PeopleSoft 8.3 eRecruit PeopleBook

PeopleSoft 8.3 eRecruit PeopleBook

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PeopleBooks Contributors: Teams from PeopleSoft Product Documentation and Development.

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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

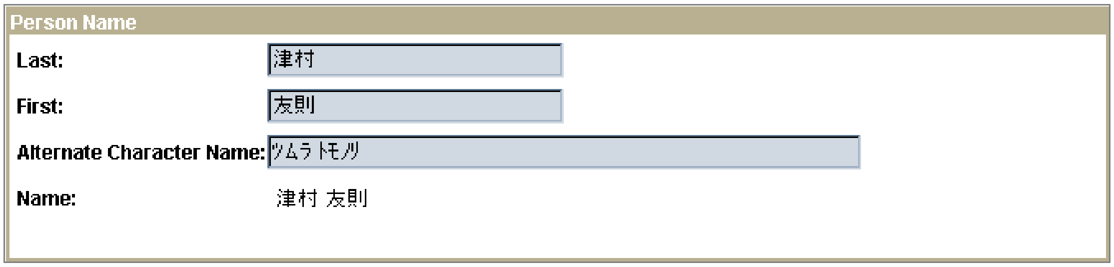
The following fields appear in the Person Name group box. You will not see all of the fields listed below at any one time. The system displays the fields necessary for the country you select in the Format Using field.

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.

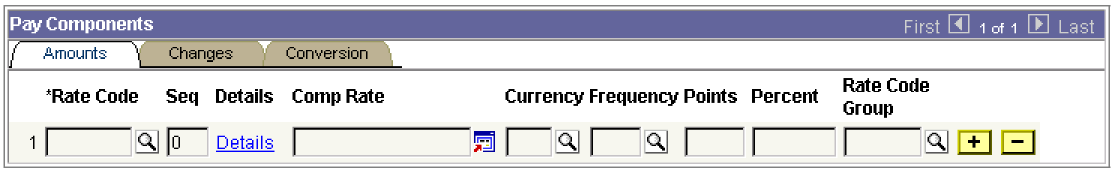
Country	Select the country with address format appropriate for this address. The system will display the appropriate fields for this format in the address group box.
Address 1, **Address 2**, **Address 3**, and **Address 4**	Freeflow text entry fields that enable you to describe street, street number, 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.

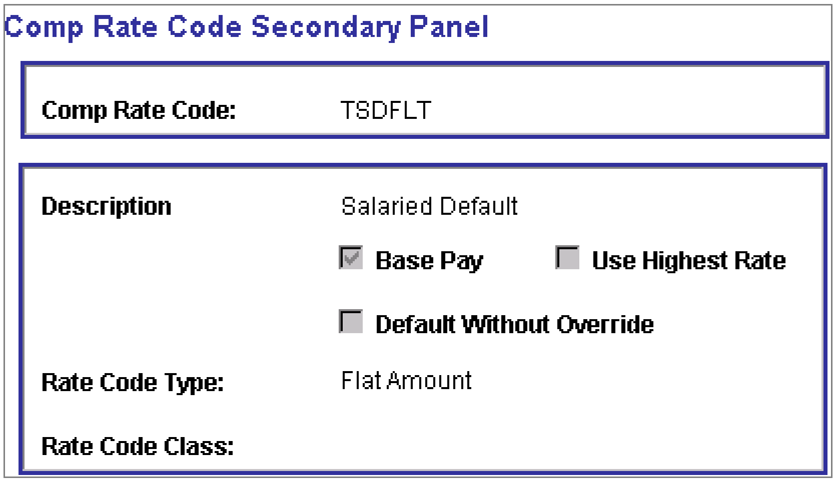
Comp Rate, (compensation rate) **Currency**, and **Frequency** — The compensation rate, its currency, and the frequency (for example, annually, weekly, or hourly) the comp rate will be paid.

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.



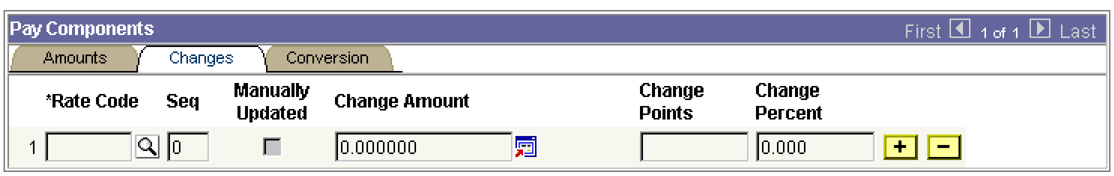
Comp Rate Code Secondary Panel

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**

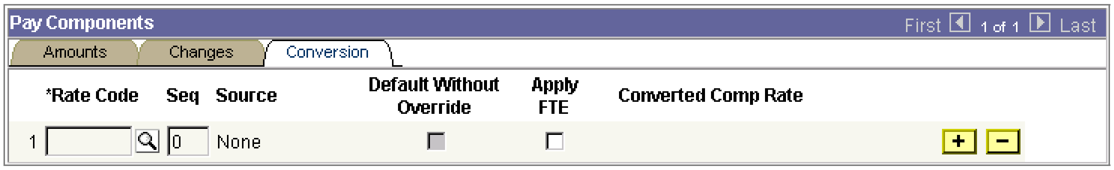
Changes Tab



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 PeopleBook

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

This preface explains how to use the documentation for PeopleSoft eRecruit. 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”

C H A P T E R 2

Understanding eRecruit

This chapter defines the components of eRecruit and explains:

- Moving around eRecruit.
- Roles and security.

Understanding eRecruit Components

PeopleSoft eRecruit comprises the following self-service transactions that interface with PeopleSoft Human Resources:

- Applicant transactions.

  PeopleSoft eRecruit enables internal applicants (employees) and external applicants to:

  - View job postings in your organization.
  - Apply for jobs.
  - View their interview schedule.
  - View application status.

- Referral transactions.

  Referral transactions enable both employees and applicants to submit referrals online. Applicants submit referrals as part of applying for jobs online. Employees can review the eligibility and payment status of the referrals they've submitted.

- Interviewer team transactions.

  Employees who conduct applicant interviews use eRecruit to:

  - View their interview schedules.
  - Evaluate interviewees.

You can integrate PeopleSoft eRecruit with PeopleSoft eRecruit Manager Desktop, which provides a robust suite of Web-enabled transactions for hiring managers and recruiters.

See Also

PeopleSoft eRecruit Manager Desktop PeopleBook, "Understanding eRecruit Manager Desktop"

Moving Around eRecruit

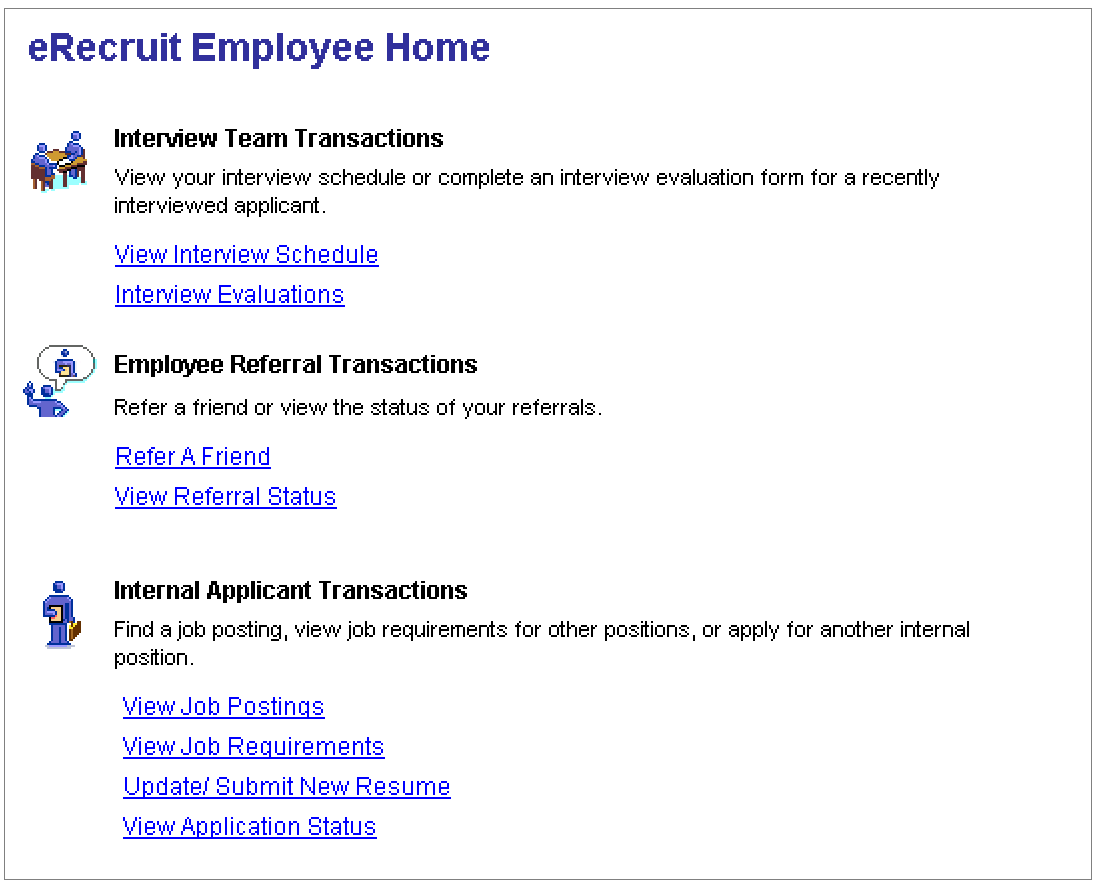
There are two ways to access the eRecruit self-service transactions:

- Homepages.
- Standard menu navigation path.

Homepages

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

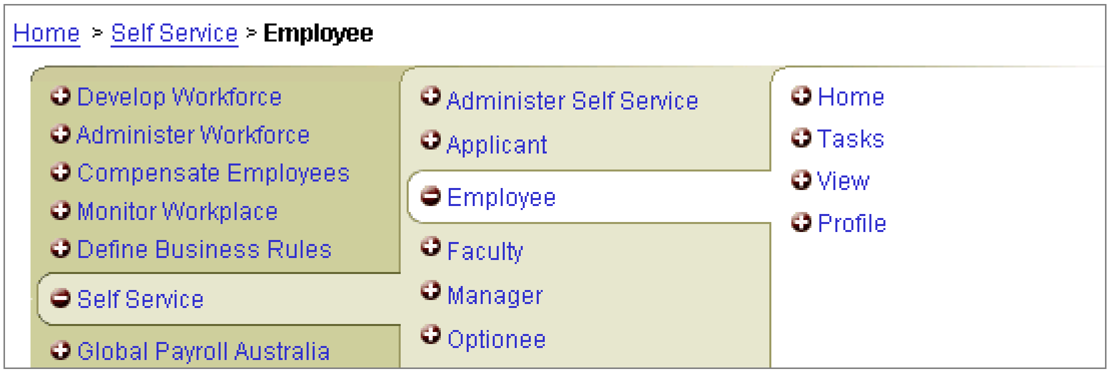
There are two eRecruit homepages: a homepage for external applicants and an employee homepage. The links that appear on the home pages are configured using the eRecruit Installation component.



eRecruit Employee homepage

Standard Menu Navigation

The standard menu driven navigation path is the traditional PeopleSoft access method.



Example of standard menu navigation

Note. For external applicants, Apply for Job and View Job Postings are the only transactions accessible using standard menu navigation. All other transactions are available from the applicant homepage only.

See Also

PeopleSoft Human Resources PeopleBook: Recruit Workforce, "Setting Up Recruit Workforce," Configuring the eRecruit Homepages

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 applicant and employee.

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

CHAPTER 3

Internal and External Applicant Transactions

This chapter describes how internal applicants (employees) or external applicants (non-employees) can:

- View job postings.
- View job requirements.
- Apply for jobs.
- Submit referrals.
- Enter self-identification information.
- Enter additional information.
- Enter resume and contact information.
- View application status.
- View an interview schedule.

Viewing Job Postings

External and internal applicants use the View Job Posting transaction to view information on current job openings in your organization. Applicants can search for job postings based on these criteria:

- Job category.
- Location.
- Keywords.

If applicants find job openings that they're interested in applying for, they add the requisitions to a *job basket.* The job basket enables applicants to apply for multiple requisitions at one time. When applicants click the Apply for Jobs in Basket button, the system automatically transfers the applicant to the Apply for Job transaction.

Applicants can only view job postings that meet the following criteria:

- The current date is within the job posting opening and closing dates.

  Once the closing date has passed, employees and applicants can no longer view the details of that job.

- The job requisition has an open status.

  Requisition statuses are designated open if the job requisition is active and recruitment is in progress. For example, the requisition status *Applied* is an open status, but *Hold* is not. You define which requisition statuses are open in the Status/Reason table.

- The job requisition has an approval status of *All Approved.*

- External applicants can view jobs with a posting type of *External* only.

  - Internal applicants can view all posting types.

Job posting information is defined when you create job requisitions.

See Also

Applying for Jobs

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

Pages Used to View Job Postings

Page Name	*Object Name*	*Navigation*	*Usage*
View Job Postings	HR_JOB_POST_L	Self Service, Applicant, Tasks, View Job Postings Self Service, Employee, Tasks, View Job Postings	Applicants and employees use this page to search for job openings and to select the job openings to apply for. Employees can also use this page to refer a friend.

Page Name	Object Name	Navigation	Usage
Job Description	HR_JOB_POST_D	Click a job requisition on the View Job Postings page.	View detailed information about a specific job opening. Job descriptions are taken from the Job Posting page in Job Requisition Data. External applicants see all job descriptions types. For employees, the system displays the descriptions with the Visible to Internal Applicants check box selected only.
Job Basket	HR_JOB_BASKET	Click the Job Basket link on the View Job Postings or Job Description page.	Applicants review the job requisitions that they added to their job basket. From here, applicants can apply for the jobs in the job basket.

See Also

Employee Referral Transactions

Viewing Job Requirements

Employees use the Job Requirements self-service transaction to review a summary of the competency requirements associated with a particular job title.

Pages Used to View Job Requirements

Page Name	Object Name	Navigation	Usage
Required Job Competencies Summary	HR_JOB_RQMTS_SUMM	eRecruit Employee Homepage, View Job Requirements	View a list of the competencies and accomplishments that are associated with a particular job title. Competencies and accomplishments are assigned to jobs from Manage Competencies.

Page Name	Object Name	Navigation	Usage
Current Career Position Descr	CM_COMP_DETAIL_SEC	Click a competency on the Required Job Competencies Summary page.	View a description of the selected competency.

See Also

PeopleSoft Human Resources PeopleBook: Manage Competencies, "Assigning Competencies and Accomplishments to Roles"

Applying for Jobs

The Apply for Job transaction enables applicants to create, review, and update their resumes. Apply for Job works differently for internal applicants and external applicants:

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

The process for entering detailed resume information is the same for internal and external applicants. Once a resume is on file, the Viewing Job Postings pages are used to connect a resume to a specific job.

Using Auto Populate with Apply for Job

If you have PeopleSoft Resume Processing installed, you can use it to automatically populate the fields on the Apply for Job pages by extracting information from the applicant's resume. This feature is available to new external applicants who haven't submitted a resume to save time entering information.

The auto populate feature works as follows:

1. Applicants attach their resume file or paste the resume text into a scrolling region.
2. PeopleSoft Resume Processing extracts applicant information and the system populates the fields in Apply for Job where the information is supplied in the resume.
3. When the extraction is complete, the system displays the Apply for Job pages in the order you specify in the resume template.

   The resume template is determined from the recruitment templates associated with the jobs being applied for. If the applicant isn't applying for a specific job, the system uses the default resume template.
4. Applicants check the information, update fields, and provide additional information, as required.

Setting Up Apply for Job

To set up the Apply for Job transaction:

1. Create resume templates.

   When an applicant enters a resume, a series of pages are presented for data entry. The pages and the order in which they appear are defined by the resume template associated with the job that the applicant is applying for. If the applicant hasn't specified a job requisition, the system uses the default template defined on the eRecruit Installation Options page.

2. Link resume templates to your recruitment templates on the Recruitment Template Settings page.

   Recruitment templates define the templates used to create and process a job requisition. By associating resume templates with recruitment templates you define what information applicants need to supply for the requisitions that use the recruitment template.

3. (Optional). Enable the self-identification transaction on the eRecruit Homepage Options page.

   Organizations that are required to comply with the U.S. Equal Employment Opportunities Commission (EEOC) reporting regulations can use the self-identification transaction to invite external applicants to provide gender and ethnicity information on a voluntary basis. Self-identification is not used by internal applicants.

4. (Optional). Set up an attachments directory and FTP address.

   Applicants can attach their resume from the Full Text Resume page in Apply for Job. If you want to make this feature available, define the directory for the attachments and an FTP address as follows:

   a. Set up a directory in which to store applicants' resumes.

      Make sure that the FTP server can access the directory and users have read and write access to it.

   b. Install an FTP server and create a FTP address that points to this attachments directory.

      The FTP server is not part of the PeopleSoft eRecruit application. You can use the FTP server of your choice. Refer to your FTP server documentation for instructions on setting up FTP addresses.

   c. Define a URL for the FTP address you've created.

      From PeopleTools, select **Utilities, Use, URL Maintenance.** Select ***RESUME_ATTACHMENT_FTP*** from the list of URL identifiers. In the **URL** field, enter the FTP address that you defined in the previous step.

Warning! If your FTP server defaults to the root directory of a file system, you must append the directory name to the FTP address. For example, suppose you have set up the FTP address ftp://attachment_address that points to the directory c:\resume_files. When you actually log in using the FTP server, it may default to c:\. If your FTP server does this, you would enter ftp://attachment_address/resume_files in the URL field.

d. Enter the FTP URL on the eRecruit Installation Options page.

Navigate to this page as follows:

Develop Workforce, Recruit Workforce (GBL), Setup, eRecruit Installation, eRecruit Installation Options

Develop Workforce, Recruit Workforce (USF), Setup2, eRecruit Installation, eRecruit Installation Options

In the Attachment FTP Site field, select ***RESUME_ATTACHMENT_FTP.***

5. (Optional). Set up auto populate.

If you want to use the auto populate feature, set up your PeopleSoft Resume Processing system to work with Apply for Job. You must set up the attachments directory and an FTP address to the attachment directory (see previous step) for auto populate to work.

See Also

PeopleSoft Human Resources PeopleBook: Recruit Workforce, “Setting Up Recruit Workforce,” Setting Up Recruitment Templates and Defining System Parameters

PeopleSoft Resume Processing PeopleBook, “Setting Up Resume Processing”

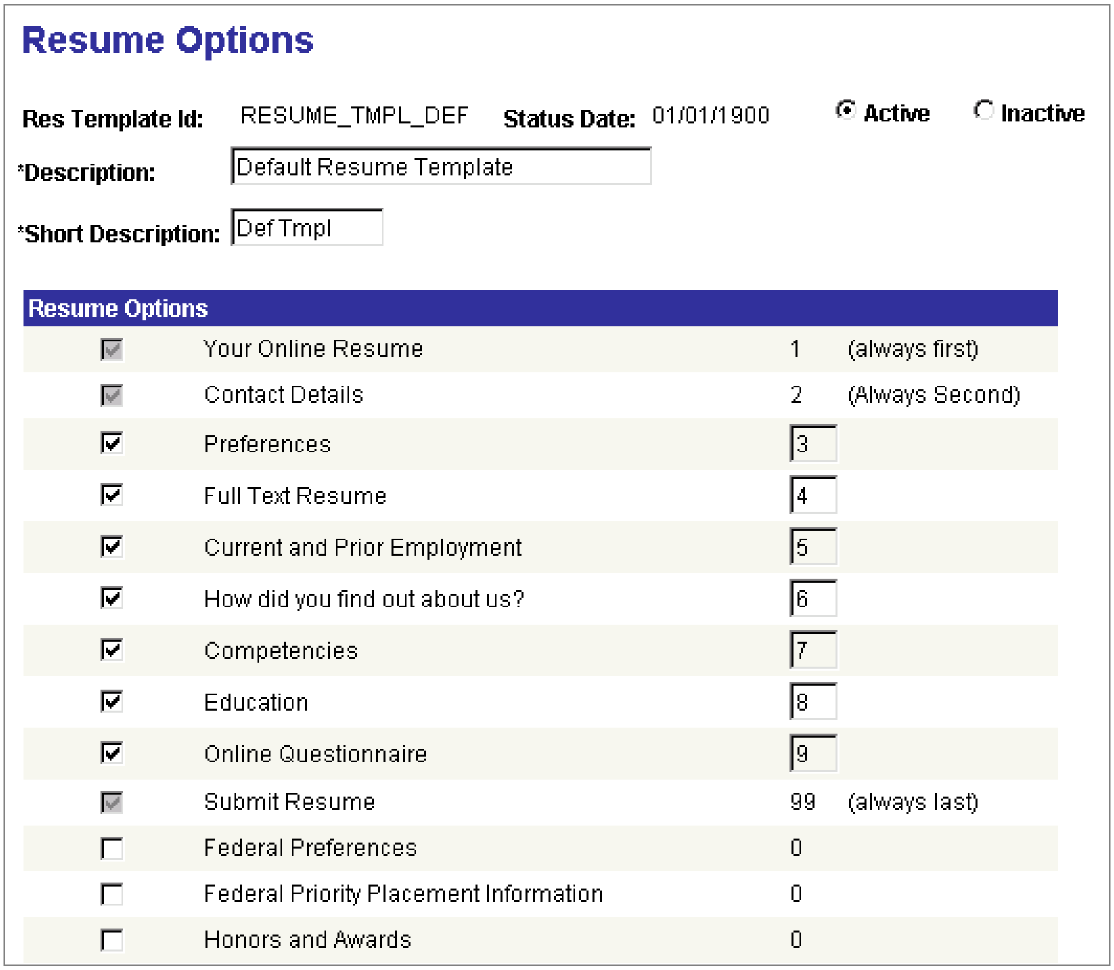
PeopleTools PeopleBook: Data Management, “PeopleTools Utilities,” URL Maintenance

Page Used to Set Up Resume Templates

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

Creating Resume Templates

Access the Resume Options page.



Resume Options

Res Template Id: RESUME_TMPL_DEF **Status Date:** 01/01/1900 ◉ **Active** ○ **Inactive**

***Description:** Default Resume Template

***Short Description:** Def Tmpl

Resume Options			
☑	Your Online Resume	1	(always first)
☑	Contact Details	2	(Always Second)
☑	Preferences	3	
☑	Full Text Resume	4	
☑	Current and Prior Employment	5	
☑	How did you find out about us?	6	
☑	Competencies	7	
☑	Education	8	
☑	Online Questionnaire	9	
☑	Submit Resume	99	(always last)
☐	Federal Preferences	0	
☐	Federal Priority Placement Information	0	
☐	Honors and Awards	0	

Resume Options page (1 of 2)

☐	Languages	0
☐	Licenses and Certificates	0
☐	Personal Information	0
☐	Professional Memberships	0
☐	References	0
☐	Training	0

Personal Options

☐ **Marital Status** ☐ **Date of Birth** ☐ **Gender**

Resume Options page (2 of 2)

Pages to Include in Resume

Res Template Id (resume template ID)	Enter a code for the resume template. **Note.** The REFERRAL template is used for the Refer a Friend transaction.
Page	Select the check box for each page that you want to include in the Apply for Job transaction. The Your Online Resume, Contact Details, and Submit Resume pages are required pages; you cannot change these check boxes.
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. Make sure that the pages in a resume template are consistent with the associated requisition template. Otherwise, there could be a mismatch between job requirements and the information applicants supply through Apply for Job. For example, if a requisition template includes screening questions, the associated resume template must have the Online Questionnaire page selected. Conversely, if you exclude screening questions in the requisition template, exclude the questionnaire page from the resume template.

Personal Options

If you selected the Personal Information page, the system makes personal options available for entry. Select the fields you want to appear on the Personal Information page. Regulations in your region may determine what should be selected for display.

See Also

Employee Referral Transactions

Pages Used in Applying for Jobs

External applicants and employees access the Apply for Job transaction as follows:

- Self Service, Applicant, Tasks, Apply for Job
- Self Service, Applicant, Tasks, View Job Postings
- eRecruit Applicant Homepage, Apply for Job
- eRecruit Applicant Homepage, View Job Postings
- Self Service, Employee, Tasks, Apply for Job
- Self Service, Employee, Tasks, View Job Postings

- eRecruit Employee Homepage, Apply for Job
- eRecruit Employee Homepage, View Job Postings

The Refer a Friend transaction uses some of the Apply for Job pages. This transaction is accessed as follows:

- eRecruit Employee Homepage, Refer a Friend

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

Page Name	***Object Name***	***Usage***
Identification	HR_IDENTIFY_1_APP	External applicants use this page to sign into your PeopleSoft system. This page isn't displayed for employees. Applicants supply their email address and a password. Applicants who haven't submitted a resume click Register and returning applicants click the Sign On button.
Your Online Resume	HR_RES_A_WLCM_APP	Informational page. If you have auto populate set up, new external applicants have the option to attach their resume or paste their resume text. In the Refer a Friend transaction it displays instructions on how to refer a friend.
Auto Populate Paste Resume	AUTOPOP_PASTE	This page appears if auto populate is set up and the applicant selects the paste option from the Your Online Resume page. The applicant copies their resume text into the scrolling region and resume processing starts extracting applicant data. When the extraction is complete, the system displays the Apply for Job pages populated with extracted data.
Contact Details	HR_RES_A_CONT_APP	Used to enter contact information. This page is also used in the Refer a Friend transaction for employees to enter contact information for the applicant being referred.
Preferences	HR_RES_A_PREFS_APP	Applicants enter their preferences for location and type of work they want.

Page Name	***Object Name***	***Usage***
Full Text Resume	HR_RES_A_TEXT_APP	Applicants copy their full resume into the application. If you have set up an attachment directory and FTP address, this page has an Add Attachment button to enable applicants to attach their resume to their application.
Current and Prior Employment	HR_RES_A_EMP_APP	Lists the applicant's current and prior employers.
Employment Details	HR_RES_D_EMP_APP	Applicants enter or update their current and prior employment history.
Federal Employment Details	GVT_HR_RES_D_EP_AP	This Federal page only appears if applicants are applying for a U.S. Federal Government position.
How Did You Find Out About Us	HR_RES_A_RFRR_APP	Used to enter referral information. If you have set up employee referral programs, when applicants specify an employee as the referral source, the system creates a referral record.
Competencies	HR_RESUME_COMPS	Applicants rate their level of proficiency in competencies required for the job requisitions. The system omits this page if there are no competencies defined for the job requisitions.
Education	HR_RES_A_EDUCA_APP	Applicants enter their educational background and qualifications.
School Education Details	HR_RES_D_EDU_1_APP	Applicants enter details of schools attended
College/University Education Details	HR_RES_D_EDU_2_APP	Applicants enter details of colleges or university attended.
Honors and Awards	HR_RES_A_HONOR_APP	Lists the honors or awards that the applicant has received.
Honor or Awards Detail	HR_RES_D_HONOR_APP	Applicants enter or update details of honors or awards that they have received.
Languages	HR_RES_A_LANG_APP	Lists the applicant's language skills.
Languages Detail	HR_RES_D_LANG_APP	Applicants enter or update details of languages in which they are proficient.
Licenses and Certificates	HR_RES_A_LIC_APP	Lists the applicant's licenses and certificates.
Licenses and Certificates Detail	HR_RES_D_LIC_APP	Applicants enter details of licenses or certificates that they have obtained.

Page Name	Object Name	Usage
Professional Memberships	HR_RES_A_MMBR_APP	Lists the organizations to which the applicant belongs.
Professional Memberships Details	HR_RES_D_MMBR_APP	Applicants enter or update details of any professional organizations to which they belong.
References	HR_RES_A_REFS_APP	Lists the applicant's references.
References Detail	HR_RES_D_REFS_APP	Used to provide reference names and contact information.
Training	HR_RES_A_TRAIN_APP	Lists the training courses that the applicant has completed.
Training Details	HR_RES_D_TRAIN_APP	Applicants enter or update information about training course that they have completed.
Federal Preferences	GVT_HR_RES_A_PF_AP	Applicants provide detailed information about prior employment with the U.S. Federal government.
Federal Priority Placement Information	GVT_HR_RES_A_PP_AP	Lists the applicant's priority placement information.
Employment Details	GVT_HR_RES_D_PP_AP	Enter and update priority placement information. This priority status is usually a result of involuntary displacement, a reduction in workforce, or an involuntary position change that entitles the applicant to a period of grade retention.
Personal Information	HR_RES_A_PER_APP	Enter specific personal information. The Marital Status, Date of Birth, and Gender fields appear only if they have been set up on the Resume Options page.
Submit Resume	HR_RES_A_SUB_APP	Used to save and submit an application.
Screening Questions	ER_QUESTIONNAIRE	Applicants answer the screening questions associated with the job requisitions that they are applying for. The system omits this page if there are no questions defined for the job requisitions.
Submit Confirmation	HR_RES_SUB_CONFIRM	Confirms that the application or referral is completed and submitted correctly.

Page Name	***Object Name***	***Usage***
Invitation to Provide Self Identification Information	ER_SELF_ID_INVITE	For external applicants only. This page is displayed after submitting a resume if you have enabled self-identification and the applicant applies for a job in the USA. If applicants click the Accept button, the Self Identification Details page is displayed.

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

See Also

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

Entering Self Identification Information

Employee Referral Transactions

Employee referral programs enable you to reward employees for referring qualified applicants who become hired employees. Employee referral transactions enable both employees and applicants to submit referrals online.

- Employees refer applicants and submit the applicants’ resumes through the Refer a Friend transaction.
- External applicants submit referrals by identifying the employee who referred them on a page in the Apply for Job transaction.

Employees can review the eligibility and payment status of the referrals they’ve submitted.

See Also

PeopleSoft Human Resources PeopleBook: Recruit Workforce, “Administering Employee Referral Programs ”

Setting Up the Referral Resume Template

Edit the resume template that employees use to refer an applicant in all Refer a Friend transactions.

Access the Resume Options page and select the REFERRAL template on the search page. For all Refer a Friend referrals you must use the REFERRAL resume template, which you can design according to your needs. The REFERRAL resume template is automatically associated with the Refer a Friend transaction. You do not have to associate it with a recruitment template.

This page is the same as the Resume Options page in the Apply for Job Transaction. Full documentation of the page is available for that transaction.

About Including the How Did You Find Out About Us Page

One of the pages available for templates on the Resume Options page is the "How did you find out about us?" page. This page enables the applicant to identify a referral source, including an employee who referred them. Whether you include this page in your template depends upon the purpose of the template.

- You do not need to include this page in the REFERRAL template because employees are automatically associated with the applicants they refer.
- You must include this page in resume templates for external applicants if you want to enable applicants to initiate an employee referral when they apply for jobs.

See Also

Creating Resume Templates

Employee Submits a Referral

Following is a summary of the process of an employee referring an applicant:

1. The employee submits a referral through the Refer a Friend transaction.

    - Employees can refer an applicant for specific job requisitions or without specifying any requisitions.

      They select requisitions on the View Job Postings page. They can access the View Job Postings page from the Refer a Friend transaction or go there directly and click a button to access the Refer a Friend transaction.

    - Both internal and external job postings are available for selection on the View Job Postings page.

      The external applicant referred for an internal position is not visible to the manager or recruiter in the Requisition Activity or Search for Applicants transactions until the job is designated as external.

    - The default referral template supplied by PeopleSoft requests employees to enter contact information for the applicant being referred and supply the applicant's resume. Only the name and email information is required.
    - The employee's ID is automatically recorded as the applicant's referral source.
    - The system provides error messages if all information is not complete when the employee clicks Submit. If information is complete, the employee sees a confirmation page.

2. Upon successful submittal, the employee receives an email that includes the URL for viewing referral information and the applicant ID and application date associated with the referral.

3. Applicants receive a confirmation email every time a referral is submitted.

   Applicants receive an email containing a URL and the user ID and password necessary to enter additional required information. They can also review and modify the information provided by the employee.

External Applicant Submits a Referral

Following is a summary of the process of an applicant submitting an employee as a referral source:

1. In the Apply for Job transaction, the applicant names the employee as the referral source.

   On the How Did You Find Out About Us page, the applicant supplies the employee's name and (if known) email address.

2. The applicant receives an email requesting additional application information and confirming that the employee referral has been received.

   If the applicant did not supply the employee's email address, the email requests the applicant to pass a referral track ID and a password to the employee, who can then contact the HR department to confirm the referral.

3. The employee receives an email requesting confirmation of the referral.

   The email includes a link to the Confirm Referral page with the necessary information to identify the referral.

   The email also contains a link to the Review Referral page where the employee can track the status of the referral.

4. The employee confirms or cancels the referral using the Confirm Referral transaction.

   The employee must confirm the referral and the applicant must be hired before any eligibility and award criteria can be evaluated.

See Also

Applying for Jobs

Pages Used by Employees to Submit, Confirm, and Review a Referral

The Refer a Friend transaction uses the same pages as Apply for Job and View Job Postings transactions to view job postings, view job descriptions, and enter contact details. See the documentation of these transactions for details of the pages.

You can add additional pages to Refer a Friend when you set up the REFERRAL resume template on the Resume Options page.

Page Name	***Object Name***	***Navigation***	***Usage***
Refer a Friend	HR_RES_REFER_APP	Self Service, Employee, Tasks, Refer a Friend Click the Refer a Friend button on the View Job Postings page.	Elect whether to refer a friend to a specific job or to any open requisition.
Confirm Referral	ER_REF_CONFIRM1	Self Service, Employee, Tasks, Confirm Referral	Employee enters the referral track ID and password received by email.
Confirm Referral	ER_REF_CONFIRM2	Click the Submit button on the Confirm Referral page	Employee confirms or cancels the referral initiated by the applicant.
Review Referral	ER_EE_REVW_DTL	Self Service, Employee, Tasks, Review Referral	Employees view the current status of their referrals by applicant. Employees can view the eligibility and award payment status for each applicant they refer.

See Also

Setting Up the Referral Resume Template

Applying for Jobs

Viewing Job Postings

Entering Self Identification Information

The Self Identification transaction invites external applicants to provide gender and ethnicity information for EEOC reporting purposes. This transaction isn't for internal applicants, and it is not a mandatory part of the application process.

If you enable the transaction, applicants may access the transaction in two ways:

- On completion of Apply for Job.

  When external applicants apply for jobs located in the USA, the self-identification transaction is triggered after the applicant has submitted an application.

- From the eRecruit Applicant Homepage.

  When you enable the transaction, the system adds a link to the eRecruit Applicant Homepage for external applicants to provide self identification information at any time.

The information that the applicant supplies isn't part of the application or recruitment process, and access to the data is restricted.

Enable the transaction on the eRecruit Homepage Options page.

See Also

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

Page Used to Enter Self Identification Information

Page Name	Object Name	Navigation	Usage
Self Identification Details	ER_APP_SELF_ID	eRecruit Applicant Homepage, Self Identification	Enter gender and ethnicity information.

Entering Additional Requested Information

The Additional Requested Information transaction enables applicants to submit information that is required for requisition screening, such as competency information or screening questions. For example, if applicants submit a resume without applying for a specific job opening, they may later be required to answer screening questions defined for a job opening they want to apply for.

External applicants and employees access the Additional Requested Information transaction from the eRecruit Applicant Home page or the eRecruit Employee Home page.

The Additional Requested Information link is displayed if the applicant has been asked to provide additional information. Once the applicant has provided the information this link is removed.

When an applicant clicks the Additional Requested Information link, the system displays the Apply for Job pages, populated with the applicant's existing information. The pages displayed and the ordering are based on the resume template associated with the job requisitions that require additional information. Applicants review and edit the existing information, and enter additional information required.

See Also

Pages Used in Applying for Jobs

Updating Contact and Resume Information

Once applicants have a resume on file, the system automatically displays options for applicants to review and update their details. The system displays the applicant's most recent resume. Applicants can submit a new resume or update their contact information. If they decide to submit a new resume, the system displays the Apply for Job pages populated with the applicant's existing information.

Applicants can't apply for the same job twice unless they have been screened and rejected for that job. If they attempt to apply for a job they are already linked to, the system removes the job from the job basket.

Pages Used to Update Contact and Resume Information

Page Name	***Object Name***	***Navigation***	***Usage***
Resume	HR_RES_V_MAIN_APP	eRecruit Applicant Homepage, Create/Update Resume eRecruit Employee Homepage, Create/Update Resume	Displays the applicant's submitted resume. The system displays only those sections required by the resume template associated with the jobs applied for.
Update Resume	HR_RES_V_UPD_APP	Click the My Resume Has Changed link on the Resume page	Applicants decide whether to update their contact information or submit a new resume. If applicants click Submit a new resume, the system displays the Your Online Resume page at the start of Apply for Job.
Contact Details	HR_RES_U_CONT_APP	Click Update Contact Details link on the Update Resume page	Review and update name, address, telephone, or email information.
Previously submitted resumes	HR_RES_V_LIST_APP	Click the View resume History link on the Resume page	Lists previous application dates. Applicants select the resume that they want to view.
Jobs Applied For	HR_RES_V_JOBS_APP	Click the Jobs Applied For link on the Resume page.	Applicants view the jobs that they applied for with that resume.
Job Detail	HR_RES_V_JOB_D_APP	Click a job title on the Jobs Applied For page	View the description of the selected job.

Viewing Application Status

Applicants use Application Status to view the progress of their applications.

Page Used to View Application Status

Page Name	***Object Name***	***Navigation***	***Usage***
Application Status History	ER_POSN_STATUS	eRecruit Applicant Homepage, View Application Status eRecruit Employee Homepage, View Application Status	Applicants view a summary of the jobs applied for, and the application status.

Viewing the Interview Schedule

Applicants use the Interview Schedule self-service transaction to view their interview schedule. For each job the applicant has applied for, the schedule includes the date and time, the interviewer's name, and location of the interview.

Recruiting administrators set up interviews using Schedule Interview. If you have PeopleSoft eRecruit Manager Desktop, hiring managers and recruiters can also set up interviews using the Schedule Applicant for Interview self-service transaction.

See Also

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

PeopleSoft eRecruit Manager Desktop PeopleBook, "Organizing Interviews"

Page Used to View Applicant Interview Schedule

Page Name	***Object Name***	***Navigation***	***Usage***
Interview Schedule	ER_INTVW_SCHED_APP	eRecruit Applicant Homepage, View Interview Schedule	Applicants view a summary of their scheduled interviews, listed by job requisition.

C H A P T E R 4

Interview Team Transactions

The Interview Team transactions assist employees who are part of an interview team. This chapter explains how interview team members:

- View their interview schedule.
- Enter interview results.

Viewing the Interview Schedule

Employees use the Interview Schedule self-service transaction to view their interview schedules. Employees see only the interviews where they are named as an interviewer.

Pages Used in the View Interview Schedule Transaction

Page Name	*Object Name*	*Navigation*	*Usage*
My Interview Schedule	ER_INTVW_SCHED_MGR	eRecruit Employee Homepage, View Interview Schedule	View the current week's interview schedule. Interviewers can view other weeks using the Previous and Next buttons.
Comments	ER_INTCMNT_MON_SEC	Click the Comments link on the schedule page	Interviewers view comments entered by the recruiter when setting up the interview.

Entering Interview Results

Interviewers use the Interview Evaluations self-service transaction to enter results of completed interviews. The system lists applicants where the employee is named as an interviewer and the interview date is the current date or earlier.

Interviewers assign a rating, enter their recommendations, and enter additional comments. When the interviewer submits the evaluation, this triggers workflow to notify the hiring manager and recruiter.

The hiring manager or recruiter reviews the evaluations and makes a final decision.

See Also

PeopleSoft Human Resources PeopleBook: Recruit Workforce, “Setting Up Recruit Workforce”

PeopleSoft eRecruit Manager Desktop PeopleBook, “Organizing Interviews”, Reviewing Interview Results

Pages Used to Enter Interview Evaluations

Page Name	***Object Name***	***Navigation***	***Usage***
Applicant Interview Evaluation List	ER_INT_EVL_LST	eRecruit Employee Homepage, Interview Evaluations Self service, Employee, Task, Interview Evaluations	Interviewers select an interviewed applicant.
Interview Evaluation Form	ER_INTVW_EVL_FORM	Click applicant name on the Applicant Interview Evaluation List page.	Interviewers rate the applicant in predefined areas and give an overall rating and recommendation. If interviewers click Save without selecting Submit Form, they can modify the evaluation form later. However, once they submit the form, this page is display only.
Recommendation Reasons	ER_INTVW_EVL_RSNS	Click the Recommendation Reasons link on the Interview Evaluation Form page.	Interviewers choose a reason for their recommendation.

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