



# PeopleSoft 8 eRecruit Manager Desktop PeopleBook

PeopleSoft 8 eRecruit Manager Desktop PeopleBook

**SKU MAXRr8SP1B 1200**

**PeopleBooks Contributors:** Teams from PeopleSoft Product Documentation and Development.

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## ABOUT THIS PEOPLEBOOK

This book provides you with the information you will need for implementing and using PeopleSoft eRecruit Manager Desktop. You can order the online version by requesting SKU HRB800R0, or the hardcopy version by requesting SKU MAXRr8SP1B 1200.

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

### Before You Begin

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

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

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

### PeopleSoft Application Fundamentals

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

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

In the *PeopleSoft Applications Fundamentals* PeopleBook, we've included common information pertinent to all applications in the HRMS application line, such as defining general options. If

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

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

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

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

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

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

**Working With Languages** discusses PeopleSoft's language support features.

**Setting Up Control Tables** discusses the different ways you can run PeopleSoft Human Resources and helps you decide which way it should be used. Setting Up Controls Tables also instructs how to set up data that serves as the foundation of your organization's human resource system. These tables are the basis not only for Human Resources, but all your PeopleSoft HRMS applications.

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

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

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

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

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

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

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

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

## Related Documentation

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



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

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### Documentation on the Internet

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

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

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### Documentation on CD-ROM

Complete documentation for this release is provided on the CD-ROM *PeopleSoft 8.00.01 HRMS* and *PeopleTools 8.12 PeopleBooks*, SKU CD-SKU CD-HRB800R0.



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

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

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

## Hardcopy Documentation

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

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

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

## PeopleBooks Standard Page Element Definitions

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

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

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

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

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

## Required Fields on Pages

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

\*Description:   
 Example of a required field label

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

## Typographical Conventions and Visual Cues

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

Please take a moment to review the following typographical cues:

- `monospace font`                      Indicates PeopleCode.
- Bold**                                      Indicates field names and other page elements, such as buttons and group box labels, when these elements are documented below the page on which they appear. When we refer to these elements elsewhere in the documentation, we set them in Normal style (not in bold).

We also use boldface when we refer to navigational paths, menu names, or process actions (such as **Save** and **Run**).
- Italics*                                      Indicates a PeopleSoft or other book-length publication. We also use italics for *emphasis* and to indicate specific field values. When we cite a field value under the page on which it appears, we use this style: *field value*.

We also use italics when we refer to words as words or letters as letters, as in the following: Enter the number 0, not the letter O.
- KEY+KEY                                    Indicates a key combination action. For example, a plus sign (+) between keys means that you must hold down the first key while you press the second key. For ALT+W, hold down the ALT key while you press W.
- Jump links                                   Indicates a jump (also called a link, hyperlink, or hypertext link). Click a jump to move to the jump destination or referenced section.

Cross-references

The phrase For more information indicates where you can find additional documentation on the topic at hand. We include the navigational path to the referenced topic, separated by colons (:). Capitalized titles in *italics* indicate the title of a PeopleBook; capitalized titles in normal font refer to sections and specific topics within the PeopleBook. Cross-references typically begin with a jump link. Here's an example:

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For more information, see [Documentation on CD-ROM](#) in *About These PeopleBooks: Additional Resources*.

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- Topic list

Contains jump links to all the topics in the section. Note that these correspond to the heading levels you'll find in the Contents menu.



Name of Page

Opens a pop-up window that contains the named page. Click the button to display the page. Some screen shots may also appear inline (directly in the text).



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



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



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

## Page Introductory Table

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

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

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

## USF U.S. Federal Government Functionality

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

## E&G Education and Government Functionality

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

## Comments and Suggestions

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

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

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

<mailto:DOC@PEOPLESOFT.COM>

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



# eRecruit Manager Desktop Overview

## Overview of eRecruit Manager Desktop

From needs assessment through the hiring process, PeopleSoft eRecruit Manager Desktop is aimed at bringing together the complex business process of recruiting into an integrated, seamless experience for the hiring manager. Building on an enhanced, underlying Recruit Workforce foundation within the PeopleSoft Human Resources product, PeopleSoft eRecruit Manager Desktop helps managers take control of their recruiting needs and helps organizations build competitive advantage through effective hiring. Hiring managers can now create job requisitions, review and evaluate applicants, get interviews scheduled, and make job offers completely online. PeopleSoft eRecruit Manager Desktop delivers solutions to meet the needs of our diverse customers across the globe, from embedded workflow for routing, tracking, and approvals to support for multiple languages and currencies. PeopleSoft also removes the burden on our customers of building and managing integrations with business partners.

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



For more information, see [Using Application Designer](#).

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PeopleSoft eRecruit Manager Desktop collaborative application can be seamlessly integrated with PeopleSoft eRecruit (for employees), which provides a robust suite of Web-enabled transactions that enable internal and external applicants to view job postings and requirements, create resumes, and apply for jobs.



For more information about PeopleSoft eRecruit, see [PeopleSoft 8 eRecruit PeopleBook](#).

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## Components of eRecruit Manager Desktop

Pages delivered with eRecruit Manager Desktop include:

- **Create Job Requisition.** This page enables your managers to create new job requisitions and update existing job requisitions that they have created.

- **Job Requisition Status.** This page enables your managers to review the status history of any job requisition, as well as to view a detailed status history for a specific requisition.
- **View Job Postings.** This page enables your managers to view information on current job openings in your organization.
- **Review All Applicants.** This page enables your managers to view a list of all applicants for job requisitions that they have posted. Managers can use this transaction to view resume information for each applicant, and they can also look at a list of other job requisitions that the applicant has applied for.
- **References.** This page enables your managers to view a list of open requisitions for which they are responsible and to select for viewing any references provided by the applicants for that position.
- **Select Applicant for Interview.** This page enables your managers to view and select for an interview those applicants who have passed final screening for a specific posting.
- **Interview Schedule.** This page enables your managers to view details of the interviews scheduled for a requisition. Managers can view the interview schedule for all of their open job requisitions.
- **Enter Interview Results.** This page enables your managers to enter the results of interviews they have completed. Managers can also use the transaction to view interview results entered by other interviewers.
- **Prepare Job Offer.** This page enables your managers to initiate the job offer request process for an applicant.
- **Approve Offer.** This page enables your managers to view requisition details, applicant offer information, and approval details about an open requisition for which they are responsible, as well as to enter any relevant comments and to approve or deny the request.
- **Offer Status.** This page enables your managers to view the approval status of a specific job requisition number.
- **Prepare for New Hire.** This page enables your managers to view a list of applicants who have accepted offers to job requisitions and to initiate prehire activities for a selected applicant.

## Understanding Roles

PeopleSoft eRecruit provides self-service Web pages for the roles of employee and manager. We deliver definitions and define a menu for each role.

## Understanding Security

Each individual who accesses your self-service Web application has a user profile that determines the Web pages that user can access. You create user profiles on the Maintain Security page in the User Profile component. You assign a role to each user profile, which is linked to access control

lists. Each access control list identifies pages that individuals can access. To modify the access for specific Web pages for each role, you modify the access control list for the user's role.

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



For more information about user profiles, roles, and access control lists, see [Understanding PeopleSoft Security](#).

---

## Setting Up Approvals Workflow for Self-Service Transactions

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

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

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



For more information about workflow functionality in PeopleSoft HRMS applications, see [Using Workflow](#). For more information about setting up approvals workflow for PeopleSoft eRecruit Manager Desktop transactions, see [Setting Up Approvals Workflow for Self-Service Transactions](#).

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## CHAPTER 2

# Using eRecruit Manager Desktop

## Creating a Job Requisition

Managers use the Create Job Requisition self-service transaction to create new job requisitions and update existing job requisitions that they have created. A job requisition contains full details of the job opening, including a job description, details of the standard hours and working pattern, and the qualifications and competencies required.

---

### Setting Up the Create Job Requisition Transaction

The Requisition Options page gives you the option of setting up the Create Job Requisition transaction, to provide users with up to seven job requisition data entry pages, along with an authorization page and a submittal page. You can also use the Requisition Options page to adjust the order in which these pages are displayed. The transaction is designed so that in all circumstances at least three pages are present in Create Job Requisition: Job Information, Authorization, and Submission.

### Requisition Options Page

Usage	Use the Requisition Options page to set up the pages that appear, and the order in which they appear, in the Create Job Requisition self-service transaction.
Object Name	HR_REQUIS_OPTIONS
Navigation	<b>Define Business Rules, Administer HR System, Setup</b>

Requisition Options	
Sections to include	
Page	Sequence
<input checked="" type="checkbox"/> Job Information	<input type="text" value="1"/> (always first)
<input checked="" type="checkbox"/> Authorization	<input type="text" value="2"/> Always Second
<input checked="" type="checkbox"/> Minimum Job Requirements	<input type="text" value="3"/>
<input checked="" type="checkbox"/> Posting Information	<input type="text" value="4"/>
<input checked="" type="checkbox"/> Education and Experience	<input type="text" value="5"/>
<input checked="" type="checkbox"/> Accomplishments	<input type="text" value="6"/>
<input checked="" type="checkbox"/> Competencies	<input type="text" value="7"/>
<input checked="" type="checkbox"/> Posting Types/Destinations	<input type="text" value="8"/>
<input checked="" type="checkbox"/> Submission	<input type="text" value="99"/> (always last)
<input type="checkbox"/> GVT1	<input type="text"/>

Requisition Options page

### Selections to Include

Select the check box for each **Page** that you want to include in the Create Job Requisition transaction. You can select from *Minimum Job Requirements*, *Posting Information*, *Education and Experience*, *Accomplishments*, *Competencies*, and *Posting Types/Destinations*.

Use **Sequence** to determine the order in which you want the selected pages to be displayed.

The Create Job Requisition transaction requires the *Job Information*, *Authorization*, and *Submission* pages, and they must appear in a specific sequence. You cannot deselect them or change their sequence.

---

### Requisition Job Information Page

Usage	Managers use the Requisition Job Information page to set up basic job information for a job requisition, such as position number or job code, regulatory region, business unit, and number of job openings.
Object Name	HR_REQ_JOBINFO_MGR
Navigation	<b>Self Service, Manager, Tasks, Create Job Requisition</b>
Access Requirements	User must be identified as a manager in the system. Managers can see only the requisitions that they have created.

**Create Job Requisition**

1 2 3 4 5 6 7 8 9

**Requisition Job Information**

Job Requisition Number: 005050

The job details of the requisition show the characteristics of the job which is tied to this requisition. Please review and modify the information as necessary. If you have any questions concerning the appropriate values, please contact your HR Department

**Job Details**

**Position Number:** 00000007 HRIS Specialist

**Company:**

**Business Unit:** United States Administration

**Department:** Human Resources

**Location:**

**Job Title:** HRIS Specialist

**Number of People Needed:** 1

[Return to Prepare a Requisition - Existing Requisitions](#)

\* Required Field

Requisition Job Information page

**Position**

If your organization uses position management, managers select the **Position Number** to which the job requisition applies. When this field is completed, the system completes the fields with the default data from Position Data and makes most of the fields unavailable for entry.

This field is left blank if your organization does not use position management or if you are using partial position management, and the requisition does not relate to a position.

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

**Company**

Managers select the **Company** from the list of valid values.

**Business Unit**

The system defaults the **Business Unit** from the user’s operator defaults. If the job is in a different unit, the manager can select the **Business Unit** from the list of valid values.

**Department**

Managers select the **Department** from the list of valid values.

**Location**

Managers select the **Location** from the list of valid values.

**Job Title**

Managers select the job code from the list of valid values.

**Number of People Needed** Managers enter the number of openings available for this requisition - the maximum number of applicants that they can hire for the position.

---

## Requisition Authorization Page

Usage	Managers use the Requisition Authorization page to set up details of the people responsible for creating the requisition, authorizing the requisition, and recruiting for the position.
Object Name	HR_REQ_AUTH_MGR
Navigation	<b>Self Service, Manager, Tasks, Create Job Requisition</b>

[Prepare A Job Requisition](#) 1 2 3 4 5 6 7 8 9

### Requisition Authorization

Job Requisition Number: 005050

Requisitions require information concerning who originates, authorizes, and monitors it. This information is necessary to allow all those who are involved in the requisition to manage it via workflow. Please complete/update the information below.

---

**Authorization Details**

**Originator:** Schumacher,Simon

**\* Authorized By:**

**\* Recruiter:**

[Return To Prepare A Requisition- Existing Requisitions](#)

\* Required Field

Requisition Authorization page

### Authorization Details

For purposes of authorization, the manager cannot leave the authorization page blank. In addition, the manager cannot be the requisition originator, authorizer, *and* approving recruiter. One person can be any two of these people, but not all three. This means that, to have a valid requisition, at least two people need to be involved. The requisition itself does not become visible to the public over the Web until the recruiter gives final approval.

<b>Originator</b>	The system completes the originator field with the manager’s name.
<b>Authorized By</b>	Managers select the employee ID of the person who has to approve the job requisition. When the requisition is submitted for approval, the system routes the requisition to the person named in this field.
<b>Recruiter</b>	Managers select the employee ID of the person responsible for managing the recruitment process. Typically, this is someone from your Human Resources department.
<b>Save for Later</b>	Managers click the <b>Save for Later</b> button to save the requisition but not submit it.
<b>Previous</b>	Managers click the <b>Previous</b> button to display the Requisition Job Information Page.
<b>Next</b>	Managers click the <b>Next</b> button to display the Minimum Job Requirements Page.
<b>Return To Prepare A Requisition- Existing Requisitions</b>	Managers click this link to display the list of requisitions.

---

## Minimum Job Requirements Page

Usage	Managers use the Minimum Job Requirements 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, managers can specify whether a requirement is mandatory. During the requisition screening process, the system excludes applicants who do not have all the mandatory requirements.
Object Name	HR_REQ_MINJOB_MGR
Navigation	<b>Self Service, Manager, Tasks, Create Job Requisition</b>

**Prepare A Job Requisition** 1 2 3 4 5 6 7 8 9

**Minimum Job Requirements**

Job Requisition Number: 005050

Please confirm the minimum requirements and indicate whether they are mandatory or not

**Minimum Requirements**

**Mandatory**

\*Location:

**Regular**  **Desired Start Date:** 07/15/1999

**Temporary** **Start Date:**  **End Date:**

**Full-Time**  **Part-Time**

**Standard Number Of Hours:** 40.00 **Work Period:** Weekly

**Travel Required:**

[Return To Prepare A Requisition- Existing Requisitions](#)

Minimum Job Requirements page

**Mandatory**

Managers select the **Mandatory** check box if they want to exclude applicants who do not meet the requirement. When they carry out requisition screening, the system discards applicants who do not meet *all* mandatory requirements.

---

**For more information** about screening applicants, see Managing Positions, “Maximizing Position Data”.

---

**Location**

The system uses the **Location** entered on the Requisition Job Information Page. If managers need to change it, they select the **Location** of the position from the list of valid values (the system updates the Requisition Job Information page).

**Regular/Temporary**

Managers select one of these 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. The system makes the **Start Date** and **End Date** fields available for entry when managers select this option.

**Desired Start Date**

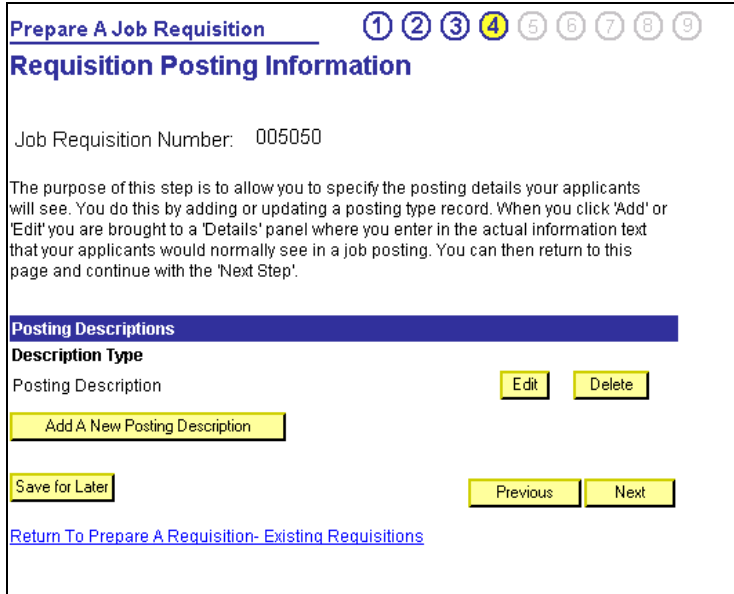
Managers enter the **Desired Start Date** for the requisition.

<b>Start Date</b>	If the requisition is <i>Temporary</i> , managers use this field to enter the start date of the contract. If the requisition is <i>Regular</i> , the system makes this field unavailable for entry.
<b>End Date</b>	If the requisition is <i>Temporary</i> , managers use this field to enter the end date of the contract. If the requisition is <i>Regular</i> , the system makes this field unavailable for entry.
<b>Full/Part Time</b>	Managers select <i>Full-Time</i> or <i>Part-Time</i> .  If the manager selected a Position on the Requisition Job Information page, the system defaults the <b>Full/Part Time</b> field from Position Data and makes it unavailable for entry.
<b>Standard Number of Hours</b>	Managers enter the normal number of hours worked in a week.
<b>Work Period</b>	These fields should always be set to <i>Weekly</i> , to ensure that the system matches applicants correctly.
<b>Travel Required</b>	Managers select this check box if the job regularly involves traveling. When this check box is selected, the system displays the <b>Percent</b> field.
<b>Percent</b>	If managers select the <b>Travel Required</b> check box, they enter a percentage in this field to indicate the amount of time spent traveling. The system hides this field if the <b>Travel Required</b> check box is cleared.
<b>Save for Later</b>	Managers click the <b>Save for Later</b> button to save the requisition but not submit it.
<b>Previous</b>	Managers click the <b>Previous</b> button to display the Requisition Authorization Page.
<b>Next</b>	Managers click the <b>Next</b> button to display the Requisition Posting Information Page.
<b>Return To Prepare A Requisition- Existing Requisitions</b>	Managers click this link to display the list of requisitions.

---

### Requisition Posting Information Page

Usage	Managers use the Requisition Posting Information page to view a list of the posting descriptions created for the requisition. From here, managers can add, edit, or delete descriptions.
Object Name	HR_REQ_POSTINF_MGR
Navigation	<b>Self Service, Manager, Tasks, Create Job Requisition</b>



Requisition Posting Information page

- Description Type**                      The system displays the type of descriptions created for the job requisition. Options are: *Posting Description* and *Duties Description*.
- Edit**    Managers click the **Edit** button to access the Posting Description Detail page, where they can update the description of the job requisition.
- Delete**    Managers click the **Delete** button to delete a description from the requisition.
- Add A New Posting Description**                      Managers click this button to access the Posting Description Detail page, where they add a new description of the job requisition.
- Save for Later**    Managers click the **Save for Later** button to save the requisition but not submit it.
- Previous**    Managers click the **Previous** button to display the Minimum Job Requirements Page.
- Next**    Managers click the **Next** button to display the Desired Education And Experience Page.
- Return to Prepare A Requisition- Existing Requisitions**                      Managers click this link to display the list of requisitions.

**Posting Description Detail Page**

Usage	Managers use the Posting Description Detail page to enter descriptions
-------	--

	of the job used in job postings.
Object Name	HR_REQ_POSTDS_MGR
Navigation	To access the Posting Description Detail page, managers click the Edit button or the Add a New Posting Description button on the Requisition Posting Information Page.

Posting Description Detail page

**Description Type**

Managers select a description type. Options are:

**Duties:** Managers use this option for the description of responsibilities and duties for the requisition.

**Posting:** Managers use this option for the general description of the job requisition.

**Description**

Managers enter the description of the job requisition.

**OK**

Managers click the **OK** button to display the Requisition Posting Information Page.

---

**Desired Education And Experience Page**

Usage	Managers use the Desired Education And Experience page to define the education and work experience required for the requisition.
Object Name	HR_REQ_EDUCEXP_MGR
Navigation	<b>Self Service, Manager, Tasks, Create Job Requisition</b>

Prepare A Job Requisition ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨

### Desired Education And Experience

Job Requisition Number: 005050

The table below allows you to specify various simultaneous combinations of education and experience that are equally acceptable for screening. Each single record in the table below represents an 'AND' combination (ie I want this education level AND this minimum years of work experience). If you have more than one record below, it represents an 'OR' combination (ie I want this education level AND this minimum years of work experience OR this education level AND this minimum years of work experience). Please specify desired education and experience. If the "Mandatory" checkbox is checked above, applicants must meet one of the combinations of the education below to be screened in. If it is unchecked, applicants will be 'ranked' as meeting this criteria, only if they meet one of the following combinations.

Desired Education And Experience								
<table border="0"> <tr> <td style="text-align: right;"><b>*Highest Education Level</b></td> <td></td> <td style="text-align: center;"><b>Years of Work Experience</b></td> <td></td> </tr> <tr> <td style="text-align: right;">F-2-Year College Degree</td> <td style="text-align: center;">AND</td> <td style="text-align: center;">[ ]</td> <td style="text-align: right;">Delete</td> </tr> </table>	<b>*Highest Education Level</b>		<b>Years of Work Experience</b>		F-2-Year College Degree	AND	[ ]	Delete
<b>*Highest Education Level</b>		<b>Years of Work Experience</b>						
F-2-Year College Degree	AND	[ ]	Delete					
Add New Education And Experience								

How important is this?: Average

Is it mandatory?

Save for Later      Previous      Next

Desired Education And Experience page

**Highest Education Level**

Managers select the **Highest Education Level** from the available options.

**Years of Work Experience**

Managers 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 a manager specifies a degree and 2 years' experience, applicants with a degree and 2 or more years' experience pass the screening criteria.

**Delete**

Managers click the **Delete** button to delete the selected combination of education and experience.

**Add New Education and Experience**

Managers click this button to add a new combination of education and experience.

**How Important is this?**

Managers select a level of importance from the available options: **Low, Below average, Average, Above average, and High**. The system uses the importance assigned to requirements to rank applicants.

**Is it mandatory?**

Managers select this check box if they want to exclude applicants who do not meet the requirements. When they carry out requisition screening, the system discards applicants who do not meet *all* mandatory requirements.

---

**For more information** about screening applicants, see Managing Positions, “Maximizing Position Data”.

---

**Save for Later**

Managers click the **Save for Later** button to save the requisition but not submit it.

**Previous**

Managers click the **Previous** button to display the Requisition Posting Information Page.

**Next**

Managers click the **Next** button to display the Desired Accomplishments Page.

**Return To Prepare A Requisition- Existing Requisitions**

Managers click this link to display the list of requisitions.

---

**Desired Accomplishments Page**

Usage	Managers use the Desired Accomplishments page to define the accomplishments required for the job requisition.
Object Name	HR_REQ_ACCOMP_MGR
Navigation	<b>Self Service, Manager, Tasks, Create Job Requisition</b>

**Prepare A Job Requisition** ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨

## Desired Accomplishments

Job Requisition Number: 005050

Please identify the accomplishments you desire from applicants for this requisition. If you have already associated accomplishments with your jobs, clicking on the 'Link' button will populate the existing accomplishments associated with the job into the grid below.

Accomplishments	Required	Importance
<input type="text"/>	<input type="checkbox"/>	3-Average <input type="button" value="Delete"/>

[Select From Default Accomplishments](#)

Note: Accomplishments are tangible achievements. Please select, for example, what languages, licenses, certificates, memberships, test score, honors and awards you want the ideal candidate to have. If you don't find the appropriate accomplishment, please notify Human Resources to add it to the list

[Return To Prepare A Requisition- Existing Requisitions](#)

\* Required Field

### Desired Accomplishments page

#### Accomplishment

Managers select the accomplishments from the list of options.

#### Required

Managers select the **Required** check box if they want to discount applicants who do not have the selected accomplishment. When managers carry out requisition screening, the system discards applicants who do not meet *all* mandatory requirements.

#### Importance

Managers select an **Importance** level from the available options: **Low**, **Below average**, **Average**, **Above average**, and **High**. The system uses the importance assigned to requirements to rank applicants.

The system makes this field unavailable for entry if the manager transfers an accomplishment from the default

#### Delete

Managers click the **Delete** button to delete the selected accomplishment.

#### Add New Accomplishment

Managers click this button to add a new accomplishment to the requisition.

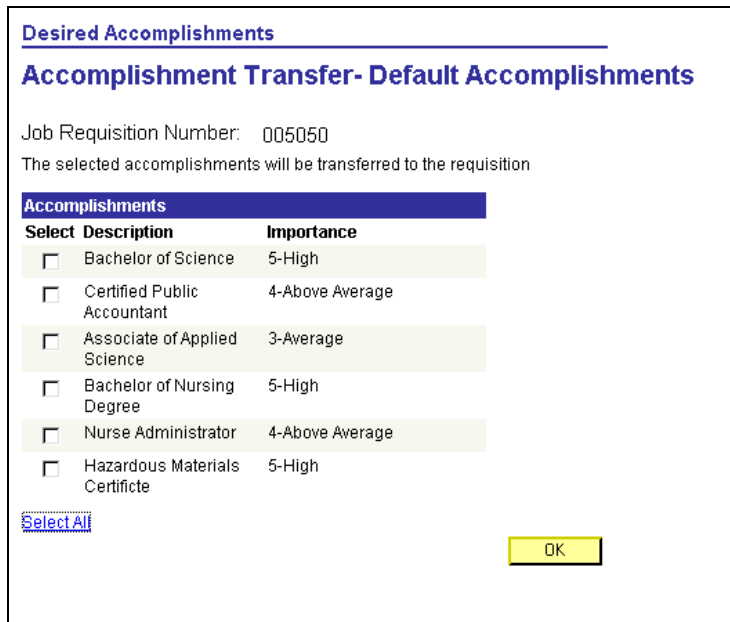
#### Select from Default Accomplishments

Managers click this link to display the Accomplishment Transfer- Default Accomplishments Page, which lists the accomplishments set up for the position or job code specified on the Requisition Job Information Page. From this list of accomplishments, the manager can select some or all of the accomplishments to transfer to the job requisition.

- Save for Later**                      Managers click the **Save for Later** button to save the requisition but not submit it.
  
- Previous**                              Managers click the **Previous** button to display the Desired Education And Experience Page.
  
- Next**                                      Managers click the **Next** button to display the Desired Competencies Page.
  
- Return To Prepare A Requisition- Existing Requisitions**                      Managers click this link to display the list of requisitions.

**Accomplishment Transfer- Default Accomplishments Page**

Usage	Managers use this page to view the accomplishments set up for the selected Position or Job Code. From this list, they can select some or all of the accomplishments to copy to the job requisition.
Object Name	HR_REQ_SELECT_ACCM
Navigation	To access this page, managers click the Select from Default Accomplishments link on the Desired Accomplishments page.



Accomplishment Transfer- Default Accomplishments page

- Select**                                      Managers select the accomplishments they want to copy to the requisition by selecting the **Select** check box next to the accomplishment.
  
- Description**                              The system displays a description of the accomplishment.

- Importance** The system displays the **Importance** assigned to the accomplishment for the selected job code or position.
- Select All** Managers click the **Select All** link to select all the accomplishments in the list.
- Deselect All** Managers click the **Deselect All** link to cancel all selections. The system displays only when the manager has clicked **Select All**.
- OK** Managers click the **OK** button to transfer their selections to the Desired Accomplishments page.

### Desired Competencies Page

Usage	Managers use the Desired Competencies page to define the competencies required for the job requisition.
Object Name	HR_REQ_COMP_MGR
Navigation	<b>Self Service, Manager, Tasks, Create Job Requisition</b>

Prepare A Job Requisition    ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨

#### Desired Competencies

Job Requisition Number: 005050

Please identify the competencies you desire from applicants for this requisition. If you have already associated competencies with your jobs, clicking on the 'Link' button will populate the existing competencies associated with the job into the grid below.

Desired Competencies				
*Competency	Required	*Competency Importance	Rating	
Business Analysis <input type="text"/>	<input type="checkbox"/>	Average <input type="text"/>	<input type="text"/>	Delete
IBM PC Software <input type="text"/>	<input checked="" type="checkbox"/>	Average <input type="text"/>	Fair <input type="text"/>	Delete
Human Resources Experie <input type="text"/>	<input checked="" type="checkbox"/>	Average <input type="text"/>	Very Good <input type="text"/>	Delete
Operations Knowhow <input type="text"/>	<input type="checkbox"/>	Average <input type="text"/>	<input type="text"/>	Delete
HRIS Experience <input type="text"/>	<input checked="" type="checkbox"/>	Average <input type="text"/>	<input type="text"/>	Delete

Add New Competency
Select From Default Competencies

Note: Competencies are for example, skills, abilities, knowledge or behaviour. Please select that competencies the ideal candidate should have. If you don't find the appropriate competency, please notify Human Resources to add it to the list

Desired Competencies page

- Competency** Managers select the competencies from the list of valid values.

- Required** Managers select the **Required** check box if they want to discount applicants who do not have the selected competency. When managers carry out requisition screening, the system discards applicants who do not meet *all* mandatory requirements.
  
- Competency Importance** Managers select an **Importance** level from the available options: *Low, Below average, Average, Above average,* and *High*. The system uses the importance assigned to requirements to rank applicants.
  
- Rating** For each competency managers can also specify a proficiency level that is required for the job. They select the rating from the list of valid values. Ratings are set up on the Competency Type Table Setup Page.
  
- Delete** Managers click the **Delete** button to delete the selected competency.
  
- Add New Competency** Managers click this button to add a new competency to the requisition.
  
- Select From Default Competencies** Managers click this link to display the Competency Transfer-Default Competencies Page, which lists the accomplishments set up for the position or job code specified on the Requisition Job Information Page. From this list of competencies, the manager can select some or all of the competencies to transfer to the job requisition.
  
- Save for Later** Managers click the **Save for Later** button to save the requisition but not submit it.
  
- Previous** Managers click the **Previous** button to display the Desired Accomplishments Page.
  
- Next** Managers click the **Next** button to display the Requisition Posting Destination Page.
  
- Return To Prepare A Requisition- Existing Requisitions** Managers click this link to display the list of requisitions.

**Competency Transfer-Default Competencies Page**

Usage	Managers use this page to view the competencies set up for the selected Position or Job Code. From this list, they can select some or all of the competencies to copy to the job requisition.
Object Name	HR_REQ_SELECT_COMP
Navigation	To access this page, managers click the Select from Default Competencies link on the Desired Competencies page.

**Desired Competencies**

---

**Competency Transfer-Default Competencies**

Job Requisition Number: 005050

The selected competencies will be transferred to the requisition

Competencies		
Description	Short Name	Long Name

Select All

Competency Transfer-Default Competencies page

<b>Select</b>	Managers select the competencies they want to copy to the requisition by selecting the <b>Select</b> check box next to the competency.
<b>Description</b>	The system displays a description of the competency.
<b>Importance</b>	The system displays the <b>Importance</b> assigned to the competency for the selected job code or position.
<b>Select All</b>	Managers click the <b>Select All</b> link to select all the competencies in the list.
<b>Deselect All</b>	Managers click the <b>Deselect All</b> link to cancel all selections. The system displays only when the manager has clicked <b>Select All</b> .
<b>OK</b>	Managers click the <b>OK</b> button to transfer their selections to the Desired Competencies Page.

---

## Requisition Posting Destination Page

Usage	Managers use the Requisition Posting Destination page to record the types of job postings made for the requisition.
Object Name	HR_REQ_POSTDST_MGR
Navigation	<b>Self Service, Manager, Tasks, Create Job Requisition</b>

**Prepare A Job Requisition** ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨

### Requisition Posting Destination

Job Requisition Number: 005050

The choices you make below will determine where the requisition will be made visible and for how long. If you click 'Add' Or 'Edit', you will be brought to a 'Details' page where you can complete the information. You can then return to this page.

Posting Destinations				
Job Requisition Posting Type	Posting Medium	Required Open Date	Required Close Date	
External Posting		01/05/1998	01/27/1998	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Internal Posting		11/10/1997	12/20/1997	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Recruitment		10/10/1997	01/27/1998	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
<input type="button" value="Add New Posting Destination"/>				

[Return To Prepare A Requisition- Existing Requisitions](#)

Requisition Posting Destination page

**Job Requisition Posting Type**

Managers select a posting type from the available options. If an *External* posting is specified, the information is made public so external applicants can view details of the job requisition.

If an *Internal* posting is specified, the information is not visible to the public, and only employees can view details of the job requisition.

**Posting Medium**

Managers select the **Posting Medium** used to issue the job posting from the available options. This field is for information only and does not affect requisition processing.

**Required Open Date**

Managers enter the date that the posting was opened. Requisitions published to an organization’s Web site appear on the Web site only from this opening date.

**Required Close Date**

Managers enter the date that the posting will close. Requisitions published to an organization’s Web site are removed once this date has passed.

**Save for Later**

Managers click the **Save for Later** button to save the requisition but not submit it.

**Previous**

Managers click the **Previous** button to display the Desired Competencies Page.

**Next**

Managers click the **Next** button to display the Requisition Submission Page.

**Return To Prepare A Requisition- Existing Requisitions**

Managers click this link to display the list of requisitions.

---

**Requisition Submission Page**

Usage	<p>The originator of a job requisition uses the Requisition Submission page to submit a requisition for approval. The system then routes the requisition to the person who authorizes the requisition. The authorizer uses this page to approve the requisition or deny authorization. If the authorizer approves the requisition, the system routes it to the recruiter, who also uses this page to approve or deny authorization. The originator, authorizer, and recruiter are defined on the Requisition Authorization Page.</p> <p>Once the requisition has been fully approved, it is posted to the organization’s Web site. If the user specified an external posting for the requisition, the information is made public so external applicants can view details of the job opening. However, if the user specified an internal job posting, the information is not visible to the public, and only employees can view the details of the job opening.</p>
Object Name	HR_REQ_SUBMIT_MGR
Navigation	<b>Self Service, Manager, Tasks, Create Job Requisition</b>

**Prepare A Job Requisition** ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨

**Requisition Submission**

Job Requisition Number: 005050

Please Note: This step in the requisition process is for submission/approval of a completed requisition. If you are the originator of this requisition, your choice below is whether to submit or not. If you choose not to submit it (but have saved it) it will not be processed any further. If you are the authorizer or recruiter for this requisition, your choices below are to approve or deny this requisition.

Choosing 'Submit', 'Approve' or 'Deny' will generate appropriate emails and worklists for further processing of this requisition

**Comment**

Name: Schumacher, Simon

Comment:

Save for Later      Submit for Approval      Previous

[Return To Prepare A Requisition- Existing Requisitions](#)

Requisition Submission page

**Name**

The system displays the manager’s name in this field.



At the top of the Job Requisition Status History page, the system displays the name of the chosen requisition and that requisition's job requisition number.

The system displays a list of the requisition's status history records, with the current status at the top, and the oldest, or original, status at the bottom.

**Job Requisition Status** For each status history record, the system displays the status that the requisition was changed to, as of the associated effective date.

**Effective Date** The system displays the effective date of the status change for each requisition status history record.

## Viewing Job Postings

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

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

Applicants and employees, on the other hand, can use View Job Postings to locate open job requisitions based on their interests, review detailed information about individual openings, and apply for those openings.

---

### Viewing Job Postings for Managers

Managers use View Job Postings to locate and review detailed information on job requisitions in their organization. Managers can use View Job Posting to review any job requisition in the system, regardless of the current status of the requisition.

After the manager enters search criteria and selects an available job posting, the system will bring that manager to the Job Posting Description Type Summary page.

### Job Posting Description Type Summary Page

Usage	The Job Posting Description Type Summary page summarizes the description types associated with a specific job requisition. Managers can link from this page to a summary description of a particular job.
Object Name	HR_VW_REQ_PSUM_MGR
Navigation	<b>Self Service, Manager, Tasks, View Job Postings</b>
Access	To access this transaction, the user must be a manager with a valid

Requirements	employee ID.
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**Job Posting Description Type Summary**

HRIS Specialist Job Requisition Number: 005050

Below is a list of posting types that exist for this requisition. Click on a posting type to review the detailed posting information.

Posting Description Type
<a href="#">Posting Description</a>

Job Posting Description Type Summary page

Underneath the title of the page, the system displays the job description and **Job Requisition Number**.

The **Posting Description Type** column displays a list of posting description types associated with this job requisition. If the posting description type is displayed as a link, the system displays the Job Posting Description Details Page when the manager clicks the link.

***Job Posting Description Details Page***

Usage	Users use this page to review a detailed description of a specific job requisition.
Object Name	HR_VW_REQ_POST_MGR
Navigation	Click the Posting Description Type link on the Job Posting Description Type Summary Page.

**Job Posting Description Details**

HRIS Specialist Job Requisition Number: 005050

**Details**

**Description Type:** Posting

Job Posting Description Details

The successful applicant will work in administration of corporate compensation and benefits programs as well as the PeopleSoft HRMS system. You will provide advanced professional support in the areas fo compensation and benefits administration such as job analysis and evaluation, benefit program admin (ie medical, life, pension etc). Aids in the administration of performance appraisal and salary administration programs, reviewing changes in wages and salaries for conformance to policy. Audits evaluation of positions, applications of existing job classifications and efficiency of HRMS system. EDUCATION: Bachelor's degree in Business, HR Management or related areas. Thorough knowledge required in all areas of compensation and benefit program design, administration and maintenance, job evaluation, Federal and State regulations, statistical analysis, and general business administration in areas related to assignment. EXPERIENCE: 2 to 3 years experience in an HR department with exposure to an HRMS system. Benefits Administration experience preferred. SKILLS: PC Literacy in Microsoft Office Products

[Return To Listing of Posting Description Types](#)

Job Posting Description Details page

Under Details, the system displays the **Description Type** and any details that exist for the chosen job posting.

Users can click the **Return To Listing of Posting Description Types** link to return to the Job Posting Description Type Summary Page.

## Reviewing All Applicants for a Job Requisition

Managers can use the Review All Applicants self-service transaction to get a list of applicants for job requisitions that they have posted. Managers can use this transaction to view resume information for each applicant, and they can also look at a list of other job requisitions that the applicant has applied for.

When a manager enters the Review All Applicants self-service transaction, the system displays a list of all open requisitions posted by that manager. From there, managers can elect to view a list of applicants for a particular position.

---

### View All Applicants Search Page

Usage	Managers use the View All Applicants search page to select a requisition from the list of requisitions that they have opened.
Object Name	HR_JOB_REQ_LST
Navigation	<b>Self Service, Manager, View, Review All Applicants</b>
Prerequisites	The manager must have created requisitions in order to view them on this search page. The system does not display requisitions created by other managers.
Access Requirements	User must have a valid employee ID and be identified in the system as a manager.

**View All Applicants**

Below is a list of all of your open requisitions. Click on a job requisition to view all applicants tied to the requisition. Click on View All Requisitions to show all of your requisitions regardless of their status.

[View All Requisitions](#)

Job Requisition Number	Job Title	Department	Status
<a href="#">290006</a>	Manager-Employment/Recruitment	Human Resources	Open
<a href="#">290005</a>	Customer Representative	Public Affairs	Open
<a href="#">290004</a>	Computer Programmer	Information Services	Open

#### View All Applicants search page

When a manager enters the View All Applicants search page, the system displays only the requisitions that have a **Status** of *Open*. If the manager wants to see the full list of requisitions that the manager has opened, the manager can click **View All Requisitions**. The system displays all requisitions, of any status, opened by that manager.

- Job Requisition Number**      Displays the job requisition number for requisitions opened by the viewing manager. Managers can click a particular **Job Requisition Number** to display the View All Applicants Page for that requisition.
  
- Job Title**                      Displays the job title listed for requisitions opened by the viewing manager.
  
- Department**                  Displays the department to which the listed requisition belongs.
  
- Status**                          The system displays the current status of all job requisition records found. When the manager enters the transaction, the system displays only the requisitions that have a status of *Open*. Managers can review a list of all transactions opened by them, of any status, by clicking **View All Requisitions**.

---

### View All Applicants Page

Usage	Managers can use this page to review a list of applicants for a specific requisition that they have created.
Object Name	HR_REQ_APPL_ALL
Navigation	User clicks the Requisition Number for a specific application on the View All Applicants Search Page.
Prerequisites	Manager must have created a requisition, to view this page.
Access Requirements	User must have a valid employee ID and be identified in the system as a manager.

**View All Applicants**

Below is a list of all applicants who have applied for this requisition. Click on an applicant to view details and resume.

**Job Requisition Detail**

**Job Requisition Number:** 290006

**Job Title:** Manager-Employment/Recruitment      **Status:** Open

**Department:** Human Resources      **Status Date:** 07/15/2000

**Location:** Corporation Headquarters

**All Applicants**

Applicant	Applicant ID	Type	Status	Concurrent Application
<a href="#">Fisher, Gabriel</a>	A0011	Ext Appl	Offer	<a href="#">Yes</a>

[Return to list of Requisitions](#)

View All Applicants page

<b>Job Requisition Number</b>	The system displays the job requisition number for the selected job requisition.
<b>Job Title</b>	The system displays the job title listed for the selected job requisition.
<b>Department</b>	The system displays the department to which the listed job requisition belongs.
<b>Status</b>	The system displays the current status of the selected job requisition.
<b>Status Date</b>	The system displays the date on which the current job requisition status became effective.

### All Applicants

In the **All Applicants** group box, the system displays a list of the applicants who are applying for the selected requisition.

<b>Applicant</b>	The system displays the name of the applicant. If this name is displayed as a link, the manager can click the link to display the Apply for Job - View Resume Page to review the applicant's resume.
------------------	--

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**For more information** about the View Resume page, see PeopleSoft 8 eRecruit PeopleBook, "Using eRecruit".

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<b>Applicant ID</b>	The system displays the ID for the applying applicant.
<b>Type</b>	The system displays the applicant type. Managers can use this value to determine whether the applicant is an employee or an external applicant.
<b>Status</b>	The system displays the applicant's current disposition status (the stage in the application process that the applicant is at). Options are: <b>Posted</b> , <b>Interview</b> , <b>Offer</b> (offer letter sent), <b>Screened</b> , <b>Hired</b> , and <b>Rejected</b> .
<b>Concurrent Application</b>	The system displays whether or not the applicant has concurrent applications pending for other job requisitions. If the <b>Concurrent Application</b> value is <b>Yes</b> , the manager can click <b>Yes</b> to display the Concurrent Application Page, to view a list of other job requisitions for which the applicant has applied.
<b>Return to list of Requisitions</b>	Clicking <b>Return to list of Requisitions</b> displays the View All Applicants Search Page.

## Concurrent Application Page

Usage	Managers review this page to see which job requisitions an applicant has concurrently applied for.
Object Name	HR_REQ_APP_ALL_SEC
Navigation	On the View All Applicants Page, managers can click the Concurrent Application value Yes to display the Concurrent Application page.
Prerequisites	None
Access Requirements	Applicant must have concurrent job requisition applications in process for the manager to view this page.



Concurrent Application page

The system displays the applicant’s name at the top of the page, under the title.

The system displays the **Job Requisition #** (job requisition number), **Job Title**, and **Applied for Status** of each concurrent application that the applicant has applied for. **Applied for Status** displays the current disposition of the application: options are *Posted*, *Interview*, *Offer* (offer letter sent), *Screened*, *Hired*, and *Rejected*.

The manager can click **Return to List of applicants** to have the system display the View All Applicants Page.

## Selecting Applicants for Interviews

You’ll use the Select Applicants for Interview self-service transaction pages to view and select for an interview those applicants who have passed final screening for a specific posting.

### Select Screened Applicants for Interview - Requisition List Page

Usage	Use the Select Screened Applicants for Interview - Requisition List page to view a list of open requisitions and to select a requisition number in order to display a list of screened applicants for that position.
Object Name	HR_JOB_REQ_LST
Navigation	<b>Self Service, Manager, Tasks, Select Applicant for Interview</b>

**Select Screened Applicants for Interview**

Below is a list of all of your open requisitions. Click on a job requisition to view all applicants tied to the requisition. Click on View All Requisitions to show all of your requisitions regardless of their status.

[View All Requisitions](#)

Job Requisition Number	Job Title	Department	Status
<a href="#">290004</a>			

Select Screened Applicants for Interview - Open Requisition List page

<b>Job Requisition Number</b>	This is the requisition number of the open job requisition. Clicking the number displays a page with a list of applicants for that position.
<b>Job Title</b>	This is the job title of the open requisition.
<b>Department</b>	This is the department of the open requisition.
<b>Status</b>	This is the current status of the open requisition. Options are: <i>Open</i> , <i>Closed</i> , <i>Filled</i> , and so on.

---

### Select Screened Applicants for Interview - Final List Page

Usage	Use the Select Screened Applicants for Interview - Final List page to view a list of screened applicants for the position and to choose whether to interview, hold, or reject the applicant. Each name on the list is a link to a page that displays details about the applicant.
Object Name	HR_REQ_APPL_ROUTE
Navigation	Click the Requisition Number on the Select Screened Applicants for Interview - Open Requisition List page.

### Select Screened Applicants for Interview

Below is the final list of applicants to be considered for this requisition. Click on an applicant to view details and resume. Choose the appropriate interview scheduling response for each applicant and then click on Save.

Job Requisition Detail

**Job Requisition Number:** 290004  
**Job Title:** Computer Programmer      **Status:** Open  
**Department:** Information Services      **Status Date:** 07/12/2000  
**Location:** Vancouver Branch

Screened Applicants

Applicant	Applicant ID	Type	Status	*Response	Concurrent Application
<a href="#">Brown, Katrina</a>	A0009	Ext Appl	Final	None	<a href="#">Yes</a>

Select Screened Applicants for Interview - Final List page

### Job Requisition Detail

**Job Requisition Number** This is the requisition number of the open job requisition. Clicking on the number displays a page with a list of applicants for that position.

**Job Title** This is the job title of the open requisition.

**Department** This is the department of the open requisition.

**Location** This is the location of the job.

**Status** This is the current status of the open requisition. Options are: *Open, Closed, Filled*, and so on.

**Status Date** This is the date of the current status of the requisition.

### Screened Applicants

**Applicant** The name of the applicant

**Applicant ID** The applicant's identification number

**Type** Type indicates whether the applicant is an internal or external candidate.

**Status** This field shows the status of the applicant. Options are: *Final, Initial*, and so on.

**Response** Select your response from the available options: *None, Hold, Interview, and Reject*.

**Concurrent Application**

This field indicates whether the applicant is applying for another position. Options are: **Yes** and **No**. If the **Concurrent Application** value is **Yes**, the manager can click that value to display the Concurrent Application Page, to view a list of other job requisitions for which the applicant has applied.

Clicking the **Save** button at the bottom of the page enters your interview response selection for that applicant.

Click **Return to List of Requisitions** to continue reviewing or selecting applicants for the requisition.

## Viewing the Interview Schedule

Employees and managers use the Interview Schedule self-service transaction to view details of the interviews scheduled for a requisition. Employees only see the interviews where they are named as an interviewer. Managers can view the interview schedule for all their open job requisitions.

---

### Interview Schedule Page

Usage	Employees use the Interview Schedule page to view a list of the job requisitions for which they are designated interviewers. Managers use the Interview Schedule page to view a list of the job requisitions that they originated.
Object Name	HR_JOB_REQ_LST
Navigation	<b>Self Service, Employee, View, Interview Schedule</b> Self Service, Manager, View, Interview Schedule
Access Requirements	The user must be an interviewer for the requisition or the originator of the requisition.

**Interview Schedule**

Listed below are the requisition(s) for which you have requisitioned. Click on a job requisition to view the requisition details and corresponding interview schedule.

Job Requisition Number	Job Title	Department	Status
<a href="#">005050</a>	HRIS Specialist	Human Resources	Open

Interview Schedule page

- Job Requisition Number** Users click the job requisition number to display the Interview Schedule Detail Page, where users can view a list of the interviews scheduled.
- Job Title** The system displays the job title for the job requisition.
- Department** The system displays the department associated with the job requisition.
- Status** The system displays the status of the job requisition.

**Interview Schedule Detail Page**

Usage	Employees and managers use the Interview Schedule detail page to view a list of the interviews scheduled for a selected job requisition.
Object Name	HR_INTRVW_SCHEDULE
Navigation	To access the page, click the Job Requisition on the Interview Schedule page.

**Interview Schedule**

Listed below are the requisition details and corresponding interview schedule.

**Job Requisition Detail**

**Job Requisition Number:** 005050  
**Job Title:** HRIS Specialist      **Status:** Open  
**Department:** Human Resources      **Status Date:** 11/04/1997  
**Location:**

\*Sort Interview Schedule By:

**Interview Schedule**

Applicant	Interview Date	Start Time	End Time	Interview Type
Baldwin, Nicole	01/16/1998	1:45PM	2:30PM	Interview
Clark, Gregory	08/11/1993	12:00PM	1:30PM	Lunch

[Return to list of Requisitions](#)

\* Required Field

Interview Schedule detail page

**Job Requisition Detail**

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

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

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

*Interview Date*

*Interviewer*

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

**Interview Schedule**

**Applicant** The system displays the name of the applicant.

**Interview Date** The system displays the date of the interview.

**Start Time** The system displays the time that the interview will start.

**End Time** The system displays the time the interview will end.

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

**Return to list of Requisitions** Users click this link to display the Interview Schedule Page.

**Entering Interview Results**

Employees and managers use the Enter Interview Results transaction to enter the results of interviews they have completed. Managers can also use the transaction to view interview results entered by other interviewers. Users assign a rating, enter their recommendations, and enter additional comments, if necessary.

---

**Interview Results Page**

Usage	Employees and managers use the Interview Results page to view a list of applicants who were invited for an interview. From here, users select the interview for which they want to enter or view interview results.
Object Name	HR_RESULTS_DETAIL
Navigation	<b>Self Service, Manager, Tasks, Enter Interview Results</b> Self Service, Employee, Tasks, Enter Interview Results

Access Requirements	The user must be an interviewer for the requisition or the originator of the requisition.
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### Interview Results

Listed below are the requisition details and corresponding interview schedule. Click on the appropriate action to view or update interview results. You can only update interviews which you conducted. Other interviews can be viewed.

**Job Requisition Detail**

**Job Requisition Number:** 005050  
**Job Title:** HRIS Specialist      **Status:** Open  
**Department:** Human Resources      **Status Date:** 11/04/1997  
**Location:**

**Sort Interview Schedule By:**

**Interview Schedule**

Applicant	Interview Date	Interviewer	Action
Baldwin, Nicole	01/18/1998	Sullivan, Theresa	<a href="#">View</a>
	01/18/1998	Hadley, Charles	<a href="#">View</a>
	01/18/1998	Gaston, Claudia	<a href="#">View</a>
Clark, Gregory	08/11/1993	Schumacher, Simon	<a href="#">Update</a>
	08/24/1993		<a href="#">Update</a>
	08/11/1993		<a href="#">Update</a>

Interview Results page

### Job Requisition Detail

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

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

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

***Interview Date***

***Interviewer***

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

### Interview Schedule

**Applicant** The system displays the name of the applicant.

**Interview Date** The system displays the date of the interview.

**Interviewer**

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

**Action**

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

If the user selects *View*, the Interview Results Detail Page is displayed, and the user can view interview results. If the user selects *Update*, the Enter Interview Results Detail Page is displayed, and the user can enter, view, and update interview results.

**Enter Interview Results Detail Page**

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

**Enter Interview Results**

Enter or edit your Interview results in the form below.

**Job Requisition Detail**

**Job Requisition Number:** 005050  
**Job Title:** HRIS Specialist      **Status:** Open  
**Department:** Human Resources      **Status Date:** 11/04/1997  
**Location:**

**Interview Result**

**Applicant:** AG002      Clark, Gregory  
**\*Interview Date:** 08/11/1993 [calendar icon]  
**\*Interview Level:** Phone [dropdown]  
**\*Interviewer ID:** 8001 [search icon] Schumacher, Simon  
**\*Rating:** Excellent [dropdown]  
**\*Recommendation:** Make Offer [dropdown]       Final Recommendation  
**Comment:** [text area]

**Save**

Enter Interview Results detail page

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

### Job Requisition Detail

<b>Applicant</b>	The system automatically populates this field with the applicant’s name and ID.
<b>Interview Date</b>	Users enter the <b>Interview Date</b> .
<b>Interview Level</b>	Users select the <b>Interview Level</b> from the available options. Options are:  <i>Campus:</i> Users select this option if the interview was at a university campus.  <i>Inhouse 1, Inhouse 2, Inhouse 3.</i> Users select one of these options for each round of interviews held in-house.  <i>Phone:</i> Users select this option if the interview was by phone.
<b>Interviewer ID</b>	Displays the employee ID of the interviewer. Users can overwrite this field if necessary.
<b>Rating</b>	Users select a rating that matches their assessment of the applicant. Options are: <i>Average, Excellent,</i> and <i>Not Qual</i> (not qualified).
<b>Recommendation</b>	Select your recommendation. Options are: <i>Hold, Intv Further</i> (interview further), <i>Make Offer,</i> and <i>Reject.</i> When users save this page, the system updates the applicant’s disposition in line with the <b>Recommendation.</b> For example, if users select <i>Hold,</i> the system assigns a disposition of <i>On Hold.</i>
<b>Final Recommendation</b>	Users select this check box if this recommendation is the last one for this round of interviews.
<b>Comment</b>	Users enter any additional comments about the applicant in this field.
<b>Return to List of applicants</b>	Users click this link to return to the Interview Results Page.

### Interview Results Detail Page

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

### Interview Results

This Interview Result can only be viewed.

**Job Requisition Detail**

<b>Job Requisition Number:</b>	005050	<b>Status:</b>	Open
<b>Job Title:</b>	HRIS Specialist	<b>Status Date:</b>	11/04/1997
<b>Department:</b>	Human Resources	<b>Location:</b>	

**Interview Result**

<b>Applicant:</b>	Baldwin, Nicole	AG003	
<b>Interview Date:</b>	01/18/1998		
<b>Interview Level:</b>	Inhouse 1		
<b>Interviewer:</b>	Sullivan, Theresa	8102	
<b>Rating:</b>	Average		
<b>Recommendation:</b>	Interview Further	<input checked="" type="checkbox"/>	<b>Final Recommendation</b>
<b>Comment:</b>			

[Return to List of applicants](#)

Interview Results detail page

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

### Job Requisition Detail

**Applicant**

The system displays the applicant’s name.

**Interview Date**

The system displays the **Interview Date**.

**Interview Level**

The system displays the **Interview Level**. Options are:

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

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

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

**Interviewer**

Displays the employee ID of the interviewer.

**Rating**

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

- Recommendation**                      The system display's the interviewer's recommendation. Options are *Hold*, *Intv Further* (interview further), *Make Offer*, and *Reject*.
  
- Final Recommendation**            This check box is selected if this recommendation is the last one for this round of interviews.
  
- Comment**                                If there are additional comments about the applicant, they are displayed in this field.
  
- Return to List of applicants**        Click this link to return to the Interview Results Page.

## Viewing Applicant References

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

---

### References - Requisition List Page

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

**References**

Listed below are the requisition(s) for which you have requisitioned. Click on a job requisition to view the requisition details and applicants who have been interviewed.

Job Requisition Number	Job Title	Department	Status
<a href="#">010011</a>	Self Service Employee	MU-Princeton Service Desk	Open

References - Requisition List page

- Job Requisition Number**            This is the number of the job requisition. Clicking on the **Job Requisition Number** displays the References - Applicant List page.
  
- Job Title**                                This is the title of the position.
  
- Department**                            This is the title of the position.

**Status** This is the current status of the requisition.

## References - Applicant List Page

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

### References

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

---

**Job Requisition Detail**

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

Applicant	Applicant ID	Source
<a href="#">Elias,Jan</a>	8600	External Applicant
<a href="#">Mak,Francis</a>	A0101	External Applicant
<a href="#">Penrose,Steven</a>	A0016	Employee
<a href="#">Tester,LKTester</a>	A0015	External Applicant

[Return to list of Requisitions](#)

References - Applicant List page

### Job Requisition Detail

<b>Job Requisition Number</b>	This is the number of the job requisition.
<b>Job Title</b>	This is the title of the position.
<b>Department</b>	This is the title of the position.
<b>Location</b>	This is the location of the position.
<b>Status</b>	This is the current status of the requisition.
<b>Status Date</b>	This is the date of the current requisition status.

## Applicant

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

---

## References Page

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

### References

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

**Job Requisition Detail**

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

**Applicant:** Elias,Jan      8600

**Applicant References**

Reference Type	Name	Telephone
Professional	<a href="#">Finton, Seymour</a>	

[Return to List of applicants](#)

References - Details page

## Job Requisition Detail

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

<b>Location</b>	This is the location of the position.
<b>Status</b>	This is the current status of the requisition.
<b>Status Date</b>	This is the date of the current requisition status.
<b>Applicant</b>	This is the name and ID number of the applicant.

### Applicant Reverences

<b>Reference Type</b>	The reference type can be <i>Professional</i> , <i>Co-worker</i> , <i>Internal</i> , <i>External</i> , and so on.
<b>Name</b>	This is the name of the reference.
<b>Telephone</b>	This is the telephone number of the reference.

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

## Preparing for New Hire

This transaction presents to the hiring manager a list of applicants who have accepted offers to job requisitions. Clicking on an applicant's name displays a page with pre-hire information about that applicant, such as job requisition number, desired start date, location, and so on. Click the Submit Request for Applicant Pre-Hire Processing in order to initiate pre-hire activities for that applicant, such as worklists and emails for various departments, to prepare for the anticipated start date of the applicant during the pre-hire period.

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### Prepare Select Applicant Page

Usage	Use the Prepare for New Hire - Select Applicant page to view a list of pre-hire applicants and to select an applicant for new hire processing.
Object Name	HR_PREHIRE_SUM_MGR
Navigation	<b>Self Service, Manager, Tasks, Prepare for New Hire</b>

[Prepare For New Hire](#)

**Select Applicant**

Below is a list of applicants from your job requisitions who have accepted job offers. Click on 'Applicant ID' to begin pre-hire proceedings.

Prehire Applicants				
Applicant Name	Applicant ID	Job Requisition Number	Job Title	Desired Start Date
<a href="#">Parker, Alexis</a>	A0016	010013	MU-Customer Service 1	

Prepare for New Hire – Select Applicant page

### Prehire Applicants

- Applicant Name** This is the name of the applicant. Clicking on the name takes you to the Process Pre-Hire page.
- Applicant ID** This is the identification number of the applicant.
- Job Requisition Number** This is the requisition number of the job.
- Job Title** This is the title of the job.
- Desired Start Date** This is the desired start date for the applicant.

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### Process Pre-Hire Page

Usage	You use the Process Pre-Hire page to view pre-hire information about a job requisition and the applicant. Clicking Submit Request for Applicant Prehire Processing initiates the pre-hire process.
Object Name	HR_PREHIRE_SUM_MGR
Navigation	Click on an applicant's name on the Prepare for New Hire - Select Applicant page

**Prepare For New Hire**

Alexis Parker A0016  
 Listed below is information about the pre-hire applicant and the requisition

**Pre-Hire Information**

**Job Requisition Number:** 010013

**Desired Start Date:** **Application Date:** 08/29/2000

**Job Title:** MU-Customer Service 1

**Description:** MU-San Jose Customer Service

**Location:** San Jose

**Job Requisition Status:** Open **Status Date:** 08/29/2000

Submit Request for Preparing for New Hire
[Return To Select Applicant](#)

Process Pre-Hire page

### Pre-Hire Information

- Job Requisition Number** This is the requisition number of the job.
- Desired Start Date** This is the desired start date for the applicant.
- Application Date** This is the date of application of the applicant
- Job Title** This is the title of the job.

<b>Description</b>	This is a description of the job.
<b>Location</b>	This is the location of the job.
<b>Job Requisition Status</b>	This is the current status of the requisition.
<b>Status Date</b>	This is the effective date of the current status.

Click the **Submit Request for Applicant Prehire Processing** button to initiate new hire activities.

Click **Return To Select Applicant** to continue processing other new hires.

## Preparing a Job Offer

This transaction presents to the hiring manager a list of requisitions with applicants who have been referenced. The summary grid shows requisition number, job description, department, and job requisition status. Each requisition number in the grid is a link to a second page that displays the details of the requisition number, followed by a grid that displays a list of applicants, their application ID numbers and statuses. Clicking on an applicant's name displays a page showing the details of the job requisition, followed by a grid that contain areas for you to enter such information as desired start date, annual rate of pay, and currency. When you are satisfied with the entered information, click the Submit button to initiate the offer request process.

---

### Prepare Job Offer - Requisition List Page

Usage	You use the Prepare Job Offer - Requisition List page to view a list of requisitions for which you are responsible, and to select a requisition number in order to display a list of screened applicants for that position.
Object Name	HR_REQUEST_OFFER
Navigation	<b>Self Service, Manager, Tasks, Prepare Job Offer</b>

**Prepare Job Offer**

---

**Find an Existing Value**

Search By:

Job Requisition #:

[Advanced Search](#)

**Search Results**

View All First  1-4 of 4  Last

Job Requisition #	Job Description	Department	Job Requisition Status
<a href="#">290006</a>	Manager-Employment/Recruitment	Human Resources	Open
<a href="#">290005</a>	Customer Representative	Public Affairs	Open
<a href="#">120004</a>	Mgr Employee Relations	Human Resources	Re-Opened
<a href="#">010010</a>	Human Resources Administrator	Human Resources	Open

Prepare Job Offer - Requisition List page

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

This is the number of the job requisition. Clicking the job requisition number displays the Enter Interview Results Detail Page.

**Job Title**

This is the title of the open position.

**Department**

This is the department of the open position.

**Status**

This is the current status of the open requisition.

---

### Prepare Job Offer - Applicant List Page

Usage	Use the Prepare Job Offer - Applicant List page to view a list of interviewed applicants for which you are responsible. Clicking on the applicant's name displays the Prepare Job Offer - Applicant List page.
Object Name	HR_REQUEST_OFFER
Navigation	Click on any Job Requisition Number on the Prepare Job Offer - Requisition List page.

### Request Offer

Listed below are the requisition details and applicants who have been interviewed. Click on the Applicant name to enter offer details and submit an offer request.

**Job Requisition Detail**

**Job Requisition Number:** 290006  
**Job Title:** Manager-Employment/Recruitment      **Status:** Open  
**Department:** Human Resources      **Status Date:** 07/15/2000  
**Location:** Corporation Headquarters

**All Applicants**

Applicant	Applicant ID	Applicant Status
<a href="#">Gabriel Fisher</a>	A0011	External Applicant

[Return to list of Requisitions](#)

Prepare Job Offer - Applicant List page

### Job Requisition Detail

- Job Requisition Number**      This is the number of the job requisition.
- Job Title**      This is the title of the open position.
- Department**      This is the title of the open position.
- Location**      This is the location of the open position.
- Status**      This is the current status of the open requisition.
- Status Date**      This is the date of the current requisition status.

### All Applicants

- Applicant**      This is the name of the applicant. Clicking the name of the applicant displays the Request Offer Page.
- Applicant ID**      This is the identification number of the applicant.
- Applicant Status**      This indicates whether the applicant is internal or external to the organization.

### Request Offer Page

Usage	Use the Request Offer page to enter job offer details for a selected applicant, and initiate the approval process.
Object Name	HR_REQUEST_OFFER1

Navigation	Click an applicant's name on the Prepare Job Offer - Applicant List page.
------------	---

### Request Offer

Enter the offer details below for the chosen applicant and click on the Submit button to begin approval processing.

**Job Requisition Detail**

**Job Requisition Number:** 290006

**Job Title:** Manager-Employment/Recruitment      **Status:** Open

**Department:** Human Resources      **Status Date:** 07/15/2000

**Location:** Corporation Headquarters

**Applicant Offer Information**

**Applicant ID:** A0011      Gabriel Fisher

**Desired Start Date:** 01/13/2000

**\*Annual Rate:**  (example: 50000.00)

**\*Currency Code:**

     [Return to List of applicants](#)

\* Required Field

Request Offer page

### Job Requisition Detail

- Job Requisition Number**      This is the number of the job requisition.
- Job Title**      This is the title of the open position.
- Department**      This is the title of the open position.
- Location**      This is the location of the open position.
- Status**      This is the current status of the open requisition.
- Status Date**      This is the date of the current requisition status.

### Applicant Offer Information

- Applicant ID**      This is the identification number and name of the applicant.
- Desired Start Date**      You enter the desired start date or select the date from the pop-up calendar.
- Annual Rate**      You enter the annual salary in the space provided.
- Currency Code**      Select the currency code from the available options.

When you are satisfied with all entered information, click the **Submit** button to initiate the job offer request.

## Approving a Job Offer

This transaction presents the hiring manager for approval a requisition for which an offer has been requested. The transaction includes a space for entering comments, followed by two buttons marked Approve and Deny. Click the Approve button to approve the offer, or click the Deny button to deny the offer.

---

### Request Offer - Approval Page

Usage	Use the Request Offer - Approval page to view requisition details, applicant offer information, and approval details about an open requisition for which you are responsible, enter any relevant comments, and to approve or deny the request.
Object Name	HR_REQUEST_OFFER1
Navigation	<b>Self Service, Manager, Tasks, Approve Offer</b>

### Request Offer

**Job Requisition Detail**

**Job Requisition Number:** 290006

**Job Title:** Manager-Employment/Recruitment      **Status:** Open

**Department:** Human Resources      **Status Date:** 07/15/2000

**Location:** Corporation Headquarters

**Applicant Offer Information**

**Applicant ID:** A0011      Gabriel Fisher

**Desired Start Date:** 01/13/2000

**Annual Rate:** 50000.000

**Currency Code:** USD

**Effective Sequence:** 1

**Status:** Submitted

Request Offer - Approval page (1 of 2)

Approval Details				
Role Name	Name	Workflow Action	Transaction Date	Comment
Originator	Antonio Santos	Submitted	08/29/2000	
Manager	Douglas Lewis			
Recruitment Administrator	Antonio Santos			

Approval Processing	
<b>Approver Name:</b>	Douglas Lewis
<b>Comment:</b>	<input type="text"/>
<input type="button" value="Approve"/>	<input type="button" value="Deny"/>

Request Offer - Approval page (2 of 2)

**Job Requisition Detail**

- Job Requisition Number** This is the number of the job requisition.
- Job Title** This is the title of the open position.
- Department** This is the title of the open position.
- Location** This is the location of the open position.
- Status** This is the current status of the open requisition.
- Status Date** This is the date of the current requisition status.

**Applicant Offer Information**

- Applicant ID** This is the identification number and name of the applicant.
- Desired Start Date** You enter the desired start date or select the date from the pop-up calendar.
- Annual Rate** You enter the annual salary in the space provided.
- Currency Code** Select the currency code from the search list.
- Status** This indicates the current status of the requisition.

**Approval Details**

- Role Name** This is the role description. Options are: *Originator*, *Manager*, and so on.
- Name** This is the name of the originator or manager.

<b>Work Flow Action</b>	This indicates the requisition's place in the process.
<b>Transaction Date</b>	The date of the last active process on this requisition.
<b>Comment</b>	Any relevant comments appear in this space.
<b>Comment</b>	
<b>Name</b>	This is the name of the person making the comments.
<b>Comment</b>	Enter any relevant comments in this space.

At the bottom of the page are two buttons: Click **Approve** to approve the offer; click **Deny** to deny the offer.

## Viewing Offer Approval Status

This transaction presents to the hiring manager the approval status of a specific requisition number.

---

### Job Requisition Status Search Page

Usage	You use the Job Requisition Status search page to view a list of requisitions for which you are responsible. Clicking on any Job Requisition Status value takes you to the Job Requisition Status History page.
Object Name	HR_VW_REQ_STAT_MGR
Navigation	<b>Self Service, Manager, Tasks, Job Requisition Status</b>

**Job Requisition Status**

---

**Use the following search to look for an existing requisition.**

Search By:   [Advanced Search](#)

Job Requisition Status:

**Search Results**

[View All](#) First  1-19 of 19

Job Requisition Status	Job Requisition #	Job Description	Department
<a href="#">Open</a>	290006	Manager-Employment/Recruitment	Human Resources
<a href="#">Open</a>	290005	Customer Representative	Public Affairs
<a href="#">Open</a>	290004	Computer Programmer	Information Services
<a href="#">Closed</a>	290003	Sr Payroll Clerk	Finance
<a href="#">Closed</a>	290002	Consultant - Senior	Human Resources
<a href="#">Closed</a>	290001	Administrative Assistant	Human Resources
<a href="#">Filled</a>	220002	Accountant	Finance - Netherlands
<a href="#">Filled</a>	220001	Technical Training Specialist	Education Services Netherlands
<a href="#">Filled</a>	190001	HRIS Specialist	Human Resources
<a href="#">Filled</a>	120005	Training Specialist	Training & Administration
<a href="#">Re-Opened</a>	120004	Mgr Employee Relations	Human Resources
<a href="#">Closed</a>	120003	Manager Training & Dvlp	Training & Administration
<a href="#">Closed</a>	120002	Systems Analyst	Information Services
<a href="#">Closed</a>	120001	Senior Secretary	Human Resources
<a href="#">Open</a>	110002	Sales Representative	Headquarters - Belgium
<a href="#">Filled</a>	110001	Consultant	Sales & Services - Belgium
<a href="#">Open</a>	030001	Admin Assistant to the CEO	France Headquarters
<a href="#">Open</a>	010010	Human Resources Administrator	Human Resources
<a href="#">Filled</a>	010009	Sales Representative	Sales and Marketing - N. Ire

Job Requisition Status search page

**Job Requisition Status** This is the status of the job requisition. Clicking on any Job Requisition Status value displays the Job Requisition Status History Page.

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

**Job Description** This is the description of the position.

**Department** This is the department of the position.

---

### Job Requisition Status History Page

Usage	Use the Job Requisition Status History page to view the status history of a specific job requisition.
Object Name	HR_VW_REQ_STAT_MGR
Navigation	Click any Job Requisition Status value on the Job Requisition Status search page.



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