

View All    First ◀ 1 of 1 ▶ Last

Interview Date	Start Time	End Time	Interview Type	Interviewer ID	Name
1 12/01/1998	1:30PM	2:30PM	Interview	KG0001	Tendulkar,Indira

Interview Schedule Detail page

The system displays the **Applicant ID** you selected, the applicant’s name, and the **Application Date**. These fields are for information only.

The system lists the interviews set up for the job requisition. This data is for information only and covers the following:

**Interview Date**

**Start Time**

**End Time**

**Interview Type**

The **Interview Type** is one of the following: *Breakfast*, *Eval Sessn* (evaluation session), *Interview*, *Lunch*, *Start Up*, and *Wrap Up*.

**Interviewer ID**

**Name**

# Hiring Applicants

You have reached the final stage of the recruitment process. By now you should have completed your selection process and made job offers to applicants. Once applicants have accepted your job offers, you are ready to start hiring.

## Overview of the Hiring Process

The process of hiring applicants varies according to the applicant's status; that is, applicants may be external applicants, non-employees, or employees.

---

### External Applicants

To hire external applicants:

1. Set up the applicant's contract data (optional).

In some countries you may be required to set up employment contracts in advance of hiring applicants. If this applies to you, set up the applicant's contract from Recruiting Workforce using the Applicant Contract Data pages. Next, enter the applicant's contract number on the Applicant Data - Requisitions Page.



For more information about contract data, see [Specifying Employment Contracts for Applicants](#).

---

2. Add the applicant as a non-employee if you want to enroll an applicant in training courses prior to hiring (optional).

Sometimes you need to train applicants before you actually hire them. To enroll someone in a course using Administer Training the person must be an employee or non-employee, so you need to create a temporary non-employee record for the applicant. From the Applicant Data - Requisitions Page click the Add Non-Employee link. The system only makes this link available if the applicant's disposition is set to *Offer Accepted*.

3. Hire the applicant using the Hire Applicant pages.

This creates an employee ID for the applicant and the system copies the applicant information

you have entered in recruit workforce to the new employee records. If you specified an employment contract, the system automatically transfers the contract information to the hired applicant's employee records.



For more information about the updates that the system makes, see [What Happens When You Hire Applicants?](#)

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## Non-Employees

When non-employees apply for requisitions in your organization, the system uses their applicant data to create employee records and the existing non-employee data is not altered.

To hire applicants who are currently non-employees:

4. Set up the applicant's contract data (optional).

In some countries you may be required to set up employment contracts in advance of hiring applicants. If this applies to you, set up the applicant's contract from Recruit Workforce using the Applicant Contract Data pages. Next, enter the applicant's contract number on the Applicant Data - Requisitions Page.

5. Hire the applicant using the Hire Applicant pages.

Like external applicants, non-employees are hired using the Hire Applicant pages. The system creates an employee ID and uses the applicant data to create employee records. If you specified an employment contract, the system automatically transfers the contract information to the hired applicant's employee records.



The non-employee data remains in your system when you hire the applicant. You must manually update the non-employee data to indicate that it is no longer active. Maintaining non-employee data is explained in [Administering Your Workforce](#).

---



For more information about the updates that the system makes, see [What Happens When You Hire Applicants?](#)

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## Employees

Employees who apply for openings within your organization already have employment contracts and employee IDs. So, to record the employee's job transfer, you update the employee's Job Data instead of using the Hire Applicant pages.

To transfer employees:

6. From the Job Data – Work Location page in Administer Workforce, insert a new row. Enter the Effective Date that the employee starts the new job.
7. In the Action field, select *Transfer* from the available options. In the Reason field, select *Internal Recruitment*.

When you move out of the Reason field, the system displays the Job Requisition # (job requisition number) field.

8. Select the job requisition from the list of open requisitions and save the changes.

When you save the page, the system changes the employee's job details and updates the status of the successful applicant and other applicants linked to the requisition.



For more information about the updates that the system makes, see [What Happens When You Hire Applicants?](#)

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## What Happens When You Hire Applicants?

Although the process for hiring applicants varies according to applicant status, the system ties up the applicant and job requisition records in the same way.

- Hired applicant's records.

The system sets the applicant's application status to Hired and the disposition status to Hired. You can't link hired applicants to requisitions and the system excludes hired applicants when searching for applicants to match requisitions. So you won't be able to accidentally link the applicant to any new requisitions. If the applicant is linked to more than one requisition, the system updates the disposition of the other applications to Other Offer Accepted. Effectively, this means the applicant has withdrawn from those requisitions and is automatically excluded from requisition screening and subsequent recruitment activity.

- Other applicants linked to the requisition.

The system updates all applicants linked to the requisition who have a disposition of On Hold to Rejected and sets the Reject Reason field to Another applicant hired.

- Requisition data.

If the requisition has no further openings (Target Openings is 0), then the system sets the requisition status to Filled.

## Setting Up Contract Data

If your organization creates and uses employment contracts, you have the option of using PeopleSoft Human Resources to define and maintain those contracts. Three tables are included for setting up employment contract components:

- The first table you need to set up is the Contract Type Table where you define the different types of contracts that your organization administers.
- Because contracts often have additional language and riders that can be added to the main body of an agreement, you can define these contract clauses in the Contract Clause Table and reference them when you establish a contract between your organization and your workers in the Administer Workforce pages. For example, a contract for a limousine driver requires that the employee have a driver's license while an employment contract for a factory worker would not.
- Use the Contract Template Table to set up and store all of your organization's standard employment contracts. You use the information that you define here when you assign particular contracts to employees and temporary workers in your organization.

You can access these pages from the Recruit Workforce page or the Administer Workforce page.

## Specifying Employment Contracts for Applicants

Use the Applicant Contract Data pages to record important information about agreements and contracts that you are negotiating between your organization and job applicants. Record important information, including contract beginning and expiration dates, conditions and terms, and standard language, and even build contracts based on standard language and exclusions you set up in the Contract Type, Contract Template, and Contract Clause Tables.

When you hire an applicant using the Hire Applicant feature, the contract information, along with all other relevant data, will carry over to the applicant's employee records *automatically*.

---

### Applicant Contract Data – Contract Status/Content Page

Usage	Use the Contract Status/Content page to record basic information about the contract between your organization and the applicant, including the contract duration, type and content information.
Object Name	APP_CONTRACT1
Navigation	<ul style="list-style-type: none"> <li>• <b>Develop Workforce, Recruit Workforce (GBL), Use, Applicant Contract Data, Contract Status/Content</b></li> <li>• <b>Develop Workforce, Recruit Workforce (USF), Use2, Contract Data App, Contract Status/Content</b></li> </ul>
Prerequisites	If you want to use contract templates, you must set these up before you can use the Initialize Contract button on this page. Set up contract templates using the Contract Template Table.

Access Requirements	Enter an Applicant ID.
---------------------	------------------------

Contract Status/Content
Contract Clause
Signature Date/Probation Info

Fisher, Gabriel **Applicant ID:** A0011

**Applicant Status:** External Applicant KU0111 **Application Date:** 12/01/1999

View All First 1 of 1 Last

<p><b>*Contract Number:</b> <input type="text" value="0001"/></p> <p><b>Contract Begin Date:</b> <input type="text" value="03/20/2000"/> <small>BY</small></p> <p><b>Contract End Date:</b> <input type="text"/></p> <p><input type="checkbox"/> Additional Contract <input type="checkbox"/> More than one year expected</p> <p><b>Comment:</b> <input type="text"/></p> <p><b>Contract Content:</b> <div style="border: 1px solid gray; height: 20px; width: 100%;"></div></p>	<p><b>*Contract Status:</b> <span>Active</span> <span style="float: right;">+ -</span></p> <p><b>Contract Expected End Date:</b> <input type="text"/> <small>BY</small></p> <p><b>*Regulatory Region:</b> <input type="text" value="SHARE"/> <small>Q</small></p> <p><b>Contract Template ID:</b> <input type="text"/> <small>Q</small></p> <p style="text-align: right;"><span style="background-color: yellow; border: 1px solid black; padding: 2px;">Initialize Contract</span></p>
--	---

Applicant Contract Data – Contract Status/Content page (1 of 2)

Spain

**Probation/Vacation Info**

**Probation Period:**  Months **Vacation Period:**  Months

**Other Information**

**Begin/End Week:** Monday : Friday

**Compensation Rate Description:**

**Hiring Center:**  Q

Applicant Contract Data – Contract Status/Content page (2 of 2)

The system displays the applicant name and **Applicant ID** that you entered, the **Applicant Status**, and **Application Date**. These fields are for information only.

The fields on this page are the same as those on the Contract Status/Content page accessed from the Administer Workforce page.



For more information about the fields on this page, see Contract Data - Contract Status/Content Page.

### Applicant Contract Data – Contract Clause Page

Usage	Use the Contract Clause page to define any special contract clause
-------	--

	information you want to add to the standard contract for the applicant.
Object Name	APP_CONTRACT2
Navigation	<ul style="list-style-type: none"> <li>• <b>Develop Workforce, Recruit Workforce (GBL), Use, Applicant Contract Data, Contract Clause</b></li> <li>• <b>Develop Workforce, Recruit Workforce (USF), Use2, Contract Data App, Contract Clause</b></li> </ul>
Prerequisites	Before you can use this page, you must set up your contract types and clauses using the Contract Type Table and the Contract Clause Table.
Access Requirements	Enter an Applicant ID.

Applicant Contract Data – Contract Clause page

The system displays the applicant name and **Applicant ID** that you entered, the **Applicant Status**, and **Application Date**. These fields are for information only.



For more information about the fields on this page, see the Contract Data - Contract Type/Clauses Page.

### Applicant Contract Data – Signature Date/ Probation Info Page

Usage	Use the Signature Date/Probation Info (signature date/probation
-------	---

	information) page to track who is responsible for drafting the applicant’s contract, the signature date, and information about the applicant’s probationary period.
Object Name	APP_CONTRACT3
Navigation	<ul style="list-style-type: none"> <li>• <b>Develop Workforce, Recruit Workforce (GBL), Use, Applicant Contract Data, Signature Date/Probation Info</b></li> <li>• <b>Develop Workforce, Recruit Workforce (USF), Use2, Contract Data App, Signature Date/Probation Info</b></li> </ul>
Prerequisites	None
Access Requirements	Enter an Applicant ID.

Applicant Contract Data – Signature Date/Probation Info page

The system displays the applicant name and **Applicant ID** that you entered, the **Applicant Status**, and **Application Date**. These fields are for information only.

The fields on this page also appear on the Signature Date/Probation Info page accessed from the Administer Workforce page.



For more information about these fields, see Contract Data - Contract Status/Content Page.

## Hiring Applicants

When you are ready to hire an applicant in Recruit Workforce, you perform the actual hire using the Hire Applicant pages.

### Applicant Records Page

Usage	Use the Applicant Records page to define the applicant records that are
-------	---

	<p>copied to employee records during the hire process. When you hire external applicants and non-employees, the system copies the applicant data listed on this page to the new employee records.</p> <p>Typically, you do not need to make changes to this page because it is set up for the standard PeopleSoft Human Resources database. However, if you have modified your applicant or employee records you may need to update this page to reflect your modified record structure.</p>
Object Name	RW_APP_EMP_CPY
Navigation	<b>Define Business Rules, Administer HR System, Use, Maintain Applicant Records, Applicant Records</b>
Prerequisites	None
Access Requirements	None

Applicant Records				
Record Detail				
*Applicant Record	*Employee Record	Copy Row	Effective Date	Employee Number
1 APP_ACCOMPS	ACCOMPLISHMENTS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 APP_ACCOM_DIAG	ACCOM_DIAGNOSIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3 APP_ACCOM_OPTN	ACCOM_OPTION	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4 APP_ACCOM_RQST	ACCOM_REQUEST	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5 APP_CHECKLIST	EMPL_CHECKLIST	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6 APP_CHKLIST_ITM	EMPL_CHKLIST_ITM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7 APP_CITIZENSHIP	CITIZENSHIP	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Applicant Records page



Changes to the Applicant Records page must be made by technical personnel with an in-depth understanding of the structure of your PeopleSoft Human Resources database. If the Applicant Records page is not set up correctly, employee records created by the hire process may be incomplete or set up incorrectly. Always refer to your database administrator before updating this page.

**Record Detail**

**Applicant Record**

Select the record you want to copy to the employee record from the list of valid values.

**Employee Record**

Select the employee record from the list of valid values that you want to populate with data copied from **Applicant Record**.

- Copy Row** Select the Copy Row check box if you want to copy an applicant’s data to the record specified in **Employee Record**.
  
- Effective Date** The system automatically selects the **Effective Date** check box if the **Employee Record** is an effective-dated table. The system makes this field unavailable for entry.
  
- Employee Number** The system automatically selects the **Employee Number** check box if the employee record number is a key for the table specified in **Employee Record**. The system makes this field unavailable for entry.

---

### Hire Applicant - Applicant Page

Usage	<p>Use the Hire Applicant - Applicant page to assign an applicant an employee ID. You only use this page for external applicants or non-employees.</p> <hr/> <p>For more information about hiring different types of applicants, see Overview of the Hiring Process.</p> <hr/>
Object Name	APPLICANT_HIRE
Navigation	<b>Develop Workforce, Recruit Workforce (GBL), Use, Hire Applicant, Applicant</b>
Prerequisites	<p>You can only hire an applicant who has a disposition of Offer Accepted. Offer information is entered at the Requisition Activity – Offers or Applicant Activity – Offers pages.</p> <p>If your local country regulations require that applicants must have a contract before they are hired, set up contract data for the applicant and enter the contract number on the Applicant Data - Requisitions Page.</p>
Access Requirements	Enter an Applicant ID.

Applicant				
Spicer-Jones,Felicity			<b>Applicant ID:</b>	KGA002
<b>Applicant Status:</b>		External Applicant	<b>Application Date:</b>	08/11/1998
Job Requisition Detail				
<b>Job Req #:</b>	010010			
<b>Position:</b>		<b>DeptID:</b>	KG008	HR
<b>Business Unit:</b>	GBR03	<b>Job Code:</b>	KG0009	HRASST
Employee ID Assignment Method				
<input type="radio"/> Use Employee ID specified <input checked="" type="radio"/> Automatic EmplID Assignment				
<b>EmplID:</b>	<input type="text"/>			
<a href="#">Personal Data</a>	<a href="#">Job Data</a>	<a href="#">Employment Data</a>	<a href="#">Earnings Distribution</a>	<a href="#">Benefits Program Participation</a>

### Applicant Hire page

The system displays the applicant name and **Applicant ID** that you entered, the **Applicant Status**, and **Application Date**. These fields are for information only.

### Job Requisition Detail

The system defaults these fields from Job Requisition Data: **Job Req #** (job requisition number), **Position**, **Dept ID** (department ID), **Business Unit**, and **Job Code**. These fields are for information only.

### Employee ID Assignment Method

Choose one of these options for assigning an employee ID:

- **Use Employee ID specified:** Use this option if you want to enter the new employee ID manually. Enter the employee ID in the **EmplID** (employee ID) field.
- **Automatic EmplID Assignment:** Use this option if you want the system to automatically assign an Employee ID.

**EmplID** Enter the employee ID you want to assign to the applicant.

---

## Reviewing Applicant Data Before You Hire

Once you have completed the Applicant page, there are a series of pages, which you must complete for every applicant:

- Personal Data
- Job Data
- Employment Data
- Earning Distribution
- Benefits Program Participation

If you have already entered personal data or application data in Recruit Workforce, some information will already appear in the pages. You should review the pages carefully to make sure all the information you need is there.

These are the same pages you access if you hire employees from Administer Workforce and they are explained in the *PeopleSoft Administering Your Workforce* PeopleBook.



For more information about these hiring pages, see [Hiring Your Workforce](#).

---



## CHAPTER 8

# USF Hiring Applicants

When you hire an applicant, any information you entered about that person becomes part of their employee record; you don't have to enter the same information twice.

To hire employees into the system, use the series of pages included in the Applicant Hire component. Using the Applicant Hire pages provides quick access to everything you need to hire employees into your organization.

In these pages, you enter personal, education, and employment information, job data, job earnings distribution information, and benefit program choices. You must enter this information before performing any other tasks for employees in PeopleSoft Human Resources.

## Before You Begin

You should review the following setup tables and be sure you have completed their set up before proceeding here.

---

### USF Building Employment Contract Components

If your agency creates and uses employment contracts, you have the option of using PeopleSoft Human Resources to define and maintain those contracts. Your system comes with two tables for setting up employment contract components.

**Contract Template Table** In the Contract Template Table you define, assemble, and store all your agency's standard employment contracts for applicants and employees. You use this information when you assign specific contracts to employees and temporary workers in your agency.

**Contract Clause Table** Because contracts often have additional language and riders that can be attached to the main body of an agreement, you define these contract clauses in the Contract Clause Table, and reference them when you establish a contract between your agency and its workers in the Administer Workforce page. For example, a contract for a computer programmer requires a degree in computer science, while an employment contract for an administrator does not.

You can find the Contract Template Table and Contract Clause Table in the Recruit Workforce and Administer Workforce page.



For more information about these tables, see Setting Up Employment Contracts.

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## USF Creating Recruiting Checklists

Because much of the information you process for job candidates is very similar, even repetitive, you can save time (and avoid making data entry errors and omissions) by creating a standard list of items to include in a checklist. With these items you can create standard checklists to help you speed through recruitment processes without forgetting any details. And for special situations, the system is designed so you can create custom checklists built on standard checklist items.

For example, you might create checklist items for letters acknowledging receipt of resumes, screening tests, job applicant travel arrangements, and pre-employment physicals. You can then use these items as the basis for creating checklists tailored to processing applications, screening applicants, preparing for more in-depth interviews for actual job candidates, and hiring candidates into positions within your agency.

### Checklist Item Table

Use the Checklist Item Table to define an item or step to be taken in completing a specific recruiting process. Some processes may consist of one or many steps—you decide based on the given process's requirements. For example, the Applicant Hire Checklist consists of 10 items, whereas the Immunization Checklist consists of only 4 items.

### Checklist Table

The Checklist Table is used for creating checklists from the items you define in the Checklist Item Table.

You can find both the Checklist Item Table and Checklist Table in the Administer Workforce page. The Checklist Table also appears in the Recruit Workforce page.



For more information about checklist tables, see Creating Checklists.

---

## USF Hiring Your Applicant

The Applicant Hire component contains the Personal, Job, Position, Compensation, and Employment data pages in which you entered initial data for each applicant. You already entered personal data and application data in Recruit Workforce, so some of that information appears in the pages as you review them.

You may only use the Applicant Hire component when you hire applicants. To update employee records at any later time, after the hiring process is complete, you must use the Applicant Hire pages in the Administer Workforce menu. Most of these processes require the submission of a Personnel Action Request (PAR).



If you have not previously filled out the Manage Competencies (USF) - Use - Education page for an applicant, the system prompts you to do so when you save the Applicant Hire component. It does this by bringing up the Manage Competencies – Education page for you to fill out. Once you have completed the page, the save process for the Applicant Hire pages continues.



For more information and instructions about the pages discussed within this section, see Hiring Your Workforce.

---

### Applicant Hire – Processing Data Page

Usage	Use the Processing Data page to assigning an ID manually, retaining the Applicant ID, or automatically assigning it. When you hire a new employee you choose one of these three options when assigning an Employee ID.
Object Name	JOB_DATA0
Navigation	<b>Develop Workforce, Recruit Workforce (USF), Use, Applicant_Hire, Processing Data</b>
Prerequisites	You must have an applicant who has been selected for a position.
Access Requirements	Enter an Applicant ID number.

In the **Employee ID Assignment Method** group box, if you select **Use Employee ID specified**, you can enter an Employee ID manually. Press **Tab** to navigate to **New Employee ID** and enter the number you want to use. If you choose one of the other options, the system makes the **New Employee ID** field unavailable.

If you select **Use Applicant ID**, you retain the Applicant ID as the Employee ID. This is particularly useful when you use social security numbers for Applicant and Employee IDs.

If you select **Automatic EmplID Assignment**, the system automatically assigns an Employee ID. The system stores the last employee ID assigned in the Installation Table.



**Important!** To avoid maintaining two different sets of Employee IDs, we recommend that you either always assign numbers manually or always let the system do it, but not both.

Use the **Job Requisition #** field to indicate the job being filled by an applicant. Entering data in this field enables job requisition-specific information to populate fields on the Job Data, Position Data, and Compensation Data pages automatically.

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## Applicant Hire – Data Control Page

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**For information** about this page, see USF Hire - Data Control Page in *Administering Your Workforce*.

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## Applicant Hire – Personal Data Page

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**For information** about this page, see USF Hire - Personal Data Page in *Administering Your Workforce*.

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## Applicant Hire – Job Page

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**For information** about this page, see USF Hire - Job Page in *Administering Your Workforce*.

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## Applicant Hire – Position Page

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**For information** about this page, see USF Hire - Position Page in *Administering Your Workforce*.

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## Applicant Hire – Compensation Page

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**For information** about this page, see USF Hire - Compensation Page in *Administering Your Workforce*.

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## Applicant Hire – Employment 1 Page

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**For information** about this page, see USF Hire - Employment 1 Page in *Administering Your Workforce*.

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## Applicant Hire – Employment 2 Page

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**For information** about this page, see USF Hire - Employment 2 Page in *Administering Your Workforce*.

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## CHAPTER 9

# USF Reviewing Recruiting Status

Now that your Recruiting Workforce Business Process is well under way – you have entered requisition and applicant data, performed searches for the most qualified individuals, and made job offers – you will want to accurately keep track of applicants, especially when you need to focus on another stack of resumes.

With PeopleSoft Human Resources, you can track interview schedules and follow up on the results. You can track your applicant data during the Recruit Workforce process. And you can also view the applicant's current status.

You can get a quick look at the candidates who have been interviewed for positions, review the reactions and recommendations of interviewers, track job requisition expenses incurred, and much more. And if any candidates have received job offers, you can identify them online instantly.

This online availability of the status of your applicant's progress makes your recruiting processes highly efficient. For example, several people, such as hiring managers and recruitment personnel, may need to review or track progress while filling an open requisition. They all have access to data and information at the same time, at any time.

This effective and efficient process also enables your agency to meet agency and government reporting requirements.

## USF Using Checklists to Process Applicants

To help you remember all the details you need to get applicants through the recruiting process, it is helpful to use a checklist. You can use the standard lists you created in the Checklist Table or create a checklist for the particular applicant for whom you're processing recruitment activities.



For more information about creating checklists for applicants, see [Using Checklists to Process Applicants](#).

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## USF Tracking Status of Applicants

You can use the Application Data component for two purposes. First, if an applicant applies for a particular position, you can associate the applicant with the appropriate job requisition, position, or Job Code. This information can assist you in performing database searches for applicants

who've applied for a particular position, job location, salary level, or are entitled to priority considerations. Second, you use this component to change the disposition, or result, of an application. For example, you can indicate whether the applicant was hired or rejected, and when.



For more information about associating an applicant with a job requisition, position, or Job Code, see USF Linking Applicants with Job Requisitions and Priority Placement.

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You can update any applicant data on the Applicant Data – Application 1 and 2 pages.

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For more information about updating applicant data, see Applicant Data - Application 1 Page.

---

## USF Tracking Job Requisition Status

To update a Job Requisition, return to the Process Vacancy component. Here you indicate the appropriate Job Requisition Status, such as filling the job with a qualified applicant, closing, canceling, or putting the requisition on hold.

---



For more information about updating a job requisition, see Process Vacancy – Job Requisition 1 Page.

---

## USF Tracking Offers Extended to Applicants

Use the Offer Data component to view all the employment offers extended to your qualified candidates. For each employee, you see the Job Requisition #, Job Code, offer date and amount, and the candidate's response to the offer.

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For more information about the Offer Data component, see USF Extending Job Offers to Qualified Applicants.

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## USF Tracking Job Requisition Expenses

Use Job Requisition Expenses to track expenditures associated with specific Job Requisitions. These expenses include items such as airfare, meals, and lodging. The system also records the applicant associated with the expense. You can also track expenses that are not applicant-specific.



For more information about tracking job requisition expenses, see USF Entering Job Requisition Expenses.

---



# Tracking Recruitment Expenses

This section explains how you track your organization’s recruitment expenses. You can enter expenses at any time in the recruitment process once you have set up your job requisitions and linked applicants to them.

## Overview of Tracking Recruitment Expenses

With PeopleSoft Human Resources you can record and analyze all your recruitment costs. You can track two types of expenses:

- Job requisition expenses. These are costs incurred for the requisition, such as costs of advertising or engaging an agency to handle the requisition. Enter this type of one-time expense on the Job Requisition Expenses page.
- Applicant expenses. Your organization may incur costs related to applicants. For example, if you reimburse applicants for travel costs or overnight accommodations, you can track the applicant and requisition in your system.



---

For more information about recording applicant expenses, see [Entering Applicant Expenses](#).

---

To review your recruitment expenses run the Requisition Cost Analysis Report, which provides a breakdown of the expenses incurred for recruitment activities. This report includes the total expenses incurred for both requisitions and departments. It also lists an average cost per hire in a given department. This information is useful for budgetary planning or to help control expenses.

## Job Requisition Expenses Page

Usage	Use the Job Requisition Expenses page to record expenses related to a requisition that are not associated with a particular applicant, such as advertising costs or other one-time costs incurred as a result of an open requisition.
Object Name	JOB_REQUISITN_EXP
Navigation	<b>Develop Workforce, Recruit Workforce (GBL), Use, Job Requisition Expenses, Job Requisition Exp</b>

Prerequisites	Before you can enter requisition expenses, you must create the requisition using the Job Requisition Data pages.
Access Requirements	Enter a Job Requisition number.

Job Requisition Exp

**Job Requisition #:** 290003

**Status:** Closed

**Position Number:** 19000026      Sr Payroll Clerk

**Business Unit:** GBIBU      Global Business Institute BU

**Job Code:** KJ071      Sr Payroll Clerk

**DeptID:** KU005      Finance

**Total Expenses:** 1,443.00      USD

Expenses								View All	First	1-2 of 2	Last
*Expense Code	Expense Amount	*Currency	*Charge Date	Business Unit	Department	Applicant ID					
1   Publicatn	1,000.00	USD	05/27/2000	GBIBU	KU005	Finance					+ -
2   Airfare	443.00	USD	05/27/2000	GBIBU	KU005	Finance A0002					+ -

Job Requisition Expenses page

The system displays the **Job Requisition #** (job requisition number) you entered, and populates the following fields using information from Job Requisition Data: requisition **Status**, **Position Number**, **Business Unit**, **Job Code**, and **DeptID** (department ID). These fields are for information only.

The system automatically calculates the expenses and displays the total in **Total Expenses**.

### Expenses

**Expense Code**

Select a valid **Expense Code** for expenses such as advertising, publications, or other one-time costs not associated with a particular applicant.

**Expense Amount**

Enter the expense amount. The system automatically updates the **Total Expenses** field when you add an expense.

**Currency**

The system populates the **Currency** field. Override the default if the expense is in a different currency.

**Charge Date**

Enter the date that the expense is charged to the selected **Department**.

**Business Unit**

Select the **Business Unit** that incurs the expense from the list of valid values.

**Department**

Select the **Department** that incurs the expense from the list of valid values.

## Entering Applicant Expenses

You can enter expenses incurred by applicants for a given job requisition in two ways, either using Requisition Activity – Expenses or Applicant Activity – Expenses. It doesn’t matter which page you use, the information is added to the same records. If you use the requisition activity pages to manage applicants, you can enter all applicant expenses for a given requisition from the Requisition Activity - Expenses page.

However, if an applicant submits expenses for more than one requisition, it is quicker to use the Applicant Activity - Expenses page to enter those expenses.

### Requisition Activity - Expenses Page

Usage	Use the Requisition Activity - Expenses page to track expenses you’ve incurred for applicants linked to a requisition. For example, if you fly an applicant to your site for an interview, your organization may pay for the airfare, meals, and lodging.
Object Name	REQ_ACTIVITY_EXPS
Navigation	<b>Develop Workforce, Recruit Workforce (GBL), Use, Requisition Activity, Expenses</b>
Prerequisites	None
Access Requirements	Enter a Job Requisition number.

The screenshot shows the 'Expenses' tab selected. The job requisition details are as follows:

- Job Req #:** [290004](#)
- Status:** Open
- Date Opened:** 07/12/2000
- Position:**
- DeptID:** KC003 IS
- Business Unit:** GBIEU
- Job Code:** KC004 Programmer

The 'Expenses' table below shows one entry:

Applicant ID	Applicant ID	Application Date	Name	Disposition	Expense Items Detail
<a href="#">A0009</a>	A0009	01/01/1980	Brown, Katrina	Screened - Final	<a href="#">Detail</a>

Requisition Activity - Expenses page

The system displays the **Job Req #** you entered, the requisition **Status**, and the **Date Opened**. These fields are for information only.

The system populates the following fields using information from Job Requisition Data: **Position**, **DeptID**, **Business Unit**, and **Job Code**. These fields are for information only.

### Expenses

#### Applicant ID

Click the **Applicant ID** if you want to display the applicant’s data.

- Application Date** The **Application Date** is the date that the applicant submitted an application.
- Name** The system populates the **Name** field with the applicant’s name from applicant data.
- Disposition** The system displays the applicant’s **Disposition**, which shows you how far the applicant has progressed with the requisition.
- Expense Items** The **Expense Items** field shows the number of expense items associated with the applicant.
- Detail** Click the **Detail** button to display the Expenses page where you enter details of the expenses associated with the applicant.

**Expenses Page**

Usage	Use the Expenses page to enter an applicant’s expenses.
Object Name	REQ_ACTVTY_EXP_SEC
Navigation	To access the page, click the <b>Detail</b> button on the Requisition Activity - Expenses page.

**Expenses**

**Applicant ID:** A0009      Brown, Katrina      **Application Date:** 01/01/1980

---

View All    First ◀ 1 of 1 ▶ Last

*Expense Code	Amount	*Currency	*Charge Date	Unit	Department
1 Parking	18.00	USD	08/28/2000		

+ -

Expenses page

The system displays the **Applicant ID** that you selected, the applicant’s name, and **Application Date**. These fields are for information only.

- Expense Code** Select an **Expense Code** from the available options.
- Amount** Enter the expense **Amount**.
- Currency** The system populates the **Currency** field. Override the default if the expense is in a different currency.
- Charge Date** Enter the date that the expense is charged to the selected **Department**.
- Unit** Select the business **Unit** that incurs the expense from the list of valid values.

**Department** Select the **Department** that incurs the expense from the list of valid values.

**Applicant Activity - Expenses Page**

Usage	Use the Applicant Activity - Expenses page to track expenses you've incurred for an applicant. For example, if you fly an applicant to your site for an interview, your organization may pay for the airfare, meals, and lodging.
Object Name	APP_ACTIVITY_EXPS
Navigation	<b>Develop Workforce, Recruit Workforce (GBL), Use, Applicant Activity, Expenses</b>
Prerequisites	None
Access Requirements	Enter an Applicant ID.

Requisitions | Routings | Interview Schedule | Interviews | Offers | Expenses

Davies, Craig **Applicant ID:** A0006  
**Applicant Status:** External Applicant KC0021 **Application Date:** 02/16/1980

View All First 1 of 2 Last

**Job Req #:** 190001 **Position:** HRIS Spec **DeptID:** KU001  
**Business Unit:** GBIBU **Job Code:** KU099 **Status:** Filled

**Total Expenses:** 6,025.00 USD

Expenses First 1 of 1 Last

*Expense Code	Expense Amount	*Currency	*Charge Date	Business Unit	Department
1 Relocation	6,025.00	USD	08/28/2000		

Applicant Activity - Expenses page

The system displays the applicant's name, the **Applicant ID** you entered, the **Applicant Status**, and **Application Date**. These fields are for information only.

The system populates the following fields using information from Job Requisition Data: **Job Req #**, **Position**, **Dept ID**, **Business Unit**, **Job Code**, and requisition **Status**. These fields are for information only.

The system automatically calculates the expenses for the requisition and displays the total in **Total Expenses**.

**Expenses**

**Expense Code** Select an **Expense Code** from the available options.

<b>Expense Amount</b>	Enter the expense amount. The system automatically updates the <b>Total Expenses</b> field when you add an expense.
<b>Currency</b>	The system populates the <b>Currency</b> field. Override the default if the expense is in a different currency.
<b>Charge Date</b>	Enter the date that the expense is charged to the selected <b>Department</b> .
<b>Business Unit</b>	Select the <b>Business Unit</b> that incurs the expense from the list of valid values.
<b>Department</b>	Select the <b>Department</b> that incurs the expense from the list of valid values.

## Reviewing Requisition Expenses

To review all the expenses associated with a requisition, use the Requisition Summaries - Expenses Inquiry Page. This page lists:

- Expenses incurred by applicants that you enter using the Requisition Activity – Expenses page or Applicant Activity – Expenses page.
- Any expenses that are not tied to applicants, such as the costs of advertising an opening. Enter these costs using the Job Requisition Expenses page.

## CHAPTER 11

# Running Recruit Workforce Reports

## Summary

PeopleSoft Human Resources supplies a group of standard reports to help you analyze your hiring practices, track applicants and job requisitions, and produce applicant-related form letters and job posting announcements.

In this section, the reports are listed by name, and provided you with a description and a sample of each.



**For a complete listing** of all PeopleSoft Human Resources reports by Report Name, see List of Reports in PeopleSoft Human Resources.



For more information about using the Process Scheduler to run reports, see Process Scheduler.

## List of Recruit Workforce Reports

<i>Report Name</i>	<i>Report ID</i>	<i>Location</i>	<i>Global or Local</i>
Applicant Summary by Requisition	APP011	Develop Workforce, Recruit Workforce (GBL), Report	GBL
Applicant Summary by Source	APP012	Develop Workforce, Recruit Workforce (GBL), Report	GBL
Candidate Listing	APP005	Develop Workforce, Recruit Workforce (GBL), Report	GBL
Certificate of Eligibles	FGREC82 1	Develop Workforce, Recruit Workforce (USF), Report	US

<b>Report Name</b>	<b>Report ID</b>	<b>Location</b>	<b>Global or Local</b>
Evaluation of Candidates List	FGREC820	Develop Workforce, Recruit Workforce (USF), Report	US
Evaluation of Candidates by Name	FGREC82B	Develop Workforce, Recruit Workforce (USF), Report	US
Evaluation of Candidates by Score	FGREC82C	Develop Workforce, Recruit Workforce (USF), Report	US
GER Job Posting	APP012GR	Develop Workforce, Recruit Workforce (GBL), Report Local	GER
GER Work Council Posting	APP013GR	Develop Workforce, Recruit Workforce (GBL), Report Local	GER
Internal Resume	PER034	Develop Workforce, Recruit Workforce (GBL), Report	GBL
Interview Schedule	APP009	Develop Workforce, Recruit Workforce (GBL), Report	GBL
Job Group Movement Analysis	APP002	Develop Workforce, Recruit Workforce (GBL), Report	GBL
License/Certification Table	PER704	Develop Workforce, Recruit Workforce (GBL), Report	GBL
Recruitment Letters	APP007	Develop Workforce, Recruit Workforce (GBL), Report	GBL
Requisition Cost Analysis	APP006	Develop Workforce, Recruit Workforce (GBL), Report	GBL
Requisition Posting	APP004	Develop Workforce, Recruit Workforce (GBL), Report	GBL
Requisition Status	APP003	Develop Workforce, Recruit Workforce (GBL), Report	GBL
Search Requirements	APP010	Develop Workforce,	GBL

<i>Report Name</i>	<i>Report ID</i>	<i>Location</i>	<i>Global or Local</i>
		Recruit Workforce (GBL), Report	
Skills Matching	APP008	Develop Workforce, Recruit Workforce (GBL), Report	GBL
Standard Letter Table	PER711	Develop Workforce, Recruit Workforce (GBL), Report	GBL

## Generating the Requisition Posting Report

With PeopleSoft Human Resources, a form letter to create job postings is delivered, which includes the job requisition number, job title, salary, description, duties, and the effective date of the requisition.

The system uses an SQR to extract data from PeopleSoft Human Resources, and a Word for Windows macro to merge the data into a form letter template.



For more information about the process of generating form letters, see [Generating Form Letters](#).

## Requisition Posting – Parameters Page

Usage	Use the Requisition Posting report page to select the job requisitions you want to create postings for and initiate the process or processes to generate the job postings.
Object Name	RUNCTL_APP004
Navigation	<b>Develop Workforce, Recruit Workforce (GBL), Report, Requisition Posting, Parameters</b>
Prerequisites	None.
Access Requirements	Enter a Run Control ID.

Parameters

Run Control ID: PS [Report Manager](#) [Process Monitor](#)

Language: English

Report Request Parameters View All First 1 of 1 Last

*Job Req #	Description	Department	Description
1 2900008	HRIS Specialist	HR	HRIS Specialist

Requisition Posting – Parameters page

The system displays the **Run Control ID** you entered. These fields are for information only.

**Language**

The system populates **Language** from the **Run Control ID** you selected. If you want to run the report in a different language, select the **Language** from the available options.

**Report Request Parameters**

Use the **Report Request Parameters** group box to specify the job requisitions for which you want to generate job postings.

**Job Req #** (requisition number)

Select a job requisition number from the list of open requisitions in Job Requisition Data. When you move out of this field, the system will display the **Description** and **Department**.

## Running the Report

### Run

Click the **Run** button to run this request. From the Process Scheduler Request page, select the check box for the process you want to run and update the Type and Format fields for the SQR Report process.

Select the Job Requisition Posting process (process type PSJob) if you want the process scheduler to automatically run the SQR to extract data, followed by the Word macro to merge the data.

If you prefer to run each process manually, select the SQR Report process first. When that has run, you then run the WinWord process to merge the data.

For the SQR Report process, select File in the Type field and LP in the Format field.

No matter what Output Destination you specify on the Process Scheduler, the system always sends the data extract files and the form letter to a temp directory. You use Word for Windows to print the letters.

For more information about location of the letters, see PeopleSoft 8 Application Fundamentals for HRMS, “Generating Form Letters”.



If you receive an error such as “WinExec failed,” the PATH statement for the macro may be incorrect. Modifying the Word macros is explained in Modifying the Word Macros for the Sample Letters.

## Requisition Posting Report

Description	<p>This report extracts job posting data from the database and formats it for merging into Microsoft Word documents. Use the merged documents to create standardized job posting announcements.</p> <p>For more information on generating form letters, see PeopleSoft 8 Application Fundamentals for HRMS, “Generating Form Letters”.</p>
Report ID	APP004
Type of	SQR, Word for Windows

Report	
Parameters	Job Requisition
Source	RUNCTL_APP004
Source Records	PS_JOB_REQUISITION, PS_JOBCODE_TBL, PS_SAL_GRADE_TBL, PS_SAL_PLAN_TBL, PS_JOB_REQUIS_TYP, PS_SET_CNTRL_REC, PS_JOBCODE_TBL, PS_JOB_REQ_DESCRS
Sorted By	Requisition Number

## Generating the Recruitment Letters Report

With PeopleSoft Human Resources, sample letters for various types of recruitment letters are delivered, such as acknowledgment letters and confirmation of interview letters.

The system uses an SQR to extract data from PeopleSoft Human Resources, and a Word for Windows macro to merge the data into a form letter template.

### Recruitment Letters – Run Control Page

Usage	Use the Recruitment Letters report page to generate the recruitment letters for applicants you have tagged with a letter code.  The report generates letters for all applicant records that contain a Letter Code for a recruitment letter without a corresponding Date Printed value.
Object Name	RUNCTL_APP007
Navigation	<b>Develop Workforce, Recruit Workforce (GBL), Report, Recruitment Letters, Run Control</b>
Prerequisites	You can only produce recruitment letters after you have assigned letter codes to applicant data.
Access Requirements	Enter a Run Control ID.

Run Control

Run Control ID: PS [Report Manager](#) [Process Monitor](#) Run

Language: English  Specified  Recipient's

Recruitment Letters – Run Control page

Select the **Specified** option if you want to enter the language for the report. When you select this option, the system makes the **Language** field available for entry.

Select the **Recipient's** option if you want the report printed in your preferred language.

**Language**

If you selected the **Specified** option, the system makes this field available for entry. Select the **Language** for the report.

**Run**

Click the **Run** button to run this request. From the Process Scheduler Request page, select the check box for the process you want to run and update the Type and Format fields for the SQR Report process.

Select the Recruitment Letters process (process type PSJob) if you want the process scheduler to automatically run the SQR to extract data, followed by the Word macro to merge the data.

If you prefer to run each process manually, select the SQR Report process first. When that has run, you then run the WinWord process to merge the data.

For the SQR Report process, select File in the Type field and LP in the Format field.

No matter what Output Destination you specify on the Process Scheduler, the system always sends the data extract files and the form letter to a temp directory. You use Word for Windows to print the letters.

For more information about location of the letters, see PeopleSoft 8 Application Fundamentals for HRMS, “Generating Form Letters”.



If you receive an error such as “WinExec failed,” the PATH statement for the macro may be incorrect. Modifying the Word macros is explained in Modifying the Word Macros for the Sample Letters.

**Recruitment Letters Report**

<p>Description</p>	<p>This report is a shell program that extracts data from the database and creates several data extract files. You use these files to perform a mail merge using Microsoft Word for Windows to print letters you may issue at different stages of application, interview, or when you make an offer.</p> <p>For more information about generating form letters, see PeopleSoft 8 Application Fundamentals for HRMS, “Generating Form Letters”.</p>
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Report ID	APP007
Type of Report	SQR, Word for Windows
Parameters	None
Source	RUNCTL_APP007
Source Records	PS_R_APP007 , PS_APPLICATION_DATA, PS_INTERVIEW, PS_OFFER, PS_POSN_APPLIEDFOR, PS_PERSONAL_DATA
Sorted By	Letter Code, Applicant ID

## Generating the Requisition Status Report

The Requisition Status report provides a summary of each job requisition you have set up in your PeopleSoft Human Resources system. Run the report from the Develop Workforce, Recruit Workforce, Report, Requisition Status menu.



For more information about creating job requisitions, see *Administering Job Requisitions*. For more information about job requisitions for U.S. Federal processing, see *USF Administering Job Requisitions*.

## Requisition Status Report

Description	For each job requisition number recorded in the system, this report shows the following information: job code, position number, status of action taken on the requisition, approval date, recruitment open and close dates, name of the recruiter, the number of candidates, and expenses incurred to date. The report inserts page breaks at the department level.  Use this report to track the status of the job requisitions within your company to monitor the positions available for your recruiting activities.
Report ID	APP003
Type of Report	SQR
Parameters	None
Source	PRCSRUNCNTL
Source Records	PS_JOB_REQUISITION, PS_JOB_REQUIS_TYP, PS_POSN_APPLIEDFOR, PS_EXPENSE_JOB_REQ
Sorted By	Department ID, Requisition Number

## Generating the German Job Postings Report

The German Job Postings report is a Germany-specific report that provides full details of a selected job requisition.



For more information about creating job requisitions, see [Administering Job Requisitions](#).

### GER Job Postings – Parameters Page

Usage	Use the GER Job Postings report page to generate the German Job Posting report.
Object Name	RUNCTL_APP012GR
Navigation	<b>Develop Workforce, Recruit Workforce (GBL), Report Lcl, GER Job Postings, Parameters</b>
Prerequisites	None
Access Requirements	Enter a run control ID.

The screenshot shows the 'Parameters' section of the GER Job Postings report page. It includes a 'Run Control ID' field with the value 'PS', a 'Language' dropdown menu set to 'German', and a 'Run' button. Below this is a 'Report Request Parameters' section with a 'Job Requisition #' field containing the value '290008'.

GER Job Posting – Parameters page

The system displays the **Run Control ID** you selected. This is for information only.

**Language** Select the **Language** for the report from the available options.

### Report Request Parameters

**Job Requisition #** Select the job requisition from the list of valid values. You set up job requisitions on the Job Requisition Data pages.

### GER Job Postings Report

Description	This is a Germany-specific report that lists all information related to a
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	job requisition, including required competencies and accomplishments, as well as duties performed.
Report ID	APP012GR
Type of Report	SQR
Parameters	Job Requisition #
Source	RUNCTL_APP012GR
Source Records	JOB_REQUISITION, JOB_RQMT_TBL, COMPANY_TBL, LOCATION_TBL, DEPT_TBL, JOB_RQMT_COMP, COMPETENCY_TBL, JOB_RQMT_ACCOMP, ACCOMP_TBL, JOB_REQ_DESCRS, XLATTABLE
Sorted By	None

## Generating the German Works Council Posting Report

The German Works Council Postings report is a Germany-specific report. The report lists all the open job requisitions that are monitored by a given works council.



For more information about assigning a works council to a job requisition, see the Requisition Data Page.

### GER Works Council Posting – Parameters Page

Usage	Use the GER Works Council Posting report page to generate the German Works Council Posting report.
Object Name	RUNCTL_APP013GR
Navigation	<b>Develop Workforce, Recruit Workforce (GBL), Report Lcl, GER Works Council Posting, Parameters</b>
Prerequisites	None
Access Requirements	Enter a run control ID.

GER Works Council Posting – Parameters page

The system displays the **Run Control ID** you selected. This is for information only.

**Language** Select the **Language** for the report from the available options.

**Report Request Parameters**

**Company** Select the **Company** from the available options.

**Works Council ID** Select the **Works Council ID** from the available options.

**GER Works Council Posting Report**

Description	This is a Germany-specific report that lists all open job requisitions that are monitored by a specific Works Council. It lists all information related to a job requisition. Required competencies, accomplishments, and duties performed are also listed.
Report ID	APP013GR
Type of Report	SQR
Parameters	Company, Works Council ID
Source	RUNCTL_APP013GR
Source Records	JOB_REQUISITION, JOB_RQMT_TBL, COMPANY_TBL, LOCATION_TBL, DEPT_TBL, JOB_RQMT_COMP, COMPETENCY_TBL, JOB_RQMT_ACCOMP, ACCOMP_TBL, JOB_REQ_DESCRS, XLATTABLE
Sorted By	None

**Generating the Candidate Listing Report**

The Candidate Listing report provides a summary of your job requisitions and the applicants linked to each of them. Run the report from the Develop Workforce, Recruit Workforce, Report, Candidate Listing menu.



For more information about adding applicant data and linking applicants to job requisitions, see *Managing Applicants*.

### Candidate Listing Report

Description	<p>This report combines pertinent job requisition information with a list of candidates being interviewed for the position. It groups the requisitions by Department ID. It shows the following information for each requisition:</p> <ul style="list-style-type: none"> <li>• Requisition Number</li> <li>• Job Code</li> <li>• Position Number</li> <li>• Status</li> <li>• Whether the requisition is new or a replacement</li> <li>• Position title and recruiter</li> <li>• Date the requisition was approved</li> </ul> <p>For each candidate interviewed, the report shows the following: Employee ID, name, status in the interview process (active, inactive, hired, withdrawn), last interview step completed, and any offers made.</p> <p>The report totals applicants, referrals, and interviews for each requisition and for all requisitions in each department, and inserts page breaks at the department level.</p>
Report ID	APP005
Type of Report	SQR
Parameters	None
Source	PRCSRUNCNTL
Source Records	PS_JOB_REQUISITION, PS_JOBCODE_TBL, PS_SAL_GRADE_TBL, PS_SAL_PLAN_TBL, PS_JOB_REQUIS_TYP, PS_SET_CNTRL_REC, PS_JOBCODE_TBL, PS_JOB_REQ_DESCRS
Sorted By	Department ID, Requisition Number

## Generating the Internal Resume Report

### Internal Resume – Run Control Page

Usage	Use the Internal Resume – Run Control page to run the Internal Resume Report for an individual person.
Object Name	RUNCTL_PER034
Navigation	<ul style="list-style-type: none"> <li>• <b>Develop Workforce, Plan Successions (GBL), Report, Internal Resume, Run Control</b></li> <li>• <b>Develop Workforce, Plan Successions (USF), Report, Internal Resume, Run Control</b></li> <li>• <b>Develop Workforce, Recruit Workforce (GBL), Report, Internal Resume, Run Control</b></li> <li>• <b>Develop Workforce, Recruit Workforce (USF), Report, Internal Resume, Run Control</b></li> </ul>
Prerequisites	Applicant or Employee data entered.
Access Requirements	Enter a Run Control ID.

Internal Resume – Run Control page

Select the **ID** of the person for whom you want to run the report.

Click **Run** to run the report using Process Scheduler.

### Internal Resume Report

Description	The report produces a summary of job history information for an employee.
Report ID	PER034
Type of Report	SQR Report
Parameters	Employee ID of an active employee.
Source	RUNCTL_PER034

Sorted By	Date, most recent job information first.
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## Generating the Skills Matching Report

The Skills Matching report lists applicants who meet the skills requirements of a given job requisition. To help you decide who is most suited to the requisition, the report includes applicants' point score, which takes into account their education and work experience, competencies and accomplishments.



For more information about how the system calculates applicants' scores, see Overview of Job Requisition Creation.

### Skills Matching – Parameters Page

Usage	Use the Skills Matching report page to generate the Skills Matching Report.
Object Name	RUNCTL_APP008
Navigation	<b>Develop Workforce, Recruit Workforce (GBL), Report, Skills Matching, Parameters</b>
Prerequisites	None
Access Requirements	Enter a run control ID.

Parameters

Run Control ID: PS [Report Manager](#) [Process Monitor](#) Run

Language:

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**Report Request Parameters**

Job Requisition #:

Population for Skills Match:

Skills Matching – Parameters page

The system displays the **Run Control ID** you selected. This is for information only.

#### Language

Select the **Language** for the report from the available options.

### Report Request Parameters

**Job Requisition #** Select the job requisition from the list of valid values. You create job requisitions using the Job Requisition Data pages.

**Population for Skills Match** Select the types of applicants included in the report from the available options. Available options are:

**All:** Use this option to search the whole applicant data table for all types of applicants, including applicants that did not apply for the requisition.

**Candidates for Specific Positn** (position): Use this option to search the applicants that applied for the requisition only (that is, the applicants linked to the requisition through Requisition Activity or Applicant Activity).

**External Applicants:** Use this option to search all external applicants, including those that did not apply for the requisition.

**Internal Applicants:** Use this option to search all internal applicants, including those that did not apply for the requisition.

### Skills Matching Report

Description	This report matches the skills listed in a job requisition to an applicant's skills to help you make informed decisions about filling an open position. The report lists each applicant who meets the requirements and the points assigned for education, skills, tests, and license/certifications. The total points show the percentage for applicant and the minimum required percentage set up for the search type.
Report ID	APP008
Type of Report	SQR
Parameters	Job Requisition number, Population for Skills Match
Source	RUNCTL_APP008
Source Records	PS_POSN_APPLIEDFOR, PS_COMPETENCY_TBL, PS_ACCOMP_TBL, PS_JOB_REQUISITION, PS_APP_ACCOMPS, PS_APP_COMPS, PS_APP_CM_EVALS, PS_APPLICANT_DATA, PS_JOB_RQMT, PS_JOB_REQ_EDUC, PS_JOB_RQMT_TBL, PS_JOB_RQMT_COMP, PS_JOB_RQMT_ACCOMPS, PS_REVW_RATING_TBL
Sorted By	Job Requisition Number, Applicant/Employee ID

## Generating the License/Certification Table Report



For more information about this report, see *Generating the License/Certification Table Report* in *Manage Competencies*.

## Generating the Search Requirements Report

The Search Requirements report lists all the internal and external applicants who meet the screening requirements for a given job requisition.



For more information about setting up job requisitions and screening requirements, see *Creating Job Requisitions*. For more information about job requisitions for U.S. Federal processing, see *USF Processing Job Requisitions*.

### Search Requirements – Parameters Page

Usage	Use the Search Requirements report page to generate the Search Requirements Report.
Object Name	RUNCTL_APP010
Navigation	<b>Develop Workforce, Recruit Workforce (GBL), Report, Search Requirements, Parameters</b>
Prerequisites	None
Access Requirements	Enter a run control ID.

The screenshot shows a web interface for configuring a report. It has a 'Parameters' section with the following fields: 'Run Control ID' (text input with 'PS'), 'Language' (dropdown menu with 'Spanish'), and a 'Run' button. Below this is a 'Report Request Parameters' section with 'Job Requisition #' (text input with '290007') and 'Output Report Option' (dropdown menu with 'Applicants'). There are also links for 'Report Manager' and 'Process Monitor'.

Search Requirements – Parameters page

The system displays the **Run Control ID** you selected. This is for information only.

#### Language

Select the **Language** for the report from the available options.

### Report Request Parameters

- Job Requisition #** Select the job requisition from the list of valid values. You create job requisitions using the Job Requisition Data pages.
- Output Report Option** Select the types of applicants included in the report from the available options. Valid options are: *Applicants, Both Applicants and Employees*, and *Current Employees*.

### Search Requirements Report

Description	This report lists applicants who meet the screening requirements of the job requisition. You specify the screening requirements on the following Job Requisition Data pages: Basic Eligibility page, Educ/Experience page, and Comps/Accomps page.  It shows basic information about the requisition, job code, or ad hoc search ID, including name and ID, current job description, department, and location. If an employee has multiple jobs (and therefore multiple job codes), the report shows job data for each employment record number.
Report ID	APP010
Type of Report	SQR
Parameters	Job Requisition number, Output Report Option (applicants, current employees, both applicants and employees)
Source	RUNCTL_APP010
Source Records	PS_APPLICANT_DATA, PS_JOB, PS_JOBCODE_TBL, PS_EMPLOYMENT, PS_JOB_RQMT_TBL, PS_JOB_RQMT_COMP, PS_COMPETENCY_TBL, PS_REVW_RATING_TBL, PS_APPS_COMPS, PS_APPS_CM_EVALS, PS_JOB_RQMT_ACCOMP, PS_DEPT_TBL, PS_POSITION_DATA, PS_JOB_REQUISITION
Sorted By	Employee ID

## Generating the Interview Schedule Report

### Interview Schedule Report Page

Usage	Use the Interview Schedule report page to generate the Interview Schedule report, which lists the interview schedule for each applicant.
Object Name	RUNCTL_FROMTHRU_RL

Navigation	<b>Develop Workforce, Recruit Workforce (GBL), Report, Interview Schedule, Interview Schedule</b>
Prerequisites	None.
Access Requirements	Enter a Run Control ID.

Interview Schedule report page

Select the **Specified** option if you want to enter the language for the report. When you select this option, the system makes the **Language** field available for entry.

Select the **Recipient's** option if you want the report printed in the language in your preferred language.

**Language** If you selected the *Specified* option, the system makes this field available for entry. Select the **Language** for the report.

### Interview Schedule Report

Description	This report prints applicant interview schedules. It shows a complete interview schedule for each applicant, including time, type of interview, and the name, title, and work phone number of the person conducting the interviews. It prints one page for each applicant.
Report ID	APP009
Type of Report	SQR
Parameters	None
Source	RUNCNTL_APP009
Source Records	PS_PERSONAL_DATA, PS_JOB, PS_EMPLOYMENT, PS_JOBCODE_TBL, PS_JOBCODE_LANG, PS_INTERVW_SCHED, PS_INTERVW_TIMES
Sorted By	Interview Date, Candidate ID

## Generating the Applicant Summary by Requisition Report

The Applicant Summary by Requisition report lists the number of applicants that applied for a given job requisition according to the source type and indicates how an applicant was referred to your organization. Run the report from the Develop Workforce, Recruit Workforce, Report, Applicant Sum. by Requisition menu.



For more information about source types, see Applicant Data - Personal Profile Page and Applicant Data - Requisitions Page.

### Applicant Summary by Requisition Report

Description	For a given job requisition, this report lists the number of applicants and percentage of total applicants that applied, sorted by source type and specific source.
Report ID	APP011
Type of Report	SQR
Parameters	None
Source	PRCSRUNCNTL
Source Records	PS_POSN_APPLIEDFOR
Sorted By	Source Type, Specific Source

## Generating the Applicant Summary by Source Report

The Applicant Summary by Source report lists the number of applicants for each the source type, which indicates how an applicant was referred to your organization. Run the report from the Develop Workforce, Recruit Workforce, Report, Applicant Sum. by Source menu.



For more information about source types, see Applicant Data - Personal Profile Page and Applicant Data - Requisitions Page.

### Applicant Summary by Source Report

Description	This report lists the number of applicants and percentage of total applicants sorted by source type and specific source (regardless of requisition).
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Report ID	APP012
Type of Report	SQR
Parameters	None
Source	PRCSRUNCNTL
Source Records	PS_APPLICANT_DATA
Sorted By	Source Type, Specific Source

## Generating the Job Group Movement Analysis Report

### Job Group Movement Analysis – Parameters Page

Usage	Use the Job Group Movement Analysis – Parameters page to run the Job Group Movement Analysis report.
Object Name	RUNCTL_FROMTHRU
Navigation	<b>Develop Workforce, Recruit Workforce (GBL), Report, Job Group Movement Analysis, Parameters</b>
Access Requirements	Enter a Run Control ID.

Parameters

Run Control ID: PS [Report Manager](#) [Process Monitor](#)

Language: English

Report Request Parameter(s)

From Date: 08/01/2000

Thru Date: 08/31/2000

#### Job Group Movement Analysis – Parameters page

Select the **Language** you want the report to use.

#### Report Request Parameters(s)

Enter the **From Date** and **Thru Date** to be used in the report.

Click **Run** to run this request. Process Scheduler runs the Job Group Movement Analysis (APP002) report at user-defined intervals.

### Job Group Movement Analysis Report

Description	The report provides racial and gender demographic data regarding your hiring process for a selected time period. The report provides the number of males by race and females by race who were applicants, hires, promotions, or terminations during the specified period. For example, the number of female applicants who were American Indian, Asian, Black, Hispanic (Latina), or white. The percentage of the total applicants is also given for each racial group.
Report ID	APP002
Type of Report	SQR Report
Parameters	From Date and Thru Date
Source	RUNCTL_FROMTHRU
Sorted By	Applicants, Hires, Promotions, Terminations, and Total Employees

### Generating the Requisition Cost Analysis Report

The Requisition Cost Analysis report summarizes the expenses associated with your job requisitions. Run the report from the Develop Workforce, Recruit Workforce, Report, Requisition Cost Analysis menu.



For more information about recording job requisition expenses, see Tracking Recruitment Expenses.

### Requisition Cost Analysis Report

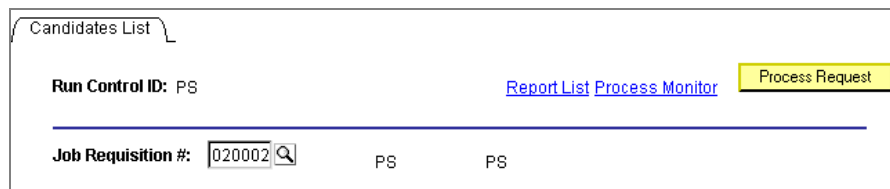
Description	This report supplies basic identification information and a breakdown of expense types and amounts for recruitment activities. For each job requisition, the report lists requisition number, job code, position number, status, title of the position offered, and the recruiter's name.  The last two columns contain a breakdown of each type of expense incurred and its monetary amount, including a total by requisition number. A department summary includes an expense total for all requisitions, each expense category, and calculates a department-average cost-per-hire amount.
Report ID	APP006
Type of Report	SQR
Parameters	None

Source	PRCSRUNCNTL
Source Records	PS_JOB_REQUISITION, PS_JOB_REQ_EXPENSE, PS_INSTALLATION
Sorted By	Department ID, Requisition Number

## USF Generating the Evaluation of Candidates List Report

### Evaluation of Candidates Page

Usage	Use the Evaluation of Candidates page to run the three Evaluation of Candidate Reports: Evaluation of Candidates List, Evaluation of Candidate by Name, and Evaluation of Candidate by Score.
Object Name	RUN_FGREC820
Navigation	<b>Develop Workforce, Recruit Workforce (USF), Report, Evaluation of Candidates, Evaluation of Candidates</b>
Prerequisites	You should have candidates associated with the Job Requisition.
Access Requirements	Enter a Run Control ID.



Evaluation of Candidates – Candidates List page

Select a **Job Requisition #** for which you want a list of candidates.

Click **Process Request** to run this request. Process Scheduler runs the selected report at user-defined intervals.

### Evaluation of Candidates List Report

Description	This generates an Evaluation of Candidates List sorted by the Applicant/Employee ID.
Report ID	FGREC820
Type of Report	Crystal Report
Parameters	Job Requisition Number

Source	RUN_FGREC820
Sorted By	Applicant ID or Employee ID

### Evaluation of Candidates by Name Report

Description	This generates an Evaluation of Candidates List sorted by the candidate's name.
Report ID	FGREC82B
Type of Report	Crystal Report
Parameters	Job Requisition Number
Source	RUN_FGREC820
Sorted By	Applicant ID or Employee ID

### Evaluation of Candidates by Score Report

Description	This generates an Evaluation of Candidates List sorted by the candidate's score.
Report ID	FGREC82C
Type of Report	Crystal Report
Parameters	Job Requisition Number
Source	RUN_FGREC820
Sorted By	Applicant/Employee Score

## USF Generating the Certificate of Eligibles Report

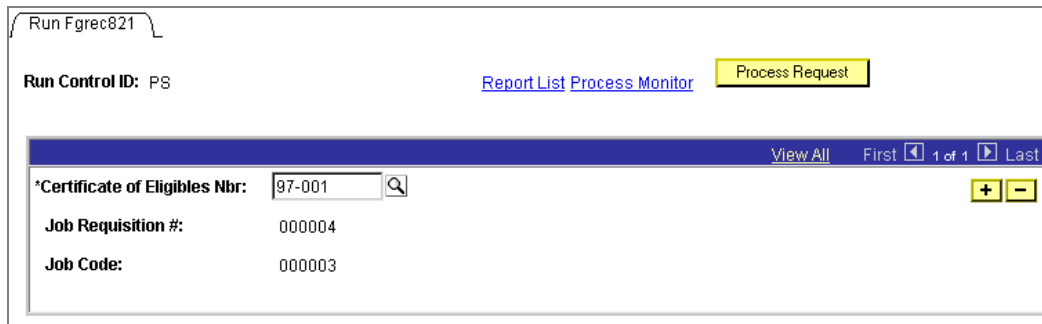


For more information about using Certificate of Eligibles, see USF Selecting Your Applicants.

### Certificate of Eligibles Report Page

Usage	Use the Certificate of Eligibles page to run the Certificate of Eligibles report (FGREC821).
Object Name	RUN_FGREC821

Navigation	<b>Develop Workforce, Recruit Workforce (USF), Report, Certificate of Eligibles, Run Fgrec821</b>
Prerequisites	You must have evaluated your candidates and added them to the Certificate of Eligibles.
Access Requirements	Enter a Run Control ID.



Certificate of Eligibles – Run Fgrec821 page

Enter the **Certificate of Eligibles Nbr** (number) to be used to run the report.

Click **Process Request** to run this report. Process Scheduler runs the Certificate of Eligibles (FGREC821) report at user-defined intervals.

### Certificate of Eligibles Report

Description	This generates a Certificate of Eligibles report.
Report ID	FGREC821
Type of Report	Crystal Report
Parameters	Certificate of Eligibles Number, Job Requisition Number, Job Code
Source	RUN_FGREC821
Sorted By	Certificate Number, Job Requisition Number, Job Code

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