PeopleSoft 8.3 eRecruit Manager Desktop PeopleBook

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About the HRMS PeopleBooks

The HRMS PeopleBooks provide you with the information you will need for implementing and using PeopleSoft Human Resources Management System (HRMS) products.

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

Before You Begin

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

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

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

PeopleSoft Application Fundamentals for HRMS PeopleBook

The individual HRMS PeopleBooks provide you with implementation and processing information for the individual HRMS products. However, there is additional, essential information describing the setup and design of each HRMS product contained in the companion volume of documentation called *PeopleSoft Application Fundamentals for HRMS PeopleBook.*

The *PeopleSoft Application Fundamentals for HRMS PeopleBook* consists of important topics that apply to many or all PeopleSoft applications across the HRMS product line. Whether you are implementing a single HRMS product, some combination of products within the product line, 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 for HRMS PeopleBook*, we've included common information pertinent to all applications in the HRMS product 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 for HRMS* and other PeopleBooks.

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 (www4.peoplesoft.com/cc). We post updates, troubleshooting documentation, and other items on Customer Connection, as well. In addition, documentation for this release is available on CD-ROM and in hard copy.

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

Documentation on the Internet

You can order printed, bound versions of the complete PeopleSoft documentation delivered on your PeopleBooks CD-ROM. You can order additional copies of the PeopleBooks CDs through the Documentation section of the PeopleSoft Customer Connection Web site: http://www4.peoplesoft.com/cc

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

Documentation on CD-ROM

Complete documentation for this release is provided on the CD-ROM *PeopleSoft 8.3 HRMS PeopleBooks,* SKU HR83PBR0, and *PeopleTools 8.14 PeopleBooks,* SKU PTB814R0.

Note. 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.

Hardcopy Documentation

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

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

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

PeopleBooks Standard Page Element Definitions

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

Field	***Definition***
Address 1, Address 2, Address 3	Freeflow text entry fields that enable you to describe street, street number, apartment number, and other address information.
As of Date	The last date for which a report or process includes data.
Block (Bloque)	In Spanish addresses, a building or buildings that are close together may be called a Block (Bloque). Include the Block name in the address, if necessary.
Business Unit	An identification code that represents a high-level organization of business information. You can use a business unit to define regional or departmental units within a larger organization.
City	Name of city for address.
Comment(s)	Freeflow text entry that enables you to add comments.
Company	A business organization. For US companies using PeopleSoft Payroll for North America or PeopleSoft Pension Administration, a business unit that has a unique federal Employer Identification Number (EIN) for payroll reporting purposes.

Field	***Definition***
Country	Country for address. Other address fields will be adjusted to reflect Country choice. Select a country from the list of valid values and press TAB to move through the field. The system automatically displays the appropriate address fields using the standardized address formats previously set up in the Country Table. Enter the appropriate address data in the fields that appear.
County (also **Prefecture** and **Parish**)	Name of county (prefecture/parish) for address, if applicable.
Currency Code	The 3-letter code in which the currency is specified.
Description	Freeflow text up to 36 characters that describes what you are defining.
Department	An identification code that represents an organization in a company.
Door (Puerta)	In Spanish addresses, identifies the door name or number.
Effective Date	Date on which a table row becomes effective; the date that an action begins. For example, if you want to close out a ledger on June 30, the effective date for the ledger closing would be July 1. This date also determines when you can view and change the information. Pages or panels and batch processes that use the information use the current row.
Email	The email address for a person or organization.
EmplID (employee ID)	Unique identification code for an individual associated with your organization.
Empl Rcd# (Employee Record Number)	A system-assigned number that indicate an employee has more than one record in the system.
Fax (also **Fax Number)**	The fax number for a person or organization.
Floor (Piso)	In Spanish addresses, identifies the floor name or number.
House	Identifies the type of house.
Initials	Initials of individual.
Language	Language spoken by employee/applicant/non-employee.
Language or Language Code	The language in which you want the field labels and report headings of your reports to print. The field values appear as you enter them. Language also refers to the language spoken by an employee, applicant, or non-employee.
Last Run On	The date that a report or process was last run.
Locality	A tax location within an organization.
Name	Name of individual.

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

Field	***Definition***
Run Control ID	Identifies specific run control settings for a panel.
Run Date	The date that a process was run or a report was generated.
Run Time	The time that a process was run or a report was generated.
SetID	An identification code that represents a set of control table information. SetIds enable the sharing of a set of control table information across two or more Business Units.
Short Description	Freeflow text up to 15 characters.
Stair (Escalera)	In Spanish addresses, identifies the stair name or number.
State (also **Province)**	State (Province) for address.
Status	Indicates whether a row in a table is ***Active*** or ***Inactive.***
Street Type	Identifies whether an address is a place, street, avenue, road, or so on. Spanish law requires addresses in official documents to include the Street Type.
Telephone (Phone)	The telephone number for a person or organization.
User ID	The system identifier for the individual who generates a transaction.

See Also

PeopleTools Development Tools: Application Designer PeopleBook, “Creating Field Definitions,” Understanding Effective Dates

PeopleSoft Process Scheduler

PeopleBook Standard Group Boxes

The following group boxes and field groupings appear throughout PeopleSoft HRMS. We have documented them once here.

Entering Name Information

The following fields appear wherever you enter or display naming information:

Format Using — Select the country with name format appropriate for this employee. The system will display the appropriate fields for this format in the Person Name group box.

Refresh the Name Field — Click to refresh the Name field after you’ve edited any of the name fields. The system will refresh the name field when you save.

Person Name or Current Name

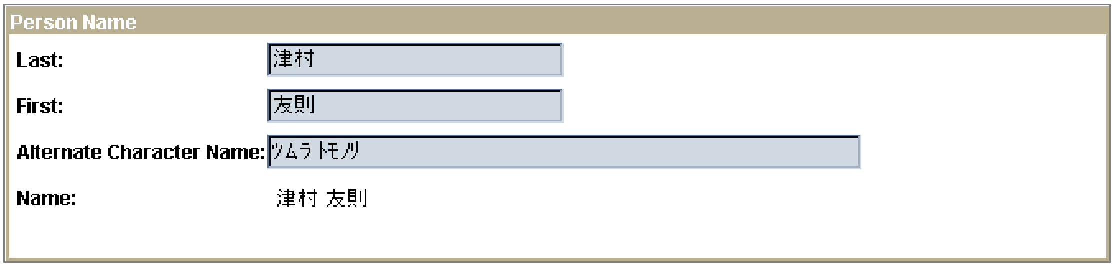
The following fields appear in the Person Name group box. You will not see all of the fields listed below at any one time. The system displays the fields necessary for the country you select in the Format Using field.

Title	Select a title. If you are reporting employee information under the German Duevo Directive, this field is required and must be completed according to the Duevo rules.
Prefix and **Name Prefix**	Select a Prefix or Name Prefix, if applicable.
Royal Prefix	Select a Royal Prefix, if applicable.
First Name	Enter the employee's official first name.
Preferred First Name	For The Netherlands, enter the employee's preferred first name, if different from the First Name. The system will use the preferred name when you generate form letters or mailing labels for this employee.
Last Name Preference	For the Netherlands, choose this link to provide additional name information for married employees. The Last Name Preference page contains three fields: Last Name Partner, Prefix Partner and Last Name Preference.
Middle	Enter the employee's middle name, if applicable.
Last Name	Enter the employee's official last name.
Suffix	Select a suffix, if applicable.
Second Last Name	For Spanish employees, enter the second surname (mother's surname).
Alternate Character Name	Use this field to enter the employee's name using alternate characters (such as Japanese phonetic characters). **Note.** You can enter names using Japanese characters with or without a space between the surname and given name. Names using Roman alphanumeric characters require a comma delimiter. **Warning!** Be sure to select the correct character set on the Installation Table – Alternate Characters page. Using the wrong character set generates an error message.
Royal Suffix	Select the appropriate royal suffix. If you are reporting employee information under the German Duevo Directive, this field is required and must be completed according to the Duevo rules.
Name	The system displays the employee's name as it will appear in the system.

Displaying Japanese Names on Pages

Pages that display personal name fields usually display them in First Name, Last Name order. When the country is Japan, however (JPN in the Format Using field), those fields appear in the Last Name, First Name order.

Another difference is that the Name field displays “Last Name[space]First Name,” not “Last Name,First Name”; that is, a space separates the last and first names, not a comma.



Japanese name format on a page

See Also

PeopleSoft Applications Fundamentals for HRMS PeopleBook, “Setting Up PeopleSoft HRMS,” Working With Double-Byte Characters

Entering Address Information

The following fields appear in address group boxes throughout PeopleSoft HRMS. You may not see all of the fields listed below as the system displays only the fields necessary for the country in use. Determine which address fields are required for each country on the Country Table – Address Format page.

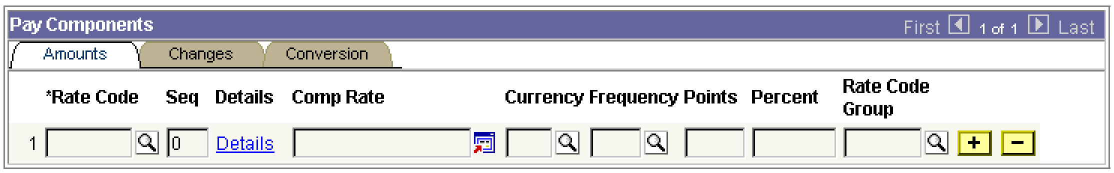
Country	Select the country with address format appropriate for this address. The system will display the appropriate fields for this format in the address group box.
Address 1, **Address 2**, **Address 3**, and **Address 4**	Freeflow text entry fields that enable you to describe street, street number, apartment number, and other address information.
City	Enter the city.
County	Enter the county, if applicable.
State (State, Province, or other)	Enter the state or province.
Postal	Enter the postal, such as zip or postal code.
Number 1, and **Number 2**	Enter 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.

House Type — Enter the house type, if applicable.

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

Entering or Viewing Pay Components

Amounts Tab



Pay Components - Amounts

Rate Code — Rate codes are IDs for pay components. The system inserts any compensation information associated with this rate code in the compensation grid.

Note. If a seniority rate code is inserted as a default value on the Job Data - Compensation page, the values for these rate codes are unavailable for entry.

Seq (sequence) — The sequence number of the rate code if it is used more than once.

Details — Click the **Details** button to open the Comp Rate Code Secondary Panel page.

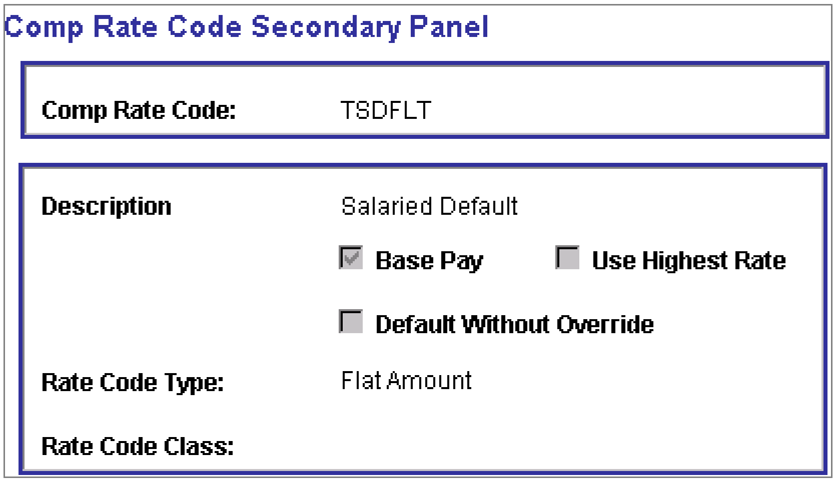
Comp Rate, (compensation rate) **Currency**, and **Frequency** — The compensation rate, its currency, and the frequency (for example, annually, weekly, or hourly) the comp rate will be paid.

Apply FTE — If selected, the system multiplies the rate code value by the FTE factor for annualization and deannualization. FTE is the percent of full time the employee should normally work in the corresponding job. This field isn't available for ***Percent*** rate codes.

Points — The salary points associated with this rate code, if any.

Percent — If the rate code rate type is ***Percent,*** the system displays the percent to be applied to the job compensation rate or to a rate code group if you are using rate code groups.

Rate Code Group — A rate code group enables you to be more specific when calculating percentages based components as part of your employee compensation package.



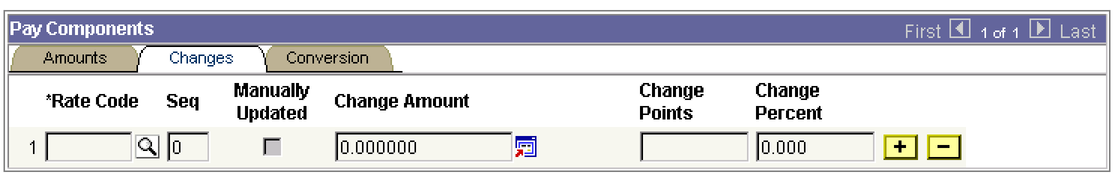
Comp Rate Code Secondary Panel

Access this page by clicking the Details link on the Amounts page. Displays additional information about the rate code.

See Also

PeopleSoft Application Fundamentals for HRMS PeopleBook, "Working With Multiple Components of Pay," **Defining Rate Codes**

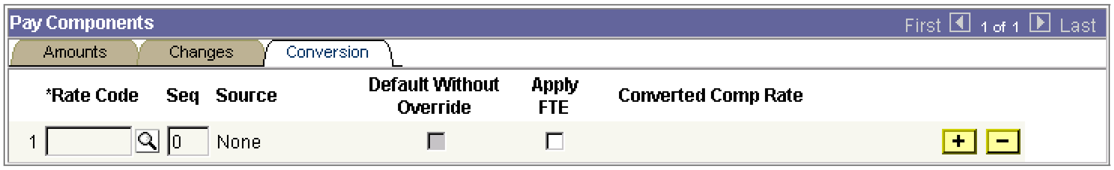
Changes Tab



Pay Components – Changes page

This page displays the change in an employee's salary.

Manually Updated	The system selects this if you have manually updated the pay components.
Change Amount	The overall change amount to this pay component rate.
Change Points	The overall change amount (in points) to this pay component, if applicable.
Change Percent	The overall percentage change to this pay component, if applicable.



Pay Components – Conversion

This page displays the conversion rates in an employee's salary.

Source

The system displays the source of the rate code, such as ***Absorbing Premium***, ***Seniority Pay***, ***Job Code***, or ***Manual***.

Default Without Override

Selected if the worker's compensation package cannot be manually updated on the Job Data – Compensation page.

Apply FTE

Indicates if the converted rate code value will be multiplied by the FTE factor for annualization and deannualization.

Converted Comp Rate

Displays the converted compensation rate for this pay component. The system converts all base pay components to the Job currency and compensation frequency.

Required Fields on Pages

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

Example of a required field label

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

Typographical Conventions and Visual Cues

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

Please take a moment to review the following typographical cues:

`monospace font`	Indicates PeopleCode.

Bold	Indicates field names and other page elements, such as buttons and group box labels, when these elements are documented below the page on which they appear. When we refer to these elements elsewhere in the documentation, we set them in Normal style (not in bold). We also use boldface when we refer to navigational paths, menu names, or process actions (such as **Save** and **Run**).
Italics	Indicates a PeopleSoft or other book-length publication. We also use italics for *emphasis* and to indicate specific field values. When we cite a field value under the page on which it appears we use this style: ***field value.*** We also use italics when we refer to words as words or letters as letters, as in the following: Enter the number *0*, not the letter *O*.
KEY+KEY	Indicates a key combination action. For example, a plus sign (+) between keys means that you must hold down the first key while you press the second key. For ALT+W, hold down the ALT key while you press W.
See Also	PeopleBooks provide cross-references under the heading "See Also." Capitalized titles in italics indicate the title of a PeopleBook; titles in quotes indicate the title of a chapter; titles in normal font refer to sections within the PeopleBook. Here's an example: ***See Also*** *About These HRMS PeopleBooks,* **PeopleSoft 8.3 HRMS PeopleBooks Preface**

Note. 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.

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

Process Introductory Table

In the documentation, each business process in the application is accompanied by an introductory table with pertinent information about the pages used in the process.

Page	System Name	Navigation	Usage
Name of the page.	Gives the system name of the page as specified in the PeopleTools Application Designer. For example, the system name of the Detail Calendar panel is DETAIL_CALENDAR1.	Provides the path for accessing the page.	Describes how you would use the 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.

Local Country Functionality

Any functionality that is specific to an individual country will be designated by the three-character ISO code for that country. For example, functionality specific to Germany would be indicated by a DEU designation at the beginning of a section heading. Most often this will appear at the beginning of a section heading (such as with this section), but the country 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:

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 product communications for you.

CHAPTER 1

About the PeopleSoft 8.3 eRecruit Manager Desktop PeopleBook

This book provides you with the information you will need for implementing and using PeopleSoft eRecruit Manager Desktop.

This preface explains how to use the documentation for PeopleSoft eRecruit Manager Desktop. General information you should know before you begin using PeopleSoft documentation is presented in About the HRMS PeopleBooks. It provides information about the following topics:

- Using related documentation such as the PeopleSoft 8.3 Application Fundamentals for HRMS PeopleBook.
- Ordering documentation on the Internet, on CD-ROM, and in hardcopy.
- PeopleBooks standard page element definitions.
- Required fields on pages.
- Typographical conventions and visual clues in the documentation.
- Process introductory table explanation.
- U.S. Federal Government functionality designation within the documentation.
- Education and Government functionality designation within the documentation.
- Local country functionality designation within the documentation.
- Comments and suggestions about the documentation.

Note. We strongly recommend that you read About the HRMS PeopleBooks. In particular, the PeopleSoft HRMS Application Fundamentals section explains where you can find information about topics that apply to many PeopleSoft applications across the HRMS product line. For example, you can find information about setting up control tables, administering security, and setting language and currency preferences in the *PeopleSoft 8.3 Application Fundamentals for HRMS PeopleBook.*

See Also

PeopleSoft HRMS PeopleBooks Preface, “About the HRMS PeopleBooks”

CHAPTER 2

Understanding eRecruit Manager Desktop

This chapter explains:

- The components of eRecruit Manager Desktop.
- Moving around eRecruit Manager Desktop.
- Roles and security.
- Setting up workflow.

Understanding eRecruit Manager Desktop Components

PeopleSoft eRecruit Manager Desktop comprises self-service transactions for these recruitment activities:

- Administering job requisitions.

  Hiring managers and recruiters can create job requisitions, view job postings, and view job requisition status. In partnership with RecruitUSA, PeopleSoft enables your managers and recruiters to post jobs to multiple online job boards through one easy to use interface.

- Processing applicants.

  At the selection stage, the Search for Applicants self-service transaction enables managers and recruiters to look for applicants that meet their job requirements and link them to their requisitions. Using Requisition Activity, users review the applicants linked to a requisition at each stage in the recruitment process. Other transactions are used to review applicant references and view questionnaire results.

- Organizing interviews.

  PeopleSoft eRecruit Manager Desktop includes transactions for managers and recruiters to select applicants for interview, schedule interviews, view interviewers' evaluations, and make final recommendations.

- Hiring applicants.

  After managers and recruiters have selected applicants to fill their openings, they can request pre-employment checks on applicants. By integrating your system with

HireRight, managers and recruiters can request a variety of checks on external applicants, such as reference checking or assessment tests. Managers and recruiters can also enter job offers, approve job offers, and prepare for new hires.

You can integrate PeopleSoft eRecruit Manager Desktop with PeopleSoft eRecruit, which provides a robust suite of Web-enabled transactions for internal and external applicants.

Moving Around eRecruit Manager Desktop

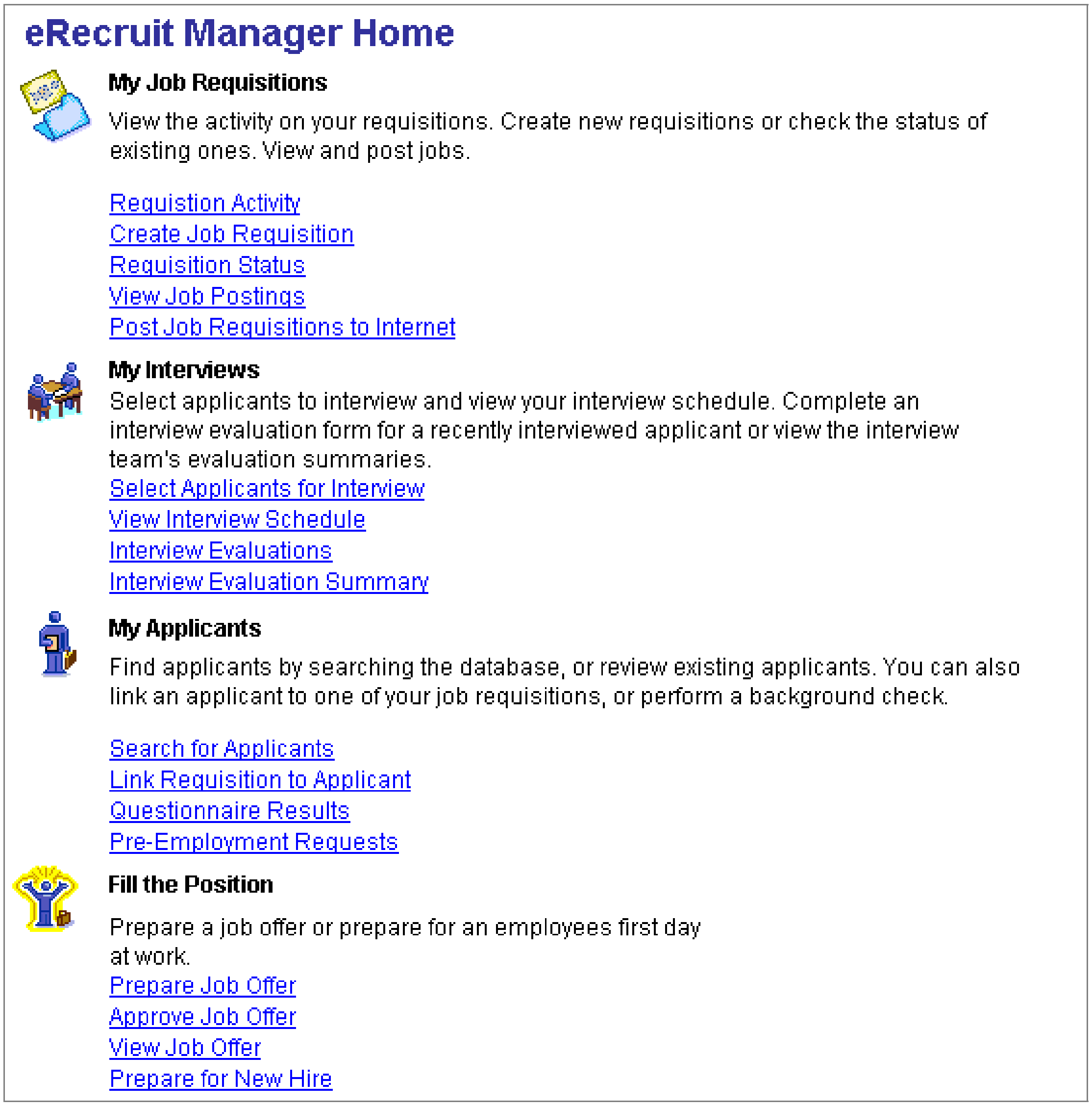
There are two ways to access the eRecruit Manager Desktop self-service transactions:

- Manager homepage
- Standard menu navigation path

Homepage

The homepage presents a simple user interface design and direct navigation for the end user.

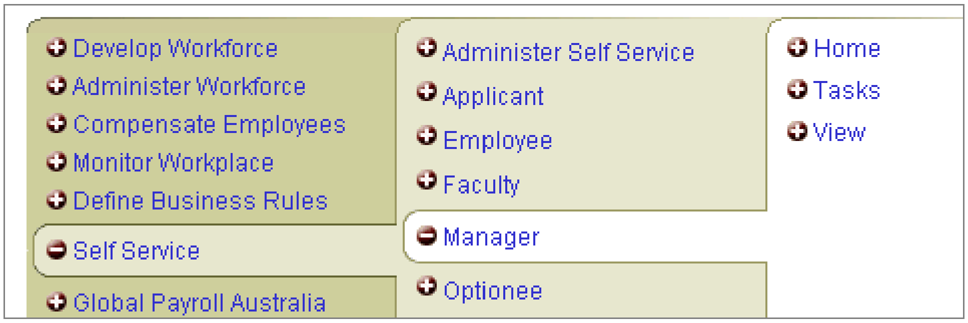
The links that appear on the homepage are configured using the eRecruit Installation component.



eRecruit Manager homepage

Standard Menu Navigation

The standard menu driven navigation path is the traditional PeopleSoft access method. Menu navigation is used throughout this PeopleBook to describe how to access a page.



Example of standard menu navigation

See Also

PeopleSoft Human Resources PeopleBook: Recruit Workforce, "Setting Up Recruit Workforce," Configuring the eRecruit Manager Desktop Homepage

Understanding Roles and Security

User roles and security determine:

- The self-service transactions that users can access.
- The information that users can view.

Self-service transactions are targeted to specific roles, such as manager and recruiter.

User profiles determine default access to transactions. You create user profiles on the Maintain Security page in the User Profile component. You assign a role to each user profile.

Profiles are linked to access control lists. Each access control list identifies the pages that users can access. To modify access to specific Web pages for each role, you modify the access control list.

You also define which data the user can access in the user profile.

See Also

PeopleSoft Application Fundamentals for HRMS PeopleBook, "Administering PeopleSoft Security," Setting Up Security for Self-Service Transactions

Setting Up Approvals Workflow for Self-Service Transactions

Many self-service transactions are designed to take advantage of workflow functions. The most common of these is approvals workflow. Approvals workflow processes situations where a request, such as a job requisition request, is submitted 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 the request is denied, the request is not routed any further, and the system notes that the request was denied.

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).

See Also

PeopleSoft Application Fundamentals for HRMS PeopleBook, "Using PeopleSoft Workflow," Setting Up Workflow Approvals for Self-Service Transactions

C H A P T E R 3

Administering Job Requisitions

Managers and recruiters can create job requisitions, view the job postings and status of requisitions, and post the requisitions to online job boards.

This chapter explains how to:

- Set up and use the Create Job Requisition self-service transaction.
- View job requisition status.
- View job postings.
- Post jobs to online job boards.

Creating Job Requisitions

Job requisitions contain full details of the job opening, including a job description, details of the standard hours and working pattern, and the qualifications and competencies required.

Hiring managers, recruiters, and recruiting administrators create job requisitions. Recruiting administrators use Job Requisition Data, which is included in PeopleSoft Human Resources. This gives recruiting administrators access to all job requisition fields and screening details.

The Create Job Requisition transaction provided in eRecruit Manager Desktop is simpler, giving managers and recruiters access to a subset of the job requisition fields. The key differences between the self-service transaction and Job Requisition Data are as follows:

- Salary plan and grade.

  Self-service users cannot assign the salary plan and grades to a requisition.

- Screening criteria.

  To simplify the transaction, self-service users can set up one type of screening only, whereas recruiting administrators can define Preliminary and Final screening requirements.

- Status changes.

  Changes to approval status and the requisition status are processed automatically for self-service users, whereas recruiting administrators can manually update status.

- Requisition access.

The self-service transaction restricts the requisitions that the manager or recruiter can access. Managers and recruiters can access requisitions for which they are named as the recruiter, authorizer, or originator.

- Workflow approval.

Workflow is provided with the self-service transaction for approving job requisitions. After a job requisition is created, it is forwarded to the authorizer and then the recruiter for approval.

You configure the Create Job Requisition self-service transaction using the Requisition Options page, to omit pages that aren't applicable to your organization and specify the ordering of the pages.

See Also

PeopleSoft Human Resources PeopleBook: Recruit Workforce, "Administering Job Requisitions," Creating Job Requisitions

Setting Up Create Job Requisition

To set up the Create Job Requisition self-service transaction:

1. Create requisition templates using the Requisition Options page.
2. Link your requisition templates to recruitment templates using the Recruiting Template Settings page.

   Make sure that the pages in requisition templates are consistent with the associated resume template. Otherwise, there could be a mismatch between job requirements and the information applicants supply through Apply for Job.

See Also

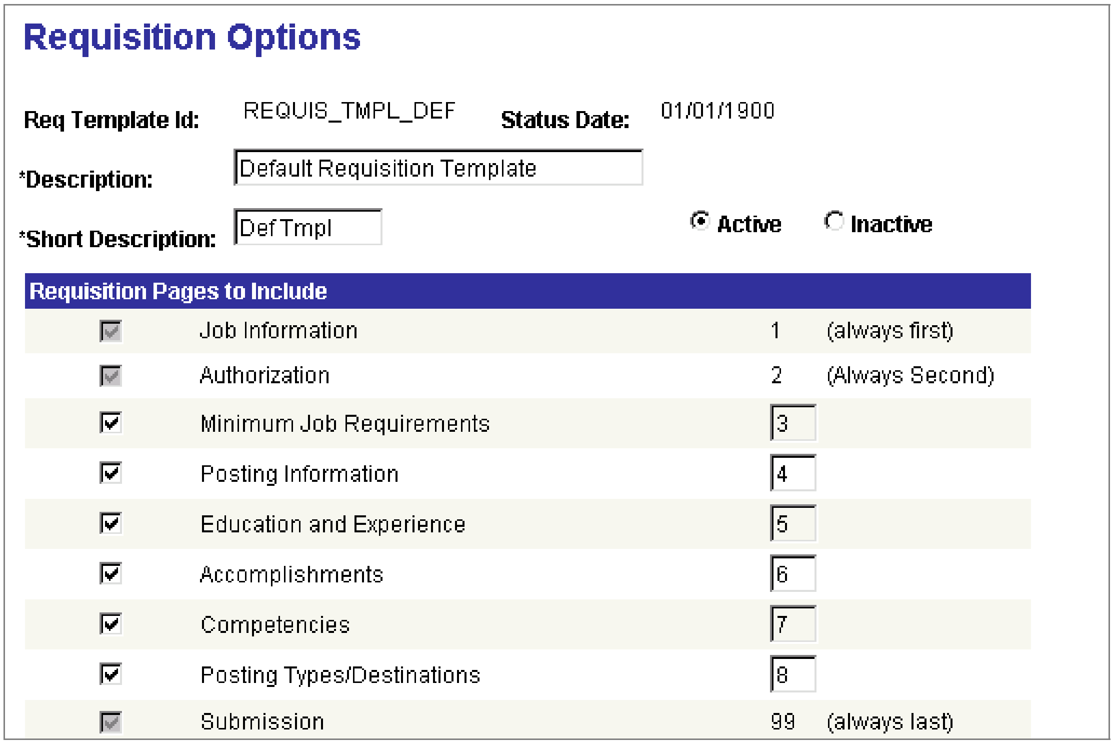
PeopleSoft Human Resources PeopleBook: Recruit Workforce, "Setting Up Recruit Workforce," Setting Up Recruitment Templates

Page Used to Set Up Requisition Templates

Page Name	***Object Name***	***Navigation***	***Usage***
Requisition Options	HR_REQUIS_OPTIO NS	Develop Workforce, Recruit Workforce (GBL), Setup, Requisition Options Develop Workforce, Recruit Workforce (USF), Setup2, Requisition Options	Create requisition templates for Create Job Requisition. A template defines the pages included in the transaction and the order in which they appear.

Creating Requisition Templates

Access the Requisition Options page.



Requisition Options page (1 of 2)

Requisition Options page (2 of 2)

Req Template Id (requisition template ID)	Enter a code for the requisition template.

Requisition Pages to Include

Page	Select the check box for each page that you want to include in the Create Job Requisition transaction. **Job Information, Authorization,** and **Submission** pages are

required; you cannot clear these check boxes.

If you want managers and recruiters to post requisitions to online job boards, you must select **Posting Information** and **Posting Types/Destinations.**

Sequence For each page that you select, indicate the sequence in which you want the page to appear in the transaction. You cannot change the sequence number of the required pages.

Note. Screening questions are available only if you have installed PeopleSoft eRecruit.

Pages Used to Create Job Requisitions

Hiring managers and recruiters access the Create Job Requisition transaction as follows:

- Self Service, Manager, Tasks, Create Job Requisition
- Self Service, Recruiter, Tasks, Create Job Requisition

The following table lists all the pages you can include in the Create Job Requisition transaction. Remember, the pages that hiring managers and recruiters actually see and the order of those pages are determined by the templates you set up for your organization.

Page Name	***Object Name***	***Usage***
Create Job Requisition	HR_DEV_REQ_LAUNCH	Lists the manager's or recruiter's current open requisitions. Users can select a requisition to update, or click the Add button to create a new requisition.
Choose Recruitment Template	ER_REQ_REC_TMPLT	Managers and recruiters select a recruitment template that defines which pages are included in the Create Job Requisition transaction and the ordering of the pages.
Requisition Job Information	HR_REQ_JOBINFO_MGR	Managers and recruiters set up basic job information, such as position or job code, regulatory region, business unit, and number of job openings.
Federal Job Requisition Information	GVT_HR_REQ_JBINMGR	For U.S Federal government installations. Managers and recruiters set up set up basic job information, such as position and job code, business unit, locations and number of job openings, and employment conditions.

Page Name	***Object Name***	***Usage***
Requisition Authorization	HR_REQ_AUTH_MGR	Used to specify the people responsible for creating the requisition, authorizing the requisition, and recruiting for the position.
Minimum Job Requirements	HR_REQ_MINJOB_MGR	Managers and recruiters specify basic requirements of the job, such as whether the job is part-time or full-time, regular or temporary, and the standard working hours. For each of these basic requirements, managers and recruiters specify whether a requirement is mandatory.
Federal Minimum Requirements	GVT_HR_REQ_MINJMGR	For U.S Federal government installations. Managers and recruiters enter a desired start date and specify any restrictions on recruiting such as citizenship status required, minimum and maximum age, and gender.
Requisition Posting Information	HR_REQ_POSTINF_MGR	Lists the posting descriptions for the requisition.
Posting Description Detail	HR_REQ_POSTDS_MGR	Managers and recruiters add posting descriptions for the requisition.
Federal Posting Description Details	GVT_HR_REQ_PSTDMGR	For U.S Federal government installations. Managers and recruiters add posting descriptions for the requisition.
Desired Education and Experience	HR_REQ_EDUCEXP_MGR	Used to specify the education and work experience required for the job. Managers and recruiters can define multiple combinations of work experience and education levels.
Desired Accomplishments	HR_REQ_ACCOMP_MGR	Used to define the accomplishments required for the job requisition.
Federal Desired Accomplishments	GVT_HR_REQ_ACMPMGR	For U.S Federal government installations. Used to define the accomplishments required for the job requisition.
Accomplishments Transfer - Default Accomplishments	HR_REQ_SELECT_ACCM	Managers and recruiters can view and copy accomplishments set up for the selected position or job code.
Desired Competencies	HR_REQ_COMP_MGR	Used to define the competencies required for the job requisition.

Page Name	***Object Name***	***Usage***
Federal Desired Competencies	GVT_HR_RQ_COMP_MGR	For U.S Federal government installations. Used to define the competencies required for the job requisition.
Competencies Transfer - Default Competencies	HR_REQ_SELECT_COMP	Managers and recruiters can view and copy competencies set up for the selected position or job code.
Screening Questions	ER_REQ_PRE_QUES	Used to select the screening questions that are associated with the requisition. When applicants apply online, they answers the questions listed here and their scores are used in requisition screening.
Requisition Posting Destination	HR_REQ_POSTDST_MGR	Lists the job postings made for the requisition.
Posting Destination Details	HR_REQ_POSTDTL_MGR	Used to record the types of job postings made for the requisition.
Proposed Interview Team	ER_REQ_INTVW_TEAM	Used to list the interviewers for the requisition.
Requisition Summary	ER_REQ_SUMMARY_MGR	Presents the user with all the job requisition information entered on the other pages in the transaction. The manager or recruiter reviews and edits the data.
Federal Requisition Summary	GVT_ER_RQ_SMRY_MGR	For U.S. Federal government installations. Presents the user with all the job requisition information entered on the other pages in the transaction. The manager or recruiter reviews and edits the data.

Page Name	***Object Name***	***Usage***
Requisition Submission	HR_REQ_SUBMIT_MGR	Used by these users for different purposes: • The originator, or creator, of a job requisition submits a requisition for approval using this page. The system routes the requisition to the person who authorizes the requisition. • The authorizer approves the requisition or denies authorization. The system routes approved requisitions to the recruiter. • The recruiter uses this page to approve or deny authorization. The originator, authorizer, and recruiter are defined on the Requisition Authorization page.

The fields on these pages are similar to the Job Requisition Data pages in Recruit Workforce.

Note. You can only define screening questions if you have installed PeopleSoft eRecruit.

See Also

PeopleSoft Human Resources PeopleBook: Recruit Workforce, “Processing Applicants ” and “(USF) Processing Applicant Qualifications” and “Administering Job Requisitions,” Creating Job Requisitions

Viewing Job Requisition Status

Managers and recruiters use the Requisition Status transaction to review the status history of their job requisitions. The page shows the number of applicants at each stage in the recruitment process and lists the changes to the status of the requisition.

Pages Used to View Job Requisition Status

Page Name	*Object Name*	*Navigation*	*Usage*
Job Requisition Status History	ER_REQ_STS_SUM M1	Self Service, Manager, View, Requisition Status Self Service, Recruiter, View, Requisition Status	Review the status history for a selected requisition.

Viewing Job Postings

Managers and recruiters use the View Job Postings transaction to review job postings for their job requisitions. Managers and recruiters have access to the job requisitions where they are named as originator, recruiter, or authorizer, regardless of the current status of the requisition.

Managers and recruiters can search for job postings based on these criteria:

- Requisition status
- Job category
- Location
- Keywords

Job posting information is defined when you create job requisitions.

See Also

Creating Job Requisitions

Pages Used to View Job Postings

Page Name	*Object Name*	*Navigation*	*Usage*
View Job Postings	HR_JOB_POST_L	Self Service, Manager, Tasks, View Job Postings Self Service, Recruiter, Tasks, View Job Postings	Managers and recruiters use this page to search for job requisitions.
Job Description	HR_JOB_POST_D	Click a job requisition on the View Job Postings page.	View detailed information about a specific job opening.

Posting Job Openings to Online Job Boards

There are hundreds of online job boards on which your organization might want to advertise job openings. In partnership with RecruitUSA, PeopleSoft enables you to post jobs to multiple job boards through one easy to use interface.

RecruitUSA is a job board aggregator that manages your subscription to multiple job boards of your choice. During this transaction, your user and job requisition data are transferred to a series of pages hosted by RecruitUSA to complete the transaction. The RecruitUSA transaction collects from you any additional data required by the job boards that you select. Upon completion of the RecruitUSA transaction, you are returned to the PeopleSoft page from which you initiated the posting. RecruitUSA then sends the job posting to the selected job boards and processes the billing for subscriptions.

Enterprise Integration Points Between PeopleSoft eRecruit Manager Desktop and RecruitUSA

PeopleSoft eRecruit Manager Desktop uses the ER_JB_REQDATA business interlink to connect to the RecruitUSA website to post job openings.

After job openings have been posted, the system uses the RECRUITUSA application message to receive costs from RecruitUSA and inserts the costs in the job requisition expense record.

The application message is delivered inactive. In PeopleSoft Application Designer, set the status of these message to *Active,* and set the status of the RECRUITUSA message channel to *Run.*

See Also

EIP Catalog database on the Customer Connection website under Open Integration Framework in the Documentation section.

Setting Up for Posting to Job Boards

Before you can post requisitions to online job boards, you must first enter into a contractual agreement with RecruitUSA. As part of the agreement, you set up accounts and receive a URL to RecruitUSA's website.

The following is a summary of the set up steps. After the summary is more information about the PeopleSoft setup steps.

To set up for posting to online job boards:

1. Enter into a contractual agreement with RecruitUSA.
   - Establish account names.
   - Receive a RecruitUSA URL.
2. Enable RecruitUSA transactions on the Merchant Profile page.

a. Select **PeopleTools, Utilities, Use, Merchant Profile**, and select RecruitUSA.

   The system populates the RecruitUSA data in the component.

b. On the Merchant Profile page, select the **Merchant Enabled** check box.

c. On the Merchant Category page, enter the following information:

Merchant Category	Select ***JOBBOARD.***
Merchant Website URL	Enter the URL you received from RecruitUSA.

3. Define the URLs for the PSFT_HR node.

   a. Select **PeopleTools, Utilities, Use, URL Maintenance.**

   b. Add a URL identifier of your choice.

   c. In the **URL** field, enter the URLs that acts as the gateway for the PSFT_HR node in your organization's system.

      This is the destination for RecruitUSA to post back to. There may be multiple URLs depending on how many web servers have a gateway configured for the PSFT_HR node. Enter each of these in this page.

4. Associate accounts with RecruitUSA on the Create Merchant Accounts page.

5. Define the URL for the Apply for Job self-service transaction.

   a. Select **PeopleTools, Utilities, Use, URL Maintenance.**

   b. Add a URL identifier of your choice.

   c. In the **URL** field, enter the URL for the page on your organization's internet website where external applicants can access the Apply for Job self-service transaction.

      The URL is sent to RecruitUSA for inclusion in your posting to online job boards. Applicants viewing the job board use this URL to apply online for the position.

6. Add the Apply for Job URL to the eRecruit Installation Options page.

See Also

PeopleTools PeopleBook: PeopleSoft Integration Tools and Utilities, "Merchant Integration" Maintaining Merchant Information

PeopleTools PeopleBook: Data Management, "PeopleTools Utilities," URL Maintenance

PeopleSoft Human Resources PeopleBook: Recruit Workforce, "Setting Up Recruit Workforce," Defining System Parameters

Pages Used to Set Up Merchant Accounts

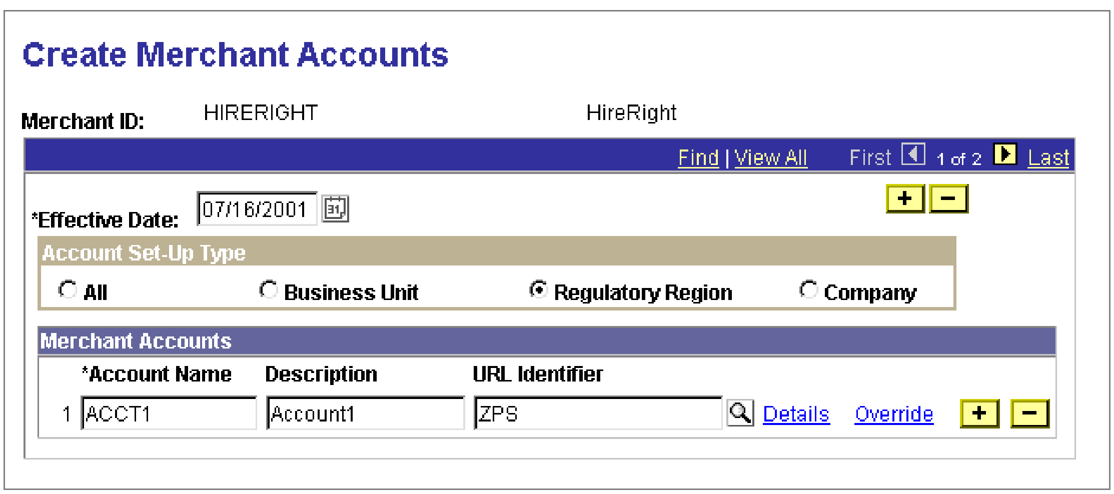
Page Name	*Object Name*	*Navigation*	*Usage*
Create Merchant Accounts	MERCHANT_ACCT	Define Business Rules, Administer Suppliers, Use, Create Merchant Accounts	Enter details of your organization's HireRight or RecruitUSA accounts. PeopleSoft uses these account details when logging users into the merchant's website.
Account Setup Details	MERCHANT_ACCT_DTL	Click the Details link on the Create Merchant Accounts page	Select the business units, regulatory regions, or companies for the account.
User Override	MERCHANT_ACCT_OVRD	Click the Override link on the Create Merchant Accounts page	Select the user (operator) IDs of the users who will use the merchant account.

See Also

"Making Pre-Employment Checks," Setting Up Pre-Employment Checks

Setting Up Merchant Accounts

Access the Create Merchant Accounts page.



Create Merchant Accounts page

Merchant ID This is the supplier. For eRecruit Manager Desktop, there are two merchants you can integrate with, RecruitUSA and HireRight.

Account Set-Up Type

The account that the system uses to log users into HireRight or RecruitUSA can be the same for all job requisitions and users, or you can associate accounts with:

- Business units, regulatory regions, or companies. The system uses job requisition data to determine which business unit, regulatory region, or company applies.
- User IDs

If the account is used for all job requisitions, select **All**.

Otherwise, select one of these options: **Business Unit**, **Regulatory Region**, or **Company** and click the **Details** or **Override** link.

Merchant Accounts

Account Name

Enter the name of the account you set up with the merchant. The name must match exactly the account name that you agreed with the merchant.

Note. Before you delete any accounts on this page, be sure the account is not associated with an open requisition.

URL Identifier

Select the URL identifier that you used on the URL Maintenance page to set up your application message gateway URLs for the PSFT_HR node.

Details

Click to access the Account Set-Up Details page where you select the business units, regulatory regions, or companies for the account.

Override

Click if you want specific users to use the account regardless of the job requisition's attributes. The system displays the User Override page IDs where you select the user (operator) IDs.

Note. HireRight accounts must exist before you can access the HireRight website from PeopleSoft eRecruit Manager Desktop.

Pages Used to Post to Job Boards

Recruiting administrators, managers, and recruiters can post job requisitions to online job boards if the job requisitions meet the following criteria:

- The requisition status is open or reopened.
- The requisition is active.
- The requisition is fully approved.

- The requisition has been designated for external posting to job boards on the Requisition Posting Destination page.
- The current date is the same or later than the posting start date on the Requisition Posting Destination page.
- The manager or recruiter is the originator, recruiter, or authorizer of the job requisition. This restriction does not apply to recruiting administrators.

Page Name	***Object Name***	***Navigation***	***Usage***
New Postings	ER_JBRD_REQ_SELECT	Develop Workforce, Recruit Workforce (GBL), Use, Post Requisitions to Internet, New Postings Develop Workforce, Recruit Workforce (USF), Use, Post Requisitions to Internet, New Postings	Recruiting administrators use this page to select job requisitions to post to job boards.
Select Requisitions	ER_JOBBOARD_SELECT	Self Service, Manager, Task, Post Requisitions to Internet, Self Service, Recruiter, Task, Post Requisitions to Internet	Managers and recruiters use this page to select job requisitions to post to job boards.
Confirm Selections	ER_OUTGOING_JBDATA	Develop Workforce, Recruit Workforce (GBL), Use, Post Requisitions to Internet, Confirm Selections Develop Workforce, Recruit Workforce (USF), Use, Post Requisitions to Internet, Confirm Selections	Confirm requisitions selected and to submit them to RecruitUSA for posting to job boards.
Job Board History	JOBBOARD_HISTORY	Develop Workforce, Recruit Workforce (GBL), Use, Post Requisitions to Internet, Job History Develop Workforce, Recruit Workforce (USF), Use, Post Requisitions to Internet, Job History	Recruiting administrators use this page to view the transaction history of the job board that you selected when you access the page.

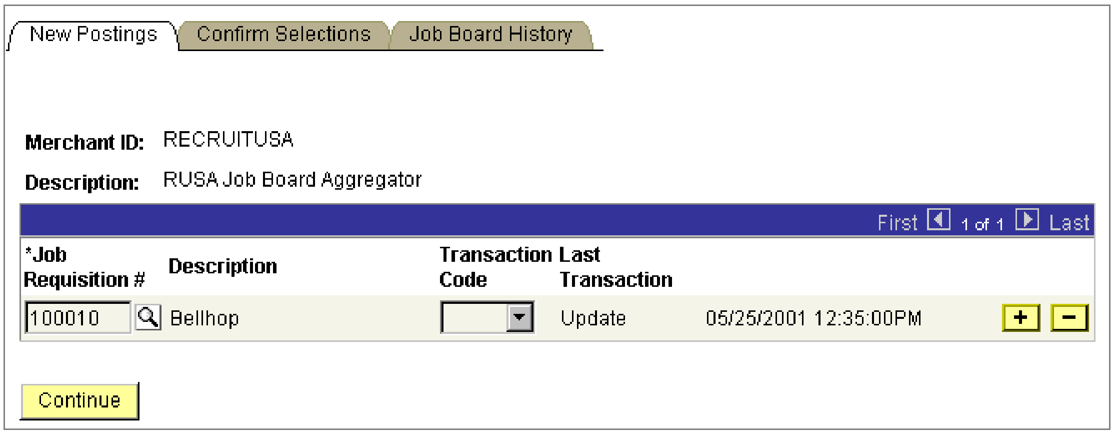
Confirm Selections Alternate Navigation

Self Service, Manager, Task, Post Requisitions to Internet, Confirm Selections

Self Service, Recruiter, Task, Post Requisitions to Internet, Confirm Selections

Selecting New Postings

Access the New Postings page.



New Postings page

The system displays the merchant ID and description.

Job Requisition # (job requisition number)
: Select a requisition that you want to post to online job boards.

Transaction Code
: Select a transaction code that describes your current activity with this requisition. Valid values are as follows:

Add: You want to add this requisition as a new posting to job boards. This is the system default.

Update: The job requisition was modified since posting to job boards. Use this to submit modified requisition information entered in the Create Job Requisition transaction. You cannot modify your job board selections for a requisition.

Delete: You want to delete the job requisition from the job boards.

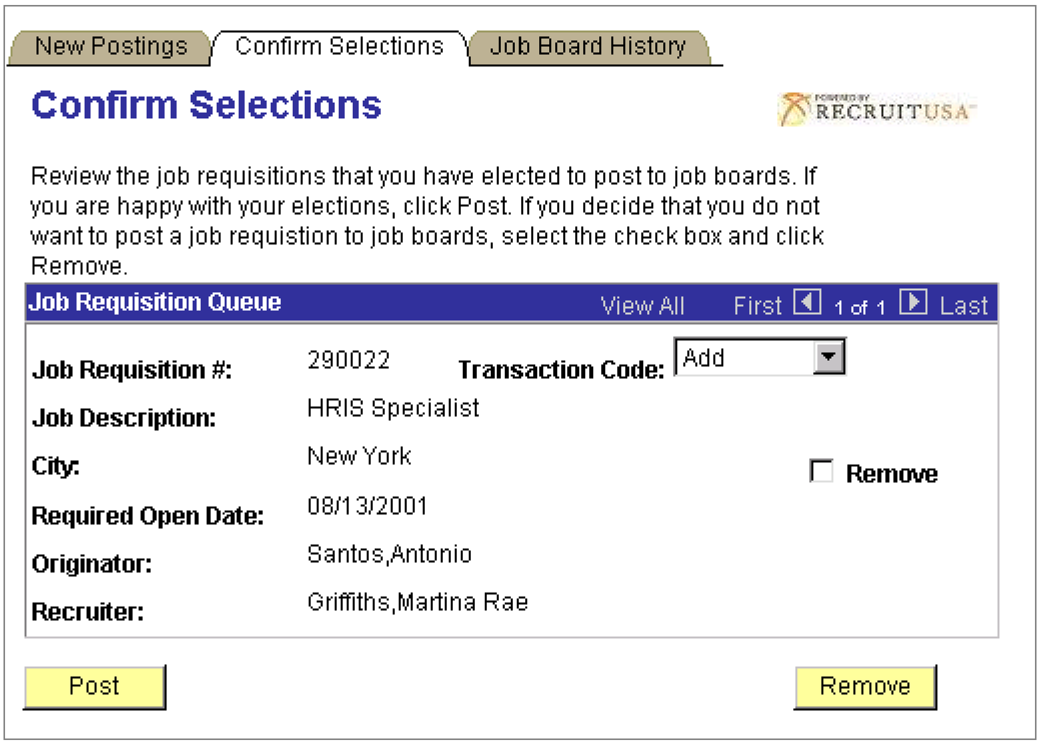
If there is any expense involved in the add or modify transaction, the system updates the Job Requisition Expense page for this transaction.

Last Transaction
: The system displays the last transaction for the selected requisition.

Continue When you have selected all the requisitions that you want to post, click this button to access the Confirm Selections page, where you confirm your selections and submit the requisitions to RecruitUSA.

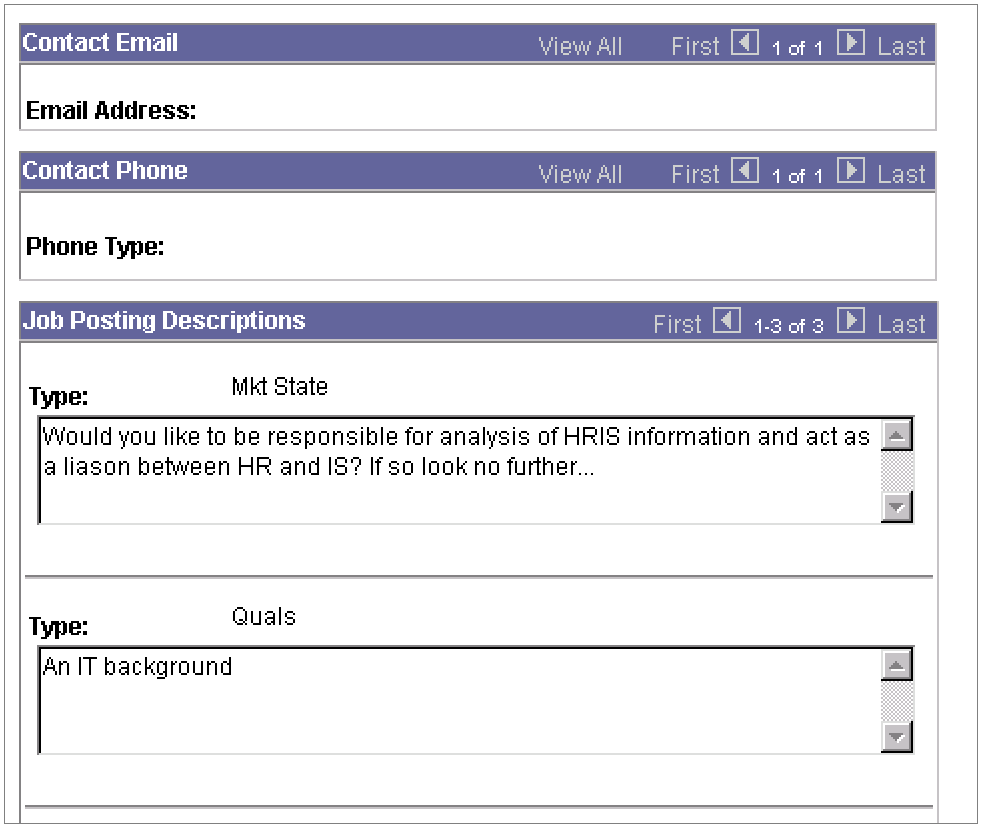
Confirming Selections

Access the Confirm Selections page.



Confirm Selections page (1 of 3)

Confirm Selections page (2 of 3)



Confirm Selections page (3 of 3)

Job Requisition Queue

Job Requisition # (job requisition number)	The system displays the requisitions that you selected for posting and the **Job Description.**
Transaction Code	The system displays the code you entered on the New Postings or Select Requisitions page. You can change it here.
Required Open Date	The system enters the Required Open Date from the Posting Destinations page.
Originator	The person who created the requisition.
Recruiter	The person responsible for recruiting for the requisition.
Remove	Select this check box to mark a requisition for removal from the list. After marking requisitions for removal, click this button to remove selected requisitions from the list of postings.
Post	After you confirm the list of requisitions, click this button to submit the requisitions to RecruitUSA.

Additional Requisition Information

The system displays information about the job requisition. You provided most of this information when you created the requisition. Contact data comes from the Personal Data record.

Contact Name	The name of the person designated as recruiter on the Requisition Authorization page or Requisition Data page.
Contact Email	The business email of the recruiter.
Contact Phone	The business phone of the recruiter.
Job Posting Descriptions	The system populates the RecruitUSA job posting with the following job posting description types: • *Resp* (responsibilities), *Dep Mrkt* (department marketing), and *Closing* (closing statement) are copied to the RecruitUSA Job Description field. • *Mkt State* (marketing statement) is used to populate the RecruitUSA Company Profile field. • *Quals* (qualifications) is used to populate the RecruitUSA Qualifications field. **Note.** Other description types are not transferred to RecruitUSA.

See Also

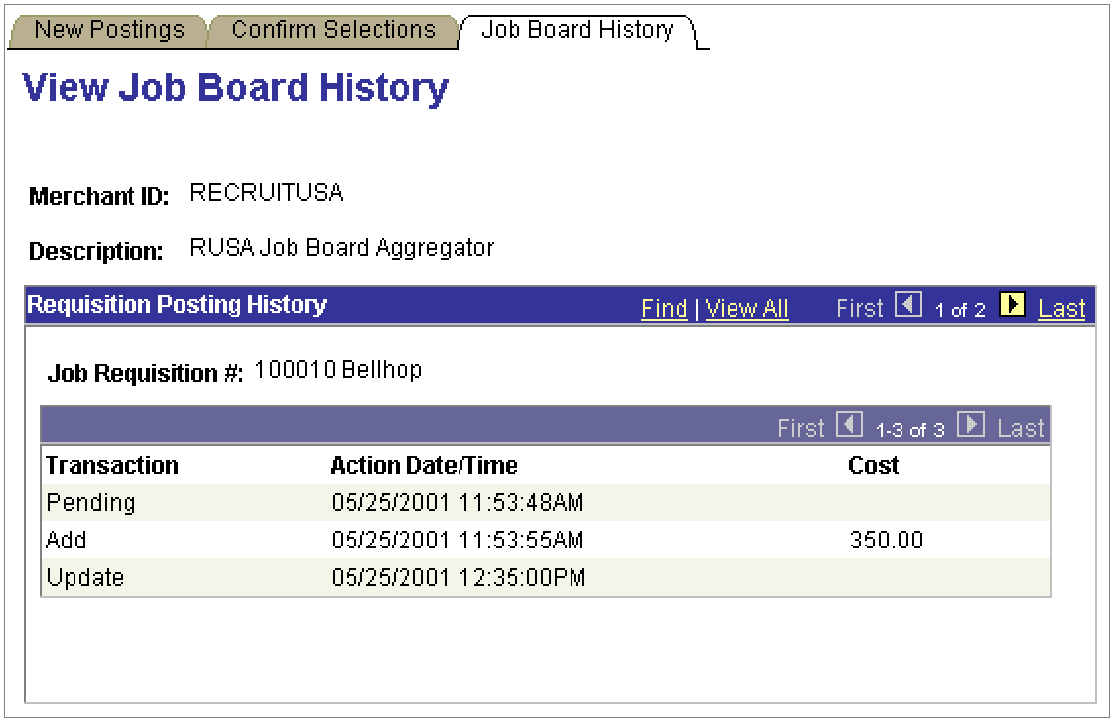
Creating Job Requisitions

PeopleSoft Human Resources PeopleBook: Recruit Workforce, "Administering Job Requisitions," Creating Job Requisitions

Completing the RecruitUSA Transaction

Viewing Job Board History

Access the Job Board History page.

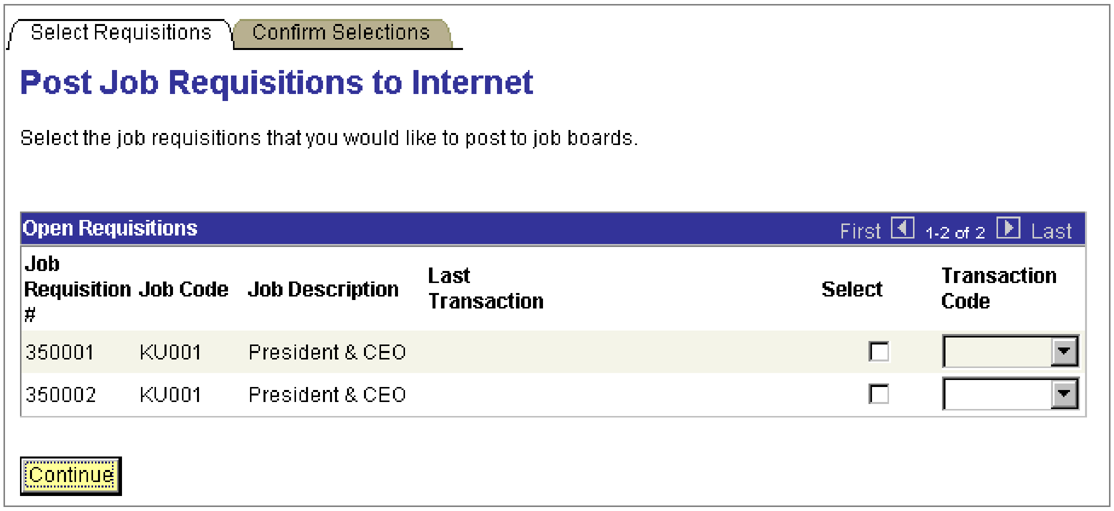


Job Board History page

Job Requisition # (job requisition number)	The system displays all requisitions that have been posted to job boards.
Transaction	The system lists the history of actions taken on this requisition and displays the date and time that each action was taken.
Cost	The system displays the cost associated with the action. This information is supplied by RecruitUSA.

Selecting Requisitions

Access the Select Requisitions page.



Select Requisitions page

Open Requisitions

Last Transaction — The system displays the last transaction for the selected requisition.

Select — Select this check box if you want to post this job requisition to internet job boards or to modify or delete a requisition that is already posted.

Continue — When you have selected all the requisitions that you want to post, click this button to access the Confirm Selections page, where you confirm your selections and submit the requisitions to RecruitUSA.

Completing the RecruitUSA Transaction

After you click the Continue button on the Confirm Selections page, the system takes you to the RecruitUSA website. There you can select the specific job boards for the posting, provide additional information required for the specific job boards that you select, review the posting costs, and confirm the posting.

When you click the OK button on the last RecruitUSA page, the system returns you to the PeopleSoft page where you can select additional requisitions to post. Recruiting administrators return to the New Postings page. Managers and recruiters return to the Select Requisitions page.

For more information about RecruitUSA pages, refer to RecruitUSA documentation.

CHAPTER 4

Processing Applicants

This chapter provides an overview of the recruitment process and explains how to:

- Search for suitable applicants.
- Track requisition activity.
- View questionnaire results.
- View applicants' references.

Understanding Applicant Processing

To select, track, and hire applicants using PeopleSoft eRecruit Manager Desktop:

1. Search for applicants who meet the basic requirements.

   Your first task is to find applicants who meet your job requirements. Using the Search for Applicants transaction, you can search applicants' resumes for keywords that are relevant for your job requisition. Alternatively, search on the specific fields in applicant data, such as address or referral source. Search for Applicants enables you to search the entire applicant pool, including applicants who haven't applied for the opening.

   If you identify applicants that you want to consider further, link the applicants to your job requisition. The system sets the disposition of applicants linked in this way to *Route.*

   Note. PeopleSoft Human Resources has alternative methods of screening applicants that also result in a status of *Route* being assigned. Requisition screening uses the screening criteria defined in the job requisition. U.S. Federal government users run a series of processes to screen applicants.

2. Select applicants to interview.

   On the basis of the reviewers' recommendations, you decide whom to interview. Using the Select Applicant for Interview transaction, enter reviewers' recommendations and select the applicants who go forward to the interview stage.

   After this stage is complete, the disposition of successful applicants is *Interview.*

3. Schedule and conduct applicant interviews.

Schedule interviews using the Schedule Applicant for Interview page where you track the interviewers and the applicants being interviewed.

4. Select applicants who will receive job offers.

   After the interviews are complete, interviewers complete an online interview evaluation form giving their recommendations. Based on this information, hiring managers decide whether to make job offers to applicants.

   After this stage is complete, the disposition of successful applicants is *Offer.*

5. Hire applicants who accept your job offers.

   Managers and recruiters enter details of applicants' job offers using the Prepare Job Offer transaction. The job offers are routed to the authorizer who approves or denies the offer using Approve Job Offer.

   At this stage, applicants may withdraw because they have accepted other offers, reject your job offers, or accept your job offers. When applicants accept your job offers, their disposition is set to *Ready to Hire*.

   Recruiting administrators complete the hire process, which changes the disposition of successful applicants to *Hired.*

   The system changes the disposition of other applicants linked to the requisition from *On Hold* to *Rejected,* and the requisition is set to *Filled/Closed* if there are no further openings for that requisition.

See Also

Searching for Suitable Applicants

PeopleSoft Human Resources PeopleBook: Recruit Workforce, "Processing Applicants " and "(USF) Processing Applicant Qualifications"

"Organizing Interviews"

"Making Job Offers and Preparing to Hire Applicants"

Searching for Suitable Applicants

Search for Applicants enables you to search your existing applicant pool for applicants who may be suitable for job openings in your organization. You can search the following applicant data fields:

- Resume Text

  You can search applicants' full resume text for any keywords you specify. For example, if you're looking for a programmer, you might search for "UNIX" if this is a requirement of the position.

If you have set up Apply for Job to allow applicants to attach a resume file to their application, the Search for Applicants transaction also searches attachments for keywords you specify.

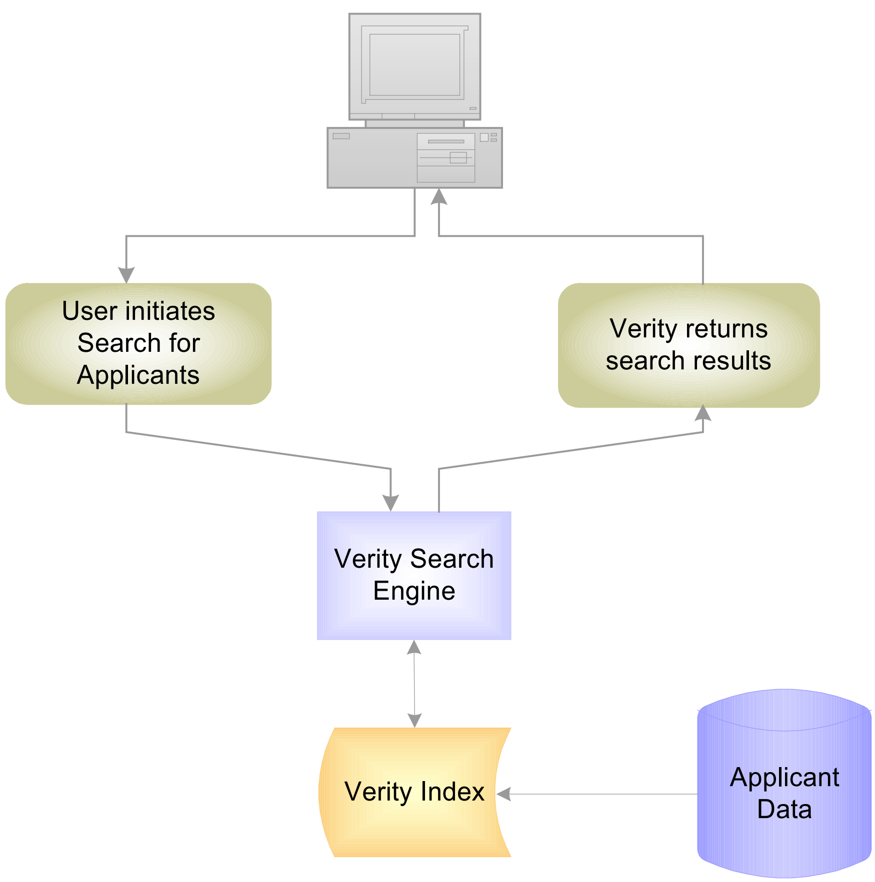
- Education, competencies, and accomplishments
- Work experience
- Address

  You can look for applicants living in a certain country or area, such as a state or city.

- Referral Source
- Applicant type (employee, external applicant, or nonemployee)

If you decide that applicants returned from the search are suitable for a requisition, you can link them to the requisition. The system changes their status to *Route.*

Search for Applicants uses Verity search software to perform the search. The following diagram shows how this works:



Overview of Search for Applicants

The Verity software actually searches an index of your applicant data (known as a Verity Collection), which is created by running the Verity Index process. As you add, update, and remove applicants from your system, you need to run this process regularly to make sure that the Verity index accurately reflects the contents of your applicant data tables.

The Verity software that you need is provided as part of PeopleTools. The instructions for setting up your system and creating the Verity index are in Setting Up Search for Applicants.

How does Search for Applicants Differ from Requisition Screening?

The Requisition Screening feature provided in PeopleSoft Human Resources automates the task of comparing applicants who have applied for a requisition against the job requirements. Requisition screening enables you to see at a glance who meets or exceeds the job requirements that you've set up in Job Requisition Data.

Search for Applicants is an alternative means of selecting applicants to go forward for consideration. Whereas Requisition Screening is based on job requisition data, Search for Applicants gives you the flexibility to select the keywords to search for and enables you to directly search the applicant's resume text.

You can use one or both options to suit your organization. Requisition Screening is most effective where applicant data is fully populated, for example, where applicants have entered their details online. Search for Applicants is useful where some applicant data fields aren't populated because you can search the resume text field and resumes attached to applications with this option. However, applicants who do not have the resume text field populated, or do not attach a resume, aren't available for the resume text search.

The result of both options is the same. Applicants who pass screening or who are linked to a requisition from the Search for Applicants transaction have a status of *Route,* which means that they go forward for further review and possible interview.

See Also

PeopleSoft Human Resources PeopleBook: Recruit Workforce, "Processing Applicants," Screening Applicants

Setting Up Search for Applicants

To set up Search for Applicants:

1. Install the Verity search software on your PeopleSoft application server or on a shared drive that is accessible from the server.

   The Verity software is included on the PeopleTools Auxiliary CD as part of the PeopleSoft search functionality.

2. Set up the Applicant Index run control page, which controls the Verity Index process.

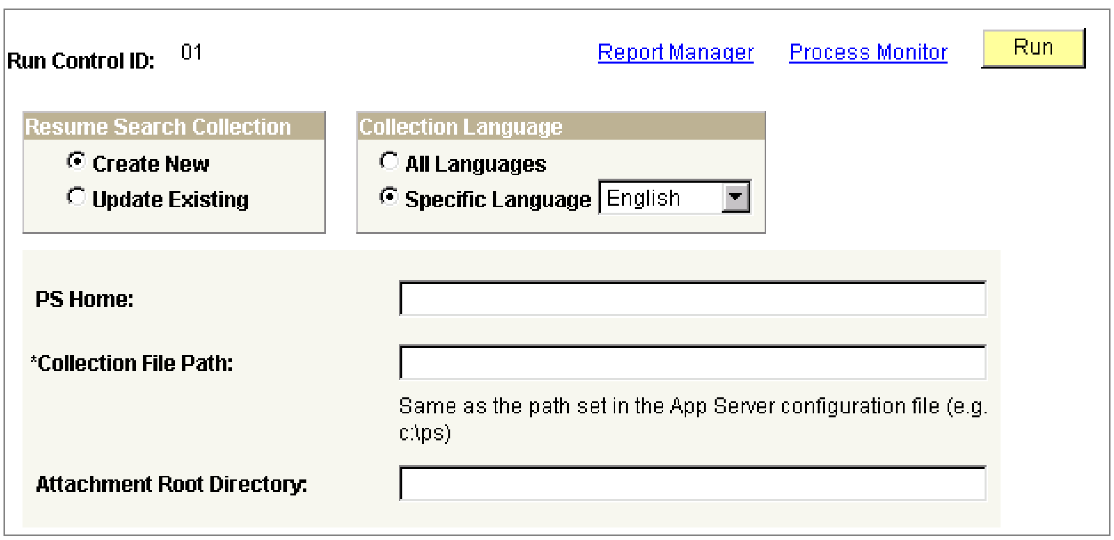
   You must run this process to create the Verity index initially, and then schedule the process to run regularly to update it.

Page Used to Set Up Search for Applicants

Page Name	*Object Name*	*Navigation*	*Usage*
Applicant Index	ER_SRCH_RUN_INDEX	Develop Workforce, Recruit Workforce (GBL), Process, Applicant Index Develop Workforce, Recruit Workforce (USF), Process, Applicant Index	The recruiting administrator uses this page to schedule the Verity Index process that builds an index based on the applicant data in your PeopleSoft Human Resources system. The Verity index must exist before users can use the Search for Applicants transaction.

Building the Verity Index

Access the Applicant Index page.



Applicant Index page

Resume Search Collection The process runs in two modes. Select the mode that you want to use.

Create New: Use this mode to build the Verity collection.

Update Existing*:* Use this mode to add, update, and delete entries in an existing collection.

Collection Language Select the language for the Verity search:

All Languages

	Specific Language
PS Home	Enter the PeopleTools home directory.
Collection File Path	Enter the location of the Verity collection. It must match the value that you entered in the application server configuration.
Attachment Root Directory	If you have set up an attachment directory for the Apply for Job self-service transaction, enter the location of the file server where the attachments are stored. Attachments are optional for Apply for Job and enable applicants to attach a resume file to their application. The resume files are stored in the attachment directory. To include the attachments in the Verity Index, enter the path to the root directory of the file server relative to the PeopleSoft Process Scheduler. Make sure that all machines that run the Verity Index process have access to this directory. If you do not have an attachment directory, enter the path name to a temporary directory. The index process does not index anything in this temporary directory.

Set up PeopleSoft Process Scheduler to run the process to suit your organization's needs. For example, if a high volume of applicants is added to your system everyday, you may need to schedule the process to run up to twice an hour.

Note. The results of the Search for Applicants transaction are based on the latest Verity index, so it's important that the index keeps current with changes to the applicant data tables. If you do not run the Verity Index process regularly in a scheduled job, the results may not be accurate when you search for applicants.

See Also

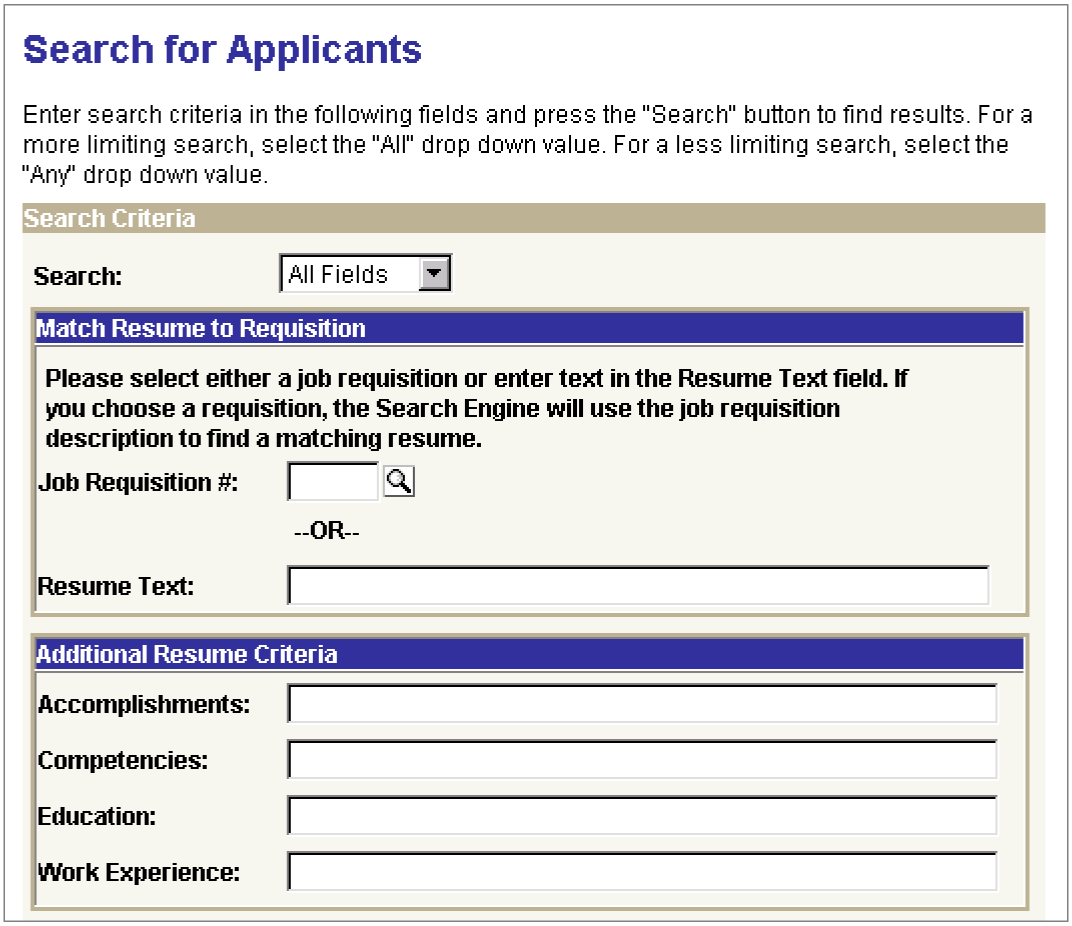
PeopleSoft eRecruit PeopleBook, "Internal and External Applicant Transactions," Applying for Jobs

Page Used to Search for Applicants

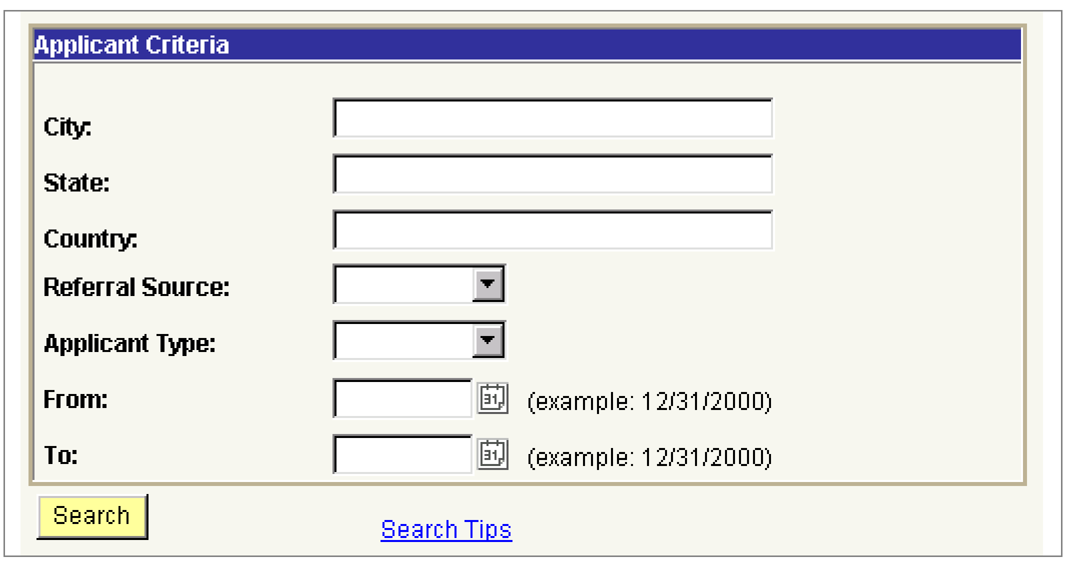
Page Name	*Object Name*	*Navigation*	*Usage*
Search for Applicants	ER_APPLCNT_SRCH	Develop Workforce, Recruit Workforce (GBL), Use, Search for Applicants Develop Workforce, Recruit Workforce (USF), Use, Search for Applicant Self Service, Manager, Tasks, Search for Applicants Self Service, Recruiter, Tasks, Search for Applicants	Search for applicants that may be suitable for a job requisition. If the search returns applicants that meet your requirements, you can link the applicants to a requisition.

Searching for Applicants

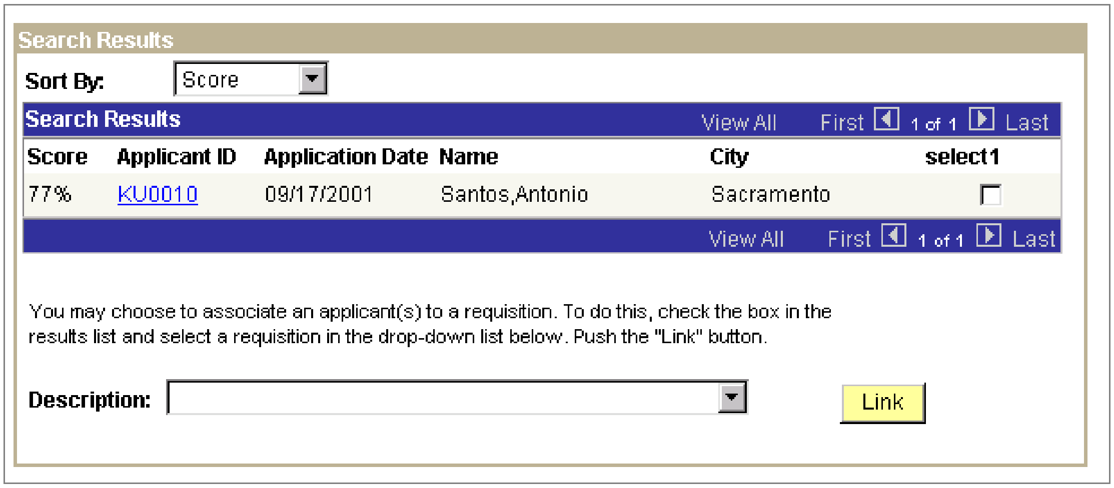
Access the Search for Applicant page.



Search for Applicants page (1 of 3)



Search for Applicants page (2 of 3)



Search for Applicants page (3 of 3)

Search — If you want applicants to match all of the criteria, select ***All.*** Otherwise, select ***Any*** and the system displays applicants that match any one of the criterion.

Match Resume to Requisition

Complete one of the following fields if you want to search applicants' resume text for keywords.

Job Requisition # — Select the job requisition if you want to base the search on keywords in the job posting description. The system selects significant keywords from the responsibility and qualification posting description types.

Resume Text — Enter the words or phrase that you want to search for in:

- The resume text field in applicant data.
- Applicants' resumes attached to their application.

Additional Resume Criteria

Use this group box if you want to search for applicants with specific competencies, accomplishments, work experience, or education. The system searches applicant competency, accomplishment, work experience, and education fields for the keywords you specify.

Applicant Criteria

Use this group box if you want to search selected fields in applicant data. Complete one or more fields.

City — To search for applicants living in specific cities, enter the city names in this field.

State — To search for applicants living in a certain area, enter one

	or more state, province, or region. Because address formats vary by country, the system searches all the appropriate address fields for applicants whose address contains the state, province, or region you enter in this field.
Country	To search for applicants living in specific countries, enter the names of the countries or the country codes.
Referral Source	To search for applicants who were referred to your organization from specific sources, select the referral source from the list of options.
Applicant Type	To limit the search to one type of applicant, select ***Employee, Ext Appl*** (external applicant), or ***Non-Empl*** (non-employee).
From and **To**	To search for applicants that applied within a certain period, enter the start of the period in **From** and the end date in the **To** field. To ensure you always use applicants' current details, the search returns applicants only if their most recent application falls within the start and end date that you enter. If an applicant applied to your organization within these dates, but later submitted new details after the end date, the applicant is not included in the results.

Search Results

When you click the **Search** button, the system populates **Search Results** with applicants who match the criteria you entered.

Sort By	To change the order in which applicants are listed, select one of the following values, ***Score, Name, Date, City.***
Score	The applicant's score is a percentage returned by the Verity search engine and is for information only. The score is based on the number of occurrences of the keywords that you entered and where the keywords were found. In general, the score indicates how well the applicant matches the criteria. For more information about how Verity calculates the score, refer to the Verity documentation.
Select	Select the check box next to any applicants who you want to link to an open job requisition.
Description	If you want to link any of the applicants to a job opening, select the requisition from the list of open requisitions. Hiring managers and recruiters are only able to link applicants to their own requisitions.
Link	Click this button to link applicants to the job requisition

specified. The system links the applicants to the requisition, sets their statuses to ***Route,*** and creates routing records with the originator as the person to whom the applicants are routed.

Tracking Requisition Activity

When you've selected suitable applicants and narrowed down the applicant list to a manageable size, you can start reviewing remaining applicants in detail.

Use Requisition Activity to view:

- Applicants who applied for the job requisition.
- Applicants whose details were routed to reviewers for consideration.
- Interview schedules for each applicant.

  Recruiting administrators, hiring managers, or recruiters schedule interviews using the Schedule Applicant for Interview page.

- Interview results.

  Interviewers submit their evaluation of applicants using the Interview Evaluation Form self-service transaction. From Requisition Activity, you can view each interviewers' overall rating and recommendations.

- Job offer information and applicants' responses to offers.
- Applicant expenses.

The recruiting administrator also has access to Requisition Activity through these paths:

- Develop Workforce, Recruit Workforce (GBL), Use, Requisition Activity
- Develop Workforce, Recruit Workforce (USF), Use, Requisition Activity

The recruiting administrators' version enables them to enter job offer details and expenses, rather than just view this information.

See Also

"Organizing Interviews"

PeopleSoft eRecruit PeopleBook, "Interview Team Transactions"

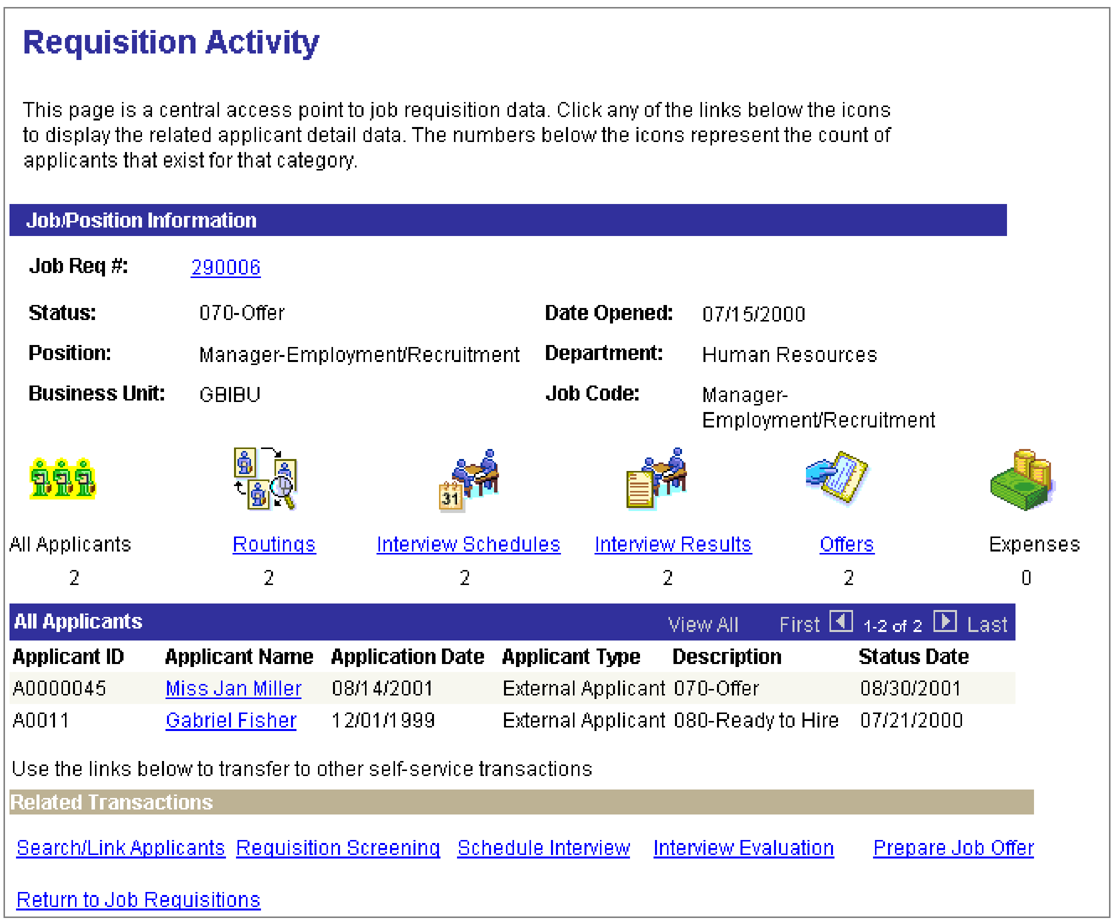
PeopleSoft Human Resources PeopleBook: Recruit Workforce, "Tracking Requisition Activity"

Pages Used to Track Requisition Activity

Page Name	*Object Name*	*Navigation*	*Usage*
Requisition Activity	ER_SS_REQ_ACTIVITY	Self service, Manager, View, Requisition Activity Self service, Recruiter, View, Requisition Activity	View the list of applicants at each stage in the recruitment process, from application, routing, interview, through to those applicants with job offers.

Viewing All Applicants

Access the Requisition Activity page.



Requisition Activity page

The icons in the middle of this page represent the recruitment stages. By clicking on the link below the icon, managers and recruiters can access details of applicants linked to the requisition at each stage.

All Applicants	Lists all applicants who applied for the position.
Routings	Lists applicants whose details were routed to reviewers for consideration. From the routing list you can view details of the reviewers and their recommendations.
Interview Schedules	Lists applicants invited for interview and details of the interviews scheduled for each applicant.
Interview Results	Lists the applicants whose interviews are complete. From this list, you can view the interviewers' rating and recommendation.
Offers	Lists applicants who received a job offer. From here, you view the details of the applicants' job offers.
Expenses	View costs reimbursed to applicants related to the requisition.

The number below the link shows the number of applicants at that stage.

Viewing Questionnaire Results

After applicants have completed their online applications, managers and recruiters can review applicants' questionnaire results.

Applicants are awarded points for their answers to screening questions, which forms part of the requisition screening process. The points awarded are defined when the requisition is created.

Note. For U.S. Federal government installations, the points awarded for screening questions are informational only. They are not incorporated into the rating and ranking process.

See Also

"Administering Job Requisitions," Creating Job Requisitions

PeopleSoft Human Resources PeopleBook: Recruit Workforce, "Processing Applicants," Screening Applicants

PeopleSoft Human Resources PeopleBook: Recruit Workforce, "(USF) Processing Applicant Qualifications"

Pages Used to View Questionnaire Results

Page Name	*Object Name*	*Navigation*	*Usage*
Questionnaire Results	ER_VW_QSTN_APP_LST	Self Service, Manager, View, Questionnaire Results Self Service, Recruiter, View, Questionnaire Results	This page displays a list of applicants who have completed the questionnaire for the selected job requisition. The page includes the applicants' scores and the date that they completed the questionnaire.
Online Questionnaire	ER_QUESTIONNAIRE	Click the View Results link on the Questionnaire Results page.	View the selected applicant's questionnaire results. The system shows the applicant's answers, the score for each answer, and the total score.

Viewing Applicant References

Managers and recruiters use the References self-service transaction to view references provided by applicants, or to request references from applicants. Managers and recruiters can view applicant details only if the applicant is linked to one of the their open requisitions.

Pages Used to View References

Page Name	*Object Name*	*Navigation*	*Usage*
References List	HR_APP_REF_DETAIL	Self Service, Manager, View, References Self Service, Recruiter, View, References	View a list of applicants for an open requisition and to select an applicant.
References	HR_APP_REF_DETAIL1	Click an applicant's name on the References List page.	View references for the selected applicant.
References Detail	HR_APP_REF_SBP	Click a reference name on the References page.	View the reference employer, telephone number, and any comments made by the reference.

Page Name	***Object Name***	***Navigation***	***Usage***
Request Applicant References	APP_REF_EMAIL_ADDR	Click the Request Applicant References button on the References page	Managers and recruiters use this page to send an email to the applicant requesting references. The page lists the applicant's email addresses.

CHAPTER 5

Organizing Interviews

This chapter explains how managers and recruiters:

- Select applicants for interview.
- Define interview schedules.
- Enter interview results.
- Review interview results.

Selecting Applicants for Interviews

Managers and recruiters use the Select Applicant for Interview transaction to select applicants who go forward to the interview stage.

Users select a job requisition and the system lists the applicants whose disposition is *Route.* This includes applicants who passed requisition screening, were linked to a requisition from the Search for Applicants transaction, or passed the U.S. Federal government screening processes.

If there are no applicants who are ready for interview, or interviews are already scheduled, the system links users to the View Interview Schedule or Search for Applicants transactions.

See Also

“Processing Applicants,” Searching for Suitable Applicants

PeopleSoft Human Resources PeopleBook: Recruit Workforce, “Processing Applicants” Screening Applicants and “(USF) Processing Applicant Qualifications”

Pages Used in the Select Applicant for Interview Transaction

Page Name	***Object Name***	***Navigation***	***Usage***
Select Applicant for Interview	ER_SEL_APP_INTVW	Self Service, Manager, Tasks, Select Applicant for Interview Self Service, Recruiter, Tasks, Select Applicant for Interview	Displays a list of screened applicants for the selected requisition. The manager or recruiter chooses whether to interview, hold, or reject the applicant. The page includes a link to the Schedule Interview transaction.
Save Confirmation	EO_SAVE_CONFIRM	Click Save on the Select Applicant for Interview page	Confirms the changes made on the Select Applicant for Interview page.

Scheduling Interviews

Managers and recruiters schedule interviews using the Schedule Interviews transaction.

The self-service transaction restricts managers and recruiters to requisitions for which they are named as recruiter, originator, or authorizer. The system lists the user's open requisitions that have applicants with a disposition of *Interview*.

Pages Used to Schedule Interview Transaction

Page Name	***Object Name***	***Navigation***	***Usage***
Schedule Interview	ER_INTVW_SCHED	Self Service, Manager, Tasks, Schedule Interviews Self Service, Recruiter, Tasks, Schedule Interviews	Select interviewer, date, time, and location for the interview. Managers or recruiters can select the Notify Interview Team check box to send an email notifying interviewers of their interview schedule.

See Also

PeopleSoft Human Resources PeopleBook: Recruit Workforce, "Organizing Interviews" Scheduling Interviews

Viewing Interview Schedules

Managers and recruiters use these transactions to view details of interviews scheduled:

- Interview Schedule.

This transaction is available to hiring managers to display their interview schedule.

- Interview Schedule (Reqn).

This transaction enables managers and recruiters to view all interviews scheduled for a selected requisition.

Pages Used in the View Interview Schedule Transactions

Page Name	***Object Name***	***Navigation***	***Usage***
My Interview Schedule	ER_INTVW_SCHED_MGR	Self service, Manager, View, Interview Schedule	View the current week's interview schedule. Managers can view other weeks using Previous and Next buttons.
Interview Schedule	ER_INTVW_SCHED_REQ	Self service, Manager, View, Interview Schedule (Reqn) Self service, Recruiter, View, Interview Schedule (Reqn)	View a list of interviews scheduled for applicants linked to a selected requisition.
Comments	ER_INTCOM_REQ_SEC	Click Comments on the Interview Schedule page	View comments entered by the recruiter when setting up the interview.

Entering Interview Results

Managers and recruiters use the Interview Evaluations transaction to enter the results of interviews they have completed. They assign a rating, enter their recommendations, and enter additional comments.

If you have PeopleSoft eRecruit installed, other interviewers can complete interview evaluations online using the employee Interview Evaluations self-service transaction.

Recruiting administrators create evaluation forms using the Interview Evaluation Definition page in PeopleSoft Human Resources and link them to recruitment templates.

See Also

PeopleSoft Human Resources PeopleBook: Recruit Workforce, "Setting Up Recruit Workforce"

*PeopleSoft eRecruit PeopleBook, "*Interviewer Team Transactions," Entering Interview Results

Pages Used to Enter Interview Evaluations

Page Name	***Object Name***	***Navigation***	***Usage***
Applicant Interview Evaluation List	ER_INT_EVL_LST	Self service, Manager, Task, Interview Evaluations Self service, Recruiter, Task, Interview Evaluations	Select the applicant from the list of applicants interviewed by the manager or recruiter. The system lists applicants where the user is named as an interviewer and the interview date is the current date or earlier.
Interview Evaluation Form	ER_INTVW_EVL_FORM	Click applicant name on the Applicants Interview Evaluations List page	Rate the applicant in pre-defined areas and give an overall rating and recommendation.
Recommendation Reasons	ER_INTVW_EVL_RSNS	Click the Recommendation Reasons link on the Interview Evaluation Form page.	Display the reasons associated with the recommendation selected on the Interview Evaluation. Interviewers choose the reason for their recommendation.

Reviewing Interview Results

After all the interviewers have completed the interview evaluation form, the hiring manager or recruiter makes the final decision whether to make a job offer to an applicant.

Managers and recruiters use the Interview Evaluation Summary to view a summary of all the interviewers' evaluations for an applicant. They select a final recommendation and reason for the applicant and the system updates the applicant's disposition according to the status rules defined in your system.

Pages Used in the Interview Evaluation Summary Transaction

Page Name	*Object Name*	*Navigation*	*Usage*
Interview Evaluation Summary List	ER_JOB_REQ_LST	Self service, Manager, View, Interview Evaluation Summary Self service, Recruiter, View, Interview Evaluation Summary	Select an applicant. The system displays a list of applicants linked to the user's open requisitions who have been evaluated by one or more interviewers. This includes interview evaluation forms that have been saved or submitted.
Interview Evaluation Summary	ER_INTVW_EVAL_SUMM	Click View Summary on the Interview Evaluation Summary List page.	View a summary of interviewers' ratings and recommendations for an applicant. From here, the manager or recruiter clicks the Evaluation link to view the completed evaluation form for each interviewer. The manager or recruiter selects a recommendation and reason.

CHAPTER 6

Making Applicant Pre-Employment Checks

This chapter provides an overview of pre-employment checks and discusses how to:

- Set up pre-employment checks.
- Administer HireRight.
- Make pre-employment checks.

Understanding Pre-Employment Checks

Many organizations run checks on potential employees before hiring to verify that applicants have supplied accurate information. Linking your PeopleSoft system to HireRight enables your recruitment staff to request a variety of checks and view the results from PeopleSoft eRecruit Manager Desktop. The types of checks that are available through HireRight include background checks, reference checks, assessment testing, and drug testing.

Here's how the integration with HireRight works:

- Using the Pre-Employment Requests transaction, hiring managers, recruiters, and recruiting administrators are transferred to the HireRight website. Using predefined HireRight account information and user information, the system logs the user into HireRight automatically. If the user's details are not authenticated by HireRight, the system displays an error message.
- Once at the HireRight site, users select the inquiries that they want to make for an applicant.
- Applicant data and user information is automatically transferred to HireRight. Users supply additional information required, or request that applicants provide the information.
- HireRight process the requests. The turnaround time for completing checks depends on the type of inquiry ordered. In some cases, HireRight must contact the applicant for information or approval to complete a check. Users track the status of their requests from PeopleSoft which is kept current with request status using application messaging.

- HireRight sends an email to the requester when the results are available. If View Results is enabled on the eRecruit Installation Options page, the requester uses the same Pre-Employment Requests transaction to view the results of the inquiries.
- On completion of all inquiries in a request, HireRight issues expense information which is automatically added to the Job Requisition Expenses table with an expense code of *Pre-Employ*.

Your PeopleSoft system stores records of the requests submitted, the status of requests, and cost information. The detailed results of inquiries are stored at the HireRight site.

Enterprise Integration Points Between PeopleSoft eRecruit Manager Desktop and HireRight

The system uses the following business interlinks to connect to HireRight and receive status data on submission of a request:

EIP Name	***Business Interlink Name***	***Usage***
PREEMPLOYMENT ADMINISTRATION	ER_PREEMPLOYMENT_ADMIN	To connect users to the HireRight site to access the administrative functions.
PREEMPLOYMENT REQUEST	ER_PREEMPLOYMENT_REQUEST	To connect users to the HireRight site to request new pre-employment inquiries.
PREEMPLOYMENT RESULTS	ER_PREEMPLOYMENT_RESULT	To connect users to the HireRight site to view the results of pre-employment inquiries.
PREEMPLOYMENT STATUS SYNC	ISCRIPT_PREEMPLOYMENT	When users save a request, HireRight posts the status of the request and eRecruit Manager Desktop updates its pre-employment status records.

After users have saved their requests, the system uses the following application messages to receive status updates and costs from HireRight:

EIP Name	***Application Message Name***	***Usage***
PREEMPLOYMENT EXPENSE	PREEMPLOYMENT_EXPENSE_ADD	HireRight publishes pre-employment inquiry costs. PeopleSoft eRecruit Manager Desktop inserts the costs in the job requisition expense record.
PREEMPLOYMENT STATUS ASYNC	PREEMPLOYMENT_STATUS_SYNC	HireRight publishes changes in pre-employment request status. PeopleSoft eRecruit Manager Desktop updates the status of its pre-employment request records.

The PREEMPLOYMENT_STATUS_SYNC and PREEMPLOYMENT_EXPENSE_ADD application messages are delivered inactive. In PeopleSoft Application Designer, set the status of these message to *Active,* and set the status of the PREEMPLOYMENT_REQUEST message channel to *Run.*

See Also

EIP Catalog database on the Customer Connection website under Open Integration Framework in the Documentation section.

PeopleSoft Human Resources PeopleBook: Recruit Workforce, "Tracking Recruitment Expenses"

Common Elements Used in This Chapter

Request Number — The system creates a request each time you access HireRight and select inquiries (checks) for an applicant. A request comprises one or more inquiries.

Inquiry Type — Type of check requested.

Status — The status of the request or an individual inquiry:

Draft*:* the requester has selected the inquiry but not yet submitted it.

Submitted: the requester has submitted the inquiry

Pending Applicant*:* HireRight is contacting the applicant for information.

Complete: the inquiry is complete but the requester hasn't viewed the results

Viewed: the inquiry is complete and the results viewed.

Deleted: a draft inquiry that was deleted without submission.

% Complete — The percentage of inquiries in a request that have a status of *Complete* or *Viewed.*

Setting Up Pre-Employment Checks

Before you can make pre-employment checks, you must first enter into a contractual agreement with HireRight. As part of the agreement, you set up accounts and receive a URL to HireRight's website.

The following is a summary of the set up steps. After the summary is more information about the PeopleSoft setup steps.

To set up pre-employment checks:

1. Enter into a contractual agreement with HireRight.

    - Establish account names.
    - Receive a HireRight URL.
    - Establish whether you want automatic sign on.

    Automatic sign on is set up by HireRight. If you enable this option, managers and recruiters with access to eRecruit Manager Desktop can access the HireRight website, provided you have created your merchant accounts (see step 4).

    If you do not use automatic sign on, HireRight creates a user account for each person who will access the website from your organization. Only users authenticated by HireRight are logged into the HireRight site.

    - Establish the user ID that has HR Manager access to HireRight's website.

    When users log into HireRight's site with HR Manager access, they can update the privileges of other users within your organization.

2. Enable HireRight transactions on the Merchant Profile page.

    a. Select **PeopleTools, Utilities, Use, Merchant Profile**, and select HireRight.

    The system populates the HireRight data in the component.

    b. On the Merchant Profile page, select the **Merchant Enabled** check box.

    c. On the Merchant Authentication page, complete these fields, **Company ID, Company Authentication Token,** and **Merchant Website URL.**

    d. On the Merchant Category page, complete the **Merchant Website URL.**

3. Define the URL identifier for the gateway.

    This is the URL used to transfer status updates and expense information from HireRight to PeopleSoft.

4. Enter details of your HireRight accounts on the Create Merchant Accounts page.

5. Set up Pre-Employment Requests on the eRecruit Installation Options page.

See Also

PeopleTools PeopleBook: PeopleSoft Integration Tools and Utilities, "Merchant Integration"

"Administering Job Requisitions," Pages Used to Set Up Merchant Accounts

PeopleSoft Human Resources PeopleBook: Recruit Workforce, "Setting Up Recruit Workforce," Defining System Parameters

Administering HireRight

When your organization sets up an agreement with HireRight, you nominate a recruiting administrator or recruiter as the HR Manager for your organization. The HR Manager has access to the administration functions in HireRight to define the privileges of other users with access to HireRight.

For administration purposes, the HR Manager accesses the administration pages in HireRight using Merchant Administration.

For information about the HireRight administration functions refer to HireRight documentation.

Page Used to Access HireRight Administration

Page Name	***Object Name***	***Navigation***	***Usage***
Supplier Administration Links	MERCHANT_ADMIN	Define Business Rules, Administer Suppliers, Use, Merchant Administration Self Service, Manager, Tasks, Merchant Administration Self Service, Recruiter, Tasks, Merchant Administration	Select HireRight from the list of merchants. The system transfers the user to the HireRight website.

Making Pre-Employment Checks

Here's how you make pre-employment checks:

1. Select the applicant.

   Managers and recruiters select an applicant from those applicants linked to their open job requisitions. However, recruiting administrators can select any applicant.

   The system displays a summary of existing requests submitted for the applicant, including requests submitted by other users in the organization. If View Results is enabled on your system, click the View Results button to transfer to the HireRight website where you can view the results of existing requests. The system hides the View Results button if this feature has been disabled on the eRecruit Installation Options page.

2. Click New Request to submit a new request.

   If the applicant is linked to multiple job requisitions, select the job requisition that incurs cost of the checks.

   PeopleSoft automatically transfers you to the HireRight website.

3. From the HireRight site, select the checks that you want to make and submit the request.

   Click the Complete button to submit your request. When you click the Go Back button the system returns you to a PeopleSoft page where you can select another applicant.

This section explains the PeopleSoft pages only. For information about HireRight pages refer to the HireRight documentation.

Pages Used to Make Pre-Employment Checks

Page Name	***Object Name***	***Navigation***	***Usage***
Pre-Employment Requests	ER_APP_PREEMPL	Develop Workforce, Recruit Workforce (GBL), Use, Pre-Employment Requests Develop Workforce, Recruit Workforce (USF), Use, Pre-Employment Inquiries	View a summary of requests previously submitted for a selected applicant. From here, recruiting administrators can: • Transfer to HireRight to view the results of the checks (if View Results is enabled). • Submit new checks.
Applicant List	ER_APP_PREEMPL_LST	Self service, Manager, Tasks, Pre-Employment Requests Self service, Recruiter, Tasks, Pre-Employment Requests	Select an applicant from the list of applicants linked to the manager's or recruiter's job requisitions.
Select Job Requisition to Apply Expenses	ER_APP_REQ_LST_SEC	Click New Request on the Pre-Employment Requests page Click New Request on the Applicant List page	Select the job requisition against which the cost of the requests are charged. This page appears if an applicant is linked to multiple job requisitions.
Pre-Employment Requests	ER_APP_PREEMPLH	Click View Results on the Applicant List page.	View a list of requests for the selected applicant. From here, managers and recruiters select a request to view, or submit a new request.

Page Name	***Object Name***	***Navigation***	***Usage***
Pre-Employment Request Detail	ER_APP_PREEMPLD	Click a request on the Pre-Employment Requests page	View a summary of a request. This page lists the checks that were submitted and the status. If View Results is enabled on the eRecruit Installation Options page, managers and recruiters can transfer to HireRight to view the results of the checks or submit new checks.

See Also

PeopleSoft Human Resources PeopleBook: Recruit Workforce, "Setting Up Recruit Workforce," Defining System Parameters

CHAPTER 7

Making Job Offers and Preparing to Hire Applicants

This chapter explains how to:

- Prepare job offers.
- Approve job offers.
- View the job offer status.
- Prepare to hire applicants.

Prerequisites

Before managers and recruiters can enter job offers, recruiting administrators must define the job components for the organization. Use the Define Offer Component Types and Define Offer Components pages to define job offer components and component types.

See Also

PeopleSoft Human Resources PeopleBook: Recruit Workforce, "Managing Applicants," Setting Up Job Offer Components

Preparing, Approving, and Viewing Job Offers

This section describes the following self-service transactions which use the same pages:

- Prepare Job Offer
- Approve Job Offer
- Offer Status

Preparing Job Offers

After applicants have been interviewed and evaluated, managers and recruiters use Prepare Job Offer to enter job offer information.

The transaction displays a list of the requisitions for which applicants have been interviewed and evaluated. Managers and recruiters select a requisition from this list and select an applicant from a list of applicants linked to that requisition.

The transaction displays applicants who have passed the interview stage. This can occur in two ways:

- The recruiting administrator sets the applicant's disposition status to *Offer* from Applicant Activity.
- The manager or recruiter selects a recommendation of *Make Offer* on the Interview Evaluation Summary page.

The transaction doesn't include applicants with the correct status, if:

- They have received a job offer for another opening.
- A job offer has already been submitted for approval for the applicant.

On the Job Offer page, managers and recruiters enter details of each component of the applicant's job offer, such as base salary, bonus payments, and other benefits. When the manager or recruiter submits the job offer, this initiates workflow to notify the person responsible for authorizing the job offer. The authorizer is identified in the Authorization ID field in job requisition data. If the authorizer is the person who entered the job offer, the system notifies the recruiter who gives final approval.

See Also

"Organizing Interviews," Selecting Applicants for Interviews

Approving Job Offers

Approving Job Offers

Hiring managers and recruiters use this transaction to approve or deny a job offer request. Workflow directs the job offer to the authorizer for approval and then the recruiter for final approval. The authorizer and recruiter are named in job requisition data.

Viewing Offer Status

Hiring managers and recruiters use Offer Status to view the approval status of a job offer that they have requested using Prepare Job Offer.

Pages Used to Prepare, Approve, and View Job Offer Status

Page Name	*Object Name*	*Navigation*	*Usage*
Prepare Job Offer	ER_POSNAPPFOR_LIST	Self Service, Manager, Tasks, Prepare Job Offer Self Service, Recruiter, Tasks, Prepare Job Offer	Select the applicant who will receive the job offer.
Approve Offer View Job Offer	ER_OFFER	Self Service, Manager, Tasks, Approve Offer Self Service, Recruiter, Tasks, Approve Offer Self Service, Manager, View, Offer Status Self Service, Recruiter, View, Offer Status	This page either lists: • Applicants with job offers awaiting approval • The manager's or recruiter's job offer requests.
Varies by component	ER_OFFER_DTL	Click the applicant name on the Prepare Job Offer page. Click the applicant name on the Approve Job Offer page. Click the applicant name on the View Job Offer page.	Depending on the transaction, this page is used for these purposes: • To enter job offer details for the selected applicant and initiate the approval process. • To approve or deny the request. The manager or recruiter can also enter any relevant comments. • To view a summary of the offer status. The system lists the people responsible for approving the job offer, status of the approval, and comments that they have entered.

Preparing for a New Hire

This transaction presents to the hiring manager or recruiter a list of applicants who have accepted job offers. From here, they can initiate pre-hire activities for that applicant to prepare for the anticipated start date of the applicant.

Recruiting administrators complete the hire process using Applicant Hire in PeopleSoft Human Resources.

See Also

PeopleSoft Human Resources PeopleBook: Recruit Workforce, “Hiring Applicants”

Pages Used in Preparing for a New Hire

Page Name	*Object Name*	*Navigation*	*Usage*
Select Applicant	HR_PREHIRE_SUM_MGR	Self Service, Manager, Tasks, Prepare for New Hire Self Service, Recruiter, Tasks, Prepare for New Hire	View a list of applicants with Ready to Hire status and to select an applicant for new hire processing.
Process Pre-Hire	HR_PREHIRE_DTL_MGR	Click an applicant’s name on the Select Applicant page	View pre-hire information and initiate the pre-hire process.

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