
PeopleSoft HCM 9.2: Candidate Gateway

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PeopleSoft HCM 9.2: Candidate Gateway

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Preface

Understanding the PeopleSoft Online Help and PeopleBooks

The PeopleSoft Online Help is a website that enables you to view all help content for PeopleSoft Applications and PeopleTools. The help provides standard navigation and full-text searching, as well as context-sensitive online help for PeopleSoft users.

PeopleSoft Hosted Online Help

You access the PeopleSoft Online Help on Oracle's PeopleSoft Hosted Online Help website, which enables you to access the full help website and context-sensitive help directly from an Oracle hosted server. The hosted online help is updated on a regular schedule, ensuring that you have access to the most current documentation. This reduces the need to view separate documentation posts for application maintenance on My Oracle Support, because that documentation is now incorporated into the hosted website content. The Hosted Online Help website is available in English only.

Note: Only the most current release of hosted online help is updated regularly. After a new release is posted, previous releases remain available but are no longer updated.

Locally Installed Help

If you are setting up an on-premises PeopleSoft environment, and your organization has firewall restrictions that prevent you from using the Hosted Online Help website, you can install the PeopleSoft Online Help locally. If you install the help locally, you have more control over which documents users can access and you can include links to your organization's custom documentation on help pages.

In addition, if you locally install the PeopleSoft Online Help, you can use any search engine for full-text searching. Your installation documentation includes instructions about how to set up Elasticsearch for full-text searching. See *PeopleSoft 9.2 Application Installation* for your database platform, "Installing PeopleSoft Online Help." If you do not use Elasticsearch, see the documentation for your chosen search engine.

Note: See [Oracle Support Document 2205540.2 \(PeopleTools Elasticsearch Home Page\)](#) for more information on using Elasticsearch with PeopleSoft.

Note: Before users can access the search engine on a locally installed help website, you must enable the Search field. For instructions, go to your locally installed PeopleSoft Online Help site and select About This Help >Managing Locally Installed PeopleSoft Online Help >Enabling the Search Button and Field in the Contents sidebar.

Downloadable PeopleBook PDF Files

You can access downloadable PDF versions of the help content in the traditional PeopleBook format. The content in the PeopleBook PDFs is the same as the content in the PeopleSoft Online Help, but it has

a different structure and it does not include the interactive navigation features that are available in the online help.

Common Help Documentation

Common help documentation contains information that applies to multiple applications. The two main types of common help are:

- Application Fundamentals
- Using PeopleSoft Applications

Most product families provide a set of application fundamentals help topics that discuss essential information about the setup and design of your system. This information applies to many or all applications in the PeopleSoft product family. Whether you are implementing a single application, some combination of applications within the product family, or the entire product family, you should be familiar with the contents of the appropriate application fundamentals help. They provide the starting points for fundamental implementation tasks.

In addition, the *PeopleTools: Applications User's Guide* introduces you to the various elements of the PeopleSoft Pure Internet Architecture. It also explains how to use the navigational hierarchy, components, and pages to perform basic functions as you navigate through the system. While your application or implementation may differ, the topics in this user's guide provide general information about using PeopleSoft Applications.

Field and Control Definitions

PeopleSoft documentation includes definitions for most fields and controls that appear on application pages. These definitions describe how to use a field or control, where populated values come from, the effects of selecting certain values, and so on. If a field or control is not defined, then it either requires no additional explanation or is documented in a common elements section earlier in the documentation. For example, the Date field rarely requires additional explanation and may not be defined in the documentation for some pages.

Typographical Conventions

The following table describes the typographical conventions that are used in the online help.

<i>Typographical Convention</i>	<i>Description</i>
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 the W key.
. . . (ellipses)	Indicate that the preceding item or series can be repeated any number of times in PeopleCode syntax.
{ } (curly braces)	Indicate a choice between two options in PeopleCode syntax. Options are separated by a pipe ().
[] (square brackets)	Indicate optional items in PeopleCode syntax.

Typographical Convention	Description
& (ampersand)	When placed before a parameter in PeopleCode syntax, an ampersand indicates that the parameter is an already instantiated object. Ampersands also precede all PeopleCode variables.
=>	This continuation character has been inserted at the end of a line of code that has been wrapped at the page margin. The code should be viewed or entered as a single, continuous line of code without the continuation character.

ISO Country and Currency Codes

PeopleSoft Online Help topics use International Organization for Standardization (ISO) country and currency codes to identify country-specific information and monetary amounts.

ISO country codes may appear as country identifiers, and ISO currency codes may appear as currency identifiers in your PeopleSoft documentation. Reference to an ISO country code in your documentation does not imply that your application includes every ISO country code. The following example is a country-specific heading: "(FRA) Hiring an Employee."

The PeopleSoft Currency Code table (CURRENCY_CD_TBL) contains sample currency code data. The Currency Code table is based on ISO Standard 4217, "Codes for the representation of currencies," and also relies on ISO country codes in the Country table (COUNTRY_TBL). The navigation to the pages where you maintain currency code and country information depends on which PeopleSoft applications you are using. To access the pages for maintaining the Currency Code and Country tables, consult the online help for your applications for more information.

Region and Industry Identifiers

Information that applies only to a specific region or industry is preceded by a standard identifier in parentheses. This identifier typically appears at the beginning of a section heading, but it may also appear at the beginning of a note or other text.

Example of a region-specific heading: "(Latin America) Setting Up Depreciation"

Region Identifiers

Regions are identified by the region name. The following region identifiers may appear in the PeopleSoft Online Help:

- Asia Pacific
- Europe
- Latin America
- North America

Industry Identifiers

Industries are identified by the industry name or by an abbreviation for that industry. The following industry identifiers may appear in the PeopleSoft Online Help:

- USF (U.S. Federal)
- E&G (Education and Government)

Translations and Embedded Help

PeopleSoft 9.2 software applications include translated embedded help. With the 9.2 release, PeopleSoft aligns with the other Oracle applications by focusing our translation efforts on embedded help. We are not planning to translate our traditional online help and PeopleBooks documentation. Instead we offer very direct translated help at crucial spots within our application through our embedded help widgets. Additionally, we have a one-to-one mapping of application and help translations, meaning that the software and embedded help translation footprint is identical—something we were never able to accomplish in the past.

Using and Managing the PeopleSoft Online Help

Click the Help link in the universal navigation header of any page in the PeopleSoft Online Help to see information on the following topics:

- What's new in the PeopleSoft Online Help.
- PeopleSoft Online Help accessibility.
- Accessing, navigating, and searching the PeopleSoft Online Help.
- Managing a locally installed PeopleSoft Online Help website.

Related Links for PeopleSoft HCM

[PeopleSoft Information Portal](#)

[My Oracle Support](#)

[PeopleSoft Training from Oracle University](#)

[PeopleSoft Video Feature Overviews on YouTube](#)

[PeopleSoft Business Process Maps \(Microsoft Visio format\)](#)

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Send your suggestions to PSOFT-INFODEV_US@ORACLE.COM. Please include release numbers for the PeopleTools and applications that you are using.

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Chapter 1

Getting Started with Candidate Gateway

Candidate Gateway Overview

Candidate Gateway is the applicant self-service front-end to Oracle's PeopleSoft Recruiting Solutions platform. It provides a gateway for both internal and external candidates to search, apply for, and track job opportunities.

Classic and Fluid Interfaces

Candidate Gateway offers two possible interfaces for your applicants. Classic Candidate Gateway uses traditional PeopleSoft pages, while Fluid Candidate Gateway uses the PeopleSoft Fluid User Interface. The Fluid User Interface offers a modern look and ease of use for applicants on all devices, including mobile devices.

Note: This documentation includes separate topics for applicant-facing areas of Classic and Fluid Candidate Gateway.

Job Applications and the Recruiting Process

Candidate Gateway job search capabilities enable applicants to search by keyword and to filter jobs by criteria such as location, job family, department, and when the job was posted. Applicants can save searches, request notifications when jobs meet search criteria, bookmark jobs as favorites, and email job information to themselves or friends.

A guided application process helps applicants successfully complete and submit their applications. Built-in screening functionality enables you to prescreen applicants at the very beginning of the application process and to screen applicants immediately after an application is submitted.

When applicants apply online, the system creates applicant records in PeopleSoft Talent Acquisition Manager, where you manage the overall recruiting process. During the recruiting process, certain information that originates in Talent Acquisition Manager (for example, interview schedules and job offers) is made visible in Candidate Gateway. Candidate Gateway also displays notifications that Talent Acquisition Manager generates during the recruiting process.

Configuration

Much of the setup for Candidate Gateway occurs in PeopleSoft Talent Acquisition Manager. For example, you use Talent Acquisition Manager to set system-wide defaults and to define resume templates that control the layout and flow of the online application process.

Candidate Gateway Sites

Using Candidate Gateway, you can set up an unlimited number of applicant-facing career sites for your organization. For example, you can set up separate sites for different business units or for different countries, and you can use Talent Acquisition Manager to post job openings to the appropriate sites.

Candidate Gateway Business Processes

Using Candidate Gateway, applicants can:

- View job postings, and search for job postings that meet specific criteria.
- Save job searches, and request automated emails listing latest search results.
- Mark favorite job openings for future review or action.
- Email job postings to friends.
- Apply for jobs, or submit a general application that is not for a specific job.
- Submit employment references, cover letters, and other documents.
- View notifications and interview schedules.
- Respond to offers, requests for references, or invitations to apply for additional jobs.
- Update account information, including passwords and name and contact information (external applicants), or view name and contact information as it is recorded in the PeopleSoft Human Resources system (internal applicants).
- Refer friends, confirm referrals, and check the status of a referral (internal applicants only).
- Withdraw job applications as long as the application is in a status that is configured to allow this action.

Note: External applicants who are not signed in can view and search for job postings. However, they must sign in to access all other Candidate Gateway features. If an applicant who is not signed in attempts an action that is restricted to registered users, the system prompts the applicant to sign in or register.

Candidate Gateway Integrations

Candidate Gateway integrates with:

- PeopleSoft Talent Acquisition Manager.

As the applicant self-service arm of recruiting solutions, Candidate Gateway gets both configuration settings and job opening data from Talent Acquisition Manager. Talent Acquisition Manager accesses applicant data from Candidate Gateway and delivers information to applicants using Candidate Gateway.

- PeopleSoft Human Resources.

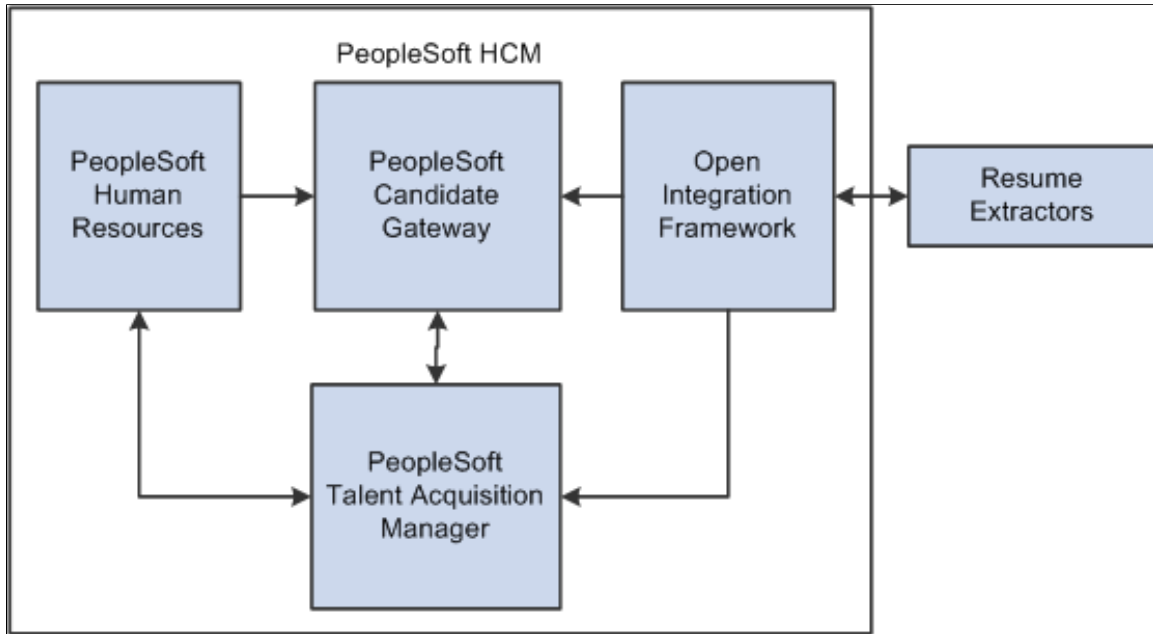
When employees use internal Candidate Gateway sites for their career searches, Candidate Gateway brings various employee data into the applicant records. Candidate Gateway also gets certain configuration options from PeopleSoft Human Resources. In particular, profile-related settings provide much of the structure for job applications.

- Third-party vendors (via the Open Integration Framework).

The open integration framework enables Candidate Gateway to integrate with third-party resume extractors, which parse resume data and enter the parsed data into job applications.

Image: Candidate Gateway integration flow with other PeopleSoft applications

This diagram illustrates how Candidate Gateway integrates with other applications.



Candidate Gateway Implementation

In the planning phase of your implementation, take advantage of all PeopleSoft sources of information, including the installation guides, table-loading sequences, data models, and business process maps.

Refer to the *PeopleSoft HCM 9.2 - Reorganization of Component Interface Permissions* (Doc ID [2342162.1](#)) MOS posting for a list of system-delivered CIs and their usage, the mapping of CIs and associated permission lists, and the mapping of CI permission lists and user roles.

Chapter 2

Setting Up Candidate Gateway

Understanding Candidate Gateway Setup

Setup for PeopleSoft Candidate Gateway includes both general recruiting setup and Candidate Gateway-specific setup tasks.

The following table summarizes general Recruiting Solutions setup tasks of particular significance for Candidate Gateway:

General Recruiting Solutions Setup Task	Significance for Candidate Gateway	Reference
Set up general options in the Recruiting Installation component.	<p>The Recruiting Installation settings affect a wide variety of processing rules for Candidate Gateway, including (but not limited to)</p> <ul style="list-style-type: none">• The maximum number of results for a job posting search.• Whether screening questions and answers appear in a random order.• Whether online job offers are allowed.• The maximum number of job agents an applicant can have, and how long job agents stay active.	"Setting Up Recruiting Installation Settings" (PeopleSoft HCM 9.2: Talent Acquisition Manager)
Set up profile integration.	<p>Profile configuration determines which profile content types can be included in job openings and job applications.</p> <p>For each profile content type, you can choose whether applicants can add items to an application or whether applicants are limited to supplying information about a predefined list of items (for example, ratings for a competency).</p>	"Configuring Profiles for Recruiting" (PeopleSoft HCM 9.2: Talent Acquisition Manager)
Set up recruiting statuses.	Status configuration defines the dispositions that are used during the recruiting process. Settings of particular importance to Candidate Gateway include a disposition for draft applications, a default disposition for newly submitted applications, and an indicator to control whether applicants can withdraw applications in the specified disposition.	"Setting Up Recruiting Statuses" (PeopleSoft HCM 9.2: Talent Acquisition Manager)
Set up screening processes.	<p>Screening processes include Candidate Gateway-specific screening level options for prescreening and online screening.</p> <p>Also, screening questions exist solely for use during the Candidate Gateway online application process: recruiters cannot enter an applicant's answers in Talent Acquisition Manager pages.</p>	"Understanding Screening Setup" (PeopleSoft HCM 9.2: Talent Acquisition Manager)

General Recruiting Solutions Setup Task	Significance for Candidate Gateway	Reference
Set up recruiting locations.	Recruiting locations are the geographical categories that are exposed to applicants in Candidate Gateway. Applicants can search for jobs based on recruiting location. Applicants can also specify recruiting location preferences in their applications, and recruiters can then use that as search criteria when searching for applicants.	"Setting Up Recruiting Locations" (PeopleSoft HCM 9.2: Talent Acquisition Manager)
Set up the job posting description library and job posting templates.	Job postings that applicants see in Candidate Gateway originate in PeopleSoft Talent Acquisition Manager. The posting description library and job posting templates are used to construct these postings.	"Setting Up the Job Posting Description Library" (PeopleSoft HCM 9.2: Talent Acquisition Manager) "Setting Up Job Opening Posting Templates" (PeopleSoft HCM 9.2: Talent Acquisition Manager)
Set up application attachments and online job offer attachments.	Application attachments include resumes, cover letters, transcripts, and other documents that can be attached to an application. Online job offer attachments are standard documents that you associate with offers and that applicants can access when the offer is posted to Candidate Gateway.	"Setting Up Application Attachments" (PeopleSoft HCM 9.2: Talent Acquisition Manager) "Setting Up Online Job Offer Attachments" (PeopleSoft HCM 9.2: Talent Acquisition Manager)
Set up integration with a third-party resume extractor.	Resume extractors prepopulate the online application with data from the resume that the applicant provides.	"Resume Extractor Setup" (PeopleSoft HCM 9.2: Talent Acquisition Manager)
Set up recruitment sources.	To post jobs to a Candidate Gateway site, you need to associate the site with a recruitment source that is then used as the posting destination. (Recruitment sources can also represent other types of destinations besides Candidate Gateway sites.)	"Setting Up Recruitment Sources" (PeopleSoft HCM 9.2: Talent Acquisition Manager)
Set up resume templates and recruitment templates.	Resume templates control the content and organization of the online job application. They are associated with job openings via recruitment templates.	"Setting Up Resume Templates" (PeopleSoft HCM 9.2: Talent Acquisition Manager) "Setting Up Recruitment Templates" (PeopleSoft HCM 9.2: Talent Acquisition Manager)
Set up recruiting search indexes.	PeopleSoft Recruiting Solutions uses the PeopleTools Search Framework for the job posting search in Candidate Gateway.	<u>Understanding Setup for Candidate Gateway Searching</u> "Understanding Recruiting Search Indexes" (PeopleSoft HCM 9.2: Talent Acquisition Manager) "Defining Search Index Settings for Recruiting" (PeopleSoft HCM 9.2: Talent Acquisition Manager), "Building Recruiting Search Indexes" (PeopleSoft HCM 9.2: Talent Acquisition Manager)

The following table summarizes additional setup tasks that are specific to Candidate Gateway:

Candidate Gateway-Specific Setup Tasks	Comments	Reference
Set up sites.	Site definitions control several aspects of the applicant experience, including various job search features and job application features. You can set up multiple sites (for different business units, companies, countries, and so forth) and post job openings to the appropriate sites.	Setting Up Sites
Configure text on Candidate Gateway pages.	The HCM Text Catalog enables you to modify page text through configuration rather than customization. Entries in the Text Catalog are context-sensitive, enabling you to vary Candidate Gateway page text based on the site and applicant type.	Configuring Text on Candidate Gateway Pages
Set up Candidate Gateway password controls.	Password controls enable you to define minimum requirements for application passwords and to set a password expiration period.	Setting Up Candidate Gateway Password Controls
Set up applicant access to Candidate Gateway	External applicants access Candidate Gateway using a link that you place on your public website. You can also set up a separate link for external users who want to use Candidate Gateway in accessible layout mode. Internal applicants access Candidate Gateway using a tile that you add to a fluid homepage.	Understanding Access to Candidate Gateway

Understanding Setup for Candidate Gateway Searching

This topic provides an overview of setting up searching for Candidate Gateway and provides links to more detailed instructions.

Search Objects

Candidate Gateway uses the PeopleSoft Search Framework for job searching. Before applicants can search for jobs, you must deploy the necessary search definitions and search categories and build the indexes. Until this is done, the Job Search page cannot show any job postings.

The following table summarizes the search definitions and associated search categories that are used for Candidate Gateway searches. The table also identifies which categories are auto-deployed when the search definition is deployed and which categories must be manually deployed.

Search Definition	Search Category	Description
HC_HRS_JOB_POSTING	HC_HRS_CG_JOB_POSTING (must be manually deployed)	This index contains job posting data for the Job Search page.
HC_HRS_JOB_CONTENT	HC_HRS_JOB_CONTENT (auto-deployed)	This index contains job posting profile data for the Search My Profile search.

Search Definition	Search Category	Description
HC_JPM_PERSON_PROFILE HC_JPM_NONPERSON_PROFILE	HC_JPM_PROFILES (must be manually deployed)	These indexes contain employee profile data and non-person profile data (such as interest profiles or job codes profiles) for the Search My Profile search.

Note: Do not be misled by the fact that the HC_HRS_JOB_POSTING search definition auto-deploys a same-named category. The auto-deployed category supports Talent Acquisition Manager searches, not the Candidate Gateway job search.

For more information about the PeopleTools Search Framework, search definitions, and search categories, refer to *PeopleTools: Search Technology*.

Facets

The Job Search page in Candidate Gateway provides faceted searching. Faceted job searching allows browsing jobs from a set of pre-determined categories which appear in the Filter By area of the page. Clicking a Filter By value narrows down the list of jobs accordingly.

For example, one of the delivered facets is for the job's recruiting location. The "Filter By" area of the page has a Location filter. This filter includes by links representing the recruiting locations for all of the jobs in the search results. Selecting a location narrows down the list to include only postings with the selected location.

Faceted searching is a feature of the PeopleTools Search Framework. For the Job Search page, fields are marked as potential facets in the HC_HRS_JOB_POSTING search definition, and they are activated in the HC_HRS_CG_JOB_POSTING search category.

For instructions on adding and removing facets from a search, see "Configuring Recruiting Search Facets" (PeopleSoft HCM 9.2: Talent Acquisition Manager).

Delivered Facets

As delivered, the Job Search page has the following facets:

- Location (recruiting location)
- Department
- Job Family
- Jobs Posted In

Facet Options for the Job Posting Date

Oracle delivers two options for a facet that helps applicants filter postings by the posting date.

- The *Jobs Posted In* facet offers hierarchical filtering based first on the year that the job was posted and then, after an applicant selects a year, based on the month that the job was posted.
- The *Jobs Posted Within* facet, which requires PeopleTools 8.54 or later, filters based on how recently the job was posted. Examples of filtering options include *Last Week*, *Last Month*, and so forth.

Note: To ensure compatibility with versions of PeopleTools earlier than 8.54, the Job Search page is delivered with the *Jobs Posted In* facet. If you are using PeopleTools 8.54 or later, you can deactivate this facet and activate the *Jobs Posted Within* facet instead. For instructions, see "Configuring Recruiting Search Facets" (PeopleSoft HCM 9.2: Talent Acquisition Manager).

Enabling Additional Facets

The following fields are marked as facets in the search definition and can be added to the Job Search page simply by adding them to the facet list in the HC_HRS_CG_JOB_POSTING search category:

- Business Unit
- Close Date (the facet label is "Job Closing In")

Note: This facet requires additional configuration to set up relative date range filters such as *More than 7 days*. For detailed instructions, see "Configuring Recruiting Search Facets" (PeopleSoft HCM 9.2: Talent Acquisition Manager)

- Desired Shift
- Full/Part Time Status
- Job Function
- Regular/Temporary Position

To add other facets, you need to modify both the search definition and the search category.

Note: The Type field (internal or external posting) and the My Association field (recruiter, hiring manager, and so forth) are marked as facets in the search definition. However, they should *not* be added to the HC_HRS_CG_JOB_POSTING search category for Candidate Gateway. They are marked as facets for Global Search in Talent Acquisition Manager, which uses the same search definition with a different search category. To avoid accidentally activating these facets for Candidate Gateway, do not use the Auto-Detect Facets option for the HC_HRS_CG_JOB_POSTING search category.

Earliest Posting Date for Indexed Jobs

Use the Build Search Index Settings page to specify an earliest posting date for the search index. If you specify a date, any jobs posted before this date are excluded from the index.

Regardless of whether you specify an earliest posting date, the search index includes only postings for job openings that:

- Are in an open status.
- Are currently posted (internally or externally) to a Candidate Gateway site.

See "Build Search Index Settings Page" (PeopleSoft HCM 9.2: Talent Acquisition Manager)

Index Creation

After you configure facets and define the earliest posting date for indexed job, you can build the search indexes for Candidate Gateway.

See "Building Recruiting Search Indexes" (PeopleSoft HCM 9.2: Talent Acquisition Manager).

Setting Up Sites

To set up sites, use the Setup Site ID (HRS_SITE_ID) component.

This topic provides an overview of Candidate Gateway sites, lists prerequisites, and discusses how to set up Candidate Gateway Sites.

This video provides a demonstration of a subset of site configuration options:



PeopleSoft HCM 9.2 Image 22 Highlights: Fluid Enhancements for Candidate Gateway Recruiting

Page Used to Set Up Sites

Page Name	Definition Name	Usage
Site Setup Page	HRS_SITE_ID	Set up site definitions.
Edit Welcome Page	HRS_WELCOME_ED	Create content for the Classic Candidate Gateway welcome page.

Understanding Candidate Gateway Sites

You can set up an unlimited number of applicant-facing career sites for your organization. For example, you can set up separate sites for different business units or for different countries, and you can then post job openings to the appropriate sites.

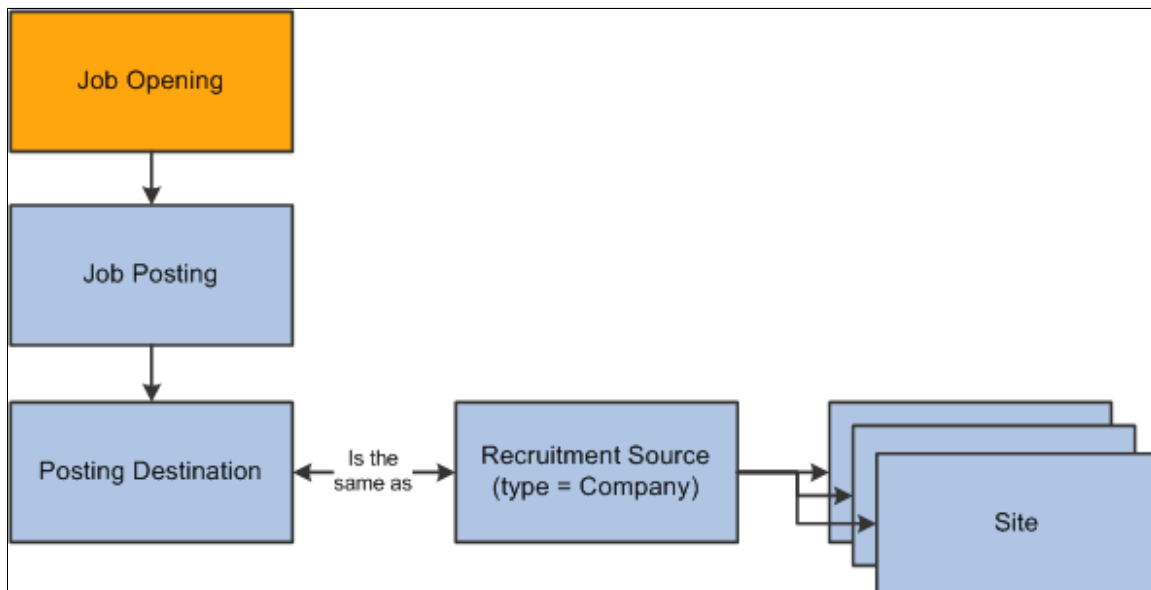
Posting Jobs to Candidate Gateway Sites

Job postings are applicant-facing job listings. When you create postings, you specify posting *destinations* where the listing will appear.

Posting destinations are simply another name for recruitment sources. To set up a posting destination for a particular Candidate Gateway site, create a recruitment source with the source type *Company* and use the "Recruitment Sources - Company Page" (PeopleSoft HCM 9.2: Talent Acquisition Manager) to associate the recruitment source with one or more Candidate Gateway sites. A job posting that is sent to this destination/source then appears on the specified sites.

Image: Posting jobs to sites

This diagram illustrates the relationships that cause a job to be posted to a particular site.



Note: Recruiting Solutions does not assign postings to sites based on specific data (such as the job opening's country or business unit).

Site-Specific Configuration Options

You can manage the look and feel of each site through settings such as:

- Configuration options on the [Site Setup Page](#).

Use the Site Setup page to configure a variety of options such as job searching and certain elements of the online application process.

- Site-specific text labels for various page objects.

Candidate Gateway uses HCM Text Catalog entries to define the labels for page elements such as page titles, group box titles, field labels, instructional text, and error or warning messages. The architecture of the Text Catalog enables you to specify different text for different sites and for different applicant types (internal and external).

Classic Candidate Gateway and Fluid Candidate Gateway use different text catalog entries because the different look and feel of the pages sometimes requires different labels or instructional text.

Internal and External Sites

Candidate Gateway presents slightly different functionality to internal and external applicants. For example, external applicants must register before applying for jobs, while internal applicants are identified through their PeopleSoft user ID and do not need to register. However, the system does *not* use site definitions to differentiate the behavior of internal and external sites. Rather, the link that the applicant uses to access the site controls whether the site appears in its internal applicant or external applicant mode.

You can access and test your sites in both internal and external mode using the following delivered navigation:

- Internal applicant mode: navigate to Self Service > Recruiting > Careers.
- External applicant mode: select Careers under the main menu.

A single site definition is associated with both the internal and external navigation paths. To choose the site definition that is associated with these navigation paths, use the site ID field on the "Recruiting Installation - Applicants Page" (PeopleSoft HCM 9.2: Talent Acquisition Manager).

Prerequisites

Before you can complete site setup, you must:

- Set up a default resume template.
See "Setting Up Resume Templates" (PeopleSoft HCM 9.2: Talent Acquisition Manager).
- (Optional) Set up a default resume extractor vendor.
See "Setting Up Recruiting Vendors" (PeopleSoft HCM 9.2: Talent Acquisition Manager).

Site Setup Page

Use the Site Setup page (HRS_SITE_ID) to set up site definitions.

Navigation

Set Up HCM > Product Related > Recruiting > Candidate Gateway > Site > Site Setup

Image: Site Setup page (1 of 2)

This image is the first of three examples illustrating the Site Setup page.

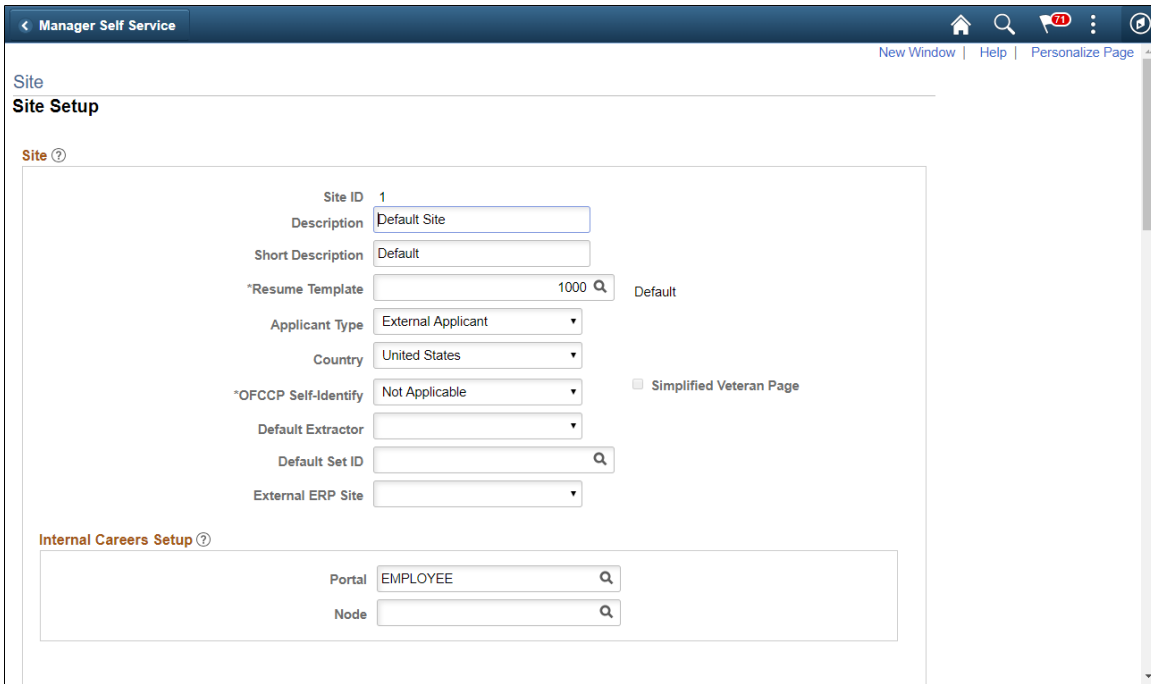


Image: Site Setup page (2 of 3)

This image is the second of three examples illustrating the Site Setup page.

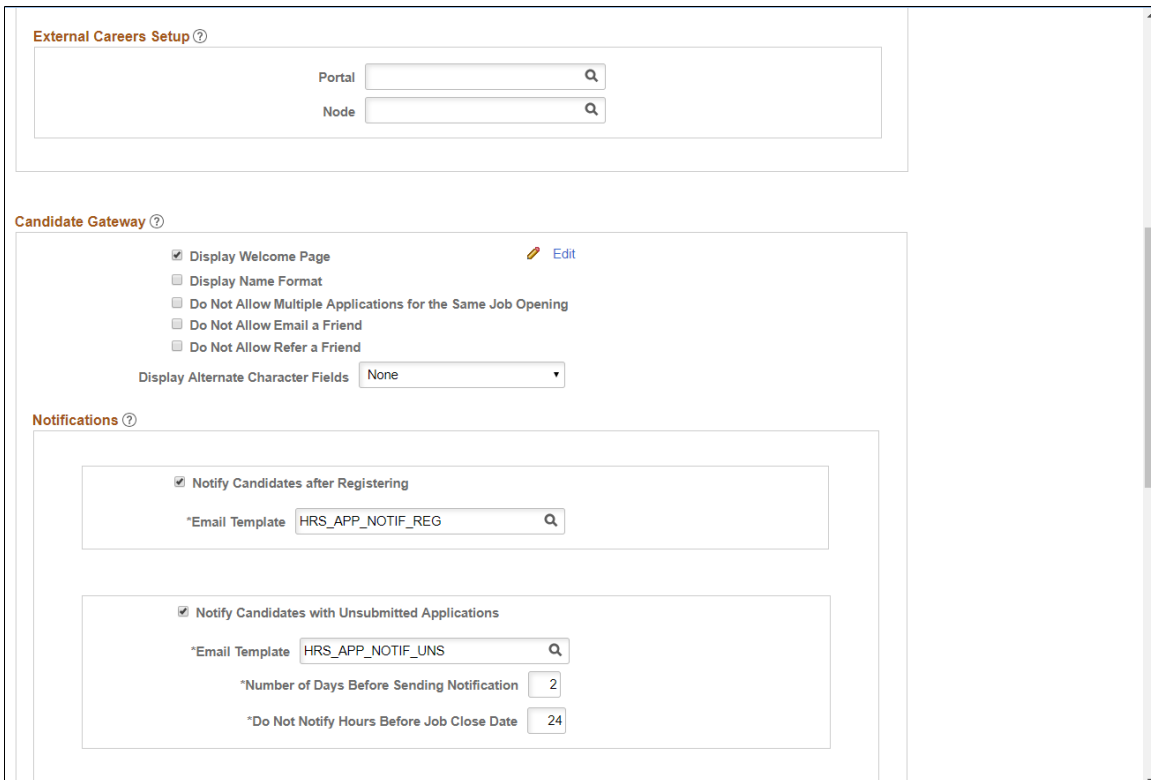
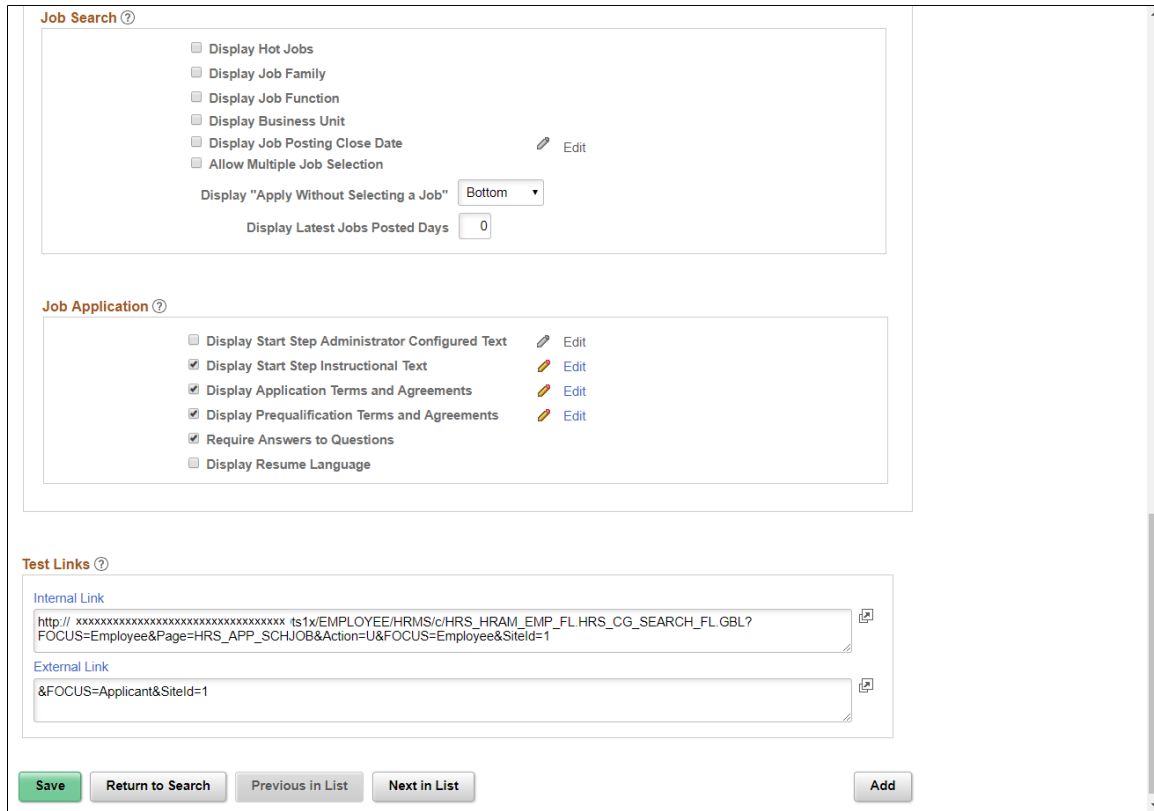


Image: Site page (3 of 3)

This image is the third of three examples illustrating the Site Setup page.



Site

Site ID

Displays the unique identifier for the site definition. This is used as a parameter on the URL to direct users to the correct site.

Resume Template

Select the default resume template for the site. If an applicant applies without a job opening, or if an applicant applies for a job opening that is not associated with a resume template, the system uses the default resume template to control the application process.

Applicant Type

This field is informational only. Select *Employee*, *External Applicant*, or *Non-Employee* to indicate which type of applicant uses this site.

This setting does not control the applicant type that is assigned to applicants who submit applications on this site; that value is determined by the navigation used by the applicant. For example, if an applicant accesses the site using an external link, the applicant is created as an external applicant.

Country

Select the default country for the site. The selected country controls the following:

- The default name format for applicants.

- The default country for applicant addresses.

The default country is also supplied to your resume extractor if the resume extractor requires country information for formatting names and addresses.

OFCCP Self-Identify (Office of Federal Contract Compliance Programs Self-Identify)

Choose which types of OFCCP self-identification information to request from applicants during the Candidate Gateway application process. Because the self-identification pages are intended for federal contractors, not federal agencies, this field is not visible in a federalized system.

The options are *Disability and Veteran*, *Disability*, *Veteran*, and *Not Applicable*. Any value other than *Not Applicable* causes the relevant self-identification pages to appear in applications for external applicants.

Even if the site is configured to request disability information, the Disability and Veteran pages appear only if the job is in the United States or, if the applicant is applying without a job, if the applicant's address is in the United States.

For internal applicants, disability and veteran status information is based on the data provided in the Human Resources system, so Candidate Gateway does not collect this information during the application process. Instead, an informational message (Text Catalog ID HRAM_CE_DIS_INSTR4) appears on the Start page for internal applicants. As delivered, this text provides internal applicants with information about using the Human Resources pages to review and update their disability and veteran information. Configuring a site to collect self-identification information causes the Start step to appear in all internal applications even if it has no other content and would not otherwise appear.

Simplified Veteran Page

Select this check box to present applicants with a simplified version of the Veteran page. The simplified version enables applicants to self-identify as protected veterans, but it does not ask applicants to indicate specific classifications of protected veterans. The simplified page also does not provide a field for the applicant's military discharge date.

This check box is disabled if the site is not configured to request veteran information.

Default Extractor

Select a default resume extractor. The system uses the resume extractor that you specify here to extract information from applicant's resumes. If you do not select a value, applicants can attach resumes but the system cannot extract information from the resumes.

Default SetID

Select the setID that controls the values for the Location field in the Preferences section of an application without a job opening.

(Applications with a job opening use the business unit of the job opening to determine the appropriate setID.)

External ERP Site (external employee referral program site)

Use this field to match internal and external sites so that Email to Friend and Refer a Friend notifications that are triggered in the current site have the correct links for both internal and external applicants. These notifications include two links because the system cannot know whether the recipient is internal or external.

To build the external link for a notification that is triggered by an internal applicant:

- If an External ERP Site is specified, and its configuration includes an external portal and node, the system uses that portal and node and site ID.
- If an External ERP Site is specified, but its configuration does not include a portal and node, then the system uses the current site's external portal and node along with the External ERP Site's site ID.
- If the External ERP Site field is blank, the current site's external portal and node and site ID are used.

To build the internal link for a notification that is triggered by an external applicant: , the system checks whether the current site is the External ERP Site for any other sites:

- If the current site is not the External ERP Site for any other sites, the system uses the current site's internal portal, node, and site ID to build the internal link.
- If the current site is the External ERP Site for one other site, then the system uses the other site's internal portal and node and site ID to build the internal link.
- If the current site is the External ERP Site for multiple other sites, then the system uses any one of the other sites for the portal and node and site ID in the internal link, giving preference to a site where the job posting in question has been posted.

Note: Except for this preference, the system does not validate that the emailed or referred job is posted to a particular internal or external site. For example, if an employee emails a job to a non-employee, but the job is not posted to any external sites, the link that is supposed to go to the posting on the external site will not work.

Notice that this field is not used to build the external link in notifications triggered by external applicants, nor is it used for the internal link in notifications triggered by internal applicants. Instead:

- When an external applicant uses Email to Friend, the external link is built using the current portal, node, and site.
- When an internal applicant uses Email to Friend or Refer a Friend, the internal link is built using the current portal, node, and site.

Internal Careers Setup and External Careers Setup

Use these fields to ensure that links within applicant notifications are correctly constructed for access to internal and external sites.

Note: Notifications sent by the Email to Friend and Refer a Friend processes use the External ERP Site field to determine which site's link configuration settings are used to build internal and external links.

Internal Careers Setup

The system uses the portal and node that you specify here to build links to this site for internal applicants. If you do not specify a portal and node, then the user's current portal and node are used.

External Careers Setup

The system uses the portal and node that you specify here to build links to this site for external applicants. If you do not specify a portal and node, then the user's current portal and node are used.

Candidate Gateway

Display Welcome Page

Select this check box to have Classic Candidate Gateway display a welcome page when external users navigate to the site. The welcome page includes an area for your own custom content along with a button that applicants click to continue to the Job Search page.

Click the Edit icon or link to access the [Edit Welcome Page](#) page, where you can configure the content of the welcome page.

Note: Fluid Candidate Gateway does not display the welcome page, regardless of how the site is configured.

Display Name Format

Select this check box if you want the Name Format field to appear on the pages where applicants register and where they maintain account information (external applicants) or view contact information (internal applicants).

Displaying the Name Format field enables external applicants to choose a name format other than the default format for the site.

Do Not Allow Multiple Applications for the Same Job Opening

Select this check box to prevent applicants from creating more than one application for a job opening.

If this option is active, applicants who attempt to start an additional application for a job opening see a message that an

application already exists. The message tells the applicant to go to the My Activities page to review the existing application (or to restart it if the existing application is still unsubmitted). If this check box is not selected, applicants still see a warning when an application already exists, but they are allowed to continue with the new application.

If an applicant already has multiple applications for the same job opening at the time you activate this option, the applicant will be able to continue with a draft application as long as there are no submitted applications for the same job opening.

Even if this check box is selected, applicants can reapply for jobs in these situations:

- The original application was withdrawn.
- The original application failed prescreening or online screening (that is, the application disposition is either *112 Failed Prescreening* or *115 Reject Online Screening*)
- The original application was created when a recruiter linked the applicant to a job with a questionnaire. In this situation, the original application does not include questionnaire answers, and the applicant is specifically invited to submit a new application so that questionnaire answers can be provided.

Note that this setting also applies to referrals if the person who was referred has already submitted an application. More commonly, however, the person who was referred has not submitted an application and is therefore able to update and submit the draft application that was created by the referral process.

Do Not Allow Email a Friend

Select this check box to hide the Email this Job option in Fluid Candidate Gateway.

Note: This setting does not apply to Classic Candidate Gateway.

Do Not Allow Refer a Friend

Select this check box to hide the Refer Friend option in Fluid Candidate Gateway.

Note: This setting does not apply to Classic Candidate Gateway.

Display Alternate Character Fields

Use this field to choose whether Candidate Gateway displays alternate character names and addresses for China, Japan, and Hong Kong. Select from these options:

- *Address:* Display alternate character fields only for the applicant's address.
- *Name:* Display alternate character fields only for the applicant's name.

- *Name & Address*: Display alternate character fields for the applicant's name and address.
- *None*: Do not display any alternate character fields.
- *Organization*: Apply user-based settings for alternate character fields. User settings come from the primary permission list for the applicant's user ID. (For an external applicant, the user ID is the guest user ID that provides access to the system.) The alternate character setting for the permission list is on the "Org Defaults by Permission Lst - Defaults Page" (PeopleSoft HCM 9.2: Application Fundamentals).

If you leave this field blank, the system selects *None* when you save the page.

Note: Candidate Gateway supports alternate character names and addresses for China, Japan, and Hong Kong.

The following Classic Candidate Gateway pages can display alternate character fields:

- [Register Page](#)
- [Registration Update Page](#)
- [My Account Information Page](#)
- [My Contact Information Page](#)

The following Fluid Candidate Gateway pages can display alternate character fields:

- [New User Registration Page](#)
- [Registration Update Page](#)
- [My Account Information Page](#)
- [My Contact Information Page](#)

Notifications

Use the following settings to configure the email notifications to registered candidates.

Notify Candidates after Registering Select this check box to send an email notification to candidates when they register at the site.

Email Template

Choose the email template to send the notification mail to candidates when they register. The default template is HRS_APP_NOTIF_REG.

You can edit the template text at PeopleTools > Workflow > Notifications > Generic Templates.

Notify Candidates with Unsubmitted Applications

select this check box to notify candidates who have job applications in draft mode and have not submitted.

Email Template

Choose the email template to send notifications to candidates who have job applications in draft status. The default template is HRS_APP_NOTIF_UN

You can edit the template text at PeopleTools > Workflow > Notifications > Generic Templates.

Number of Days before Sending Notification

Choose the number of days to send a reminder email after an unsubmitted job application is created. The default value is 2 days.

Do not Notify Hours Before Job Close Date

Choose the hours before the job closing date from which the notifications to unsubmitted jobs should stop. The default value is 24 hours.

Note: The email reminders to the candidates with unsubmitted jobs are scheduled using the [Unsubmitted Jobs Reminder Run Control Page](#).

Job Search

Use the following settings to configure the appearance and behavior of the page where applicants see the results of a job search

Display Hot Jobs

Select this check box if you want the Search Results list to display a hot job icon next to postings for hot jobs.

Display Job Family

Select this check box if you want job family information to appear for each job posting.

If your system is configured to segment jobs by job family, the job family is specified on the job opening pages. Otherwise, the job family for a job opening is derived from the job code.

Display Job Function

Select this check box if you want job function information to appear for each job posting.

The Job Function for a job opening is derived from the job code.

Display Business Unit

Select this check box if you want business unit information to appear for each job posting.

Display Job Posting Close Date

Select this check box if you want the job posting close date to appear for each posting.

The close date is the last day that the job is posted. This is the day before the remove date that is specified on the "Posting Information Page" (PeopleSoft HCM 9.2: Talent Acquisition

Manager) in the job opening. For example, if the remove date is June 11, 2017, then the close date is June 10, 2017.

When a job posting does not have a remove date, the text catalog entry HRAM_FL_CLSDT_TXT provides text that appears in the Close Date field. The delivered text is *Open Until Filled*. To change this value, click the Edit icon or the Edit link next to this check box to access the text catalog entry on the Maintain Text Catalog page.

If you select this check box, consider also activating a search filter based on close date. For instructions on setting up this search filter, see "Configuring Recruiting Search Facets" (PeopleSoft HCM 9.2: Talent Acquisition Manager).

Note: This setting applies only to Fluid Candidate Gateway.

Allow Multiple Job Selection

Select this check box to allow applicants to apply for multiple jobs from the job search results and from the My Favorite Jobs page.

When this check box is selected, buttons for applying for jobs appear with job search results and on the My Favorite Jobs page. Applicants can select multiple jobs using the check boxes that appear next to each job on the list, and then they can initiate a single online application that includes all selected jobs.

If you do not allow multiple job selection, applicants must initiate job applications and referrals from the Job Description page, which means that applications are always limited to a single job opening.

Allowing multiple job selection also enables internal applicants to initiate a referral for selected jobs on the job search page. (The My Favorite Jobs page always allows internal applicants to initiate referrals for selected jobs, regardless of the site configuration.)

Note: Fluid Candidate Gateway does not allow multiple job selection on small form factor devices. On these devices, the small screen becomes would be too crowded and unusable with additional page elements for multiple job selection.

Display “Apply Without Selecting a Job”

Choose whether and where to display the link that allows applicants to apply without selecting a job.

Top, *Bottom*, and *Both* refer to the location of the link relative to the job search results list. You can show the link above the list, below the list, or in both places.

If you select *Off*, then the link does not appear at all, and applicants must select a job before applying to your organization.

Display Latest Jobs Posted Days

Enter a value from 1 to 99 if you want the Fluid Candidate Gateway Careers page to show the *View Jobs Posted in Last <number> Days* search option. For example, if you enter 30, the Careers page will include the option to *View Jobs Posted in Last 30 Days*.

The default value is zero. When the value is zero, the Careers page does not display the *View Jobs Posted in Last <number> Days* search option.

Note: This setting does not apply to Classic Candidate Gateway, which does not have a Careers page.

Job Application: Start Step Configuration

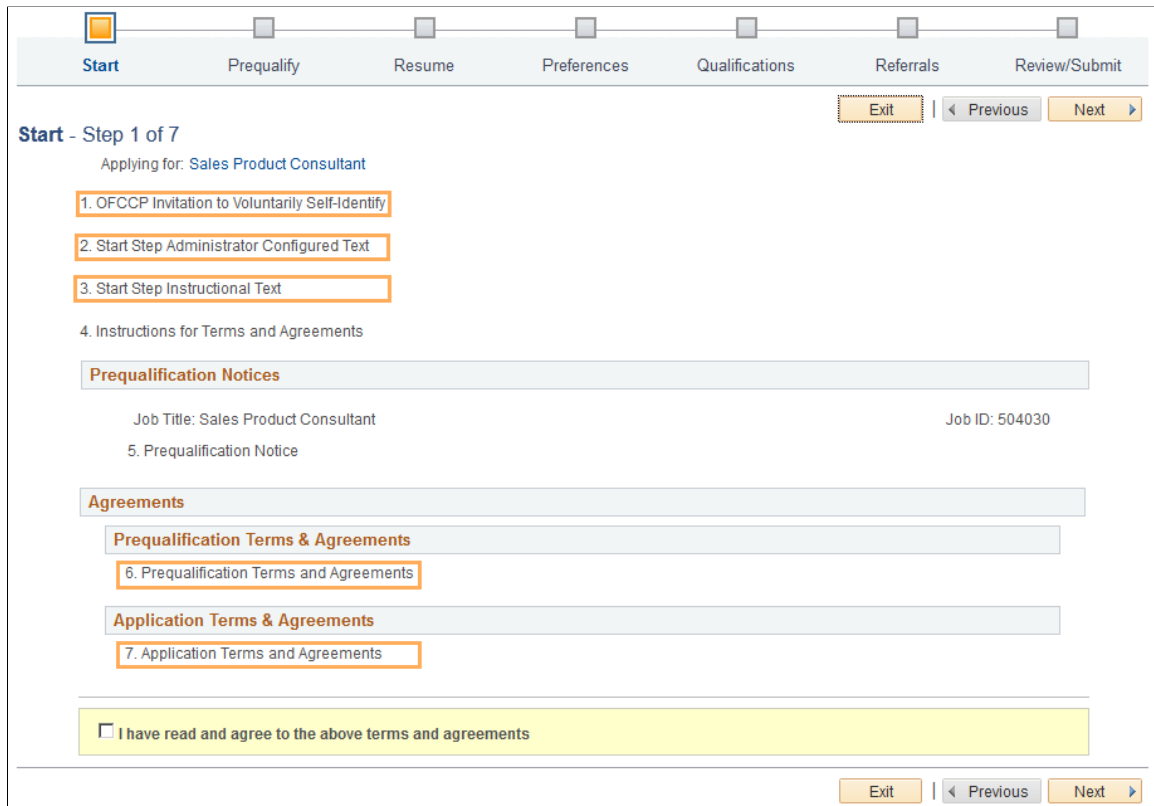
In Candidate Gateway, the job application process begins with a Start step that displays relevant information, instructions, and agreements. All text comes from the HCM Text Catalog, so you can easily change the text or define different text for different sites.

Certain text elements on the Start Step page are controlled by site-level settings.

Note: In Fluid Candidate Gateway, terms and agreements text is referred to as Terms and Conditions, and it appears on a modal page that applicants access from the Start page. This is described in the topic [Using Fluid Candidate Gateway to Apply for Jobs](#). For purposes of this discussion, however, all text elements are considered part of the Start page

Image: Site-controlled elements on the start step

This example shows the text elements on the Start step in Classic Candidate Gateway. In this example, the five site-controlled text elements are highlighted.



The first site-controlled element invites internal applicants to use Human Resources self-service pages to provide disability and veteran information. Only internal applicants see this text, which appears when the OFCCP Self-Identify field (described earlier in this topic) is set to any value other than *Not Applicable*. To change the text, modify the related text catalog entry (HRAM_CE_DIS_INSTR4).

Use the following check boxes to choose whether the remaining four site-controlled text elements appear on the Start step:

Display Start Step Administrator Configured Text

Select this check box to include administrator-configured text in the Start step, immediately following any OFCCP Self-Identify text.

Use this text for any purpose: to introduce your organization, make announcements, and so forth.

Click the adjacent Edit icon or link to view or edit the related text catalog entry on the Maintain Text Catalog page. The system prompts you to choose one of these entries:

- HRAM_CE_ADMIN_TXT for Classic Candidate Gateway
- HRAM_FL_ADMIN_TXT for Fluid Candidate Gateway

Display Start Step Instructional Text

Select this check box to include instructional text in the Start step, immediately following any administrator-configured text.

This text is intended for general instructions related to the application process. Do not use it for instructions related to terms and agreements. If any terms and agreements appear on the Start step, separate agreement-specific instructional text appears after your Start Step Instructional Text.

Click the adjacent Edit icon or link to view or edit the related text catalog entry on the Maintain Text Catalog page. The system prompts you to choose one of these entries:

- HRAM_CE_INSTR_TXT for Classic Candidate Gateway
- HRAM_FL_INSTR_TXT for Fluid Candidate Gateway

Display Application Terms and Agreements

Select this check box to include application terms and agreements in the Start step. Use this text for general terms related to the submission of any job application. If you include this text, applicants must accept the terms before they can continue past the Start step.

Click the adjacent Edit icon or link to view or edit the related text catalog entry on the Maintain Text Catalog page. The system prompts you to choose one of these entries:

- HRAM_CE_APPL_INSTR for Classic Candidate Gateway
- HRAM_FL_APPL_INSTR for Fluid Candidate Gateway

Display Prequalification Terms and Agreements

Select this check box to include prequalification (prescreening) terms and agreements in the Start step. The prequalification terms and agreements appear only when an application includes prescreening. If you include this text, applicants must accept the terms before they can continue past the Start step.

Click the adjacent Edit icon or link to view or edit the related text catalog entry on the Maintain Text Catalog page. The system prompts you to choose one of these entries:

- HRAM_CE_PREQ_INSTR for Classic Candidate Gateway
- HRAM_FL_PREQ_INSTR for Fluid Candidate Gateway

Note: If you have not implemented Fluid Candidate Gateway, then clicking the Edit button for any of the start page text elements immediately open the Text Catalog entry for the classic text.

In addition to the five site-controlled text elements, the Start step also displays additional elements based on context. You cannot prevent these notices from appearing:

- If prescreening is active, the explanatory text specified in the screening definition is shown.

This text comes from a text catalog entry that is specified in the job opening.

- If application terms and agreements or prequalification terms and agreements are shown, instructions for terms and agreements are also shown.

This text comes from text catalog entry HRAM_CE_DINSTR_TXT.

Note: The system does not display the Start step unless at least one text section is visible. Applications with prescreening always display the Start step because prescreening always requires explanatory text.

Job Application: Additional Settings

Require Answers to Questions

Select this check box to require applicants to answer all questions in job applications. When this option is active, the system will prevent applicants from continuing to the next step if there are any unanswered questions on the current step. This settings applies to prescreening questions as well as to any non-prescreening questionnaire.

Display Resume Language

Select this check box to display the Language field on the Resume step of the job application. The Language field is informational only. Leaving this check box deselected so that the Language field is hidden does not affect resume processing.

Test Links

The system generates site URLs based on the site ID and the portal and node. There are separate URLs for internal applicant mode and external applicant mode.

Use the Internal Link and External Link test links to preview the site with your current settings. Conditional navigation does not apply when you use these links.

You can also copy and paste the URLs into browser windows. If you do this, conditional navigation opens either a Classic or Fluid page depending on the user's security configuration. If you set up a public access user ID for external applicants, you can use the external applicant URL to test public access

Edit Welcome Page

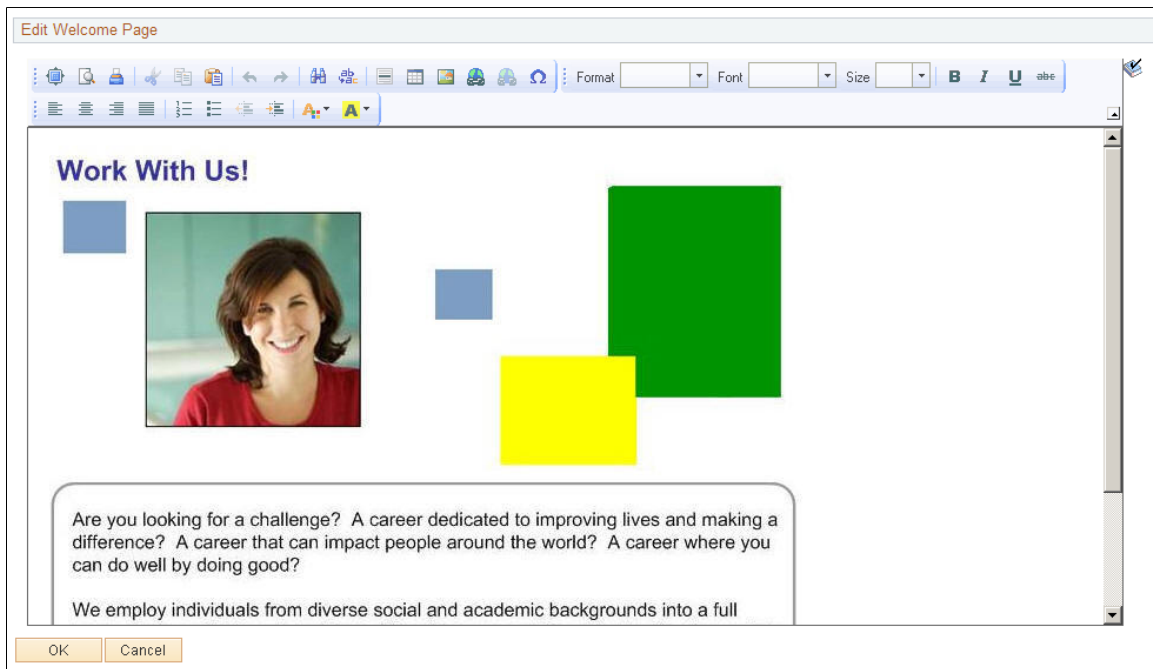
Use the Edit Welcome Page page (HRS_WELCOME_ED) to create content for the Classic Candidate Gateway welcome page.

Navigation

On the Site Setup page, click the Edit button next to the Display Welcome Page check box.

Image: Edit Welcome Page page

This example illustrates the Edit Welcome Page page.



This page contains a single rich text field where you create and format your welcome page content. Your welcome page can include images, text, and links.

Use the OK or Cancel button to return to the Site Setup page.

Note: If you add images to your welcome page, use the Image Properties dialog box to enter alternative text for the image. Alternative text describes the image to users who employ a screen reader.

Unsubmitted Jobs Reminder

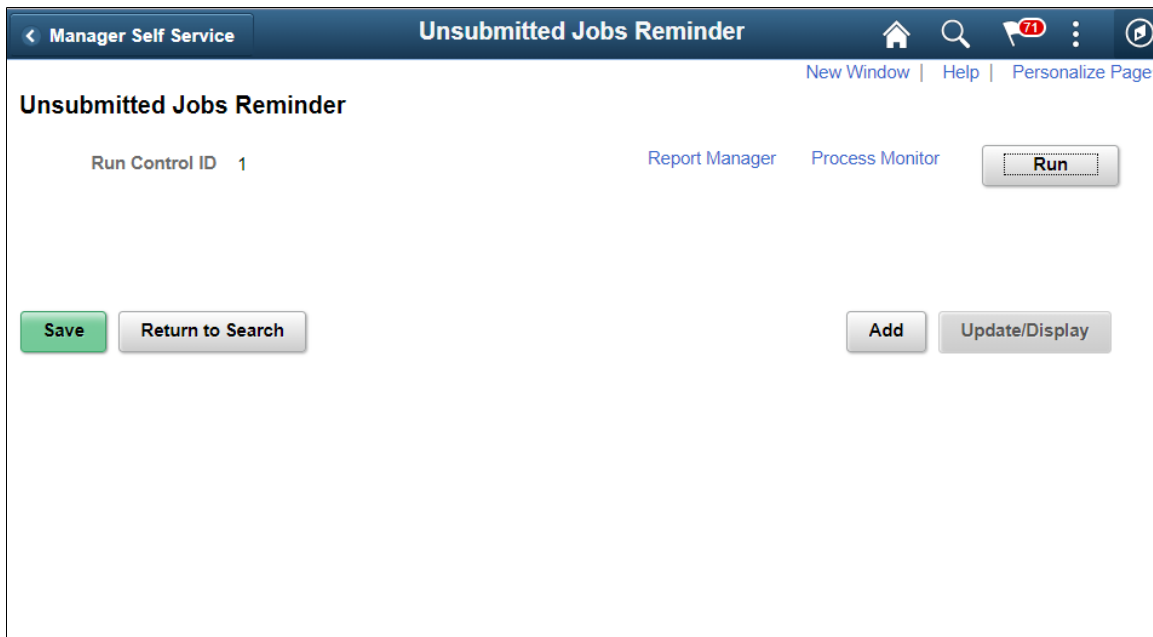
Use the Unsubmitted Jobs Reminder Run Control Page (HRS_RUN_APP_NOTIFY) to schedule the notification to the candidates who have not yet submitted their job applications..

Navigation

Recruiting > Administration > Unsubmitted Jobs Reminder.

Image: Unsubmitted Jobs Reminder page

Unsubmitted Jobs Reminder page

**Run**

Click Run to run the Unsubmitted Jobs Reminder process.

Process Monitor

Click the Process Monitor link to see the status of the process that was run.

Configuring Text on Candidate Gateway Pages

This topic provides an overview of Text Catalog configuration for Candidate Gateway and describes how to:

- Identify Text IDs for specific page elements.
- Maintain Text Catalog entries for Candidate Gateway.

Note: This topic provides summary information about using the Text Catalog for Candidate Gateway. Refer to the complete Text Catalog documentation for more detailed information.

See "Configuring the Text Catalog" (PeopleSoft HCM 9.2: Application Fundamentals).

Pages Used to Maintain Text Catalog Entries for Candidate Gateway

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
Configure Text Catalog Page: General tab	HR_SSTEXT_CFG	Control whether Candidate Gateway pages display context-sensitive text or Text Catalog IDs. See Identifying Text IDs for Specific Page Elements
Maintain Text Catalog Page	HR_SSTEXT_TEXT	Define text catalog entries, and define the values for context-sensitive keys. See Maintaining Text Catalog Entries for Candidate Gateway .

Understanding Text Catalog Configuration for Candidate Gateway

The Text Catalog is a common framework for controlling text that appears on PeopleSoft HCM self-service pages. The Text Catalog enables you to modify page text through configuration rather than customization. Use the Text Catalog to configure page elements such as field labels, button names, links, page instructions, and warnings.

Context-Sensitive Text

Entries in the Text Catalog are context-sensitive, allowing a particular piece of text on a page to vary. The owner ID of each Text Catalog entry determines which fields are used to control the variable text.

The Text Catalog entries for Candidate Gateway have the owner ID *HRAM*, and the context keys are Site ID and Applicant Type. This means that you can vary the text by any combination of site and applicant type.

For example, if you have different sites in different countries, and the terms & agreements for submitting an application vary by country, then you can use the Text Catalog to specify appropriate terms & agreements text for each country's site.

Text Catalog IDs

To modify the text for a particular page element, you need to know its Text Catalog ID. To help you, the Configure Text Catalog page includes a Display Text ID check box that you can select to make Candidate Gateway pages display the Text Catalog ID rather than the text.

Important! Equivalent pages in Classic and Fluid pages use different text catalog IDs. This architecture lets you optimize labels and instructions for each interface. When you implement Fluid Candidate Gateway, any changes you have made to text catalog entries for Classic pages are not present on the corresponding Fluid pages.

Identifying Text IDs for Specific Page Elements

Use the General tab on the Configure Text Catalog page (HR_SSTEXT_CFG) to control whether Candidate Gateway pages display context-sensitive text or Text Catalog IDs.

Navigation

Set Up HCM > Common Definitions > Text Catalog and Notepad > Configure Text Catalog > Configure Text Catalog

Image: Configure Text Catalog page: General tab

This example illustrates the Configure Text Catalog page: General tab.

Object Owner Identifier	Description	Sub ID	Description	Display Text Id
HJPM	HCM Profile Management	JP6	Find a Profile	<input type="checkbox"/>
HJPM	HCM Profile Management	PGRP	Profile Group Build	<input type="checkbox"/>
HJPM	HCM Profile Management	SRCH	Verify Search	<input type="checkbox"/>
HRAM	RS Applicant Manager		RS Candidate Facing Keys	<input checked="" type="checkbox"/>
HRAM	RS Applicant Manager	CG	RS Candidate Facing Keys	<input checked="" type="checkbox"/>
HRPM	RS Open Position Manager	CRJO	RS Job Opening	<input type="checkbox"/>
HRS	RS Common Components		RS Admin Keys	<input type="checkbox"/>
HTLS	TL Scheduling		Time and Labor	<input type="checkbox"/>
HWCS	Workforce Comp Solutions	ALRT	eCompensation Alerts	<input type="checkbox"/>
HWCS	Workforce Comp Solutions	CYCL	Job Change During Open Cycle	<input type="checkbox"/>
HWCS	Workforce Comp Solutions	ECM	eComp Mgr Desktop	<input type="checkbox"/>
HWCS	Workforce Comp Solutions	GRID	eCompensation Grid Labels	<input type="checkbox"/>
HWCS	Workforce Comp Solutions	MSS	eComp Manager Self Service	<input type="checkbox"/>
HWCS	Workforce Comp Solutions	TRWS	Total Rewards Template Section	<input type="checkbox"/>
HWCS	Workforce Comp Solutions	TRWT	Total Rewards Template Header	<input type="checkbox"/>

Display Text ID

To make Candidate Gateway pages display the text IDs for all Text Catalog objects, locate the row for the Object Owner Identifier *HRAM* and select the Display Text ID check box.

Examples

The following images illustrate the effect of the Display Text ID check box.

Image: Classic Candidate Gateway application step in regular display mode

This illustration shows a step in the Classic Candidate Gateway guided application process as it normally appears to applicants:

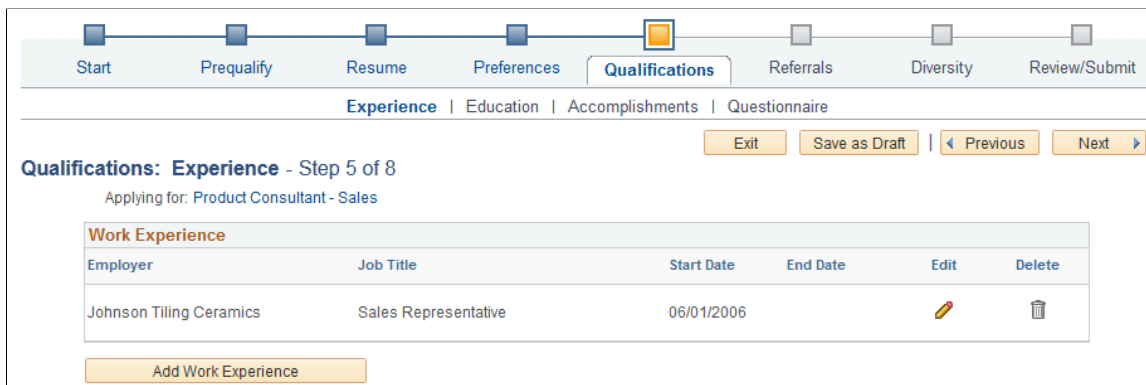
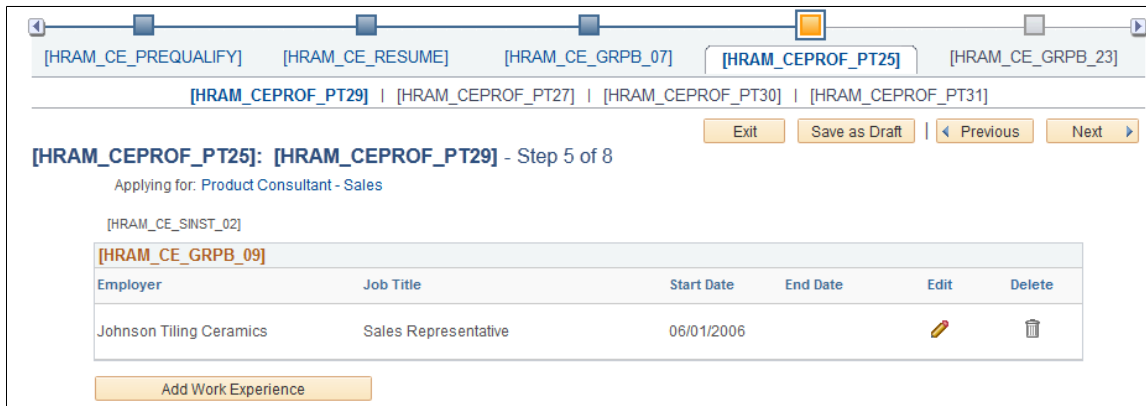


Image: Classic Candidate Gateway application step in Text ID display mode

This illustration shows the same step as it appears when the Display Text ID check box is selected for the *HRAM* object owner. In this mode, the page displays text IDs rather than text for the page elements that are controlled by the Text Catalog.

Notice that there is an extra text catalog entry, *HRAM_CE_SINST_02*, above the Work Experience grid. You can use this to provide additional instructional text related to the grid. If the text catalog entry does not have any text, nothing appears on the page. Similar text catalog entries exist for other grids on the job application pages.



Instructional Text for Resume Template Sections

Most sections in the job application include placeholder text catalog entries where you can add instructional text. The following table identifies these sections and their text catalog entries.

Note that the text catalog IDs for classic and fluid pages are the same except that the IDs for classic pages have the letters *CE* where the IDs for fluid pages have the letters *FL*.

Resume Template Section	Classic Candidate Gateway Text Catalog ID for Instructional Text	Fluid Candidate Gateway Text Catalog ID for Instructional Text
Prequalification	HRAM_CE_SINST_37 (delivered non-blank)	HRAM_FL_SINST_37 (delivered non-blank)
Resume	HRAM_CERES_PT01 (delivered non-blank)	HRAM_FLRES_PT01 (delivered non-blank)
Cover Letter	HRAM_CECOV_PT01 (delivered non-blank)	HRAM_FLCOV_PT01 (delivered non-blank)
Preferences	HRAM_CE_SINST_01	HRAM_FL_SINST_01
(USF) Federal Preferences	HRAM_CE_SINST_05	HRAM_FL_SINST_05 (delivered non-blank in Fluid Candidate Gateway)
Education History	HRAM_CE_SINST_32	HRAM_FL_SINST_32
Work Experience	HRAM_CE_SINST_02	HRAM_FL_SINST_02
Training	HRAM_CE_SINST_08	HRAM_FL_SINST_08
(USF) Priority Placement	HRAM_CE_SINST_14	HRAM_FL_SINST_14 (delivered non-blank in Fluid Candidate Gateway)
Profile sections, when no rows of data are present.	HRAM_CE_SINST_31	HRAM_FL_SINST_31
Profile sections, when at least one row of data is present and the applicant is allowed to add rows.	HRAM_CE_SINST_30	HRAM_FL_SINST_30
Profile sections, when the applicant is not allowed to add rows.	HRAM_CE_SINST_35	HRAM_FL_SINST_35
References	HRAM_CE_SINST_15	HRAM_FL_SINST_15
Personal Information	HRAM_CE_SINST_25	HRAM_FL_SINST_25
Application Questionnaire	HRAM_CE_SINST_34	HRAM_FL_SINST_34
Referrals	HRAM_CE_SINST_33	HRAM_FL_SINST_33
(USA) Diversity	HRAM_CE_SINST_36 (delivered non-blank)	HRAM_FL_SINST_36 (delivered non-blank)
Review and Submit	HRAM_CE_SINST_38 (delivered non-blank)	HRAM_FL_SINST_38 (delivered non-blank)

Maintaining Text Catalog Entries for Candidate Gateway.

Use the Maintain Text Catalog page (HR_SSTEXT_TEXT) to define text catalog entries and to define the values for context-sensitive keys.

Navigation

Set Up HCM > Common Definitions > Text Catalog and Notepad > Maintain Text Catalog

Image: Maintain Text Catalog page

This example illustrates a text catalog entry where different text is associated with different context keys.

The screenshot shows the 'Maintain Text Catalog' interface. At the top, it displays 'RS Applicant Manager' as the owner ID. The 'Text ID' is 'HRAM_CE_SINST_27' and the 'Usage' is 'Grid/Scroll Heading'. The 'Description' field contains 'Job Posting Information'. Below this is a 'Text Entries' table with three rows. Each row has an 'Effective Date' of '01/01/1900'. The first row has 'Context Keys and Text' with 'Site ID' and 'Applicant Type' fields, and the text 'Job Posting Information'. The second row has 'Site ID' '100' and 'Applicant Type' field, with the text 'Open Positions'. The third row has 'Site ID' '110' and 'Applicant Type' field, with the text 'Jobs at Global Business Institute'. Each row has a 'View/Edit as HTML' link below it.

Owner ID (label is invisible)

On this illustration, the text *RS Applicant Manager* is the description for the owner ID *HRAM*, which identifies this as a Candidate Gateway entry in the catalog.

Context Keys and Text

Site ID and Applicant Type

Site ID and Applicant Type are the pre-defined context keys for Candidate Gateway.

Each text ID and effective date combination needs a default value where both the Site ID and Applicant Type fields are blank. The system uses this entry when context-specific text does not exist.

For example, if you have five sites, and four of them use the same set of terms & agreements while one uses a different set of terms & agreements, then you would create one site-specific entry for the unique site, but you would not need to create entries for the other four sites, which all use the default text.

<Text Box>

Although the text catalog framework allows long text entries, the page element where the text appears at runtime can have a lower character limit, resulting in truncated text. Any time you change a delivered text catalog entry, be sure to test your change. If the entry is truncated, you must shorten your text.

Setting Up Candidate Gateway Password Controls

This topic provides overviews of Candidate Gateway password controls and account lockout. It then discusses how to set up password controls.

Page Used to Set Up Candidate Gateway Password Controls

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
<u>Password Controls Page</u>	HRS_PSWD_CFG	Define password requirements for applicants.
<u>Forgotten Password Hint Page</u>	HRS_FORGT_PSW_HINT	Define questions that can be used to authenticate the identity of a user who requests a password reset using the Forgot Password option.

Understanding Candidate Gateway Password Controls

External applicants must register for a Candidate Gateway account in order to apply for jobs or access certain other features. Candidate Gateway accounts are part of the recruiting system; they are *not* PeopleSoft user IDs. (External applicants access the PeopleSoft system using a generic guest ID that bypasses the PeopleSoft signon page).

Candidate Gateway password control settings enable you to define password requirements such as password strength, whether passwords expire after a specified time period, whether a secret question must be answered before the system resets a forgotten password, and whether accounts are locked out after a specified number of failed logon attempts.

Password Control Validations

If you activate password controls:

- When an applicant creates an account or changes the password for an existing account, the system ensures that the new password meets all requirements.
- If a password expires, the user is forced to set a new password during the next logon attempt.

The expiration period for passwords is part of your password control settings.

- If the password control settings are changed, all applicants are forced to reset their password during the next logon attempt, regardless of whether the previous password meets the new requirements.
- If the recruiting system generates a new password, the generated password conforms to password requirements except that it does not observe the expiration period because system-generated passwords are single-use passwords that must be reset on first use.

The system generates passwords when applicants use the Forgot Password option in Candidate Gateway. The system also generates passwords when a recruiting user requests references from an unregistered applicant. The generated password is included in the notification that the applicant receives.

Password Requirement Instructions for Applicants

The system dynamically generates a description of the password requirements that you configure. Applicants see this description any time they create a password: while registering or resetting a password.

You can override the dynamically generated description with your own text using the text catalog entry HRAM_CE_PSWD_2. If this text catalog entry is populated, then the system uses the text catalog entry instead of the system-generated description.

Understanding Account Lockout

Account lockout functionality enables you to lock applicants out of their Candidate Gateway accounts after:

- A specified number of failed logon attempts.
- A specified number of incorrect answers to the secret question that must be answered before a forgotten password is reset.

Lockout for Failed Logons

When lockout is enabled for failed logons, and an applicant tries to sign on with an incorrect password, the system displays a message informing the applicant how many attempts remain before the account is locked. After the final failed attempt, a message advises the applicant that the account has been locked. The system also sends the applicant this information in an email notification.

The messages about the locked account advises the applicant to use the Forgot Password option to obtain a new system-generated password that will unlock the account.

The Forgot Password process sends the applicant a system-generated password. When the applicant signs on with this password, the system forces the applicant to choose a new password. After the applicant successfully chooses a new password, the account is unlocked.

Lockout for Secret Questions

When lockout is enabled for secret questions, the system does not show any messages indicating whether an answer is correct. Instead, the system sends an email notification to the applicant. If the answer was correct, the email contains the new password. If the answer was incorrect, the email informs the applicant that the password was not reset because the question was answered incorrectly. The notification also tells the applicants how many attempts remain before the account is locked out.

When an account is locked due to incorrect answers to secret questions, the applicant can no longer use the Forgot Password option to reset the password. Instead, the applicant must contact your organization and ask an administrator to reset the password.

Email Address Required for Account Lockout

The Forgot Password option uses email to send a new system-generated password. For this reason, the Forgot Password option (and, by extension, the secret question option and the account lockout option) work only if the applicant's email address is in the system.

To ensure that all applicants provide email addresses, go to the "Recruiting Installation - Applicants Page" (PeopleSoft HCM 9.2: Talent Acquisition Manager) and set the Email Address Required field to *Yes*.

If you have not made applicant email addresses required, you can't activate the secret question or account lockout options. Conversely, if the secret question or account lockout features is active, you can't change the Email Address Required field to *No*.

Even if you make email addresses required for applicants, some older applicant accounts might not have email addresses. If such an account is locked out, the system displays a message instructing the applicant to contact a recruiter. The recruiter can then add the applicant's email address to the applicant record, making it possible for the applicant to use the Forgot Password option.

Password Controls Page

Use the Password Controls page (HRS_PSWD_CFG) to define password requirements for applicants.

Navigation

Set Up HCM >Product Related >Recruiting >Candidate Gateway >Password Controls

Image: Password Controls page

This example illustrates the Password Controls page.

Password Controls

Password Configuration

Enabled

<h4 style="margin: 0;">Password Expiration</h4> <p><input checked="" type="radio"/> Never Expires</p> <p><input checked="" type="radio"/> Expires In</p> <p style="margin-left: 20px;"><input type="text" value="90"/> Days</p>	<h4 style="margin: 0;">Password Strength</h4> <p><input type="text" value="1"/> Minimum length</p> <p><input type="text" value="0"/> Special characters</p> <p><input type="text" value="0"/> Digits</p> <p><input type="text" value="0"/> Lowercase</p> <p><input type="text" value="0"/> Uppercase</p>
---	--

Password May Match

User Name

Primary Email

Secret Question for Forgot Password

Enabled

Failed Attempts

Account Lockout

Enabled

Failed Attempts

Last Updated 10/14/2015 9:47AM By PS

Password Configuration**Enabled**

Select this check box to activate the password controls in the Password Configuration section of this page. When you deselect the check box, the current password configuration settings are cleared and the fields become read-only.

This check box does not control the Secret Question for Forgot Password settings or the Account Lockout settings.

Password Expiration

Never Expires

Select this option if you do not want to set a limit on how long users can use a password before it must be reset.

Expires In <number of> Days

Select the Expires In option to set a limit on how long a password can be used, then define the expiration period by entering the number of Days that the password remains valid.

Password May Match

User Name

Select this check box to allow passwords that are identical to the user name (the logon ID). Passwords must still meet all password strength requirements.

Primary Email

Select this check box to allow passwords that are identical to the user's primary email. Passwords must still meet all password strength requirements.

Because password validation occurs only when a password is resent, users will not be forced to change a password due to a change in the primary email address.

Password Strength

Minimum Length

Enter the overall minimum number of characters for passwords. This number must be large enough to accommodate any additional requirements for minimum numbers of special characters, digits, lowercase letters, and uppercase letters.

Special Characters

Enter the minimum number of special characters for passwords. The following characters are considered special characters:

! @ # \$ % ^ & * () - _ = + \ | [] { } ; : / ? . > <

Digits

Enter the minimum number of digits (numbers) for passwords.

Lowercase

Enter the minimum number of lowercase letters for passwords.

Uppercase

Enter the minimum number of uppercase letters for passwords.

Secret Question for Forgot Password

Enabled

Select this check box to require applicants to answer a secret question when requesting help with a forgotten password. The applicant must answer the question correctly before the system will send a temporary password.

When you select this check box, the system verifies that the "Recruiting Installation - Applicants Page" (PeopleSoft HCM 9.2: Talent Acquisition Manager) is configured to require email addresses from applicants. If applicant email addresses are not

required, an error message appears, and you cannot save the password settings until you deselect this check box.

Failed Attempts

If you enable a secret question for forgotten passwords, enter the number of incorrect answers that will cause an applicant's Candidate Gateway account to be locked. This number must be greater than zero.

Account Lockout**Enabled**

Select to activate the account lockout feature, which locks applicants out of their Candidate Gateway accounts after a specified number of failed logon attempts.

When you select this check box, the system verifies that the "Recruiting Installation - Applicants Page" (PeopleSoft HCM 9.2: Talent Acquisition Manager) is configured to require email addresses from applicants. If applicant email addresses are not required, an error message appears, and you cannot save the password settings until you deselect this check box.

Failed Attempts

If you enable account lockout, enter the number of failed logon attempts that will cause an applicant's Candidate Gateway account to be locked. This number must be greater than zero.

Forgotten Password Hint Page

Use the Forgotten Password Hint page (HRS_FORGT_PSW_HINT) to define questions that can be used to authenticate the identity of a user who requests a password resent using the Forgot Password option.

Navigation

Set Up HCM >Product Related >Recruiting >Candidate Gateway >Forgotten Password Hint

Image: Forgotten Password Hint page

This example illustrates the Forgotten Password Hint page.

Active

Select this check box to make the question available to applicants when they choose a secret question. At least one secret question must be active when secret question functionality is active.

Deselect this check box to make the question unavailable without deleting it.

Secret Question

Enter the text of the question.

Delete Question

Click this button to delete the question. This is a more permanent action than inactivating a question.

Warning! When you click this button, the system deletes the question instantly without asking you to confirm the deletion.

Note: Both inactive questions and deleted questions remain available to applicants who previously selected the question. Applicants who are already using an inactive or deleted question are not forced to change their secret question, and they can even continue to change the answer. They don't lose access to the question until they choose (and save) a different question.

Understanding Access to Candidate Gateway

This topic provides overviews of how external and internal applicants access Candidate Gateway.

Conditional Navigation for Fluid Candidate Gateway

If Fluid Candidate Gateway is implemented, then links or menu items for accessing Candidate Gateway open either a classic or fluid page depending on the user's permission lists. This behavior is known as conditional navigation.

For example, email notifications to applicants include links to classic pages, but conditional navigation reroutes applicants to fluid pages when the user ID for accessing the pages has access to fluid pages. For internal applicants, the user ID is the applicant's own personal user ID. For external applicants, the user ID is the one that you use to provide public access to the system.

Note: Users should be given access to classic pages or to fluid pages, but not both.

PeopleSoft delivers these roles for Candidate Gateway:

- *Applicant:* Classic Candidate Gateway for internal applicants
- *External Applicant:* Classic Candidate Gateway for external applicants.
- *Internal Applicant Fluid:* Fluid Candidate Gateway for internal applicants.
- *External Applicant Fluid:* Fluid Candidate Gateway for external applicants.

External Applicant Access to Candidate Gateway

To give external users access to a Candidate Gateway site, place a link on a location such as your public website.

The External Link field on the [Site Setup Page](#) provides a URL that goes to classic Candidate Gateway for external applicants. To get a direct link to Fluid Candidate Gateway, an implementer signs on as a user with access to Fluid Candidate Gateway and uses the External Link URL or the Careers menu item under the main menu. Conditional navigation redirects the implementer to Fluid Candidate Gateway. At this point, the browser's address bar contains a URL for Fluid Candidate Gateway, and the implementer can copy that link to place on your public website.

Note: Internal and external applicants must use different links because link parameters control whether the site is rendered in external or internal mode.

Public Access User IDs

External applicants, by definition, do not have PeopleSoft user IDs. Therefore, the web profile for the PeopleSoft instance accessed by external applicants needs to be configured to allow public access through a public access user ID that you define.

Using a public access user ID prevents external applicants from being presented with a PeopleSoft signon page. Instead, the user bypasses signon and is taken directly to Candidate Gateway. The public access user ID grants access to applicant Candidate Gateway pages through the *External Applicant* role or, if you use Fluid Candidate Gateway, the *External Applicant Fluid* role.

Note: PeopleTools user IDs have types. Although there is a delivered *External Job Applicant* type, this is not relevant to how external applicants access Candidate Gateway.

When an external applicant allows a Candidate Gateway session to be idle longer than the inactivity timeout period you establish, the system's default behavior is to provide a link to the PeopleSoft logon page with the public access user ID visible. Depending on your password logic, the public access user ID could be locked if the applicant unsuccessfully attempts to sign in. For greater security and usability, replace the signon page with a page that displays an appropriate message. For example, display a message that the session has timed out, and provide a link to return to Candidate Gateway.

For more information about setting up a public access user ID to bypass signon for external users, refer to My Oracle Support document IDs 652694.1 and 1527506.1

For additional information about user IDs and security, see *PeopleTools: Security Administration*

Accessible Layout Mode Configuration

User-specific settings can make PeopleSoft applications more accessible to people with visual impairments and other disabilities. However, external applicants do not have individual PeopleSoft user IDs that can be personalized this way.

Therefore, to support accessibility needs for external applicants, you must create a separate web profile with a public access user ID that is configured to use accessible layout mode. You also need a separate web server instance for the additional web profile. Your public website can then provide an additional Careers link to be used by applicants who are using an assistive technology screen reader.

Language Settings for Sites

Use the Language field on the User Profile - General page to associate the external applicant guest user ID with a specific language.

To support multiple languages, create a guest user ID and web profile for each language and then provide a separate Careers link for each language.

Access Through the PeopleSoft Menu

Although external applicants do not have access to the PeopleSoft menu, implementers and testers can access Candidate Gateway as an external applicant by selecting Careers under the main menu.

This menu navigation accesses the default site that is defined on the "Recruiting Installation - Applicants Page" (PeopleSoft HCM 9.2: Talent Acquisition Manager).

Banner Options for External Applicants

When external applicants use Fluid Candidate Gateway, the banner across the top of the page does not display options that the external applicants should not see. This is controlled through a theme that is specifically for external applicants. The theme uses the HRS_CG_GUEST_SS style sheet to control the visibility of the banner icons.

Oracle delivers the theme for external applicants, but you must apply the theme manually during the Fluid Candidate Gateway installation process. Refer to the Fluid Candidate Gateway installation documentation for detailed instructions.

Internal Applicant Access to Candidate Gateway

Internal applicants access Candidate Gateway using their own PeopleSoft user IDs.

Within the PeopleSoft system, internal applicants have two options for navigating to Candidate Gateway:

- Menu navigation: Self Service > Recruiting > Careers (for Classic Candidate Gateway).

This option is available only to users with access to Classic Candidate Gateway. Users should have access to either Classic or Fluid (not both), which prevents conditional navigation from redirecting users to Fluid pages.

- The delivered Careers tile (for Fluid Candidate Gateway) on the Employee Self Service homepage.

The Employee Self Service home page is delivered without the Careers tile, but the installation instructions for Fluid Candidate Gateway include steps for adding the tile to this homepage. Those steps are also provided below.

The delivered menu item and tile go to the default site defined on the "Recruiting Installation - Applicants Page" (PeopleSoft HCM 9.2: Talent Acquisition Manager). If you have multiple sites for internal applicants, you can create additional menu items or tiles where the site ID parameter is hard coded.

You can also create links for internal applicants using the URL in the Internal Link field on the [Site Setup Page](#). You can use this URL to place links on your intranet or other web page. Employees who use the link are prompted to sign in to the PeopleSoft system.

As with the External Link field on the Site Setup page, the URL from the Internal Link field provides access to classic Candidate Gateway. If employees use Fluid Candidate Gateway, you can let conditional navigation reroute them to the Fluid pages, but this is not efficient. Instead, for better performance, create links that your employees can use to go directly to Fluid Candidate Gateway. Do this using the same process that you use to get a Fluid link for external users. That is, sign in as a Fluid user, use the Internal Link from the Site Setup page, let conditional navigation re-route you to the Fluid system, and copy the Fluid URL from the browser's address bar.

Adding the Careers Tile to a Homepage

Employees use the delivered Careers tile to access Fluid Candidate Gateway.

To make the Careers tile available on the Employee Self Service homepage:

1. Sign in as an administrator.
2. Use the menu to navigate to PeopleTools > Portal > Structure and Content.
3. Click the *Fluid Structure Content* item, then click the *Fluid Homepages* item.
4. Click the Edit link for *Employee Self Service* to open the Content Ref Administration component for the HC_HR_SELF_SERVICE_GBL content reference.
5. Access the Tile Content page.
6. Locate the Recruiting section and select the Careers check box.
7. Select one of these options for the Careers check box:
 - *Opt-Dflt*: The tile is visible to all users with the correct permission by default. These users can move or remove the tile through personalization.
 - *Optional*: The tile is not visible by default. Users with the correct permission can add it to their homepage through personalization.

- *Req-Fix*: The tile is visible to all users with the correct permission by default. Users cannot move or remove the tile.
- *Required*: The tile is visible to all users with the correct permission by default. Users can move the tile, but they cannot remove it.

Note: Regardless of the option you choose, the Careers tile will not be added to homepages that have already been personalized. If you allow employees to personalize home pages, you will need to inform employees when the Careers tile becomes available so that they can manually add the tile to their homepages.

8. Save your settings.

Chapter 3

(Classic) Registering and Managing Account Information

Registering Online and Signing In

This topic provides an overview of the Candidate Gateway registration and discusses how applicants can register, sign in, and request help with forgotten user names and passwords.

Pages Used to Register Online and Sign In

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
<u>Register Page</u>	HRS_CE_HM_REG	Register for a new Candidate Gateway account.
<u>Sign In Page</u>	HRS_CE_HM_REG	Sign in to Candidate Gateway with an existing user name and password.
<u>Registration Update Page</u>	HRS_CE_REG_MIS	Supply a new password or enter additional registration information when prompted by the system.
<u>Forgot User Name Page</u>	HRS_CE_FRGT_USR	Request an email reminder with the user name associated with the provided email address.
<u>Forgot Password Page</u>	HRS_CE_FRGT_PSW	Request an email with a new system-generated password.
<u>Password Reset Page</u>	HRS_APP_PSWD_REST	Recruiting administrators use this page to reset Candidate Gateway passwords on behalf of applicants.

Understanding Candidate Gateway Registration

Internal applicants do not need to register to use Candidate Gateway; they receive access through their PeopleSoft user IDs.

External applicants access the PeopleSoft system using a guest PeopleSoft ID, which bypasses the PeopleSoft sign in page. This gives applicants access to the Job Search page, but applicants must register for a Candidate Gateway account before they can apply for jobs or perform various other tasks.

Candidate Gateway accounts are valid across all sites.

Registration and Sign In

When an external applicant first accesses a site, the Job Search page displays links for signing in and for registering. If an applicant attempts an action (such as applying for a job) that is available only to registered users, then the system requires the applicant to sign in (registering first, if necessary) before continuing.

After an applicant signs in, the Job Search page displays links that give the applicant access to tools for managing a career search. These tools enable the applicant to review notifications and applications, upload attachments, save searches, work with favorite jobs, and update account information (including choosing a new password and secret question).

Registration Requirements

To register, external applicants must enter their name and create a user name and password. Additional registration requirements are configurable, as detailed in the following table:

Configuration Option	Configuration Page	Notes
Password requirements.	Password Controls Page	If password controls are active, then passwords must meet all specified requirements.
Secret question requirements.	Password Controls Page	If the secret question option is active, then the applicant must choose from a predefined list of secret questions and provide an answer to the question. The secret question is used to authenticate an applicant who requests help with a forgotten password.
Contact information requirements.	"Recruiting Installation - Applicants Page" (PeopleSoft HCM 9.2: Talent Acquisition Manager)	Choose whether an email address is required, whether a phone number is required, whether address fields are visible, and (if the address fields are visible) whether an address is required.

Configuration Option	Configuration Page	Notes
Registration terms and agreements.	"Recruiting Installation - Applicants Page" (PeopleSoft HCM 9.2: Talent Acquisition Manager)	<p>Choose whether the applicant must agree to registration terms and agreements before registering or updating registration information.</p> <p>Use this functionality for any general terms related to the use of Candidate Gateway. For example, you can use the registration agreement for a privacy notice.</p> <p>The Registration Agreement setting applies to all of your Candidate Gateway sites, but because the text of the registration terms comes from the text catalog, you can define different registration terms for different sites. To modify the registration terms, update text catalog entry HRAM_CETRMAGRE_03.</p> <p>After you activate a registration agreement or change your terms, applicants are prompted to agree to your terms the next time they attempt to sign in.</p> <p>However, the text catalog effective date tracks only the date, not the time. When you change your terms and agreements, you must enter the changes in a future-dated row so that applicants who signed in on the date you made the change will be prompted to agree to the new terms.</p>

If you change your password requirements, all applicants are required to update their passwords the next time they sign in, regardless of whether the original password meets the new requirements.

If you update your recruiting installation settings to require additional contact information from registrants, applicants who have not already provided the required information are forced to add the newly required information the next time they sign in.

Alternate Character Fields

PeopleSoft HCM supports alternate character data entry to enable users to use two character sets for one language. This architecture is described in the topic "Working with Alternate Character Sets" (PeopleSoft HCM 9.2: Application Fundamentals).

Within Candidate Gateway, applicant names and addresses support alternate character functionality for China, Japan, and Hong Kong. Settings on the [Site Setup Page](#) control whether alternate character fields for names and addresses appear on the Register page and on the My Account Information page.

If the Display Alternate Character Fields setting on the Site Setup page is *Organization*, then the alternate character setting on the "Org Defaults by Permission Lst - Defaults Page" (PeopleSoft HCM 9.2: Application Fundamentals) controls whether alternate character fields appear in Candidate Gateway. For an external applicant, the default permission list is the primary permission list for the guest user ID that provides access to the system.

Forgot Password Process

The Forgot Password process gives users who have forgotten their password a mechanism for requesting that a new password be sent to their primary email address.

Note: When users request a new password, the confirmation message states that an email was sent if a valid email exists for the user name that was entered. This generic message appears even if there is no email address on file or if the supplied user name is not valid. The use of this generic message provides additional protection by ensuring that unauthorized users do not receive any information about the validity of the user ID or about what information is missing.

The behavior of the Forgot Password process depends on whether the Secret Question for Forgot Password option is enabled on the [Password Controls Page](#).

The following table describes the Forgot Password logic when the secret question option is not enabled:

Conditions	Logic if Secret Question is Not Enabled
User ID is valid and is associated with an email address.	The system creates a new password and emails it to the applicant. When the applicant signs on with the system-generated password, the system immediately prompts the applicant to set a new password.
User ID is invalid, or it is valid but it is not associated with an email address.	The system does not reset the password or send an email. If an applicant without an email address contacts a recruiter, the recruiter can enter an email address in the applicant's record. After an email address is added, the applicant can use the Forgot Password feature, or a recruiting administrator can reset the password for the applicant.

When the secret question option is active, the processing logic depends on the user ID and whether the applicant previously provided an email address and a secret question. Note that enabling the secret question option is possible only if you also require applicants to provide an email address when they register.

The following table describes the processing logic for secret questions:

Conditions	Logic if Secret Question is Enabled
User ID is valid, and the user has supplied both an email address and a secret question.	<p>The system sends the user an email:</p> <ul style="list-style-type: none"> • If the answer is correct, the email contains a new system-generated password. When the applicant signs on with this password, the system immediately prompts the applicant to set a new password. • If the answer is incorrect, the email states that the answer was incorrect and warns that the account will be locked after a specified number of incorrect attempts. • If the limit on incorrect attempts is reached, the email states that the account is locked and the applicant must contact the system administrator.
User ID is valid, and the user has supplied an email address, but the user has not yet chosen a secret question.	<p>Because applicants are forced to choose a secret question when the secret question option is active, this scenario is possible only if an applicant uses the Forgot Password feature for the first signon attempt after you enable the secret question option.</p> <p>In this scenario, the system behaves as if the secret question were not enabled: it emails a system-generated password to the applicant without ever presenting a secret question.</p> <p>When the applicant signs on with the system-generated password, the system immediately prompts the applicant to set a new password and choose a secret question.</p>
User ID is valid, but it is not associated with an email address.	<p>Because applicants are forced to provide an email address when the secret question option is active, this scenario is only possible if an applicant uses the Forgot Password feature for the first signon attempt after you enable the secret question option.</p> <p>The system behaves as if the user ID has both an email address and a secret question. Because the user has not yet set up a secret question, the system chooses a secret question to display.</p> <p>If the applicant enters an answer and submits the request for a new password, the system displays the generic online message stating that an email was sent, even though it is not possible to send an email when there is no email address. The attempt to get a new password is not counted towards the limit for account lockout.</p> <p>To obtain a new password, the applicant must contact a recruiter. The recruiter can then enter an email address in the applicant's record. After an email address is added, the applicant can use the Forgot Password feature, or a recruiting administrator can reset the password for the applicant.</p>
User ID is invalid.	<p>The system behaves as if the user ID has both an email address and a secret question. The system chooses the secret question to display.</p> <p>If the applicant enters an answer and submits the request for a new password, the system displays the generic online message stating that an email was sent. However, no notification is actually sent.</p> <p>If the same invalid user name is used again, the same secret question is shown so that it appears as if the user name is valid.</p>

Administrator Password Reset

If an applicant is locked out of a Candidate Gateway or is otherwise unable to use the Forgot Password process to reset a password, a recruiting administrator can use the [Password Reset Page](#) to reset the password on the applicant's behalf. This option is available for active applicants who have an email address in the system.

System-Generated User Names and Passwords

Applicants are provided with system-generated passwords when they submit a valid password reset request on the Forgot Password page.

An applicant who does not already have a Candidate Gateway account is provided with a system-generated user name and password when a Talent Acquisition Manager user sends the applicant a request for references. When the applicant registers with these credentials, the system links the newly created Candidate Gateway account with the correct applicant record.

When an applicant signs in using a system-generated password, the system immediately displays the Reset Password page. The applicant cannot continue until a new password has been set.

System-generated passwords conform to any password requirements that have been configured on the [Password Controls Page](#).

Notification Templates

These notification templates are used to communicate with applicants about their Candidate Gateway accounts:

Template Name	When Used	Page Where Triggered
HRS_APPLICANT_PASSWORD	To send a forgotten user name or a system-generated password to an applicant.	Forgot User Name Page Forgot Password Page Password Reset Page
HRS_APP_ACCT_LOCK	To notify an applicant that an account has been locked due to too many failed logon attempts.	Sign In Page
HRS_APP_PERM_ACT_LOCK	To notify an applicant that an account has been locked due to too many incorrect answers to the secret question.	Forgot Password Page
HRS_APP_PSWD_CHANGE	To confirm that the applicant has manually changed an account password. Note that no notification is sent when an applicant updates a secret question or answer.	Change Password Page

Template Name	When Used	Page Where Triggered
HRS_APP_SECRET_ATTEMPT	To notify an applicant that the secret question on the Forgot Password page was answered incorrectly, and to tell the applicant how many Forgot Password attempts remain before the account is locked.	Forgot Password Page
HRS_UPDATE_REFERENCES	To send a system-generated user name and password when a recruiter requests references from an applicant who is not registered for Candidate Gateway.	"Create Applicant Page: References Tab" (PeopleSoft HCM 9.2: Talent Acquisition Manager)

Inactivated Accounts

There are two ways that Candidate Gateway accounts get inactivated:

- If applicant records are merged in Talent Acquisition Manager, Candidate Gateway accounts for the inactivated applicant records are also inactivated.

These accounts are marked as duplicates and cannot be reactivated. Even though the account is permanently disabled, the user name is not available to new registrants.

- A recruiter or other Talent Acquisition Manager user can inactivate the account using the Inactivate Online Account check box on the "Manage Applicant page: Applicant Data Tab" (PeopleSoft HCM 9.2: Talent Acquisition Manager).

The same check box is used to reactivate accounts that were inactivated this way.

If an applicant tries to sign in with the credentials for an inactive or duplicate account, an error message states that the logon information is invalid.

Register Page

Applicants use the Register page (HRS_CE_HM_REG) to register for a new Candidate Gateway account.

Navigation

- Click the New User link on the Job Search Page.
- Click the Register Now link on the Sign In page.

Image: Register page (1 of 2)

This is the first of two examples illustrating the Register page.

Register

If you are new, you must first register in order to continue.

Account Information

*User Name
*Password
*Confirm Password
Name Format
*Last Name
*First Name
Alternate Character Name ?

Contact Information

*Primary Email Type
*Email Address
Primary Phone Type
Phone Extension
Preferred Contact Method

Image: Register page (2 of 2)

This is the second of two examples illustrating the Register page.

Address Information

Country [Address Search](#)
Postal
Prefecture ?
City
Address 1
Address 2
Address 3
Address 4

Alternate Character Address

City
Address 1
Address 2
Address 3

Secret Question for Forgot Password

*Secret Question
*Answer

Terms and Agreements

In order to create an account with us and submit applications for positions with our company you must read the following Terms and Agreements and select the "I agree to the Terms and Agreements" checkbox before registering.

In the event that you do not accept our Terms and Agreements you will not be able to submit applications for positions with our company.

You agree to the storage of all personal information, applications, attachments and draft applications within our system. Your personal and application data and any attached text or documentation are retained by our company for a time period in accordance with all relevant data legislation.

You agree that all personal information, applications, attachments and draft applications created by you may be used by us for our recruitment purposes. It is specifically agreed that we will make use of all personal information, applications, attachments and draft applications for recruitment purposes only and

I agree to the Terms and Agreements

[Already Registered?](#) [Sign In Now](#)

Account Information

User Name

The applicant must supply a user name to be used when signing into this account. User names (including system-generated user names) cannot be changed.

Password, and Confirm Password

The applicant must supply and confirm a password to be used when signing into this account. If password controls are enabled on the [Password Controls Page](#), a description of the password requirements appears next to the Password field.

Applicants can change their passwords after registering.

Name Format

If the site is configured to show the Name Format field, applicants can use this field to choose a name format other than the default format for the site. The default name format is based on the Country field specified on the [Site Setup Page](#).

<Name>

Applicants must supply a name when registering. The name fields and their order depends on the name format in use.

For more information about defining name formats, see "Setting Up Additional Name Information" (PeopleSoft HCM 9.2: Application Fundamentals).

Alternate Character Name

Settings on the [Site Setup Page](#) (or, if the site's alternate character setting is *Organization*, settings on the "Org Defaults by Permission Lst - Defaults Page" (PeopleSoft HCM 9.2: Application Fundamentals)) control whether the Alternate Character Name field appears. Even when the field is configured to appear, it is visible only if the name format is *Chinese, Japanese, or Hong Kong*.

A help icon appears next to the field if you have entered custom help text in the Text Catalog entry HRAM_CE_SIGNIN_HLP.

Contact Information

Primary Email Type and Email Address

An email address is required only if the Email Address Required field on the "Recruiting Installation - Applicants Page" (PeopleSoft HCM 9.2: Talent Acquisition Manager) is set to *Yes*.

After registering, external applicants can update email address information on the [My Account Information Page](#). The system uses the primary email address for all email notifications, including notifications for forgotten user names and passwords.

Each account must have a unique primary email address.

Applicants receive an error message if they attempt to register with a primary email address that is already being used as another applicant's primary email address. This adds extra security to the Forgot User Name and Forgot Password processes, which both send account information to the applicant's primary email address.

Lack of an email address will prevent applicants from using the Forgot User Name and Forgot Password functionality.

Primary Phone Type, Phone, and Ext (Extension) A phone number is required only if the Phone Required field on the "Recruiting Installation - Applicants Page" (PeopleSoft HCM 9.2: Talent Acquisition Manager) is set to *Yes*.

After registering, external applicants can change their primary phone number on the [My Contact Information Page](#).

Preferred Contact Method Applicants use this field to indicate how they prefer to be contacted by your organization. Options include *Email*, *Mail*, *Phone*, or *Not Specified*.

When a recruiter prepares an online job offer, the option to notify the applicant of the offer is selected by default if the applicant's preferred contact method is *Email*.

Address Information

Settings on the "Recruiting Installation - Applicants Page" (PeopleSoft HCM 9.2: Talent Acquisition Manager) control whether the Address Information section appears and, if it appears, whether an address is required.

Country The default country comes from the Country field on the [Site Setup Page](#). The country controls which additional address fields appear.

Alternate Character Address

If the Address Information section appears, then settings on the [Site Setup Page](#) (or, if the site's alternate character setting is *Organization*, then settings on the "Org Defaults by Permission Lst - Defaults Page" (PeopleSoft HCM 9.2: Application Fundamentals)) control whether the Alternate Character Address section appears.

Even when the alternate character address is configured to appear, it is visible only if the Country is *China*, *Japan*, or *Hong Kong*.

Secret Question for Forgot Password

This section appears only if the Secret Question for Forgot Password option is enabled on the [Password Controls Page](#).

Secret Question The applicant selects a secret question from the list that you set up on the [Forgotten Password Hint Page](#). If the applicant later uses the Forgot Password option, the system will present this question to the applicant. If the applicant answers correctly, the system will send the applicant a new system-generated password.

Answer

The applicant enters the answer to the secret question. When applicants answer a secret question, the answer is not case-sensitive.

Terms and Agreements**Terms and Agreements and I agree to the terms and agreements**

The Terms and Agreements section appears only if the Registration Agreement check box on the "Recruiting Installation - Applicants Page" (PeopleSoft HCM 9.2: Talent Acquisition Manager) is selected.

The actual terms come from the text catalog. To modify the registration terms, or to configure different terms for different Candidate Gateway sites, update text catalog entry HRAM_CETRMAGRE_03.

If registration terms appear, the Register button is not available until the applicants selects the I agree to the terms and agreements check box.

Terms and Agreements**Terms and Agreements and I agree to the terms and agreements**

The Terms and Agreements section appears only if the Registration Agreement check box on the "Recruiting Installation - Applicants Page" (PeopleSoft HCM 9.2: Talent Acquisition Manager) is selected.

The actual terms come from the text catalog. To modify the registration terms, or to configure different terms for different Candidate Gateway sites, update text catalog entry HRAM_CETRMAGRE_03.

If registration terms appear, the Register button is not available until the applicants selects the I agree to the terms and agreements check box.

Register**Register**

Applicants click this button to complete the registration process. The system creates the new account only if all required information is present, the password meets the requirements (if any) that are configured on the [Password Controls Page](#), and the applicant has agreed to any registration terms.

Sign In Now

Click this link to access the Sign In page to sign into an existing account.

Sign In Page

External applicants use the Sign In page (HRS_CE_HM_REG) to sign in with an existing user name and password.

Navigation

- Click the Sign In link on the Job Search Page.
- Click the Sign In Now link on the Register page.
- If the applicant is not already signed in, this page appears if the applicant attempts a task (such as applying for a job) that requires the applicant to be signed in.

Image: Sign In page

This example illustrates the Sign In page.

Sign In

You must sign in to continue.

*User Name [Forgot User Name](#)

*Password [Forgot Password](#)

[Don't have a User Name or Password?](#) [Register Now](#)

* Required Information

[Return to Previous Page](#)

User Name and Password

Enter the user name and password for an existing Candidate Gateway account.

Forgot User Name

Click this link to access the Forgot User Name page, where an applicant can request an email reminder of the user name associated with the provided email address.

Forgot Password

Click this link to access the Forgot Password page, where an applicant can request an email with a new system-generated password. If the Secret Question for Forgot Password option is enabled on the [Password Controls Page](#), the applicant must correctly answer the secret question chosen at registration before the system sends a new password.

Sign In

Click this button to sign in. The system validates the user name and password that the applicant entered.

Normally, signing in returns the applicant to the previous page or continues with the task that caused the Sign In page to appear (such as applying for a job). However, if the applicant is using a system-generated password, or if the password

configuration settings on the [Password Controls Page](#) have changed since the applicant last signed on, the Reset Password page appears first. The applicant must set a new password before continuing.

Register Now

Click this link to access the Register page to create a new Candidate Gateway account.

Registration Update Page

Applicants use the Registration Update page (HRS_CE_REG_MIS) to supply a new password or additional registration information when prompted by the system.

Navigation

Click the Sign In button on the Sign In page. The Registration Update page appears if the applicant signs in after:

- Using a system-generated temporary password.
- Candidate Gateway password requirements have changed (regardless of whether the applicant's password already meets the new requirements).
- The applicant's account doesn't include an email address, a phone number, or an address that is now required because of a change to Recruiting Installation settings.
- The secret question for forgotten passwords feature is enabled, and the applicant has not yet provided a secret question and answer.
- The Registration Agreement check box on the "Recruiting Installation - Applicants Page" (PeopleSoft HCM 9.2: Talent Acquisition Manager) is selected, and the applicant has not signed in since the date and time that the check box was selected.
- The text catalog entry for registration terms and agreements (HRAM_CETRMAGRE_03) is effective dated later than the last date that the applicant signed in.

Important! The effective date for text catalog entries is just a date, not a date and time. Therefore, when you change your terms and agreements, always enter the changes in a future-dated row. This is necessary so that applicants who signed in on the date you made the change will be prompted to agree to the new terms.

Image: Registration Update page (1 of 2)

This is the first of two examples illustrating the Registration Update page.

Registration Update

Please update the missing information and select Update to continue.

Update Password Information

Our password requirements have changed to strengthen security. Please select a new password that:

1. Has a minimum of 3 total characters.
2. Does not match your user name.

*Enter New Password

*Confirm New Password

Contact Information

*Primary Email Type

*Email Address

Primary Phone Type

Phone Extension

Preferred Contact Method

Address Information

Country

Address 1

Address 2

Address 3

City State

Postal County

Image: Registration Update page (2 of 2)

This is the second of two examples illustrating the Registration Update page.

Secret Question for Forgot Password

*Secret Question

*Answer

Terms and Agreements

In order to create an account with us and submit applications for positions with our company you must read the following Terms and Agreements and select the "I agree to the Terms and Agreements" checkbox before registering.

In the event that you do not accept our Terms and Agreements you will not be able to submit applications for positions with our company.

You agree to the storage of all personal information, applications, attachments and draft applications within our system. Your personal and application data and any attached text or documentation are retained by our company for a time period in accordance with all relevant data legislation.

You agree that all personal information, applications, attachments and draft applications created by you may be used by us for our recruitment purposes. It is specifically agreed that we will make use of all personal information, applications, attachments and draft applications for recruitment purposes only and will not

I agree to the Terms and Agreements

* Required Information

[Return to Previous Page](#)

Image: Reset Password page

When the only necessary registration update is a password change, the title of the Registration Update page changes to Reset Password. In this mode, the only visible sections are the Update Password Information section and, depending on your Recruiting Installation settings, the Terms and Agreements section. This example illustrates the Reset Password page.

Required fields are indicated with a red data entry area and an asterisk next to the field label.

Update Password Information

This section appears if the applicant signed in with a temporary user ID or if Candidate Gateway password requirements have changed since the applicant last signed in.

Instructional text provides information about the password requirements.

Account Information

This section displays the user name and the applicant's name. The user name is not editable.

This section appears only if required information is missing. This is not common, but it can happen if you modify a name format to make a previously optional name field required.

Contact Information and Address Information

These sections appear if Recruiting Installation settings have changed to require additional contact information (an email address, phone number, or address) that does not exist in the applicant's record. Recruiting Installation settings can be configured to require any combination of an email address, a phone number, and an address. As long as an applicant is required to add any one of those data elements, both the Contact Information and Address Information sections appear during the registration update process.

The Contact Information and Address Information sections also appear when the Registration Update page appears due solely to activation of registration terms. In this scenario, no additional contact or

address information is required. The applicant is simply given the opportunity to review and optionally update the information.

If the site is configured to show alternate character fields for addresses and the country is *China*, *Hong Kong*, or *Japan*, then an additional section labeled Alternate Character is visible. This section displays the alternate character fields for the applicant's address.

Secret Question for Forgot Password

This section appears only if password settings have been modified to enable the Secret Question for Forgot Password option and the applicant has not yet provided a secret question and answer.

Terms and Agreements

This section appears if the Registration Agreement check box on the "Recruiting Installation - Applicants Page" (PeopleSoft HCM 9.2: Talent Acquisition Manager) is selected.

When this section appears, applicants must accept the terms and agreements before they continue. This is true even for applicants who already agreed to the same terms and agreements during their initial registration or a previous registration update. The Update button is not available until the applicant selects the I agree to the Terms and Agreements check box.

The text of the terms and agreements comes from the text catalog. To modify the terms, or to configure different terms for different Candidate Gateway sites, update text catalog entry HRAM_CETRMAGRE_03.

Be sure to use a future effective date for any updates to your terms. This is necessary because the effective date for text catalog entries is just a date, not a date and time. Using a future date for the change in terms ensures that applicants who signed in on the same day that you made the change will be prompted to agree to the new terms when they sign in on or after the effective date of the change.

Update Button

Applicants click the Update button to complete the registration update process.

The system updates the account information only if all required information is present, the password meets the requirements (if any) that are configured on the [Password Controls Page](#), and the applicant has agreed to any registration terms.

Forgot User Name Page

Applicants use the Forgot User Name page (HRS_CE_FRGT_USR) to request an email reminder of the user name associated with the provided email address.

Navigation

Click the Forgot User Name link on the Sign In page.

Image: Forgot User Name page

This example illustrates the Forgot User Name page.

Forgot User Name

The email address entered here will search primary email addresses and send the matching User Name to you.

Forgot Your User Name?

*Primary Email Address

Email User Name

* Required Information

[Return to Previous Page](#)

Primary Email Address

Applicants enter the email address that is associated with the account. The system uses this email address to identify the applicant.

Email User Name

When the applicant clicks this button, the system identifies the user name that is associated with the specified email address and sends the user name to the email address. The system uses the HRS_APPLICANT_PASSWORD template for the notification.

If the email address is not recognized, a message appears stating that there is no record of the applicant's email address.

Forgot Password Page

Applicants use the Forgot Password page (HRS_CE_FRGT_PSW) to request an email with a new system-generated password.

Navigation

Click the Forgot Password link on the Sign In page.

Forgot Password - One Step Process

When secret question functionality is not active, the process for requesting a new password is one step.

Image: Forgot Password page - no secret question

This example illustrates the Forgot Password page when secret question functionality is not active.

Forgot Password

Enter your User Name and a message will be sent to your primary email address with your new generated password.

Forgot Your Password?

*Enter your User Name

Email New Password

* Required Information

[Return to Previous Page](#)

Enter Your User Name

Applicants enter the user name for the Candidate Gateway account for which a new password is needed.

Email New Password

The applicant clicks this button to request a new password.

If the user ID is valid and it is associated with an email address, the system immediately generates a new password and sends it to the applicant. When the applicant signs on with the system-generated password, the system prompts the applicant to set a new password.

The system does not reset the password or send an email if the user ID is invalid or if it isn't associated with an email address. To get help, the applicant must contact a recruiter. The recruiter can enter an email address in the applicant's record. After the email address is added, the applicant can use the Forgot Password feature, or a recruiting administrator can reset the password for the applicant.

Note: When the user clicks the Email New Password button, a confirmation message states that an email was sent if a valid email exists for the user name. This generic message appears even if there is no email address on file or if the supplied user name is not valid. The use of this generic message provides additional protection by ensuring that unauthorized users do not receive any information about the validity of the user ID or about what information is missing.

Forgot Password — Two Step Process With Secret Question

When secret question functionality is active, the process for requesting a forgotten password includes two steps.

1. The applicant enters a user name and clicks the Continue button.

- The applicant answers the secret question and clicks the Email New Password button.

Image: Forgot Password page – secret question active, step 1

This example illustrates the Forgot Password page when secret question functionality is active. This example shows step 1, where the applicant supplies a user name.

Image: Forgot Password page – secret question active, step 2

This example illustrates the Forgot Password page when secret question functionality is active. This example shows step 2, where the applicant answers the secret question.

These fields appear during step 1:

Enter Your User Name

Applicants enter the user name for the Candidate Gateway account for which a new password is needed.

Continue

Click this button to continue to step 2, where the applicant must answer a secret question.

If the user ID is valid, and the user has supplied an email address, but the user has not yet chosen a secret question (possible only if the user hasn't signed in since you activated the secret question feature), then the system skips step 2 and immediately sends the applicant a new password. When the applicant signs in with the new password, the system

immediately prompts the applicant to set a new password and choose a secret question.

These fields appear during step 2.

Secret Question

Displays the user-selected secret question.

If the user ID from step 1 is invalid or does not have an email address, the system selects the secret question to show.

Answer

Enter the answer to the secret question.

Email New Password

Click this button to request a new system-generated password. An online message states that a new password was sent to the applicant's email address.

There are three possible email messages that the applicant can receive:

- If the answer was correct, the email contains a new system-generated password. When the applicant signs on with this password, the system immediately prompts the applicant to set a new password.
- If the answer was incorrect, the email indicates that the answer was incorrect and warns that the account will be locked after a specified number of incorrect attempts.
- If the limit on incorrect attempts is reached, the email states that the account is locked and the applicant must contact the system administrator.

Note: When the user clicks the Email New Password button, a confirmation message states that an email was sent if a valid email exists for the user name. This generic message appears even if there is no email address on file or if the supplied user name is not valid. The use of this generic message provides additional protection by ensuring that unauthorized users do not receive any information about the validity of the user ID or about what information is missing.

Password Reset Page

Recruiting Administrators use the Password Reset Page (HRS_APP_PSWD_REST) to reset Candidate Gateway passwords on behalf of applicants.

The password reset option on this page also unlocks Candidate Gateway accounts that were locked after too many failed signon attempts or too many incorrect answers to the secret question that is used in the Forgot Password process. The thresholds for locking out accounts are configured on the [Password Controls Page](#).

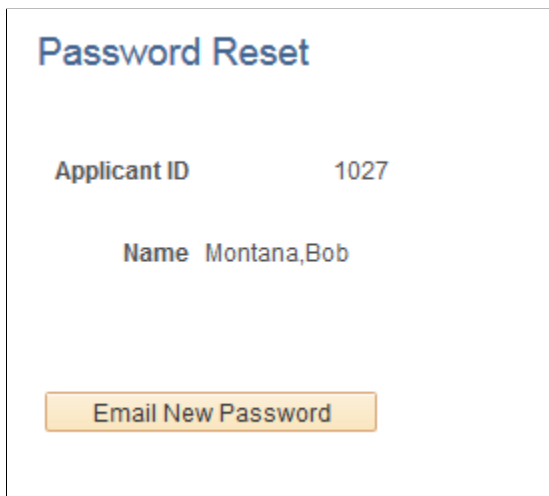
Navigation

Recruiting >Administration >Password Reset

Note: You can access this page only for applicants who are in an active status and who have both a Candidate Gateway user name and an email address.

Image: Password Reset page

This example illustrates the Password Reset page.



Email New Password

Click to send the applicant an email notification with a new system-generated password.

Managing Account Information

This topic provides an overview of account information and discusses how applicants manage their name, contact information, account passwords, and secret question and answer.

Note: Applicants must sign in before they can perform these tasks.

Pages Used to Manage Account Information

Page Name	Definition Name	Usage
<u>My Account Information Page</u>	HRS_APP_PROFILEINFO	External applicants use the My Account Information page to view and update their name and contact information and to access pages for making changes to passwords and secret questions.
<u>My Contact Information Page</u>	HRS_APP_PROFILEINFO	Internal applicants use this page to view name and contact information from the PeopleSoft HR system and to update their preferred contact method.

Page Name	Definition Name	Usage
Change Password Page	HRS_APP_PSSWD_HLP	External applicants use this page to make password changes.
Change Secret Question Page	HRS_APP_PSWDHINT	Update or change the secret question that the Forgot Password process uses to authenticate a password reset request.

Understanding Account Information

External applicants use the My Account Information page to update their name and contact information and to change their passwords, their secret questions, and the answers to their secret questions. Applicants cannot change their user names.

Internal applicants do not self-register for Candidate Gateway, so they do not have Candidate Gateway user names or passwords. Their account information is limited to read-only name and contact information from the Human Resources system. The page where internal applicants view this data is accordingly called My Contact Information rather than My Account Information.

Default Country for External Applicants

Contact information for external applicants include a Country field that is required, even if no other address information exists. The system uses this country to determine whether an application with no job opening will include the USA-specific Diversity step where applicants optionally supply gender and ethnicity information.

The default value for the Country field comes from the [Site Setup Page](#). If the site does not have a default country, then the default country comes from the primary permission list for the user ID that is being used to provide guest access to the site.

To set the default country for the guest user IDs:

1. Choose or create the PeopleTools user ID and permission list that you will use for this purpose.
See PeopleTools: Security Administration
2. Access the User Profiles - General page (PeopleTools > Security > User Profiles > User Profiles > General) for the guest user ID, and enter the permission list in the Primary field in the Permission Lists section of the page.
3. Access the Org Defaults by Permission Lst - Defaults page (Set Up HCM > Foundation Tables > Organization > Org Defaults by Permission Lst > Defaults) and enter the default country in the Country field.

See "Setting Up Primary Permission List Preferences" (PeopleSoft HCM 9.2: Application Fundamentals).

My Account Information Page

External applicants use the My Account Information page (HRS_APP_PROFILEINFO) to view and update their name and contact information and to access pages for making changes to passwords and secret questions.

Navigation

External applicants click the My Account Information link on the Job Search page or on other top-level Candidate Gateway pages if the applicant is signed in.

Image: My Account Information page

This example illustrates the My Account Information page for external applicants.

My Account Information Job Search | My Notifications 1 | My Activities | My Favorite Jobs | My Saved Searches | **My Account Information** Signed In as Karla | Sign Out

You can update your name, address, phone number and email here. Changes made to your contact details on this page will be updated on all of the jobs you have applied to.

Account Settings

User Name: aaa Preferred Contact Method: Email (dropdown)
 [Change Password](#) [Change Secret Question](#)

Name

Name Format: English (dropdown)
 Name Prefix: (dropdown)
 *First Name: (text)
 Middle Name: (text)
 *Last Name: (text)
 Name Suffix: (dropdown)

Address

Country: United States (dropdown)
 Address 1: (text)
 Address 2: (text)
 Address 3: (text)
 City: (text) State: (dropdown)
 Postal: (text) County: (text)

Email Address

*Email Address	Primary	*Email Type	Delete
kbenefier@ipopoiop.com	<input checked="" type="checkbox"/>	Business (dropdown)	

[Add Email Address](#)

Phone

Phone Number	Extension	Primary	*Phone Type	Delete
(text)	(text)	<input checked="" type="checkbox"/>	Select... (dropdown)	

[Add Phone](#)

* Required Information
 [Save](#)

Image: My Account Information page with alternate character fields

This example illustrates the alternate character fields for the applicants name and address on the My Account Information page. These fields are visible if the site is configured to show them and if the name format and country are for China, Japan, or Hong Kong.

The screenshot shows the 'My Account Information' page with the following sections:

- Account Settings:** Includes 'User Name' (aaa), 'Preferred Contact Method' (Email), 'Change Password', and 'Change Secret Question'.
- Name:** Includes 'Name Format' (Japanese), '*Last Name', '*First Name', and 'Alternate Character Name'.
- Address:** Includes 'Country' (Japan), 'Postal', 'Prefecture', 'City', 'Address 1', 'Address 2', 'Address 3', and 'Address 4'.
- Alternate Character Address:** Includes 'City', 'Address 1', 'Address 2', and 'Address 3'.

Account Settings

User Name

Displays an external applicant’s user name. This cannot be changed.

Change Password

External applicants click this link to access the Change Password page.

Preferred Contact Method

Applicants select from the following preferred contact methods: *Email, Mail, Phone, or Not Specified*. Recruiters can refer to this information when they want to contact the applicant.

When a recruiter prepares an online job offer, the option to notify the applicant of the offer is selected by default if the applicant’s preferred contact method is *Email*.

Change Secret Question

External applicants click this link to access the Change Secret Question page.

This link is visible only if secret question functionality is enabled on the Password Controls Page.

Name, Address, Email Address, and Phone Number

External applicants use these fields to view and update name and contact information.

Name Format

If the site is configured to show the Name Format field, external applicants can use this field to choose a name format other than the default format for the site. The default name format is based on the Country field specified on the [Site Setup Page](#).

<Name>

The specific fields for the applicant's name depend on the name format.

For more information about defining the fields for name formats, see "Setting Up Additional Name Information" (PeopleSoft HCM 9.2: Application Fundamentals).

Alternate Character Name

Settings on the [Site Setup Page](#) (or, if the site's alternate character setting is *Organization*, settings on the "Org Defaults by Permission Lst - Defaults Page" (PeopleSoft HCM 9.2: Application Fundamentals)) control whether the Alternate Character Name field appears. Even when the field is configured to appear, it is visible only if the name format is *Chinese, Japanese, or Hong Kong*.

A help icon appears next to the Alternate Character Name field if you have entered custom help text in the Text Catalog entry HRAM_CE_SIGNIN_HLP.

Address**Address**

Candidate Gateway displays only one address. If an employee has multiple addresses in the HR system, Candidate Gateway displays the one with type *Home* and a current effective date. The specific address fields depend on the selected Country.

Alternate Character Address

Settings on the [Site Setup Page](#) (or, if the site's alternate character setting is *Organization*, then settings on the "Org Defaults by Permission Lst - Defaults Page" (PeopleSoft HCM 9.2: Application Fundamentals)) control whether the Alternate Character Address group box appears within the Address group box.

Even when the alternate character address is configured to appear, it is visible only if the Country is *China, Japan, or Hong Kong*.

Email Address**Email Address**

Applicants can have multiple email addresses. In the Email Address grid, each row must be associated with a type (home, business, and so forth), and one row must be marked Primary unless the grid is empty. Any email address that was supplied during the registration process is initially designated as primary.

Only applicants who provide an email address can receive recruiting-related email notifications, which are always sent to the primary email address.

Phone

Phone

Applicants can have multiple phone numbers. In the Phone grid, each row must be associated with a type (home, business, and so forth), and one row must be marked Primary unless the grid is empty. Any phone number that was supplied during the registration process is initially designated as primary.

My Contact Information Page

Internal applicants use the My Contact Information page (HRS_APP_PROFILEINFO) to view name and contact information from the PeopleSoft HR system and to update their preferred contact method.

Navigation

Internal applicants click the My Contact Information link on the Job Search page or on other top-level Candidate Gateway pages.

Image: My Contact Information page

This example illustrates the My Contact Information page for internal applicants.

My Contact Information Signed In as Betty

Job Search | My Notifications | My Activities | My Favorite Jobs | My Saved Searches | **My Contact Information**

As an employee, you cannot change your name or contact information here, you must submit a request to HR.

Preferred Contact Method

Preferred Contact Method: Not Specified

Name

Name Format: English
 Name Prefix: Mrs
 First Name: Betty
 Middle Name:
 Last Name: Locherty
 Name Suffix:

Address

Country: United States
 Address 1: 643 Robinson St
 Address 2:
 Address 3:
 City: Buffalo State: New York
 Postal: 74940 County:

Email Address

Email Address	Primary	Email Type
betty@xyzcompany.com	<input checked="" type="checkbox"/>	Business

Phone

Phone Number	Extension	Primary	Phone Type
925.694.0025		<input checked="" type="checkbox"/>	Business

* Required Information

Preferred Contact Method

Preferred Contact Method

Applicants select from the following preferred contact methods: *Email, Mail, Phone, or Not Specified*. Recruiters can refer to this information when they want to contact the applicant.

When a recruiter prepares an online job offer, the option to notify the applicant of the offer is selected by default if the applicant's preferred contact method is *Email*.

Name, Address, Email Address, and Phone Number

These fields are the same as the fields on the [My Account Information Page](#), except that they are read-only for internal applicants. The data comes from the HR system.

Change Password Page

External applicants use the Change Password page (HRS_APP_PSSWD_HLP) to make password changes.

Navigation

Click the Change Password link on the My Account Information page.

Image: Change Password page

This example illustrates the Change Password page.

Change Password

Please select a new password that:

- (1) Has minimum of 3 total characters.
- (2) Does not match any of your email addresses.

*Current Password

*Enter New Password

*Confirm New Password

* Required Information

To change the password, an applicant enters the current password, enters the new password, reenters the new password to confirm it, and clicks Save. The system validates that the new password is not the same as the old password.

When the new password is saved, the system sends the applicant an email stating that the password has been changed. This email uses the template HRS_APP_PSWD_CHANGE.

If password controls are enabled, a description of the password requirements appears at the top of the page and the system validates that the password meets any requirements established on the [Password Controls Page](#).

Change Secret Question Page

Use the Change Secret Question page (HRS_APP_PSWDHINT) to update or change the secret question that the Forgot Password process uses to authenticate a password reset request.

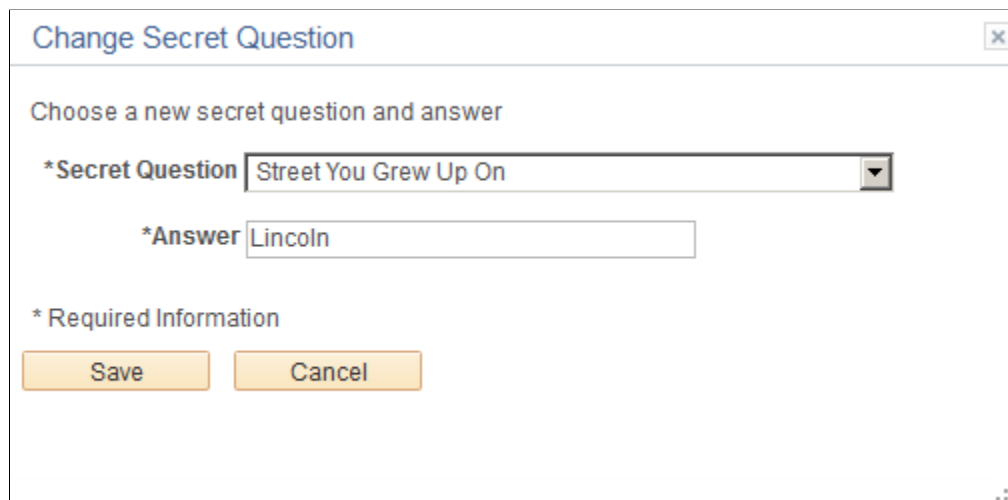
Note: This page is available only if secret question functionality is enabled on the [Password Controls Page](#).

Navigation

Click the Change Secret Question link on the My Account Information page.

Image: Change Secret Question page

This example illustrates the Change Secret Question page.



Change Secret Question

Choose a new secret question and answer

* Secret Question Street You Grew Up On

* Answer Lincoln

* Required Information

Save Cancel

The fields on this page are identical to the same-named fields on the [Register Page](#).

Chapter 4

(Classic) Searching for Jobs

Accessing Candidate Gateway

This topic discusses the Candidate Gateway welcome page and the common navigation bar for Candidate Gateway pages.

Pages Seen When Initially Accessing Candidate Gateway

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
<u>Welcome Page</u>	HRS_WELCOME_PG	View an organization's welcome message if the site includes one. The Welcome page is shown only when the site appears in external applicant mode.
<u>Job Search Page</u>	HRS_APP_SCHJOB	<p>This page appears when an applicant first accesses a Candidate Gateway site. (If the Welcome page appears first, this page appears when the applicant clicks the Search Jobs Now button to continue past the Welcome page.)</p> <p>For information about the standard navigation controls on this page and other Candidate Gateway pages, see Using the Candidate Gateway Navigation Bar</p>

Welcome Page

External applicants use the Welcome page (HRS_WELCOME_PG) to view an organization's welcome message when visiting a Candidate Gateway site.

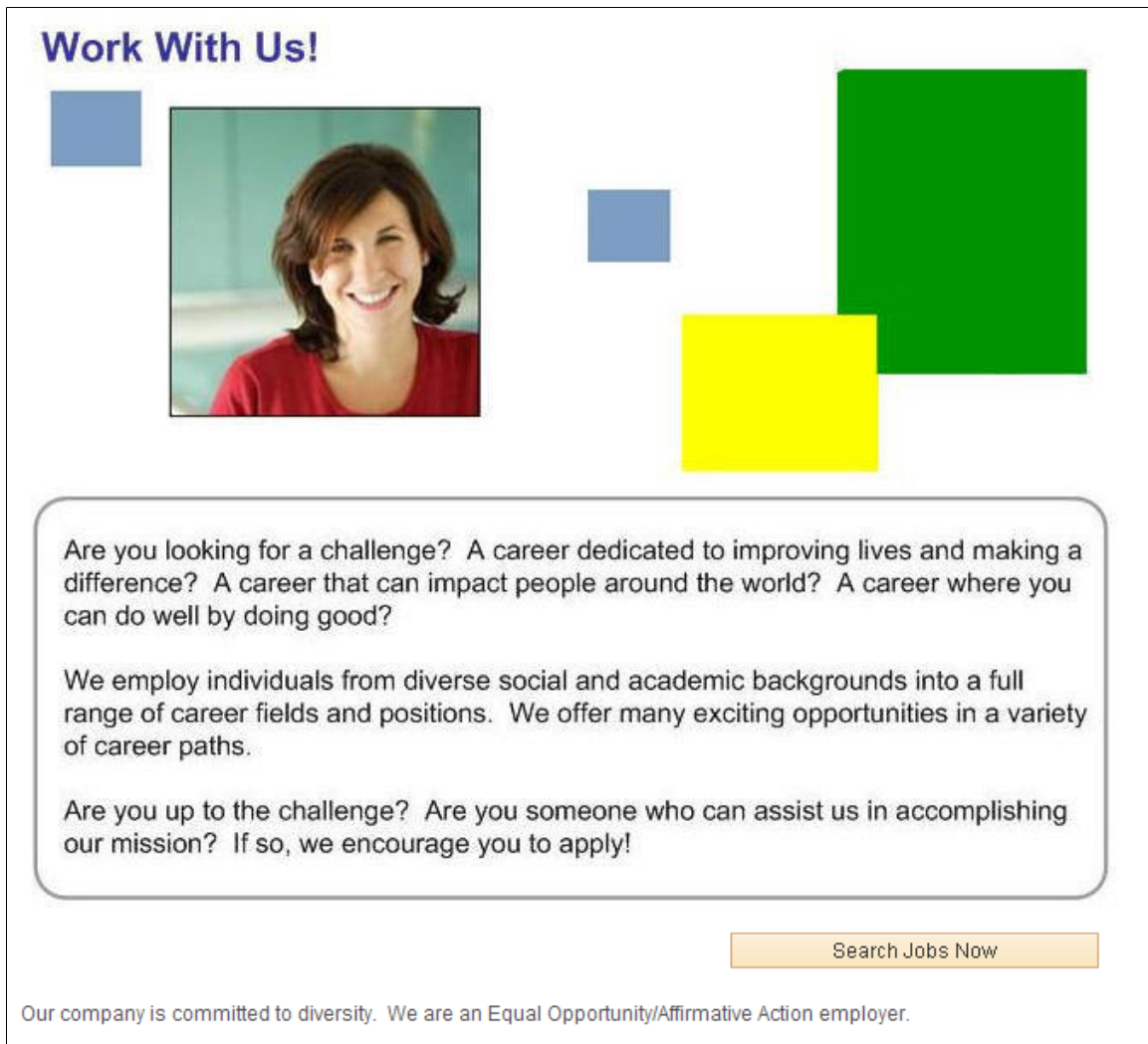
Navigation

Once a site is deployed, you can provide applicants with a direct link to the site. Until then, implementers can access a test external site by selecting Careers under the main menu.

This navigation displays the site specified on the "Recruiting Installation - Applicants Page" (PeopleSoft HCM 9.2: Talent Acquisition Manager). If the site does not include a welcome page, this navigation goes directly to the Job Search page instead.

Image: Welcome page

This example illustrates a sample Welcome page.



<Welcome Content>

Displays the content that is defined for the site using the [Edit Welcome Page](#). The custom content can include images, texts and links.

Search Jobs Now

Applicants click this button to continue to the Job Search page.

Using the Candidate Gateway Navigation Bar

A consistent navigation bar appears on most pages throughout Candidate Gateway. (The navigation bar does not, however, appear on the pages used to apply for a job, where the applicant uses a guided application process to navigate through a fixed set of steps.)

Image: Navigation bar on the Job Search page

This example illustrates the navigation bar on the [Job Search Page](#). The same navigation bar appears on pages throughout Candidate Gateway.



Navigation Links

These links appear only if the applicant is signed in. The link to the current page is always disabled.

Job Search

Click to access the [Job Search Page](#)

My Notifications

Click to access the [My Notifications Page](#).



If the signed-in user has any new (unread) notifications, a badge indicating the number of unread notifications appears next to this link. Notifications are counted as unread until the applicant clicks the notification subject to view the notification details.

My Activities

Click to access the [My Activities Page](#).

My Favorite Jobs

Click to access the [My Favorite Jobs Page](#).

My Saved Searches

Click to access the [My Saved Searches Page](#).

My Account Information

This link appears if the applicant is an external applicant. The applicant clicks this link to access the [My Account Information Page](#).

My Contact Information

This link appears if the applicant is an internal applicant. The applicant clicks this link to access the [My Contact Information Page](#).

Links for Signing In or Registering

These links appear in the top right corner of the page when an external applicant is not yet signed in.

Sign In

The applicant clicks this link to access the [Sign In Page](#)

New User

The applicant clicks this link to access the [Register Page](#).

Page Elements When the Applicant is Signed In

These elements appear in the top right corner of the page when an applicant is signed in.

Signed in as <first name>

This message shows the first name of the applicant who is currently signed in.

Sign Out

This link is visible only for external applicants. The applicant clicks this link to sign out.

Searching for Job Postings and Reviewing Posting Details

This topic provides an overview of job searches, describes the prerequisite setup to support job searches, and discusses how applicants can search for job postings and review posting details.

Note: External applicants do not need to sign in to perform job searches or view job postings.

Pages Used to Search for Job Postings and Review Posting Details

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
Job Search Page	HRS_APP_SCHJOB	Search for job postings and add or remove the job from your favorites.
Search Tips Page	PTSF_SEARCH_TIPS	View tips for entering search keywords.
Search My Profile Page	HRS_APP_SCHMYPRF	Search for job openings that match one of your profiles. This page is available only to internal applicants.
Match Result Page	HRS_COMPARE_RES	View detailed information about how well a job opening matches the profile that was used for searching.
Job Description Page	HRS_APP_JBPST HRS_CE_JOB_DTL	<ul style="list-style-type: none"> View complete posting information for a job. Start an application for a single job, add or remove the job from your favorites, or email the job to a friend. Refer a friend for the job (internal applicants only).

Understanding Job Searches

This topic provides an overview of job searches in PeopleSoft Candidate Gateway.

Standard Job Search

The Job Search page displays a list of job postings that meet the applicant's criteria. Applicants can specify criteria two ways:

- Perform a keyword search using the search field that appears above the grid.
- Use the Filter By area to the left of the grid to choose filtering criteria.

The Filter By fields provides faceted filtering capability based on data such as the recruiting location, department, job family, and so forth. Each field displays a set of links listing available values. The number next to each value indicates how many jobs in the current list have that value. Clicking a link activates

the filter, updates the job openings list, and updates the Filter By area to show only values that exist in the current set of job openings.

For example, suppose the job posting grid initially lists 100 postings. In the Filter By area, the Department filter includes multiple links, including one labeled *Human Resources (30)*. This indicates that 30 of the 100 openings are in the Human Resources department. After the applicant clicks the Human Resources link, the job postings list show only those 30 openings, and the other values for the Department field disappear because the other departments are no longer represented in the current set of openings. At the same time, the values for other filter fields change. Perhaps the original 100 openings included openings from seven different recruiting locations, but after you click the Human Resources link, the remaining 30 jobs represent only three recruiting locations. In this situation, applying the department filter shortens the list of filtering values for the Recruiting Location field.

As you click the filtering links, each filter criteria appears directly above the Search Results list. To remove a filter, click the adjacent *x* (the Remove Filter icon).

Because the available facets are based on the posted jobs, the system does not consider whether the attributes are active. For example, if you make a recruiting location inactive, but a job in that recruiting location is still posted to Candidate Gateway, the recruiting location is still a valid facet.

Search My Profile

Internal applicants can access a profile search that to find job postings that match their person, job, or interest profiles. This search option is available only if you select *Yes* for both the Allow Profile Utilization and Person Profile Integration fields on the "Recruiting Installation - General Page" (PeopleSoft HCM 9.2: Talent Acquisition Manager)

Maximum Search Results

All job posting searches are powered by the PeopleTools Search Framework. If the Search Framework or its underlying search engine has a system-wide setting that sets the maximum number of search results, that is the maximum number of job postings in the search results.

You can further restrict the number of search results by entering a lower maximum in the Max Jobs Returned from Search field on the "Recruiting Installation - Jobs Page" (PeopleSoft HCM 9.2: Talent Acquisition Manager). Note, however, that you cannot use this setting to increase the number of search results beyond the search engine maximum.

Available Job Postings

Candidate Gateway gives applicants access to jobs that meet the following criteria:

- The job opening has an open status.

You define which job opening statuses are open using the "Statuses and Reasons Page" (PeopleSoft HCM 9.2: Talent Acquisition Manager).

- The job posting is current.

Job postings dates are specified on the "Posting Information Page" (PeopleSoft HCM 9.2: Talent Acquisition Manager). Job postings are current from the beginning of the day on the Post Date until the beginning of the day on the Remove Date. To ensure that the search index accurately reflects job posting dates, you should run the index shortly after midnight every day.

- The job is posted after the earliest posting date that you specify on the "Build Search Index Settings Page" (PeopleSoft HCM 9.2: Talent Acquisition Manager).

A job is available as long as the posting is still open after the specified date, even if the actual posting date is before the specified date.

- The job is posted to the site where the applicant is performing the search.

The posting destination for a job controls which site(s) the job is posted to. Jobs are posted to the posting destinations specified on the "Posting Information Page" (PeopleSoft HCM 9.2: Talent Acquisition Manager). These posting destinations correspond to recruitment sources that you define on the "Recruitment Sources - Source Setup Page" (PeopleSoft HCM 9.2: Talent Acquisition Manager), and recruitment sources with the source type "Company" are associated with one or more Candidate Gateway sites.

- The posting type must be *External* if the applicant accessed the site as an external user, and the posting type must be *Internal* if the applicant accessed the site as an external or internal applicant.

The posting type comes from the Posting Type field on the Posting Information page.

Prerequisites

Job posting searches use the PeopleSoft Search Framework. Before you can search for jobs, you must deploy the necessary indexes and search categories and build the indexes.

See [Understanding Setup for Candidate Gateway Searching](#) .

Job Search Page

Applicants use the Job Search page (HRS_APP_SCHJOB) to search for job postings and add or remove the job from your favorites.

Navigation

- The Job Search page appears when applicants first access the site.

External applicant may see the Welcome page first., in which case they click the Search Jobs Now button to continue to the Job Search page.

- Click the Job Search link in the navigation bar that appears on pages throughout Candidate Gateway if the applicant is signed in.

See [Accessing Candidate Gateway](#).

Image: Job Search page

This example illustrates the Job Search page on a site for internal applicants. In this example, the job list has been filtered to show only jobs posted in 2014 (so the date facet lists months rather than years). Additionally, the site has been configured to:

- Display the “Apply Without Selecting a Job” link above the job list.
- Allow multiple job selection: notice the check box column in the job list and the button below the job list.
- Include Job Family, Job Function, and Business Unit information for each job in the job list.

The screenshot shows a web interface for job searching. At the top, there are navigation links: "Job Search", "My Notifications", "My Activities", "My Favorite Jobs", "My Saved Searches", and "My Contact Information". The user is signed in as "Betty".

Filter by

- Location:** Corporation Headquarters (2), California Location (1), Delaware Operations (1)
- Department:** Administration (1), Finance and Administration (1), Human Resources (1), Public Affairs (1)
- Job Family:** Administrative Support (3), Legal (1)
- Job Posted In:** 04 (2), 05 (2)

Search Results

4 matches found. Sort By: Posted Date. 1-4 of 4. First, Last.

Job Title	Department	Job Family	Location	Job Function	Business Unit	Posted Date
Management - Staff Assistant- Hot Job - 300293	Finance and Administration	Administrative Support	Delaware Operations	Commercial & Industry	Global Business Institute BU	04/08/2014
Billing Manager - Medical Claims - 504024	Human Resources	Administrative Support	Corporation Headquarters	Commercial & Industry	Global Business Institute BU	05/30/2014
Counsel-General - Health Insurance Speciality - Reference 504011 - 504011	Public Affairs	Legal	California Location	Legal	Global Business Institute BU	05/22/2014
Administrative Assistant-Hot Job - 300294	Administration	Administrative Support	Corporation Headquarters	Commercial & Industry	Global Business Institute BU	04/01/2014

Buttons: Apply for Selected Jobs, Refer a Friend.

Text Search

Keywords

Applicants use this field to enter search keywords. The system looks for the keywords across all indexed fields, including the posting title, posting description, job opening ID, regular/temporary, full/part time, business unit, department, recruiting location, job function, and job family. For internal applicants, the keyword search also searches the hiring manager’s name and the recruiter’s name.

Because the search results are limited to the search engine’s maximum number of results, some posted job openings might be excluded from the search results list even if the job openings meet all of the filtering criteria. In this situation, the keyword search provides a mechanism for accessing those job openings.

For example, you can use the keyword search to search for a known job opening ID.

Search Tips

Applicants click this link to view keyword searching tips on the [Search Tips Page](#).

Search

Applicants click this button to perform a keyword search. Clicking this button clears all search filters and updates the

Filter By options to reflect the values that are present in the new set of search results.

Reset Search

An applicant clicks this button to clear all search criteria, including both keyword criteria and filters. This reset restores the Job Search page to its initial state.

Save Search

An applicant clicks this button to access the [Save Search Page](#), where the applicant can save search criteria for later use or for automated search result notifications.

More Options and Fewer Options

An applicant clicks the More Options link to display certain additional search fields. When the additional fields are visible, the More Options link changes to Fewer Options. The applicant clicks the Fewer Options link to hide the additional fields.

Search My Profiles

This link is visible only to internal applicants. It appears only if both the Allow Profile Utilization and Person Profile Integration fields on the "Recruiting Installation - General Page" (PeopleSoft HCM 9.2: Talent Acquisition Manager) are set to *Yes*.

Internal applicants click this link to access the [Search My Profile Page](#), where they can search for jobs that match their person, job, or interest profiles.

More Search Options

These search criteria fields are visible only after the applicant clicks the More Options link.

Job Opening ID

Applicants use this field to enter a single job opening ID as search criteria. The system searches for an exact match.

Minimum Pay and Currency

Applicants use these fields to search for jobs that meet their salary requirements. Job openings meet this criteria if the maximum salary specified in the job opening is greater than or equal to the specified minimum pay.

Recruiter

This field is visible only to internal applicants.

Internal applicants use this field to search for jobs where the recruiter they specify is the primary recruiter.

Hiring Manager

This field is visible only to internal applicants.

Internal applicants use this field to search for jobs where the hiring manager they specify is the primary hiring manager.

Active Filters



Remove Filter

Above the Search Results list, the page displays your currently active filters. Click the Remove Filter icon next to an active filter to remove the filter.

Clear All Filters

Click to remove all field-based filters. Clicking this link does not clear the keyword search filtering.

Filter By

Note: Filtering facets can be added and removed in the HC_HRS_JOB_POSTING search definition and activated in the HC_HRS_CG_JOB_POSTING search category. For example, because Business Unit is already part of the search index, you can easily add a Business Unit facet. However, be aware that adding facets can degrade performance. For more information, see [Understanding Setup for Candidate Gateway Searching](#).

As delivered, the Candidate Gateway job search has the following facets:

Location

Applicants use this field to filter based on the job opening's recruiting location(s). If a job has multiple recruiting locations, all of the recruiting locations are represented in the list of facets.

This facet offers hierarchical filtering based on the recruiting location hierarchy that you set up on the "Recruiting Locations Page" (PeopleSoft HCM 9.2: Talent Acquisition Manager). The initial list of values in the recruiting location facet includes only top-level recruiting locations (including recruiting locations that are not part of any hierarchy). For example, if the top level of your hierarchy is for countries, then the recruiting location facet lists the countries where you have job postings. Clicking a country name drills into the hierarchy, and facet now lists the next level of the hierarchy.

Recruiting location hierarchies are limited to five levels (the top level and up to four levels of nested recruiting locations).

Department

Applicants use this field to filter based on the job opening's department.

Job Family

Applicants use this field to filter based on the job family that is associated with a job opening. If the system is not configured to segment job openings by job family, the job opening does not have job family data. In this situation, the system uses the job family that is associated with the primary job code.

Jobs Posted In

This facet offers hierarchical filtering based first on the year that the job was posted and then, after an applicant selects a year, based on the month that the job was posted. The facets for months are two-digit numbers rather than month names. If you look at the image in this section, you can see that the high-level facet *2014* has been selected, and the new values in the Jobs Posted In facet are *04* (for April) and *05* (for May).

If you are using PeopleTools 8.54 or later, consider removing this facet and adding the *Jobs Posted Within* facet instead. The Jobs Posted Within facet enables applicants to filter based on how recently the job was posted (for example, *Last Week* or *Last Month*).

For more information about the Jobs Posted Within facet and for instructions on adding and removing facets, see "Configuring Recruiting Search Facets" (PeopleSoft HCM 9.2: Talent Acquisition Manager).

Apply Without Selecting a Job

Apply Without Selecting a Job

Applicants click this link to begin a job application that is not associated with any particular job. The site settings control whether this link is shown and, if so, whether it appears above the job list, below the job list, or in both places.

Search Results — General

<x> matches found

Text above the Search Results title bar indicates how many postings match the search criteria.

The number of postings that are included in the Search Results list is limited based on the search engine's maximum and by the Max Jobs Returned from Search field on the "Recruiting Installation - Jobs Page" (PeopleSoft HCM 9.2: Talent Acquisition Manager). If the number of matches found exceeds the maximum for the Search Results list, the text takes the form *XXX matches found. Only the first XXX results can be displayed.*

Sort By

When an applicant selects a Sort By value, the system sorts the search results first by the selected field and then by job title.

Sort options include *Posted Date*, *Department*, *Job ID*, *Job Title*, and *Location*.

Additional sort options are available if the site is configured to show the corresponding fields in the search results. The additional sort options are *Business Unit*, *Hot Jobs*, *Job Family*, and *Job Function*.

When an applicant first accesses the Job Search page, search results are sorted by posted date (most recent first), then job title. If the site is configured to show the hot job indicator, hot jobs appear at the top of the search results.

If the result set is truncated because the number of jobs that meet the filter criteria is greater than the search engine's maximum number of search results, sorting reorders the current set of jobs and does not bring missing jobs into the result set.



Sort Ascending or Sort Descending

Applicants use the icon next to the Sort By field to toggle between an ascending sort and a descending sort.

An upward-pointing arrow indicates that jobs are currently sorted in ascending order; clicking the icon changes to a descending sort. Conversely, a downward-pointing arrow

indicates that jobs are currently sorted in descending order, and clicking the icon changes to an ascending sort.

All sort options except for Posting Date and Hot Jobs are initially shown in ascending order (A to Z). Sorting by posting date shows jobs in descending order (most recent first), and sorting by hot jobs shows jobs in descending order (hot jobs first).

Search Results — Job Details

The Search Results lists the job postings that meet the current search criteria (including any filters).

<check box>

If the [Site Setup Page](#) is configured to allow applicants to select and act on multiple jobs, check boxes appear next to each job listed. Applicants can select the check box for one or more jobs and then use the buttons below the job list to apply for multiple jobs or (for internal applicants) to refer a friend for multiple jobs.



Hot Job

If the site is configured to show hot jobs, the hot job icon appears next to each hot job. If there are no hot jobs in the search results, this column is hidden.

Job Title and Job ID

Each posting in the search results has a title consisting of the job title followed by a hyphen and then the job opening ID. Clicking this concatenated title displays the [Job Description Page](#), where the applicant can review the complete job posting information and then apply for the job, email the job to a friend, or refer a friend.

If a job posting has changed but has not yet been re-indexed, an applicant who clicks the job title to view job details will see a message that the information is temporarily unavailable.

Department

Displays the department for the job opening.

Job Family


Job family information is shown only if the site is configured to show this data.

If the system is not configured to segment job openings by job family, the job opening does not have job family data. In this situation, the system uses the job family (if any) that is associated with the primary job code.

Location

If a job has one recruiting location, that location name appears here.

If the job has multiple recruiting locations, the text *Multiple* appears. To see a full list of locations, the applicant can click the job title to access the Job Description page.

Job Function	Job function information is shown only if the site is configured to show this data.
Business Unit	Business Unit information is shown only if the site is configured to show this data.
Posted Date	Displays the date that the job was posted to the current site.
 Favorite Job	<p>Applicants use the Favorite Job icon to add or remove a job from a personal list of favorites.</p> <p>A solid gold star for a job posting indicates that the posting is currently a favorite. Clicking the star removes the job from the favorites list.</p> <p>A gray outline of a star indicates that the job is not currently a favorite, and clicking the star marks the job as a favorite.</p> <p>Applicants can easily access their list of favorite jobs by going to the My Favorite Jobs Page.</p>

Buttons for Acting on Multiple Job Openings

Note: These buttons appear only if the [Site Setup Page](#) is configured to allow applicants to select and act on multiple jobs. In this configuration, the check boxes in the job list allow the applicant to select the jobs, and the buttons below the list enable the applicant to act on the selected jobs.

Apply for Selected Jobs	<p>Applicants click this button to begin a job application for one or more selected jobs.</p> <p>See Applying for Jobs</p>
Refer a Friend	<p>This button is visible only to internal applicants, who click this button to initiate the process of referring a friend for one or more selected jobs.</p>

Search Tips Page

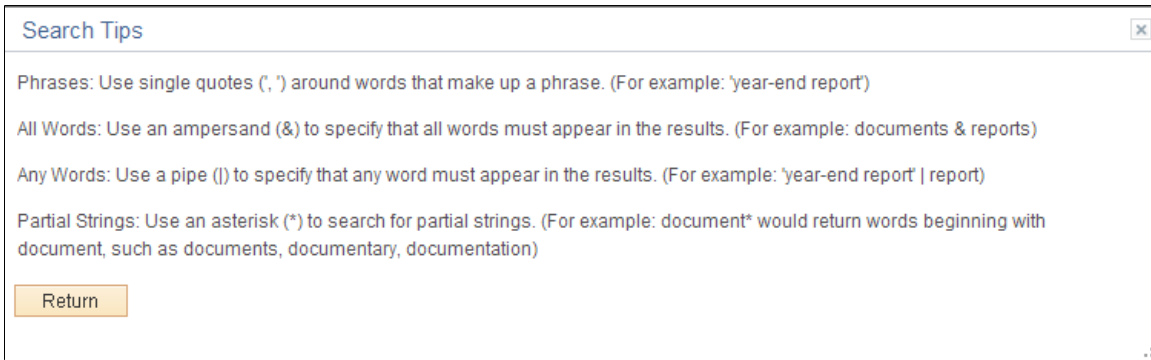
Applicants use the Search Tips page (PTSF_SEARCH_TIPS) to view tips for entering search keywords.

Navigation

Click the Search Tips link on the Job Search page.

Image: Search Tips page

This example illustrates the Search Tips page.



Search My Profile Page

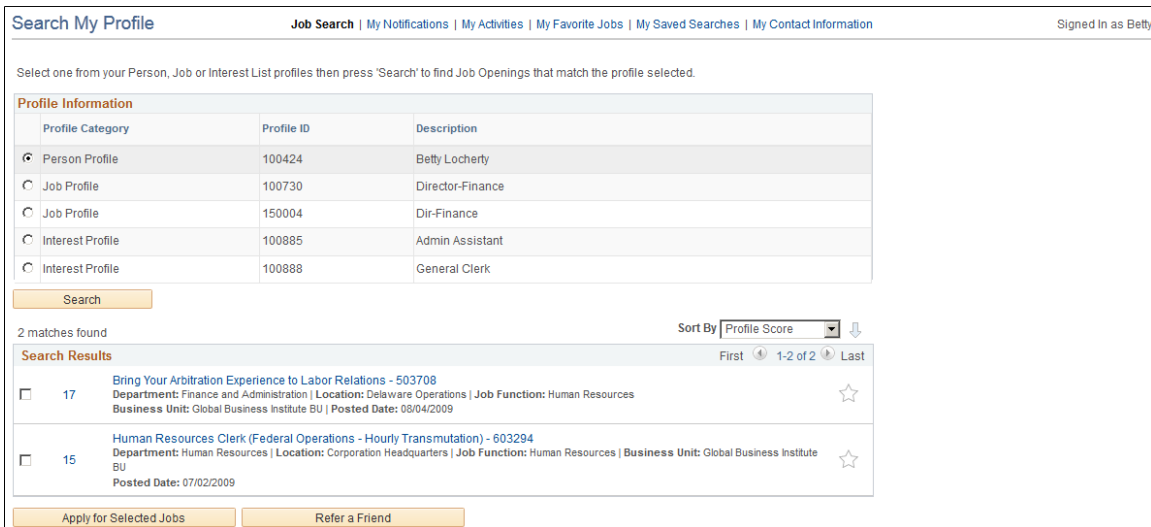
Internal applicants use the Search My Profile page (HRS_APP_SCHMYPRF) to search for job openings that match the applicant’s own person, job, or interest profile.

Navigation

Click the Search Your Profiles link on the Careers Home page.

Image: Search My Profiles page

This example illustrates the Search My Profiles page.



Search Criteria

Profile Information

This grid lists the person, job, and interest profiles that are associated with the internal applicant who is using the page. The applicant selects a single profile to use for the search.

Search

The applicant clicks this button to search for job openings with profiles that have similar content to the selected profile.

Search Results

This grid is identical to the search results grid for the main Job Search except that the profile search includes a Score column. The score indicates how closely the job opening matches the applicant’s profile. The system initially sorts the results by score so that the closest match is first in the list.

Sort The Search My Profile page includes the same sorting options as the main Job Search page, with an additional option to sort by *Score*.

Score Click to access the Match Result page, which shows a detailed comparison of how well the job opening matches the profile that was used for searching.

Match Result Page

Use the Match Result page (HRS_COMPARE_RES) to view detailed information about how well a job opening matches the profile that was used for searching.

Navigation

Click the score for a job opening in the Search Results grid on the Search My Profiles page.

Image: Match Result page

This example illustrates the Match Result page.

Job Openings That Match Your Current Profile

Match Result

Select One or 'View All Sections' to compare the content item details between the person, job opening or interest list profile previously chosen and job opening whose score you selected.

*View Content Section

■ No Match ▼ Partial Match ● Complete Match

Match Result	
Search Criteria: - Betty Locherty	Bring Your Arbitration Experie: 17%
Language Skills English : Reading Proficiency: 3 - High Speaking Proficiency: 3 - High Writing Proficiency: 3 - High Native Language: No Able To Translate: No Able To Teach: No	Language Skills ▼50% -- -- -- No No No
Swedish : Reading Proficiency: 1 - Low Speaking Proficiency: 3 - High Writing Proficiency: 2 - Moderate Native Language: Yes Able To Translate: Yes Able To Teach: Yes	■0% -- -- -- -- -- --

[Return to Previous page](#)

The first column (or, in accessible mode, the first grid) displays the content sections and content items in the profile that was used for searching.

The second column (or, in accessible mode, the second grid) shows the corresponding data in the job opening whose score you clicked to access this page. The column displays an overall score for how closely the job opening matches the source profile, and it also displays also scores for each content item in the source profile. For information on how scores are calculated, see "Understanding Search and Compare Profile Scores" (PeopleSoft HCM 9.2: Human Resources Manage Profiles). Note that the Profile Match search disregards settings marking any particular content item as required and sets the importance of every content item to *Average*.

View Content Section

Select *View All Sections* to list all the sections in the profiles, or select a section to view the information for one content section. The default is View All Sections.

Job Description Page

Applicants use the Job Description page (HRS_APP_JBPST or HRS_CE_JOB_DTL) to:

- View complete posting information for a job.
- Start an application for a single job, add a job to the saved jobs list, or email the job to a friend.
- Refer a friend for the job (internal applicants only)

Navigation

- Click a job title on the Job Search page.

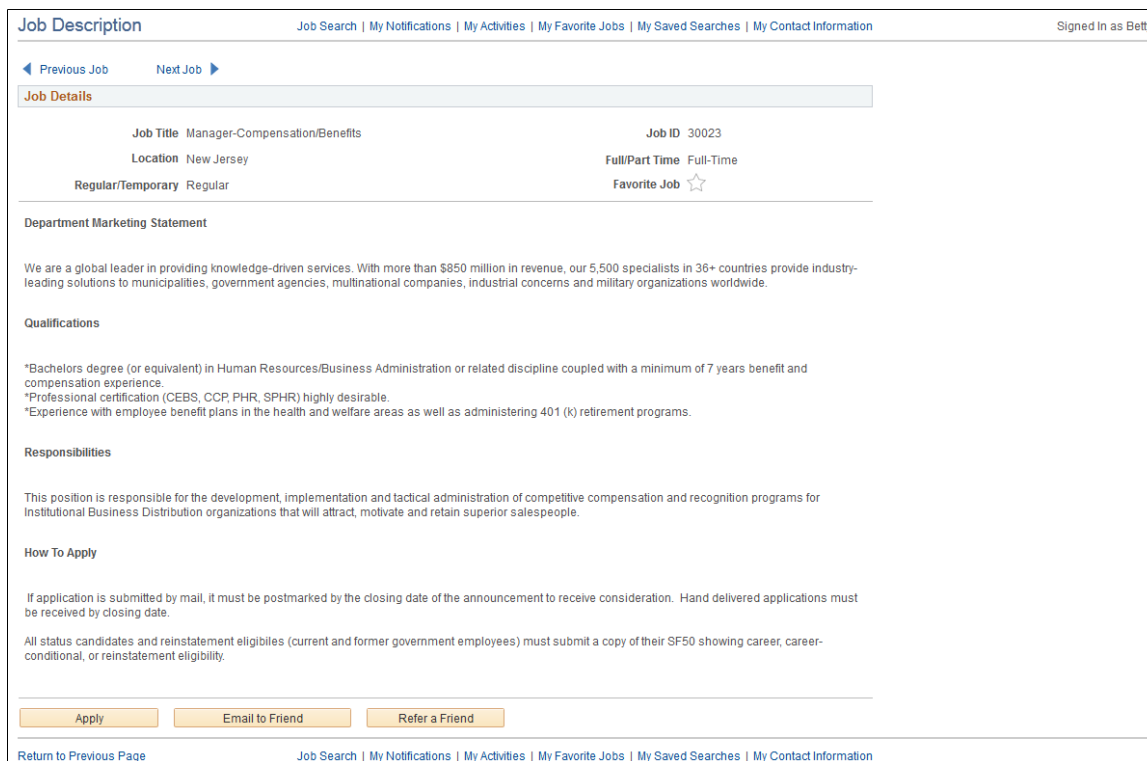
This opens the version of the page with object ID HRS_APP_JBPST.

- Click a job title on the My Favorite Jobs page.

This opens the version of the page with object ID HRS_CE_JOB_DTL.

Image: Job Description page

This example illustrates the Job Description page.



Previous in List and Next in List

When you access this page from a list with multiple job openings, click these links to navigate between job openings without returning to the list.

Job Details

This area of the page includes read-only summary information about the job opening. If a job has multiple recruiting locations, the location field lists all of them.



Applicants use the Favorite Job icon to add or remove a job from a personal list of favorites.

A solid gold star for a job posting indicates that the posting is currently a favorite. Clicking the star removes the job from the favorites list.

A gray outline of a star indicates that the job is not currently a favorite, and clicking the star marks the job as a favorite.

Applicants can easily access their list of favorite jobs by going to the [My Favorite Jobs Page](#).

<Posting Description>

The posting description appears below the job details section. The posting description comes from the "Posting Information Page" (PeopleSoft HCM 9.2: Talent Acquisition Manager).

When a recruiter creates a posting description, sections within the description can be marked as visible to internal applicants, external applicants, or both. In Candidate Gateway, the

appropriate sections are concatenated based on whether the applicant is internal or external.

Apply

Applicants click this button to begin a job application for the specified job.

See [Applying for Jobs](#).

Email to Friend

Applicants click this button to access the [Send Email Page](#), where they supply a friend's email address and send the job information to the friend.

Refer a Friend

This button is visible only to internal applicants.

Internal applicants click this button to initiate the process of referring a friend for a job opening. The [Refer Friend - Resume Page](#) appears.

Saving Searches and Job Agents

This topic provides an overview of saved searches and job agents and discusses how applicants work with saved searches.

Note: Applicants must sign in before they can save searches and job agents. The system prompts applicants to sign in if necessary.

Pages Used to Save Searches and Job Agents

Page Name	Definition Name	Usage
Save Search Page	HRS_APP_SAV_SCH	Save search criteria, and optionally request email notifications with search results.
My Saved Searches Page	HRS_APP_SEARCHES	View, edit, delete, and run saved searches.
Edit Search Page	HRS_APP_EDTSCH	Edit a saved search.
My Saved Searches (Legacy Search Results) Page	HRS_APP_SCHJOB_NF	View the results of a search that was saved before the introduction of faceted searching in Candidate Gateway

Understanding Saved Searches and Job Agents

When applicants are signed in to Candidate Gateway, they can save search criteria from the Job Search page. (Search My Profile searches cannot be saved.) Saving enables applicants to rerun the searches without having to re-enter keywords and reselect filters.

Applicants can run the saved searches from the My Saved Searches page. The My Saved Searches page additionally enables applicants to delete and edit saved searches.

When saving a search, applicants can choose to receive automated email notifications listing jobs that meet the saved search criteria. These saved searches are known as *job agents*, although this term is not used on the Candidate Gateway pages.

To support job agent notifications, you must regularly run the Job Agent Application Engine process (HRS_JOB_AGNT) as described in the topic "Using the Job Search Agent" (PeopleSoft HCM 9.2: Talent Acquisition Manager). Each time the process runs, the system checks for job openings that meet the saved search criteria. If there are postings that match the criteria, the system sends the applicant both a Candidate Gateway notification and an email with information about the search results. The email includes links to individual job openings that match the applicant's criteria, up to the maximum number of job openings specified in the Max Job Posts Per Notification field on the "Recruiting Installation - Jobs Page" (PeopleSoft HCM 9.2: Talent Acquisition Manager). If the number of matches exceeds the maximum, the email directs the applicant to visit the Candidate Gateway to view all of the search results.

In Candidate Gateway, the job agent notification is a link that, when clicked, runs the saved search and displays the results on the Job Search page.

If the applicant has multiple job agents, the system generates separate emails and notifications for each job agent.

Although applicants can save an unlimited number of searches, the "Recruiting Installation - Applicants Page" (PeopleSoft HCM 9.2: Talent Acquisition Manager) page has two settings that limit an applicant's job agents:

- The Maximum Job Agents field controls how many job agents an applicant can have.
- The Days Job Search Agent Active field controls how long a job agent remains active.

After a job agent expires, no further notifications are sent. However, the search still remains available as a regular saved search.

Save Search Page

Applicants use the Save Search page (HRS_APP_SAV_SCH) to save search criteria and to request email notifications with search results.

Navigation

Click the Save Search button on the Job Search page (after entering search criteria).

Image: Save Search page

This example illustrates the Save Search page.

My Saved Search

Name My Search

Applicants enter a unique name to identify the saved search.

Notify me when new jobs meet my criteria

Applicants select this check box to save the search criteria as a job agent.

If the applicant already has the maximum number of job agents (configured in the Maximum Job Agents field on the "Recruiting Installation - Applicants Page" (PeopleSoft HCM 9.2: Talent Acquisition Manager)), the system issues an error, and the applicant must deselect the check box before saving.

Send email notification to

If the search is being saved as a job agent, the applicant must supply an email address for the job agent email notifications. The applicant’s primary email address is the default value.

Save Search

Clicking this button saves the search.

Current Saved Searches

This grid lists the applicant’s existing saved searches to provide context for the current saved search. Reviewing existing saved searches helps applicants choose a unique name for the Name My Search field.

Related Links

[Understanding Saved Searches and Job Agents](#)

My Saved Searches Page

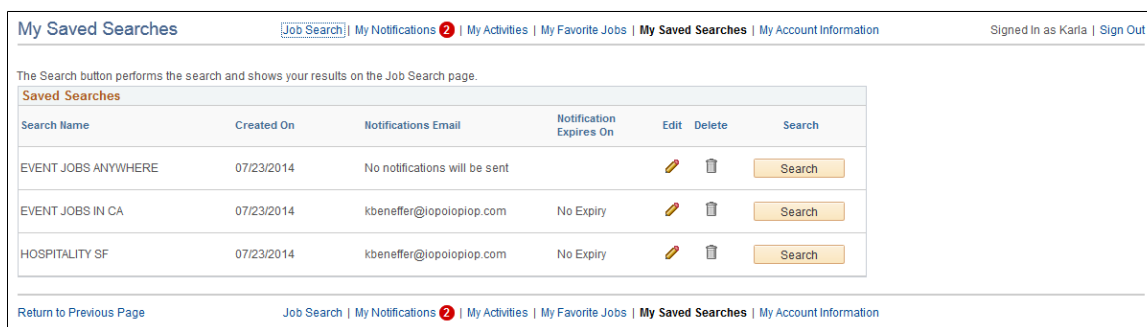
Applicants use the My Saved Searches page (HRS_APP_SEARCHES) to view, edit, delete, and run saved searches.

Navigation

- Click the My Saved Searches link in the navigation bar that appears on pages throughout Candidate Gateway if the applicant is signed in.
- Click the Save button on the Save Search page.

Image: My Saved Searches page

This example illustrates the My Saved Searches page.



Saved Searches

Search Name

Displays the unique search name entered by the applicant.

Created On

Displays the date that the applicant created the saved search.

Notifications Email

If the search was saved as a job agent, this field displays the email where job agent notifications are sent. Otherwise, this field displays the message *No notifications will be sent*.

Notification Expires On

If the Days Job Search Agent Active setting on the "Recruiting Installation - Applicants Page" (PeopleSoft HCM 9.2: Talent Acquisition Manager) has a value, then searches that were saved as job agents expire after the specified number of days. The expiration date is shown here in the Notification Expires On field so that the applicant is aware of the expiration date.

The expiration date is also given in the email notifications that the job agent process sends to the applicant.

This column is blank for searches that are not job agents.



Edit

Clicking this icon displays the Edit Search Page, where the applicant can modify search criteria and job agent settings.

The Edit button is not available for searches that were saved before the introduction of faceted searching in Candidate Gateway. However, applicants can still run these legacy searches.



Delete

Clicking this icon deletes a saved search. An alternative to editing a saved search is to delete the original search and create a new one.

Search

Clicking this button performs the saved search. The [Job Search Page](#) appears and displays both the search criteria and the search results.

Edit Search Page

Applicants use the Edit Search page (HRS_APP_EDTSCH) to edit a saved search.

Navigation

Click the Edit icon for a saved search on the My Saved Searches page.

Image: Edit Search page

This example illustrates the Edit Search page.

The screenshot shows the 'Edit Search' page with the following details:

- Header:** Edit Search | Job Search | My Notifications (2) | My Activities | My Favorite Jobs | My Saved Searches | My Account Information | Signed In as Karla | Sign Out
- Filter by:**
 - *Name My Search: HOSPITALITY SF
 - Location: San Francisco (5)
 - Department: Hospitality Services (5)
 - Job Family: RS Administrative Job Fam. (5)
 - Job Posted In: 2012 (1), 2009 (1), 2006 (2), 2005 (1)
- Search Criteria:**
 - Keywords: hospitality
 - Send email notification to: kbeneffer@opoiopio.com
 - Buttons: Save Search, Run Search, Reset Search, More Options
- Results:**
 - 5 matches found
 - Sort By: Posted Date
 - Search Results: 1-5 of 5
 - Results list:
 - Public Relations Manager - 10116 (Posted: 10/01/2012)
 - Public Relations Manager-Q - 300063 (Posted: 02/01/2009)
 - Public Relations HR Manager - 10242 (Posted: 03/27/2006)
 - PR Manager (ERP) - 10216 (Posted: 02/10/2006)
 - Public Relations Manager - 300048 (Posted: 08/09/2005)
- Footer:** Return to Previous Page | Job Search | My Notifications (2) | My Activities | My Favorite Jobs | My Saved Searches | My Account Information

Saved Search Settings

The fields from the [Save Search Page](#) appear so that applicants can change either the search name or the job agent settings.

Search Criteria

The original search criteria appears. Applicants can review and modify the criteria. Clicking the Run Search button enables applicants to preview their search results.

Saving Changes

Save Search

Clicking this button saves the search. If the search name is unchanged, saving updates the existing saved search. If the search name is changed, saving creates a new saved search.

Search Results

The system performs the saved search when an applicant initially accesses the page, and updates the results when an applicant clicks the Run Search button. The search results provide the applicant with feedback about the search criteria.

Within the results, applicant can interact with single job postings, but the Edit Search page does not provide options to act on multiple jobs, even if the site is configured to allow multiple job selection on the Job Search page.

My Saved Searches (Legacy Search Results) Page

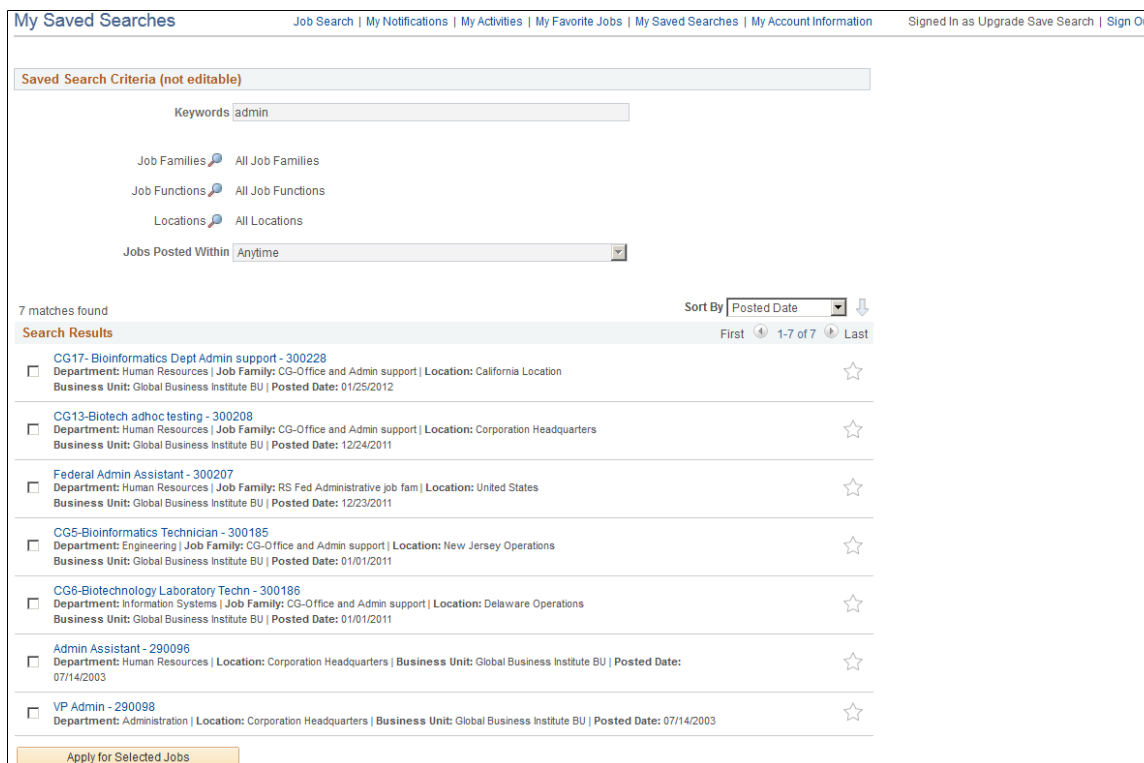
Use the My Saved Searches (legacy search results) page (HRS_APP_SCHJOB_NF) to view the results of a search that was saved before the introduction of faceted searching in Candidate Gateway.

Navigation

On the My Saved Searches page, click the Search button for a saved search that was created before the introduction of faceted searching in Candidate Gateway. You can recognize a legacy search by the disabled Edit icon.

Image: My Saved Searches (Legacy Search Results) page

This example illustrates the My Saved Search page that shows search results for legacy searches.



Saved Search Criteria (not editable) This area of the page displays the original search criteria.

Search Results

The Search Results list for a legacy search are the same as the Search Results list on the Job Search page. Applicants can sort the list, access job details, and click the My Favorite Jobs icon.

Site settings control whether applicants can select and act on multiple jobs.

Viewing Favorite Jobs

This topic provides an overview of favorite jobs and discusses how to review favorite jobs.

Note: Applicants must sign in before they can save jobs. The system prompts applicants to sign in if necessary.

Pages Used to View Favorite Jobs

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
My Favorite Jobs Page	HRS_APP_SVDJB_SEC	View favorite jobs.

Understanding Favorite Jobs

Applicants can mark jobs as favorites to keep track of jobs that they are interested in. Applicants can mark jobs as favorites from the Job Search page or from the Job Description page. Applicants view their favorite jobs on the My Favorite Jobs page. There is no limit to the number of jobs that an applicant can save.

If the site is configured to support multiple job selection, applicants can initiate job applications for one or more jobs directly from the list of favorite jobs.

My Favorite Jobs Page

Applicants use the My Favorite Jobs page (HRS_APP_SVDJB_SEC) to view favorite jobs.

Navigation

Click the My Favorite Jobs link in the navigation bar that appears on pages throughout Candidate Gateway if the applicant is signed in.

Image: My Favorite Jobs page

This example illustrates the My Favorite Jobs page.

The screenshot shows the 'My Favorite Jobs' page. At the top, there is a navigation bar with links: [Job Search](#), [My Notifications](#), [My Activities](#), [My Favorite Jobs](#) (highlighted), [My Saved Searches](#), and [My Contact Information](#). The user is signed in as Frank Garry. Below the navigation bar, there is a message: 'Select Job Title to review the job details. You can apply for multiple jobs by checking each job and selecting the Apply for Selected Jobs button.' The main content is a table titled 'Favorite Jobs' with the following data:

Job Title	Job ID	Location	Status	Job Family	Posted Date	Saved Date
<input type="checkbox"/> Systems Analyst	500411	California Location	Open	Information Technology	09/15/2012	07/24/2014
<input type="checkbox"/> Web Developer-Q	300047	San Francisco	Open	RS Technical Job Family	05/04/2012	07/24/2014
<input type="checkbox"/> Analyst Systems and Services	10243	California Location	Open	Information Technology	03/27/2006	07/24/2014

Below the table are three buttons: 'Apply for Selected Jobs', 'Remove Selected Jobs', and 'Refer a Friend'. At the bottom, there is a 'Return to Previous Page' link and a navigation bar with links: [Job Search](#), [My Notifications](#), [My Activities](#), [My Favorite Jobs](#) (highlighted), [My Saved Searches](#), and [My Contact Information](#).

Favorite Jobs

<check box>

Applicants select this check box to choose one or more jobs to act on. To act on the selected jobs, applicants click one of the buttons at the bottom of the job list.

The Apply for Selected Jobs and Refer a Friend buttons are visible only if the site is configured to allow multiple job selection. However, the Remove Selected Jobs button is always available, so the check boxes for selecting jobs are always present, regardless of the site configuration.

Job Title

Displays the job posting title. Clicking the title displays the Job Description page.

Job ID

Displays the unique identifier for the job opening.

Location

Displays the job's recruiting location. If the job is associated with multiple recruiting location, the word *Multiple* appears. To view a complete list of locations, applicants must click the job title to access the Job Description page.

Status

Displays the status of the job opening. The system does not automatically remove closed, cancelled, or on hold jobs from an applicant's list of favorite jobs. However, if the applicant attempts to apply for a job that is not open, the system displays a message that the job is no longer available.

Job Family

Displays the job family for the posting. This column is visible regardless of whether the site is configured to show job family information on the Search Jobs page.

If the system is not configured to segment job openings by job family, the job opening does not have job family data. In this situation, the system uses the job family (if any) that is associated with the primary job code.

Saved Date

Displays the date that the job was marked as a favorite.

Apply for Selected Jobs

Clicking this button initiates an application for the selected job or jobs.

This button is visible only if the Allow Multiple Job Selection check box on the [Site Setup Page](#) is selected.

Remove Selected Jobs

Clicking this button updates the selected jobs so that they are no longer marked as favorites and they no longer appear on this page.

Refer a Friend

Internal applicants click this button to initiate the process of referring a friend for the selected job or jobs.

When an internal applicant clicks this button, the [Refer Friend - Resume Page](#) appears.

This button is hidden if the “Do Not Allow Refer a Friend” check box is selected on the Site Setup page or if the applicant is external.

Emailing Job Postings to Friends

This topic provides an overview of emailing job postings and discusses how to email a job to a friend.

Note: Applicants do not need to sign in to email jobs to friends.

Pages Used to Email Job Openings to Friends

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
Send Email Page	HRS_JOB_EML_FRND	Email jobs to friends.

Understanding Emailing Job Descriptions

When applicants find a job opening that might interest someone they know, they can use the system to email the job opening to that person. The email is sent from the system and not from the applicant's personal email address.

The applicant can modify the email subject at runtime. The body text is read-only, except that the Send Email page includes a field where the applicant enters a name that the system embeds in the body text. The applicant-entered name enables the recipient to see who requested that the email be sent.

The message text comes from the PeopleTools generic template HRS_CE_EML_FRND (PeopleTools >Workflow >Notifications >Generic Templates). This template uses text catalog entry HRAM_CEEMLFND_SUB1 as the email subject and text catalog entry HRAM_CEEMLFND_BOD1 as the email message body.

The body of the message includes separate links that external and internal applicants use to access the Candidate Gateway site and review the job posting. The links are valid only as long as the job is posted. For example, if a job is posted internally but not externally, then the link for external applicants will not work.

Send Email Page

Applicants use the Send Email page (HRS_JOB_EML_FRND) to email jobs to friends.

Navigation

Click the Email to Friend button on the Job Description page.

Image: Send Email page

This example illustrates the Send Email page.

To

An applicant enters a comma-delimited list of email addresses to which the message will be sent.

Your Name

An applicant enters his or her own name in this field. The system references this name in the default email message text, which begins with the sentence *<Your Name> saw this job opening and thought you might find it interesting.*

Subject

Applicants can optionally modify the email subject. The default subject is *Interesting job at <company>*. The company name comes from the job opening.

Message

Applicants cannot modify the message text.

Send

Clicking this button sends the email notification to the designated recipients.

Chapter 5

(Classic) Applying for Jobs

Understanding the Application Process

This topic provides overviews of:

- The online application process.
- Default application data.
- Integration with resume extractors.

The Online Application Process

Starting an Application

Applicants can start a new job application from the Job Search page, the Job Details page, or the Saved Jobs page. Depending on how the applicant initiates the application, the application can include one, multiple, or no job openings:

- Clicking the Apply button on the Job Details page starts an application for a single job.
- If a site is configured to allow multiple job selection on the Job Search page, clicking the Apply for Selected Jobs button on the Job Search page starts an application for one or multiple jobs, depending on how many jobs were selected.
- Clicking the Apply for Selected Jobs button on the My Favorite Jobs page starts an application for one or multiple jobs, depending on how many jobs were selected.
- Clicking the Apply Without Selecting a Job link on the Job Search page starts an application with no jobs.

This link can be hidden by deselecting the Display “Apply Without Selecting a Job” check box on the [Site Setup Page](#).

The Site Setup page lets you configure whether to allow multiple applications for the same job. If multiple applications are allowed, applicants still see a warning when they start a duplicate application, but they are allowed to continue with the new application. If multiple applications are not allowed, applicants see an error message and are not allowed to continue. The message tells the applicant to go to the My Activities page to review the existing application (or to restart it if the existing application is still unsubmitted).

If an applicant created multiple applications for the same job opening before you activated the option to disallow multiple applications, the applicant will be able to continue with a draft application as long as there are no submitted applications for the same job opening.

Even if multiple applications are not allowed, applicants can reapply for jobs in these situations:

- The original application was withdrawn.
- The original application failed prescreening or online screening (that is, the application disposition is either *112 Failed Prescreening* or *115 Reject Online Screening*).
- The original application was created when a recruiter linked the applicant to a job with a questionnaire. In this situation, the original application does not include questionnaire answers, and the applicant is specifically invited to submit a new application so that questionnaire answers can be provided.

Resume Template Selection

Resume templates control several of the steps in the application process. The system loads resume template settings as follows:

- If an applicant applies without selecting a job opening, the system uses the default resume template that is associated with the site.
- If the applicant applies for a single job opening, the system uses the resume template for that job opening.
- If an applicant applies for more than one job at a time, the system merges the associated resume templates so that all sections are included in the application (but no sections are duplicated).

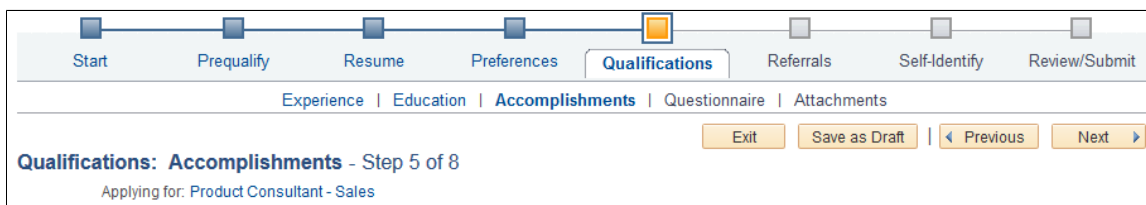
See "Understanding Resume Templates" (PeopleSoft HCM 9.2: Talent Acquisition Manager)

Steps in the Online Application Process

Candidate Gateway guides applicants through the job application with a horizontal bar that displays each step in the process.

Image: Guided application process

This example illustrates the guided application process.

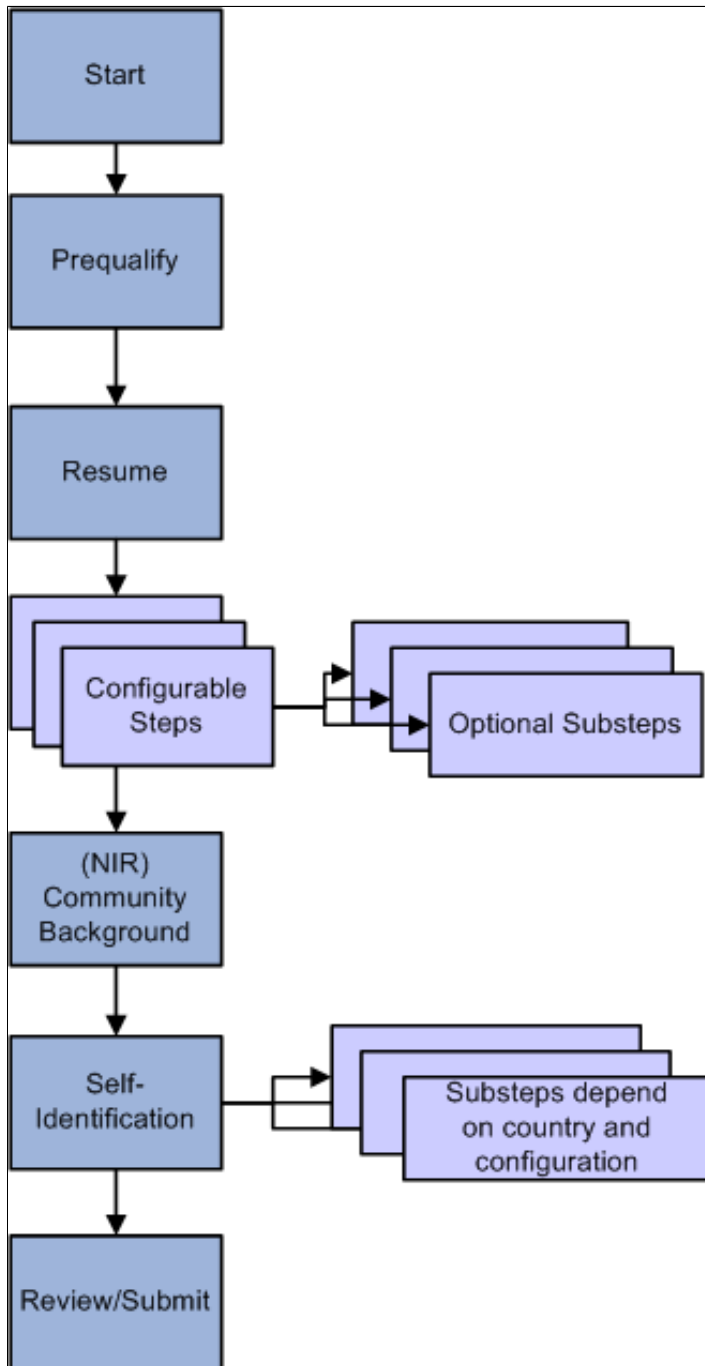


To complete an application, applicants must visit each step in the guided application process. The guided process requires applicants to access each step in the order shown: the Next button is the only way to move to the next step. Applicants can, however, revisit completed steps at any time.

The site definition, the resume template, and the job opening(s) can all impact the steps that appear during the application process. Although the various configuration options affect which steps appear, the overall sequence of steps is fixed, as shown in the following diagram.

Image: Steps in the job application process

This diagram illustrates the sequence of steps during the job application process.



The following table describes the application steps and explains what causes each step to appear.

Step	Description	Conditions When the Step Appears
Start	<p>Displays notices and terms and agreements.</p> <p>If terms and agreements appear, the applicant must agree to the terms before continuing to the next step.</p>	<p>The start steps appears if either of the following conditions is true:</p> <ul style="list-style-type: none"> • The site definition is configured to display one or more of these start step elements: administrator-configured text, instructional text, or application terms and agreements. • The application requires prescreening, which always places a prescreening notice on the Start step. <p>The site definition controls whether prescreening terms and agreements appear in addition to the prescreening notice.</p>
Prequalify	<p>Displays prescreening questions. Depending on the site configuration, the applicant may be required to supply answers before continuing.</p> <p>When the applicant continues to the next step, the system evaluates the answers and immediately displays the prescreening results. Jobs where the applicant fails prescreening are removed from the application.</p> <p>If no jobs are left in the application, the applicant cannot continue. If at least one job is left in the application, the applicant can continue, and system updates the guided process to remove anything that is no longer relevant to the remaining job openings.</p>	<p>The Prequalify step appears when either of the following conditions is true:</p> <ul style="list-style-type: none"> • The applicant applies for one or more job openings with prescreening. • The applicant applies without a job opening, and the site's default resume template includes prescreening. <p>See "Setting Up Screening for a Job Opening" (PeopleSoft HCM 9.2: Talent Acquisition Manager)</p>
Resume	<p>Enables applicants to supply a resume and cover letter using methods defined in the resume template.</p>	<p>The Resume step appears unless the resume template is configured to skip this step.</p>

Step	Description	Conditions When the Step Appears
Configurable steps	<p>These steps, which are configured on the resume template, can display any of the following data entry sections:</p> <ul style="list-style-type: none"> • Attachments • Employment Preferences • (USF) Federal Preferences • Education History • Work Experience • Job Training • (USF) Priority Placement • Profile content types (for example, competencies or languages) • References • Personal Information • Online Questionnaire • Referrals 	Resume templates define the configurable steps (and optional substeps) in the application process.
(NIR) Community Background	Enables applicants for jobs in Northern Ireland to enter their community background information.	<p>The Community Background step appears if the Use Community Background check box is selected on the Country Specific page in the resume template definition.</p> <p>The system does not consider the actual location of the job opening, only the settings on the resume template.</p>

Step	Description	Conditions When the Step Appears
(USA) Self-Identify (external applicants only)	Includes up to three substeps that are all related to United States regulatory requirements: <ol style="list-style-type: none"> 1. <i>Disability</i>: invites applicants to self-identify their disability status. 2. <i>Veteran</i>: invites applicants to self-identify their veteran status. 3. <i>Diversity</i>: invites applicants to enter gender and ethnicity information for Equal Employment Opportunity reporting purposes. The Veteran and Disability steps both relate to regulations from the U.S. Department of Labor’s Office of Federal Contract Compliance Programs (OFCCP).	The Self-Identify step appears only for USA job applications. Applications are considered USA job applications if any of the included job openings have recruiting locations that are associated with a physical location in the United States. If a job opening’s recruiting location doesn’t reference any physical locations, the job is not treated as being in the United States. If an applicant applies without a job opening, the application is considered a USA job application if the applicant’s address is in the United States. All applicant records have a Country in the address, even if no other address information exists. For information on default values for the Country field, see Understanding Account Information . The Diversity substep is not configurable, so it appears in all USA job applications. The Disability and Veteran substeps appear only when activated in the OFCCP Self-Identify field on the Site Setup Page . <hr/> Note: If the Disability and Veteran substeps are not enabled, then Diversity appears as a main step instead of a substep.
Review and Submit	Enables applicants to review their application before submitting it.	The Review and Submit step is the only required step for every application. It is not configurable.

Draft Applications

The system automatically saves application data every time an applicant moves to a different step in the application process. An application is also saved when an applicant clicks either the Save as Draft button or the Exit button (except when the applicant immediately exits from the first step in the application). The exception is that diversity data and Northern Ireland community background information are saved only when an application is submitted.

Applications that have been saved without being submitted are draft applications. Draft applications have the status *Not Submitted* in the Applications grid on the My Activities page.

When an applicant accesses a draft application, the system normally places the applicant on the last saved step. If the applicant previously continued past either the Community Background step for Northern Ireland or the Diversity step for the United States, the system returns the applicant to those steps.

The system returns the applicant to the Start step if any of the following configuration changes have occurred since the application was saved:

- Changes to the terms and agreements on the Start Step.

These changes can occur because of changes to text catalog entries, or they can occur when changes to the Site Setup page affect which terms and agreements sections appear on the Start Step page.

- Changes to the Resume step or to the configurable steps from the resume template.

When the system returns the applicant to the Start step, the applicant's previously entered data is preserved, but the applicant must still revisit each step.

Submitted Applications

After applicants submit an application, they cannot make changes to it.

Submitted applications have the status *Submitted* in the Applications grid on the [My Activities Page](#) page.

When an applicant accesses a submitted application, the system displays read-only application data on the [Application Summary Page](#).

Application-Related Notifications

When an application is submitted, the system sends a confirmation email to the applicant. This behavior is not configurable. The notification uses the HRS_CE_APPL_APPLY_JOB template.

Prescreening and online screening can be configured to send the applicant an email with prescreening results.

Default Application Data

If an external applicant already has any existing draft or submitted applications, the system brings data from the most recently created application (whether or not that application has been submitted) into any new applications. The system does not bring in a default resume, answers to questions, competency ratings, or referral information, but all other types of application data are brought into new applications. Applicants can review and modify this default application data as they step through the application process.

For internal applicants, the system imports data from the employee profile (including training information) and then supplements it with additional non-conflicting data from the most recently created application. Even if imported profile content was manually removed from the most recently submitted application, the system continues to bring it into each new application as long as it is part of the employee's profile.

Note that work experience data from an internal applicant's previous applications does not get brought into new applications. For internal applicants, work experience is brought in only from the employee's human resources record (as seen on the "Prior Work Experience Page" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)).

Integration With Resume Extractors

This topic provides a general overview of the use of resume extractors to populate the online application form. For information about setting up resume extractors, see "Setting Up Recruiting Vendors" (PeopleSoft HCM 9.2: Talent Acquisition Manager) and "Setting Up Data Mapping" (PeopleSoft HCM 9.2: Talent Acquisition Manager).

The Resume Extraction Process

If you integrate with a third-party resume extractor, the extraction process parses data from the applicant's resume attachment and populates application fields automatically. Resume parsing does not apply to resumes that are entered using the Copy & Paste resume option.

See "Understanding Resume Management" (PeopleSoft HCM 9.2: Talent Acquisition Manager).

Here is how resume extraction works:

1. An applicant uploads a resume.
2. The resume extractor parses the resume and enters data in the appropriate application fields.

Parsing occurs immediately; the applicant does not need to continue to the next step

Data from the resume extraction process overwrites any existing application data, including the default data that the system imports from a previous application or from an employee profile.

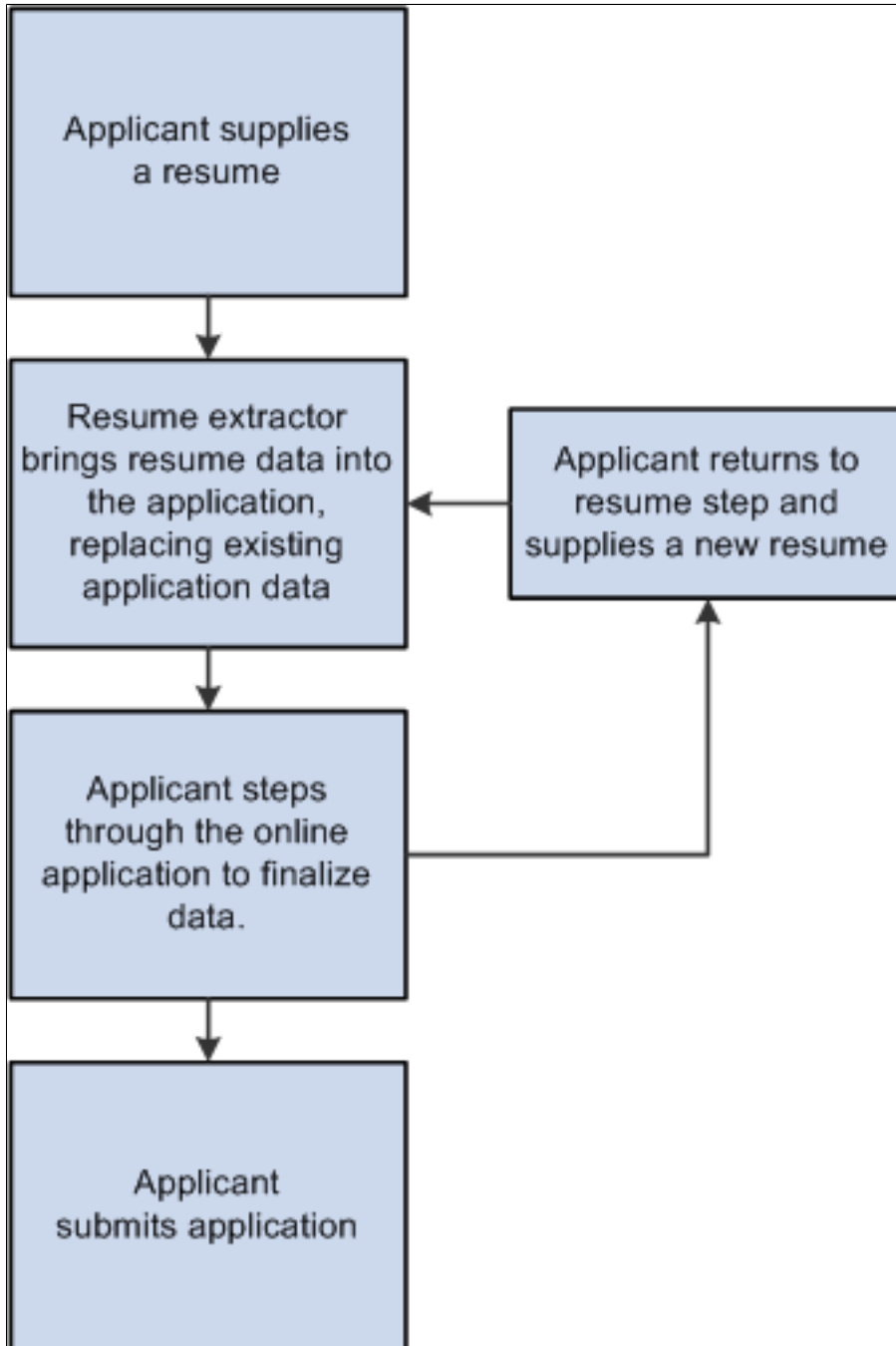
3. Applicants continue to step through the online application process, reviewing data and supplying any missing information.

Sometimes the resume extraction process will create a row of data that is missing required information. In this situation, the system prevents the applicant from moving past the step with the missing information until all required data is supplied. A red warning icon identifies the incomplete data, and the applicant must resolve the issue before continuing to the next step.

If an applicant returns to the resume step and supplies a new resume, the newly extracted data replaces the previous data, and the applicant must go through each application step again to verify the newly extracted information.

Image: Resume extraction process

The following diagram shows how a resume extractor is used during the online application process. The extractor uses resume information to enter default values into the application form. While proceeding through the remaining steps, the applicant can review and modify the data provided by the resume extractor.

**Extracting Name and Contact Data**

The resume extraction process handles contact information as follows:

- The resume extractor does not overwrite any existing name or physical address in the system.

If no physical address exists in the system, then the resume extractor inserts any physical address found in the resume. Because Candidate Gateway stores only one address for the applicant, only the first address is used if more than one is found in the resume.

- If no email address or phone number exists in the system, then the resume extractor will insert any found in the resume.
- If email addresses and phone numbers already exist in the system, then the resume extractor will add new ones found in the resume.

If an email or phone type is already in use (for example, the extractor finds a home phone number, but one already exists in the system), then the new email or phone number is added using the type *Other*. If the *Other* type already exists, it is overwritten, and any additional email or phone numbers in the resume are ignored.

Applying for Jobs

This topic discusses the pages that applicants use to complete an online job application.

This Candidate Gateway overview video includes a demonstration of applying for a job:


[Candidate Gateway Overview](#)

Note: External applicants must sign in before starting a job application. The system prompts applicants to sign in if necessary.

Pages Used to Apply for Jobs

Page Name	Definition Name	Usage
The Guided Application Process (common element on pages used to apply for jobs)	n/a	A graphical representation of the application process appears at the top of each step in the application process. Applicants use the guided application process to view the overall step sequence and navigate between numbered steps.
Start Page	HRS_CE_START	Review notices and accept any terms and agreements. If none exist, this page does not appear.
Job Details Page	HRS_JOB_DTL_SEC2	Review job opening details.
Prequalify Page	HRS_APP_JOPRESCRN (for applications with a job opening) HRS_APP_PRESCREEN (for applications without a job opening)	Answer prescreening questions.
Prequalify Results Page	HRS_CE_JOSCR_RSLT2	Review prescreening results.

Page Name	Definition Name	Usage
<u>Resume Page</u>	HRS_RESUME_OPTION	Supply a resume and cover letter as part of a job application.
<u>Copy & Paste Resume Page</u>	HRS_APPLY_RESUME	Enter resume text into a rich text field, and provide a resume title and language.
<u>Use Existing Resume Page</u>	HRS_RESUMES_SEC	Choose a resume from a list of previously-submitted resumes.
<Step Name> Page (as configured on the resume template)	HRS_CE_PROFILE	Enter application data using steps that are defined on the resume template. These are the sections that can be configured to appear: <ul style="list-style-type: none"> • <u>Attachments Section</u> • <u>Employment Preferences Section</u> • <u>(USF) Federal Preferences Section</u> • <u>(USF) Priority Placement Section</u> • <u>Education History Section</u> • <u>Work Experience Section</u> • <u>Job Training Section</u> • <u>Profile-Related Sections</u> • <u>References Section</u> • <u>Personal Information Section</u> • <u>Application Questionnaire Section</u> • <u>Referrals Section</u>
<u>Add Attachment Page</u>	HRS_CE_D_ATTACH	Select an attachment type and initiate the file selection process.
<u>Priority Placement Page</u>	HRS_CE_G_D_PP	Enter priority placement information.
<u>Work Experience Page</u>	HRS_CE_D_WRK_EXP	Enter work experience information.
<u>Job Training Page</u>	HRS_CE_D_TRAINING	Enter job training information.
<Profile Content Type> Page	HRS_CG_APP_DETAIL (when adding a new profile item) HRS_CG_APP_DTL_SEC (when editing an existing profile item)	Enter details about a profile-based qualification.
<u>Reference Page</u>	HRS_CE_D_REFERENCE	Enter name and contact information for a person who can supply a professional or personal reference.

Page Name	Definition Name	Usage
<u>(NIR) Community Background Page</u>	HRS_APP_CB2	Enter community background information for Northern Ireland.
<u>(USA) Disability Page</u>	HRS_CE_DISABILITY	Enter self-identified disability information. This page supports compliance with regulations from the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP).
<u>Veteran Page</u>	HRS_CE_VETERAN	Enter self-identified veteran status. This page supports compliance with OFCCP regulations from the U.S. Department of Labor.
<u>(USA) Diversity Page</u>	HRS_CE_SELF_IDENT	Enter gender and ethnicity information for equal employment opportunity reporting in the United States.
Ethnic Group Page or Race page	HRS_CE_DIV_EXPLAIN	Displays explanatory text to help applicants answer the questions "Are you Hispanic or Latino?" and "What is your race?" These questions appear on the Diversity page when the system is configured to collect ethnicity and race information using a two-part question. To access this page, applicants click the Explain link next to either of the questions on the Diversity page. The page title and content depend on which Explain link is clicked.
<u>Review/Submit Page</u>	HRS_CE_REVIEW	Review application data, and submit an application.
<u>My Contact Information Page</u>	HRS_APP_PROFILE_SEC	External applicants use this page to review and update name contact information. Internal applicants can review this information, but they cannot make any changes because the information comes from HR records.
<u>Application Confirmation Page</u>	HRS_CE_CONFIRM	View a confirmation that an application has been successfully submitted, and review online screening results for job openings that include pass and fail messages for online screening.
<u>Application Summary Page</u>	HRS_CE_REVIEW	Review a submitted application.

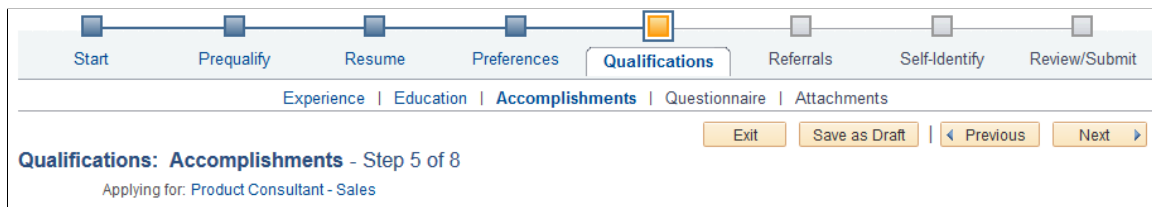
The Guided Application Process

The Candidate Gateway guided application process includes the following elements that appear on all steps:

- A navigation bar showing the overall sequence of steps.
- A row of navigation buttons that appears below the horizontal bar and also at the bottom of the step.
- A page title and step count (for example, step 5 of 8).
- An Applying For link listing the job opening(s) that the applicant is applying for.

Image: Common elements in the guided application process

This example illustrates common elements in the guided application process. In this example, the horizontal navigation bar includes eight steps. The icons for the first four steps are blue, indicating that the applicant has already visited those steps. The icon for the next step is orange, indicating that it is the step currently being viewed. The current step (Qualifications) also has substeps for Experience, Education, and Accomplishment. These are shown under the main navigation bar. The icons for the final three steps in the process are gray, indicating that the applicant has not yet visited those steps.



Navigation Bar

<Step>

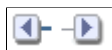
The navigation bar shows an applicant all of the steps in the online job application process. An applicant must navigate through all of the steps to complete the application. On the final Review/Submit step, the applicant can submit the application.

Steps are represented by both a label and an icon. The icon for the current step is orange. Unvisited steps have gray icons, and the icons for completed steps are blue.

Depending on the resume template configuration, some steps may have substeps. Substeps have a label, but no icon. They are visible only when the applicant is on the parent step.

Applicants can return to already-visited steps and substeps by clicking the icon or the label in the navigation bar. However, applicants cannot use the navigation bar to access steps that they have not yet visited. Instead, applicants use the Next button to navigate to unvisited steps and substeps in sequence.

When an applicant moves to a different step (regardless of the method), the system validates that all required information is present on the current step. If any required information is missing, a message appears, and the applicant must provide the missing information before continuing.



Display Previous Steps and Display Next Steps

If an application has more steps or substeps than the navigation bar can display at one time, these overflow icons appear at the

edges of the navigation bar. Applicants can use these icons to view the additional steps.

The number of steps that the navigation bar displays at one time is based on the length of the step labels. (Resume templates include a setting for overriding the number of steps to display, but Oracle recommends against using this option.)

Buttons

Exit

Clicking this button exits the application process. If the applicant has not moved past the Start step, the system does not save the application. Otherwise, the system saves the application in draft status (that is, with the *Draft* disposition) before exiting.

Draft applications show the status as *Not Submitted* in the Applications grid on the My Activities page.

When an applicant accesses an unsubmitted application, the system normally restarts the application on the last saved step. However, if there have been changes to the terms and agreements shown on the Start step, or if there have been changes to steps controlled by the resume template, the system returns the applicant to the Start step. The applicant's previously entered data is preserved, but the applicant must still revisit each step.

Save as Draft

Clicking this button saves an in-progress application without submitting it.

This button is not visible on the Start step.

Previous

Clicking this button saves changes to the current step and navigates to the previous step. The button is disabled for the first step in the application process.

Next

Clicking this button saves changes to the current step and navigates to the next step. If any required information is missing on the current step, a message appears, and the applicant must provide the missing information before continuing to the next step.

On the last step of the application process (the Review/Submit step), the next button is replaced by a Submit Application button.

Submit Application

This button appears only on the Review/Submit step. An applicant clicks this button to submit the application. Applicants cannot make any further changes to an application that has been submitted. To provide an updated application, the applicant can re-apply.

Applications that have been submitted have the status *Submitted* in the Applications grid on the My Activities page.

Page Title and Step Number

<Title Text>

Displays a page title that includes both the step name and the step number, such as *Start - Step 1 of 8*

Job Openings in Application

Applying For

Displays the posting titles of all job openings included in the application. This text is a link that the applicant can click to open the [Job Details Page](#).

If the applicant applied without selecting a job, this field displays the text *You have not selected a job*.

If an applicant fails prescreening for a subset of the jobs in a multi-job application, the system removes that subset of jobs from the list of job openings. Applicants can also manually remove jobs from an application on the Review/Submit page. Applicants cannot, however, add jobs to an application.

Start Page

Applicants use the Start page (HRS_CE_START) to review notices and accept any terms and agreements.

This page appears if the site definition is configured to show start step content or if the application includes prescreening.

Navigation

Begin a job application. To do this:

- Click the Apply button on the the Job Description page
- If applications for multiple jobs are allowed, click the Apply for Selected Jobs button on the Job Search page or the My Favorite Jobs page.
- If applying without a job is allowed, click the Apply Without a Job Opening link on the Job Search page.

Image: Start page with delivered text

This example illustrates the Start page with sample text. Oracle delivers these sample text examples.

Start Prequalify Resume Preferences Qualifications Referrals Review/Submit

Exit | Previous Next

Start - Step 1 of 7

Applying for: Sales Product Consultant

We do business with the government; we must reach out to hire and provide equal opportunity to qualified people with disabilities and protected veterans. To help us measure how well we are doing, you may voluntarily self-identify as having a disability or a protected veteran by updating your information from Self Service, Personal Information, and access the self identification pages for disability and veteran.

We believe in hiring the very best. Our workplace experience sets us apart and makes us a great place to work. Our goal is to create an environment of exceptional organizational values, customer service standards, and employee satisfaction.

This job application allows you to attach a resume and has a number of sections, ranging from job preferences to work experience. The step-by-step process will guide you through the application. Please fill in all information carefully and completely before submitting.

Before you begin the application process, please read the agreements on this page carefully. By selecting the agreements checkbox below, you acknowledge that you accept the terms of these agreements. If you do not agree to these terms, select the Exit button.

Prequalification Notices

Job Title: Sales Product Consultant Job ID: 504030

To be eligible to apply for this position, you will need to answer some prequalifying questions on the next step of this application process. Please read all the questions carefully as in some cases more than a single answer may be required. An evaluation will be provided to you immediately after you submit your answers.

Please note that your answers to these prequalifying questions establish your basic eligibility to apply for this position and any false information or misstatement will render your application ineligible.

Agreements

Prequalification Terms & Agreements

After you submit your answers to the following questionnaire, you will be immediately informed if you are eligible to continue with the application.

Application Terms & Agreements

You are advised that your responses submitted in this application constitute a legal undertaking and any false or incorrect information will render your application void.

Applicants who are offered employment will be required to successfully complete a pre-employment drug test and an employment and education background check.

I have read and agree to the above terms and agreements

Exit | Previous Next

Image: Start page with descriptions of each text block

This illustration of the Start page replaces the sample notices with descriptions of each notice and the text catalog ID for each notice.

Note: The following text elements appear on the Start step without labels, but the illustration above identifies these text elements on the page.

1. OFCCP Invitation to Voluntarily Self-Identify

Appears only for internal applicants, and only if the OFCCP Self-Identify field on the [Site Setup Page](#) page is configured to request veteran or disability self-identification from applicants.

This notice (text catalog ID HRAM_CE_DIS_INSTR4) informs internal applicants that they can use HR self-service to voluntarily self-identify as having a disability or a protected veteran status. This notice is shown to internal applicants in lieu of collecting self-identification information during the application process.

2. Start Step Administrator Configured Text

Appears only if the Display Start Step Administrator Configured Text check box is selected on the Site Setup page.

This notice (text catalog ID HRAM_CE_ADMIN_TXT) can serve any purpose. For example, use it to introduce your organization, make announcements, and so forth.

3. Start Step Instructional Text

Appears only if the Display Start Step Instructional Text check box is selected on the Site Setup page.

This notice (text catalog ID HRAM_CE_INSTR_TXT) is intended for general instructions related to the application process. It should not be used for instructions related to terms and agreements, as a separate text block exists for that purpose.

4. Instructions for Terms and Agreements

Appears only if the applicant must agree to any terms and agreements. This occurs if the Display Application Terms and Agreements check box is selected on the Site Setup page or, for jobs with prescreening, if the Display Prequalification Terms and Agreements check box is selected on the Site page.

This notice (text catalog ID HRAM_CE_DINSTR_TXT) instructs applicants to read the terms and agreements and explains that they must agree to the terms before continuing.

Prequalification Notices

5. Prequalification Notice

Appears only if the application includes a Prequalify step. You cannot disable prequalification notices.

The notice text comes from the Explain Text ID field in the job opening's prescreening setup (or, if there is no job opening, from the prescreening setup on the resume template).

The relevant job title and job ID appear before the notice. If the application includes multiple jobs with prescreening, notices for jobs that use the same Explain Text ID are consolidated. That is, the titles and job IDs for all jobs using a particular notice are listed before the notice. If jobs use different Explain Text IDs, the notices appear sequentially under the appropriate job titles and IDs.

Agreements

6. Prequalification Terms & Agreements

Appears only if the application includes prescreening *and* the Display Prequalification Terms and Agreements check box is selected on the Site Setup page.

This text element (text catalog ID HRAM_CE_PREQ_INSTRU) presents terms and agreement related to the prescreening process.

7. Application Terms & Agreements

Appears only if the Display Application Terms and Agreements check box is selected on the Site Setup page

This text element (text catalog ID HRAM_CE_APPL_INSTR) presents general terms and agreements related to the submission of any job application.

Consent to Terms and Agreements

I have read and agree to the above terms and agreements

Appears only if the Site Setup page is configured to show either application terms & agreements or prequalification terms & agreements. Applicants must select the check box to indicate consent to the terms and agreements before they can continue to the next step.

Job Details Page

Applicants use the Job Details page (HRS_JOB_DTL_SEC2) to review detailed posting information for the jobs included in the application. For a multi-job application, the page lists all jobs in collapsible sections.

Navigation

Click the job title(s) in the Applying For field that appears on every step of the application.

Image: Job Details page for a single job opening

This example illustrates the Job Details page when the application includes a single job opening.

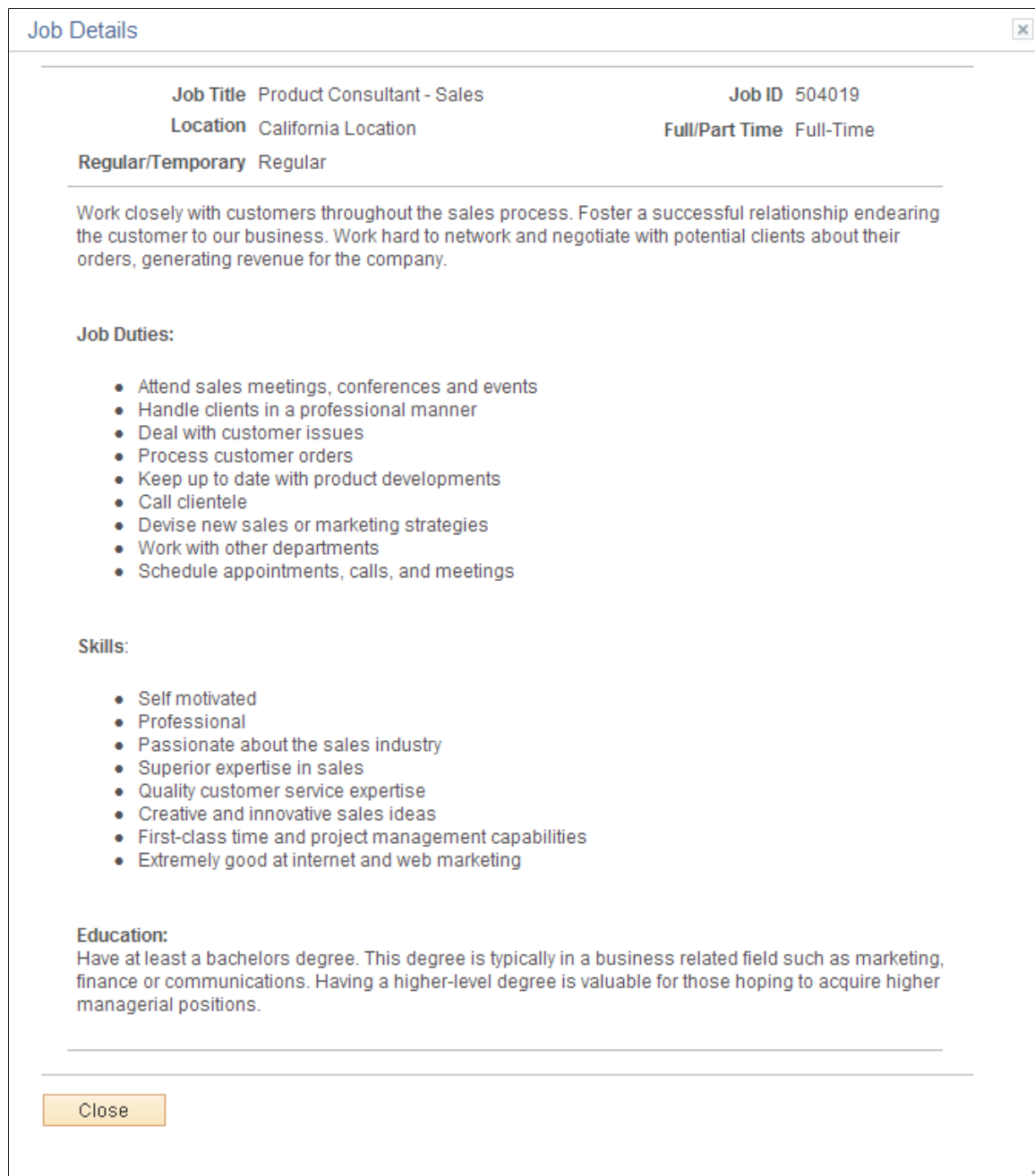


Image: Job Details page for a multi-job application

This example illustrates the Job Details page for a multi-job application. The page includes collapsible sections for each job. Initially, the section for the first job is expanded and the sections for all other jobs are collapsed.



Close

Clicking this button closes the Job Details page and returns the applicant to the guided application process.

Prequalify Page

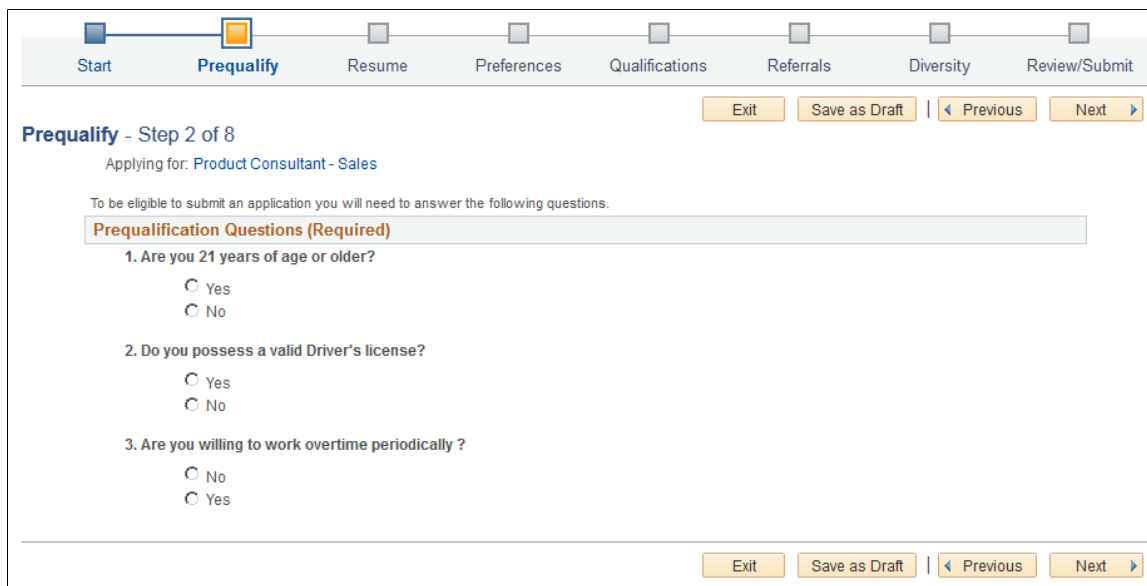
Applicants use the Prequalify page (HRS_APP_JOPRESCRN for applications with a job opening, or HRS_APP_PREScreen for applications without a job opening) to answer prescreening questions.

Navigation

Click the Next button on the Start step.

Image: Prequalify page

This example illustrates the Prequalify page.



Prequalification Questions

This section displays a numbered list of questions. These questions come from the prescreening definition on the job opening (or, for applications without a job opening, from the prescreening definition on the resume template). In a multi-job application, prescreening questions for all jobs are consolidated into one list.

Prescreening questions never have default answers, even if the applicant previously applied for the job.

Radio buttons indicate that the question has one correct answer. Check boxes indicate that the question has multiple correct answers. Prescreening questions cannot be open-ended.

If the Require Answers to Questions check box on the [Site Setup Page](#) is selected, the section title includes the word *(Required)*, and applicants must supply answers to all questions before continuing.

When the applicant clicks the Next button to continue, the system immediately evaluates the answers and determines whether the applicant passes prescreening.

Note: After passing prescreening and continuing to the next step, applicants can return to the Prequalify step to review the questions and answers, but in this mode, the questions are read-only.

Related Links

"Understanding Prescreening and Online Screening" (PeopleSoft HCM 9.2: Talent Acquisition Manager)

Prequalify Results Page

Applicants use the Prequalify Results page (HRS_CE_JOSCR_RSLT2) to review prescreening results.

Navigation

Click the Next button on the Prequalify step.

Image: Prequalify Results page

This example illustrates the Prequalify Results page when the applicant applies for a single job and passes prescreening.

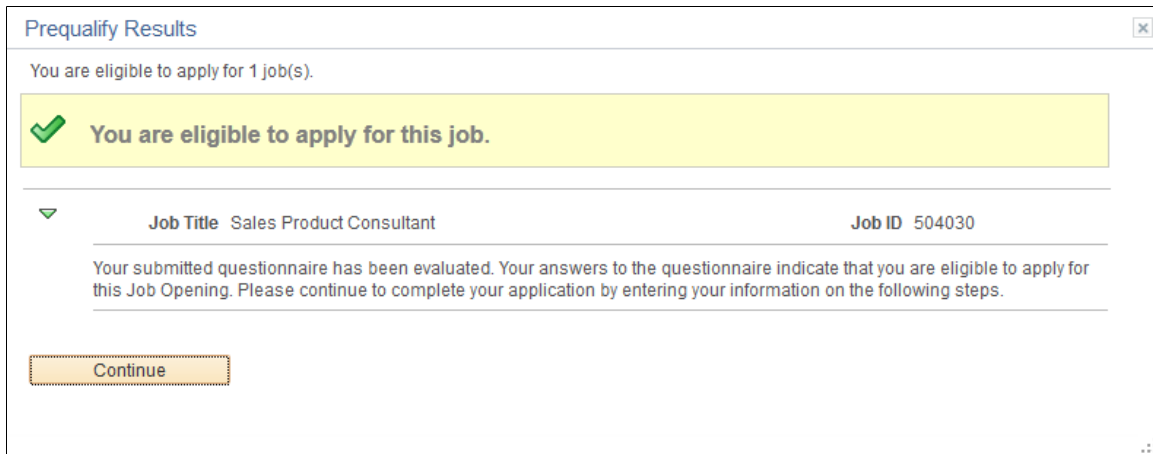
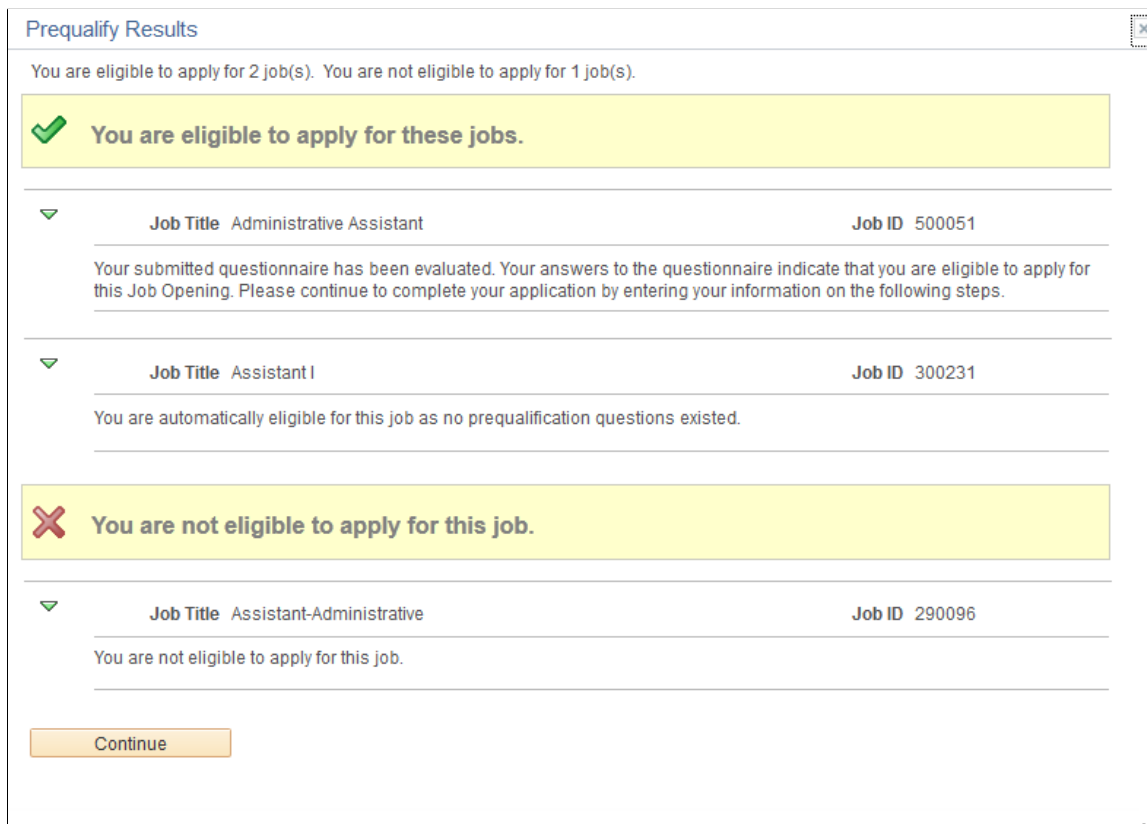


Image: Prequalify Results page for multiple jobs.

This example illustrates the Prequalify Results page when the applicant applies for multiple jobs. In this example, the applicant passed prescreening for one job and failed prescreening for another job. A third job in the application did not have any prescreening questions, so it is included in the list of jobs for which the applicant is eligible to apply.



Prescreening Summary

You are eligible to apply for <number of> job(s) and You are not eligible to apply for <number of> job(s) One or both of these messages appear at the top of the page to summarize the number of jobs that the applicant is eligible and ineligible to apply for.

If prescreening occurs in a multi-job application, any jobs without prescreening are included in the count of eligible jobs.

Prescreening Details

You are eligible to apply for <this job / these jobs> and You are not eligible to apply for <this job / these jobs> One or both of these sections appear depending on the prescreening results. Within each section, there is a list of the eligible or ineligible jobs.

Each job appears in a collapsible section that shows the job title, the job ID, and the pass or fail message from the prescreening setup.

Continue or Close

Continue

Clicking this button displays the next step in the application process. This button appears if the applicant is eligible to apply for at least one job.

Close

This button appears only when the applicant is not eligible to apply for any jobs. Clicking this button closes the application and returns the applicant to the Job Search page.

Resume Page

Applicants use the Resume page (HRS_RESUME_OPTION) to supply a resume and cover letter as part of a job application.

The application process includes a Resume step unless the resume template is configured to skip this step.

Navigation

Click the Next button on the Start Step page.

If the guided application process does not include the Start step, the Resume page is the first page in the guided application process.

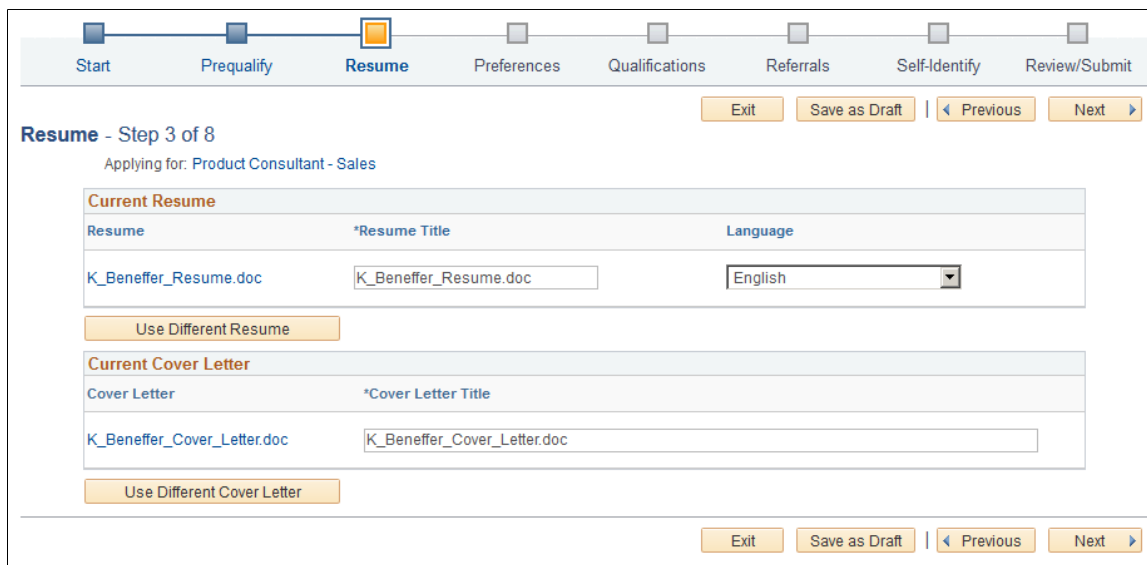
Image: Resume page with no resume or cover letter supplied

This example illustrates the Resume page before the applicant supplies a resume or cover letter. In this example, the resume template is configured so that a resume is required and a cover letter is optional.

The screenshot displays the 'Resume' step of an application process. At the top, a progress bar shows the following steps: Start, Prequalify, Resume (highlighted), Preferences, Qualifications, Referrals, Self-Identify, and Review/Submit. Below the progress bar are navigation buttons: Exit, Save as Draft, Previous, and Next. The main content area is titled 'Resume - Step 3 of 8' and 'Applying for: Product Consultant - Sales'. It contains two sections: 'Resume (Required)' and 'Cover Letter'. The 'Resume (Required)' section has three options: 'Attach Resume', 'Use Existing Resume', and 'Copy & Paste Resume'. The 'Cover Letter' section has one option: 'Attach Cover Letter'. At the bottom of the page are buttons for Exit, Save as Draft, Previous, and Next.

Image: Resume page: files attached

This example illustrates the Resume page after an applicant attaches a resume and a cover letter.



Note: If resume parsing is active, it occurs as soon as an applicant uploads a resume. Parsing is used only for attached resumes, not for resumes that are entered using the Copy & Paste Resume option.

Resume

The Resume group box appears if the applicant has not yet selected a resume.

The resume template controls which options are available and whether a resume is required. If the word *Required* appears in the group box header, applicants cannot continue to the next step without supplying a resume. If the resume is not required, applicants do not need to explicitly indicate that no resume will be supplied. Instead, they can simply continue to the next step.

The resume template also controls which of the following options are available:

Attach Resume

Clicking this button displays the File Attachment dialog so that the applicant can upload an attachment.

PeopleTools manages the physical storage locations of file attachments using the URL Maintenance page (PeopleTools > Utilities > Administration > URLs). Settings for the HRS_APP_ATCH_CG URL identifier determine whether there are any file type restrictions for resumes that applicants upload.

The URL identifier settings also control the physical storage location for the attached file, which must match the location for the HRS_APP_ATCH URL identifier used for attachments that are uploaded in PeopleSoft Talent Acquisition Manager.

See "Setting Up Application Attachments" (PeopleSoft HCM 9.2: Talent Acquisition Manager).

Use Existing Resume

Clicking this button displays the Use Existing Resume page, where applicants choose an already-submitted resume to reuse.

This button is hidden if the applicant does not have any already-submitted resumes. Applicants can view all of their submitted resumes in the Resumes grid on the My Activities page.

Copy & Paste Resume

Clicking this button displays the Copy & Paste Resume page, where applicants can enter formatted resume text in a rich text field.

Current Resume

The Current Resume group box appears after an applicant supplies a resume.

View Resume

Clicking this link opens the resume.

For attached resumes, this link text is the file name. Clicking the link opens the resume in a new window.

For copy/pasted resumes, the link text is the resume title.

Clicking the link opens the Copy & Paste Resume page in read-only mode.

Resume Title

This field appears only for attached resumes. Applicants use this field to label the resume with a title that is not subject to file name restrictions.

If an resume is used in more than one application (because the applicant selected the Use Existing Resume option), a title change is reflected in all applications that use the same resume.

Language

Applicants use this field to select the language of their resume. This field is informational only.

Use Different Resume

Clicking this button removes the current resume from the application. The Resume step returns to its initial appearance, displaying the Resume Options group box instead of the Current Resume group box.

Cover Letter

If the resume template is configured to include cover letters, the Cover Letter group box appears when the applicant has not yet uploaded a cover letter.

Attach Cover Letter

Clicking this button displays the File Attachment dialog so that the applicant can upload a cover letter.

Although there are multiple options for supplying a resume, there is just one option (uploading a file attachment) for supplying a cover letter.

Current Cover Letter

The Current Cover Letter group box appears after the applicant supplies a cover letter.

Cover Letter Displays the file name of the cover letter. Clicking this link opens the file.

Cover Letter Title Applicants use this field to enter a descriptive title for the cover letter.

Copy & Paste Resume Page

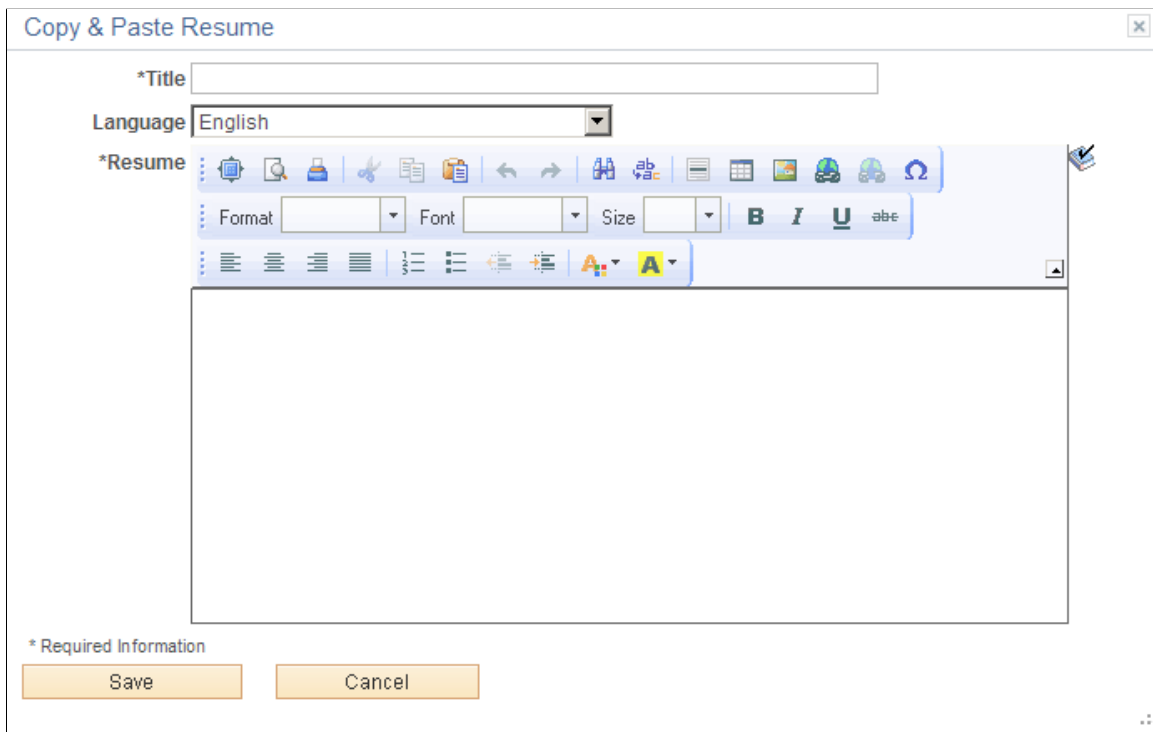
Applicants use the Copy & Paste Resume page (HRS_APPLY_RESUME) to enter formatted resume text into a rich text field.

Navigation

On the Resume page, click the Copy & Paste Resume button, or click the View Resume link for a resume that was already copied and pasted.

Image: Copy & Paste Resume page

This example illustrates the Copy & Paste Resume page.



Title Applicants use this field to enter a resume title. This title becomes the link text in the Current Resume section of the Resume page. It also identifies the resume on other Candidate Gateway pages, including the My Activities page and the Use Existing Resume page.

Language	Applicants use this field to select the language of their resume. This field is informational only.
Resume	Applicants can type or paste resume text into the Resume rich field, and then use the available formatting tools and spell check to further manage the presentation of the resume text.
Save	Click to save the resume and return to the Resume step.
Cancel	Click to return to the Resume step without saving changes.

Use Existing Resume Page

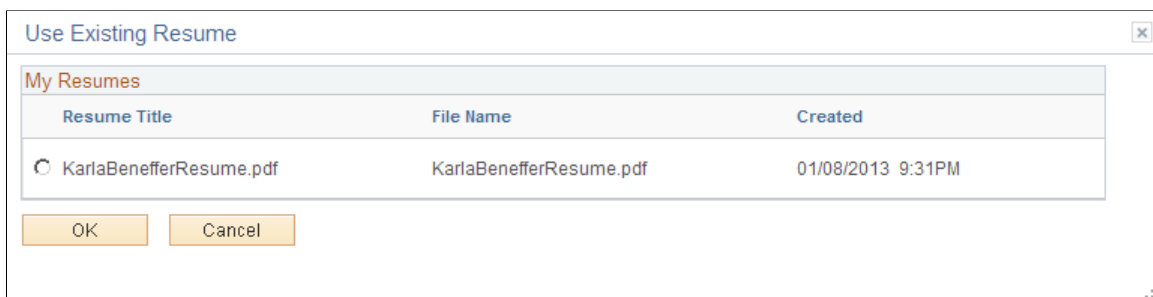
Applicants use the Use Existing Resume page (HRS_RESUMES_SEC) to select a previously-submitted resume to associate with the job application.

Navigation

Click the Use Existing Resume button on the Resume page. This button is hidden if no resumes have been previously submitted.

Image: Use Existing Resume page

This example illustrates the Use Existing Resume page.



My Resumes

This grid lists all of an applicant's previously submitted resumes. To use a resume in the current application, the applicant selects the radio button next to the resume and then clicks the OK button.

<Step Name> Page

Applicants use the <Step Name> pages (HRS_CE_PROFILE) to enter additional application information. The step names and the sections that appear for each step are controlled by the resume template(s) for the application.

Navigation

In the guided application process, click the Next button until you reach the steps that display sections defined in the resume template.

Image: <Step Name> page

This example illustrates the <Step Name> page for a step with no substeps.

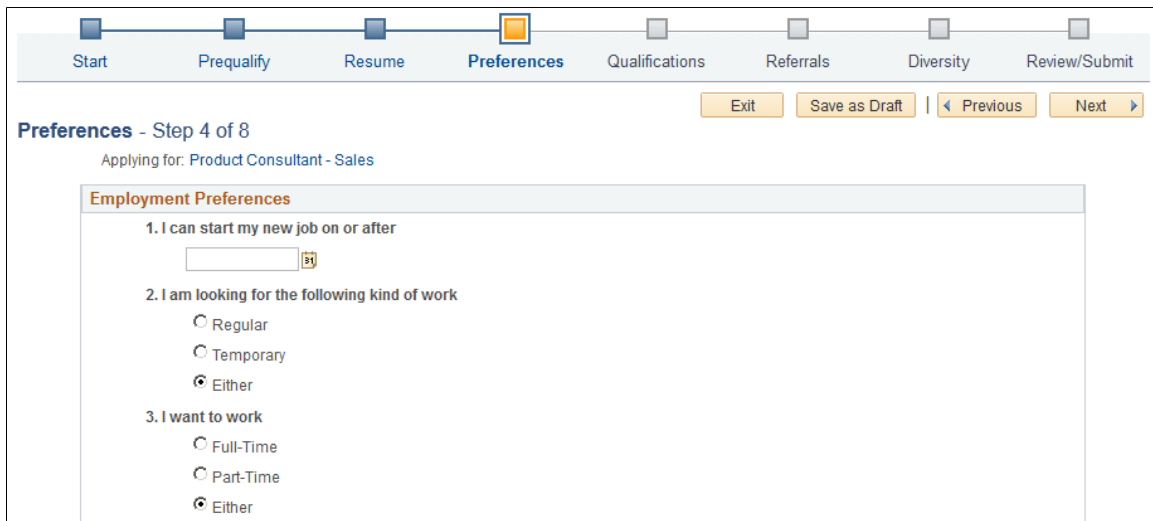
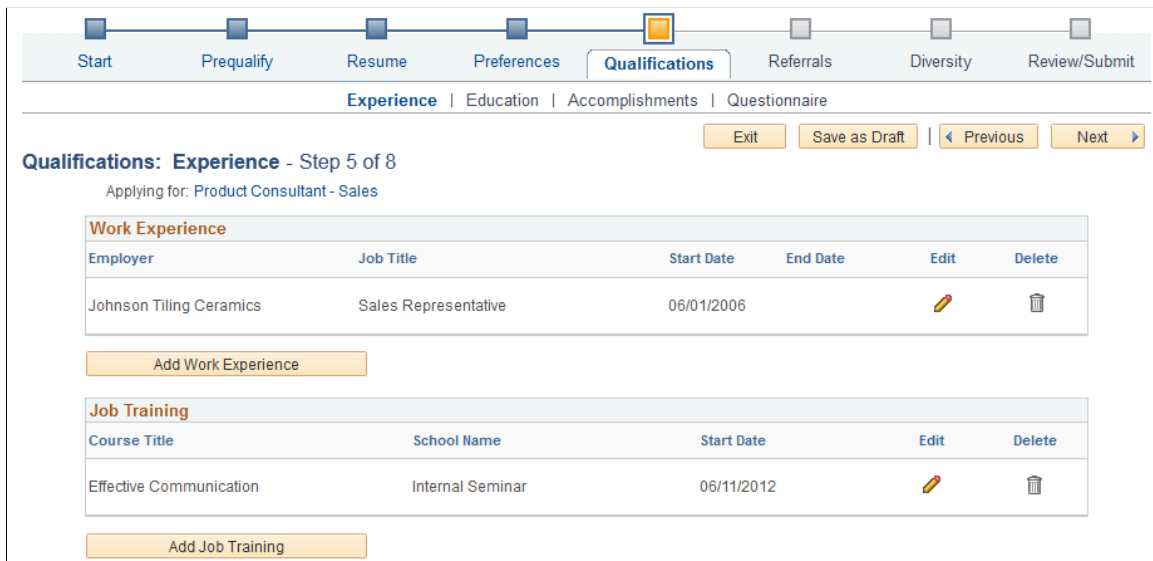


Image: <Step Name> page with substeps

This example illustrates the <Step Name> page for a step that has substeps.



Using a resume template, implementers define steps and optional substeps for the application process, along with the sections that appear on each step or substep.

These are the sections that can appear on these steps:

1. Attachments Section
2. Employment Preferences Section
3. (USF) Federal Preferences Section
4. Education History Section
5. Work Experience Section

6. [Job Training Section](#)
7. [\(USF\) Priority Placement Section](#)
8. [Profile-Related Sections](#) (for example, competencies or languages)
9. [References Section](#)
10. [Personal Information Section](#)
11. [Application Questionnaire Section](#)
12. [Referrals Section](#)

Note: This list reflects the section order when multiple sections appear on the same step or substep. To change the order, implementers must place the sections on separate steps and order the steps as needed.

Attachments Section

Applicants use the Attachments section to manage attachments in a job application.

Navigation

In a Candidate Gateway job application, access a step that is configured to include the Attachments section.

Image: Attachments section

This example illustrates the Attachments section.

Please refer to the job description for the types of documents we require.

Attachments			
Attachment	*Attachment Title	Attachment Type	Delete
K_Beneffer_References.doc	<input type="text" value="Karla Beneffer References"/>	References	

[Add Attachment](#)

Note: This example shows instructional text before the Attachments grid. The instructional text is configured in the resume template. Note that the sample text refers applicants to the job description for more information. This text is appropriate only if job descriptions actually provide the necessary information.

Attachment	Displays the file name of the attachment. Click to open the file.
Attachment Title	Applicants use this field to enter a descriptive title for the attachment.
Attachment Type	Displays the attachment type that the applicant selected at the time the file was uploaded. Because this value is read-only, an applicant who wishes to change the attachment type must delete the existing attachment and re-upload the file.

Add Attachment

Clicking this button opens the Add Attachment page, where the applicant chooses an attachment type and selects a file to upload.

Add Attachment Page

Use the Add Attachment page (HRS_CE_D_ATTACH) to select an attachment type and initiate the file selection process.

Navigation

On a step that shows the Attachments section, click the Add Attachment button.

Image: Add Attachment page before a file is uploaded

This example illustrates the Add Attachment page before a file has been uploaded

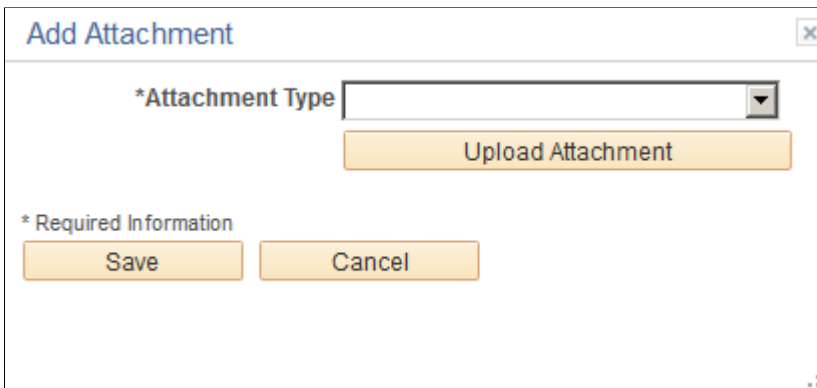
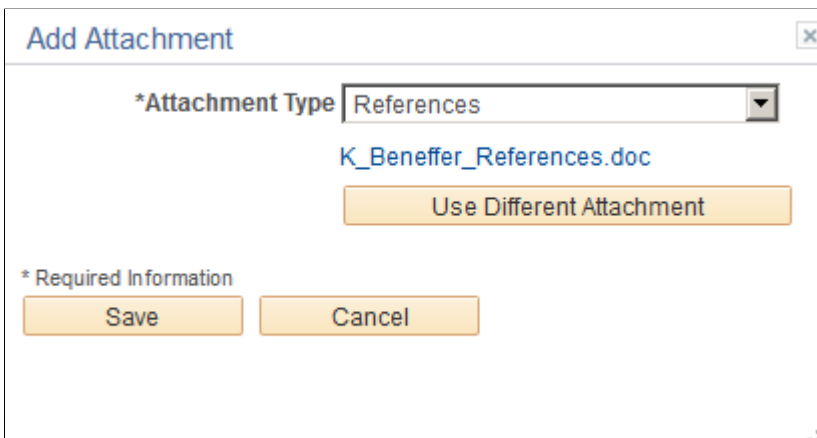


Image: Add Attachment page after a file is uploaded

This example illustrates the Add Attachment page after a file has been uploaded



Attachment Type

Applicants must select an attachment type before uploading an attachment.

The available values are the attachment types where the "Attachment Type Setup Page" (PeopleSoft HCM 9.2: Talent Acquisition Manager) has a Max Occurrences Within a Job Application value of one or more.

The system does not check whether the job application has already reached the specified maximum for the attachment type until the applicant clicks the Upload Attachment button.

After the applicant uploads a file, the file name appears after the Attachment Type field. Click the file name to open the file.

Upload Attachment or Use Different Attachment

Clicking the Upload Attachment button initiates the process of selecting and then uploading a file. After an attachment is uploaded, the button name changes to Use Different Attachment.

If the Attachment Type field is blank, clicking this button displays a message instructing the applicant to select an attachment type first.

If the job application already contains the maximum allowable number of attachments for the selected Attachment Type, clicking this button displays a message explaining the restriction.

Save

After uploading an attachment, an applicant clicks this button to close the page and add the attachment to the job application.

Cancel

Clicking this button closes the page without adding an attachment to the job application. If the applicant has already clicked the Upload Attachment button and completed the upload process, the uploaded file remains in the file repository for Candidate Gateway attachments, but it is not visible in either Candidate Gateway or Talent Acquisition Manager.

Employment Preferences Section

Note: The step where this section appears is defined in the resume template.

Applicants use the Employment Preferences section to enter general work preferences.

Navigation

Access a step that is configured to include the Employment Preferences section.

Image: Employment Preferences section (1 of 2)

This is the first of two examples illustrating the Employment Preferences section that can appear on a resume template step.

Employment Preferences

1. I can start my new job on or after

31

2. I am looking for the following kind of work

Regular

Temporary

Either

3. I want to work

Full-Time

Part-Time

Either

4. I am willing to travel

Never or rarely

Up to 25% of the time

Up to 50% of the time

Up to 75% of the time

Up to 100% of the time

5. I am willing to relocate

No

Yes

Image: Employment Preferences section (2 of 2)

This is the second of two examples illustrating the Preferences section that can appear on a resume template step.

6. I am available to work the following days of the week

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

7. I want to work the following shift(s)

Not Applicable

Day

Evening

Night

Compressed

Rotating

Any

8. I want to work

hours per week

9. I require a minimum pay of

Amount Currency Frequency

10. I would prefer a work location in or around

my first choice

my second choice

Comments about where I prefer to work:

- 1. I can start my job on or after** Applicants use this field to enter the first day that they are available to work. During screening, the system checks that this date is on or before the date in the job opening's Desired Start Date field.
- 2. I am looking for the following kind of work** Applicants use this field to specify whether they will accept regular work, temporary work, or either type of work. When screening based on this preference, the system checks that the applicant will accept the type of work that is specified in the job opening's Regular/Temporary field.
- The default value is *Either* unless the applicant selected a different value in the last saved application.
- 3. I want to work** Applicants use this field to specify whether they will accept full-time work, part-time work, or either. When screening based on this preference, the system checks that the applicant will accept the type of work that is specified in the job opening's Schedule Type field.
- The default value is *Either* unless the applicant selected a different value in the last saved application.
- 4. I am willing to travel** Applicants use this field to indicate the maximum amount of travel they will accept. When screening based on this preference, the system checks that the applicant will travel at least the amount that is specified in the job opening's Travel Percentage field.
- The default value is *Never or rarely* unless the applicant selected a different value in the last saved application.
- 5. I am willing to relocate** Applicants use this field to indicate if they are willing to relocate. This field is not used to screen applicants.
- The default value is *No* unless the applicant selected a different value in the last saved application.
- 6. I am available to work the following day(s) of the week** Applicants use this field to indicate which days of the week they can work. This field is not used to screen applicants.
- The default selections are Monday through Friday unless the applicant selected different values in the last saved application.
- 7. I want to work the following shift(s)** Applicants use this field to indicate which shifts they are available to work. When screening based on this preference, the system checks that the applicant is available to work the shift that is specified in the job opening's Shift field.
- The default value is Not Applicable.
- 8. I want to work <number of> hours per week** Applicants use this field to indicate how many hours per week they are willing to work. When screening based on this preference, the system checks that the applicant is willing

to work at least the number hours that is specified in the job opening's Hours field.

The default value is *40* unless the applicant selected a different value in the last saved application.

9. I require a minimum pay of

For this question, applicants use the Amount, Currency, and Frequency fields to specify their minimum acceptable salary. When screening based on this preference, the system checks that the applicant will accept the maximum salary specified in the job opening.

10. I would prefer a work location in or around

Applicants use the “my first choice” and “my second choice” fields to indicate their preferred work locations. These fields are drop-down list boxes if there are up to 75 values. They are prompt fields if there are more values.

The available recruiting locations are the those that are valid for the business unit(s) of the job opening(s).

If the applicant applied without a job opening, the available recruiting locations the those that are associated with the default setID identified on the [Site Setup Page](#). If the site does not have a default setID, the system uses the setID specified in the primary permission list for the user ID. (Remember, external applicants use a guest user ID to access Candidate Gateway.) If neither the site nor the primary permission list have a default setID, the location drop-downs do not show any values.

When screening based on this preference, the system checks that at least one of the applicant's choices is a valid recruiting location for the job opening. The system does not consider the relationships between recruiting locations for this purpose.

For example, if the *Western Region* recruiting location lists the *Headquarters* recruiting location as one of its sub-locations, an applicant whose first choice location is *Western Region* is not considered a match for a job in the *Headquarters* region.

(USF) Federal Preferences Section

Note: The step where this section appears is defined in the resume template.

Applicants use the Federal Preferences section to enter information that is specific to US Federal implementations.

Navigation

Access a step that is configured to include the Federal Preferences section.

Image: Federal Preferences section

This example illustrates the Federal Preferences section that can appear on a resume template step.

Federal Preferences

Eligible to Work in U.S.

Federal civilian employee? Previous Federal Employee
 Previous Agency Employee
 Current Federal Employee
 Current Agency Employee

Highest Pay Plan

Highest Grade

Minimum Acceptable Pay Plan

Minimum Acceptable Grade

Highest Career Tenure

Veterans Preference

Reserve Category

Uniformed Service

Military Grade

Military Separation Status

Military Service Start Date End Date

Effective Date

Military Status

National ID

Federal Preferences

The fields in the Federal Preferences section correspond to similarly-named fields in the Federal Preferences group box on the "Application Details Page" (PeopleSoft HCM 9.2: Talent Acquisition Manager).

In Candidate Gateway, the following fields are visible only when the applicant selects at least one of the Federal Civilian Employee check boxes:

- Highest Pay Plan
- Highest Grade
- Minimum Acceptable Pay Plan
- Minimum Acceptable Grade
- Highest Career Tenure

(USF) Priority Placement Section

Note: The step where this section appears is defined in the resume template.



Applicants use the Priority Placement section to provide information about their US Federal priority placement standing.

Navigation

Access a step that is configured to include the Priority Placement section.

Image: Priority Placement section

This example illustrates the Priority Placement section that can appear on a resume template step.

Priority Placement					
End Date	Pay Plan	Occupational Series	Salary Grade	Edit	Delete
12/31/2013	GS	0110	09		

Note: Within the resume template, the Priority Placement section can be marked as required, forcing applicants to supply at least one row of data.

Priority Placement

Applicants use this section to enter their priority placement standing. The Priority Placement process uses this information, along with the salary grade and level for the job opening, to identify any applicants that have an entitlement to priority placement consideration.

See "(USF) Running the Priority Placement Process" (PeopleSoft HCM 9.2: Talent Acquisition Manager).

Priority Placement Page

Applicants use the Priority Placement page (HRS_CE_G_D_PP) to enter priority placement information.

Navigation

On a step that shows the Priority Placement grid, click the Add Priority Placement button or click the Edit icon on an existing row of data.

Image: Priority Placement page

This example illustrates the Priority Placement page. When adding new priority placement data, the page title is Add Priority Placement.

This is the same "(USF) Priority Placement Page" (PeopleSoft HCM 9.2: Talent Acquisition Manager) that Talent Acquisition Manager users access from the "Application Details Page" (PeopleSoft HCM 9.2: Talent Acquisition Manager).

Education History Section

Note: The step where this section appears is defined in the resume template.

Applicants use the Education History section to indicate their highest level of education.

Navigation

Access a step that is configured to include the Education History section.

Image: Education History section

This example illustrates the Education History section that can appear on a resume template step.

Education History

Highest Education Level

Applicants use this field to indicate their highest education level. The selected value, in conjunction with work experience data, is used during screening to determine whether the applicant

has the number of years of relevant work experience that are required of applicants with the specified level of education.

Work Experience Section

Note: The step where this section appears is defined in the resume template.



Applicants use the Work Experience section to enter information about their work history.

Navigation

Access a step that is configured to include the Work Experience section.

Image: Work Experience section

This example illustrates the Work Experience section that can appear on a resume template step.

Work Experience					
Employer	Job Title	Start Date	End Date	Edit	Delete
Widgets, Inc	Senior sales consultant	01/01/2006			
Add Work Experience					

Note: Within the resume template, the Work Experience section can be marked as required, forcing applicants to supply at least one row of data.

Work Experience

This grid displays summary information about work experience that the applicant has entered on the [Work Experience Page](#).

For internal applicants, the system brings in prior work experience from employee’s Human Resources records (as seen on the "Prior Work Experience Page" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)). The applicant can add or remove work experience in the application without affecting the Human Resources data.

Unlike other types of application data, work experience that an internal applicant adds in an application is not carried forward to subsequently created applications, which will show only the data from the Human Resources system.



Edit

An applicant clicks this icon to view or modify work experience details on the Work Experience page.

Add Work Experience

An applicant clicks this button to open the Work Experience page and enter a new row of work experience.

Work Experience Page

Applicants use the Work Experience page (HRS_CE_D_WRK_EXP) to enter information about their work history.

Navigation

On a step that shows the Work Experience grid, click the Add Work Experience button or click the Edit icon on an existing row of data.

Image: Work Experience page

This example illustrates the Work Experience page. When adding new work experience data, the page title is Add Work Experience.

The screenshot shows a web form titled "Add Work Experience". The form contains the following fields and controls:

- *Start Date: Text input with a calendar icon.
- End Date: Text input with a calendar icon.
- *Employer: Text input.
- *Ending Job Title: Text input.
- Supervisor: Text input.
- Supervisor Email: Text input.
- Supervisor Phone: Text input.
- OK to contact?
- Description: Large text area with a rich text editor icon.
- Country: Dropdown menu with "United States" selected.
- Address 1: Text input.
- Address 2: Text input.
- Address 3: Text input.
- City: Text input.
- State: Dropdown menu.
- Postal: Text input.
- County: Text input.

At the bottom left, a legend indicates "* Required Information". At the bottom right, there are three buttons: "Save", "Save and Add Another", and "Cancel".

Start Date and End Date

These dates determine the number of years of experience represented by this entry. When the end date is blank, work experience is calculated through the current date.

When work experience and education are used as screening criteria, the system uses an applicant's total years of experience (across all work experience entries) to determine whether the applicant has the number of years of relevant work experience that are required of applicants with the specified level of education.

Save

An applicant clicks this button to save the current work experience data and return to the guided application process.

Save and Add Another

An applicant clicks this button to save the current work experience data and clear the page. The applicant can then enter an additional row of work experience. The Work Experience grid (which is visible behind the dialog box) does not display the saved data until the applicant closes the dialog box.

Cancel

An applicant clicks this button to close the dialog box and return to the guided application process without saving the current data. Work experience data that was previously saved using the Save and Add Another button is not canceled.

Job Training Section

Note: The step where this section appears is defined in the resume template.

Applicants use the Job Training section to enter information about job training that they have received.

Navigation

Access a step that is configured to include the Job Training section.

Image: Job Training section

This example illustrates the Job Training section that can appear on a resume template step.

Job Training				
Course Title	School Name	Start Date	Edit	Delete
Effective Communication	internal seminar	06/11/2012		

Add Job Training

Note: Within the resume template, the Job Training section can be marked as required, forcing applicants to supply at least one row of data.

Job Training

This grid displays the job training information that the applicant has entered on the [Job Training Page](#).



An applicant clicks this icon to modify training details on the Job Training page.

Add Job Training

An applicant clicks this button to open the Job Training page and enter a new row of training.

Job Training Page

Applicants use the Job Training page (HRS_CE_D_TRAINING) to enter job training information.

Navigation

On a step that shows the Job Training grid, click the Add Job Training button or click the Edit icon on an existing row of data.

Image: Job Training Page

This example illustrates the Job Training Page. When adding new training data, the page title is Add Job Training.

Save

An applicant clicks this button to save the current job training data and return to the guided application process.

Save and Add Another

An applicant clicks this button to save the current job training data and clear the page. The applicant can then enter an additional row of job training. The Job Training grid (which is visible behind the dialog box) does not display the saved data until the applicant closes the dialog box.

Cancel

An applicant clicks this button to close the dialog box and return to the guided application process without saving the current data. Job training data that was previously saved using the Save and Add Another button is not canceled.

Profile-Related Sections

Note: The steps where profile-related sections appear are defined in the resume template.

Applicants use profile-related sections to enter various types of information that the system captures as profile data.

Navigation

Access a step that is configured to include a profile-related section.

Image: profile-related sections

This example illustrates a few of the profile-related sections that can appear on resume template steps. The resume template controls if and where each profile-related sections appears.

Licenses and Certifications			
License	Issue Date	Edit	Delete
HXPF06.Oracle Certified	01/08/2013		
Add Licenses and Certifications			
Competencies			
Competencies	Effective Date	*Proficiency	
Abstract thinking	01/08/2013	5-Expert	
Language Skills			
Language		Edit	Delete
Spanish			
English			
Add Language Skills			

Note: Within the resume template, profile-related sections can be marked as required, forcing applicants to supply at least one row of data.

<Content Type>

All profile-based qualifications (such as competencies, language skills, or licenses & certificates) are rendered as grids.

The "Content Section Configuration – <Content Type> Page " (PeopleSoft HCM 9.2: Talent Acquisition Manager) in Talent Acquisition Manager controls which fields appear in the grid. It also controls whether applicants can add rows to a grid and delete rows from a grid.

When the applicant cannot add and delete rows, the grid is prepopulated with items that are associated with the job opening, and the applicant can provide details related to those items. The Competencies grid is delivered with this configuration, so applicants can rate themselves with regard to the competencies in the job opening, but they cannot add or remove competencies.

Note: If an applicant cannot add items to a grid and the job openings do not have any items to load into the grid, the section is hidden. If the hidden grid is the only section on a step or substep, the entire step or substep is removed from the guided application process.

**Edit**

An applicant clicks this icon to view or modify details for a specific profile content item. This icon is not visible in grids that are configured to prevent applicants from adding rows.

Add <Content Type>

An applicant clicks this button to open a details page and add new content for a particular profile content type. This button is not visible for grids that are configured to prevent applicants from adding rows.

<Profile Content Type> Page

Applicants use the <Profile Content Type> page (HRS_CG_APP_DETAIL when adding a new profile item, or HRS_CG_APP_DTL_SEC when editing an existing profile item) to enter details about a profile-based qualification.

Navigation

On a page that shows a profile-related grid, click the Add <content type> button or click the Edit icon on an existing row of data.

Image: <Profile Content Type> page

This example illustrates the <Profile Content Type> page. When adding new profile data, the page title is Add <Profile Content Type>.

Page Title and Fields

All of the profile-based qualifications use the same detail pages, but the page title and content vary according to the specific qualification. For example, when you access the page from the Language Skills grid, the title is Language Skills (or Add Language Skills, if you are in add mode), and the page displays fields that have been defined as part of the Language Skills profile content type.

Although your profile configuration determines the fields that are part of each content type and the valid values for prompt fields, settings on the "Content Section Configuration – <Content Type> Page " (PeopleSoft HCM 9.2: Talent Acquisition Manager) page in Talent Acquisition Manager control which fields applicants can see on this detail page.

Effective-Dated Key Fields for Content Items

The detail page where you enter a content item always includes a field for the content item identifier (for example, the language code or the competency code). The values for this field are controlled by an effective date. The label for the effective date can vary.

For example, in the illustration above, the effective date field is labeled Evaluation Date, and the value shown is January 8, 2013. The valid values for the Language field are the language codes that are active as of that date.

Buttons

Save An applicant clicks this button to save the current profile data and return to the guided application process.

Save and Add Another An applicant clicks this button to save the current profile data and clear the page. The applicant can then enter an additional row of profile data. The related grid (which is visible behind the dialog box) does not display the saved data until the applicant closes the dialog box.

Cancel An applicant clicks this button to close the dialog box and return to the guided application process without saving the current data. Profile data that was previously saved using the Save and Add Another button is not canceled.

References Section

Note: The step where this section appears is defined in the resume template.

Applicants use the References section to supply the names of people who can provide personal or professional references.

Navigation

Access a step that is configured to include the References section.

Image: References section

This example illustrates the References section that can appear on a resume template step.

References				
Reference	Title	Employer	Edit	Delete
Thomas Wright	Sales Manager	Widgets, Inc		

Note: Within the resume template, the References section can be marked as required, forcing applicants to supply at least one row of data.



Edit

An applicant clicks this icon to view or modify details for a specific reference.

Add Reference

An applicant clicks this button to open the References page and enter a new reference.

Reference Page

Applicants use the Reference page (HRS_CE_D_REFERENCE) to enter information for a reference.

Navigation

On a page that shows the References grid, click the Add References button or click the Edit icon on an existing row of data.

The References grid can appear in two places: on an application step, and on the [Applicant References Page](#).

Applicants access the Applicant References page from the Candidate Gateway notification that is generated when a Talent Acquisition Manager user sends a request for references. The request for references is triggered from the "Create Applicant Page: References Tab" (PeopleSoft HCM 9.2: Talent Acquisition Manager).

Image: Reference page

This example illustrates the References page. When adding new references, the page title is Add Reference.

Applicants use this page to provide name and contact information for people who can be contacted to supply professional or personal references.

Buttons

Save

An applicant clicks this button to save the reference and return to the guided application process.

Save and Add Another

An applicant clicks this button to save the current reference and clear the page. The applicant can then enter an additional reference. The References grid (which is visible behind the dialog box) does not display the saved data until the applicant closes the dialog box.

Cancel

An applicant clicks this button to close the dialog box and return to the guided application process without saving the current data. References that were previously saved using the Save and Add Another button are not canceled.

Personal Information Section

Note: The step where this section appears is defined in the resume template.

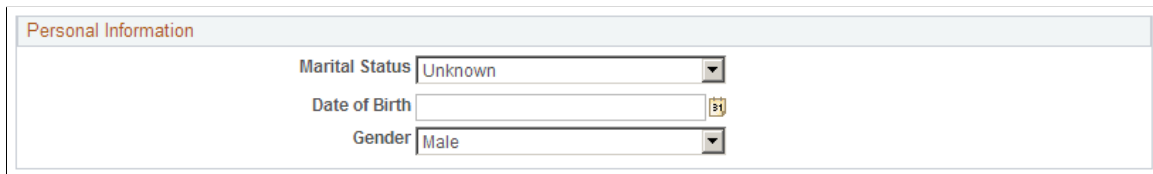
Applicants use the Personal Information section to enter marital status, birth date, and gender information.

Navigation

Access a step that is configured to include the Personal Information section.

Image: Personal Information section

This example illustrates the Personal Information section that can appear on a resume template step.



The image shows a form titled "Personal Information" with three input fields. The first field is "Marital Status" with a dropdown menu showing "Unknown". The second field is "Date of Birth" with a text input and a calendar icon. The third field is "Gender" with a dropdown menu showing "Male".

A resume template that includes the Personal Information section also specifies which of the three personal information fields to display.

The applicant's gender is stored in the same record regardless of whether it is collected in the Personal Information section or on the [\(USA\) Diversity Page](#). Changes to the data on one page are reflected on the other page as well.

Application Questionnaire Section

Note: The step where this section appears is defined in the resume template.

Applicants use the Application Questionnaire section to answer questions.

Navigation

Access a step that is configured to include the Application Questionnaire section.

Image: Application Questionnaire section

This example illustrates the Application Questionnaire section that can appear on a resume template step.

Application Questionnaire (Required)

1. How do you manage the tasks that are part of your workload?

- I complete tasks in the order they are assigned to me.
- As I am assigned new tasks, or come across new items to be addressed, I prioritize them taking into consideration importance and due date.

2. Do you possess a valid Driver's license?

- Yes
- No

Open Ended Questions (Required)

3. What is your opinion of the way in which an organization can leverage efficient administration practices to engage in greater social responsibility? Please answer in paragraph format using no more than 100 words.

Word Count
Total Words 0

Note: If the job openings do not have any questions other than prescreening questions, this section is hidden. If it is the only section on a step or substep, the entire step or substep is removed from the guided application process.

Application Questionnaire

This group box displays a numbered list of questions. The list includes all questions from the job opening except for open-ended questions and questions that were used for prescreening. In a multi-job application, questions for all jobs are consolidated into one list.

Radio buttons indicate that a question has one correct answer. Check boxes indicate that a question has multiple correct answers.

Settings on the "Recruiting Installation - Jobs Page" (PeopleSoft HCM 9.2: Talent Acquisition Manager) page control whether questions appear in a random order or in the order specified on the job opening(s). An additional installation setting controls whether each questions' answers appear in random order or in the order specified in the question definition.

Open Ended Questions

This group box displays any open-ended questions from the job openings.

Word Count

An applicant clicks this button, which appears under each open-ended question, to obtain a current word count for the answer. The word count appears in the Total Words field.

Note: If the Require Answers to Questions check box on the [Site Setup Page](#) is selected, the section title includes the word (*Required*), and applicants must supply answers to all questions before continuing.

Referrals Section

Note: The step where this section appears is defined in the resume template.

Applicants use the Referrals section to indicate how they learned about the job.

Navigation

Access a step that is configured to include the Referrals section.

Image: Referrals Section

This example illustrates the Referrals section that can appear on a resume template step. In this example, the applicant was referred by an employee, so several employee-specific fields are visible.

How did you learn of the job?

Applicants use this field to select a referral source. The available values are recruitment sources where the source type is *Marketing* or *Employee*. For information about recruitment sources, see "Setting Up Recruitment Sources" (PeopleSoft HCM 9.2: Talent Acquisition Manager).

If the applicant selects an employee recruitment source, several additional fields appear.

This field is required if the resume template is configured to require applicants to enter a referral source.

Additional Information

This field appears only if the referral source is a marketing recruitment source for which subsources have been defined.

Applicants use the field to select from the list of predefined subsources.

A resume template that requires applicants to enter a referral source can also require applicants to enter a subsource. If the selected source does not have any subsources, this requirement is ignored.

Specific Referral Source

Applicants use this field to enter freeform text with additional information about the referral source.

Name of Referring Employee

This field appears only if the referral source is an employee recruitment source. Applicants are required to enter the name of the referring employee. Recruiters use this information when looking up the employee ID of the referring employee.

Email Address

This field appears only if the referral source is an employee recruitment source. Applicants use this field to enter the email address of the referring employee. The system uses this email address to send the referring employee a notification requesting verification of the referral. Only verified referrals are eligible for awards under an employee referral program.

Member of your Family

This field appears only if the referral source is an employee recruitment source. Applicants use this field to indicate whether the referring employee is a family member. Depending on an employee referral program’s rules, family member referrals may not be eligible for referral awards.

Are you a former employee

Applicants use this field to indicate whether they are former employees. This information is of interest to recruiters. It can also affect a referring employee’s eligibility for a referral award.

(NIR) Community Background Page

Applicants use the Community Background page (HRS_APP_CB2) to enter community background information for Northern Ireland.

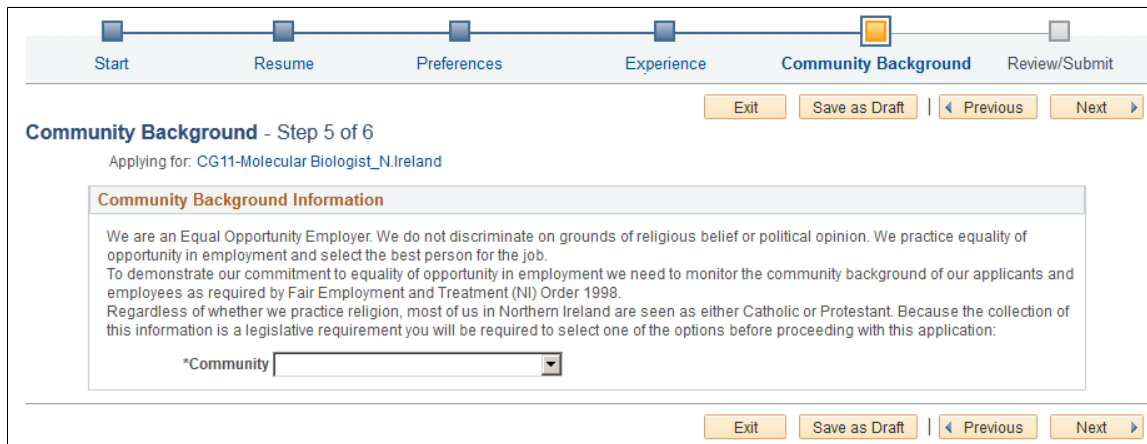
Note: The Community Background step appears only if it is activated in the resume template.

Navigation

In the guided application process, click the Next button until you reach this step.

Image: (NIR) Community Background Page

This example illustrates the Community Background Page.



Applicants cannot continue to the next step without supplying community background information.

If an applicant supplies information and then exits the application without submitting, community background information is not saved. When resuming the application, the applicant is returned to this step and must enter community background data again before continuing.

Community

Applicants must supply select *Catholic*, *Protestant*, or *Undetermined/Other* before continuing to the next step in the application process.

(USA) Disability Page

Applicants use the Disability page (HRS_CE_DISABILITY) to enter self-identified disability information. This page supports compliance with OFCCP regulations from the U.S. Department of Labor.

Navigation

In the guided application process, click the Next button until you reach this step. This page appears only if all of these conditions are met:

- The OFCCP Self-Identify field on the [Site Setup Page](#) is either *Disability and Veteran*, or *Disability*.
- The applicant is external.
- The job opening is in the USA, or if the application does not have a job opening, the applicant's address is in the USA.

Image: Disability page (1 of 2)

This is the first of two examples illustrating the Disability page.

Image: Disability page (2 of 2)

This is the second of two examples illustrating the Disability page.

Note: The text on this page comes from the Text Catalog. If the OFCCP changes the required wording for disability self-identification, update the relevant Text Catalog entries.

If an applicant supplies information and then exits the application without submitting, disability information is not saved. When resuming the application, the applicant is returned to this step and must enter the information again before continuing.

Please select one of the options below The applicant can optionally select from the three choices given:

- YES, I HAVE A DISABILITY (or previously had a disability)
- NO, I DON'T HAVE A DISABILITY
- I DON'T WISH TO ANSWER

There is no default selection, even if the applicant has previously selected an option.

The explanatory text on the page provides the applicant with information to help make a choice. An applicant who chooses not to answer can click the Next button to move to the next page without selecting any of the radio buttons.

If the applicant does not answer, or chooses the I DON'T WISH TO ANSWER option, the system does not update the applicant's existing disability data. Otherwise, the system updates the applicant's Section 503 data in the Applicant Disability group box of the "Create Applicant page: Eligibility & Identity Tab" (PeopleSoft HCM 9.2: Talent Acquisition Manager) .

Your Name and Today's Date

The system enters the applicant's name and the current date in these read-only fields.

The fields appear only after the applicant selects one of the disability options. They represent the applicant's electronic signature.

The signature and date are not displayed on the Eligibility & Identify section of the Manage Applicant page, but they are stored in the PS_HRS_APP_DIS record. If a recruiting user updates the applicant's disability information on the Manage Applicant page, the system clears the stored name from the HR_EE_SIGNATURE field. The system also updates the HRS_ROW_UPD_OPRID field with the user ID of the user who made the update.

Veteran Page

Applicants use the Veteran page (HRS_CE_VETERAN) to optionally provide veteran status. This page supports compliance with OFCCP regulations from the U.S. Department of Labor.

Navigation

In the guided application process, click the Next button until you reach this step. This page appears only if all of these conditions are met:

- The OFCCP Self-Identify field on the [Site Setup Page](#) is either *Disability and Veteran* or *Veteran*.
- The applicant is external.
- If the application includes job openings, at least one job opening is in the USA; if the application does not have a job opening, the applicant's address is in the USA.

Note: There are two versions of the Veteran page, a standard version and a simplified version. Settings on the Site Setup page determine which version appears.

Image: Veteran page - standard version (1 of 2)

This is the first of two examples illustrating the standard version of the Veteran page.

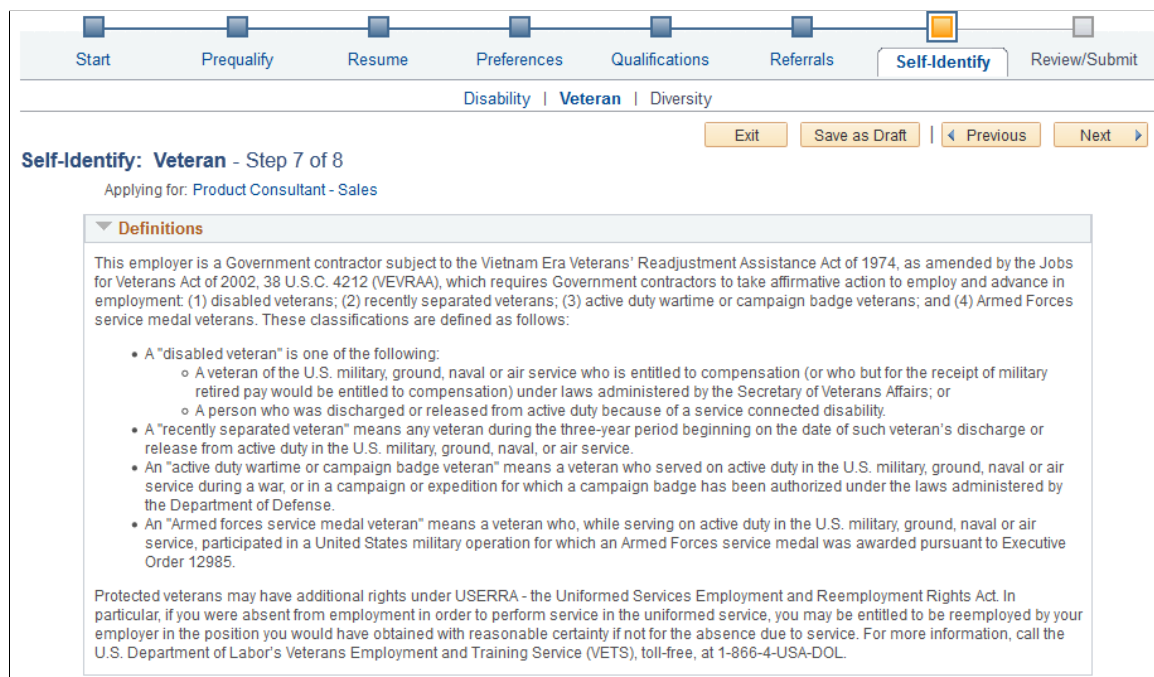


Image: Veteran page - standard version (2 of 2)

This is the second of two examples illustrating the standard version of the Veteran page.

Self-Identification

If you believe you belong to any of the classifications of protected veterans listed above, please indicate by selecting the appropriate option below. As a Government contractor subject to VEVRAA, we request this information in order to measure the effectiveness of the outreach and positive recruitment efforts we undertake pursuant to VEVRAA.

I identify as one or more of the classifications of protected veteran listed

- Disabled Veteran
- Recently Separated Veteran
- Active Duty Wartime or Campaign Badge Veteran
- Armed Forces Service Medal Veteran

I am a protected veteran, but I choose not to self-identify the classification to which I belong

I am not a protected veteran

I am not a veteran

Military Discharge Date

Reasonable Accommodations Notice

If you are a disabled veteran it would assist us if you tell us whether there are accommodations we could make that would enable you to perform the essential functions of the job, including special equipment, changes in the physical layout of the job, changes in the way the job is customarily performed, provision of personal assistance services or other accommodations. This information will assist us in making reasonable accommodations for your disability.

Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information provided will be used only in ways that are not inconsistent with the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended.

The information you submit will be kept confidential, except that (i) supervisors and managers may be informed regarding restrictions on the work or duties of disabled veterans, and regarding necessary accommodations; (ii) first aid and safety personnel may be informed, when and to the extent appropriate, if you have a condition that might require emergency treatment; and (iii) Government officials engaged in enforcing laws administered by the Office of Federal Contract Compliance Programs, or enforcing the Americans with Disabilities Act, may be informed.

Image: Veteran page - simplified version

This example illustrates the Self-Identification section on the simplified Veteran page. (The rest of the simplified Veteran page is identical to the standard version of the page.)

Self-Identification

If you believe you belong to any of the classifications of protected veterans listed above, please indicate by selecting the appropriate option below. As a Government contractor subject to VEVRAA, we request this information in order to measure the effectiveness of the outreach and positive recruitment efforts we undertake pursuant to VEVRAA.

I identify as one or more of the classifications of protected veteran listed

I am not a protected veteran

The text on both versions of the Veteran page comes from the Text Catalog. If the OFCCP changes the required wording for veteran self-identification, update the relevant Text Catalog entries.

If an applicant supplies information and then exits the application without submitting, veteran information is not saved. When resuming the application, the applicant is returned to this step and must enter the information again before continuing.

Self-Identification

Self-identification options depend on whether the site is configured to show the regular or simplified version of the Veteran page.

- The regular version of this page includes a full set of self-identification options and a Military Discharge Date field.

Selecting the “I identify as one or more of the classifications of protected veteran listed” radio button causes four check boxes representing specific classifications become enterable. The applicant must select at least one of the specific classifications.

The Military Discharge Date field is enterable if the applicant selects any option except the “I am not a veteran” option.

- The simplified version of this page offers only two self-identification options: protected veteran or not a protected veteran. Applicants cannot select specific classifications, nor can they enter a military discharge date.

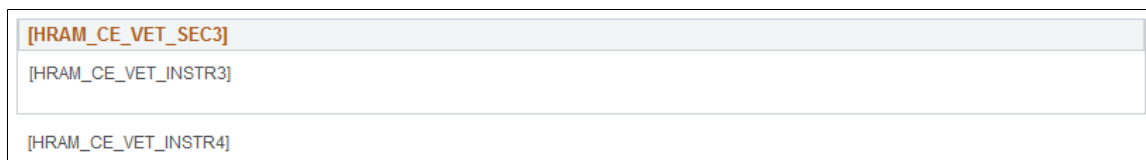
For both versions of the page, the explanatory text in the Definitions group box provides the applicant with information to help make a choice. Data from previous applications appears on this page by default.

Reasonable Accommodations Notice and Custom Text

Organizations can add their own additional text (such as affirmative action program text) below the Reasonable Accommodations Notice section on this page. Add this text in Text Catalog entry HRAM_CE_VET_INSTR4, which is shipped empty as a placeholder.

Image: Text Catalog IDs for the Reasonable Accommodations Notice group box and custom text

This example shows the layout of the Reasonable Accommodations Notice group box and the space reserved for custom text. In this example, Text Catalog IDs appear instead of the text from the catalog. The HRAM_CE_VET_INSTR4 Text Catalog ID is for your custom text.



Corresponding Fields in Talent Acquisition Manager

An applicant’s veteran information is visible in Talent Acquisition Manager on the Manage Applicant page: Applicant Data tab.

The system automatically maps veteran self-identification data from Candidate Gateway into these Eligibility & Identity fields:

- In the Veteran group box in the main USA section of the Eligibility & Identity page:
 - The Military Status field displays the applicant’s overall military status.
 - The Disabled Veteran check box indicates whether the applicant is a disabled veteran in addition to any other military status shown.
- In the Veteran group box in the USA Disability section of the Eligibility & Identity page, the Military Discharge Date shows when the applicant left the military.

Mapping Simplified Self-Identification Options to Talent Acquisition Manager

The following table shows how options on the simplified Veteran page in Candidate Gateway map to Talent Acquisition Manager:

Veteran Option in Candidate Gateway	Talent Acquisition Manager Fields
I identify as one or more of the classifications of protected veteran listed	Military Status is <i>Protected, Not Classified</i> .
I am not a protected veteran	Military Status is <i>Not a Protected Veteran</i> .

Mapping Regular Self-Identification Options to Talent Acquisition Manager

The following table shows how options on the regular Veteran page in Candidate Gateway map to Talent Acquisition Manager:

Veteran Option in Candidate Gateway	Talent Acquisition Manager Fields
I identify as one or more of the classifications of protected veteran listed	<ul style="list-style-type: none"> The Military Status field is updated based on the selected classification(s). A detailed mapping is provided in the next table. Additionally, if the Disabled Veteran check box is selected in Candidate Gateway, then the Disabled Veteran check box in Talent Acquisition Manager is also selected.
I am a protected veteran, but I choose not to self-identify the classification to which I belong.	Military Status is <i>Protected, Not Classified</i> .
I am not a protected veteran	Military Status is <i>Not a Protected Veteran</i> .
I am not a veteran.	Military Status is <i>Not a Veteran</i> .
Military Discharge Date	Military Discharge Date shows the same value that was entered in Candidate Gateway.

Detailed Mapping for Protected Veteran Classifications

The following table lists how the four protected veteran classifications in Candidate Gateway map to Military Status values in Talent Acquisition Manager:

Candidate Gateway Classification Check Box(es)	Talent Acquisition Manager Military Status
Disabled Veteran	<i>Protected, Not Classified</i>
Recently Separated Veteran	<i>Recently Separated Veteran</i>
Active Duty Wartime or Campaign Badge Veteran	<i>Active Duty/Campaign Badge Vet</i>
Armed Forces Service Medal Veteran	<i>Armed Forces Service Medal Vet</i>

Candidate Gateway Classification Check Box(es)	Talent Acquisition Manager Military Status
Multiple values: <ul style="list-style-type: none"> • Recently Separated Veteran • Active Duty Wartime or Campaign Badge Veteran 	<i>Separated & Active Duty Vet</i>
Multiple values: <ul style="list-style-type: none"> • Recently Separated Veteran • Armed Forces Service Medal Veteran 	<i>Separated & Service Medal Vet</i>
Multiple values: <ul style="list-style-type: none"> • Active Duty Wartime or Campaign Badge Veteran • Armed Forces Service Medal Veteran 	<i>Service Medal & Active Duty</i>
Multiple values: <ul style="list-style-type: none"> • Recently Separated Veteran • Active Duty Wartime or Campaign Badge Veteran • Armed Forces Service Medal Veteran 	<i>Separated/Srvc Medal/Active</i>
Multiple values: <ul style="list-style-type: none"> • Disabled Veteran • Any other value(s) 	Based on the selected check boxes other than the Disabled Veteran check box. When used in combination with other classifications, the Disabled Veteran check box does not affect the Military Status field. When the Disabled Veteran check box is the only selected check box, the Military Status is <i>Protected, Not Classified</i> .

(USA) Diversity Page

External applicants use the Diversity page (HRS_CE_SELF_IDENT) to enter gender and ethnicity information for equal employment opportunity reporting in the United States. Internal applicants do not see this page.

Navigation

In the guided application process, click the Next button until you reach this step. This page appears only if both of these conditions are met:

- The applicant is external.
- The job opening is in the USA, or if the application does not have a job opening, the applicant's address is in the USA.

Image: (USA) Diversity page with two-question format for ethnicity

This example illustrates the Diversity page when the system is configured to use two questions to collect ethnicity and race information. In this example, there are no other self-identification steps, so the step for the Diversity page is labeled Diversity.

Start Prequalify Resume Preferences Qualifications Referrals **Diversity** Review/Submit

Exit Save as Draft Previous Next

Diversity - Step 7 of 8
Applying for: Sales Product Consultant

You are invited to provide the information requested regarding diversity.

Diversity

Our organization is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, applicants are invited to voluntarily self- identify their gender and their race or ethnicity.

The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations. When reported, data will be aggregated and will not identify any specific individual.

Gender

Gender

Female

Male

I decline to answer

Ethnicity and Race Identification

Are you Hispanic or Latino? [Explain](#)

Yes, I am Hispanic or Latino.

No, I am not Hispanic or Latino.

What is your race? Select one or more. [Explain](#)

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or Pacific Islander

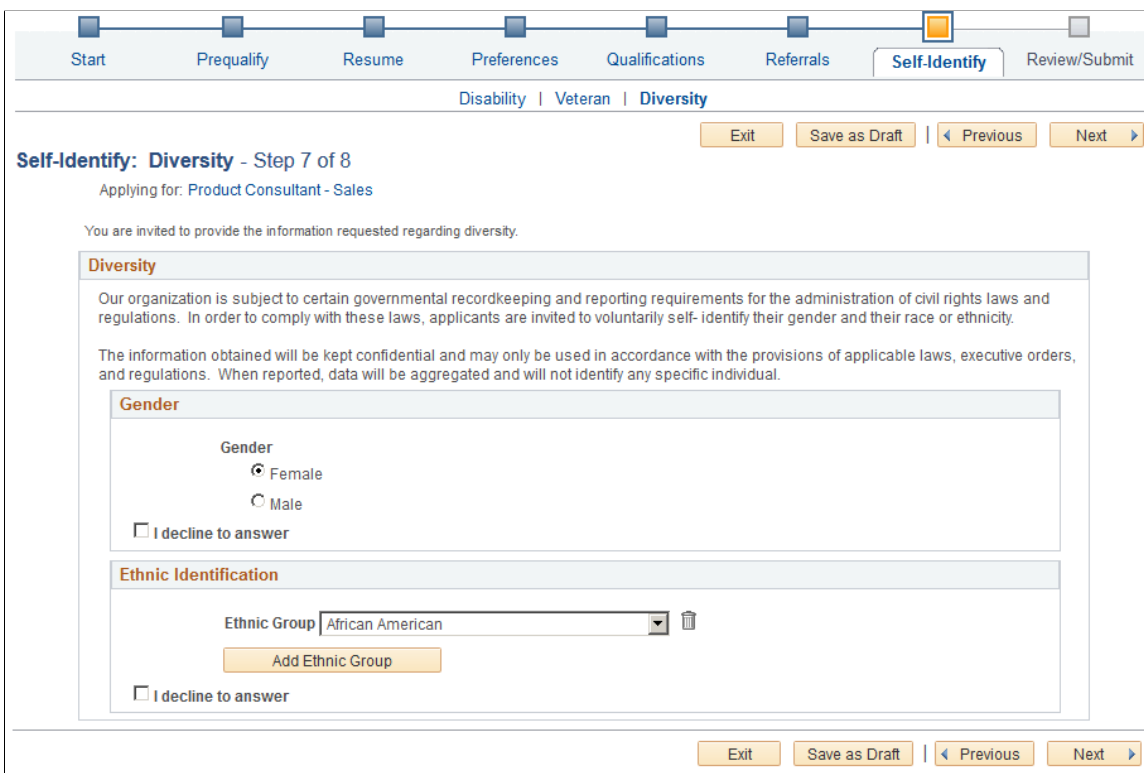
White

I decline to answer

Exit Save as Draft Previous Next

Image: (USA) Diversity Page without the two-part question for ethnicity

This example illustrates the Diversity page when the system is not configured to use the two-question format to collect ethnicity data. In this example, the application process includes three self-identification pages, so the Diversity page appears as a Diversity substep under the Self-Identification step.



Applicants cannot continue to the next step without either supplying diversity information or explicitly declining to answer questions. Applicants can provide one type of information while still declining to provide the other.

Default answers come from the applicant’s most recently submitted application. Questions that the applicant declined to answer in the most recently submitted application do not have default answers.

If an applicant supplies information and then exits the application without submitting, the settings on this page are not saved. When resuming the application, the applicant is returned to this step and the default values reappear.

Gender

Gender The applicant selects a radio button to answer Female or Male.

I decline to answer Applicants select this check box if they do not want to identify themselves as male or female. If this check box is not selected, the applicant must select one of the gender options before continuing to the next step.

Selecting this check box clears any previous gender selection and makes the Gender radio buttons read-only. Subsequently clearing the check box does not restore any previous selection.

Ethnicity and Race Identification (Two-Question Format)

If the Two-Question Format (Ethnicity) check box is selected on the "Country Specific Page" (PeopleSoft HCM 9.2: Application Fundamentals), this group box appears.

1. Are you Hispanic or Latino? The applicant selects a radio button to answer Yes or No.

2. What is your race? Select one or more. The applicant selects one or more of these check boxes:

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Pacific Islander
- White

I decline to answer

Applicants select this check box if they do not want to answer either of the ethnicity and race questions. If this check box is not selected, the applicant must answer at least one of the ethnicity and race questions before continuing to the next step.

Selecting this check box clears any answers that were previously supplied for the ethnicity and race questions and makes those questions read-only. Subsequently clearing the check box does not restore any previous answers.

Ethnic Identification (One-Question Format)

If the Two-Question Format (Ethnicity) check box is not selected on the "Country Specific Page" (PeopleSoft HCM 9.2: Application Fundamentals), this group box appears.

Ethnic Group

The applicant can choose a value from the ethnic groups that are defined on the "Ethnic Groups Page" (PeopleSoft HCM 9.2: Human Resources Administer Workforce).

The list of ethnic groups is based on the regulatory region that is associated with the primary permission list for the user ID that was used to access the page. For external applicants, this is the guest user ID that is used to bypass the PeopleSoft sign in.

The primary permission list for a user ID is established in the User Profile component in PeopleTools. The regulatory region for the primary permission list is established on the "Org Defaults by Permission Lst - Defaults Page" (PeopleSoft HCM 9.2: Application Fundamentals). On the "Regulatory Region Page" (PeopleSoft HCM 9.2: Application Fundamentals), you can view the setID that controls which ethnic groups are valid for the regulatory region.

Add Ethnic Group

An applicant who identifies as belonging to more than one ethnic group can click this button to add additional Ethnic Group drop-down list boxes to the page.

I decline to answer

Applicants select this check box if they do not want to select an ethnic group. If this check box is not selected, the applicant must select at least one ethnic group before continuing to the next step.

Selecting this check box removes all ethnicity information and makes the Ethnic Group field read-only. Subsequently clearing the check box does not restore any previous data.

Review/Submit Page

Applicants use the Review/Submit page (HRS_CE_REVIEW) to review application data and to submit an application.

Navigation

In the guided application process, click the Next button until you reach this step.

Image: Review/Submit page (1 of 7)

This is the first of seven examples illustrating the Review/Submit page.

Start
Prequalify
Resume
Preferences
Qualifications
Referrals
Diversity
Review/Submit

Exit | Save as Draft | Previous | Submit Application

Review/Submit - Step 8 of 8

Applying for: **Product Consultant - Sales, Interview Assistant**

Review your application and make any changes before submitting.

My Contact Information

Email nora.dooley@sample.com

Home Phone 555/123-1234

Address 2445 Alta Vista Street, Oakland, CA 94602

Preferred Contact Method Email

Jobs Applied For

Select the trash can icon to delete jobs for which you no longer wish to apply. The jobs you delete will not be included when you submit your application.

Job Title	Job ID	Delete
Product Consultant - Sales	300268	
Interview Assistant	503710	

Prequalify

You are eligible to apply for this job.	Job Title: Product Consultant - Sales	Job ID: 300268
You are eligible to apply for this job.	Job Title: Interview Assistant	Job ID: 503710

Online Screening Notice

Job Title: Product Consultant - Sales Job ID: 300268
 Job Title: Interview Assistant Job ID: 503710

We will assess your application to determine whether your application meets our minimum requirements for acceptance before we review it further. We will advise you of this outcome after you submit your application.

Please note that this assessment establishes your basic eligibility to apply for this position and any false information or misstatement will render your application ineligible.

Image: Review/Submit page (2 of 7)

This is the second of seven examples illustrating the Review/Submit page.

Resume

Resume	Resume Title	Edit
K_Beneffer_Resume.doc	K_Beneffer_Resume.doc	

Cover Letter


Cover Letter	Cover Letter Title	Edit
K_Beneffer_Cover_Letter.doc	K_Beneffer_Cover_Letter.doc	

Attachments

Attachment	Attachment Title	Attachment Type	Edit
K_Beneffer_References.doc	Karla Beneffer References	References	

Image: Review/Submit page (3 of 7)

This is the third of seven examples illustrating the Review/Submit page.

Preferences	
I can start my new job on or after	
I am looking for the following kind of work	Either
I want to work	Either
I am willing to travel	Never or rarely
I am willing to relocate	No
I am available to work the following days of the week	Mon, Tue, Wed, Thu, Fri
I want to work the following shift(s)	Not Applicable
I want to work	40 hours per week
I require a minimum pay of	
I would prefer a work location in or around	
Comments about where I prefer to work	


Federal Preferences	
Eligible to Work in U.S.	No 
Federal civilian employee?	<input type="checkbox"/> Previous Federal Employee <input type="checkbox"/> Previous Agency Employee <input type="checkbox"/> Current Federal Employee <input type="checkbox"/> Current Agency Employee
Veterans Preference	None
Reserve Category	
Uniformed Service	
Military Grade	
Military Separation Status	
Military Service Start Date	End Date
Effective Date	12/17/2013
Military Status	Not indicated
National ID	

Image: Review/Submit page (4 of 7)

This is the fourth of seven examples illustrating the Review/Submit page.





Education History					
Highest Education Level				G-Bachelor's Level Degree	
Work Experience					
Employer	Job Title	Start Date	End Date	Edit	
Widgets, Inc	Senior sales consultant	01/01/2006			
Priority Placement					
End Date	Pay Plan	Occupational Series	Salary Grade	Edit	
12/31/2013	GS	0110	09		
Job Training					
Course Title	School Name	Start Date	Edit		
Effective Communication	internal seminar	06/11/2012			

Image: Review/Submit page (5 of 7)

This is the fifth of seven examples illustrating the Review/Submit page.








Degrees	
Degrees	Edit
Bachelor of Arts	
Memberships	
You have not added any memberships to your application.	
	
Licenses and Certifications	
Licenses and Certifications	Issue Date
HXPFO6.Oracle Certified	01/08/2013
	
Competencies	
Competencies	Effective Date
Abstract thinking	01/08/2013
	5-Expert
	
Language Skills	
Language Skills	Edit
English	
Spanish	

Image: Review/Submit page (6 of 7)

This is the sixth of seven examples illustrating the Review/Submit page.

References			
Reference	Title	Employer	Edit
Thomas Wright	Sales Manager	Widgets, Inc	

Personal Information	
Marital Status	Unknown
Date of Birth	
Gender	Female


Referrals	
How did you learn of the job?	Employee 
Specific Referral Source	
Name of Referring Employee	Rosanna Channing
Email Address	rosanna.channing@sample.com
Member of Your Family	No
Are you a former employee	No


Image: Review/Submit page (7 of 7)


This is the seventh of seven examples illustrating the Review/Submit page. In this example,


- The Veteran section includes fields that appear only if the applicant saw the regular (non-simplified) version of the Veteran page.


This section does not display the Military Discharge Date field if the applicant saw the simplified Veteran page, nor does it display the Classifications field if the applicant did not choose any classifications.

- The Diversity section shows the one-question format for ethnicity.

Community Background Information	
Community	Undetermined/Other 

Disability	
Option	I DON'T WISH TO ANSWER 
Your Name	Brian Parkersohn
Today's Date	02/20/2015

Veteran	
Option	I identify as one or more of the classifications of protected veteran listed 
Classifications	Recently Separated Veteran
Military Discharge Date	01/05/2015

Diversity	
Gender	Male 
Ethnic Group	Asian

The Review/Submit step provides a read-only summary of application data.

Buttons

Submit Application

On the Review/Submit page, the Submit Application button replaces the Next button. When the applicant clicks the Submit Application button, the system performs online screening, if applicable, then displays the Application Confirmation page.

Applicants cannot make any further changes to an application that has been submitted. To provide an updated application, the applicant must re-apply.

Applications that have been submitted have the status *Submitted* in the Applications grid on the My Activities page. They also appear as submitted applications in the My Activities group box on the Job Search page.

If the job opening is no longer open at the time the user attempts to submit the application, an error message informs the user that the job is no longer available and that the application cannot be submitted.

General-Purpose Sections

My Contact Information

An applicant's contact information is general to the applicant (and not specific to an individual application), but the Review/Submit page displays contact information so that the applicant can verify the data. Clicking the Edit icon opens the [My Contact Information Page](#) in a modal window where external applicants can update their contact information. Contact information for internal applicants comes from the HR system and cannot be updated in Candidate Gateway.

Jobs Applied For

This section appears only for multi-job applications. It lists the jobs that are included in the application, and provides a delete option so that the applicant can remove jobs. Removing a job from an application is not reversible.

Jobs that were removed from the application because the applicant did not pass prescreening are not listed here.

Prequalify

The Prequalify group box appears only if the application included prescreening. It lists all job openings that were originally included in the application, even if some job openings were subsequently removed because the applicant failed prescreening. For each job, the grid displays a message stating whether the applicant is eligible or ineligible to apply.

Online Screening Notice

This group box appears only if online screening is active and if the online screening definition includes an Explain Text ID identifying the online screening notice.

The relevant job title and job ID appear before the notice. If the application includes multiple jobs with online screening, the notices for jobs that use the same Explain Text ID are

consolidated. That is, the titles and job IDs for all jobs using a particular notice are listed before the notice. If jobs use different Explain Text IDs, the notices appear sequentially under the appropriate job titles and IDs.

Summary of Application Data

The following sections display read-only summaries of the application data:

1. Resume
2. Cover Letter
3. Attachments
4. Preferences
5. (USF) Federal Preferences
6. Education History
7. Work Experience
8. (USF) Priority Placement
9. Job Training
10. <Profile Sections>
11. References
12. Personal Information
13. Referrals
14. Community Background Information
15. Disability
16. Veteran

The format for the Veteran section depends on whether you collect information using the regular form or simplified form.

17. Diversity

The format for the Diversity section depends on whether you collect ethnicity information using the two-question format or using a list of ethnicities.

Note: The Review/Submit page does not display questionnaire data.

Modifying Data



An Edit icon enables applicants to easily access any data that they want to modify.

- For data that the applicant originally entered on a modal detail page, clicking the Edit icon opens the same modal detail page so that the applicant can modify the data without leaving the Review/Submit step.

The Edit icon opens modal windows for existing rows in the grids for Work Experience, Priority Placement, Job Training, and References. It also opens modal windows for profile-related data unless it is a profile type (such as competencies) where the applicant originally entered data on the main step page rather than on a modal detail page.

- For other sections, clicking the Edit icon returns the applicant to the relevant step or substep.

Sections where the Edit icon does this include Resume, Cover Letter, Attachments, Preferences, Federal Preferences, Education History, Personal Information, Referrals, Disability, Veteran, and Diversity.

My Contact Information Page

External applicants use the My Contact Information page (HRS_APP_PROFILE_SEC) page to review and update name and contact information.

Internal applicants use this page to review name and contact information, but they cannot change this data because it comes from HR records. The only change an internal applicant can make is to the preferred contact method.

Navigation

Click the Edit icon in the My Contact Information section of the Review and Submit page.

Image: My Contact Information page

This example illustrates the My Contact Information page. This is a partial illustration that does not show the email and phone sections of the page or the Save button at the bottom of the page.

The screenshot shows a web form titled "My Contact Information". It is divided into three main sections:

- Preferred Contact Method:** A dropdown menu with "Email" selected.
- Name:** Fields for Name Format (English), Name Prefix, *First Name (Karla), Middle Name, *Last Name (Beneffer), and Name Suffix.
- Address:** Fields for Country (United States), Address 1 (100 Wutzeltsep Street), Address 2, Address 3, City (Steinbacher), State (Florida), Postal (99999), and County (USA).

The fields on this page are the same as those on the [My Account Information Page](#) for external users or the [My Contact Information Page](#) for internal users, except that external users do not see their user names, nor do they see the link for changing a password.

Application Confirmation Page

Applicants use the Application Confirmation page (HRS_CE_CONFIRM) to:

- Receive confirmation that an application has been successfully submitted.
- Review online screening results for job openings that include pass and fail messages for online screening.


Navigation

Click the Submit button on the Review and Submit page.

Image: Application Confirmation page

This example illustrates the Application Confirmation page.

Application Confirmation

 **Your job application has been successfully submitted.**

You have applied for the following job(s):

Jobs Applied For				
Job Title	Job ID	Location	Job Posting Date	Application Date
Interview Assistant	503710	California	06/27/2011	12/17/2013

Online Screening Results

Job Title: Interview Assistant Job ID: 503710

We are pleased to advise that the application you have submitted has been accepted for further consideration in terms of our recruitment policy. You may review your submitted application by using the [View Submitted Application](#) link below.

We will contact you by email notifying you of whether your application has been successful or not as soon as possible.

Your application, if found suitable is made available in our system to other recruiters who may consider linking you as an applicant to any available positions for which they may consider you suitable. In the event of your being linked to further job openings you will receive an email notification.

Please note that any false or incorrect information will render this application void.

Your application has been successfully submitted. If you need to update your job application, you will need to reapply. If you wish to view the status of this job application, select the link below to return to the Job Search page and review the My Activities section.

[Return to Job Search](#) [View Submitted Application](#)

Job Applied For

This grid lists the jobs that were included in the submitted application. The grid does not show jobs that were removed from the application because the applicant failed prescreening.

Online Screening Results

This group box appears if any there are any online screening pass or fail notices for the applicant. Pass and fail messages are optional for online screening.

The relevant job title and job ID appear before the notice. If the application includes multiple jobs with online screening, the notices for jobs that use the same Explain Text ID are consolidated. That is, the titles and job IDs for all jobs using a particular notice are listed before the notice. If jobs use different Explain Text IDs, the notices appear sequentially under the appropriate job titles and IDs.

Application Summary Page

Use the Application Summary page (HRS_CE_REVIEW) to review a submitted application.

Navigation

Click the My Activities link in the navigation bar that appears on pages throughout Candidate Gateway.

In the Applications grid, click the link for an application with the status *Submitted*.

Image: Application Summary page

This example illustrates part of the Application Summary page.

The screenshot shows the 'Application Summary' page for a job titled 'Product Consultant - Sales'. The page is divided into several sections:

- My Contact Information:** A table with fields for Email (kbenefeer@iopoiopiop.com), Phone, Address (100 Wutzeltsep Street, Steinbacher, FL 99999), and Preferred Contact Method (Email).
- Prequalify:** A table indicating eligibility for the job, with Job Title 'Product Consultant - Sales' and Job ID '504073'.
- Resume:** A table with columns for Resume and Resume Title, showing a file named 'K_Benefer_Resume.doc'.
- Cover Letter:** A table with columns for Cover Letter and Cover Letter Title, showing a file named 'K_Benefer_Cover_Letter.doc'.
- Attachments:** A table with columns for Attachment, Attachment Title, and Attachment Type, showing a file named 'K_Benefer_References.doc' with title 'Karia Benefer References' and type 'References'.
- Preferences:** A section with text indicating the user's start date preference and the kind of work they are looking for.

The Application Summary page is a read-only version of the Review/Submit Page, rendered without the guided application process.

Chapter 6

(Classic) Managing Additional Applicant Activities

Reviewing Notifications

This topic provides an overview of Candidate Gateway notifications and discusses how applicants can review and act on notifications.

Applicants must sign in before they can access the My Notifications page.

Page Used to Review Notifications

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
My Notifications Page	HRS_CE_NOTIFY	Review and act on notifications and online job offers.

Understanding Notifications

Certain actions in Talent Acquisition Manager send applicants both an email message and a notification that appears on My Job Notifications page in Candidate Gateway. On the My Job Notifications page, applicants click notifications to view details. They can also delete notifications.

The My Job Notifications page also lists any job offers that have been posted to Candidate Gateway. These appear in addition to the notifications for those offers.

If an application is withdrawn (either by the applicant or by a Talent Acquisition Manager user), any related job offers, offer notifications, and interview notifications are removed from the My Job Notifications page.

For information about the Withdraw Application action, see "Withdrawing Applications" (PeopleSoft HCM 9.2: Talent Acquisition Manager)

My Notifications Page

Applicants use the My Notification page (HRS_CE_NOTIFY) to review and act on notifications and online job offers.

Navigation

Click the My Notifications link in the navigation bar that appears on pages throughout Candidate Gateway if the applicant is signed in.

Image: My Notifications page

This example illustrates the My Notifications page.

The screenshot shows the 'My Notifications' page with a navigation bar at the top. The main content is divided into two sections: 'Job Offers' and 'Notifications'. The 'Job Offers' section contains a table with columns for 'View Offer', 'Job Title', 'Job ID', 'Status', 'Location', 'Offer Date', and 'Expiration Date'. The 'Notifications' section contains a table with columns for 'Subject', 'Status', 'Received', and 'Delete'.

Job Offers						
View Offer	Job Title	Job ID	Status	Location	Offer Date	Expiration Date
View Offer	Documentation Manager (Hot Job)	10278	New	San Francisco	07/25/2014	08/04/2014

Notifications			
Subject	Status	Received	Delete
You have a job offer: Documentation Manager (Hot Job) (Job ID 10278)	New	07/25/2014 12:24AM	
Please add your references	New	07/25/2014 12:22AM	
Your automated job search DOCUMENTATION JOBS has returned results	Viewed	07/25/2014 12:21AM	
You are scheduled for a job interview: Documentation Manager (Hot Job) (Job ID 10278)	Viewed	07/25/2014 12:20AM	
You are invited to apply for a job: Sales Product Consultant (Job ID 504007)	Viewed	07/25/2014 12:19AM	

Job Offers

This grid lists all of an applicant’s posted job offers, including accepted, rejected, and expired offers.

If an offer is unposted, or if the application is withdrawn, the offer no longer appears here.

View Offer

Clicking this link displays the Job Offer Page, where the applicant can review the offer and, if the offer has not yet expired, the applicant can accept or reject the offer.

Job Title and Job ID

These fields identify the job that is associated with the offer.

Status

Displays one of the following values:

- *New*: the offer has been posted, but the applicant has not yet viewed it.
- *Viewed*: the applicant viewed the offer, but has not yet acted on it.
- *Accepted*: the applicant accepted the offer.
- *Rejected*: the applicant rejected the offer.
- *Expired*: the offer expired without being accepted or rejected.

Location

Displays the primary recruiting location associated with the job.

Offer Date

Displays the offer date as shown on the "Prepare Job Offer Page" (PeopleSoft HCM 9.2: Talent Acquisition Manager).

Expiration Date

Displays the date that the offer expires.

Notifications Grid

Subject	The five types of notifications each have titles that summarize the notification. These are described in the next section of this topic. Click the subject to view the notification details.
Status	Notifications have the status <i>New</i> until the applicant clicks the notification link to view the notification details. After the applicant reviews the notification details, the status changes to <i>Viewed</i> . The My Notifications link on the Candidate Gateway notification bar includes a red badge icon that indicates the number of new notifications on the My Notifications page. See Using the Candidate Gateway Navigation Bar .
Received	Displays the date and time that the notification was received.
Delete	Applicants click the Delete icon to remove a notification from the My Notifications page.

Notification Titles

Your automated job search <search name> has returned results	Job search notifications appear if an applicant saves search criteria as a job agent and the Job Agent process generates results for the saved search. See "Using the Job Search Agent" (PeopleSoft HCM 9.2: Talent Acquisition Manager) Clicking the notification link displays the search results on the Job Search Page .
You are scheduled for a job interview	Interview notifications appear if a recruiter selects the Notify Applicant check box when scheduling an interview on the "Interview Schedule Page" (PeopleSoft HCM 9.2: Talent Acquisition Manager). The notification is removed if the interview is subsequently cancelled. Clicking the notification link displays the Interview Details Page , where the applicant can review interview information.
<hr/>	
	Note: If Talent Acquisition Manager is configured for full calendar integration with Microsoft Outlook, the system does not create Candidate Gateway notifications for interviews.
Please add your references	Reference request notifications appear if a recruiter clicks the Request References button on the References section of the "Manage Applicant page: Applicant Data Tab" (PeopleSoft HCM 9.2: Talent Acquisition Manager).

You have a job offer: <job title and ID>

Clicking the notification link displays the [Applicant References Page](#), where the applicant can add or modify references.

Offer notifications appear if a recruiter posts a job offer on the "Prepare Job Offer Page" (PeopleSoft HCM 9.2: Talent Acquisition Manager). If the offer is subsequently unposted, the system removes the offer notification.

Clicking the notification link displays the [Job Offer Page](#), where the applicant can review and respond to the offer.

Note: Posted offers also appear the Job Offers grid on the My Notifications page. Applicants cannot delete rows from this grid, so the offer remains visible to the applicant even if the offer notification is deleted.

You are invited to apply for a job: <job title and ID>

Invitations to apply for a job appear if a recruiter links an applicant to a job opening that includes screening questions. The applicant's existing applications don't include answers to the questions, so the applicant is invited to reapply.

Note: Even if the site is configured not to allow multiple application for a job opening, applicants are allowed to reapply in response to this invitation.

Recruiters can link applicants to job openings on the "Link Applicant to Job Opening Page" (PeopleSoft HCM 9.2: Talent Acquisition Manager) or on the "Application Details Page" (PeopleSoft HCM 9.2: Talent Acquisition Manager).

Clicking the notification displays the [Job Description Page](#), where the applicant can review the job information and click the Apply button to start an application.

Reviewing Activities and Uploading Attachments

This topic provides an overview of applicant activities and describes the My Activities page.

Note: Applicants must sign in before they can access the My Activities page.

Pages Used to Review Activities and Upload Attachments

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
<u>My Activities Page</u>	HRS_CE_ACTVTY	<ul style="list-style-type: none"> Review summary information about applications, resumes, and attachments. Withdraw applications. Add and remove attachments that aren't specific to an application.
<u>Add/Edit Attachment Page</u>	HRS_APPL_ATTACH_NR	Enter attachment information and upload attachments.
<u>Resume Page</u>	HRS_VIEW_RESUME	<p>View a resume that was copied and pasted into the system.</p> <p>(For uploaded resumes, the system opens the attached file directly rather than displaying it on a PeopleSoft page.)</p>

Understanding Applicant Activities

In Candidate Gateway, applicants use the My Activities page to review both submitted and unsubmitted applications. This page also provides applicants with an option to withdraw draft applications and, depending on the system configuration, to withdraw submitted applications.

The My Activities page additionally lists an applicant's submitted resumes and enables the applicant to upload or remove non-resume attachments.

Understanding Application Withdrawal

By withdrawing applications, an applicant can remove submitted applications from consideration and make unsubmitted (draft) applications invisible in both Candidate Gateway and Talent Acquisition Manager.

Withdrawing applicants in Candidate Gateway generally does the same thing as using the Withdraw Application action in Talent Acquisition Manager as described in the topic "Withdrawing Applications" (PeopleSoft HCM 9.2: Talent Acquisition Manager).

Withdrawing a Draft Application

When a draft application is withdrawn, the system performs a logical delete (but not a physical delete) of the application. The applicant no longer sees the application on the My Activities page.

In Talent Acquisition Manager, where draft applications are normally visible to recruiting administrators (but not to other users), the withdrawn draft application is no longer searchable or visible. If the draft application is an applicant's only application, then after the application is logically deleted and the recruiting search indexes are rebuilt, the applicant is no longer searchable or visible in Talent Acquisition Manager.

Withdrawing a Submitted Application

The difference between withdrawing a submitted application in Candidate Gateway versus in Talent Acquisition Manager has to do with how the reason is assigned when the *130 Withdrawn Application* disposition is assigned. In Candidate Gateway, the system assigns the reason *Candidate Withdrawn*. In Talent Acquisition Manager, the default reason is *Recruiter Withdrawn*, and the user who is performing the action has the option to choose a different reason code.

Withdrawing a submitted application has these effects in addition to the disposition change:

- In Candidate Gateway, where dispositions are not shown, the application status on the My Activities page changes from *Submitted* to *Withdrawn* and the *Date Withdrawn* appears.

When an application is in *Withdrawn* status, the link to the application details is disabled, and the Withdraw button is disabled and relabeled Withdrawn.

- Any online job offer or notifications for the withdrawn application are removed from the My Notifications Page.
- Any resume that was associated with the withdrawn application (and is not also associated with a still active application) is no longer visible on the My Activities page and is no longer available for selection in future applications.

The resume remains visible in Talent Acquisition Manager unless the application was a draft application and was therefore logically deleted.

- If an applicant starts a new application for a job after the previous application was withdrawn, the system does not alert the applicant that there was a previous application.

Configuring Applicant Withdrawal

In order for an applicant to withdraw an application, the application must be in a disposition that is configured to allow applicant withdrawal. This option is configured on the "Status Area Page" (PeopleSoft HCM 9.2: Talent Acquisition Manager). To activate this option on the Status Area page, you must also use the "Status Successors Page" (PeopleSoft HCM 9.2: Talent Acquisition Manager) to list *130 Withdrawn Application* as a successor to every disposition that allows applicant withdrawal.

Note: Although successor configuration is all that is required to activate the Withdraw Application action in Talent Acquisition Manager, configuring applicant withdrawal requires the additional step of explicitly selecting the Applicant Withdrawal check box on the Status Area page.

The Withdraw Button

On the My Activities page, the Withdraw button is active for all applications except ones that have already been withdrawn. However, if the application is in a disposition that does not permit applicants to withdraw the application, then clicking the button displays a message stating that the application cannot be withdrawn due to its status. If the application includes multiple jobs, the message appears if at least one job has a disposition that prevents withdrawal.

Unsubmitted applications are in a draft disposition, which always allows applicant withdrawal. However, if an unsubmitted application includes prescreening, and the applicant failed prescreening, then the ability to withdraw the application depends on whether the failed prescreening disposition is configured to allow applicant withdrawal.

My Activities Page

Applicants use the My Activities page (HRS_CE_ACTVTY) to:

- Review summary information about applications and resumes.
- Withdraw applications.
- Manage non-resume attachments.

Navigation

Click the My Activities link in the navigation bar that appears on pages throughout Candidate Gateway if the applicant is signed in.

Image: My Activities page

This example illustrates the My Activities page.

The screenshot shows the 'My Activities' page with a navigation bar at the top containing links for Job Search, My Notifications, My Activities (highlighted), My Favorite Jobs, My Saved Searches, and My Account Information. The user is signed in as Nora. The page is divided into three main sections: Applications, Resumes, and My Cover Letters and Attachments.

Applications Table:

Job Title	Job ID	Location	Status	Date Created	Date Submitted	Date Withdrawn	Withdraw Application
Sales Product Consultant	504030	California Location	Submitted	01/29/2016 11:17AM	01/29/2016 11:17AM		Withdraw
Multiple Job Application	Multiple	-	Submitted	01/29/2016 11:25AM	01/29/2016 11:25AM		Withdraw
Consultant-Junior	290106	Oklahoma	Withdrawn	01/29/2016 11:27AM	01/29/2016 11:27AM	01/29/2016 11:27AM	Withdrawn
Product Consultant - Sales	300365	Corporation Headquarters	Not Submitted	01/29/2016 11:28AM			Withdraw

Resumes Table:

Resume	Job ID	Attached File	Date Created
Nora Dooley Resume	504030	Nora_Dooley_Resume.pdf	01/29/2016 11:15AM
Nora_Dooley Sales Resume	Multiple	Nora_Dooley_Resume-Sales.pdf	01/29/2016 11:24AM

My Cover Letters and Attachments Table:

Attachment	Job ID	Attachment Title	Attachment Type	Uploaded	Edit	Delete
Nora_Dooley_Cover_Letter_Consulting.pdf	504030	Nora Dooley Cover Letter	Cover Letters	01/29/2016 11:15AM		
Nora_Dooley_References.pdf	504030	Nora Dooley References	References	01/29/2016 11:17AM		
Nora_Dooley_Cover_Letter_Sales.pdf	Multiple	Nora Dooley Sales Cover Letter	Cover Letters	01/29/2016 11:23AM		
Nora_Dooley_Transcript.pdf	All	Nora Dunstan Transcript	Transcripts	01/29/2016 11:31AM		
Nora_Dooley_Writing_Sample.pdf	All	Nora_Dooley_Writing_Sample.pdf				

At the bottom of the page, there is an 'Add Attachment' button and a 'Return to Previous Page' link.

Applications

This grid lists an applicant’s submitted and unsubmitted applications.

Display Applications From

Applicants use this field to filter the application grid to show only applications that they created within a specified time frame.

Applicants can view all of their applications, or applications from the last week, month, three months, or year.

Filtering applies only to the Applications grid, not to the Resumes grid or the My Cover Letters and Attachments grid.

Job Title	<p>If the application has been submitted, clicking the job title displays the Application Summary Page.</p> <p>If the application is unsubmitted, clicking the job title opens the guided application process so that the applicant can continue with the job application.</p> <p>This field displays the job posting title unless the applicant initiated the application as a multi-job application. In this case, the field displays the text <i>Multiple Job Application</i>.</p> <hr/> <p>Note: <i>Multiple Job Application</i> refers only to applications where the applicant explicitly chose to include multiple jobs in a single application. If a recruiter uses Talent Acquisition Manager to link an applicant to additional jobs, those jobs are technically added to an existing application. But although the application now has multiple jobs, each job that was linked using Talent Acquisition Manager appears in a separate row in this grid in Candidate Gateway, and each row in the grid shows the job posting title in the Job Title field.</p>
Location	<p>Displays the primary recruiting location for the job. If the application includes multiple jobs, this column is blank.</p>
Status	<p>The status is <i>Submitted</i> if the application has been submitted.</p> <hr/> <p>Note: The system does not update this status as the application moves through the recruiting process. Even if the application is rejected or the job opening is filled, the status remains <i>Submitted</i>.</p> <hr/> <p>The status is <i>Not Eligible</i> if an applicant failed prescreening for all job openings and was not allowed to continue the job application.</p> <p>The status is <i>Not Submitted</i> if the application was saved for later and the applicant is able to continue with the job application.</p> <p>The status is <i>Withdrawn</i> if the disposition is <i>130 Withdrawn</i>. This is the disposition that the system assigns when an applicant or a recruiting user withdraws the application. However, if an unsubmitted application is withdrawn, it disappears from the My Activities grid entirely rather than appearing with a <i>Withdrawn</i> status.</p>
Date Created	<p>Displays the date and time that the application was started, regardless of whether it was submitted on that date.</p>
Date Submitted	<p>Displays the date and time that the application was submitted. This column is blank for applications that have not been submitted.</p>

Date Withdrawn

Displays the date and time that the application was withdrawn. This column is visible only if at least one application is *Withdrawn* status.

Withdraw Application

An applicant can click the Withdraw button in this column to withdraw an application. If the application (or at least one job in a multi-job application) is in a disposition that does not allow applicant withdrawal, a message informs the applicant that withdrawal is not allowed. Otherwise, the application is withdrawn.

Clicking the Withdraw button has different results depending on the type of application:

- Withdrawing a draft application removes the application from this page.
- Withdrawing a submitted application changes the Status to *Withdrawn*, changes the button name to *Withdrawn*, and disables the button.

The withdrawal process is discussed in more detail earlier in the [Understanding Application Withdrawal](#) section of this topic.

Resumes

This grid lists all resumes from the applicant's submitted applications. A separate row appears for each application with a resume, even if an application re-used a previously submitted resume.

The grid does not include rows for unsubmitted applications or for withdrawn applications.

Resume

Displays the resume title that the applicant supplied during the application process. If the resume is a file attachment, clicking the title opens the file. If the resume was copied and pasted into the application, clicking the title displays the Resume page.

Job ID

Displays a job ID if the resume is from an application for a single job.

Displays *Multiple* if the resume is from a multi-job application.

This field is blank if the resume is from an application that does not include a job opening.

Attached File

If the resume is a file attachment, this field displays the file name. Otherwise, this field is blank.


Created

Displays the date and time that the applicant first added this resume to an application.

My Cover Letters and Attachments

This grid displays the applicant's non-resume attachments, including attachments that were uploaded in Talent Acquisition Manager.

Attachments to unsubmitted or withdrawn applications do not appear here. However, a Talent Acquisition Manager user who views a withdrawn application can still see that application's attachments.

Attachment	Displays the file name of the attachment. Click to open the file.
Job ID	<p>Displays a job ID if the attachment is associated with an application for a single job.</p> <p>Displays <i>Multiple</i> if the attachment is associated with a multi-job application.</p> <p>Displays <i>All</i> if the attachment is not associated with a job application. Because these attachments are associated with the applicant rather than with a specific job application, Talent Acquisition Manager users can see these attachments in all of the applicant's applications.</p> <p>Attachments that are uploaded on the My Activities page are not associated with job applications.</p>
Attachment Title	Displays the descriptive title for the attachment.
Attachment Type	Displays the attachment type for the file. Attachments that an applicant uploads always have an attachment type. However, the attachment type is not required for attachments that are uploaded in Talent Acquisition Manager.
Uploaded	Displays the date and time that the attachment was uploaded.
 Edit	<p>Clicking this button opens the Edit Attachment page, where an applicant can change the Attachment Type or Attachment Title.</p> <p>This button is available only for attachments that are not associated with a job application (that is, where the Job ID is <i>All</i>).</p> <p>Applicants cannot use the Edit Attachment page to change the attached file. Instead, the applicant should delete the original attachment and add a new one.</p>
Delete	<p>Clicking this button deletes the attachment.</p> <p>This button is available only for attachments that are not associated with a job application (that is, where the Job ID is <i>All</i>).</p>
Add Attachment	Clicking this button opens the Add Attachment page, where the applicant can upload a new attachment.

Add/Edit Attachment Page

Applicants use the Add Attachment page (HRS_APPL_ATTACH_NR) to enter attachment information and upload attachments. When an applicant edits an existing attachment, the page title is Edit Attachment.

Navigation

- Click the Add Attachment button on the My Activities page.
- Click the Edit icon for an existing attachment.

Image: Attachment page

This example illustrates the Attachments page. In this example, page title is Add Attachment because the applicant is uploading a new file attachment.

Note: An applicant who is editing an existing attachment can change the attachment type and purpose, but the applicant cannot upload a new file.

Attachment Type

Applicants must select an attachment type before uploading an attachment.

The available values are the attachment types where the "Attachment Type Setup Page" (PeopleSoft HCM 9.2: Talent Acquisition Manager) has a Max Occurrences Outside of Applications value of one or more.

The system does not check whether the applicant has already reached the specified maximum for the attachment type until the applicant clicks the Upload Attachment button.

Attachment Title

Applicants use this field to enter a free text title for the attachment.

Upload Attachment

Clicking this button initiates the process of selecting and then uploading a file. After an attachment is uploaded, the button is no longer visible.

If the Attachment Type or Attachment Title field is blank, clicking this button displays a message instructing the applicant to enter the required information.

If the applicant already has the maximum allowable number of attachments for the selected Attachment Type, clicking this button displays a message explaining the restriction.

<file name>	After the applicant uploads a file, the file name replaces the Upload Attachment button. The file name is a link that opens the file.
Save	After uploading an attachment, an applicant clicks this button to close the page and add the attachment to the applicant record.
Cancel	Clicking this button closes the page without adding an attachment to the applicant record. If the applicant has already clicked the Upload Attachment button and completed the upload process, the file remains in the file repository for Candidate Gateway attachments, but it is not visible in either Candidate Gateway or Talent Acquisition Manager.

Resume Page

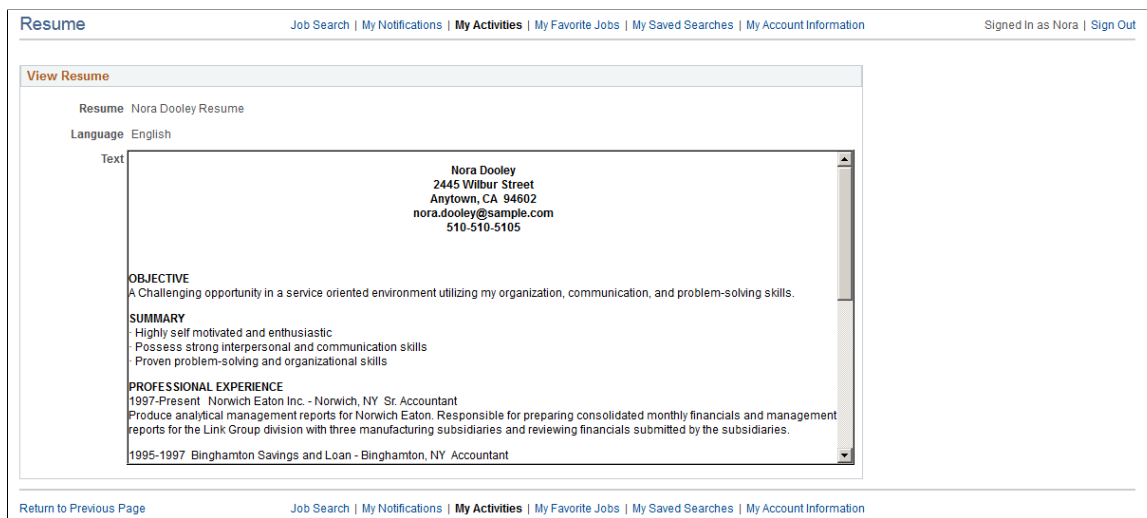
Applicants use the Resume page (HRS_VIEW_RESUME) to view a resume that was copied and pasted into the system.

Navigation

In the Resumes grid on the My Activities page, click the title of a resume that was copied and pasted into the system.

Image: Resume page

This example illustrates the Resume page.



Entering References

This topic provides an overview of reference notifications and discusses how to add and review references.

Note: Applicants must sign in before they can enter references.

Pages Used to Enter References

Page Name	Definition Name	Usage
Applicant References Page	HRS_CE_APP_REF	Review and update professional and personal references.
Reference Page	HRS_CE_D_REFERENCE	Enter detailed information for a reference.

Understanding Reference Notifications

If a recruiter clicks the Request References button on the References section of the "Manage Applicant page: Applicant Data Tab" (PeopleSoft HCM 9.2: Talent Acquisition Manager), the system sends an email notification (HRS_UPDATE_REFERENCES) asking the applicant to provide updated references. The email notification contains a link to Candidate Gateway. The system also posts a Candidate Gateway notification, which appears on the My Notifications page.

Applicants can click the notification link to access the Applicant References page, where they can submit references.

Note: If a recruiter sends a reference request to an applicant who is not a registered user of Candidate Gateway, the email notification includes an auto-generated user name and password that enables the applicant to sign in, see the notification, and submit references. By using these system-generated logon credentials, the applicant ensures that the Candidate Gateway account is properly associated with the existing applicant record.

Applicant References Page

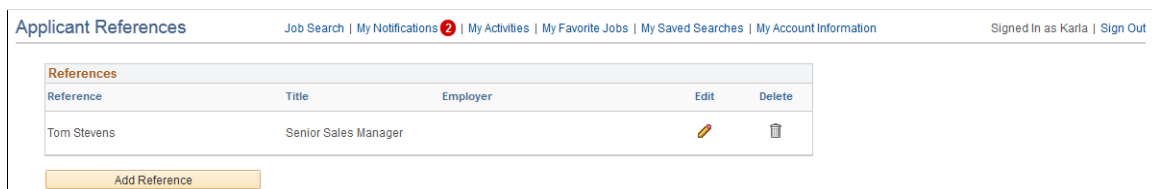
Applicants use the Applicant References page (HRS_CE_APP_REF) to review and update their professional and personal references.

Navigation

Click a reference request notification on the My Notifications page.

Image: Applicant References page

This example illustrates the Applicant References page.



Edit

An applicant clicks this icon to view or modify reference details on the Reference page.

Add Reference

An applicant clicks this button to open the Reference page and enter detailed information for a new reference.

Reference Page

Applicants use the Reference page (HRS_CE_D_REFERENCE) to enter information for a reference.

Navigation

- Click the Add Reference button on the Applicant References page.
- Click the Edit icon for an existing reference.

Image: Reference Page

This example illustrates the Reference page. When adding new references, the page title is Add Reference.

The screenshot shows a web form titled "Reference" with a close button in the top right corner. The form contains the following fields:

- *Reference Type: A dropdown menu with "Professional" selected.
- *Reference Name: A text input field containing "Tom Stevens".
- *Title: A text input field containing "Senior Sales Manager".
- Employer: A text input field containing "Widgets, Inc".
- Phone: A text input field containing "555-111-2222".
- Email Address: A text input field containing "tom.stevens@widgets.com".
- Country: A dropdown menu with "United States" selected.
- Address 1: A text input field.
- Address 2: A text input field.
- Address 3: A text input field.
- City: A text input field.
- State: A dropdown menu.
- Postal: A text input field.
- County: A text input field.

At the bottom left, there is a legend: "* Required Information". Below the legend are two buttons: "Save" and "Cancel".

This is the same [Reference Page](#) that applicants use to enter references from within a job application.

Viewing Interview Details

This topic provides an overview of interview notifications and discusses how applicants can review interview details.

Note: Applicants must sign in before they can view interview schedules in Candidate Gateway.

Pages Used to View Interview Details

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
Interview Details Page	HRS_NOT_INT_DTL	View details for an interview.

Understanding Interview Notifications

If a recruiter selects the Notify Applicant check box when scheduling an interview on the "Interview Schedule Page" (PeopleSoft HCM 9.2: Talent Acquisition Manager), the system sends an email notification (HRS_INTVWSCHED_APPL) with information about the interview schedule. The email notification contains a link to Candidate Gateway. The system also posts a Candidate Gateway notification that appears on the My Notifications page.

In Candidate Gateway, clicking the Candidate Gateway notification displays the Interview Details page, where the applicant can review interview details such as the date and time, a list of interviewers, the location, directions, and any applicant notes that were entered into the interview schedule. The Interview Details page always shows the most current information for the interview, even if the interview details have changed since the notification was sent.

If an interview is canceled in Talent Acquisition Manager, the system deletes any existing notification for that interview. If the interview is later reinstated, the system sends a new notification only if the Notify Applicant check box is selected when the reinstated interview is submitted.

If an applicant already has a Candidate Gateway notification for an interview, and a recruiting user makes a change and sends a new notification, the system does not create an additional Candidate Gateway notification. However, if the applicant deleted the previous Candidate Gateway interview notification, then the notification process creates a new one.

Note: If Talent Acquisition Manager is configured for full calendar integration with Microsoft Outlook, the system does not create Candidate Gateway notifications for interviews.

Related Links

"Scheduling and Managing Interviews" (PeopleSoft HCM 9.2: Talent Acquisition Manager)

"Understanding Calendar Integration Options" (PeopleSoft HCM 9.2: Talent Acquisition Manager)

Interview Details Page

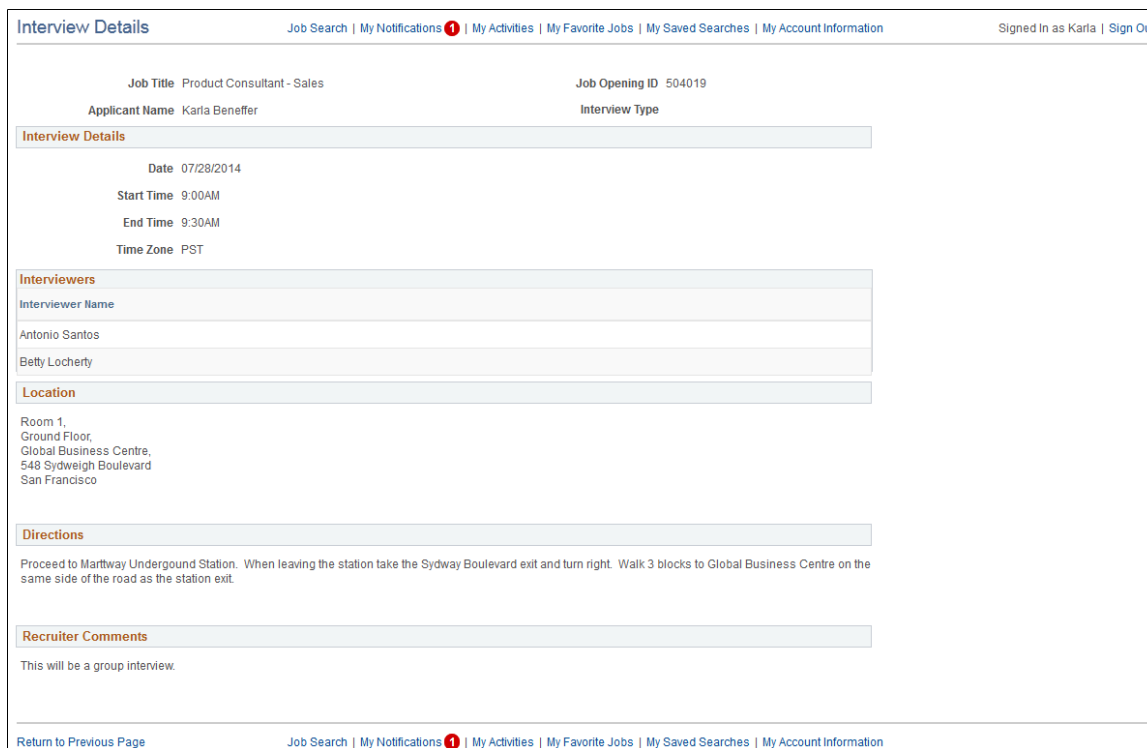
Applicants use the Interview Details page (HRS_APP_INT_DET_SB) to view the details for an interview.

Navigation

Click an interview notification on the My Notifications page.

Image: Interview Details page

This example illustrates the Interview Details page.



Interview Details

The Date, Start Time, End Time, and Time Zone fields show the interview date and time in the time zone entered on the "Interview Schedule Page" (PeopleSoft HCM 9.2: Talent Acquisition Manager).

Interviewers

Displays the names of the interviewers as entered on the Interview Schedule page.

Location

Displays the location text from the Interview Schedule page.

Directions

Displays the directions that are associated with the interview venue that is specified on the Interview Schedule page. The venue directions are entered on the "Interview Facilities Page" (PeopleSoft HCM 9.2: Talent Acquisition Manager).

This section of the page is hidden if the interview is not associated with a venue or if the venue definition does not include directions.

Recruiter Comments

Displays any applicant comments entered on the Interview Schedule page.

Note: This page does not display interview notes or attachments. It also does not display the text of the interview email notification that the system sends the applicant.

Reviewing and Responding to Online Job Offers

This topic provides an overview of online job offers and discusses how applicants review and respond to them.

Note: Applicants must sign in before they can access online job offers.

Pages Used to Review and Respond to Online Job Offers

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
<u>Job Offer Page</u>	HRS_ONL_OFR_CE_DTL	Review a job offer, accept or reject it, and upload documents.
<u>Offer Attachment Note Page</u>	HRS_CE_ATTNOTE_SC2	View the text of an offer-related note that was created using the document definition capabilities of the PeopleSoft HCM attachment framework. See "Setting Up Online Job Offer Attachments" (PeopleSoft HCM 9.2: Talent Acquisition Manager) Note: Document definitions are not typically used in recruiting.
<u>Document Description Page</u>	HRS_ONL_OFR_DD_SEC	Enter a description for a file that is uploaded to the Return Completed Documents grid on the Job Offer page.
<u>Send Notification to Recruiter Page</u>	HRS_ONL_OFR_NT_SEC	Send uploaded documents to the primary recruiter for the job opening.

Understanding Online Job Offers

When PeopleSoft Talent Acquisition Manager is configured to support online job offers, recruiters can post offers to Candidate Gateway. Applicants can then review offer documents, accept or reject the offer, and upload offer or employment documents that need to be returned to your organization.

When the job offer is posted to Candidate Gateway, the system sends the applicant an email (notification template HRS_OFFER_NOTICE) alerting the applicant that the offer is posted. In Candidate Gateway, both the offer and the offer notification appear on the My Notifications page. Clicking either the offer or the offer notification displays the detailed offer information on the Job Offer page.

The system creates an applicant note and sends the recruiter an email notification when the applicant accepts or rejects the offer (notification template HRS_OFFER_RESPONSE) and when the applicant uses the option to send uploaded documents to the recruiter (notification template HRS_OFFER_DOC_ATCH). The recruiter notifications are sent to the email address that is associated with the recruiter's user ID rather than the recruiter's personal data record. Note that the workflow settings for the recruiter's user ID must specify that the user is an email user.

Job Offer Page

Applicants use the Job Offer page (HRS_ONL_OFR_CE_DTL) to review job offers, accept or reject them, and upload offer-related or employment-related documents.

Navigation

Click an offer or an offer notification on the My Notifications page.

Image: Job Offer page (1 of 2)

This is the first of two examples illustrating the Job Offer page.

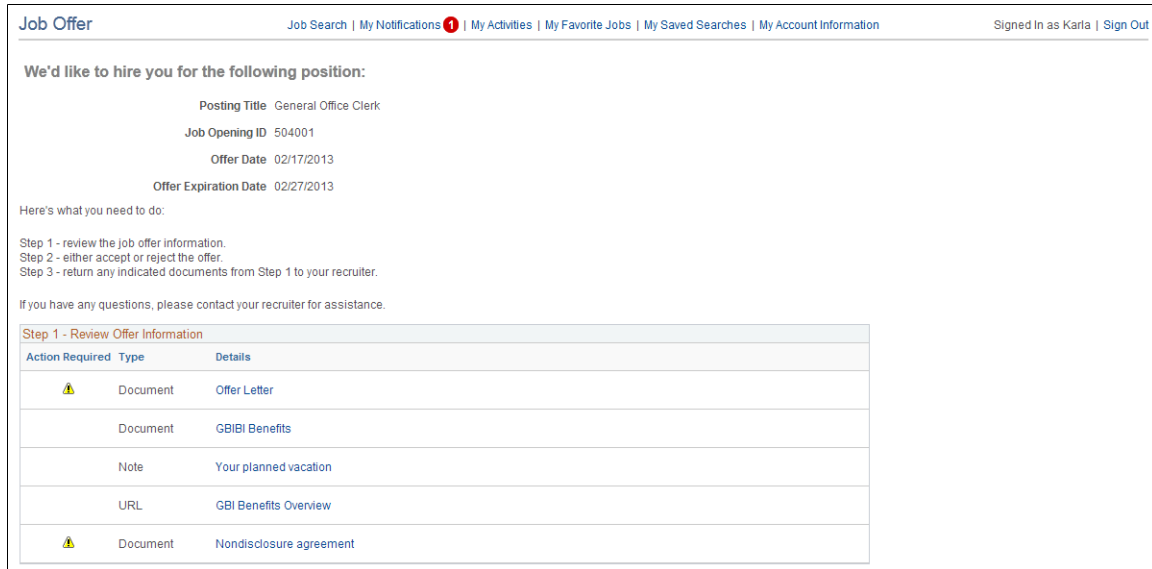
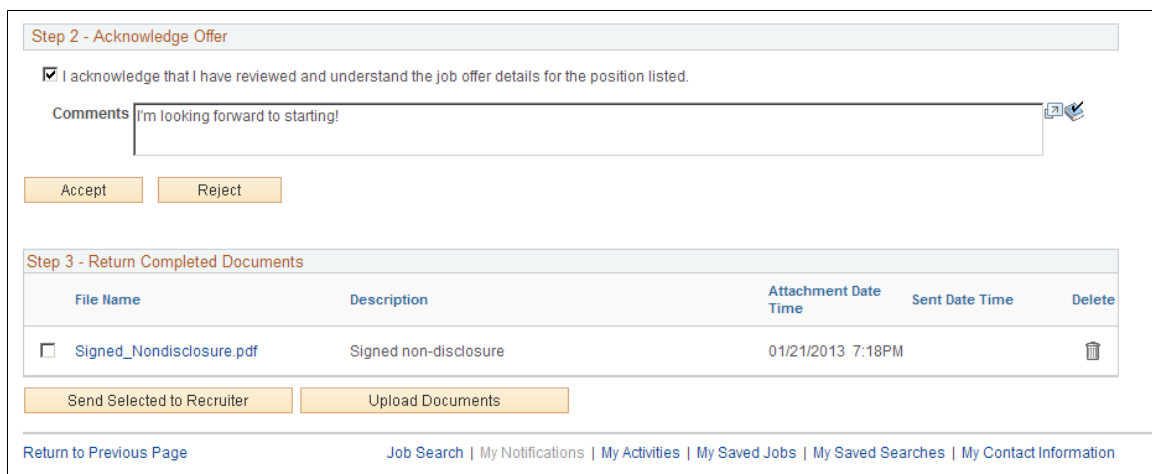


Image: Job Offer page (2 of 2)

This is the second of two examples illustrating the Job Offer page. In this example, the applicant has not yet accepted or rejected the offer.



Offer Message

The greeting at the top of the offer page varies depending on the offer status. The following table lists the text catalog entries that are used depending on the offer status.

Offer Status	Text Catalog ID for Message	Delivered Text
Accepted	HARAM_CEONLNFR_10	<i>Congratulations! We are delighted that you have accepted this offer of employment.</i>
Rejected	HARAM_CEONLNFR_11	<i>We are sorry you have decided to reject this offer of employment.</i>
Expired	HARAM_CEONLNFR_12	<i>We are sorry this offer of employment has expired.</i>
Open	HARAM_CEONLNFR_13	<i>We'd like to hire you for the following position.</i>

Step 1 - Review Offer Information

This grid lists the documents that were attached to the offer on the "Prepare Job Offer Page" (PeopleSoft HCM 9.2: Talent Acquisition Manager).



Action Required

The Action Required icon appears when the Action Required check box was selected for an attachment on the Prepare Job Offer page. This icon draws attention to documents that the applicant needs to review or return.

Type

Indicates whether the document is an *Attachment*, a *URL*, or a *Note*. (Typically, the recruiting system is not configured to support notes in offers. Instead, recruiters incorporate any notes into the offer letter.)

Details

Displays the document name. Clicking this link opens the document. Attachments and URLs open in new windows. Notes are displayed on the Job Offer Attachment Note page.

Step 2 - Acknowledge Offer

The fields in this step are disabled after the applicant accepts or rejects the offer, so applicants cannot change their response. Any changes must be handled manually and require that the applicant contact the recruiter.

I acknowledge that I have reviewed and understand the job offer details for the position listed.

Before accepting an online job offer, the applicant must acknowledge that the offer and all attachments have been reviewed and understood. The Accept button is not available until the applicant selects this check box.

Comments

The applicant can enter comments before accepting or rejecting an offer. The comments are included in the contact note that the system creates when the applicant clicks the Accept or Reject button. In Talent Acquisition Manager, contacts notes appear on the "Manage Applicant Page: Notes Tab" (PeopleSoft HCM 9.2: Talent Acquisition Manager).

Comments remain visible on the Job Offer page after the applicant accepts or rejects the offer.

Accept

An applicant clicks this button to accept a job offer. This button is not available until the applicant selects the acknowledgement check box.

The applicant is prompted to confirm the accept action, and when the applicant confirms acceptance, the system:

- Updates the offer status to *020 Accept*.
- Sends a notification (HRS_OFFER_RESPONSE) to the recruiter.
- Creates an applicant contact note with the subject *Online Acceptance of Job Offer*.

Reject

An applicant clicks this button to reject an offer.

The applicant is prompted to confirm the reject action, and when the applicant confirms the rejection, the system:

- Updates the offer status to *110 Offer Rejected*.
- Sends a notification (HRS_OFFER_RESPONSE) to the recruiter.
- Creates an applicant contact note with the subject *Online Rejection of Job Offer*.

Note: Depending on the status change effects that you have configured, updating the offer status can also trigger various other status changes, including changes to the applicant's disposition. If notifications are active for the particular status changes that occur, the status changes also trigger the relevant recruiter notifications. Notifications for changes to the Offer status use the OtherStsEffect template. Notifications for changes to an applicant's disposition use the ApplicantStsEffect template. See "Understanding Recruiting Statuses" (PeopleSoft HCM 9.2: Talent Acquisition Manager).

Step 3 - Return Completed Documents

Applicants can optionally upload documents such as completed offer forms either before or after accepting an offer. For example, an applicant can print a confidentiality agreement, sign it, then scan and upload the document.

The Return Completed Documents grid shows the documents that the applicant has uploaded and provides a mechanism for sending those documents to the job opening's primary recruiter.

<Select>

To send selected documents to the recruiter, an applicant selects the check box next to the documents.

File Name

Displays the file name of a document that the applicant has uploaded.

Description

Displays the description that the applicant provided when uploading the document. The applicant cannot change the

description except by deleting the document and uploading it again.

Attachment Date Time

Displays the date and time that the applicant uploaded the document.

Sent Date Time

If the applicant has already sent the document to the recruiter, this field displays the date and time that the document was sent. Otherwise, this field is blank.

Send Selected to Recruiter

An applicant clicks this button to send selected documents to the job opening's primary recruiter. Although this button is not available until at least one document has been uploaded, applicants are not required to select documents before clicking this button. If no documents are selected, clicking this button enables the applicant to send a text notification to the recruiter.

Note: After a document has been sent to the recruiter, the applicant cannot delete the document from the document list.

Upload Documents

An applicant clicks this button to upload an additional document. The standard PeopleTools file attachment dialog box appears. After uploading a document, the system prompts the applicant to enter the document description.

Offer Attachment Note Page

View the text of an offer-related note that was created using the document definition capabilities of the PeopleSoft HCM attachment framework.

See "Setting Up Online Job Offer Attachments" (PeopleSoft HCM 9.2: Talent Acquisition Manager)

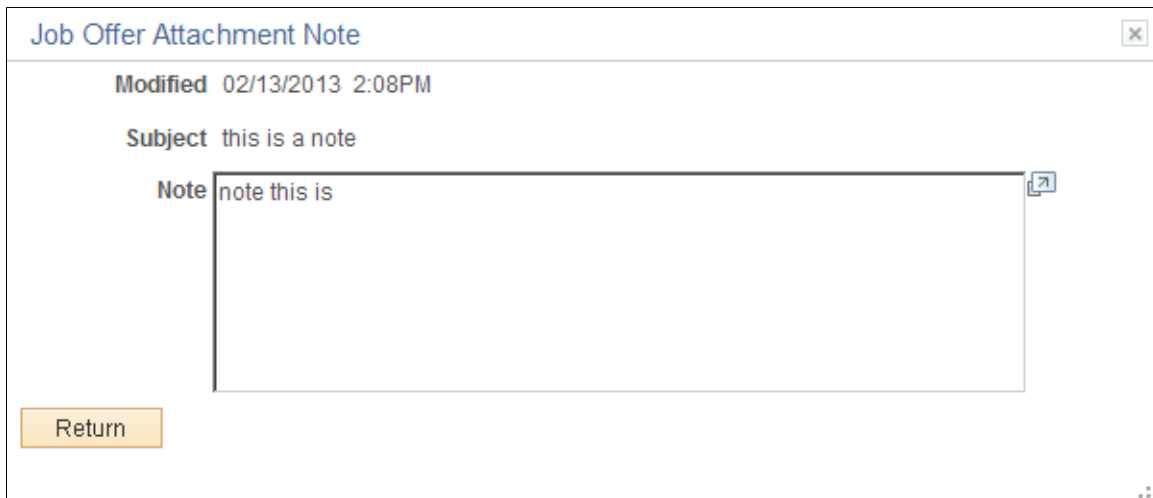
Note: Document definitions are not typically used in recruiting.

Navigation

On the Job Offer page, click the link for an offer attachment with the type *Note*.

Image: Job Offer Attachment Note page

This example illustrates the Offer Attachment Note page.



This page displays the note date, subject, and text.

Document Description Page

Applicants use the Document Description page (HRS_ONL_OFR_DD_SEC) to enter a description for a file that the applicant uploads to the Return Completed Documents grid on the Job Offer page.

Navigation

Click the Upload Documents button on the Job Offer page, then upload a file. This page appears immediately after the file is uploaded, before the Job Offer page is re-displayed.

Image: Document Description page

This example illustrates the Document Description page.



Note: , Applicants cannot cancel the upload from this page.

Description

The applicant enters an optional description for the attachment. The applicant cannot edit this description after closing this page, nor can the applicant add a description later after leaving the field blank on this page. To change or add a description, the

applicant needs to delete the original attachment and upload the file again.

View Document

Clicking this link opens the attached file in a new window.

Send Notification to Recruiter Page

Applicants use the Send Notification to Recruiter page (HRS_ONL_OFR_NT_SEC) to send uploaded offer and employment forms to the primary recruiter for the job opening.

Navigation

Click the Send Document button on the Job Offer page.

Image: Send Notification to Recruiter page

This example illustrates the Send Notification to Recruiter page.

Completed Documents	
Filename	Description
Signed_Nondisclosure_Agreement.pdf	Signed nondisclosure agreement

Subject

If no documents were selected when the applicant accessed this page, the applicant enters a subject for the message. If there were documents selected, then the system sets the subject text, and this field is read-only.

Notes

Applicants use this field to enter additional information to send to the recruiter.

Completed Documents

This grid appears only if the applicant selected documents before accessing this page. The read-only grid displays the file names and descriptions of the selected documents.

Send

Clicking this button submits the message. The system creates a contact note with the attachments and sends an email notification (HRS_OFFER_DOC_ATCH) to the primary recruiter for the job opening.

Chapter 7

(Classic) Entering Referrals

Entering Referrals

This topic provides an overview of the referral process and discusses how employees can refer friends for jobs.

Note: Only employees can refer friends. External applicants do not have access to this feature.

Pages Used in the Referral Process

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
Refer Friend - Resume Page	HRS_ERP_RES_OPTION	Enter the friend's resume. The resume options (including the option to continue without using a resume) depend on the resume template for the application.
Refer Friend Contact Details Page	HRS_ERP_APP_PROFILE	Enter the friend's name and contact information.
My Referrals Page	HRS_ERP_APP_APLC	Confirms that a referral has been submitted.
Review Referral Page	HRS_EE_REVW_SRCH	Review a list of referred applicants.
Review Referral Details Page	HRS_EE_REVW_DTL	View the detailed information about a referral.

Understanding the Referral Process

This topic describes the process where employees refer friends for job openings.

Employee Refers a Friend

When an employee refers a friend, the employee enters basic information about the friend, and the system notifies the friend of the referral so that the friend can submit a complete application.

The Refer a Friend option is available on these pages:

<i>Page</i>	<i>Refer a Friend Options</i>
Job Description Page	Refer a friend for the current job opening.

Page	Refer a Friend Options
<u>My Favorite Jobs Page</u>	<ul style="list-style-type: none"> Refer a friend for one or more selected job openings. If no job openings are selected, refer a friend without a job opening.
<u>Job Search Page</u> The Refer a Friend button is available only if the site is configured to allow multiple job selection.	<ul style="list-style-type: none"> Refer a friend for one or more selected job openings. If no job openings are selected, refer a friend without a job opening.
"Global Search for Job Postings" (PeopleSoft HCM 9.2: Talent Acquisition Manager)	Refer a friend for an internal posting that appears in the search results. Use the Related Actions menu to access the Refer a Friend option.

During the referral process, employees must enter the friend's name and contact information and can optionally submit the friend's resume.

When the referral is submitted, the system creates an applicant record and an application record. The application has a disposition of *Draft*.

The system also sends the friend an email with a request to complete the application. The email includes links for accessing the site as either an external applicant or an internal applicant.

Friend Registers and Completes an Application

In the email that the friend receives, the link for an external applicant includes an embedded referral code. When the friend follows the link and then signs in (either by registering for a new account or signing in to an existing account), the draft application that was created during the referral process is automatically associated with the friend's applicant record.

If the friend creates a new Candidate Gateway account, the name and contact information provided by the employee are used as default values during the registration process, but the friend can override these values. If the friend changes the default email address, the email address that the friend enters becomes the primary email address. The email address that the referring employee provided is retained as a non-primary address that the friend can modify or delete on the My Account Information Page.

After the friend signs in, the My Activities group box (on the Job Search page) and My Activities page both show the draft application as an unsubmitted application. To start the application process, the friend goes to the My Activities page and clicks the job title. This takes the friend into the guided application process. The friend must start at the beginning, but the referral process prepopulates the following information:

- If the referring employee supplied a resume during the referral process, the Resume step uses that resume by default.
- The referral section of the application (if included as part of the resume template) has *Employee* as the default value in the "How did you learn of the job" field). This field is read-only.

The values for the "How did you learn of the job" field come from the "Recruitment Sources - Source Setup Page" (PeopleSoft HCM 9.2: Talent Acquisition Manager). The default *Employee* recruitment source is delivered as system data, but you must associate it with your sites to make it available to

applicants. If this recruitment source is not available for the site, the default recruitment source is the first one where the source type is *Employee*.

- The referral section of the application (if included as part of the resume template) enters the referring employee's name and email address in the Name of Referring Employee field and the associated Email Address field. These fields are also read-only.

When the friend submits the application, the system sends a confirmation email to the referring employee. The employee does not have to confirm the referral.

Employee Checks Referral Status

Employees who have referred friends can use the Review Referral Details page to see the referral status.

Refer Friend - Resume Page

Applicants use the Refer Friend - Resume page (HRS_ERP_RES_OPTION) to choose how and whether to submit a friend's resume for a referral.

Navigation

Click the Refer a Friend button on the Job Search page, the Job Description page, or the My Favorite Jobs page.

Image: Refer Friend - Resume page

This example illustrates the Refer Friend - Resume page.

Refer Friend - Resume
Applying for: [Financial Analyst](#)

Please provide us with your friend's resume using one of the option buttons below:

Current Resume
You have not yet attached your friend's resume to their referral

Resume (Required)

[Attach Friend's Resume](#) Provide us with your friend's resume

[Copy & Paste Resume](#) Copy and Paste your friend's resume

[Continue](#) [Return to Previous Page](#)

This page works the same as the [Resume Page](#) that applicants use.

The resume options, including whether a resume is required, depend on the resume template for the job. However, when referring a friend, it is never possible to use an existing resume.

Even if the resume template is configured to skip the resume step, the Refer a Friend - Resume page always appears during the referral process.

Refer Friend Contact Details Page

Applicants use the Refer Friend Contact Details page (HRS_ERP_APP_PROFILE) to enter a friend's name and contact information for a referral.

Navigation

Click the Continue button on the Refer Friend - Resume page.

Image: Refer Friend Contact Details page

This example illustrates the Refer Friend Contact Details page.

Refer Friend Contact Details
Applying for: Financial Analyst

Name

Name Format: English
Name Prefix:
*First Name:
Middle Name:
*Last Name:
Name Suffix:

Address

Country: United States
Address 1:
Address 2:
Address 3:
City:
State:
Postal:
County:

Email Address

*Email Address	Primary	*Email Type	Delete
	<input checked="" type="checkbox"/>	Select...	

Add Email Address

Phone

Phone Number	Extension	Primary	*Phone Type	Delete
		<input checked="" type="checkbox"/>	Select...	

Add Phone

* Required Information

Save and Submit Cancel [Return to Previous Page](#)

The employee must enter at least a name and an email address before submitting the referral.

The specific fields for the applicant's name depend on the name format. For more information about defining name formats, see "Setting Up Additional Name Information" (PeopleSoft HCM 9.2: Application Fundamentals).

The email address is required so that the system can send an email to invite the applicant to apply.

Any name and contact information provided here carries through to the new Candidate Gateway account, if the friend creates one.

My Referrals Page

Applicants use the My Referrals page (HRS_ERP_APP_APLC) to view a confirmation that a referral has been submitted.

Navigation

Click the Save and Submit button on the Refer Friend Contacts Details page.

Image: My Referrals page

This example illustrates the My Referrals page.

The screenshot shows the 'My Referrals' page. At the top, there is a yellow banner with a green checkmark icon and the text 'You have successfully referred your friend for a job'. Below this is a section titled 'Pending Referrals' which contains a table. The table has four columns: 'Applicant Name', 'Application', 'Status', and 'Application Date'. There is one row of data for 'Madeline Kim' who applied for 'Systems Analyst' and has a status of 'Not Applied' with an application date of '12/13/2013 12:36PM'. At the bottom of the page, there are two links: 'Return to Job Search' and 'Review Previous Referrals'.

My Referrals			
Applicant Name	Application	Status	Application Date
Madeline Kim	Systems Analyst	Not Applied	12/13/2013 12:36PM

This page shows only the friend that was just referred. To view a full list of referrals, the applicant clicks the Review Previous Referrals link to access the Review Referral page.

Review Referral Page

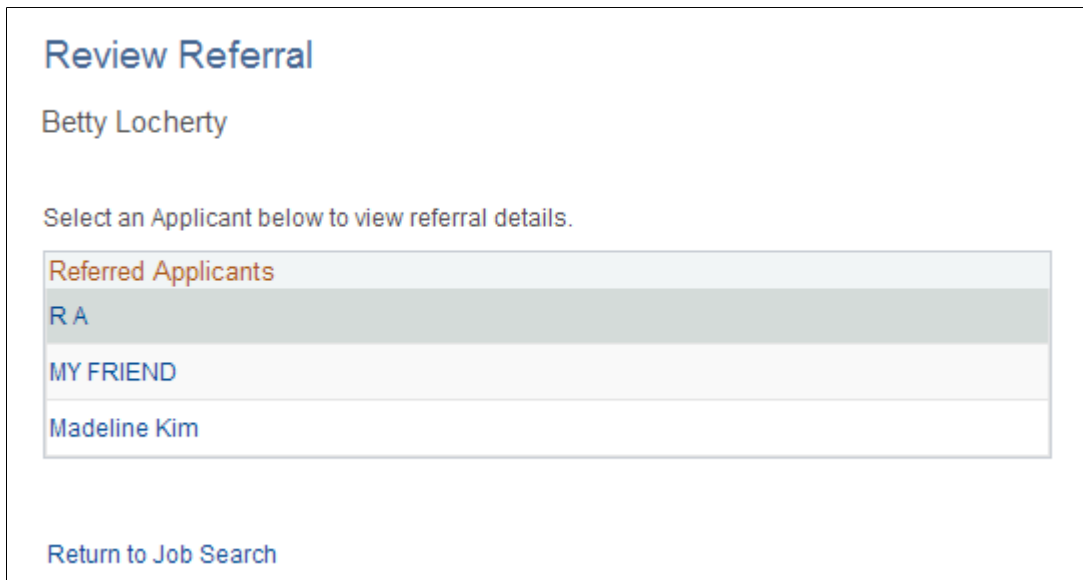
Use the Review Referral page (HRS_EE_REVW_SRCH) to review a list of previous referrals.

Navigation

- Click the View Completed Referrals link on the My Referrals page.
- Self Service > Recruiting > Check Referral Status

Image: Review Referral page

This example illustrates the Review Referral page.



The Referred Applicants grid lists all friends whom the employee has referred. The employee clicks a name to view the details for the referral.

If the employee accessed this page from the My Referrals page (that is, after completing the Refer a Friend process), a Return to Job Search link appears so that the employee can return to the Job Search page in Candidate Gateway.

If the employee accessed this page from the main PeopleSoft menu, the Return to Job Search link does not appear.

Review Referral Details Page

Use the Review Referral Details page (HRS_EE_REVW_DTL) to view the detailed information about the referral.

Navigation

Click the name of a referred applicant on the Review Referral page.

Image: Review Referral Details page

This example illustrates the Review Referral Details page.

Review Referral Details

Betty Locherty

Applicant Information

Applicant Name Jacqueline Bertholt

This applicant has not been hired. Eligibility and Awards are not determined until the applicant has been hired.

Job Requisitions Referred

Job Opening	Posting Title	Requisition Status	Status Date
503705	Radiologist - Burns Unit	010 Open	08/04/2009

[Return to Previous Page](#)

Confirming Referrals

This topic provides an overview of confirming applicant-submitted referrals and discusses how employees confirm referrals that they did not initiate.

Pages Used to Confirm Referrals

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
Confirm Referral - Access Page	HRS_REF_CONFIRM1	Initiate the confirmation process by entering the referral track ID and password received by email.
Confirm Referral Page	HRS_REF_CONFIRM2	Confirm or cancel the referral initiated by an applicant.

Understanding Confirmation of Applicant-Submitted Referrals

When applicants use Candidate Gateway to apply for jobs, they use the [Referrals Section](#) in the application to indicate how they learned about the job. (The resume template controls whether the Referrals section is included in the application.)

When the recruitment source that the applicant selects in the How did you learn of the job? field is a recruitment source with source type Employee, the Referrals section displays the Referral Name and Email Address fields to collect additional information about the employee referral. The Member of Your Family check box also appears, as this information can be relevant to award processing for an employee referral program.

When the application is submitted, the system sends a notification to the referral email address provided by the applicant. The notification requests confirmation of the referral. It includes a link to the Confirm Referral - Access page, and provides a referral ID (called the “track ID”) and a password that the employee uses to access the referral to confirm it. The email also contains a link to the Review Referral page, where the employee can track the status of the referral after confirming it.

An employee's failure to confirm the referral does not affect the recruitment process for the applicant. However, if the employee does not confirm an applicant-provided referral, the employee is not eligible to receive award payments for the referral.

Note: This confirmation process is used only when the applicant provides the referral information. No confirmation is necessary when an employee initiates a referral using the Refer Friend button in Candidate Gateway.

Confirm Referral - Access Page

Use the Confirm Referral - Access page (HRS_REF_CONFIRM1) to initiate the referral confirmation process by entering the referral track ID and password received by email.

Navigation

Self Service > Recruiting > Confirm Referral > Confirm Referral-Access

Image: Confirm Referral - Access page

This example illustrates the Confirm Referral - Access page.

Confirm Referral - Access Page

Betty Locherty

Please enter the Referral Track ID and password supplied in the e-mail that was recently sent to you, then select the Submit button.

Referral Track ID

Password

Referral Track ID

An employee uses this field to enter the tracking ID for the referral transaction. The system generates this ID when the applicant submits the application with the referral, and the system emails the ID to the employee.

Password

An employee uses this field to enter the password for the referral transaction. The system generates this password when the applicant submits the application with the referral, and the system emails the password to the employee.

Submit

An employee clicks this button to continue to the Confirm Referral page so that the referral can be confirmed.

Confirm Referral Page

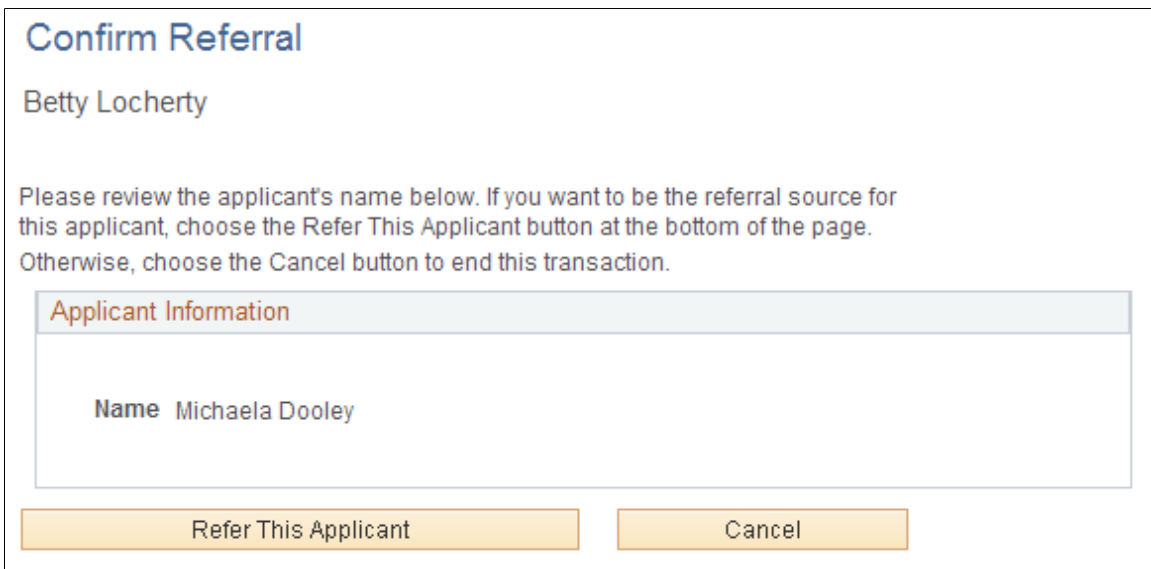
Use the Confirm Referral page (HRS_REF_CONFIRM2) to confirm or cancel a referral initiated by an applicant.

Navigation

Click the Submit button on the Confirm Referral - Access page

Image: Confirm Referral page

This example illustrates the fields and controls on the Confirm Referral page.



Refer this Applicant

An employee clicks this button to confirm the referral.

Cancel

An employee clicks this button to cancel the transaction without confirming the referral. This does not deny the referral, and the employee can still confirm the referral later.

Chapter 8

(Fluid) Using the Careers Page and the Actions List

Using the Careers Page and the Actions List

This topic discusses the Careers page and the Actions List in Fluid Candidate Gateway.

The Careers page is the first page applicant see when they access Fluid Candidate Gateway. The Actions List button appears on pages throughout Fluid Candidate Gateway. Both the Careers page and the Actions List provide access to various applicant activities.

The Fluid Candidate Gateway Careers Page and the Actions List

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
<u>Careers Page</u>	HRS_CAREERS_FL	Search for jobs, view counts of items such as applications and notifications, and access other areas of Candidate Gateway.
<u>Actions List</u>	n/a	Quickly navigate to various areas of Candidate Gateway.

Careers Page

Applicants use the Careers page (HRS_CAREERS_FL) to search for jobs, view counts of items such as applications and notifications, and access other areas of Candidate Gateway. The Careers page is the first page applicants see when they access Fluid Candidate Gateway.

Navigation

- Internal applicants select click the Careers tile on the Employee Self Service homepage.

The Employee Self Service home page is delivered without the Careers tile, but the installation instructions for Fluid Candidate Gateway include steps for adding it to this homepage. For more information, see [Internal Applicant Access to Candidate Gateway](#).

- External applicants click a Candidate Gateway link that your organization places on a public website.

For more information about creating this link, see [External Applicant Access to Candidate Gateway](#)

- Implementers and testers who want to access Fluid Candidate Gateway in external applicant mode can select Careers under the main Navigator menu.

This menu item exists only for implementation and testing purposes, as external applicants do not have access to the Navigator menu.

- From other Fluid Candidate Gateway pages, applicants can click the Careers item in the [Actions List](#).

Image: Careers page when an applicant is not signed in

This example illustrates the Careers page as it appears to an external applicant who has not signed in.

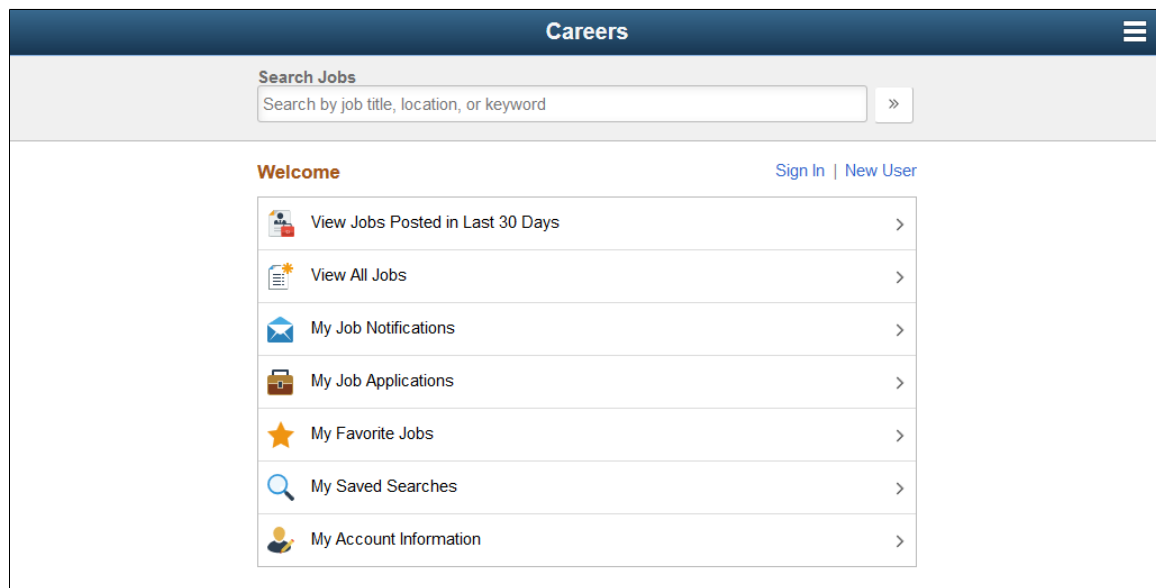
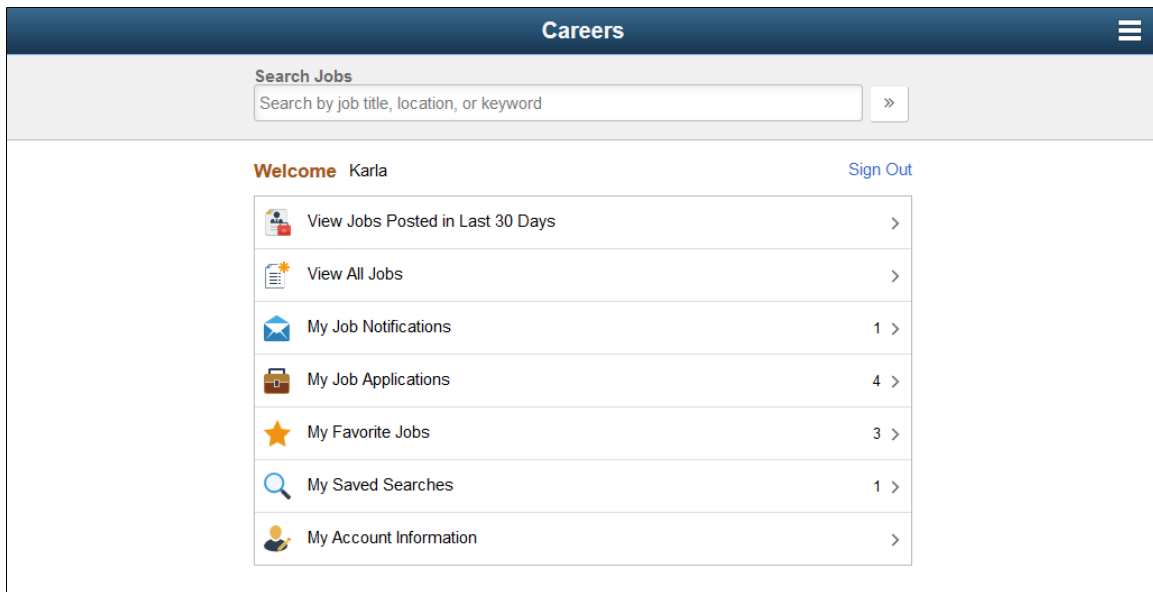


Image: Careers page when an applicant is signed in

This example illustrates the Careers page as it appears to an external applicant who has signed in.



Internal and External Versions of the Careers Page

The page appearance varies depending if the applicant is internal or external and, for external applicants, whether the applicant has signed in. Here is a summary of how the page changes depending on who is using it:

- Internal applicants do not see the links for registering, signing in, or signing out.
- External applicants see an option to access My Account Information, but internal applicants (who do not have Candidate Gateway accounts) see an option to access My Contact Information.
- Internal applicants see more options in the banner across the top of the page. This topic does not discuss those additional options, which provide generic PeopleSoft functionality.

Banner options are controlled through stylesheets that are attached to PeopleTools themes. The installation documentation for Fluid Candidate Gateway includes instructions for applying the theme for external applicants. Refer to the Fluid Candidate Gateway installation documentation for detailed instructions.

Page Elements for Searching Jobs

Search Jobs

Applicants can perform a keyword search by entering search keywords and then clicking the adjacent Search icon.

The instructional text that appears in the Search Jobs field before the applicant enters keywords comes from the Text Catalog. To modify or remove the text, update the Text Catalog entry with Text ID HRAM_FL_PLCHLDR_01.



Search

Applicants click this icon to search for jobs. The system displays the search results on the [Search Jobs Page](#).

It is not necessary for the applicant to enter search keywords before clicking this icon. If no keywords were entered, the search results show the latest job openings.

Page Elements for Registering and Signing In

Welcome

The applicant's first name appears next to the word "Welcome" when the applicant has signed in. Internal applicants always see their name because they always sign in before accessing this page.

Sign In

This link is visible only to external applicants who are not currently signed in. Clicking the link opens the [Sign In Page](#), where applicants sign in to Candidate Gateway.

New User

This link is visible only to external applicants who are not currently signed in. Clicking the link opens the [New User Registration Page](#).

Sign Out

This link is visible only to external applicants who are currently signed in. Clicking the link signs the applicant out.

Page Elements for Accessing Other Candidate Gateway Pages

The items under the Welcome text provides access to various Candidate Gateway functions. Clicking these items enables applicants to perform the relevant action. When an external applicant who is not signed in to Candidate Gateway clicks any item other than *View Latest Jobs*, the system prompts the applicant to sign in.

If the applicant is signed in, certain items in the list also display counts of related activities.

View Jobs Posted in Last <number> Days

Applicants click this option to access the [Search Jobs Page](#) with the search results limited to jobs that were posted within the specified number of days.

The number of days is configured on the [Site Setup Page](#), in the Display Latest Jobs Posted Days field. If the number of days is set to zero, this search option does not appear on the Careers page

View All Jobs

Applicants click this option to view all job postings on the Search Jobs page.

The number of jobs is constrained by the limits imposed by the search engine and by the Max Jobs Returned from Search field on the "Recruiting Installation - Jobs Page" (PeopleSoft HCM 9.2: Talent Acquisition Manager). If there are more job postings than can be listed, the Search Jobs page shows the latest job postings up to the limit.

My Job Notifications

Applicants click this option to access the [My Job Notifications Page](#). If the applicant is signed in, this item also displays a count of unread notifications. A notification is considered unread until the applicant clicks the notification to view its details.

My Job Applications

Applicants click this option to access the [My Job Applications Page](#). If the applicant is signed in, this item also displays a count of the applicant's applications, including submitted and withdrawn applications as well as submitted ones.

My Favorite Jobs

Applicants click this option to access the [My Favorite Jobs Page](#). If the applicant is signed in, this item also displays a count of the applicant's favorite jobs.

My Saved Searches

Applicants click this option to access the [My Saved Searches Page](#). If the applicant is signed in, this item also displays a count of the applicant's saved searches.

My Account Information

Visible only to external applicants, who click this option to access the [My Account Information Page](#).

My Contact Information

Visible only to internal applicants, who click this option to access the [My Contact Information Page](#).

Actions List

The banner that appears across the top of all Fluid Candidate Gateway pages includes an Actions List button.

Clicking the button displays a list of available actions. The items in the list are similar to the options on the Careers page, and they enable applicants to navigate directly to various areas of Candidate Gateway from pages other than the Careers page.

The Actions List is the same throughout Fluid Candidate Gateway except in the job application pages. There, to keep applicants focused on completing the application process, the only item in the Actions List is for saving the application.

**Actions List**

Click this button to access a list of available actions. In Candidate Gateway, items in this list enable applicants to quickly navigate to various pages.

External applicants see different options depending on whether they are signed in.

Internal applicants always see the list for signed-in applicants. They also see additional non-Candidate Gateway actions that are common to all PeopleSoft pages, but those actions are not discussed here.

Candidate Gateway Actions List — Applicant Not Signed In**Careers**

Displays the [Careers Page](#).

Sign In	Visible only to external applicants. Displays the Sign In Page .
New User	Visible only to external applicants. Displays the New User Registration Page .

Candidate Gateway Actions List — Applicant Signed In

Careers	Displays the Careers Page .
Search Jobs	Displays the Search Jobs Page .
My Job Notifications	Displays the My Job Notifications Page .
My Job Applications	Displays the My Job Applications Page .
My Favorite Jobs	Displays the My Favorite Jobs Page .
My Saved Searches	Displays the My Saved Searches Page .
My Account Information	Visible only to external applicants. Displays the My Account Information Page .
My Contact Information	Visible only to internal applicants. Displays the My Contact Information Page .
Sign Out	Visible only to external applicants. Signs the applicant out and returns the applicant to the Careers page.

Non-Candidate Gateway Actions for Internal Applicants

Internal users also see general-purpose PeopleSoft items in the Actions List. These appear after all of the Candidate Gateway options. The items are:

- My Preferences
- Sign Out

Note: The Sign Out option that Internal applicants see signs them out of the PeopleSoft system. This differs from the Candidate Gateway Sign Out option that external applicants see, which signs the external applicant out of Candidate Gateway without leaving the PeopleSoft system.

Chapter 9

(Fluid) Registering and Managing Account Information

Using Fluid Candidate Gateway to Register and Sign In

This topic provides an overview of the Candidate Gateway registration process and discusses how applicants can register, sign in, and request help with forgotten user names and passwords.

Pages Used to Register Online and Sign In

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
<u>New User Registration Page</u>	HRS_CG_HM_REG_FL	Register for a new Candidate Gateway account.
<u>Terms and Conditions Page</u>	HRS_REG_TERMS_SCF	View registration terms and conditions.
<u>Sign In Page</u>	HRS_APP_SIGNIN_SCF	Sign in to Candidate Gateway with an existing user name and password.
<u>Reset Password Page</u>	HRS_RESET_PSW_SCF	Supply a new password when prompted by the system.
<u>Registration Update Page</u>	HRS_CG_REG_MIS_FL	Supply a new password along with additional required registration information when prompted by the system.
<u>Forgot User Name Page</u>	HRS_FRGT_USR_SCF	Request an email reminder with the user name associated with the provided email address.
<u>Forgot Password Page</u>	HRS_FRGT_PSW_SCF	Request an email with a new system-generated password.
<u>Password Reset Page</u>	HRS_APP_PSWD_REST	Recruiting administrators use this page to reset Candidate Gateway passwords on behalf of applicants.

Understanding Candidate Gateway Registration

Internal applicants do not need to register to use Candidate Gateway; they receive access through their PeopleSoft user IDs.

External applicants access the PeopleSoft system using a public access PeopleSoft ID, which bypasses the PeopleSoft sign in page. This gives applicants access to the Careers page and lets them search and view

job postings. However, external applicants must register for a Candidate Gateway account before they can apply for jobs or perform various other tasks.

Candidate Gateway accounts are valid across all sites.

Registration and Sign In

When an external applicant first accesses a site, the Careers page displays links for signing in and for registering as well as links for performing various actions. Applicants can search for jobs without signing in, but if the applicant attempts another action (such as applying for a job) that is available only to registered users, then the system prompts the applicant to sign in, registering first, if necessary.

Registration Requirements

To register, external applicants must enter their name and create a user name and password. Additional registration requirements are configurable, as detailed in the following table:

Configuration Option	Configuration Page	Notes
Password requirements.	Password Controls Page	If password controls are active, then passwords must meet all specified requirements.
Secret question requirements.	Password Controls Page	If the secret question option is active, then the applicant must choose from a predefined list of secret questions and provide an answer to the question. The secret question is used to authenticate an applicant who requests help with a forgotten password.
Contact information requirements.	"Recruiting Installation - Applicants Page" (PeopleSoft HCM 9.2: Talent Acquisition Manager)	Choose whether an email address is required, whether a phone number is required, whether address fields are visible, and (if the address fields are visible) whether an address is required.

Configuration Option	Configuration Page	Notes
Registration terms and conditions.	"Recruiting Installation - Applicants Page" (PeopleSoft HCM 9.2: Talent Acquisition Manager)	<p>Choose whether the applicant must agree to registration terms and conditions before registering or updating registration information.</p> <p>Use this functionality for any general terms related to the use of Candidate Gateway. For example, you can use the registration agreement for a privacy notice.</p> <p>The Registration Agreement setting applies to all of your Candidate Gateway sites, but because the text of the registration terms comes from the text catalog, you can define different registration terms for different sites. To modify the registration terms, update text catalog entry HRAM_CETRMAGRE_03.</p> <p>After you activate a registration agreement or change your terms, applicants are prompted to agree to your terms the next time they attempt to sign in.</p> <p>However, the text catalog effective date tracks only the date, not the time. When you change your terms and conditions, you must enter the changes in a future-dated row so that applicants who signed in on the date you made the change will be prompted to agree to the new terms.</p>

If you change your password requirements, all applicants are required to update their passwords the next time they sign in, regardless of whether the original password meets the new requirements.

If you update your recruiting installation settings to require additional contact information from registrants, applicants who have not already provided the required information are forced to add the newly required information the next time they sign in.

Alternate Character Fields

PeopleSoft HCM supports alternate character data entry to enable users to use two character sets for one language. This architecture is described in the topic "Working with Alternate Character Sets" (PeopleSoft HCM 9.2: Application Fundamentals).

Within Candidate Gateway, applicant names and addresses support alternate character functionality for China, Japan, and Hong Kong. Settings on the [Site Setup Page](#) control whether alternate character fields

for names and addresses appear on the New User Registration page and on the My Account Information page.

If the Display Alternate Character Fields setting on the Site Setup page is *Organization*, then the alternate character setting on the "Org Defaults by Permission Lst - Defaults Page" (PeopleSoft HCM 9.2: Application Fundamentals) controls whether alternate character fields appear in Candidate Gateway. For an external applicant, the default permission list is the primary permission list for the public access user ID that provides access to the system.

Forgot Password Process

The behavior of the Forgot Password process depends on whether the Secret Question for Forgot Password option is enabled on the [Password Controls Page](#).

Note: When users request a new password, the confirmation message states that an email was sent if a valid email exists for the user name that was entered. This generic message appears even if there is no email address on file or if the supplied user name is not valid. The use of this generic message provides additional protection by ensuring that unauthorized users do not receive any information about the validity of the user ID or about what information is missing.

The following table describes the Forgot Password logic when the secret question option is not enabled:

Conditions	Logic if Secret Question is Not Enabled
User ID is valid and is associated with an email address.	The system creates a new password and emails it to the applicant. When the applicant signs on with the system-generated password, the system immediately prompts the applicant to set a new password.
User ID is invalid, or it is valid but it is not associated with an email address.	The system does not reset the password or send an email. If an applicant without an email address contacts a recruiter, the recruiter can enter an email address in the applicant's record. After an email address is added, the applicant can use the Forgot Password feature, or a recruiting administrator can reset the password for the applicant.

When the secret question option is active, the processing logic depends on the user ID and whether the applicant previously provided an email address and a secret question. Note that enabling the secret question option is possible only if you also require applicants to provide an email address when they register.

The following table describes the processing logic for secret questions:

Conditions	Logic if Secret Question is Enabled
User ID is valid, and the user has supplied both an email address and a secret question.	<p>The system sends the user an email:</p> <ul style="list-style-type: none"> • If the answer is correct, the email contains a new system-generated password. When the applicant signs on with this password, the system immediately prompts the applicant to set a new password. • If the answer is incorrect, the email states that the answer was incorrect and warns that the account will be locked after a specified number of incorrect attempts. • If the limit on incorrect attempts is reached, the email states that the account is locked and the applicant must contact the system administrator.
User ID is valid, and the user has supplied an email address, but the user has not yet chosen a secret question.	<p>Because applicants are forced to choose a secret question when the secret question option is active, this scenario is possible only if an applicant uses the Forgot Password feature for the first signon attempt after you enable the secret question option.</p> <p>In this scenario, the system behaves as if the secret question were not enabled: it emails a system-generated password to the applicant without ever presenting a secret question.</p> <p>When the applicant signs on with the system-generated password, the system immediately prompts the applicant to set a new password and choose a secret question.</p>
User ID is valid, but it is not associated with an email address.	<p>Because applicants are forced to provide an email address when the secret question option is active, this scenario is only possible if an applicant uses the Forgot Password feature for the first signon attempt after you enable the secret question option.</p> <p>The system behaves as if the user ID has both an email address and a secret question. Because the user has not yet set up a secret question, the system chooses a secret question to display.</p> <p>If the applicant enters an answer and submits the request for a new password, the system displays an online message that a new password has been sent, even though it is not possible to send an email when there is no email address. The attempt to get a new password is not counted towards the limit for account lockout.</p> <p>To obtain a new password, the applicant must contact a recruiter. The recruiter can then enter an email address in the applicant's record. After an email address is added, the applicant can use the Forgot Password feature, or a recruiting administrator can reset the password for the applicant.</p>
User ID is invalid.	<p>The system behaves as if the user ID has both an email address and a secret question. The system chooses the secret question to display.</p> <p>If the applicant enters an answer and submits the request for a new password, the system displays an online message that a new password has been sent. However, no notification is actually sent.</p> <p>If the same invalid user name is used again, the same secret question is shown so that it appears as if the user name is valid.</p>

Administrator Password Reset

If an applicant is locked out of a Candidate Gateway or is otherwise unable to use the Forgot Password process to reset a password, a recruiting administrator can use the [Password Reset Page](#) to reset the password on the applicant's behalf.

This option is available for active applicants who have an email address in the system. If an applicant did not supply an email address in Candidate Gateway, the recruiting administrator must add one in Talent Acquisition Manager before resetting the applicant's password.

System-Generated User Names and Passwords

Applicants are provided with system-generated passwords when they submit a successful password reset request on the Forgot Password page.

An applicant who does not already have a Candidate Gateway account is provided with a system-generated user name and password when a Talent Acquisition Manager user sends the applicant a request for references. When the applicant registers with these credentials, the system links the newly created Candidate Gateway account with the correct applicant record.

When an applicant signs in using a system-generated password, the system immediately displays the Reset Password page. The applicant cannot continue until a new password has been set.

System-generated passwords conform to any password requirements that have been configured on the [Password Controls Page](#).

Notification Templates

These notification templates are used to communicate with applicants about their Candidate Gateway accounts:

Template Name	When Used	Page Where Triggered
HRS_APPLICANT_PASSWORD	To send a forgotten user name or a system-generated password to an applicant.	Forgot User Name Page Forgot Password Page Password Reset Page
HRS_APP_ACCT_LOCK	To notify an applicant that an account has been locked due to too many failed logon attempts.	Sign In Page
HRS_APP_PERM_ACT_LOCK	To notify an applicant that an account has been locked due to too many incorrect answers to the secret question.	Forgot Password Page
HRS_APP_PSWD_CHANGE	To confirm that the applicant has manually changed an account password. Note that no notification is sent when an applicant updates a secret question or answer.	Change Password Page

Template Name	When Used	Page Where Triggered
HRS_APP_SECRET_ATTEMPT	To notify an applicant that the secret question on the Forgot Password page was answered incorrectly, and to tell the applicant how many Forgot Password attempts remain before the account is locked.	<u>Forgot Password Page</u>
HRS_UPDATE_REFERENCES	To send a system-generated user name and password when a recruiter requests references from an applicant who is not registered for Candidate Gateway.	"Create Applicant Page: References Tab" (PeopleSoft HCM 9.2: Talent Acquisition Manager)

Inactivated Accounts

There are two ways that Candidate Gateway accounts get inactivated:

- If applicant records are merged in Talent Acquisition Manager, Candidate Gateway accounts for the inactivated applicant records are also inactivated.

These accounts are marked as duplicates and cannot be reactivated. Even though the account is permanently disabled, the user name is not available to new registrants.

- A recruiter or other Talent Acquisition Manager user can inactivate the account using the Inactivate Online Account check box on the "Manage Applicant page: Applicant Data Tab" (PeopleSoft HCM 9.2: Talent Acquisition Manager).

The same check box is used to reactivate accounts that were inactivated this way.

If an applicant tries to sign in with the credentials for an inactive or duplicate account, an error message states that the logon information is invalid.

New User Registration Page

Applicants use the New User Registration page (HRS_CG_HM_REG_FL) to register for a new Candidate Gateway account.

Navigation

- Click the New User link on the Careers page.
- Click the New User item in the Actions List.
- Click the Register Now link on the Sign In page.

The New User link and Actions List item appear only when the applicant is not signed in.

Image: New User Registration page (1 of 2)

This is the first of two examples illustrating the New User Registration page.

The screenshot displays a web form titled "New User Registration". At the top right, there is a navigation menu icon (three horizontal lines) and a link "Already Registered? Sign In Now" next to a green "Register" button. The form is organized into a section titled "Account Information". The fields include: a required "User Name" field; a "Password" field with instructions: "Please select a password that: 1. Has a minimum of 3 total characters. 2. Does not match your user name. 3. Does not match any of your email addresses."; a required "Confirm Password" field; a "Name Format" dropdown menu currently set to "Japanese"; a required "Last Name" field; a required "First Name" field; an "Alternate Character Name" field; a required "Email Address" field; and a "Phone" field.

Image: New User Registration page (2 of 2)

This is the second of two examples illustrating the New User Registration page.

The screenshot shows a web form titled "New User Registration" with a "Careers" breadcrumb. The form is divided into three sections:

- Address Information:** Includes a "Country" dropdown menu set to "Japan" with a "Lookup Address" link, and input fields for "Postal", "Prefecture" (with a search icon), "City", "Address 1", "Address 2", "Address 3", and "Address 4".
- Alternate Character:** Includes input fields for "City", "Address 1", "Address 2", and "Address 3".
- Secret Question for Forgot Password:** Includes a dropdown menu for "* Secret Question" and an input field for "* Answer".

At the bottom of the form, there is a link for "View Terms and Conditions" and a checkbox labeled "I agree to the Terms and Conditions".

Sign In Now

The applicant clicks this link to access the Sign In page to sign into an existing account.

Register

The applicant clicks this button to complete the registration process after entering information on this page. The system creates the new account only if all required information is present, the password meets the requirements (if any) that are configured on the [Password Controls Page](#), and the applicant has agreed to any registration terms.

Account Information

User Name

The applicant must supply a user name to be used when signing into this account. User names (including system-generated user names) cannot be changed.

Password and Confirm Password

The applicant must supply and confirm a password to be used when signing into this account. Applicants can change their passwords after registering.

If password controls are enabled on the Password Controls Page, a description of the password requirements appears before to the Password field.

Name Format

If the site is configured to show the Name Format field, applicants can use this field to choose a name format other than the default format for the site. The default name format is based on the Country field specified on the [Site Setup Page](#).

<Name>

Applicants must supply a name when registering. The name fields and their order depends on the name format in use.

For more information about defining name formats, see "Setting Up Additional Name Information" (PeopleSoft HCM 9.2: Application Fundamentals).

Alternate Character Name

Settings on the [Site Setup Page](#) (or, if the site's alternate character setting is *Organization*, settings on the "Org Defaults by Permission Lst - Defaults Page" (PeopleSoft HCM 9.2: Application Fundamentals)) control whether the Alternate Character Name field appears. Even when the field is configured to appear, it is visible only if the name format is *Chinese, Japanese, or Hong Kong*.

A help icon appears next to the field if custom help text has been entered in the Text Catalog entry HRAM_FL_SIGNIN_HLP.

Email Address

An email address is required only if the Email Address Required field on the "Recruiting Installation - Applicants Page" (PeopleSoft HCM 9.2: Talent Acquisition Manager) is set to *Yes*.

The email address that is entered during registration is saved as the applicant's primary email address and is assigned a default type of *Home*. The system uses the primary email address for all email notifications, including notifications for forgotten user names and passwords.

After registering, external applicants can update email address information on the [My Account Information Page](#).

Each account must have a unique primary email address.

Applicants receive an error message if they attempt to register with an email address that is already being used as another applicant's primary email address. This adds extra security to the Forgot User Name and Forgot Password processes, which both send account information to the applicant's primary email address.

Lack of an email address will prevent applicants from using the Forgot User Name and Forgot Password functionality.

Phone

A phone number is required only if the Phone Required field on the "Recruiting Installation - Applicants Page" (PeopleSoft HCM 9.2: Talent Acquisition Manager) is set to *Yes*.

The phone number that is entered during registration is saved as the applicant's primary phone number and is assigned a default type of *Home*.

After registering, external applicants can change phone number information on the [My Account Information Page](#).

Address Information

Settings on the "Recruiting Installation - Applicants Page" (PeopleSoft HCM 9.2: Talent Acquisition Manager) control whether the Address Information section appears and, if it appears, whether an address is required.

Country The default country comes from the Country field on the [Site Setup Page](#). The country controls which additional address fields appear.

Alternate Character

If the Address Information section appears, then settings on the [Site Setup Page](#) (or, if the site's alternate character setting is *Organization*, then settings on the "Org Defaults by Permission Lst - Defaults Page" (PeopleSoft HCM 9.2: Application Fundamentals)) control whether the Alternate Character section for addresses appears.

Even when the alternate character address fields are configured to appear, they are visible only if the Country is *China*, *Japan*, or *Hong Kong*.

Secret Question for Forgot Password

This section appears only if the Secret Question for Forgot Password option is enabled on the [Password Controls Page](#).

Secret Question The applicant selects a secret question from the list that you set up on the [Forgotten Password Hint Page](#). If the applicant later uses the Forgot Password option, the system will present this question to the applicant. If the applicant answers correctly, the system will send the applicant a new system-generated password.

Answer The applicant enters the answer to the secret question. When applicants answer a secret question, the answer is not case-sensitive.

Terms and Conditions

The Terms and Conditions footer area appears only if the Registration Agreement check box on the "Recruiting Installation - Applicants Page" (PeopleSoft HCM 9.2: Talent Acquisition Manager) is selected. This footer area remains visible as the applicant scrolls through the page.

View Terms and Conditions The applicant clicks this link to access the Terms and Conditions page, which displays the registration terms and conditions for

your organization. The text of the terms and conditions comes from the text catalog entry HRAM_FLTRMAGR_03.

I agree to the Terms and Conditions The applicant must select this check box before registering. The Register button is available even if the check box is blank, but clicking the Register button displays an error message stating that the applicant must accept the terms and conditions before registering.

Terms and Conditions Page

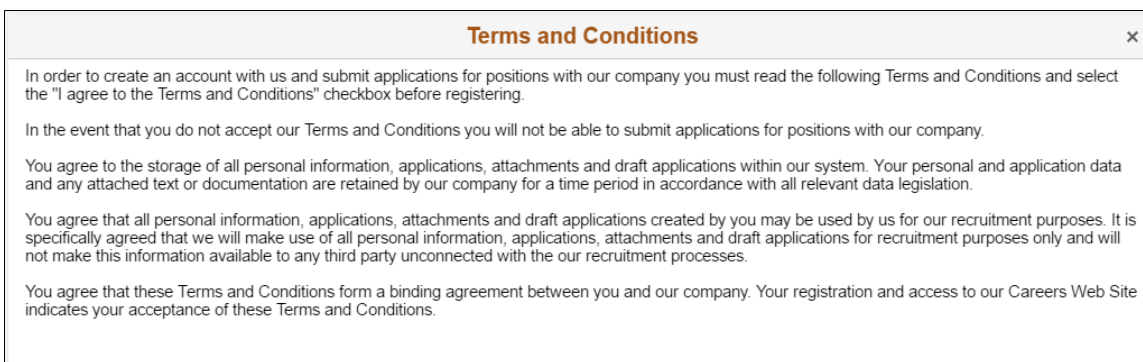
Use the Terms and Conditions page (HRS_REG_TERMS_SCF) to view registration terms and conditions.

Navigation

Click the View Terms and Conditions link on the New User Registration page, the Registration Update page, or the Reset Password page.

Image: Terms and Conditions page

This example illustrates the Terms and Conditions page.



This read-only page displays the text of your organization’s registration terms and conditions. This text comes from the from the text catalog text catalog entry HRAM_FLTRMAGRE_03.

Use the text catalog to modify the registration terms or to configure different terms for different Candidate Gateway sites. Remember that the text catalog enables you to vary this text by site.

Sign In Page

External applicants use the Sign In page (HRS_APP_SIGNIN_SCF) to sign in with an existing user name and password.

Navigation

- Click the Sign In link on the Careers page.
- Click the Sign In item in the [Actions List](#).
- Click the Sign In Now link on the New User Registration page.
- If the applicant is not already signed in, this page appears if the applicant attempts a task (such as applying for a job) that requires the applicant to be signed in.

The Sign In link and menu item appear only when the applicant is not currently signed in.

Image: Sign In page

This example illustrates the Sign In page.

User Name and Password

The applicants enters the user name and password for an existing Candidate Gateway account.

Sign In

The applicant clicks this button to sign in. The system validates the user name and password that the applicant entered.

Normally, signing in returns the applicant to the previous page or continues with the task that caused the Sign In page to appear (such as applying for a job). However, if the applicant is using a system-generated password, or if the password configuration settings on the [Password Controls Page](#) have changed since the applicant last signed on, the Reset Password page appears first. The applicant must set a new password before continuing.

Forgot User Name

The applicant clicks this link to access the Forgot User Name page and request an email reminder of the user name associated with email address.

Forgot Password

The applicant clicks this link to access the Forgot Password page and request an email with a new system-generated

password. If the Secret Question for Forgot Password option is enabled on the [Password Controls Page](#), the applicant must correctly answer the secret question chosen at registration before the system sends a new password.

Register Now

The applicant clicks this link to access the New User Registration page for creating a new Candidate Gateway account.

Reset Password Page

Applicants use the Reset Password page (HRS_RESET_PSW_SCF) to supply a new password when prompted by the system.

Note: If applicants need to update their registration info with more than just a new password, the Registration Update page appears instead of the Reset Password page.

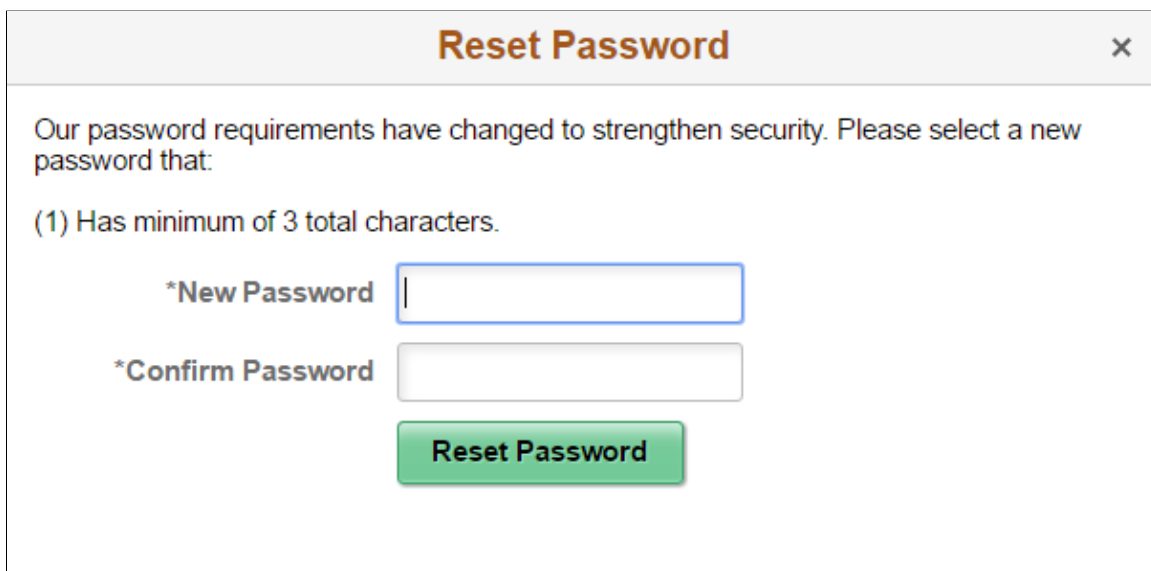
Navigation

Click the Sign In button on the Sign In page. This page appears if the applicant signs in after:

- Using a system-generated temporary password.
- Candidate Gateway password requirements have changed (regardless of whether the applicants password already meets the new requirements).

Image: Reset Password page

This example illustrates the Reset Password page.



Reset Password X

Our password requirements have changed to strengthen security. Please select a new password that:

(1) Has minimum of 3 total characters.

*New Password

*Confirm Password

Reset Password

Applicants enter and confirm a new password and then click the Reset Password button to submit the password change.

Registration Update Page

Applicants use the Registration Update page (HRS_CG_REG_MIS_FL) to supply additional registration information when prompted by the system. If a password change is also required, the applicant can also make that change on this page.

Note: If the only required update is a password change, the Reset Password page appears instead of the Registration Update page.

Navigation

Click the Sign In button on the Sign In page. The Registration Update page appears if the applicant signs in after:

- Using a system-generated temporary password.
- Candidate Gateway password requirements have changed (regardless of whether the applicant's password already meets the new requirements).
- The applicant's account doesn't include an email address, a phone number, or an address that is now required because of a change to Recruiting Installation settings.
- The secret question for forgotten passwords feature is enabled, and the applicant has not yet provided a secret question and answer.
- The Registration Agreement check box on the "Recruiting Installation - Applicants Page" (PeopleSoft HCM 9.2: Talent Acquisition Manager) is selected, and the applicant has not signed in since the date and time that the check box was selected.
- The text catalog entry for registration terms and conditions (HRAM_CETRMAGRE_03) is effective dated later than the last date that the applicant signed in.

Important! The effective date for text catalog entries is just a date, not a date and time. Therefore, when you change your terms and conditions, always enter the changes in a future-dated row. This is necessary so that applicants who signed in on the date you made the change will be prompted to agree to the new terms.

Image: Registration Update page (1 of 2)

This is the first of two examples illustrating the Registration Update page.

Registration Update

Please update the missing information and select Update to continue. Update

Update Password

Our password requirements have changed to strengthen security. Please select a new password that:

1. Has minimum of 6 total characters.
2. Does not match your user name.

*New Password

*Confirm Password

Account Information

User Name nora

*First Name

*Last Name

Preferred Contact Method

*Email Address

Phone

Address Information

Image: Registration Update page (2 of 2)

This is the second of two examples illustrating the Registration Update page.

Address Information

Country

Address 1

Address 2

Address 3

City

State

Postal

County

Secret Question for Forgot Password

*Secret Question

*Answer

[View Terms and Conditions](#)

I agree to the Terms and Conditions

Required fields are indicated with a red data entry area and an asterisk next to the field label.

Update Button

After entering any necessary registration update information, applicants click the Update button to complete the update process.

The system updates the account information only if all required information is present, the password meets the requirements (if any) that are configured on the [Password Controls Page](#), and the applicant has agreed to any registration terms.

Update Password

This section appears if the applicant signed in with a temporary user ID or if Candidate Gateway password requirements have changed since the applicant last signed in.

Instructional text provides information about the password requirements.

Account Information

This section displays the user name, the applicant's name, the preferred contact method, and email and phone information. The user name is not editable.

Recruiting Installation settings control whether the email address and phone number are required.

Address Information and Alternate Character

The Address Information section displays the applicant's address. Recruiting Installation settings control whether the address is required.

If the site is configured to show alternate character fields for addresses and the country is *China*, *Hong Kong*, or *Japan*, then an additional section labeled Alternate Character is visible. This section displays the alternate character fields for the applicant's address.

Secret Question for Forgot Password

This section appears only if password settings have been modified to enable the Secret Question for Forgot Password option and the applicant has not yet provided a secret question and answer.

Terms and Conditions

The shaded bar with options for viewing and agreeing to terms and conditions appears if the Registration Agreement check box on the "Recruiting Installation - Applicants Page" (PeopleSoft HCM 9.2: Talent Acquisition Manager) is selected. Clicking the View Terms and Conditions link opens the [Terms and Conditions Page](#).

When this section appears, applicants must accept the terms and conditions before they continue. This is true even for applicants who already agreed to the same terms and conditions during their initial registration or a previous registration update. The Update button is not available until the applicant selects the I agree to the Terms and Conditions check box.

The text of the terms and conditions comes from the text catalog. To modify the terms, or to configure different terms for different Candidate Gateway sites, update text catalog entry HRAM_CETRMAGRE_03.

Be sure to use a future effective date for any updates to your terms. This is necessary because the effective date for text catalog entries is just a date, not a date and time. Using a future date for the change in terms ensures that applicants who signed in on the same day that you made the change will be prompted to agree to the new terms when they sign in on or after the effective date of the change.

Forgot User Name Page

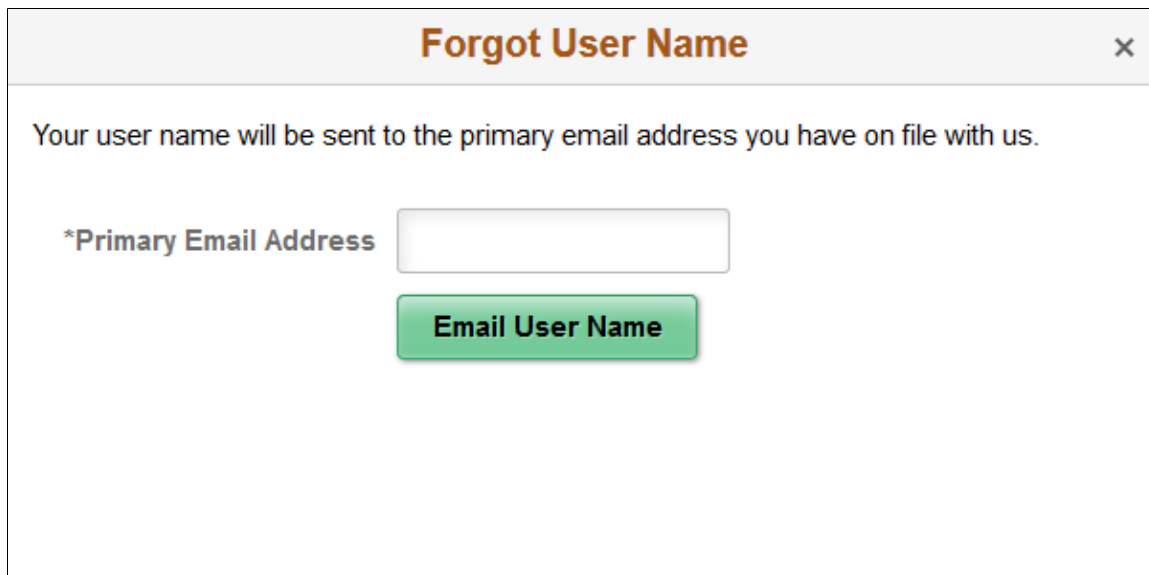
Applicants use the Forgot User Name page (HRS_FRGT_USR_SCF) to request an email reminder of the user name associated with the provided email address.

Navigation

Click the Forgot User Name link on the Sign In page.

Image: Forgot User Name page

This example illustrates the Forgot User Name page.



The screenshot shows a web form titled "Forgot User Name" with a close button in the top right corner. Below the title, there is a message: "Your user name will be sent to the primary email address you have on file with us." Underneath this message is a text input field with the label "*Primary Email Address". Below the input field is a green button with the text "Email User Name".

Primary Email Address

The applicant enters the email address that is associated with the account. The system uses this email address to identify the applicant.

Email User Name

When the applicant clicks this button, the system identifies the user name that is associated with the specified email address and sends the user name to the email address. The system uses the HRS_APPLICANT_PASSWORD template for the notification.

If the email address is not recognized, a message appears stating that there is no record of the applicant's email address.

Forgot Password Page

Applicants use the Forgot Password page (HRS_FRGT_PSW_SCF) to request an email with a new system-generated password.

Navigation

Click the Forgot Password link on the Sign In page.

Forgot Password - One Step Process

When secret question functionality is not active, the process for requesting a new password is one step.

Image: Forgot Password page - no secret question

This example illustrates the Forgot Password page when secret question functionality is not active.

The screenshot shows a web form titled "Forgot Password" with a close button in the top right corner. The main content area contains the instruction: "Please enter your User Name. Your new password will be sent to the primary email address you have on file with us." Below this instruction is a text input field with a blue border, preceded by the label "*User Name". Underneath the input field is a green button with the text "Email New Password".

User Name

The applicant enters the user name for the Candidate Gateway account for which a new password is needed.

Email New Password

The applicant clicks this button to request a new password.

If the user ID is valid and it is associated with an email address, the system immediately generates a new password and sends it to the applicant. When the applicant signs on with the system-generated password, the system prompts the applicant to set a new password.

The system does not reset the password or send an email if the user ID is invalid or if it isn't associated with an email address. To get help, the applicant must contact a recruiter. The recruiter can enter an email address in the applicant's record. After the email address is added, the applicant can use the Forgot Password feature, or a recruiting administrator can reset the password for the applicant.

Note: When the user clicks the Email New Password button, a confirmation message states that an email was sent if a valid email exists for the user name. This generic message appears even if there is no email address on file or if the supplied user name is not valid. The use of this generic message provides additional protection by ensuring that unauthorized users do not receive any information about the validity of the user ID or about what information is missing.

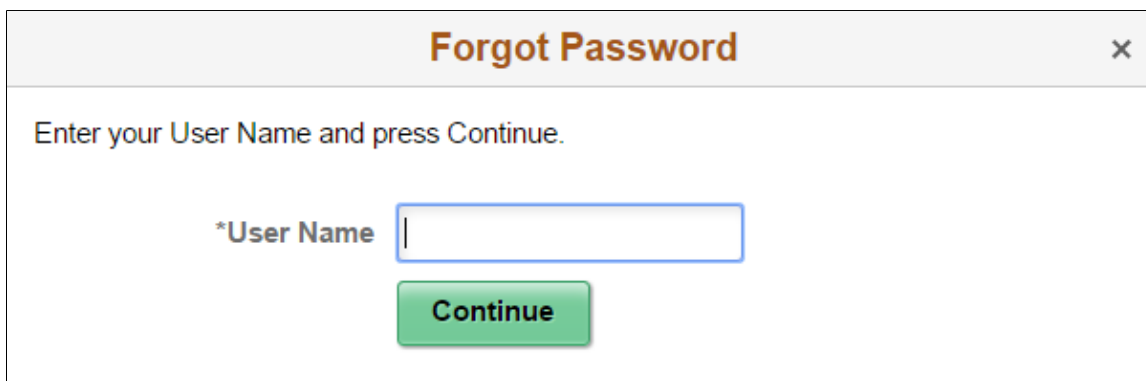
Forgot Password — Two Step Process With Secret Question

When secret question functionality is active, the process for requesting a forgotten password includes two steps.

1. The applicant enters a user name and clicks the Continue button.
2. The applicant answers the secret question and clicks the Email New Password button.

Image: Forgot Password page – secret question active, step 1

This example illustrates the Forgot Password page when secret question functionality is active. This example shows step 1, where the applicant enters a user name.



Forgot Password [X]

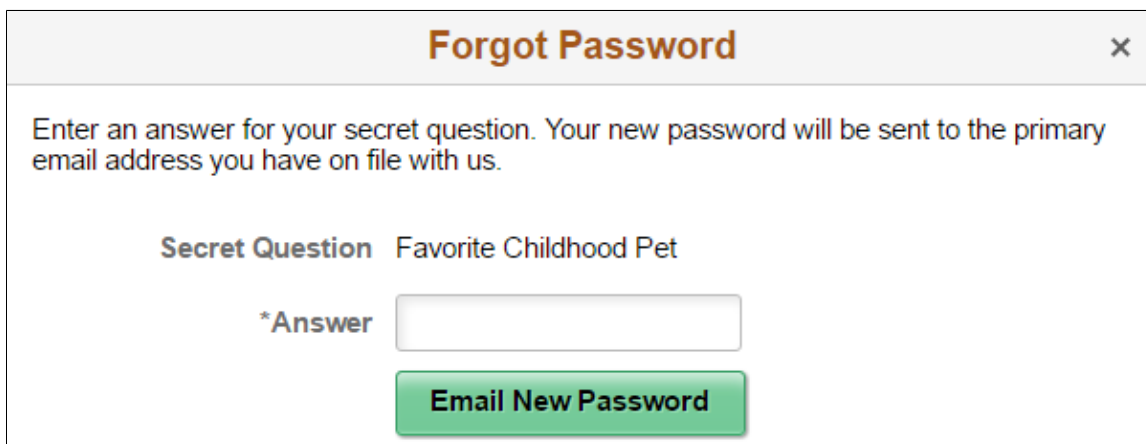
Enter your User Name and press Continue.

*User Name

Continue

Image: Forgot Password page – secret question active, step 2

This example illustrates the Forgot Password page when secret question functionality is active. This example shows step 2, where the applicant answers the secret question.



Forgot Password [X]

Enter an answer for your secret question. Your new password will be sent to the primary email address you have on file with us.

Secret Question Favorite Childhood Pet

*Answer

Email New Password

These fields appear during step 1:

User Name

The applicant enters the user name for the Candidate Gateway account for which a new password is needed.

Continue

The applicant clicks this button to continue to step 2, which asks the applicant to answer a secret question.

If the user ID is valid, and the user has supplied an email address but has not yet chosen a secret question (possible only if the user hasn't signed in since you activated the secret question

feature), then the system skips step 2 and immediately sends the applicant a new password. When the applicant signs in with the new password, the system immediately prompts the applicant to set a new password and choose a secret question.

These fields appear during step 2.

Secret Question

Displays the user-selected secret question.

If the user ID from step 1 is invalid or does not have an email address, the system selects the secret question to show.

Answer

The applicant enters the answer to the secret question.

Email New Password

The applicant clicks this button to request a new system-generated password. An online message states that a new password was sent to the applicant's email address.

There are three possible email messages that the applicant can receive:

- If the answer was correct, the email contains a new system-generated password. When the applicant signs on with this password, the system immediately prompts the applicant to set a new password.
- If the answer was incorrect, the email indicates that the answer was incorrect and warns that the account will be locked after a specified number of incorrect attempts.
- If the limit on incorrect attempts is reached, the email states that the account is locked and the applicant must contact the system administrator.

Note: When the user clicks the Email New Password button, a confirmation message states that an email was sent if a valid email exists for the user name. This generic message appears even if there is no email address on file or if the supplied user name is not valid. The use of this generic message provides additional protection by ensuring that unauthorized users do not receive any information about the validity of the user ID or about what information is missing.

Password Reset Page

Recruiting Administrators use the Password Reset Page (HRS_APP_PSWD_REST) to reset Candidate Gateway passwords on behalf of applicants.

The password reset option on this page also unlocks Candidate Gateway accounts that were locked after too many failed signon attempts or too many incorrect answers to the secret question that is used in the Forgot Password process. The thresholds for locking out accounts are configured on the [Password Controls Page](#).

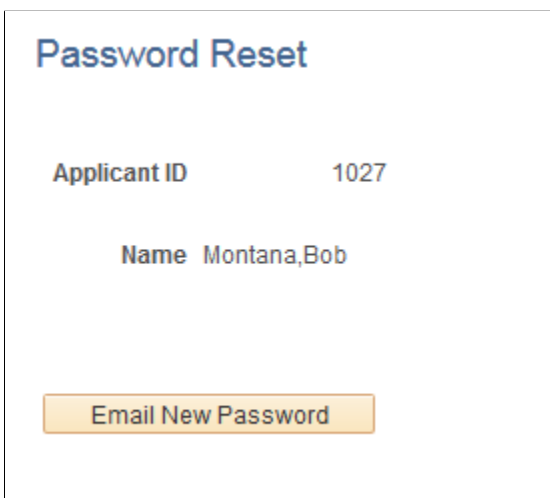
Navigation

Recruiting >Administration >Password Reset

Note: You can access this page only for applicants who are in an active status and who have both a Candidate Gateway user name and an email address.

Image: Password Reset page

This example illustrates the Password Reset page.



Email New Password

Click to send the applicant an email notification with a new system-generated password.

Using Fluid Candidate Gateway to Manage Account Information

This topic provides an overview of account information and discusses how applicants manage their name, contact information, account passwords, and secret question and answer.

Note: Applicants must sign in before they can perform these tasks.

Pages Used to Manage Account Information

Page Name	Definition Name	Usage
<u>My Account Information Page</u>	HRS_APP_PRFINFO_FL	External applicants use the My Account Information page to view and update their name and contact information and to access pages for making changes to passwords and secret questions.
<u>My Contact Information Page</u>	HRS_APP_PRFINFO_FL	Internal applicants use this page to view name and contact information from the PeopleSoft HR system and to update their preferred contact method.

Page Name	Definition Name	Usage
Change Password Page	HRS_APP_PSSWD_SCF	External applicants use this page to make password changes.
Change Secret Question Page	HRS_APP_PSWDSQ_SCF	External applicants use this page to update or change the secret question that the Forgot Password process uses to authenticate a password reset request.
Add/Edit Email Page	HRS_CE_E_EMAIL_SCF	External applicants use the Add/Edit Email page to add, update, or delete an email address.
Add/Edit Phone Page	HRS_CE_E_PHONE_SCF	External applicants use the Add/Edit Phone page to add, update, or delete a phone number.

Understanding Account Information

External applicants use the My Account Information page to update their name and contact information and to change their passwords, their secret questions, and the answers to their secret questions. Applicants cannot change their user names.

Internal applicants do not self-register for Candidate Gateway, so they do not have Candidate Gateway user names or passwords. Their account information is limited to read-only name and contact information from the Human Resources system. The page where internal applicants view this data is accordingly called My Contact Information rather than My Account Information.

Default Country for External Applicants

Contact information for external applicants include a Country field that is required, even if no other address information exists. The system uses this country to determine whether an application with no job opening will include the USA-specific Diversity step where applicants optionally supply gender and ethnicity information.

The default value for the Country field comes from the [Site Setup Page](#). If the site does not have a default country, then the default country comes from the primary permission list for the user ID that is being used to provide guest access to the site.

To set the default country for the guest user IDs:

1. Choose or create the PeopleTools user ID and permission list that will be used use for this purpose.
See [PeopleTools: Security Administration](#)
2. Access the User Profiles - General page (PeopleTools > Security > User Profiles > User Profiles > General) for the guest user ID, and enter the permission list in the Primary field in the Permission Lists section of the page.
3. Access the Org Defaults by Permission Lst - Defaults page (Set Up HCM > Foundation Tables > Organization > Org Defaults by Permission Lst > Defaults) and enter the default country in the Country field.

See "Setting Up Primary Permission List Preferences" (PeopleSoft HCM 9.2: Application Fundamentals).

My Account Information Page

External applicants use the My Account Information page (HRS_APP_PRFINFO_FL) to view and update their name and contact information and to access pages for making changes to passwords and secret questions.

Navigation

- Click the My Account Information action on the Careers page
- Click the My Account Information item in the [Actions List](#). This menu item appears only when the applicant is already signed in.

Image: My Account Information page (1 of 2)

This is the first of two examples illustrating the My Account Information page for external applicants.

The screenshot shows a web interface for "My Account Information". At the top, there is a navigation bar with a back arrow and the text "Careers", and a title "My Account Information" with a hamburger menu icon. Below the navigation bar, a message states: "You can update your name, address, phone number and email here. Changes made to your contact details on this page will be updated on all of the jobs you have applied to." A green "Save" button is located in the top right corner. The page is divided into two main sections: "Account Settings" and "Name".

Account Settings

User Name: aaa

Contact Method:

[Change Password](#) [Change Secret Question](#)

Name

Name Format:

Name Prefix:

*First Name:

Middle Name:

*Last Name:

Name Suffix:

Image: My Account Information page (2 of 2)

This is the second of two examples illustrating the My Account Information page for external applicants.

Address

Country

Address 1

Address 2

Address 3

City State

Postal County

Email (Required)

Email	Type	Primary
kbenefner@iopoiopiop.com	Business	Yes >

Phone

You have not provided a phone number

Image: My Account Information page with alternate character fields

This example illustrates the alternate character fields for the applicant's name and address on the My Account Information page. These fields are visible if the site is configured to show them and if the name format and country are for China, Japan, or Hong Kong.

The screenshot shows the 'My Account Information' page with the following fields:

- Name Section:**
 - Name Format: Japanese (dropdown)
 - *Last Name: [text input]
 - *First Name: [text input]
 - Alternate Character Name: [text input]
- Address Section:**
 - Country: Japan (dropdown) with a [Lookup Address](#) link
 - Postal: [text input]
 - Prefecture: [text input] with a search icon
 - City: [text input]
 - Address 1: [text input]
 - Address 2: [text input]
 - Address 3: [text input]
 - Address 4: [text input]
- Alternate Character Address Section:**
 - City: [text input]
 - Address 1: [text input]
 - Address 2: [text input]
 - Address 3: [text input]

Account Settings

User Name

Displays an external applicant's user name. This cannot be changed.

Preferred Contact Method

Applicants select from the following preferred contact methods: *Email*, *Mail*, *Phone*, or *Not Specified*. Recruiters can refer to this information when they want to contact the applicant.

When a recruiter prepares an online job offer, the option to notify the applicant of the offer is selected by default if the applicant's preferred contact method is *Email*.

Change Password

External applicants click this link to access the Change Password page.

Change Secret Question

External applicants click this link to access the Change Secret Question page.

This link is visible only if secret question functionality is enabled on the [Password Controls Page](#).

Name

External applicants use these fields to view and update name information.

Name Format

If the site is configured to show the Name Format field, external applicants can use this field to choose a name format other than the default format for the site. The default name format is based on the Country field specified on the [Site Setup Page](#).

<Name>

The specific fields for the applicant's name depend on the name format.

For more information about defining the fields for name formats, see "Setting Up Additional Name Information" (PeopleSoft HCM 9.2: Application Fundamentals).

Alternate Character Name

Settings on the [Site Setup Page](#) (or, if the site's alternate character setting is *None*, settings on the "Org Defaults by Permission Lst - Defaults Page" (PeopleSoft HCM 9.2: Application Fundamentals)) control whether the Alternate Character Name field appears. Even when the field is configured to appear, it is visible only if the name format is *Chinese*, *Japanese*, or *Hong Kong*.

A help icon appears next to the field if you have entered custom help text in the Text Catalog entry HRAM_FL_SIGNIN_HLP.

Address

Address

Candidate Gateway displays only one address. If an employee has multiple addresses in the HR system, Candidate Gateway displays the one with type *Home* and a current effective date. The specific address fields depend on the selected Country.

Alternate Character Address

Settings on the [Site Setup Page](#) (or, if the site's alternate character setting is *None*, then settings on the "Org Defaults by Permission Lst - Defaults Page" (PeopleSoft HCM 9.2: Application Fundamentals)) control whether the Alternate Character Address section appears.

Even when the alternate character address is configured to appear, it is visible only if the Country is *China*, *Japan*, or *Hong Kong*.

Email

If the system requires an email address during registration, the grid title includes the word *Required*.



(Add Email Address icon)

Email Address

Applicants click this icon to open the Add Email page.

Applicants click an existing email address row to access the Edit Email page, which is used for deleting email addresses as well as for updating them.

Each email address must be associated with a type (home, business, and so forth), and one row must be marked Primary unless the grid is empty. To change the primary email address, go to the Add Email or Edit Email page to mark a new email address as primary. This removes the primary designation from the previous primary email address.

If an email address was provided during registration, that email is assigned the type *Home* and is the default primary address.

Only applicants who provide an email address can receive recruiting-related email notifications, which are always sent to the primary email address.

Phone

If the system requires a phone number during registration, the grid title includes the word *Required*.



(Add Phone icon)

Phone

Applicants click this icon to open the Add Phone page..

Applicants click an existing phone row to access the Edit Phone page, which is used for deleting phone numbers as well as for updating them.

Each phone number must be associated with a type (home, business, and so forth), and one row must be marked Primary unless the grid is empty. To change the primary phone number, go to the Add Phone or Edit Phone page to mark a new phone number as primary. This removes the primary designation from the previous primary phone number.

If a phone number was provided during registration, that number is assigned the type *Home* and is the default primary phone number.

My Contact Information Page

Internal applicants use the My Contact Information page (HRS_APP_PRFINFO_FL) to view name and contact information from the PeopleSoft HR system and to update their preferred contact method.

Navigation

- Click the My Contact Information link on the Careers page
- Click the My Contact Information item in the Actions List.

Image: My Contact Information page (1 of 2)

This is the first of two examples illustrating the My Contact Information page for internal applicants.

Image: My Contact Information page (2 of 2)

This is the second of two examples illustrating the My Contact Information page for internal applicants.

Email		
Email	Type	Primary
betty@xyzcompany.com	Business	No
HCMGENUser1@ap6023fems.us.oracle.com	Home	Yes

Phone			
Phone Number	Extension	Type	Primary
925.694.0025		Business	No
555/123-4567		Home	No
555/123-4567		Main	Yes

Preferred Contact Method

Applicants select from the following preferred contact methods: *Email*, *Mail*, *Phone*, or *Not Specified*. Recruiters can refer to this information when they want to contact the applicant.

When a recruiter prepares an online job offer, the option to notify the applicant of the offer is selected by default if the applicant's preferred contact method is *Email*.

Name, Address, Email, and Phone

These fields are the same as the fields on the [My Account Information Page](#), except that they are read-only for internal applicants. The data comes from the HR system.

Change Password Page

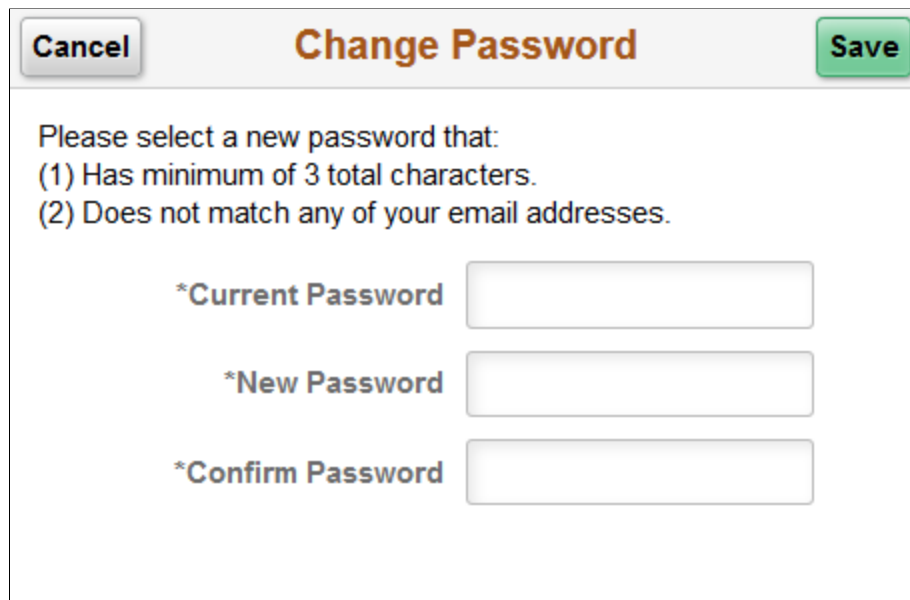
External applicants use the Change Password page (HRS_APP_PSSWD_SCF) to make password changes.

Navigation

Click the Change Password link on the My Account Information page.

Image: Change Password page

This example illustrates the Change Password page.



Cancel **Change Password** **Save**

Please select a new password that:
(1) Has minimum of 3 total characters.
(2) Does not match any of your email addresses.

*Current Password

*New Password

*Confirm Password

To change the password, an applicant enters the current password, enters the new password, reenters the new password to confirm it, and clicks Save. The system validates that the new password is not the same as the old password.

When the new password is saved, the system sends the applicant an email stating that the password has been changed. This email uses the template HRS_APP_PSWD_CHANGE.

If password controls are enabled, a description of the password requirements appears at the top of the page and the system validates that the password meets any requirements established on the [Password Controls Page](#).

Change Secret Question Page

Use the Change Secret Question page (HRS_APP_PSWDSQ_SCF) to update or change the secret question that the Forgot Password process uses to authenticate a password reset request.

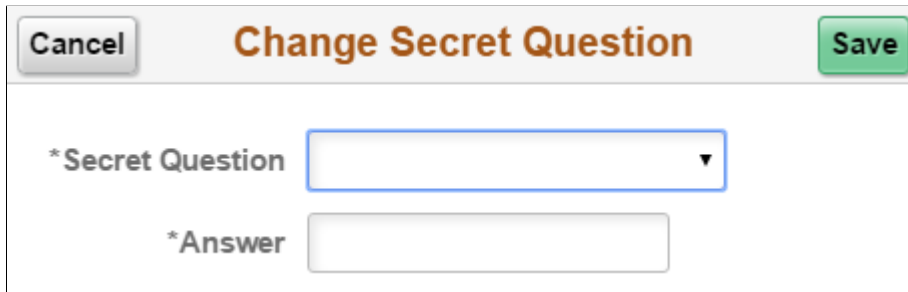
Note: This page is available only if secret question functionality is enabled on the [Password Controls Page](#).

Navigation

Click the Change Secret Question link on the My Account Information page.

Image: Change Secret Question page

This example illustrates the Change Secret Question page.



The screenshot shows a web form titled "Change Secret Question". At the top left is a "Cancel" button and at the top right is a "Save" button. Below the title bar, there are two input fields. The first field is labeled "*Secret Question" and has a dropdown arrow on its right side. The second field is labeled "*Answer".

The fields on this page are identical to the same-named fields on the [New User Registration Page](#).

Add/Edit Email Page

Applicants use the Add/Edit Email page (HRS_CE_E_EMAIL_SCF) to add, update, or delete an email address.

The page has the same fields in Add mode and Edit mode, except that the delete option appears only in Edit mode.

Navigation

- Access the Add Email page by clicking the Add icon in the Email grid on the My Account Information page.
- Access the Edit Email page by clicking an existing row in the Email grid on the My Account Information page.

Image: Add/Edit Email page

This example illustrates the Edit Email page.

Email Address

The applicant enters an email address in this field. The system validates that this field contains a properly formatted email address.

Email Type

The applicant selects *Business*, *Campus*, *Dormitory*, *Home*, or *Other*.

Primary

The applicant selects this check box to make this email address into the primary email address that is used for all notifications. If this is the first email address for the applicant, it will be marked as the primary address even if this check box is not selected. If this is not the first email address for the applicant, marking it as primary also removes the primary designation from the previous primary email address.

Delete

The applicant clicks this button to delete this email address. This button appears only if the applicant accesses the page in Edit mode.

If the system is configured to require an email address, the button is visible only if another email address exists.

If the primary email address is deleted, the system marks the applicant's next email address as the new primary one.

Add/Edit Phone Page

Applicants use the Add/Edit Phone page (HRS_CE_E_PHONE_SCF) to add, update, or delete a phone number.

The page has the same fields in Add mode and Edit mode, except that the delete option appears only in Edit mode.

Navigation

- Access the Add Phone page by clicking the Add icon in the Phone grid on the My Account Information page.
- Access the Edit Phone page by clicking an existing row in the Phone grid on the My Account Information page.

Image: Add/Edit Phone page

This example illustrates the Edit Phone page.

Phone Number and Extension

Enter a phone number and, if needed, an extension. The system validates that the phone number field contains only numbers, but it does not validate the phone number format.

Type

Select a phone type such as *Home* or *Cellular*.

Primary

Select this check box to make this phone number into the primary phone number.

If this is the first phone number for the applicant, it will be marked as primary even if this check box is not selected. If this is not the first phone number for the applicant, marking it as primary also removes the primary designation from the previous primary phone number.

Delete

Click to delete this phone number. This button appears only if the applicant accesses the page in Edit mode.

If the system is configured to require a phone number, the button is visible only if another phone number exists.

If the primary phone number is deleted, the system marks the applicant's next phone number as the new primary one.

Chapter 10

(Fluid) Searching for Jobs

Using Fluid Candidate Gateway to Search for Job Postings

This topic provides an overview of job searches, describes the prerequisite setup to support job searches, and discusses how applicants can search for job postings and review posting details.

Note: External applicants do not need to sign in to perform job searches or view job postings.

Pages Used to Search for Job Postings

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
Careers Page	HRS_CAREERS_FL	Perform a simple keyword search for job postings. When an applicant performs a search, the Search Jobs page appears and lists the search results.
Search Jobs Page and Search Jobs Page on a Small Form Factor Device	HRS_APP_SCHJOB_FL	Search for job postings.
Apply Without a Job	HRS_WOJO_HELP_SCF	Displays information about the option to apply without a job. This dialog box appears when an applicant clicks the <i>i</i> (information) icon next to the Apply Without a Job link.
Job Description Page	HRS_APP_JBPST_FL	<ul style="list-style-type: none">• View complete posting information for a job.• Start an application for a single job• Favorite or unfavorite a job.• Email the job to someone.

Understanding Job Searches

This topic provides an overview of job searches in PeopleSoft Candidate Gateway.

Search Options

The Search Jobs page displays a list of job postings that meet the applicant's criteria. Applicants can search two ways:

- Perform a keyword search.

- Use filters to restrict which jobs appear in the search results.

Search Filters

As delivered, the Search Jobs page enables applicants to filter job postings based on the recruiting location, department, job family, and when the job was posted. Administrators can modify the delivered filters.

Filters, also known as *facets*, are added and removed in the HC_HRS_JOB_POSTING search definition and activated in the HC_HRS_CG_JOB_POSTING search category. For example, because Business Unit and Close Date are already part of the search index, you can easily add a Business Unit facet. However, be aware that adding facets can degrade search performance. For more information, see [Understanding Setup for Candidate Gateway Searching](#).

Maximum Search Results

All job posting searches are powered by the PeopleTools Search Framework. If the Search Framework or its underlying search engine has a system-wide setting that sets the maximum number of search results, then that is the maximum number of job postings that can appear in the search results.

Administrators can further restrict the number of search results by entering a lower maximum in the Max Jobs Returned from Search field on the "Recruiting Installation - Jobs Page" (PeopleSoft HCM 9.2: Talent Acquisition Manager). Note, however, that you cannot use this setting to increase the number of search results beyond any search engine maximum.

Available Job Postings

Candidate Gateway gives applicants access to jobs that meet the following criteria:

- The job opening has an open status.

You define which job opening statuses are open using the "Statuses and Reasons Page" (PeopleSoft HCM 9.2: Talent Acquisition Manager).

- The job posting is current.

Job postings dates are specified on the "Posting Information Page" (PeopleSoft HCM 9.2: Talent Acquisition Manager). Job postings are current from the beginning of the day on the Post Date until the beginning of the day on the Remove Date. To ensure that the search index accurately reflects job posting dates, you should run the index shortly after midnight every day.

Note: Depending on the timing of the search index process, there can be a lag time where the posting is still visible in Candidate Gateway even though it is past its close date. In this scenario, clicking on the job posting displays an explanatory message, and the applicant is not able to view the job details or act on the job.

- The job is posted after the date that you specify in the From Post Date field on the "Build Search Index Settings Page" (PeopleSoft HCM 9.2: Talent Acquisition Manager).

A job posting is available if its is open any time after the specified From Post Date, even if the it was originally posted before the specified date.

- The job is posted to the site where the applicant is performing the search.

The posting destination for a job controls which site(s) the job is posted to. Jobs are posted to the posting destinations specified on the "Posting Information Page" (PeopleSoft HCM 9.2: Talent Acquisition Manager). These posting destinations correspond to recruitment sources that you define on the "Recruitment Sources - Source Setup Page" (PeopleSoft HCM 9.2: Talent Acquisition Manager), and recruitment sources with the source type "Company" are associated with one or more Candidate Gateway sites.

- The posting type must be *External* if the applicant accessed the site as an external user, and the posting type must be *Internal* if the applicant accessed the site as an external or internal applicant.

The posting type is specified in the Posting Type field on the "Posting Information Page" (PeopleSoft HCM 9.2: Talent Acquisition Manager).

Prerequisites

Job posting searches use the PeopleSoft Search Framework. Before an applicant can search for jobs, you must deploy the necessary indexes and search categories and build the indexes.

See [Understanding Setup for Candidate Gateway Searching](#).

Search Jobs Page

Applicants use the Search Jobs page (HRS_APP_SCHJOB_FL) to search for job postings.

Navigation

- Perform a search on the [Careers Page](#).
- Click the View All Jobs search option on the Careers page.
- Click the View Jobs Posted in Last <number> Days search option on the Careers page, if this option is available.
- Click the Search Jobs item in the [Actions List](#).

Image: Search Jobs page without optional fields

This example illustrates the Search Jobs page when the site is configured not to display any optional fields.

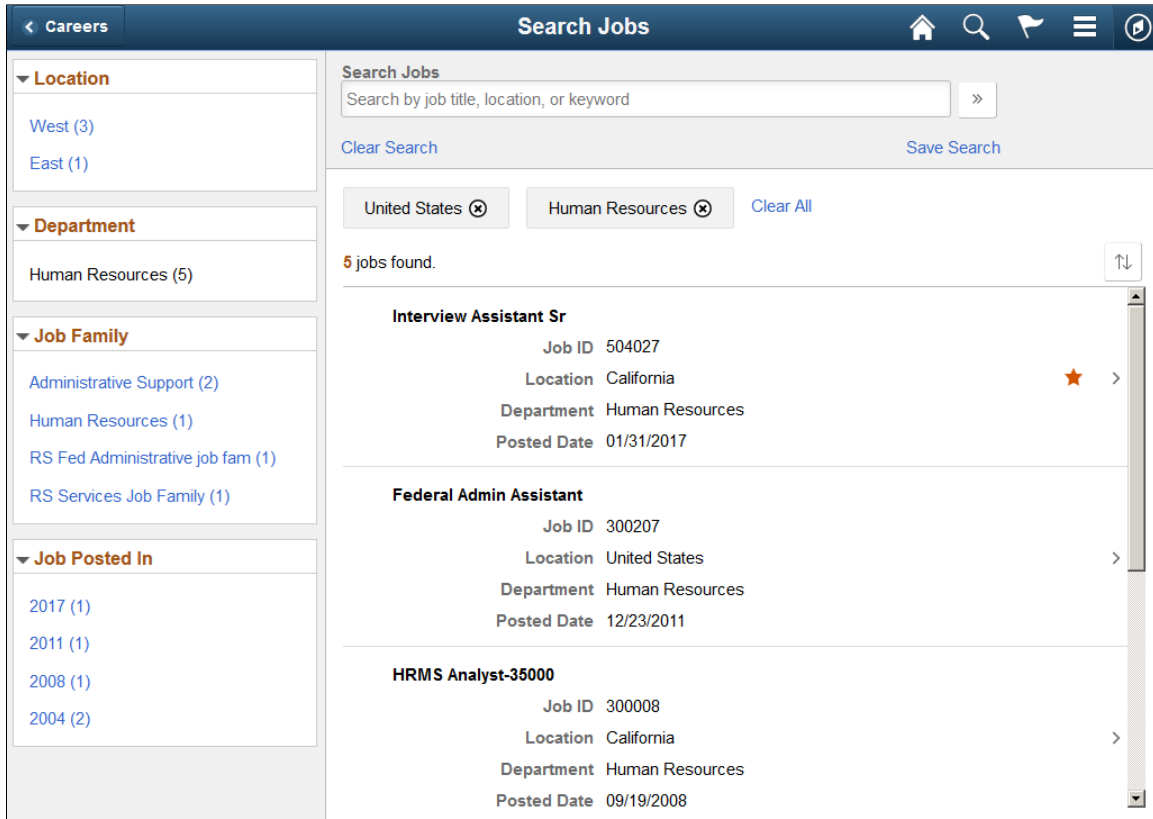


Image: Search Jobs page with optional fields

This example illustrates the Search Jobs page when the site is configured to display all optional fields, including:

- The Apply Without a Job link.
- Check boxes for selecting multiple jobs, and a button for acting on the selected jobs.
- Job Family, Job Function, Business Unit, and Close Date information for each job.
- The Hot Job icon for jobs that your organization has identified as hot job.

The screenshot shows the 'Search Jobs' interface. On the left, there are filter panels for 'Location' (West (3), East (2)), 'Department' (Human Resources (6)), 'Job Family' (Administrative Support (3), Human Resources (1), RS Fed Administrative job fam (1), RS Services Job Family (1)), and 'Job Posted In' (2017 (1), 2016 (1), 2012 (1), 2011 (1), More). The main search area includes a search bar with the text 'Search by job title, location, or keyword', a 'Clear Search' button, and a 'Save Search' button. Below the search bar, there are tags for 'United States' and 'Human Resources', and a 'Clear All' button. The results section shows '6 jobs found' and an 'Apply Without a Job' link. Two job listings are visible: 'Federal Admin Assistant' (Job ID 300207, Location United States, Department Human Resources, Job Family RS Fed Administrative job fam, Job Function, Business Unit Global Business Institute BU, Posted Date 12/23/2011, Close Date Open Until Filled) and 'Interview Assistant Sr' (Job ID 504027, Location California, Department Human Resources, Job Family Administrative Support, Job Function Administration). The first job listing has a hot job icon (flame) and the second has a star icon.

Note: On small form factor devices such as phones, the left panel with the search filters is initially hidden. For more information and illustrations, see [Search Jobs Page on a Small Form Factor Device](#).



Show or Hide Panel

This button appears only if the screen is too narrow to accommodate both panels of the Search Jobs page—for example, on a table in portrait orientation. In this situation, the panel with the search filters is initially hidden. Applicants click this button to show or hide the panel.

Note that small form factor devices have a different method of displaying and hiding the filter panel, so this button does not appear on those devices.

Understanding Filter Searching

The left panel on the Search Jobs page includes a section for each field on which applicants can filter jobs. Each section lists available filters—the values that exist in the current set of search results. These values are links, and clicking the link filters the search results to show only jobs with that value.

Sections initially display a limited number of values, but applicants can click the More link to expand the list. A number next to each value indicates how many jobs in the current set of search results have that value.

Consider this example of searching with filters. Suppose the search results initially lists 100 postings. The Department filter lists multiple values, including one labeled *Human Resources (30)*. This indicates that 30 of the 100 openings are in the Human Resources department.

After the applicant clicks the Human Resources link, the search results are limited to those 30 openings. The other values for the Department filter disappear because the other departments are no longer represented in the current set of openings. At the same time, the values for other filter options change. Suppose the original 100 openings included openings from seven different locations, but after the applicant clicks the Human Resources link, the remaining 30 jobs represent only three locations. In this situation, applying the department filter shortens the list of values that are available for filtering by Location.

Because the available filters are based on the posted jobs, the system does not consider whether the attributes are active. For example, if you make a location inactive when a job in that location is still posted to Candidate Gateway, the location is still a valid filter value.

Delivered Filters

Note: This section describes the delivered Candidate Gateway filters. To add and remove filter fields, update the facet settings on the HC_HRS_JOB_POSTING search definition and the HC_HRS_CG_JOB_POSTING search category. *Facet* is the PeopleTools term for a filter field. For more information, see "Configuring Recruiting Search Facets" (PeopleSoft HCM 9.2: Talent Acquisition Manager).

Location

Applicants use this filter to narrow the list of jobs based on the job opening's recruiting location(s). If a job has multiple recruiting locations, all of the recruiting locations are represented in the list of values.

This filter offers hierarchical filtering based on the hierarchy that you set up on the "Recruiting Locations Page" (PeopleSoft HCM 9.2: Talent Acquisition Manager). The initial list of values in the Location filter includes only top-level recruiting locations (including recruiting locations that are not part of any hierarchy). For example, if the top level of your hierarchy is for countries, then the filter lists the countries where you have job postings. Clicking a country name filters postings based on the selected country, and the Locations filter now shows the next level of the hierarchy.

Recruiting location hierarchies are limited to five levels (the top level and up to four levels of nested recruiting locations).

Department	Applicants use this filter to narrow the list of jobs based on the job opening's department.
Job Family	Applicants use this filter to narrow the list of jobs based on the job family that is associated with a job opening. If the system is not configured to segment job openings by job family, the job opening does not have job family data. In this situation, the system uses the job family that is associated with the primary job code.
Jobs Posted In	<p>This filter offers hierarchical filtering based first on the year that the job was posted and then, after an applicant selects a year, based on the month that the job was posted. The values for months are two-digit numbers rather than month names.</p> <p>For example, if there are open job postings from January and February, of 2017, then when an applicant clicks the filter for the year <i>2017</i>, the new values in the Jobs Posted In filter will be <i>01</i> (for January) and <i>02</i> (for February).</p> <p>If you are using PeopleTools 8.54 or later, consider removing this filter and adding the <i>Jobs Posted Within</i> filter instead. The Jobs Posted Within filter enables applicants to filter based on how recently the job was posted (for example, <i>Last Week</i> or <i>Last Month</i>).</p> <p>For more information about the Jobs Posted Within filter and for instructions on adding and removing filters, see "Configuring Recruiting Search Facets" (PeopleSoft HCM 9.2: Talent Acquisition Manager).</p>

Information on Filters That Have Been Applied

<Active Filter Criteria>

A box for each current filter appears above the list of search results. Applicants can remove a single filter by clicking anywhere in the box with the filter description; it is not necessary to click the *x* in the corner of the box.

Clear All

This link appears only if more than one filter has been applied. Click the link to remove all filters. Clicking this link does not clear the keyword search.

Keyword Searching

Search Jobs

Applicants use this field to enter search keywords. The system looks for the keywords across all indexed fields, including the posting title, posting description, job opening ID, regular/temporary, full/part time, business unit, department, recruiting location, job function, and job family. For internal applicants, the keyword search also searches the hiring manager's name and the recruiter's name.

Keyword searching enables applicants to use search criteria that's more specific than the broad categories. Also, because administrators can set a maximum number of search results, keyword searching enables applicants to find posted job openings that might not be shown in the current list of jobs. For example, an applicant can use the keyword search to search for a known job opening ID.



Search

Applicants click this button to perform a keyword search. Clicking this button clears all filter criteria and updates the filter options to reflect the values that are present in the new set of search results.

If an applicant searches without entering a keyword, the search results show the latest job postings.

Clear Search

Applicants click this link to clear all search criteria, including both keyword criteria and filters. This reset restores the Search Jobs page to its initial state.

Save Search

Applicants click this link to open the [Save Search Page](#), where applicants can save search criteria for later use or for automated search result notifications.

If an external applicant who is not signed in attempts to save a search, the system displays the Sign In page, and the applicant must sign in before continuing to the Save Search page.

Apply Without a Job

Apply Without a Job

Applicants click this link to begin a job application that is not associated with any particular job. The site settings control whether this link is shown and, if so, whether it appears above the job list, below the job list, or in both places.

Even if this link is configured to appear in both locations, accessibility mode displays the link only once, above the job list.



Information

Click to open a dialog box with explanatory text about applying without a job.

Search Results - General Information

<summary of search results>

Text above the list of search results states how many jobs are listed in the search results.

In the following situations, the text also includes information about the search criteria:

- If the search criteria includes keywords, the summary includes the keyword text.

- If the search results were accessed using the *View Jobs Posted in Last <number>Days* option, the summary refers to the “latest” jobs.

The number of postings that are included in the Search Results list is limited based on any maximum allowed by the search engine and by the Max Jobs Returned from Search field on the "Recruiting Installation - Jobs Page" (PeopleSoft HCM 9.2: Talent Acquisition Manager). If the number of matches found exceeds the maximum, the text includes a statement that *Only the first <number> jobs can be displayed.*

Apply for Job

Applicants click this button to begin a job application for one or more selected jobs.

This button appears only if the [Site Setup Page](#) is configured to allow applicants to select and act on multiple jobs.

Note: This button is not visible on small form factor devices, which also do not display the check boxes for selecting jobs.

Refer Friend

Internal applicants click this button to begin the process of referring a friend for one or more selected jobs.

When an internal applicant clicks this button, the [Refer Friend - Resume Page](#) appears.

The Refer Friend button is not visible if any one of the following is true:

- The user is an external applicant.
- The “Do Not Allow Refer a Friend” check box is selected on the [Site Setup Page](#).
- The “Allow Multiple Job Selection” check box on the Site Setup page is not selected. (Multiple job selection is necessary because the applicant needs to select the jobs for the referral.)
- The user is on a small form factor device such as a phone. (These devices do not display the check boxes for selecting jobs.)



Sort Search Results List

Applicants click this button to display a pop-up list of sorting options. When the applicant clicks a sort field, the system performs the sort immediately. However the pop-up list remains open until the applicant clicks outside the pop-up or clicks the x (close) button in the pop-up.

If the applicant select the same sort option again, the sort order is reversed.

The default sort is by posted date (most recent first), then by job title. If the site is configured to show the hot job indicator, then hot jobs are listed first.

These sort options are always present: *Job Title*, *Job ID*, *Location*, *Department*, and *Posted Date*.

Additional sort options are available if the site is configured to show the corresponding fields in the search results. The additional sort options are *Business Unit*, *Job Family*, and *Job Function*.

If the result set is truncated because the number of jobs that meet the filter criteria is greater than the search engine's maximum number of search results, sorting reorders the current set of jobs and does not bring missing jobs into the result set.

Also, the default sort that puts hot jobs first only applies to hot jobs within the truncated data set of jobs with the most recent posting dates.

 **Sort Ascending or Sort Descending**

When an applicant clicks an item within the pop-up list of sorting options, this icon appears next to the item to indicate the current sort field and sort direction.

An upward-pointing arrow indicates that jobs are currently sorted in ascending order (A to Z); clicking the icon or the field changes to a descending sort (Z to A). Conversely, a downward-pointing arrow indicates that jobs are currently sorted in descending order, and clicking the icon or the field changes to an ascending sort.

All sort options except for Posting Date initially use an ascending sort. Sorting by posting date shows jobs in descending order (most recent first).

Search Results - List of Postings

When the search results list does not display check boxes, applicants can click anywhere in a row to access posting details on the [Job Description Page](#).

When check boxes are visible, the row as a whole is no longer actionable, so a View Details button appears in each row instead.

<check box>

If the [Site Setup Page](#) is configured to allow applicants to select and act on multiple jobs, check boxes appear next to each job listed.

Applicants can select the check box for one or more jobs and then use the Apply for Job button above the job list to start a job application.

Internal applicants can also select jobs and then use the Refer Friend button above the job list to start a referral for the selected jobs. (However, the Refer Friend button is hidden if the Do Not

Allow Refer a Friend check box is selected on the Site Setup page.)

When the check boxes are not visible, applicants can click anywhere on a row to access job posting details. But because the check boxes are an interactive area within a row, the presence of the check box means that the row as a whole is no longer treated as a single clickable object. Therefore, when check boxes appear, each row also has a button that an applicant clicks to access the Job Description page.

Job Title	The job posting title is the first line in each row of search results.
Job ID	Displays the unique identifier for the job opening.
Location	<p>If a job has one recruiting location, that location name appears here.</p> <p>If the job has multiple recruiting locations, the text <i>Multiple</i> appears. To see a full list of locations, the applicant must access the Job Description page.</p>
Department	Displays the department for the job opening.
Job Family	<p>Job family information is shown only if the site is configured to show this data.</p> <p>If the system is not configured to segment job openings by job family, the job opening does not have job family data. In this situation, the system uses the job family (if any) that is associated with the primary job code.</p>
Job Function	Job function information is shown only if the site is configured to show this data.
Business Unit	Business Unit information is shown only if the site is configured to show this data.
Posted Date	Displays the date that the job was posted to the current site.
Close Date	<p>Displays the last day that the job is posted. This is the day before the remove date that is specified in the job opening.</p> <p>When a job posting does not have a remove date, the text catalog entry HRAM_FL_CLSDT_TXT provides text that appears instead of a date. The delivered text is <i>Open Until Filled</i>.</p> <p>Job postings that are past their close date are removed from Candidate Gateway when the job posting search index runs. Depending on the timing of the search index process, there can be a lag time where the posting is still visible in Candidate Gateway even though it is past its close date. In this scenario, clicking on the job posting displays an explanatory message,</p>

and the applicant is not able to view the job details or act on the job.

The Close Date field appears only if the site is configured to show this field. The configuration to display the Close Date field does not activate the Close Date search filter. For instructions on setting up the Close Date search filter, see "Configuring Recruiting Search Facets" (PeopleSoft HCM 9.2: Talent Acquisition Manager).



Hot Job

If the site is configured to identify hot jobs, postings for hot jobs include this icon.



Favorite Job

This icon indicates that the posting has been added to the applicant's personal list of favorites. The applicant cannot favorite or unfavorite a job on this page. Instead, the applicant must access the Job Description page to favorite or unfavorite a job.

Applicants can see a list of all their favorite jobs on the [My Favorite Jobs Page](#)



View Details button

Click this button to view job details on the [Job Description Page](#). If a job posting has been updated in Talent Acquisition Manager but has not been re-indexed since it was updated, an applicant who tries to access job details will see a message that the information is temporarily unavailable.

This button is only visible when the check boxes for selecting postings are visible. Because check boxes are an actionable area within a row, the presence of the check box prevents the row as a whole from being actionable. This makes the View Details button necessary.

When the check boxes are not visible, the row still displays the > icon to indicate that applicants can click the row to access the job details.

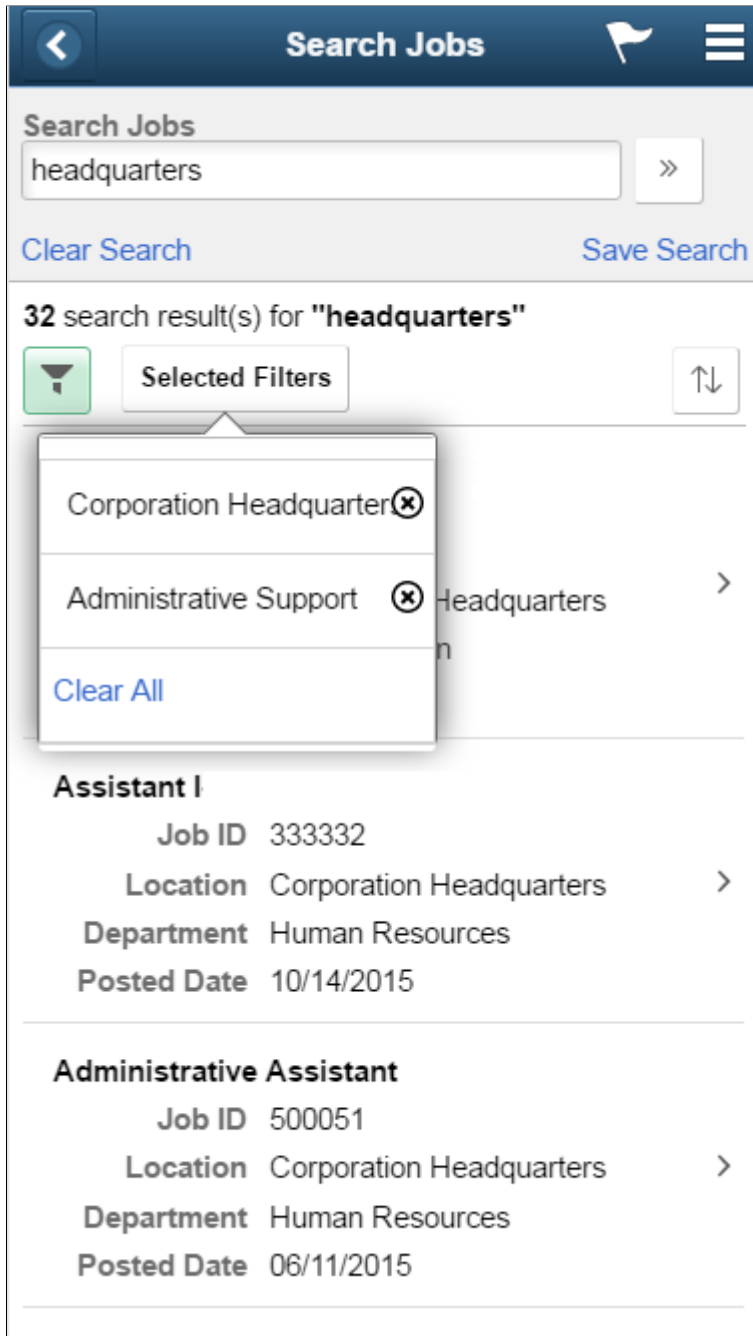
Search Jobs Page on a Small Form Factor Device

The Search Jobs page adjusts to small form factor devices such as phones by initially hiding the search filters. A Filter button gives applicants access to a panel with the search filters. The filter panel overlays the Search Jobs page.

Search Jobs Page With Hidden Filters

Image: Search Jobs page with hidden filters on a small form factor

This example illustrates the Search Jobs page on a small form factor device such as a phone. This illustration shows the page without any optional fields.



Note: On a small form factor device, the Search Jobs page does not allow applicants to select multiple jobs. Therefore, the Apply for Job button, the Refer Friend button, and the check boxes for selecting jobs do not appear on this page regardless of how the site is configured.

**Filter**

Applicants tap this button to display a panel with the search filters. The filter panel overlays the Search Jobs page.

This button is green when filters have been applied.

Selected Filters

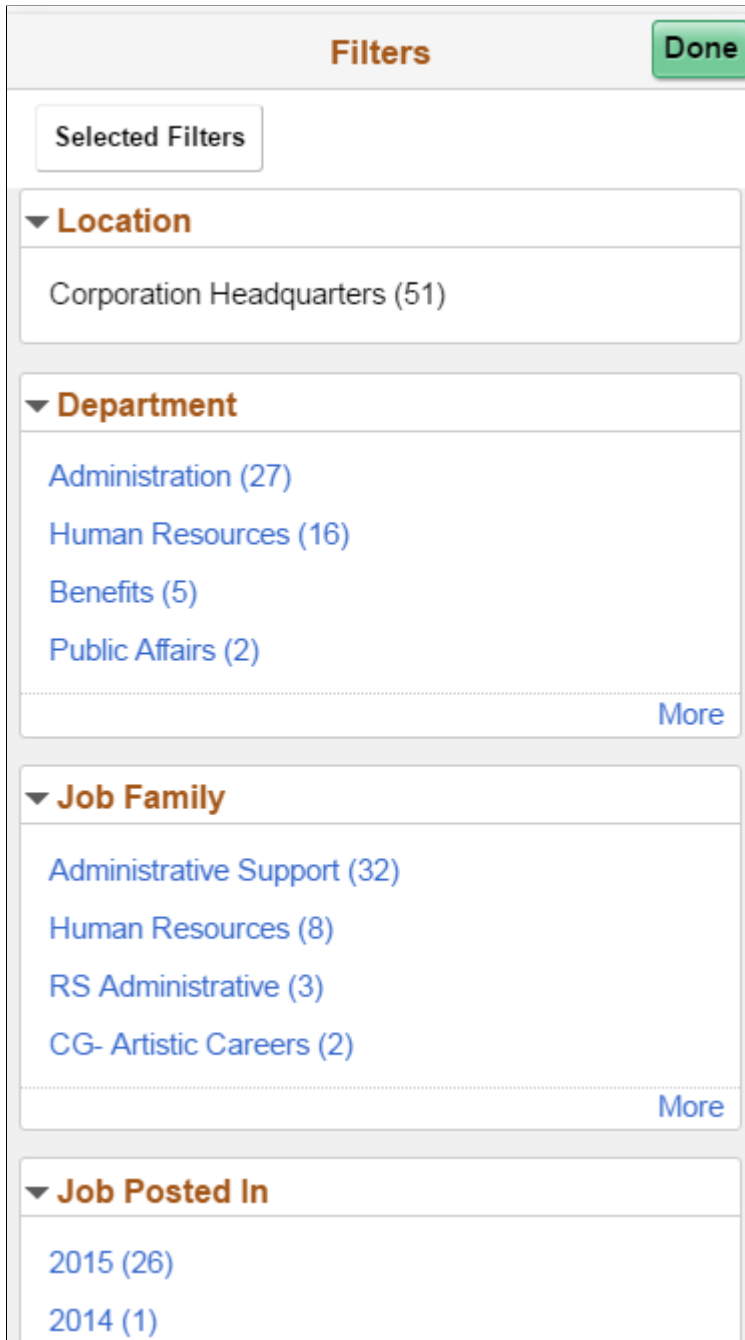
This button appears only if filters have been applied. When an applicant taps this button, a list of current filters pops up.

The applicant can tap the Clear All link to cancel all filters, or tapping the x for an individual filter to close just that one.

Filters Overlay on a Small Form Factor Device

Image: Filters overlay on the Search Jobs page on a small form factor device

This example illustrates the Filters overlay that appears when an applicant clicks the Filters button on the Search Jobs page on a small form factor device



This overlay shows the same filter options that appear on other form factors. The applicant selects the filters to be applied, then selects the Done button to remove the overlay. When the Search Jobs page reappears, the selected filters are applied.

The Selected Filters button appears only if at least one filter is already selected. Applicants select this button to see the list of currently applied filters and to remove some or all of them.

Job Description Page

Applicants use the Job Description page (HRS_APP_JBPST_FL) to:

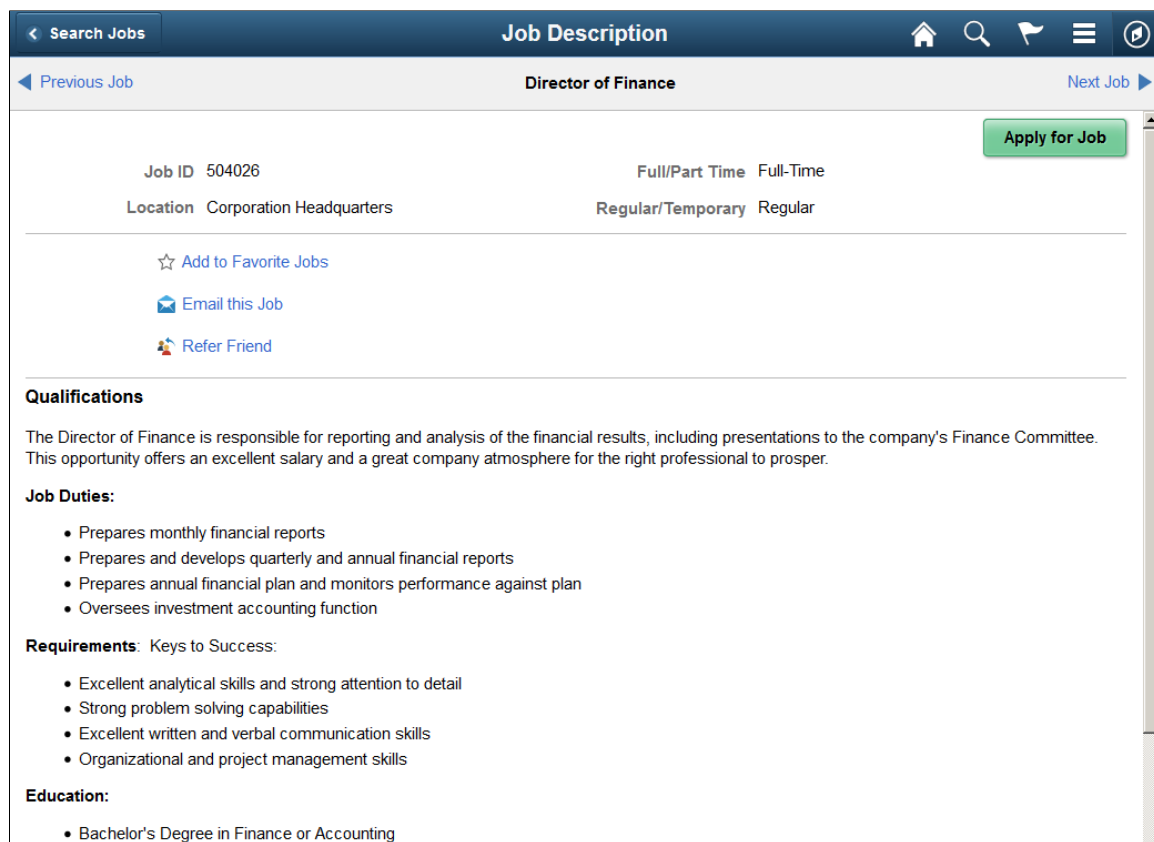
- View complete posting information for a job.
- Start an application for a single job,
- Favorite or unfavorite a job
- Email the job to someone.

Navigation

- If the Search Jobs page does not allow multi-job selection, click a job posting row on the Search Jobs page.
- if the Search Job page allows multi-job selection, click the View Details button in a job posting row on the Search Jobs page.
- Click the View Job button on the My Favorite Jobs page.
- Click a *You are invited to apply for a job* notification on the [My Job Notifications Page](#).

Image: Job Description page

This example illustrates the Job Description page.



Summary Information

Job Title

The job posting title appears in the center of the gray header at the top of the page.

Previous Job and Next Job

When an applicant accesses this page from a list containing multiple job postings, the gray header at the top of the page includes these links. Applicants click these links to navigate between postings without returning to the list.

<Job Summary>

This area of the page includes read-only summary information about the job opening, including the Job ID, Location, Full/Part Time information, and Regular/Temporary information.

If a job has multiple recruiting locations, the location field lists all of them.

Apply for Job

Applicants click this button to begin an application for the job.

See [Using Fluid Candidate Gateway to Apply for Jobs](#).

Links



**Add To Favorite Jobs or
Remove From Favorite Jobs**

An applicant clicks these icons or links to favorite and unfavorite the job.

If the job is not a favorite, the icon is an empty outline of a star and the link is Add to Favorite Jobs. Clicking the icon or link favorites the job.

If the job is already a favorite, the icon is a solid star and the link is Remove from Favorite Jobs. Clicking the icon or link unfavorites the job.

Applicants can access a list of favorite jobs by going to the [My Favorite Jobs Page](#).

Email this Job

Applicants click this link to access the [Email Job Page](#), where they can email the job posting information to email addresses that they supply.

This link is hidden if the Do Not Allow Email a Friend check box is selected on the Site Setup page.

Refer Friend

Internal applicants click this link to begin the process of referring a friend for one or more selected jobs.

When an internal applicant clicks this link, the [Refer Friend - Resume Page](#) appears.

This link is hidden if the Do Not Allow Refer a Friend check box is selected on the Site Setup page or if the applicant is external.

Posting Details

<Posting Description>

The complete job posting description appears below the links section of the Job Description page. The posting description comes from the "Posting Information Page" (PeopleSoft HCM 9.2: Talent Acquisition Manager).

When a recruiter creates a posting description, sections within the description can be marked as visible to internal applicants, external applicants, or both. In Candidate Gateway, the appropriate sections are included in the posting description based on whether the applicant is internal or external.

Using Fluid Candidate Gateway to Save Searches

This topic provides an overview of saved searches and job agents and discusses how applicants work with saved searches.

Note: External applicants must sign in before they can save searches and job agents. The system prompts applicants to sign in if necessary.

Pages Used to Save Searches

Page Name	Definition Name	Usage
Save Search Page	HRS_SAVE_SCH_SCF	Save search criteria, and optionally request email notifications with search results.
My Saved Searches Page	HRS_APP_SAVSCH_FL	Run saved searches.
Edit Saved Search Page	HRS_EDIT_SCH_SCF	Edit or delete a saved search.

Understanding Saved Searches and Job Agents

When applicants are signed in to Candidate Gateway, they can save search criteria from the Search Jobs page. Saving enables applicants to rerun the searches without having to re-enter keywords and re-select filters.

Applicants can run the saved searches from the My Saved Searches page. The My Saved Searches page additionally provides access to the Edit Saved Search page, where applicants can rename or delete a saved search or change their notification settings for the saved search.

When saving a search, applicants can choose to receive automated email notifications listing jobs that meet the saved search criteria. These saved searches are known as *job agents*, although this term is not used on the Candidate Gateway pages.

To support job agent notifications, you must regularly run the Job Agent Application Engine process (HRS_JOB_AGNT) as described in the topic "Using the Job Search Agent" (PeopleSoft HCM 9.2: Talent

Acquisition Manager). Each time the process runs, the system checks for job openings that meet the saved search criteria. If there are postings that match the criteria, the system sends the applicant both a Candidate Gateway notification and an email with information about the search results. The email includes links to individual job openings that match the applicant's criteria, up to the maximum number of job openings specified in the Max Job Posts Per Notification field on the "Recruiting Installation - Jobs Page" (PeopleSoft HCM 9.2: Talent Acquisition Manager). If the number of matches exceeds the maximum, the email directs the applicant to visit the Candidate Gateway to view all of the search results.

In Candidate Gateway, the job agent notification is a link that, when clicked, runs the saved search and displays the results on the Search Jobs page.

If an applicant has multiple job agents, the system generates separate emails and notifications for each job agent.

Although applicants can save an unlimited number of searches, the "Recruiting Installation - Applicants Page" (PeopleSoft HCM 9.2: Talent Acquisition Manager) page has two settings that limit an applicant's job agents:

- The Maximum Job Agents field controls how many job agents an applicant can have.
- The Days Job Search Agent Active field controls how long a job agent remains active.

After a job agent expires, no further notifications are sent. However, the search still remains available as a regular saved search.

Save Search Page

Applicants use the Save Search page (HRS_SAVE_SCH_SCF) to save search criteria and to request email notifications with search results.

Navigation

Click the Save Search link on the Search Jobs page (after entering search criteria).

Image: Save Search page

This example illustrates the Save Search page.

The screenshot shows a web form titled "Save Search". At the top, there are three buttons: "Cancel" on the left, "Save Search" in the center, and "Save" on the right. Below the buttons, the form contains three main sections: 1. A label "*Search Name" followed by a text input field containing "FINANCE CALIFORNIA". 2. A checked checkbox followed by the text "Email me when new jobs meet my criteria". 3. A label "*Email To" followed by a text input field containing "betty.locherty@gbi.com".

- | | |
|--|---|
| Save | Applicants click this button to save the search. |
| Search Name | Applicants enter a unique name to identify the saved search. |
| Email me when new jobs meet my criteria | Applicants select this check box to save the search criteria as a job agent.

If the applicant already has the maximum number of job agents allowed, the system issues an error. The applicant must deselect the check box before saving. |
| Email To | If the search is being saved as a job agent, the applicant must supply an email address for the job agent email notifications. The applicant's primary email address is the default value. |

Related Links

[Understanding Saved Searches and Job Agents](#)

My Saved Searches Page

Applicants use the My Saved Searches page (HRS_APP_SAVSCH_FL) to run saved searches.

Navigation

- Click the My Saved Searches action on the Careers page.
- Click the My Saved Searches item in the [Actions List](#).

Image: My Saved Searches page

This example illustrates the My Saved Searches page.

Search Name	Created On	Notifications Email	Notification Expires On		
FINANCE ANYWHERE	05/24/2016	betty.locherty@gbi.com	No Expiry	Search	>
FINANCE AT HQ	05/24/2016	No notifications will be sent		Search	>
FINANCE CALIFORNIA	05/24/2016	betty.locherty@gbi.com	No Expiry	Search	>

My Saved Searches

Search Name

Displays the unique search name entered by the applicant.

Created On

Displays the date that the applicant created the saved search.

Notifications Email

If the search was saved as a job agent, this field displays the email where job agent notifications are sent. Otherwise, this field displays the message *No notifications will be sent*.

Notification Expires On

Displays the expiration date, if any, of the job agent. This date is based on the value in the Days Job Search Agent Active field on the "Recruiting Installation - Applicants Page" (PeopleSoft HCM 9.2: Talent Acquisition Manager). If the Days Job Search Agent Active field is blank, then the Notification Expires On value is *No Expiry*.

This field is blank for searches that are not job agents.

Note that job agent expiration dates are also included in the job agent email notifications the applicant receives.

Search

Clicking this button performs the saved search and displays the results on the [Search Jobs Page](#).



Edit button

Clicking this button displays the [Edit Saved Search Page](#), where applicants rename or delete a saved search or change their notification settings for the saved search.

Note: Searches that were saved before the introduction of faceted searching in Candidate Gateway do not appear on the My Saved Searches page. These legacy searches cannot be accessed in Fluid Candidate Gateway.

Edit Saved Search Page

Applicants use the Edit Saved Search page (HRS_EDIT_SCH_SCF) to edit or delete a saved search.

Navigation

Click the Edit button for a saved search on the My Saved Searches page.

Image: Edit Saved Search page

This example illustrates the Edit Saved Search page.

The fields from the [Save Search Page](#) appear so that applicants can change either the search name or the job agent settings. If the applicant changes the search name, a new saved search is created with the original criteria and the new name. The saved search with the original name continues to exist unless it is explicitly deleted.

Delete

Clicking this button deletes the saved search.

Because applicants cannot modify the criteria used in a saved search, an applicant who wants to use an existing search name for different criteria must delete the original search and create a new one.

Using Fluid Candidate Gateway to View Favorite Jobs

This topic provides an overview of favorite jobs and discusses how to review favorite jobs.

Note: External applicants must sign in before they can save jobs. The system prompts applicants to sign in if necessary.

Pages Used to View Favorite Jobs

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
My Favorite Jobs Page	HRS_APP_SVDJB_FL	View favorite jobs.

Understanding Favorite Jobs

Applicants can mark jobs as favorites to keep track of jobs that they are interested in.

Applicants mark jobs as favorites from the Job Description page. Applicants view their favorite jobs on the My Favorite Jobs page. There is no limit to the number of jobs that an applicant can save.

If the site is configured to support multiple job selection, applicants can initiate job applications for one or more jobs directly from the list of favorite jobs.

My Favorite Jobs Page

Applicants use the My Favorite Jobs page (HRS_APP_SVDJB_FL) to view favorite jobs.

Navigation

- Click the My Favorite Jobs action on the Careers page.
- Click the My Favorite Jobs item in the [Actions List](#).
- Internal applicants can select the Add to My Favorite Jobs related action for an internal job posting after searching for job postings using PeopleSoft Global Search.

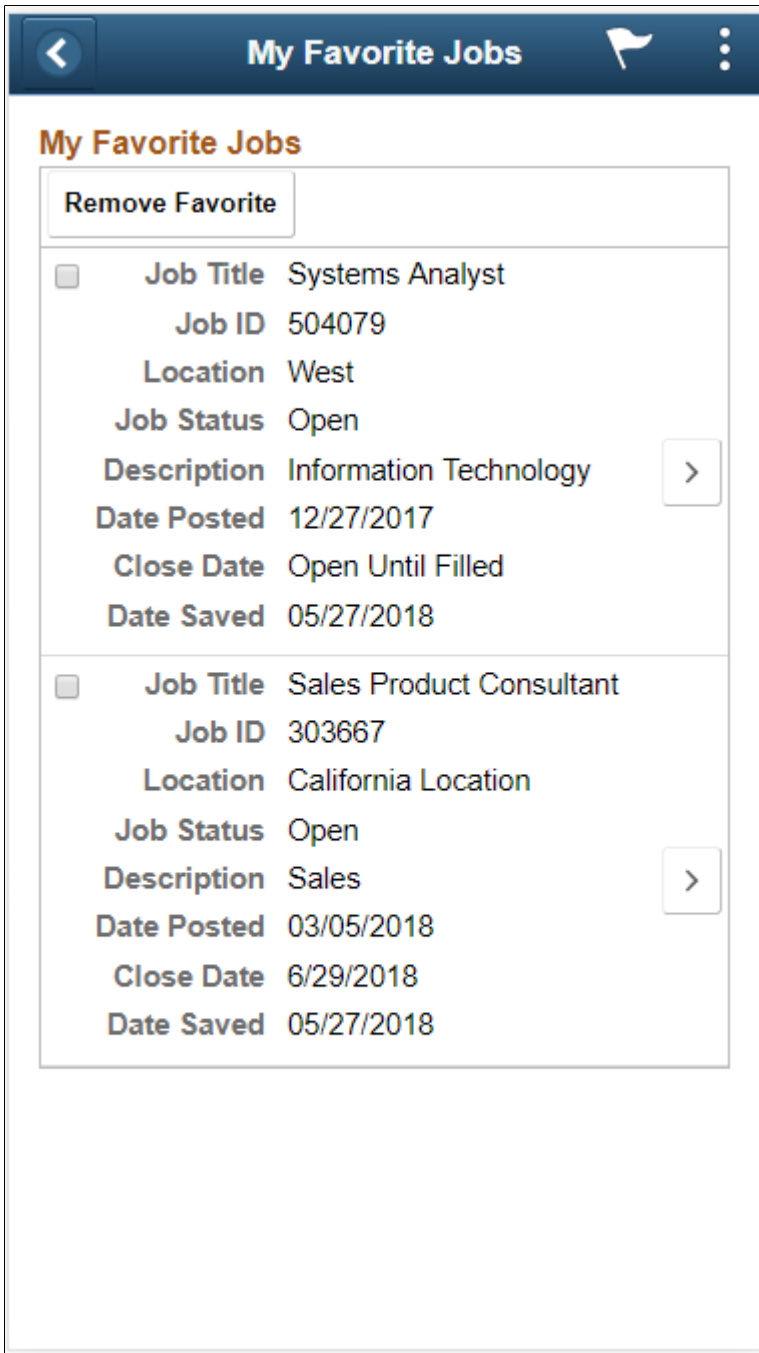
Image: My Favorite Jobs page — Desktop View

This example illustrates the My Favorite Jobs page as seen on a desktop device.

My Favorite Jobs							
Job Title	Job ID	Location	Job Status	Job Family	Date Posted	Close Date	Date Saved
<input type="checkbox"/> Systems Analyst	504079	West	Open	Information Technology	12/27/2017	Open Until Filled	05/27/2018
<input type="checkbox"/> Sales Product Consultant	303667	California Location	Open	Sales	03/05/2018	6/29/2018	05/27/2018

Image: My Favorite Jobs page - Smartphone View

This example illustrates the My Favorite Jobs page as seen on a smartphone.



Buttons

Apply for Job

Clicking this button initiates an application for the selected job or jobs.

This button is visible only if the Allow Multiple Job Selection check box on the [Site Setup Page](#) is selected.

Refer Friend

This link is visible only to internal applicants, who click this button to begin the process of referring a friend for one or more selected jobs.

When an internal applicant clicks this button, the [Refer Friend - Resume Page](#) appears.

The Refer Friend button is not visible if any one of the following is true:

- The user is an external applicant.
- The “Do Not Allow Refer a Friend” check box is selected on the [Site Setup Page](#).
- The “Allow Multiple Job Selection” check box on the Site Setup page is not selected.

Remove Favorite

Clicking this button updates the selected jobs so that they are no longer marked as favorites and they no longer appear on this page.

Favorite Jobs

<check box>

Applicants select this check box to choose one or more jobs to act on. To act on the selected jobs, applicants click one of the buttons at the top of the page.

Although the Apply for Selected Jobs button is visible only if the site is configured to allow multiple job selection, the Remove Favorites button is always available. Therefore, the check boxes for selecting jobs are always present, regardless of the site configuration.

Job Title

Displays the job posting title.

Job ID

Displays the unique identifier for the job opening.

Location

Displays the job’s recruiting location. If the job is associated with multiple recruiting location, the word *Multiple* appears. To view the specific locations for a job with multiple locations, applicants must access the Job Description page.

Job Status

Displays the status of the job opening. The system does not automatically remove closed, cancelled, or on hold jobs from an applicant's list of favorite jobs. However, if the applicant attempts to apply for a job that is not open, the system displays a message that the job is no longer available.

Job Family

Displays the job family for the posting. This column is visible regardless of whether the site is configured to show job family information on the Search Jobs page.

If the system is not configured to segment job openings by job family, the job opening does not have job family data. In this situation, the system uses the job family (if any) that is associated with the primary job code.

- Date Posted** Displays the date that the job was posted to the current site.
- Close Date** Displays the close date for the job opening.
- Date Saved** Displays the date that the job was marked as a favorite.

Using Fluid Candidate Gateway to Email Job Postings

This topic discusses how to email a job posting.

Note: This functionality is not available if the Do Not Allow Email a Friend check box is selected on the [Site Setup Page](#).

Note: External applicants do not need to sign in to email jobs.

Pages Used to Email Job Postings

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
Email Job Page	HRS_JOB_EML_FRDSCF	Email job information to an address that the applicant supplies.

Understanding Emailed Job Postings

Applicants can use Candidate Gateway to email job information to themselves or to another person. The email is sent from the system and not from the applicant's personal email address.

The applicant can modify the email subject at runtime. The body text is read-only, but it dynamically embeds a name that the applicant enters elsewhere on the Email Job page. The applicant-entered name enables the recipient to see who requested that the email be sent.

The message text comes from the PeopleTools generic template HRS_CE_EML_FRND (PeopleTools >Workflow >Notifications >Generic Templates). This template uses text catalog entry HRAM_FLEMLFND_SUB1 as the email subject and text catalog entry HRAM_FLEMLFND_BOD1 as the email message body.

The body of the message includes separate links that external and internal applicants use to access the Candidate Gateway site and review the job posting. The links are valid only as long as the job is posted. For example, if a job is posted internally but not externally, then the link for external applicants will not work.

Email Job Page

Applicants use the Email Job page (HRS_JOB_EML_FRDSCF) to email job information to an address that the applicant supplies.

Navigation

Click the Email this Job link on the Job Description page.

Image: Email Job page

This example illustrates the Email Job page.

Cancel **Email Job** **Send**

Enter the email address, using a comma as a separator, of the person to whom you are sending this job information. Please Note that Internal Jobs can only be viewed by System Users. An Internal Job sent to an external person may not reach that person and cannot be viewed by them. When you are finished, press the send button.

*To

*Your Name

Subject

Message Betty Locherty saw this job opening and thought you might find it interesting:
 Director of Finance
 Admin Conference of the US
 Corporation Headquarters

We would like to invite you to visit our careers site to complete your application.

DIRECTIONS:
 1. Select the link to access our careers site.
 2. Sign In to access your account or if you are not an existing user select the New User link to create one.
 3. Review the job description and select the Apply button to begin your application.

http://slc09kex.us.oracle.com:8000/psp/h9200ts2x/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_SEARCH_FL.GBL?Page=HRS_APP_JBPST_FL&Action=U&SiteId=1&FOCUS=Applicant&JobOpeningId=504026&PostingSeq=1

If you are a current employee of our organization please use the following link instead:
http://slc09kex.us.oracle.com:8000/psp/h9200ts2x/EMPLOYEE/HRMS/c/HRS_HRAM_EMP_FL.HRS_CG_SEARCH_FL.GBL?Page=HRS_APP_JBPST_FL&Action=U&FOCUS=Employee&SiteId=1&JobOpeningId=504026&PostingSeq=1

Thank you.

**Disclaimer: Please note that any views or opinions presented in this email are solely those of the sender and do not necessarily represent those of the company.

Send

Clicking this button sends the email notification to the designated recipients.

To

An applicant enters a comma-delimited list of email addresses to which the message will be sent.

Your Name

An applicant enters his or her own name in this field. The system references this name in the default email message text, which begins with the sentence *<Your Name> saw this job opening and thought you might find it interesting.*

Subject

Applicants can optionally modify the email subject. The default subject is *Interesting job at <company>*. The company name comes from the job opening.

Message

Applicants cannot modify the message text.

Chapter 11

(Fluid) Applying for Jobs

Understanding the Application Process in Fluid Candidate Gateway

This topic provides overviews of:

- The online application process in Fluid Candidate Gateway.
- Default application data.
- Integration with resume extractors.

The Online Application Process in Fluid Candidate Gateway

Starting an Application

Depending on how the applicant initiates the application, the application can include one, multiple, or no job openings. These are the different ways that applicants can start a new job application:

- Click Apply for Job button on the [Job Description Page](#) to start an application for a single job.
- If the site is configured to allow applications without a job, click the Apply Without a Job link on the [Search Jobs Page](#).
- If the site is configured to allow applications with multiple jobs, select one or more jobs then click the Apply for Job button on the Search Jobs page or the [My Favorite Jobs Page](#).

Note: On small form factor devices such as phones, applicants cannot select multiple jobs and start an application that includes all of them.

Applying for The Same Job Multiple times

The Site Setup page lets you configure whether to allow multiple applications for the same job. If multiple applications for the same job are allowed, applicants see a warning when they start a duplicate application, but they are allowed to continue with the new application. If multiple applications for the same job are not allowed, applicants see an error message and are not allowed to continue. The message tells the applicant to go to the My Job Applications page to review the existing application (or to restart it if the existing application is unsubmitted).

If an applicant created multiple applications for the same job opening before you activated the option to disallow multiple applications, the applicant will be able to continue with a draft application as long as there are no submitted applications for the same job opening.

Even if multiple applications for the same job are not allowed, applicants can reapply for jobs in these situations:

- The original application was withdrawn.
- The original application failed prescreening or online screening (that is, the application disposition is either *112 Failed Prescreening* or *115 Reject Online Screening*).
- The original application was created when a recruiter linked the applicant to a job with a questionnaire. In this situation, the original application does not include questionnaire answers, and the applicant is specifically invited to submit a new application so that questionnaire answers can be provided.

Resume Template Selection

Resume templates control several of the steps in the application process. The system loads resume template settings as follows:

- If an applicant applies without selecting a job opening, the system uses the default resume template that is associated with the site.
- If the applicant applies for a single job opening, the system uses the resume template for that job opening.
- If an applicant applies for more than one job at a time, the system merges the associated resume templates so that all sections are included in the application (but no sections are duplicated).

See "Understanding Resume Templates" (PeopleSoft HCM 9.2: Talent Acquisition Manager)

Steps in the Online Application Process

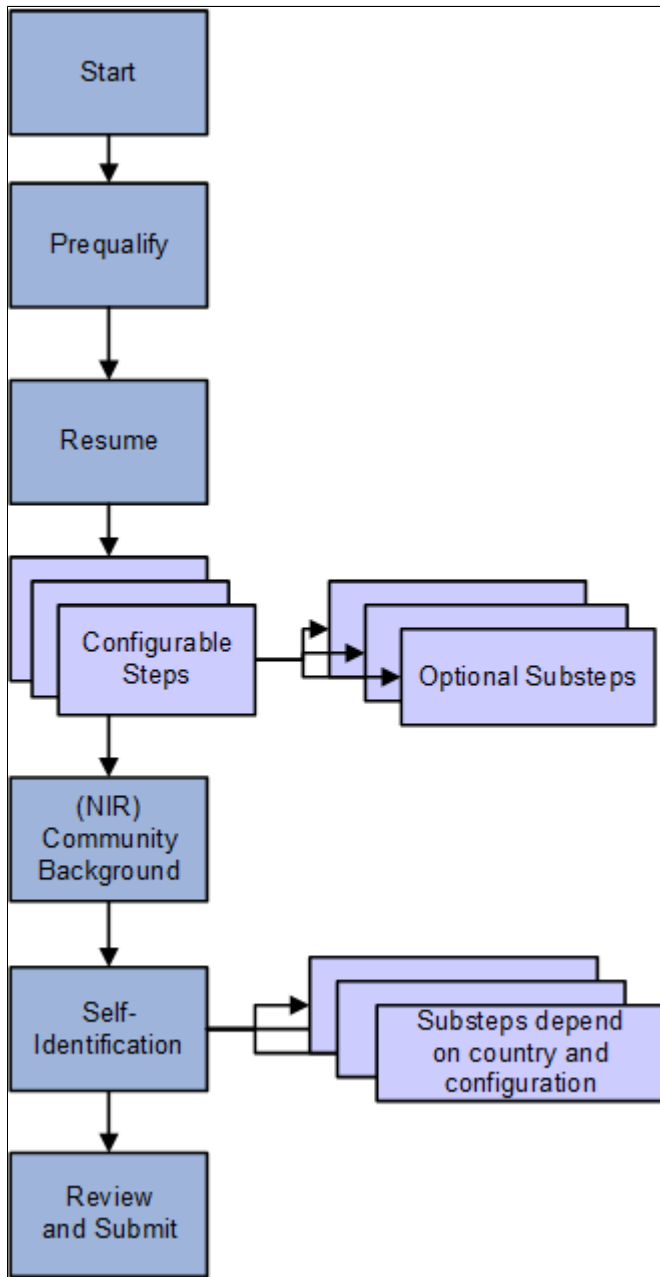
Candidate Gateway guides applicants through the steps in the job application.

The site definition, the resume template, and the job opening(s) can all impact the steps that appear during the application process. Although configuration options affect which steps appear, the overall sequence of steps is fixed, as shown in the following diagram.

See [The Activity Guide Framework for Job Applications](#).

Image: Steps in the job application process

This diagram illustrates the sequence of steps during the job application process.



The following table describes the application steps and explains what causes each step to appear.

Step	Description	Conditions When the Step Appears
Start	<p>Displays notices and provides a link to terms and conditions.</p> <p>If terms and conditions apply, the applicant must agree to the terms before continuing to the next step.</p>	<p>The start steps appears if either of the following conditions is true:</p> <ul style="list-style-type: none"> • The site definition is configured to display one or more of these start step elements: administrator-configured text, instructional text, or application terms and agreements. • The application requires prescreening, which always places a prescreening notice on the Start step. <p>The site definition controls whether the application includes prescreening terms and conditions in addition to the prescreening notice.</p>
Prequalify	<p>Displays prescreening questions. Depending on the site configuration, the applicant may be required to supply answers before continuing.</p> <p>When the applicant continues to the next step, the system evaluates the answers.'</p> <p>If the applicant passes prescreening for all jobs, the applicant continues directly to the next step.</p> <p>If the applicant fails prescreening for at least one job, the system displays a message with the prescreening results. Jobs where the applicant fails prescreening are removed from the application.</p> <p>If no jobs are left in the application, the applicant cannot continue. If at least one job is left in the application, the applicant can continue, and system updates the list of steps to remove any that are no longer relevant to the remaining job openings.</p>	<p>The Prequalify step appears when either of the following conditions is true:</p> <ul style="list-style-type: none"> • The applicant applies for one or more job openings with prescreening. • The applicant applies without a job opening, and the site's default resume template includes prescreening. <p>See "Setting Up Screening for a Job Opening" (PeopleSoft HCM 9.2: Talent Acquisition Manager)</p>
Resume	<p>Enables applicants to supply a resume and cover letter using methods defined in the resume template.</p> <p>Fluid Candidate Gateway does not allow applicants to copy and paste resume text into an application regardless of the resume template settings.</p>	<p>The Resume step appears unless the resume template is configured to skip this step.</p>

Step	Description	Conditions When the Step Appears
Configurable steps	<p>These steps, which are configured on the resume template, can display any of the following data entry sections:</p> <ul style="list-style-type: none"> • Attachments • Preferences • (USF) Federal Preferences • Education History • Work Experience • Job Training • (USF) Priority Placement • Profile content types (for example, competencies or languages) • References • Personal Information • Online Questionnaire • Referrals 	Resume templates define the configurable steps (and optional substeps) in the application process.
(NIR) Community Background	Enables applicants for jobs in Northern Ireland to enter their community background information.	<p>The Community Background step appears if the Use Community Background check box is selected on the Country Specific page in the resume template definition.</p> <p>The system does not consider the actual location of the job opening, only the settings on the resume template.</p>

Step	Description	Conditions When the Step Appears
<p>(USA) Self-Identify</p> <p>(external applicants only)</p>	<p>Includes up to three substeps that are all related to United States regulatory requirements:</p> <ol style="list-style-type: none"> 1. <i>Disability</i>: invites applicants to self-identify their disability status. 2. <i>Veteran</i>: invites applicants to self-identify their veteran status. 3. <i>Diversity</i>: invites applicants to enter gender and ethnicity information for Equal Employment Opportunity reporting purposes. <p>The Veteran and Disability steps both relate to regulations from the U.S. Department of Labor’s Office of Federal Contract Compliance Programs (OFCCP).</p>	<p>The Self-Identify step appears only for USA job applications.</p> <p>Applications are considered USA job applications if any of the included job openings have recruiting locations that are associated with a physical location in the United States. If a job opening’s recruiting location doesn’t reference any physical locations, the job is not treated as being in the United States.</p> <p>If an applicant applies without a job opening, the application is considered a USA job application if the applicant’s address is in the United States. All applicant records have a Country in the address, even if no other address information exists. For information on default values for the Country field, see Understanding Account Information.</p> <p>The Diversity substep is not configurable, so it appears in all USA job applications. The Disability and Veteran substeps appear only when activated in the OFCCP Self-Identify field on the Site Setup Page</p> <hr/> <p>Note: If the Disability and Veteran substeps are not enabled, then Diversity appears as a main step instead of a substep.</p> <hr/>
<p>Review and Submit</p>	<p>Enables applicants to review their application before submitting it.</p>	<p>The Review and Submit step is the only required step for every application. It is not configurable.</p>

Draft Applications

Applications that have been saved without being submitted are considered draft applications. Draft applications have the status *Not Submitted* on the My Job Applications page.

The system automatically saves application data every time an applicant moves to a different step in the application process. An application is also saved when an applicant clicks either the Exit button or the Save as Draft item under the Actions List. However, the application is not saved if applicant exits from the Start Step without ever continuing to the next step.

With two exceptions, an applicant who re-opens a draft application is placed on the last saved step.

The first exception relates to the self-identification and Northern Ireland community background steps. Information on these steps does not get saved until the application is submitted. This is because the information is saved directly to the applicant record rather than being part of an individual application. Therefore, if an applicant continued past these steps before exiting the application, the application re-opens on the first one of these steps so that the applicant can re-enter the information.

The second exception relates to changes that require the applicant to re-start at the beginning. The system returns the applicant to the Start step if any of the following configuration changes have occurred since the application was saved:

- Changes to any Start Step notices or terms and conditions.

These changes occur if there are text changes within the relevant text catalog entries or if changes to the site configuration affect which Start Step text is visible.

- Changes to the application steps due to resume template changes.

When the system returns the applicant to the Start step, the applicant's previously entered data is preserved, but the applicant must still revisit each step.

Submitted Applications

After applicants submit an application, they cannot make changes to it.

Submitted applications have the status *Submitted* on the [My Job Applications Page](#).

When an applicant accesses a submitted application, the system displays read-only application data on the [Application Summary Page](#).

Application-Related Notifications

When an application is submitted, the system sends a confirmation email to the applicant. This behavior is not configurable. The notification uses the HRS_CE_APPL_APPLY_JOB template.

Settings on the "Job Opening - Screening Criteria Page" (PeopleSoft HCM 9.2: Talent Acquisition Manager) control whether the system sends applicant email with results of prescreening and online screening.

Default Data in New Applications

When applicants start new applications, the default data depends on whether the applicant is external or internal.

External Applicants

If an external applicant already has any existing draft or submitted applications, new applications copy data from previous applications. The system does not bring in a resume, answers to questions, competency ratings, or referral information. For other sections, the system copies data from the most recent application that included the section, regardless of whether the most recent application was submitted, unsubmitted, or withdrawn.

Self-identification data (diversity, disability, veteran, and Northern Ireland community background) is copied from the applicant record, not from other applications. Self-identification data is saved to the applicant record when an application is submitted.

Internal Applicants

When internal applicants create new applications, the system copies data from their employee profiles (including training information) and then adds additional non-conflicting data from the most recently created application.

For example, if an employee adds profile content in an application, the new data gets brought into the next new application. But if an employee removes or modifies profile content that came from the HR system, the next new application will still bring in the original profile content as long as it remains in the employee's HR record.

Work experience data from an internal applicant's previous applications does not get brought into new applications. For internal applicants, work experience is brought in only from the employee's human resources record (as seen on the "Prior Work Experience Page" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)).

Integration With Resume Extractors

This topic provides a general overview of the use of resume extractors to populate the online application fields. For information about setting up resume extractors, see "Setting Up Recruiting Vendors" (PeopleSoft HCM 9.2: Talent Acquisition Manager) and "Setting Up Data Mapping" (PeopleSoft HCM 9.2: Talent Acquisition Manager).

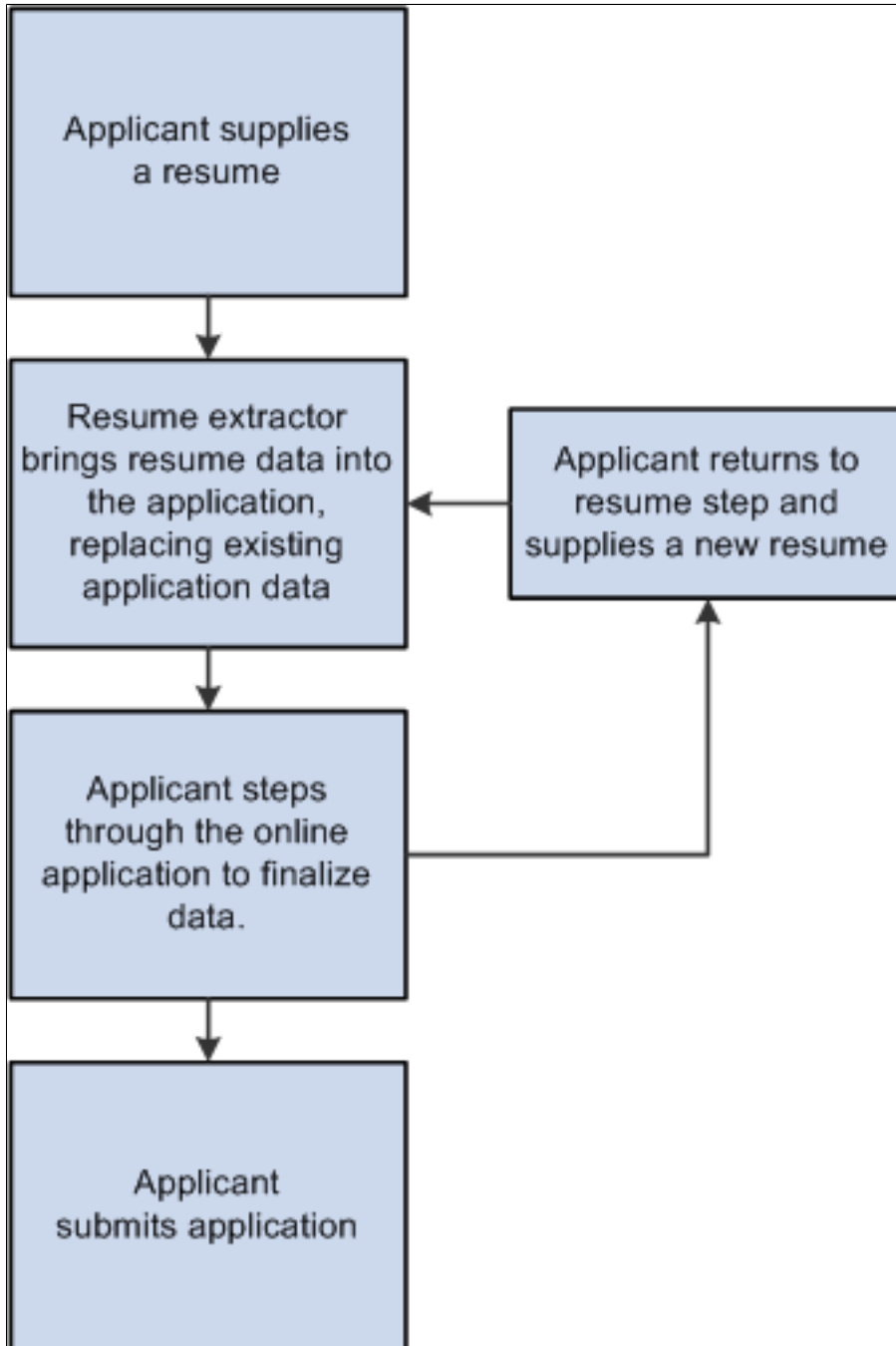
The Resume Extraction Process

If you integrate with a third-party resume extractor, the extraction process parses data from the applicant's resume attachment and populates application fields automatically.

See "Understanding Resume Management" (PeopleSoft HCM 9.2: Talent Acquisition Manager).

Image: Resume extraction process

The following diagram shows how a resume extractor is used during the online application process. The extractor uses resume information to enter default values into the application form. While proceeding through the remaining steps, the applicant can review and modify the data provided by the resume extractor.



Here is how resume extraction works:

1. An applicant uploads a resume.
2. The resume extractor parses the resume and enters data in the appropriate application fields.

Parsing occurs immediately after the resume is added to the application; the applicant does not need to continue to the next step

Data from the resume parsing process overwrites any existing application data, including the default data that the system imports from a previous application or from an employee profile.

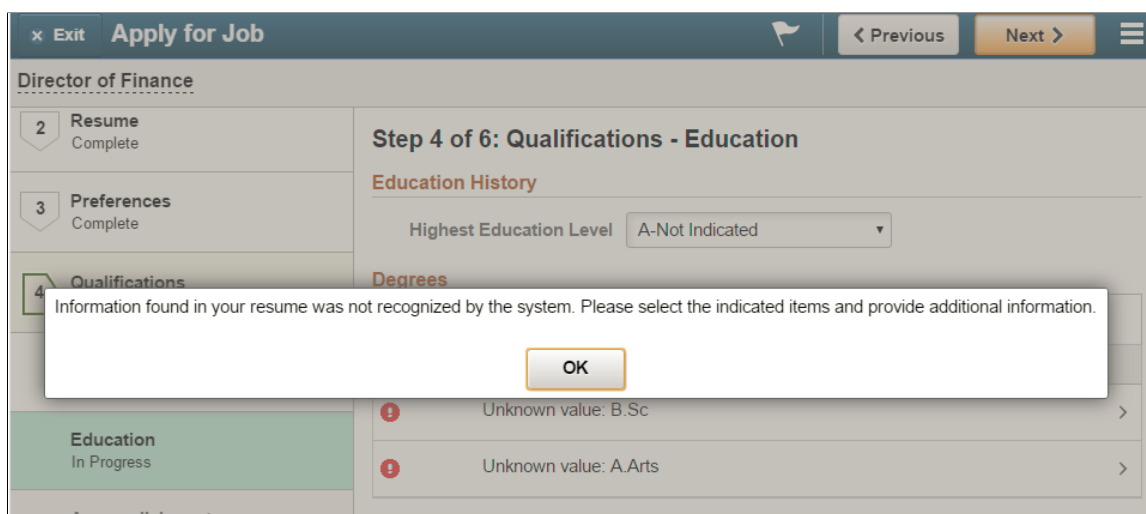
- Applicants continue to step through the online application process, reviewing data and supplying any missing information.

Sometimes the resume parsing process will create a row of data that is missing required information. In this situation, the system prevents the applicant from moving past the step with the missing information until all required data is supplied. A red warning icon identifies the incomplete data, and the applicant must resolve the issue before continuing to the next step.

If an applicant returns to the resume step and supplies a new resume, the newly extracted data replaces the previous data, and the applicant must go through each application step again to verify the newly extracted information.

Image: Error handling for resume parsing

This example illustrates the error handling when the resume parser creates a row of data that is missing required information.



Extracting Contact Data

Because applicant records in Candidate Gateway allow only one address, resume addresses are added only if the applicant record does not already have one. If the resume includes multiple addresses, only the first is added.




Candidate Gateway does support multiple email addresses and phone numbers, but it allows only one of each type (for example, one home phone number).

If an email or phone type is already in use (for example, the extractor finds a home phone number, but one already exists in the system), then the new email or phone number is added using the type *Other*. If the *Other* type already exists, it is overwritten, and any additional email or phone numbers in the resume are ignored.

Using Fluid Candidate Gateway to Apply for Jobs

This topic discusses how applicants complete an online job application.

These videos demonstrate Fluid Candidate Gateway, including the job application process:

 Fluid Candidate Gateway Video Feature Overview
 PeopleSoft HCM 9.2 Image 18 Highlights: Fluid Candidate Gateway
 PeopleSoft HCM 9.2 Image 19 Highlights: Fluid Candidate Gateway Enhancements

Note: External applicants must sign in before starting a job application. The system prompts applicants to sign in if necessary.

Pages Used to Apply for Jobs

Page Name	Definition Name	Usage
The Activity Guide Framework for Job Applications (common elements on pages used to apply for jobs)	n/a	In Fluid Candidate Gateway, the application appears within the context of a PeopleTools Activity Guide. The Activity Guide shows the steps in the application process and provides navigation buttons for proceeding through the steps.
Start Page	HRS_CE_START_FL	Review notices and accept any terms and conditions. If none exist, this page does not appear.
Terms and Conditions Page	HRS_CE_TERMS_SCF	Review any terms or conditions that must be agreed to before continuing the application.
Prequalify Page	HRS_APP_JOPRESC_FL (for applications with a job opening) HRS_APP_PRESCRN_FL (for applications without a job opening)	Answer prescreening questions.
Prequalify Results Page	HRS_JPSCR_RSLT_SCF (for applications with a job opening) HRS_PSCR_RSLT_SCF (for applications without a job opening)	Review prescreening results when the applicant fails prescreening for at least one job.
Resume Page	HRS_RESUME_OPTN_FL	Supply resume and cover letter attachments for the application.

Page Name	Definition Name	Usage
<u>Use Existing Resume Page</u>	HRS_RESUMES_SCF	Select a previously submitted resume to associate with the job application.
<u>Copy & Paste Resume</u>	HRS_RES_PASTE_SCF	View a resume that was pasted into an application. Applicants cannot paste resumes into applications in Fluid Candidate Gateway, but they can use pasted resumes from applications that were started in classic Candidate Gateway.
<u><Step Name> Page</u> (page title is configured on the resume template)	HRS_CE_PROFILE_FL	Enter application data using steps that are defined on the resume template. These are the sections that can be configured to appear: <ul style="list-style-type: none"> • <u>Attachments Section</u> • <u>Job Preferences Section</u> • <u>(USF) Federal Preferences Section</u> • <u>(USF) Priority Placement Section</u> • <u>Education History Section</u> • <u>Work Experience Section</u> • <u>Job Training Section</u> • <u>Profile-Related Sections</u> such as languages or competencies. • <u>References Section</u> • <u>Personal Information Section</u> • <u>Questionnaire Section</u> • <u>Referrals Section</u>
<u>Add/Edit Attachment Page</u>	HRS_CE_D_ATTCH_SCF	Enter attachment information and initiate the file upload process.
<u>(USF) Add/Edit Priority Placement Page</u>	HRS_CE_G_D_PP_SCF	Enter U.S. Federal priority placement information.
<u>Add/Edit Work Experience Page</u>	HRS_CE_D_WRK_SCF	Enter work experience details.
<u>Add/Edit Job Training Page</u>	HRS_CE_D_TRAIN_SCF	Enter job training details.
<u>Add/Edit <Profile Content Type> Page</u>	HRS_CE_D_JPM_A_SCF (when adding a new profile item) HRS_CE_D_JPM_E_SCF (when editing an existing profile item)	Enter details about a profile-based qualification.

Page Name	Definition Name	Usage
<u>Add/Edit Reference Page</u>	HRS_CE_D_REFS_SCF	Enter name and contact details for a reference.
<u>(NIR) Community Background Page</u>	HRS_APP_CB2_FL	Enter community background information for Northern Ireland.
<u>(USA) Disability Page</u>	HRS_CE_DISABILI_FL	Enter disability information. This page supports compliance with regulations from the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP).
<u>(USA) Veteran Page</u>	HRS_CE_VETERAN_FL	Enter veteran information. This page supports compliance with OFCCP regulations from the U.S. Department of Labor.
<u>(USA) Diversity Page</u>	HRS_CE_SELF_IDE_FL	Enter gender and ethnicity information for equal employment opportunity reporting in the United States.
<u>Ethnic Group Page or Race Page</u>	HRS_CE_DIV_EXP_SCF	Displays explanatory text to help applicants answer the questions "Are you Hispanic or Latino?" and "What is your race?" These questions appear on the Diversity page when the system is configured to collect ethnicity and race information using a two-part question. To access this page, applicants click the Explain link next to either of the questions on the Diversity page. The page title and content depend on which Explain link is clicked.
<u>Review and Submit Page</u>	HRS_CE_REVIEW_FL	Review application data and submit an application.
<u>My Contact Information Page</u>	HRS_PROFILEINFO_SCF	External applicants use this page to review and update name and contact information before submitting an application. Internal applicants can review this information, but they cannot make any changes because the information comes from HR records.
<u>Application Confirmation Page</u>	HRS_CE_CONFIRM_FL	View a confirmation that an application has been successfully submitted, and review online screening results for job openings that include results messages for online screening.
<u>Application Summary Page</u>	HRS_CE_REVIEW_FL	Review a submitted application.

The Activity Guide Framework for Job Applications

In Fluid Candidate Gateway, the application appears within the context of a PeopleTools Activity Guide.

The Activity Guide shows a list of application steps in the left panel and the page that corresponds to the current step in the right panel. The Activity Guide also provides navigation buttons in the page banner.

Image: Activity Guide framework for job applications

This example illustrates the Activity Guide framework within which the job application pages appear.

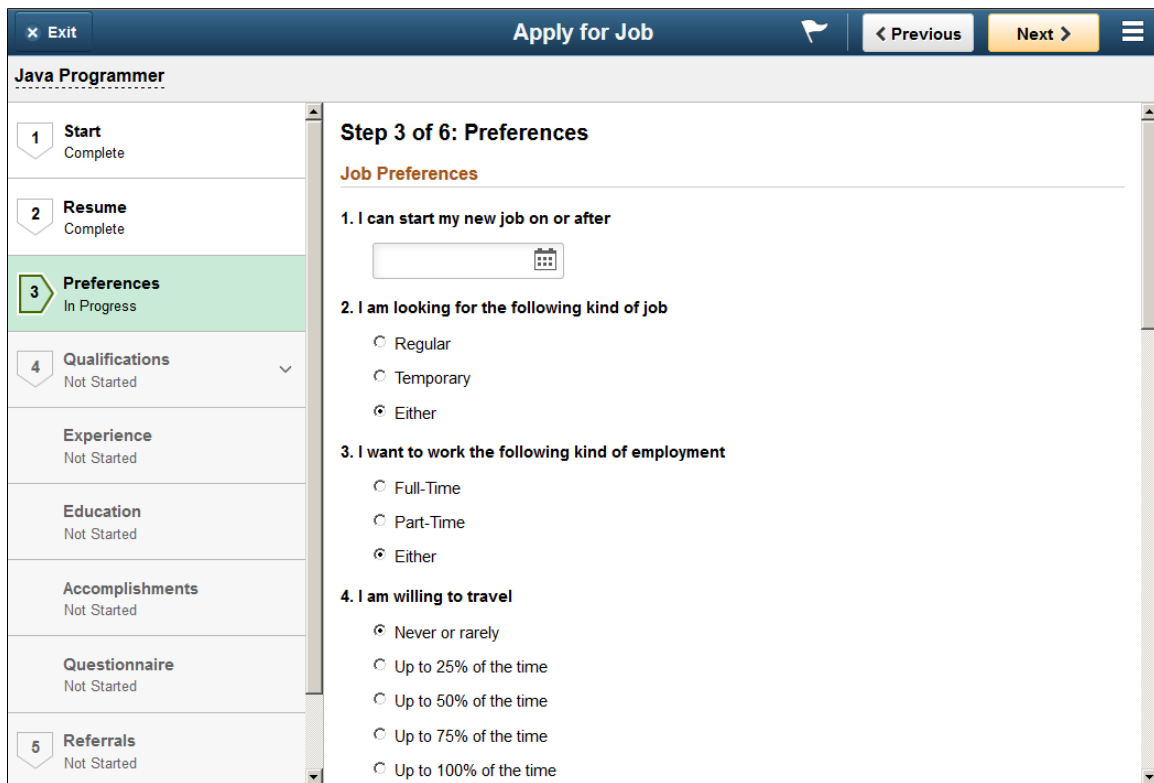
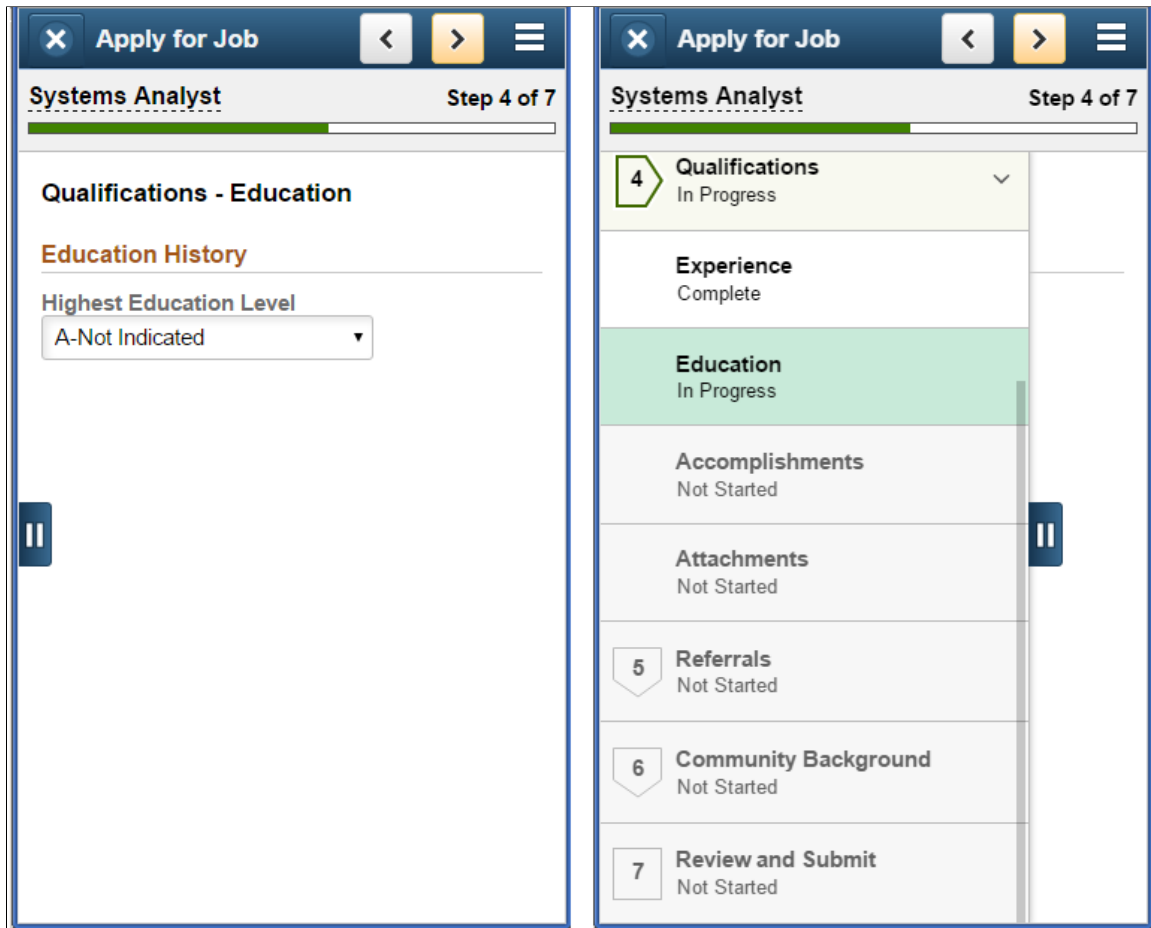


Image: Activity Guide framework for small form factors

This example illustrates the Activity Guide framework on a small form factor device. In the first image, the step list is hidden. In the second image, the step list is exposed.



Note: Throughout this topic, the page illustrations show sections of the job application without the context of the Activity Guide step list. Even though the Activity Guide framework is not illustrated, remember that all job application steps appear within that framework.

Page Banner

The blue area at the top of PeopleSoft pages is called the page banner. In other PeopleSoft applications, the banner displays several standard icon buttons.

On most Candidate Gateway pages, internal applicants see the standard set of banner icon buttons. However, in the job application Activity Guide, only the Notification and Actions List icon buttons are visible.

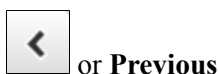
External applicants don't see any of the standard banner icon buttons except for the Actions List.



or **Exit**

Clicking this button exits the application. If the applicant has not moved past the Start step, the system does not save the application. Otherwise, the system saves the application before exiting, and the application appears on the [My Job Applications](#)

Page page as an unsubmitted application. The applicant can resume the application later.



or **Previous**

Clicking this button saves changes to the current step and navigates to the previous step or substep. The button is not visible on the first step in the application.



or **Next**

Clicking this button saves changes to the current step and navigates to the next step or substep. If any required information is missing on the current step, a message appears, and the applicant must provide the missing information before continuing to the next step.

On the last step of the application (the Review and Submit step), the Next button is replaced by a Submit button.

Submit

This button appears only on the Review and Submit step. An applicant clicks this button to submit the application. Applicants cannot make any further changes to an application that has been submitted. To provide an updated application, the applicant can re-apply. If the site is configured not to allow multiple applications for a job opening, the applicant can withdraw the original application before reapplying.

Applications that have been submitted appear on the My Job Applications page with the status *Submitted*.



Actions List

Within a job application Activity Guide, the Actions List in the banner includes one item: *Save As Draft*. Selecting this option saves an in-progress application without moving to a new page or exiting the application.

Saving as draft before moving past the Start Step does not create a draft application because there is no application information to save.

Note: The Exit, Previous, and Next buttons appear as icon buttons on small form factor devices and as text buttons on larger form factors. The Submit button is a text button on all devices.

Job Application Header

A gray area under the main page banner displays contextual information that is specific to the job application.

<Job Posting Title>

Displays the posting title of the job. Clicking the posting title displays a pop-up window with the job title, location, and job ID.

If the application is for multiple jobs, the text indicates the number of jobs in the application, and the pop-up window lists information about each job. If an applicant fails prescreening for a some of the jobs in a multi-job application, the system removes those jobs from the list of job openings.

If the applicant applied without selecting a job, the applicant sees the text *You have not selected a job*.

<Progress Indicator> (small form factor only)

Small form factor screens don't have room to show the panel with the list of steps at the same time as the current step.

Therefore, these devices display a progress indicator in the page header. The progress indicator consists of:

- A progress bar that gets filled in as the applicant completes steps.
- Text that indicates the current step number and the total number of steps—for example, *Step 3 of 5*.

List of Steps

The Activity Guide framework includes a panel that lists the steps in the job application process. This panel appears on the left on devices other than small form factor devices. On a small form factor such as phone, the panel is initially hidden.



Show or Hide Panel

On a small form factor device, tap this button to show or hide the panel with the list of steps.

<Step Name>

On the panel with the list of steps, individual steps are numbered and labeled. The current step is highlighted.

Depending on the resume template configuration, some steps may have substeps. These are indicated by an expand/collapse icon next to the step name. The step is automatically expanded when the applicant reaches it. The applicant can also click the parent step at any time to expand or collapse it. Substeps are not numbered.

All required information on a step must be complete before an applicant is allowed to move to a different step. If any required information is missing, a message appears, and the applicant must provide the missing information before continuing.

<Step Status>

Each step and substep has a status.

- Unvisited steps are in *Not Started* status.
- When the applicant first reaches a step, the status changes to *In Progress*.
- When the applicant continues past a step, the status changes to *Complete*. Steps with substeps are not marked complete until the last substep is completed.

Applicants cannot use the step list to access *Not Started* steps.

Instead, applicants must use the Next button to navigate to unvisited steps and substeps in sequence.

Applicants can return to *Complete* and *In Progress* steps and substeps by clicking the step.

If an applicant returns to a previous step, that step's status returns to *In Progress*. There cannot be *Completed* steps after an *In Progress* step, so when the applicant returns to an earlier step, any completed steps that follow the now-current step also return to *In Progress* status.

Job Application Pages

Within the Activity Guide framework, the main panel displays the page for the current step in the job application.

<Title Text>

Displays a page title that includes the step number and step name—for example, *Step 1 of 8: Start*

For substeps, the page title includes both the step and substep name, separated by a hyphen. For example, *Step 4 of 8: Qualifications - Experience* indicates that the step title is *Qualifications* and the substep title is *Experience*.

Start Page

Applicants use the Start page (HRS_CE_START_FL) to review notices and accept any terms and conditions.

If no notices exist, this page does not appear. Job applications that include prescreening always include notices.

Navigation

Begin a job application. To do this:

- Click the Apply for Job button on the Job Description page.
- If applications for multiple jobs are allowed, click the Apply for Job button on the Search Jobs page or the My Favorite Jobs page.
- If applying without a job is allowed, click the Apply Without a Job link on the Search Jobs page.

Image: Start page with delivered text

This example illustrates the Start page with sample text. Oracle delivers these sample text examples.

Step 1 of 7: Start

We do business with the government; we must reach out to hire and provide equal opportunity to qualified people with disabilities and protected veterans. To help us measure how well we are doing, you may voluntarily self-identify as having a disability or a protected veteran by updating your information from Self Service, Personal Information, and access the self identification pages for disability and veteran.

We believe in hiring the very best. Our workplace experience sets us apart and makes us a great place to work. Our goal is to create an environment of exceptional organizational values, customer service standards, and employee satisfaction.

This job application allows you to attach a resume and has a number of sections, ranging from job preferences to work experience. The step-by-step process will guide you through the application. Please fill in all information carefully and completely before submitting.

Before you begin the job application process, please read the Terms and Conditions carefully. By selecting the "I agree to the Terms and Conditions" checkbox you indicate that you have read and understood these Terms and Conditions and acknowledge your agreement with them. If you do not agree, you will not be able to submit an application and should select the Exit button.

Prequalification Notices

Job Title Sales Product Consultant **Job ID** 504030

To be eligible to apply for this position, you will need to answer some prequalifying questions on the next step of this application process. Please read all the questions carefully as in some cases more than a single answer may be required. An evaluation will be provided to you immediately after you submit your answers.

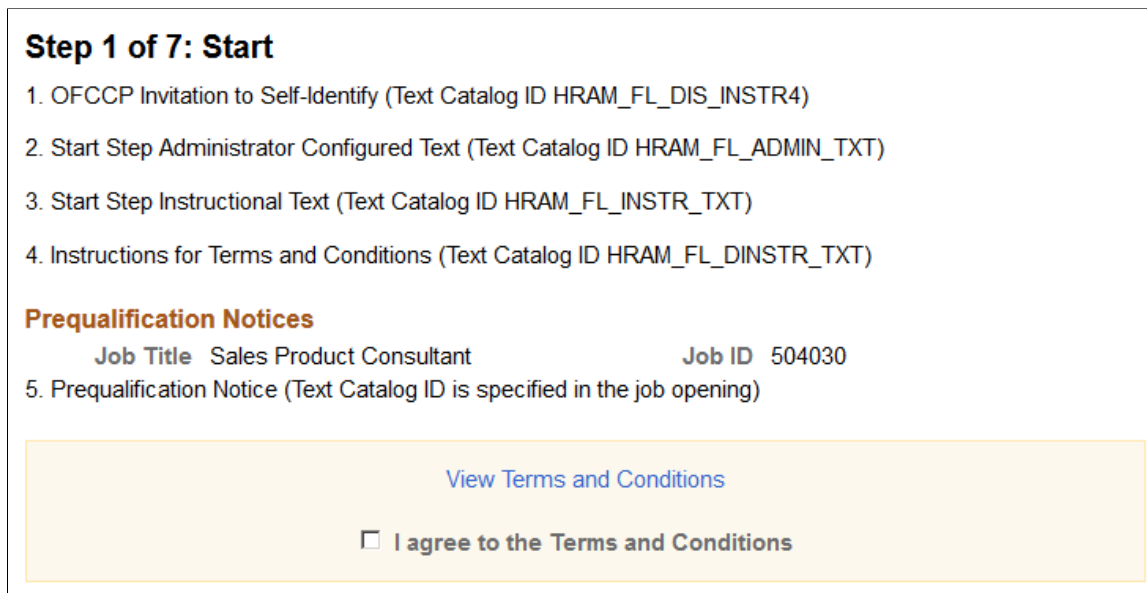
Please note that your answers to these prequalifying questions establish your basic eligibility to apply for this position and any false information or misstatement will render your application ineligible.

[View Terms and Conditions](#)

I agree to the Terms and Conditions

Image: Start page with descriptions of each text block

This illustration of the Start page replaces the sample notices with descriptions of each notice and the text catalog ID for each notice.



Note: The following definitions refer to the notices using the descriptions on the illustration above.

1. OFCCP Invitation to Voluntarily Self-Identify

Appears only for internal applicants, and only if the OFCCP Self-Identify field on the Site Setup Page page is configured to request veteran or disability self-identification from applicants.

This notice (text catalog ID HRAM_FL_DIS_INSTR4) informs internal applicants that they can use HR self-service to voluntarily self-identify as having a disability or a protected veteran status. This notice is shown to internal applicants in lieu of collecting self-identification information during the application process.

2. Start Step Administrator Configured Text

Appears only if the Display Start Step Administrator Configured Text check box is selected on the Site Setup page.

This notice (text catalog ID HRAM_FL_ADMIN_TXT) can serve any purpose. For example, use it to introduce your organization, make announcements, and so forth.

3. Start Step Instructional Text

Appears only if the Display Start Step Instructional Text check box is selected on the Site Setup page.

This notice (text catalog ID HRAM_FL_INSTR_TXT) is intended for general instructions related to the application process. It should not be used for instructions related to terms and conditions, as a separate text block exists for that purpose.

4. Instructions for Terms and Conditions

Appears only if the applicant must agree to any terms and conditions. This occurs if the Display Application Terms and Agreements check box is selected on the Site Setup page or, for jobs with prescreening, if the Display Prequalification Terms and Agreements check box is selected on the Site page.

This notice (text catalog ID HRAM_FL_DINSTR_TXT) instructs applicants to read the terms and conditions and explains that they must agree to the terms before continuing.

Prequalification Notices

5. Prequalification Notice

Appears only if the application includes a Prequalify step. You cannot disable prequalification notices.

The notice text comes from the Explain Text ID field in the job opening's prescreening setup (or, if there is no job opening, from the prescreening setup on the resume template).

The relevant job title and job ID appear before the notice. If the application includes multiple jobs with prescreening, notices for jobs that use the same Explain Text ID are consolidated. That is, the titles and job IDs for all jobs using a particular notice are listed before the notice. If jobs use different Explain Text IDs, the notices appear sequentially under the appropriate job titles and IDs.

Terms and Conditions

The Terms and Conditions area of the page appears only if the applicant must agree to terms and conditions before continuing. This occurs if the Display Application Terms and Agreements check box is selected on the Site Setup page or, for jobs with prescreening, if the Display Prequalification Terms and Agreements check box is selected on the Site Setup page.

View Terms and Conditions

Click to open the Terms and Conditions page and read the terms and conditions for the application.

Note: The system does not force applicants to open the Terms and Conditions page before agreeing to terms and conditions.

I have read the Terms and Conditions

When the Terms and Conditions area of the page is visible, applicants must select this check box to indicate consent to the terms and conditions before they can continue to the next step.

Terms and Conditions Page

Applicants use the Terms and Conditions page (HRS_CE_TERMS_SCF) to review any terms or conditions that must be agreed to before continuing the application.

Navigation

Click the View Terms and Conditions link on the Start page.

Image: Terms and Conditions page with delivered text

This example illustrates the Terms and Conditions page with sample text. Oracle delivers this sample text.

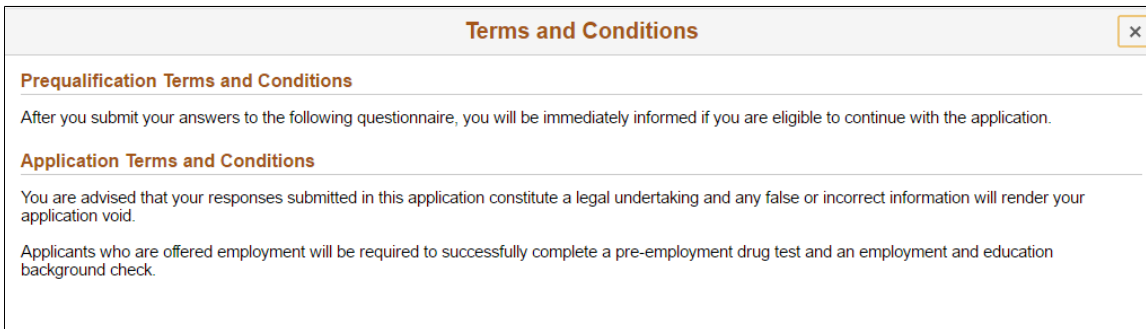
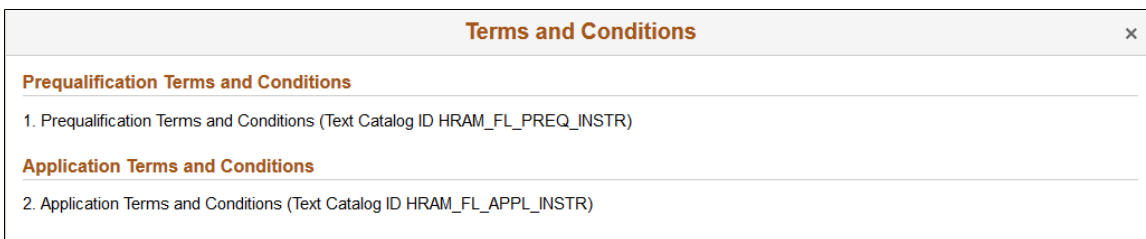


Image: Terms and Conditions page with descriptions of each text block

This illustration of the Terms and Conditions page replaces the sample terms and conditions with descriptions and the text catalog ID for each text block.



This page is read-only. To close the page, click the x (Close) button in the top right corner of the page.

The following field definitions refer to the text elements using the numbered list on the illustration above.

1. Prequalification Terms & Conditions

Appears only if the application includes prescreening *and* the Display Prequalification Terms and Agreements check box is selected on the Site Setup page.

This text element (text catalog ID HRAM_FL_PREQ_INSTRU) presents terms and conditions related to the prescreening process.

2. Application Terms & Conditions

Appears only if the Display Application Terms and Agreements check box is selected on the Site Setup page

This text element (text catalog ID HRAM_FL_APPL_INSTR) presents general terms and conditions related to the submission of any job application.

Prequalify Page

Applicants use the Prequalify page (HRS_APP_JOPRESC_FL for applications with a job opening, or HRS_APP_PRESCRN_F for applications without a job opening) to answer prescreening questions.

The Prequalify page appears only in applications that include prescreening.

Navigation

Click the Next button on the Start step.

Image: Prequalify page

This example illustrates the Prequalify page before the applicant continues to the next step.

Step 2 of 8: Prequalify

To be eligible to submit an application you will need to answer the following questions.

Prequalify (Required)

1. Are you willing to work overtime periodically ?

No

Yes

2. Are you 21 years of age or older?

Yes

No

3. Do you possess a valid Driver's license?

Yes

No

Image: Prequalify page with prescreening results

This example illustrates the Prequalify page when an applicant returns to the Prequalify step after continuing to subsequent steps.

Step 2 of 8: Prequalify							
<p><input checked="" type="checkbox"/> Eligible to apply for:</p> <table border="1"> <thead> <tr> <th>Job Title</th> <th>Job ID</th> </tr> </thead> <tbody> <tr> <td>Senior Nurse Manager</td> <td>333315</td> </tr> <tr> <td>Head Nurse</td> <td>290108</td> </tr> </tbody> </table>		Job Title	Job ID	Senior Nurse Manager	333315	Head Nurse	290108
Job Title	Job ID						
Senior Nurse Manager	333315						
Head Nurse	290108						
<p><input type="checkbox"/> Not eligible to apply for:</p> <table border="1"> <thead> <tr> <th>Job Title</th> <th>Job ID</th> </tr> </thead> <tbody> <tr> <td>Senior Nurse Manager</td> <td>504006</td> </tr> </tbody> </table>		Job Title	Job ID	Senior Nurse Manager	504006		
Job Title	Job ID						
Senior Nurse Manager	504006						

Before Prequalification

Prequalify

This section displays a numbered list of questions. These questions come from the prescreening definition on the job opening (or, for applications without a job opening, from the prescreening definition on the resume template). In a multi-job application, prescreening questions for all jobs are consolidated into one list.

Prescreening questions do not have default answers, even if the applicant previously applied for the job.

Radio buttons indicate that the question has one correct answer. Check boxes indicate that the question has multiple correct answers. Prescreening questions cannot be open-ended.

If the Require Answers to Questions check box on the [Site Setup Page](#) is selected, the title above the list of questions includes the word (*Required*), and applicants must supply answers to all questions before continuing.

When the applicant clicks the Next button to continue, the system immediately evaluates the answers and determines whether the applicant passes prescreening.

After Prequalification

After passing prescreening and continuing to the next step, applicants can return to the Prequalify step, but in this mode, the page displays prescreening results rather than the original prescreening questions.

Eligible to apply for

Displays the Job Title and Job ID of all jobs that passed prescreening.

Not eligible to apply for

Displays the Job Title and Job ID of jobs that were removed from the application due to failed prescreening.

Related Links

"Understanding Prescreening and Online Screening" (PeopleSoft HCM 9.2: Talent Acquisition Manager)

Prequalify Results Page

Applicants use the Prequalify Results page (HRS_JPSCR_RSLT_SCF for applications with a job opening, HRS_PSCR_RSLT_SCF for applications without a job opening) to review prescreening results after failing prescreening for at least one job.

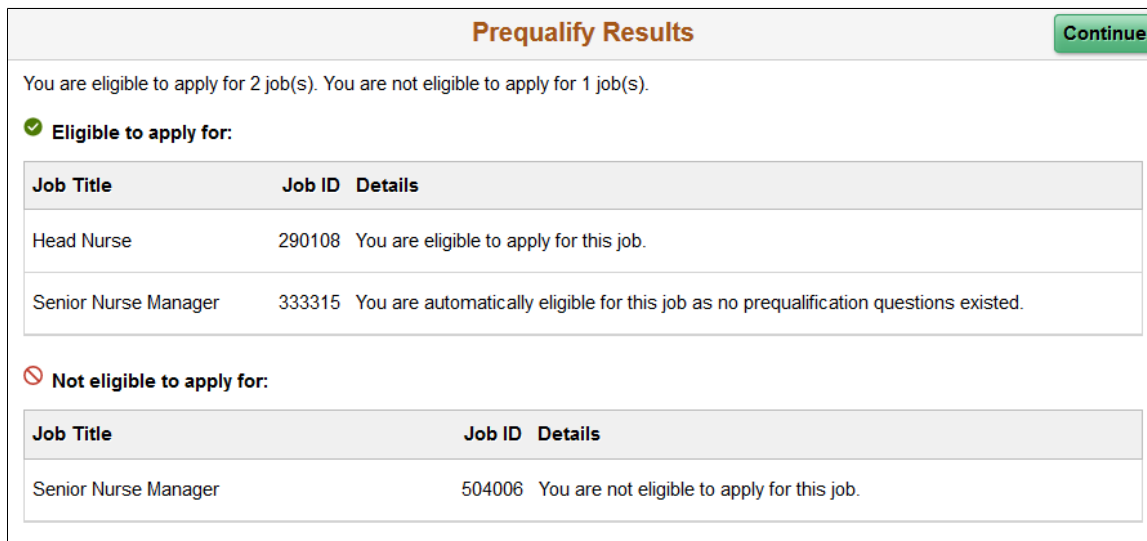
The Prequalify Results page does not appear if the applicant passes prescreening for all jobs in the application.

Navigation

Click the Next button on the Prequalify step.

Image: Prequalify Results page

This example illustrates the Prequalify Results page. In this example, the applicant applied for multiple jobs. The applicant passed prescreening for one job and failed prescreening for another job. A third job in the application did not have any prescreening questions, so it is included in the list of jobs for which the applicant is eligible to apply.



Continue

This button appears only if the applicant is eligible to apply for at least one job. The applicant clicks this button to continue to the next step in the application, but jobs where the applicant failed prescreening are removed from the application.

x (Close)

If the applicant is not eligible for any jobs, the dialog box has a close box, but no Continue button. The application process ends when the applicant closes this dialog box.

Eligible to apply for

Lists the jobs where the applicant passes prescreening or where no prescreening existed.

Not eligible to apply for

Lists the jobs where the applicant failed prescreening.

Resume Page

Applicants use the Resume page (HRS_RESUME_OPTN_FL) to attach a resume and a cover letter to the application.

The application process includes a Resume step unless the resume template is configured to skip this step.

Navigation

In the application Activity Guide, click the Next button until you reach this step.

Image: Resume page with no resume or cover letter supplied

This example illustrates the Resume page before the applicant supplies a resume or cover letter. In this example, the resume template is configured so that a resume is required and a cover letter is optional.

The screenshot shows a web interface for the 'Resume' step. At the top, it says 'Step 3 of 7: Resume'. Below this, there are two main sections. The first is 'Resume Attachment (Required)', which includes the text 'You have not provided a resume.' and two buttons: 'Attach Resume' and 'Use Existing Resume'. The second section is 'Cover Letter Attachment', which includes the text 'You have not provided a cover letter.' and one button: 'Attach Cover Letter'. The buttons are grey with black text and rounded corners.

Image: Resume page with files attached

This example illustrates the Resume page after an applicant attaches a resume and a cover letter.

Step 3 of 8: Resume

Resume Attachment (Required)

*Resume Title

Language

Attached File [Locherty_Resume.pdf](#)
[Change Resume](#)

Cover Letter Attachment

*Cover Letter Title

Attached File [Locherty_Cover_Letter.pdf](#)
[Change Cover Letter](#)

Note: If resume parsing is active, it occurs as soon as an applicant uploads a resume.

The resume template controls whether resumes and cover letters are required. If the word *Required* appears next to either the Resume Attachment title or the Cover Letter Attachment title, applicants cannot continue to the next step without supplying the relevant document.

Resume Attachment (Before Resume Is Provided)

The resume template controls which of the following resume options are available:

Attach Resume

Clicking this button displays the File Attachment dialog so that the applicant can upload an attachment.

PeopleTools manages the physical storage locations of file attachments using the URL Maintenance page (PeopleTools > Utilities > Administration > URLs). Settings for the HRS_APP_ATCH_CG URL identifier determine whether there are any file type restrictions for resumes that applicants upload.

The URL identifier settings also control the physical storage location for the attached file, which must match the location for the HRS_APP_ATCH URL identifier used for attachments that are uploaded in PeopleSoft Talent Acquisition Manager.

See "Setting Up Application Attachments" (PeopleSoft HCM 9.2: Talent Acquisition Manager).

Use Existing Resume

Clicking this button displays the Use Existing Resume page, where applicants choose an already-submitted resume to reuse. Applicants cannot reuse resumes from unsubmitted or withdrawn applications.

This button is hidden if the applicant does not have any already-submitted resumes. Applicants can view all of their submitted resumes in the Resumes grid on the My Job Applications page.

Note: Fluid Candidate Gateway does not provide applicants with an option to copy and paste a resume into the system, even if the resume template is configured to allow this.

Resume Attachment (After Resume Is Provided)

Resume Title

Applicants use this field to give the resume a descriptive title.

If a resume is used in more than one job application (because the applicant selected the Use Existing Resume option), a title change is reflected in all applications that use the same resume.

Language

Applicants use this field to select the language of their resume.

This field is visible only if the [Site Setup Page](#) is configured to display the resume language. This field is informational only, so consider hiding it unless your organization has a specific use for it.

Attached File

Displays the file name of the resume. Clicking this link opens the file.

Change Resume

Clicking this link removes the current resume from the application. The Resume Attachment section returns to its initial state, displaying the resume selection buttons so that the applicant can choose a different resume.

Cover Letter Attachment (Before Cover Letter Is Provided)

This section is visible only if the resume template is configured to include cover letters.

Attach Cover Letter

Clicking this button displays the File Attachment dialog so that the applicant can upload a cover letter.

Applicants cannot reuse previously uploaded cover letters.

Cover Letter Attachment (After Cover Letter Is Provided)

Cover Letter Title

Applicants use this field to give the cover letter a descriptive title.

Attached File

Displays the file name of the cover letter. Clicking this link opens the file.

Change Cover Letter

Clicking this link removes the current cover letter from the application. The Cover Letter Attachment section returns to its initial appearance, displaying the Attach Cover Letter button so that the applicant can choose a different document.

Use Existing Resume Page

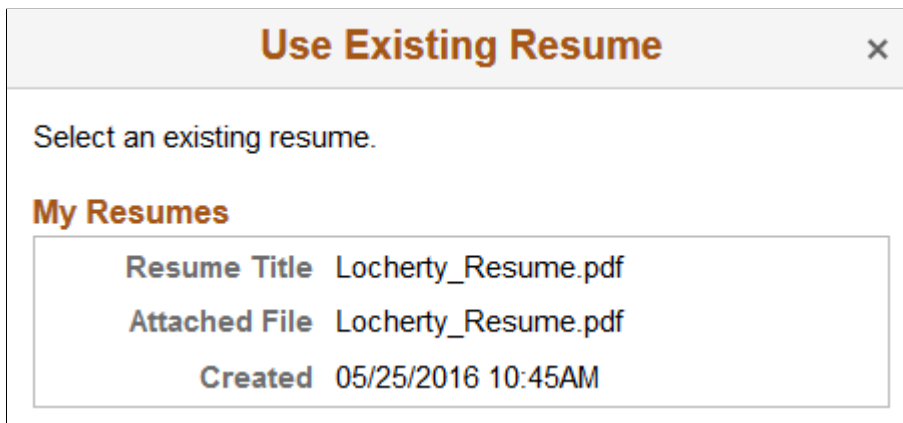
Applicants use the Use Existing Resume page (HRS_RESUMES_SCF) to select a previously submitted resume to associate with the job application.

Navigation

Click the Use Existing Resume button on the Resume page. This button is hidden if no resumes have been previously submitted.

Image: Use Existing Resume page.

This example illustrates the Use Existing Resume page.

**My Resumes**

Lists all of an applicant's previously submitted resumes. The applicant clicks a resume to use it in the current application and return to the Resume page.

Copy & Paste Resume

Applicants use the Copy & Paste Resume page (HRS_RES_PASTE_SCF) to view a resume that was pasted into an application.

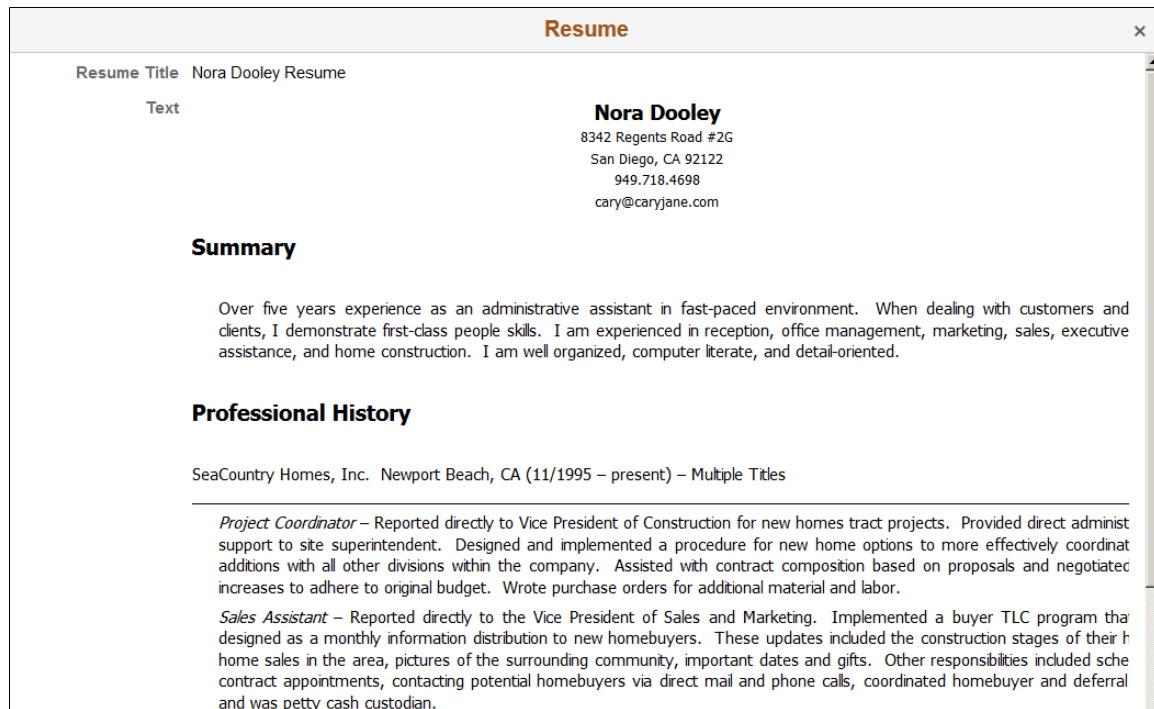
Applicants cannot paste resumes into applications in Fluid Candidate Gateway, but they can use pasted resumes from applications that were started in classic Candidate Gateway.

Navigation

On the Resume page, click the name of a pasted resume.

Image: Copy & Paste Resume page

This example illustrates the Copy & Paste Resume page.



This is a read-only modal page. The applicant closes the modal to return to the application.

<Step Name> Page

Applicants use the <Step Name> page (HRS_CE_PROFILE_FL) to enter additional application information. The page name corresponds to the step name that is defined in the resume template. The sections that appear on the page are those that are associated with the step in the resume template

Navigation

Click the Next button until you reach a step that show resume template sections.

Image: <Step Name> page

This example illustrates the <Step Name> page. This example shows a substep, so the step title includes both the step name (Qualifications) and the substep name (Experience). The step includes multiple sections from the resume template.

Employer	Job Title	Start Date	End Date
Widgets, Inc	Senior Sales Manager	05/01/2011	>

Course Title	School Name	Start Date
Time Management		10/22/2010 >
Organizational behaviour	Sargam Prof School	05/05/2002 >

Reference	Title	Employer
Tom Wright	Sales Manager	Widgets, Inc >

These are the sections that can appear on this page:

1. [Attachments Section](#)
2. [Job Preferences Section](#)
3. [\(USF\) Federal Preferences Section](#)
4. [Education History Section](#)
5. [Work Experience Section](#)
6. [Job Training Section](#)
7. [\(USF\) Priority Placement Section](#)
8. [Profile-Related Sections](#) (for example, competencies or languages)
9. [References Section](#)
10. [Personal Information Section](#)
11. [Questionnaire Section](#)
12. [Referrals Section](#)

Note: This list reflects the section order when multiple sections appear on the same step or substep. To present the sections in any other order, implementers must place the sections on separate steps and order the steps as needed. For example, if you want the Job Preferences section to appear before the Attachments section, those sections must be on different steps so that you can put the step with Job Preferences before the step with Attachments.

Attachments Section

Note: The step where this section appears is defined in the resume template.

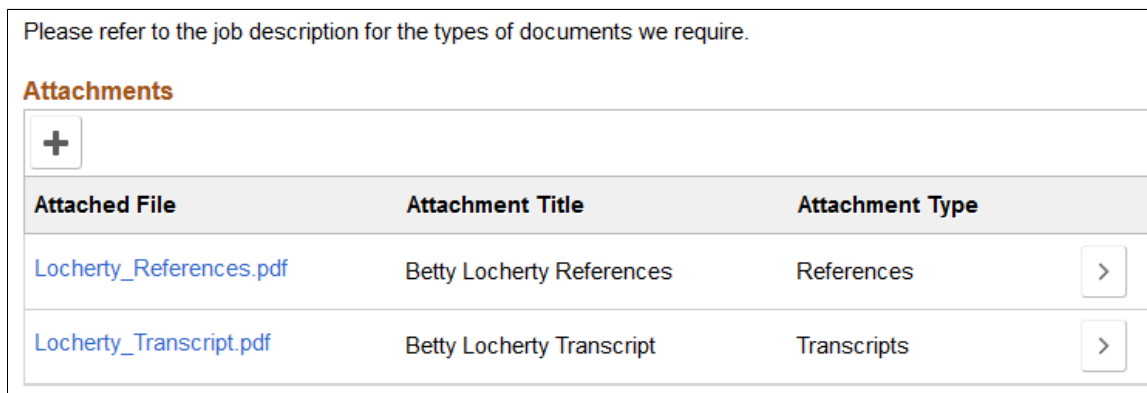
Applicants use the Attachments section to add attachments other than resumes and cover letters to the application.

Navigation

In the application Activity Guide, click the Next button until you reach a step that includes the Attachments section.

Image: Attachments section

This example illustrates the Attachments section.



Note: This example shows instructional text before the Attachments grid. The instructional text is configured in the resume template. Note that the sample text refers applicants to the job description for more information. Fluid Candidate Gateway does not give applicants a way to review the job description while completing a job application, so this sample text is not typically appropriate for Fluid Candidate Gateway implementations.

Within the resume template, the Attachments section can be marked as required, forcing applicants to supply at least one attachment. With this configuration, it is important for your instructional text to explain what attachment(s) are required.



Applicants click this button to add an attachment to the application. This button opens the Add Attachment page.

Attached File

Displays the file name of the attachment. Click to open the file.

Attachment Title

Displays a descriptive title for the attachment.

Attachment Type

Displays the attachment type that the applicant selected at the time the file was uploaded.

**Edit**

Applicants click this button to open the Edit Attachment page, where they can change the attachment information, upload a different document, or delete the attachment.

Add/Edit Attachment Page

Use the Add Attachment or Edit Attachment page (HRS_CE_D_ATTCH_SCF) to enter attachment information and initiate the file upload process.

Navigation

On a step that shows the Attachments section, click the Add or Edit button.

Image: Add Attachment page before a file is uploaded

This example illustrates the Add Attachment page before a file has been uploaded. After a file is uploaded, it looks like the Edit Attachment page except that it does not have a Delete button.

Image: Edit Attachment page

This example illustrates the Edit Attachment page.

Fields Visible in Add Mode Before a File is Uploaded

Attachment Type

Applicants must select an attachment type before uploading an attachment.

The available values are the attachment types where the "Attachment Type Setup Page" (PeopleSoft HCM 9.2: Talent Acquisition Manager) has a Max Occurrences Within a Job Application value of one or more.

The system does not check whether the job application has already reached the specified maximum for the attachment type until the applicant clicks the Continue button.

Attachment Title

Applicants enter a descriptive name for the attached file.

Continue

After supplying all required information, applicants click this button to open a generic File Attachment dialog box. The options for selecting files depend on the device and on any available integrations to cloud storage.

Fields Visible in Edit Mode and in Add Mode After a File is Uploaded

In Add Attachment mode, these fields appear after the applicant uploads a file and closes the File Attachment dialog box. These fields are always visible in Edit Attachment mode.

Attached File

Displays the file name of the attachment. Clicking this link opens the file.

Use Different Attachment

Applicants click this button to reopen the File Attachment dialog box to select and upload a new file. Before opening the File Attachment dialog, the system performs the same validations (required fields and attachment type maximums) as it does during the initial document upload.

Done

Applicants click this button to close the page and save the attachment to the job application.

Cancel

Clicking this button closes the page without updating the application. If the applicant has already uploaded a file, the uploaded file remains in the file repository for Candidate Gateway attachments, but it is not visible on any recruiting pages.

Fields Visible Only in Edit Mode

Delete

Applicants click this button to remove an attachment from an application. The file remains in the file repository for Candidate Gateway attachments, but it is not visible on any recruiting pages.

Job Preferences Section

Note: The step where this section appears is defined in the resume template.

Applicants use the Job Preferences section to enter general work preferences.

Navigation


In the application Activity Guide, click the Next button until you reach a step that includes the Job Preferences section.

Image: Job Preferences section (1 of 3)

This is the first of three examples illustrating the Job Preferences section.

Job Preferences

1. I can start my new job on or after



2. I am looking for the following kind of job

Regular

Temporary

Either

3. I want to work the following kind of employment

Full-Time

Part-Time

Either

4. I am willing to travel

Never or rarely

Up to 25% of the time

Up to 50% of the time

Up to 75% of the time

Up to 100% of the time

5. I am willing to relocate




Image: Job Preferences section (2 of 3)

This is the second of three examples illustrating the Job Preferences section.

6. I am available to work the following days of the week

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

***7. I want to work the following shift(s)**

- Not Applicable
- Day
- Evening
- Night
- Compressed
- Rotating
- Any

8. I want to work this number of hours (per week)

Image: Job Preferences section (3 of 3)

This is the third of three examples illustrating the Job Preferences section.

9. I require a minimum pay of

Amount

Currency

Frequency

10. I would prefer a work location in or around

My First Choice

My Second Choice

Comments about where I prefer to work

1. I can start my job on or after

Applicants use this field to enter the first day that they are available to work. During screening, the system checks that this date is on or before the date in the job opening's Desired Start Date field.

2. I am looking for the following kind of job

Applicants use this field to specify whether they will prefer regular work, temporary work, or either type of work. When screening based on this preference, the system checks whether the applicant prefers the type of work that is specified in the job opening's Regular/Temporary field.

The default value is *Either* unless the applicant selected a different value in the last saved application.

3. I want to work the following kind of employment

Applicants use this field to specify whether they prefer full-time work, part-time work, or either. When screening based on this preference, the system checks that the applicant prefers the type of work that is specified in the job opening's Schedule Type field.

The default value is *Either* unless the applicant selected a different value in the last saved application.

4. I am willing to travel

Applicants use this field to indicate the maximum amount of travel they will accept. When screening based on this preference, the system checks that the applicant will travel at least the amount that is specified in the job opening's Travel Percentage field.

The default value is *Never or rarely* unless the applicant selected a different value in the last saved application.

5. I am willing to relocate

Applicants use this field to indicate if they are willing to relocate. This field is not used to screen applicants.

The default value is *No* unless the applicant selected a different value in the last saved application.

6. I am available to work the following days of the week

Applicants use this field to indicate which days of the week they can work. This field is not used to screen applicants.

The default selections are Monday through Friday unless the applicant selected different values in the last saved application.

7. I want to work the following shift(s)

Applicants use this field to indicate which shifts they want to work. When screening based on this preference, the system checks that the applicant is wants to work the shift that is specified in the job opening's Shift field.

At least one option must be selected. The default value is *Not Applicable*.

8. I want to work this number of hours (per week)

Applicants use this field to indicate how many hours per week they want to work. When screening based on this preference, the system checks that the applicant wants to work at least the number hours that is specified in the job opening's Hours field.

The default value is *40* unless the applicant selected a different value in the last saved application.

9. I require a minimum pay of

For this question, applicants use the Amount, Currency, and Frequency fields to specify their minimum acceptable salary. When screening based on this preference, the system checks that the applicant will accept the maximum salary specified in the job opening.

10. I would prefer a work location in or around

Applicants use the My First Choice and My Second Choice fields to indicate their preferred work locations. Applicants can also enter free text in the Comments About Where I Prefer to Work field.

The first and second choice fields are drop-down list boxes if there are up to 75 values; they are prompt fields if there are more values.

The available recruiting locations are the those that are valid for the business unit(s) of the job opening(s).

If the applicant applied without a job opening, the available recruiting locations are the ones associated with the default setID identified on the [Site Setup Page](#). If the site does not have a default setID, the system uses the setID specified in the primary permission list for the user ID. (Remember, external applicants use a public access user ID to bypass signon when accessing Candidate Gateway.) If neither the site nor the primary permission list have a default setID, the location drop-downs do not show any values.

When screening based on this preference, the system checks that at least one of the applicant's choices is a valid recruiting location for the job opening. The system does not consider the relationships between recruiting locations for this purpose.

For example, if the *Western Region* recruiting location lists the *Headquarters* recruiting location as one of its sub-locations, an applicant whose first choice location is *Western Region* is not considered a match for a job in the *Headquarters* region.

(USF) Federal Preferences Section

Note: The step where this section appears is defined in the resume template.

Applicants use the Federal Preferences section to enter information that is specific to US Federal implementations.

Navigation

In the application Activity Guide, click the Next button until you reach a step that includes the Federal Preferences section.

Image: Federal Preferences section (1 of 2)

This is the first of two examples illustrating the Federal Preferences section.

The information you enter will be used for Federal employment considerations. Indicate if you are or were ever a Federal Civilian employee and the highest grade and tenure you have held. If you are claiming Veteran's preference, you must meet the eligibility requirements in section 2108 of title 5, United States Code.

Federal Preferences

Eligible to Work in U.S. No

Federal Civilian Employee?

Previous Federal Employee Yes

Previous Agency Employee No

Current Federal Employee No

Current Agency Employee No

Highest Pay Plan

Highest Grade

Minimum Acceptable Pay Plan

Minimum Acceptable Grade

Highest Career Tenure

Image: Federal Preferences section (1 of 2)

This is the second of two examples illustrating the Federal Preferences section.

Veterans Preference

Reserve Category

Uniformed Service

Military Grade

Military Separation Status

Military Service Start Date

Military Service End Date

Effective Date

Military Status

National ID

Federal Preferences

The fields in the Federal Preferences section correspond to similarly-named fields in the Federal Preferences group box on the "Application Details Page" (PeopleSoft HCM 9.2: Talent Acquisition Manager).

In Candidate Gateway, the following fields are visible only when the applicant selects *Yes* for at least one of the Yes/No questions in the Federal Civilian Employee group box (thus indicating that the applicant is a previous or current federal or agency employee):

- Highest Pay Plan

- Highest Grade
- Minimum Acceptable Pay Plan
- Minimum Acceptable Grade
- Highest Career Tenure

(USF) Priority Placement Section

Note: The step where this section appears is defined in the resume template.

Applicants use the Priority Placement section to provide information about their US Federal priority placement standing.

Navigation

In the application Activity Guide, click the Next button until you reach a step that includes the Priority Placement section.

Image: Priority Placement section

This example illustrates the Priority Placement section.

This section shows a summary of your Priority Placement information. Use the Add button to enter details of the Priority Placement Program and the Federal position (i.e. pay plan, series, and grade) which you are being or have been displaced at. Once you have added a Priority Placement Program record you can change it or delete it. Proof/documentation which shows the displace action and the most recent performance rating at fully successful or better will be required.

Priority Placement

End Date	Pay Plan	Occupational Series	Salary Grade
08/31/2016	GS	0110	09

Note: Within the resume template, the Priority Placement section can be marked as required, forcing applicants to supply at least one row of data.

Priority Placement

Applicants use this section to enter their priority placement standing. The Priority Placement process uses this information, along with the salary grade and level for the job opening, to identify any applicants that have an entitlement to priority placement consideration.

See "(USF) Running the Priority Placement Process" (PeopleSoft HCM 9.2: Talent Acquisition Manager).

This grid displays a summary of the applicant's Priority Placement information. The applicant enters this information on the [\(USF\) Add/Edit Priority Placement Page](#).

When the grid is empty, applicants click the Add Priority Placement button to open the Add Priority Placement page and enter information. When the grid has data, the button is an icon with a plus sign.

Applicants click an existing Priority Placement row to edit or delete it on the Edit Priority Placement page.

(USF) Add/Edit Priority Placement Page

Applicants use the Add Priority Placement and Edit Priority Placement pages (HRS_CE_G_D_PP_SCF) to enter priority placement information.

Navigation

On a step that shows the Priority Placement grid, click the Add button to access the page in add mode, or click an existing row to access the page in edit mode.

Image: Edit Priority Placement page

This example illustrates the Edit Priority Placement page. In add mode, the page title is Add Priority Placement.

The screenshot shows a web form titled "Edit Priority Placement". At the top left is a "Cancel" button, and at the top right is a "Done" button. The form contains several input fields: a date field for "*Priority Placement End Date" with the value "08/31/2016"; a dropdown menu for "*Priority Placement Code" with the selected value "Re-Employment Priority List"; a search field for "Pay Plan" with the value "GS"; a search field for "Occupational Series" with the value "0110"; a search field for "Salary Grade" with the value "09"; and a large text area for "Comment". At the bottom center of the form is a "Delete" button.

This page displays the same fields as the "(USF) Priority Placement Page" (PeopleSoft HCM 9.2: Talent Acquisition Manager) that Talent Acquisition Manager users access from the "Application Details Page" (PeopleSoft HCM 9.2: Talent Acquisition Manager).

Education History Section

Note: The step where this section appears is defined in the resume template.

Applicants use the Education History section to indicate their highest level of education.

Navigation

In the application Activity Guide, click the Next button until you reach a step that includes the Education History section.

Image: Education History section

This example illustrates the Education History section.

The screenshot shows a section titled "Education History" with a label "Highest Education Level" and a dropdown menu currently displaying "A-Not Indicated".

Education History

Highest Education Level

Applicants use this field to indicate their highest education level. The selected value, in conjunction with work experience data, is used during screening to determine whether the applicant has the number of years of relevant work experience that are required of applicants with the specified level of education.

Work Experience Section

Note: The step where this section appears is defined in the resume template.

Applicants use the Work Experience section to supply information about their work history.

Navigation

In the application Activity Guide, click the Next button until you reach a step that includes the Work Experience section.

Image: Work Experience section

This example illustrates the Work Experience section.

The screenshot shows a section titled "Work Experience" with a plus sign icon in a box. Below it is a table with the following data:

Employer	Job Title	Start Date	End Date
Widgets, Inc	Senior Sales Consultant	05/01/2014	>

Note: Within the resume template, the Work Experience section can be marked as required, forcing applicants to supply at least one row of data.

Work Experience

This grid displays a summary of the applicant's work experience. The applicant enters this information on the [Add/Edit Work Experience Page](#).

For an internal applicant, the system brings in prior work experience from the employee's Human Resources records (visible on the "Prior Work Experience Page" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)). The applicant can add or remove work experience in the application without affecting the Human Resources data.

Unlike other types of application data, work experience that an internal applicant adds in an application is not carried forward to subsequently created applications.

Adding and Editing Work Experience

When the grid is empty, applicants click the Add Work Experience button to open the Add Work Experience page and enter information. When the grid has data, the button is an icon with a plus sign.

Applicants click an existing reference to edit or delete it on the Edit Work Experience page.

Add/Edit Work Experience Page

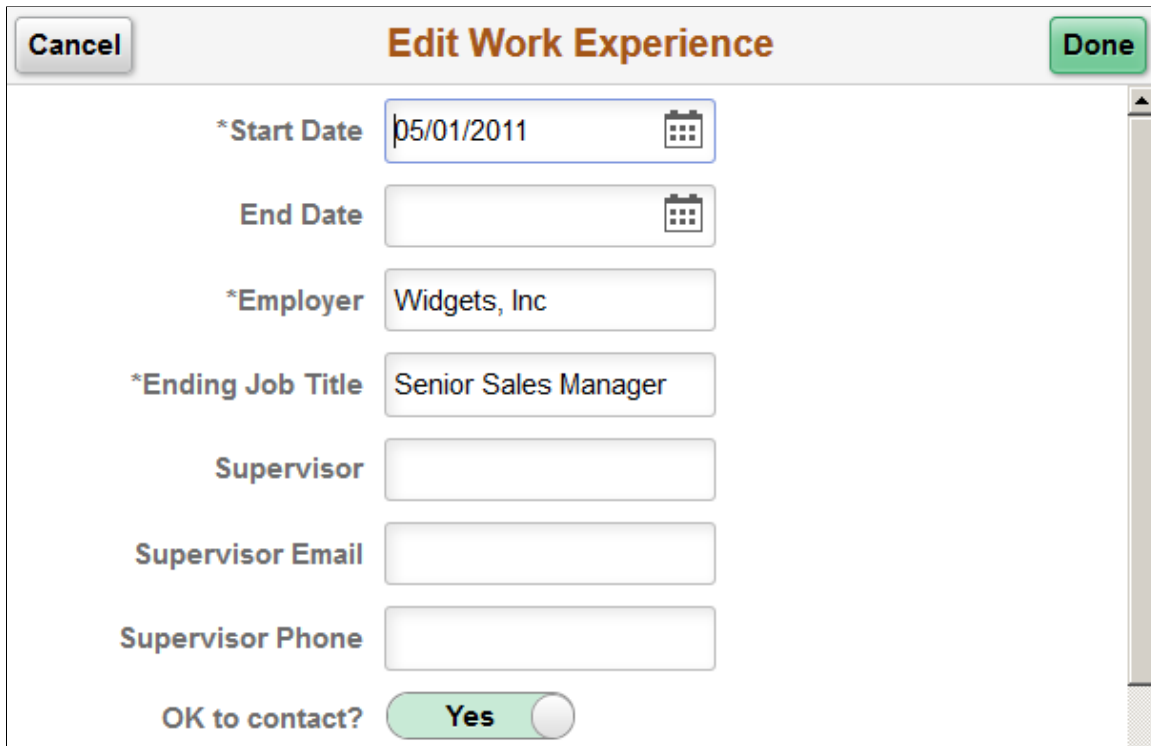
Applicants use the Add Work Experience and Edit Work Experience pages (HRS_CE_D_WRK_SCF) to enter work experience details.

Navigation

On a step that shows the Work Experience grid, click the Add button to access the page in add mode, or click an existing row to access the page in edit mode.

Image: Edit Work Experience page (1 of 2)

This is the first of two examples illustrating the Edit Work Experience page. In add mode, the page title is Add Work Experience.



Cancel **Edit Work Experience** **Done**

*Start Date 05/01/2011

End Date

*Employer Widgets, Inc

*Ending Job Title Senior Sales Manager

Supervisor

Supervisor Email

Supervisor Phone

OK to contact? **Yes**

Image: Work Experience page (2 of 2)

This is the second of two examples illustrating the Work Experience page.

The screenshot shows a web form titled "Edit Work Experience". At the top left is a "Cancel" button, and at the top right is a "Done" button. The form contains the following fields:

- Description:** A large text area for entering details.
- Country:** A dropdown menu currently showing "United States".
- Address 1, Address 2, Address 3:** Three separate text input fields.
- City:** A text input field.
- State:** A dropdown menu.
- Postal:** A text input field.
- County:** A text input field.

A "Delete" button is positioned at the bottom center of the form.

Work Experience Details

The work experience fields are a subset of the fields on the "Work Experience Page" (PeopleSoft HCM 9.2: Talent Acquisition Manager) in Talent Acquisition Manager.

Start Date and End Date

These dates determine the number of years of experience represented by this entry. When the end date is blank, work experience is calculated through the current date. The "Work Experience Page" (PeopleSoft HCM 9.2: Talent Acquisition Manager) in Talent Acquisition Manager displays the calculated years of experience.

When work experience and education are used as screening criteria, the system adds an applicant's total years of experience across all work experience entries. That total is then compared

to the amount of experience required of applicants with the specified level of education.

Buttons

Cancel	An applicant clicks this button to close the dialog box and return to the application step without saving changes.
Done	An applicant clicks this button to save changes and return to the application step.
Delete	This button is visible only in edit mode. An applicant clicks the button to remove the row from the application.

Job Training Section

Note: The step where this section appears is defined in the resume template.

Applicants use the Job Training section to enter information about job training that they have received.

Navigation

In the application Activity Guide, click the Next button until you reach a step that includes the Job Training section.

Image: Job Training section

This example illustrates the Job Training section.

Job Training		
+		
Course Title	School Name	Start Date
Time Management		10/22/2010 >
Organizational behaviour	Sargam Prof School	05/05/2002 >

Note: Within the resume template, the Job Training section can be marked as required, forcing applicants to supply at least one row of data.

Job Training

This grid displays a summary of the applicant's job training. The applicant enters this information on the [Add/Edit Job Training Page](#).

When the grid is empty, applicants click the Add Job Training button to open the Add Job Training page and enter information. When the grid has data, the button is an icon with a plus sign.

Applicants click an existing row of job training to edit or delete it on the Edit Job Training page.

Add/Edit Job Training Page

Applicants use the Add Job Training and Edit Job Training pages (HRS_CE_D_TRAIN_SCF) to enter job training details.

Navigation

On a step that shows the Job Training grid, click the Add button to access the page in add mode, or click an existing row to access the page in edit mode.

Image: Edit Job Training Page

This example illustrates the Edit Job Training Page. In add mode, the page title is Add Job Training.

The screenshot shows a dialog box titled "Edit Job Training". At the top left is a "Cancel" button, and at the top right is a green "Done" button. The main area contains three input fields: "*Course Title" with the value "Organizational behaviour", "School Name" with the value "Sargam Prof School", and "*Course Start Date" with the value "05/05/2002" and a calendar icon. At the bottom center is a "Delete" button.

Job Training Details

Job training information consists of three fields: the Course Title, School Name, and Course Start Date.

Buttons

- Cancel** An applicant clicks this button to close the dialog box and return to the application step without saving changes.
- Done** An applicant clicks this button to save changes and return to the application step.
- Delete** This button is visible only in edit mode. An applicant clicks the button to remove the row from the application.

Profile-Related Sections

Note: The steps where profile-related sections appear are defined in the resume template.

Applicants use profile-related sections to enter various types of information that the system captures as profile data.

Navigation

In the application Activity Guide, click the Next button until you reach a step that includes a profile-related section.

Image: Profile-related sections

This example illustrates a few of the profile-related sections that can appear on resume template steps. The resume template controls which profile-related sections are included in the job application and which steps show profile-related sections.

Memberships

+

Membership

Alliance of Gov't Managers >

Licenses and Certifications

+

License	Issue Date
Assoc. Chartered Certif Accntrt	05/03/2002

>

Competencies

Competency	Effective Date	Evaluation Type	*Proficiency
Persuasive	05/25/2016	Self	5-Expert ▾
Abstract thinking	02/02/2009	Self	3-Good ▾
Takes initiative & follows up	02/02/2009	Self	4-Very Good ▾

Note: Within the resume template, profile-related sections can be marked as required, forcing applicants to supply at least one row of data.

<Content Type>

All profile-based qualifications (such as competencies, language skills, or licenses & certificates) are rendered as grids on this page.

The "Content Section Configuration – <Content Type> Page " (PeopleSoft HCM 9.2: Talent Acquisition Manager) in Talent Acquisition Manager controls which fields appear in the grid. It also controls whether applicants can add and delete grid rows.

When adding and deleting rows is allowed, the applicant clicks the Add button or icon to create a new row and clicks an existing row to edit or delete it.

When the applicant cannot add and delete rows, the grid is prepopulated with items that are associated with the job opening, and specific grid columns become editable so that the applicant can provide the necessary information. The Competencies grid is delivered with this configuration as shown in the page illustration.

Note: If an applicant cannot add items to a grid and the job openings does not have any items to load into the grid, the section is hidden. If the hidden grid is the only section on a step or substep, the entire step or substep is removed from the application.

Add/Edit <Profile Content Type> Page

Applicants use the Add <Profile Content Type> page and the Edit <Profile Content Type> pages (HRS_CE_D_JPM_A_SCF) to enter profile information.

Navigation

On a page that shows a profile-related grid, click the Add button to access the page in add mode, or click an existing row to access the page in edit mode.

Image: Edit <Profile Content Type> page

This example illustrates the Edit <Profile Content Type> page for the language skills content type. In add mode, the page title is Add <Profile Content Type>.

The screenshot shows a web form titled "Edit Language Skills". At the top left is a "Cancel" button, and at the top right is a "Done" button. The form contains the following fields and controls:

- *Evaluation Date:** A text input field containing "01/01/1900" with a calendar icon to its right.
- *Language:** A search input field containing "SW" with a magnifying glass icon. Below it, the text "Swedish" is displayed.
- Rating Model:** A text input field containing "Language Ratings".
- Reading Proficiency:** A dropdown menu showing "1 - Low".
- Speaking Proficiency:** A dropdown menu showing "3 - High".
- Writing Proficiency:** A dropdown menu showing "2 - Moderate".
- Native Language:** A toggle switch set to "Yes".
- Able To Translate:** A toggle switch set to "Yes".
- Able To Teach:** A toggle switch set to "Yes".

At the bottom center of the form is a "Delete" button.

Page Title and Fields

All of the profile-based qualifications use the same detail pages, but the page title and content vary according to the specific qualification. For example, when an applicant accesses the page from the Language Skills grid, the title includes the label Language Skills, and the page displays fields that have been defined as part of the Language Skills profile content type.

Although profile configuration determines the fields that are part of each content type and the valid values for prompt fields, settings on the "Content Section Configuration – <Content Type> Page " (PeopleSoft HCM 9.2: Talent Acquisition Manager) page in Talent Acquisition Manager control which fields applicants can see on this detail page.

Effective-Dated Key Fields for Content Items

The detail page where applicants enter a content item always includes a field for the content item identifier (for example, the language code or the competency code). The values for this field are controlled by an effective date. The label for the effective date can vary.

For example, in the illustration above, the effective date field is labeled Evaluation Date. The valid values for the Language field are the language codes that are active as of the specified date.

Buttons

- Cancel** An applicant clicks this button to close the dialog box and return to the application step without saving changes.
- Done** An applicant clicks this button to save changes and return to the application step.
- Delete** This button is visible only in edit mode. An applicant clicks the button to remove the row from the application.

References Section

Note: The step where this section appears is defined in the resume template.

Applicants use the References section to supply the names of people who can provide personal or professional references.

Navigation

In the application Activity Guide, click the Next button until you reach a step that includes the References section.

Image: References section

This example illustrates the References section.

References		
+		
Reference	Title	Employer
Tom Wright	Sales Manager	Widgets, Inc

Note: Within the resume template, the References section can be marked as required, forcing applicants to supply at least one row of data.

References

This grid displays a summary of the applicant’s references. The applicant enters this information on the [Add/Edit Reference Page](#).

When the grid is empty, applicants click the Add References button to open the Add Reference page and enter reference information. When the grid has data, the button is an icon with a plus sign.

Applicants click an existing reference to edit or delete it on the Edit References page.

Add/Edit Reference Page

Applicants use the Add Reference and Edit Reference pages (HRS_CE_D_REFS_SCF) to enter name and contact details for a reference.

Navigation

On a step that shows the References grid, click the Add button to access the page in add mode, or click an existing row to access the page in edit mode.

The References grid can appear in two places: on an application step, and on the Applicant References Page. Applicants access the Applicant References page from the Candidate Gateway notification that is generated when a Talent Acquisition Manager user sends a request for references. The request for references is triggered from the "Create Applicant Page: References Tab" (PeopleSoft HCM 9.2: Talent Acquisition Manager).

Image: Edit Reference page

This example illustrates the Edit Reference page. In add mode, the page title is Add Reference.

Applicants use this page to supply name and contact information for people who can provide professional or personal references.

Buttons**Cancel**

An applicant clicks this button to close the dialog box and return to the application step without saving changes.

Done

An applicant clicks this button to save changes and return to the application step.

Delete

This button is visible only in edit mode. An applicant clicks the button to remove the row from the application.

Personal Information Section

Note: The step where this section appears is defined in the resume template.

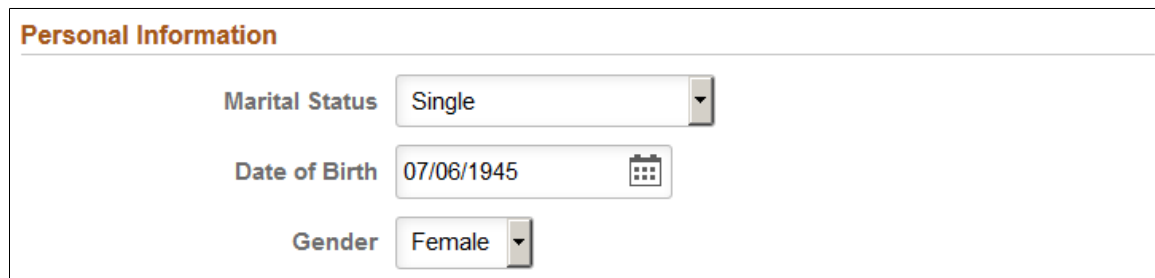
Applicants use the Personal Information section to enter marital status, birth date, and gender information.

Navigation

In the application Activity Guide, click the Next button until you reach a step that includes the Personal Information section.

Image: Personal Information section

This example illustrates the Personal Information section.



The image shows a screenshot of a 'Personal Information' form. The title 'Personal Information' is at the top left. Below it are three input fields: 'Marital Status' with a dropdown menu showing 'Single', 'Date of Birth' with a text input showing '07/06/1945' and a calendar icon, and 'Gender' with a dropdown menu showing 'Female'.

A resume template that includes the Personal Information section also specifies which of the three personal information fields to display: Marital Status, Date of Birth, and Gender.

The applicant's gender is stored in the same record regardless of whether it is collected in the Personal Information section or on the [\(USA\) Diversity Page](#). Changes to the data on one page are reflected on the other page as well.

Questionnaire Section

Note: The step where this section appears is defined in the resume template.

Applicants use the Questionnaire section to answer questions.

Navigation

In the application Activity Guide, click the Next button until you reach a step that includes the Questionnaire section.

Image: Questionnaire section

This example illustrates the Questionnaire section.

Questionnaire (Required)

1. How do you manage the tasks that are part of your workload?

I complete tasks in the order they are assigned to me.

As I am assigned new tasks, or come across new items to be addressed, I prioritize them taking into consideration importance and due date.

2. Do you possess a valid Driver's license?

Yes

No

Open Ended Questions (Required)

1. What is your opinion of the way in which an organization can leverage efficient administration practices to engage in greater social responsibility? Please answer in paragraph format using no more than 100 words.

Total Words 0

Note: If the job openings do not have any questions other than prescreening questions, the Questionnaire section is hidden. If the Questionnaire section is hidden when it is the only section on a step or substep, the entire step or substep is removed from the application.

Questionnaire

Displays a numbered list of questions. The list includes all questions from the job opening except for open-ended questions and questions that were used for prescreening. In a multi-job application, questions for all jobs are consolidated into one list.

Radio buttons indicate that a question has one correct answer. Check boxes indicate that a question has multiple correct answers.

An option on the "Recruiting Installation - Jobs Page" (PeopleSoft HCM 9.2: Talent Acquisition Manager) page control whether questions appear in a random order or in the order specified on the job opening(s). An additional installation setting controls whether answers appear in random order or in the order specified in the question definition.

Open Ended Questions

Displays any open-ended questions from the job opening(s).

Word Count

An applicant clicks this button, which appears under each open-ended question, to obtain a current word count for the answer. The word count appears in the Total Words field.

Note: If the Require Answers to Questions check box on the [Site Setup Page](#) is selected, the section titles include the word (*Required*), and applicants must supply answers to all questions before continuing.

Referrals Section

Note: The step where this section appears is defined in the resume template.

Applicants use the Referrals section to indicate how they learned of the job opening

Navigation

In the application Activity Guide, click the Next button until you reach a step that includes the Referrals section.

Image: Referrals section

This example illustrates the Referrals section. In this example, the applicant was referred by an employee, so several employee-specific fields are visible.

Referrals

How did you learn of the job? Employee

Specific Referral Source

*Name of Referring Employee

Email Address

Member of Your Family No

Are you a former employee No

How did you learn of the job?

Applicants use this field to select a referral source. The available values are recruitment sources where the source type is *Marketing* or *Employee*. For information about recruitment sources, see "Setting Up Recruitment Sources" (PeopleSoft HCM 9.2: Talent Acquisition Manager).

If the applicant selects an employee recruitment source, several additional fields appear.

This field is required if the resume template is configured to require applicants to enter a referral source.

Additional Information

This field appears only if the referral source is a marketing recruitment source for which subsources have been defined. Applicants use the field to select from the list of predefined subsources.

A resume template that requires applicants to enter a referral source can also require applicants to enter a subsource. If the selected source does not have any subsources, this requirement is ignored.

Specific Referral Source

Applicants use this field to enter freeform text with additional information about the referral source.

Name of Referring Employee

This field appears only if the referral source is an employee recruitment source. Applicants are required to enter the name of the referring employee. Recruiters use this information when looking up the employee ID of the referring employee.

Email Address

This field appears only if the referral source is an employee recruitment source. Applicants use this field to enter the email address of the referring employee. The system uses this email address to send the referring employee a notification requesting verification of the referral. Only verified referrals are eligible for awards under an employee referral program.

Member of your Family

This field appears only if the referral source is an employee recruitment source. Applicants use this field to indicate whether the referring employee is a family member. Depending on an employee referral program's rules, family member referrals may not be eligible for referral awards.

Are you a former employee

Applicants use this field to indicate whether they are former employees. This information is of interest to recruiters. It can also affect a referring employee's eligibility for a referral award.

(NIR) Community Background Page

Applicants use the Community Background page (HRS_APP_CB2_FL) to enter community background information for Northern Ireland.

Note: The Community Background page appears only if it is activated in the resume template.

Navigation

In application Activity Guide, click the Next button until you reach this step.

Image: (NIR) Community Background Page

This example illustrates the Community Background Page.

Community Background

We are an Equal Opportunity Employer. We do not discriminate on grounds of religious belief or political opinion. We practice equality of opportunity in employment and select the best person for the job. To demonstrate our commitment to equality of opportunity in employment we need to monitor the community background of our applicants and employees as required by Fair Employment and Treatment (NI) Order 1998.

Regardless of whether we practice religion, most of us in Northern Ireland are seen as either Catholic or Protestant. Because the collection of this information is a legislative requirement you will be required to select one of the options before proceeding with this application:

*Community

Applicants cannot continue to the next step without supplying community background information.

If an applicant supplies information and then exits the application without submitting, community background information is not saved. When resuming the application, the applicant is returned to this step and must enter community background data again before continuing.

Community

Applicants must supply select *Catholic*, *Protestant*, or *Undetermined/Other* before continuing to the next step in the application.

(USA) Disability Page

External applicants use the Disability page (HRS_CE_DISABILI_FL) to optionally enter disability information. Internal applicants do not see this page. This page supports compliance with OFCCP regulations from the U.S. Department of Labor.

Navigation

In the application Activity Guide, click the Next button until you reach this step. This page appears only if all of these conditions are met:

- The OFCCP Self-Identify field on the [Site Setup Page](#) is either *Disability and Veteran* or *Disability*.
- The applicant is external.
- The job opening is in the USA, or if the application does not have a job opening, the applicant's address is in the USA.

- I DON'T WISH TO ANSWER

There is no default selection, even if the applicant has previously selected an option.

The explanatory text on the page provides the applicant with information to help make a choice. An applicant who chooses not to answer can click the Next button to move to the next page without selecting any of the radio buttons.

If the applicant does not answer, or chooses the I DON'T WISH TO ANSWER option, the system does not update the applicant's existing disability data. Otherwise, the system updates the applicant's Section 503 data in the Applicant Disability group on the Eligibility & Identity tab of the "Manage Applicant page: Applicant Data Tab" (PeopleSoft HCM 9.2: Talent Acquisition Manager).

Your Name and Today's Date

The system enters the applicant's name and the current date in these read-only fields.

The fields appear only after the applicant selects one of the disability options. They represent the applicant's electronic signature.

The signature and date are not displayed on the Eligibility & Identify section of the Manage Applicant page: Applicant Data tab, but they are stored in the PS_HRS_APP_DIS record. If a recruiting user updates the applicant's disability information on the Manage Applicant page, the system clears the stored name from the HR_EE_SIGNATURE field. The system also updates the HRS_ROW_UPD_OPRID field with the user ID of the user who made the update.

(USA) Veteran Page

External applicants use the Veteran page (HRS_CE_VETERAN_FL) to optionally enter veteran information. Internal applicants do not see this page.

This page supports compliance with OFCCP regulations from the U.S. Department of Labor.

Navigation

In the application Activity Guide, click the Next button until you reach this step. This page appears only if all of these conditions are met:

- The OFCCP Self-Identify field on the [Site Setup Page](#) is either *Disability and Veteran* or *Veteran*.
- The applicant is external.
- If the application includes job openings, at least one job opening is in the USA; if the application does not have a job opening, the applicant's address is in the USA.

Note: There are two versions of the Veteran page, a standard version and a simplified version. Settings on the Site Setup page determine which version appears.

Image: Veteran page - standard version (1 of 2)

This is the first of two examples illustrating the standard version of the Veteran page.

Step 6 of 7: Self-Identify - Veteran

▼ Definitions

This employer is a Government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA), which requires Government contractors to take affirmative action to employ and advance in employment: (1) disabled veterans; (2) recently separated veterans; (3) active duty wartime or campaign badge veterans; and (4) Armed Forces service medal veterans. These classifications are defined as follows:

- A "disabled veteran" is one of the following:
 - A veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; or
 - A person who was discharged or released from active duty because of a service connected disability.
- A "recently separated veteran" means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service.
- An "active duty wartime or campaign badge veteran" means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.
- An "Armed forces service medal veteran" means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

Protected veterans may have additional rights under USERRA - the Uniformed Services Employment and Reemployment Rights Act. In particular, if you were absent from employment in order to perform service in the uniformed service, you may be entitled to be reemployed by your employer in the position you would have obtained with reasonable certainty if not for the absence due to service. For more information, call the U.S. Department of Labor's Veterans Employment and Training Service (VETS), toll-free, at 1-866-4-USA-DOL.

Image: Veteran page - standard version (2 of 2)

This is the second of two examples illustrating the standard version of the Veteran page.

Self-Identification

If you believe you belong to any of the classifications of protected veterans listed above, please indicate by selecting the appropriate option below. As a Government contractor subject to VEVRAA, we request this information in order to measure the effectiveness of the outreach and positive recruitment efforts we undertake pursuant to VEVRAA.

I identify as one or more of the classifications of protected veteran listed

- Disabled Veteran
- Recently Separated Veteran
- Active Duty Wartime or Campaign Badge Veteran
- Armed Forces Service Medal Veteran

I am a protected veteran, but I choose not to self-identify the classification to which I belong

I am not a protected veteran

I am not a veteran

Military Discharge Date

Reasonable Accommodations Notice

If you are a disabled veteran it would assist us if you tell us whether there are accommodations we could make that would enable you to perform the essential functions of the job, including special equipment, changes in the physical layout of the job, changes in the way the job is customarily performed, provision of personal assistance services or other accommodations. This information will assist us in making reasonable accommodations for your disability.

Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information provided will be used only in ways that are not inconsistent with the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended.

The information you submit will be kept confidential, except that (i) supervisors and managers may be informed regarding restrictions on the work or duties of disabled veterans, and regarding necessary accommodations; (ii) first aid and safety personnel may be informed, when and to the extent appropriate, if you have a condition that might require emergency treatment; and (iii) Government officials engaged in enforcing laws administered by the Office of Federal Contract Compliance Programs, or enforcing the Americans with Disabilities Act, may be informed.

Image: Veteran page - simplified version

This example illustrates the Self-Identification section on the simplified Veteran page. The rest of the simplified Veteran page is identical to the standard version of the page.

Self-Identification

If you believe you belong to any of the classifications of protected veterans listed above, please indicate by selecting the appropriate option below. As a Government contractor subject to VEVRAA, we request this information in order to measure the effectiveness of the outreach and positive recruitment efforts we undertake pursuant to VEVRAA.

I identify as one or more of the classifications of protected veteran listed

I am not a protected veteran

The text on both versions of the Veteran page comes from the Text Catalog. If the OFCCP changes the required wording for veteran self-identification, update the relevant Text Catalog entries.

If an applicant supplies information and then exits the application without submitting, veteran information is not saved. When resuming the application, the applicant is returned to this step and must enter the information again before continuing.

Self-Identification

Self-identification options depend on whether the site is configured to show the regular or simplified version of the Veteran page.

- The regular version of this page includes a full set of self-identification options and a Military Discharge Date field.

Selecting the “I identify as one or more of the classifications of protected veteran listed” radio button causes four check boxes representing specific classifications become enterable. The applicant must select at least one of the specific classifications.

The Military Discharge Date field is enterable if the applicant selects any option except the “I am not a veteran” option.

- The simplified version of this page offers only two self-identification options: protected veteran or not a protected veteran. Applicants cannot select specific classifications, nor can they enter a military discharge date.

For both versions of the page, the explanatory text under the Definitions heading provides the applicant with information to help make a choice. Data from previous applications appears on this page by default.

Reasonable Accommodations Notice and Custom Text

Organizations can add their own additional text (such as affirmative action program text) below the Reasonable Accommodations Notice section on this page. Add this text in Text Catalog entry HRAM_FL_VET_INSTR4, which is shipped empty as a placeholder.

Image: Text Catalog IDs for the Reasonable Accommodations Notice text and custom text

This example shows the layout of the Reasonable Accommodations Notice text with the space reserved for custom text. In this example, Text Catalog IDs appear instead of the text from the catalog.



Corresponding Fields in Talent Acquisition Manager

An applicant’s veteran information is visible in Talent Acquisition Manager on the Manage Applicant page: Applicant Data tab.

The system automatically maps veteran self-identification data from Candidate Gateway into these Eligibility & Identity fields:

- In the Veteran group box in the main USA section of the Eligibility & Identity page:
 - The Military Status field displays the applicant’s overall military status.
 - The Disabled Veteran check box indicates whether the applicant is a disabled veteran in addition to any other military status shown.
- In the Veteran group box in the USA Disability section of the Eligibility & Identity page, the Military Discharge Date shows when the applicant left the military.

Mapping Simplified Self-Identification Options to Talent Acquisition Manager

The following table shows how options on the simplified Veteran page in Candidate Gateway map to Talent Acquisition Manager:

<i>Veteran Option in Candidate Gateway</i>	<i>Talent Acquisition Manager Fields</i>
I identify as one or more of the classifications of protected veteran listed	Military Status is <i>Protected, Not Classified</i> .
I am not a protected veteran	Military Status is <i>Not a Protected Veteran</i> .

Mapping Regular Self-Identification Options to Talent Acquisition Manager

The following table shows how options on the regular Veteran page in Candidate Gateway map to Talent Acquisition Manager:

Veteran Option in Candidate Gateway	Talent Acquisition Manager Fields
I identify as one or more of the classifications of protected veteran listed	<ul style="list-style-type: none"> The Military Status field is updated based on the selected classification(s). A detailed mapping is provided in the next table. Additionally, if the Disabled Veteran check box is selected in Candidate Gateway, then the Disabled Veteran check box in Talent Acquisition Manager is also selected.
I am a protected veteran, but I choose not to self-identify the classification to which I belong.	Military Status is <i>Protected, Not Classified</i> .
I am not a protected veteran	Military Status is <i>Not a Protected Veteran</i> .
I am not a veteran.	Military Status is <i>Not a Veteran</i> .
Military Discharge Date	Military Discharge Date shows the same value that was entered in Candidate Gateway.

Detailed Mapping for Protected Veteran Classifications

The following table lists how the four protected veteran classifications in Candidate Gateway map to Military Status values in Talent Acquisition Manager:

Candidate Gateway Classification Check Box(es)	Talent Acquisition Manager Military Status
Disabled Veteran	<i>Protected, Not Classified</i>
Recently Separated Veteran	<i>Recently Separated Veteran</i>
Active Duty Wartime or Campaign Badge Veteran	<i>Active Duty/Campaign Badge Vet</i>
Armed Forces Service Medal Veteran	<i>Armed Forces Service Medal Vet</i>
Multiple values: <ul style="list-style-type: none"> Recently Separated Veteran Active Duty Wartime or Campaign Badge Veteran 	<i>Separated & Active Duty Vet</i>
Multiple values: <ul style="list-style-type: none"> Recently Separated Veteran Armed Forces Service Medal Veteran 	<i>Separated & Service Medal Vet</i>
Multiple values: <ul style="list-style-type: none"> Active Duty Wartime or Campaign Badge Veteran Armed Forces Service Medal Veteran 	<i>Service Medal & Active Duty</i>

Candidate Gateway Classification Check Box(es)	Talent Acquisition Manager Military Status
Multiple values: <ul style="list-style-type: none"> • Recently Separated Veteran • Active Duty Wartime or Campaign Badge Veteran • Armed Forces Service Medal Veteran 	<i>Separated/Srvc Medal/Active</i>
Multiple values: <ul style="list-style-type: none"> • Disabled Veteran • Any other value(s) 	Based on the selected check boxes other than the Disabled Veteran check box. When used in combination with other classifications, the Disabled Veteran check box does not affect the Military Status field. When the Disabled Veteran check box is the only selected check box, the Military Status is <i>Protected, Not Classified</i> .

(USA) Diversity Page

External applicants use the Diversity page (HRS_CE_SELF_IDE_FL) to enter gender and ethnicity information for equal employment opportunity reporting in the United States. Internal applicants do not see this page.

Navigation

In the application Activity Guide, click the Next button until you reach this step. This page appears only if both of these conditions are met:

- The applicant is external.
- The job opening is in the USA, or if the application does not have a job opening, the applicant’s address is in the USA.

Image: (USA) Diversity page with two-question format for ethnicity

This example illustrates the Diversity page when the system is configured to use two questions to collect ethnicity and race information. In this example, the application includes multiple self-identification pages, so the page title indicates that the Diversity page is a substep of the Self-Identify step.

Step 6 of 7: Self-Identify - Diversity

You are invited to provide the information requested regarding diversity.

Diversity

Our organization is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, applicants are invited to voluntarily self- identify their gender and their race or ethnicity.

The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations. When reported, data will be aggregated and will not identify any specific individual.

Gender

What is your gender?

Female

Male

I decline to answer

Ethnicity and Race Identification

Are you Hispanic or Latino? [Definition](#)

Yes, I am Hispanic or Latino.

No, I am not Hispanic or Latino.

What is your race? Select one or more. [Definition](#)

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or Pacific Islander

White

I decline to answer

Image: (USA) Diversity Page with a single grid for ethnicity

This example illustrates the Diversity page when the system is not configured to use the two-question format to collect ethnicity data. In this example, the Diversity page is the only self-identification page in the application, so the page title is used as the full step title.

Step 8 of 9: Diversity

You are invited to provide the information requested regarding diversity.

Diversity

Our organization is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, applicants are invited to voluntarily self- identify their gender and their race or ethnicity.

The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations. When reported, data will be aggregated and will not identify any specific individual.

Gender

What is your gender?

Female

Male

I decline to answer

Ethnic Identification

What is your ethnicity?

+

African American
>

I decline to answer

Applicants cannot continue to the next step without either supplying diversity information or explicitly declining to answer questions. Applicants can provide one type of information while still declining to provide the other.

Default answers, if any, come from the applicant record. The applicant record is updated when the applicant submits an application.

If an applicant supplies information and then exits the application without submitting, changes made on this page are not saved. When resuming the application, the applicant is returned to this step and the default values reappear.

Gender

Gender

The applicant selects a radio button to answer Female or Male.

The applicant’s gender is stored in the same record regardless of whether it is collected in the Personal Information Section or on this page. Changes to the data on one page are reflected on the other page as well.

I decline to answer

Applicants select this check box if they do not want to identify themselves as female or male. If this check box is not selected, the applicant must select one of the gender options before continuing to the next step.

Selecting this check box clears any previous gender selection and makes the Gender radio buttons read-only. Subsequently

deselecting the check box does not restore any previous selection.

Ethnicity and Race Identification

If the Two-Question Format (Ethnicity) check box is selected on the "Country Specific Page" (PeopleSoft HCM 9.2: Application Fundamentals), the following fields are used to collect ethnicity and race information.

- | | |
|--|--|
| 1. Are you Hispanic or Latino? | The applicant selects a radio button to answer Yes or No. |
| 2. What is your race? Select one or more. | The applicant selects one or more of these check boxes: <ul style="list-style-type: none"> • American Indian or Alaska Native • Asian • Black or African American • Native Hawaiian or Pacific Islander • White |

I decline to answer

Applicants select this check box if they do not want to answer either of the ethnicity and race questions. If this check box is not selected, the applicant must answer at least one of the ethnicity and race questions before continuing to the next step.

Selecting this check box clears any answers that were previously supplied for the ethnicity and race questions and makes those questions read-only. Subsequently deselecting the check box does not restore any previous answers.

Note: The two-question format is not valid for US Federal implementations.

Ethnic Identification

If the Two-Question Format (Ethnicity) check box is not selected on the "Country Specific Page" (PeopleSoft HCM 9.2: Application Fundamentals), the following fields are used to collect ethnic group information:



Add Ethnic Group

When the grid is empty, applicants click the Add Ethnic button to open the Add Ethnic Group page and enter information. When the grid has data, the button is an icon with a plus sign.

What is your ethnicity?

This grid lists the applicant's ethnic groups. Applicants click an ethnic group to access the Edit Ethnic Group page.

I decline to answer

Applicants select this check box if they do not want provide ethnic group information. If this check box is not selected, the applicant must add at least one ethnic group before continuing to the next step.

Selecting this check box removes all ethnic groups from the grid and disables the Add Ethnic Group button. Subsequently clearing the check box does not restore any previous data.

Add/Edit Ethnic Group

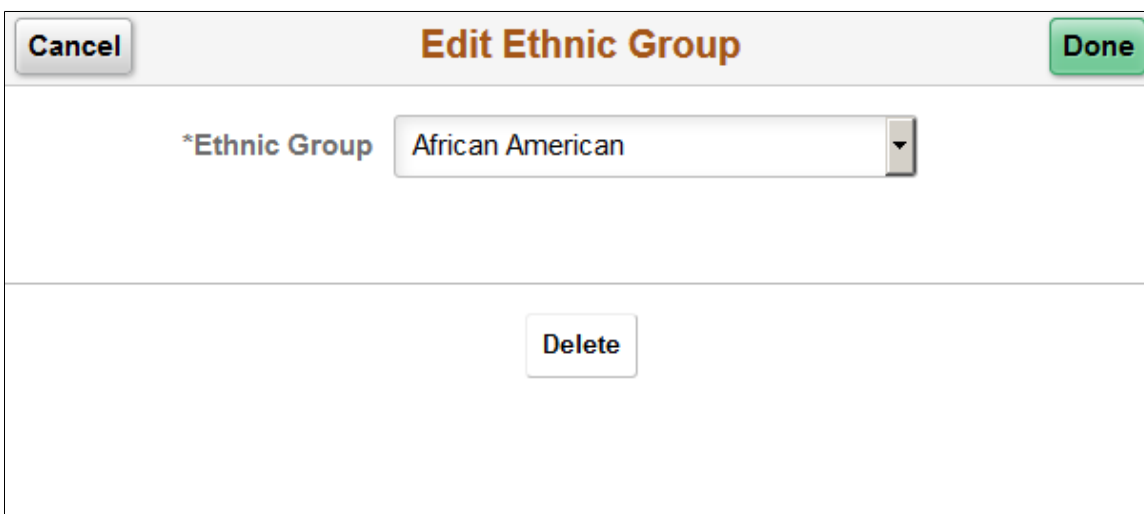
Applicants use the Add Ethnic Group and Edit Ethnic Group pages (HRS_CE_D_DIV_SCF) to enter job training details.

Navigation

On the Diversity page, click the Add button to access the page in add mode, or click an existing row to access the page in edit mode.

Image: Edit Ethnic Group page

This example illustrates the Edit Ethnic Group Page. In add mode, the page title is Add Ethnic Group.



The screenshot shows a web form titled "Edit Ethnic Group". At the top left is a "Cancel" button, and at the top right is a green "Done" button. Below the title bar, there is a label "*Ethnic Group" followed by a dropdown menu currently displaying "African American". At the bottom center of the form is a "Delete" button.

Ethnic Group

Applicants use this field to select an ethnic group to which they belong.

Ethnic groups are defined on the "Ethnic Groups Page" (PeopleSoft HCM 9.2: Human Resources Administer Workforce).

The list of ethnic groups is based on the regulatory region that is associated with the primary permission list for the user ID that was used to access the page. Remember that external applicants access the system using a public access user ID that bypasses the PeopleSoft sign in page.

The primary permission list for a user ID is established in the User Profile component in PeopleTools. The regulatory region for the primary permission list is established on the "Org Defaults by Permission Lst - Defaults Page" (PeopleSoft HCM 9.2: Application Fundamentals). On the "Regulatory Region Page" (PeopleSoft HCM 9.2: Application Fundamentals), you

can view the setID that controls which ethnic groups are valid for the regulatory region.

Buttons

- Cancel** An applicant clicks this button to close the dialog box and return to the Diversity page without saving changes.
- Done** An applicant clicks this button to save changes and return to the Diversity page.
- Delete** This button is visible only in edit mode. An applicant clicks the button to remove the row from the application.

Review and Submit Page

Applicants use the Review and Submit page (HRS_CE_REVIEW_FL) to review application data and to submit an application.

Navigation

In the application Activity Guide, click the Next button until you reach this step. Review and Submit is always the final step in the application process.

Image: Review and Submit page (1 of 8)

This is the first of eight examples illustrating the Review and Submit page.

Review your application and make any changes before submitting.

Step 9 of 9: Review and Submit

▼ My Contact Information

Email kbeneffer@iopoioiopiop.com	Address 100 Wutzeltsep Street, Steinbacher, FL 99999
Phone	Contact Method Email

[Modify](#)

▼ Jobs Applied For

Select the Remove button to remove jobs for which you no longer wish to apply. The jobs you remove will not be included when you submit your application.

Job Title	Job ID	Location	Status	
Sales Product Consultant	504030	California Location	Not Submitted	<input type="button" value="Remove"/>
Sales Manager	10254	Swish Fnd. North Cal Fed Rec	Not Submitted	<input type="button" value="Remove"/>

▼ Prequalify

Eligible to apply for:

Job Title	Job ID
Sales Product Consultant	504030
Sales Manager	10254

Image: Review and Submit page (4 of 8)

This is the fourth of eight examples illustrating the Review and Submit page.

▼ **Federal Preferences**

Eligible to Work in U.S. Yes

Federal Civilian Employee?

Previous Federal Employee Yes

Previous Agency Employee No

Current Federal Employee No

Current Agency Employee No

Highest Pay Plan

Highest Grade

Minimum Acceptable Pay Plan

Minimum Acceptable Grade

Highest Career Tenure

Veterans Preference None

Reserve Category

Uniformed Service

Military Grade

Military Separation Status

Military Service Start Date

Military Service End Date

Effective Date

Military Status

National ID

[Modify](#)

Image: Review and Submit page (5 of 8)

This is the fifth of eight examples illustrating the Review and Submit page.

▼ Education History			
Highest Education Level Bachelor's Degree			Modify
▼ Work Experience			
Employer	Job Title	Start Date	End Date
Widgets, Inc	Senior Sales Rep	01/01/2012	>
▼ Priority Placement			
End Date	Pay Plan	Occupational Series	Salary Grade
08/31/2016	GS	0110	09 >
▼ Job Training			
Course Title	School Name	Start Date	
Organizational behaviour	Sargam Prof School	05/05/2002	>

Image: Review and Submit page (6 of 8)

This is the sixth of eight examples illustrating the Review and Submit page.

▼ Competencies			
Competency	Effective Date	Evaluation Type	Proficiency
Abstract thinking	02/02/2009	Self	3-Good
Effectively manages own time	08/18/2016	Self	5-Expert
			Modify
▼ Licenses and Certifications			
You have not added any licenses and certifications.			
▼ Language Skills			
Language			
English			>
Spanish			>

Image: Review and Submit page (7 of 8)

This is the seventh of eight examples illustrating the Review and Submit page.

<p>▼ References</p> <p>You have not added any references.</p> <p style="text-align: right;">Modify</p>	
<p>▼ Personal Information</p> <p style="text-align: center;">Marital Status Unknown</p> <p style="text-align: center;">Date of Birth 03/21/1984</p> <p style="text-align: center;">Gender Female</p> <p style="text-align: right;">Modify</p>	
<p>▼ Referrals</p> <p style="text-align: center;">How did you learn of the job? Posting</p> <p style="text-align: center;">Specific Referral Source company website</p> <p style="text-align: center;">Are you a former employee No</p> <p style="text-align: right;">Modify</p>	

Image: Review and Submit page (8 of 8)

This is the eighth of eight examples illustrating the Review and Submit page. In this example:

- The Veteran section corresponds to the simplified version of the Veteran page. Additional information appears for the non-simplified version, including any protected classifications and any military discharge date that the applicant supplied.
- The Diversity section corresponds to the two-question format for ethnicity and race.

<p>▼ Community Background</p> <p style="text-align: center;">Community Undetermined/Other</p> <p style="text-align: right;">Modify</p>	
<p>▼ Disability</p> <p style="text-align: center;">Option NO, I DONT HAVE A DISABILITY</p> <p style="text-align: center;">Your Name Karla Beneffer</p> <p style="text-align: center;">Today's Date 05/27/2016</p> <p style="text-align: right;">Modify</p>	
<p>▼ Veteran</p> <p style="text-align: center;">Option I am not a protected veteran</p> <p style="text-align: right;">Modify</p>	
<p>▼ Diversity</p> <p style="text-align: center;">Gender Female</p> <p style="text-align: center;">Ethnic Group No, I am not Hispanic or Latino.</p> <p style="text-align: center;">Race Black or African American</p> <p style="text-align: right;">Modify</p>	

The Review and Submit step provides a read-only summary of application data.

Buttons

Submit

On the Review and Submit page, the Submit button replaces the Next button. When the applicant clicks the Submit button, the system performs online screening, if applicable, then displays the Application Confirmation page.

Applicants cannot make any further changes to an application that has been submitted. To provide an updated application, the applicant must re-apply.

Applications that have been submitted have the status *Submitted* in the Applications grid on the My Job Applications page.

If the job opening is no longer open at the time the user attempts to submit the application, an error message informs the user that the job is no longer available and that the application cannot be submitted.

General-Purpose Sections

My Contact Information

Contact information is general to the applicant (and not specific to an individual application), but the Review and Submit page displays contact information so that the applicant can verify the data. Clicking the Modify link opens the [My Contact Information Page](#) in a modal window where external applicants can update their contact information. Contact information for internal applicants comes from the HR system and cannot be updated in Candidate Gateway.

Jobs Applied For

This section appears only for multi-job applications. It lists the jobs that are included in the application and provides a delete option so that the applicant can remove jobs. Removing a job from an application is not reversible.

This list does not include jobs that were removed from the application because the applicant failed prescreening.

Prequalify

The Prequalify section appears only if the application included prescreening. This section always lists the jobs that the applicant is eligible to apply for. They appear under the heading *Eligible to apply for*.

If any jobs were removed from the application because the applicant failed prescreening, this section lists those jobs under the heading *Not eligible to apply for*.

Online Screening Notice

This section appears only if online screening is active and if the online screening definition includes an Explain Text ID for an online screening notice.

The notice appears after the relevant job title and job ID. If the application includes multiple jobs with online screening, the notices for jobs that use the same Explain Text ID are consolidated. That is, the titles and job IDs for all jobs using a particular notice are listed before the notice. If jobs use different Explain Text IDs, the notices appear sequentially under the appropriate job titles and IDs.

Summary of Application Data

The following sections display read-only summaries of the application data:

1. Resume Attachment
2. Cover Letter Attachment
3. Attachments
4. Preferences
5. (USF) Federal Preferences
6. Education History
7. Work Experience
8. Job Training
9. (USF) Priority Placement
10. <Profile Sections>
11. References
12. Personal Information
13. Referrals
14. Community Background
15. Disability
16. Veteran

The format for the Veteran section depends on whether you collect information using the regular form or simplified form.

17. Diversity

The format for the Diversity section depends on whether you collect ethnicity information using the two-question format or a single list of ethnic groups.

Note: The Review and Submit page does not display questionnaire data.

Modifying Data

Applicants have several ways to modify information:

- Click a step in the Activity Guide step list to return to that step.
- For sections where applicants entered data directly on the step page, a Modify link in the corresponding Review and Submit section returns the applicant to the relevant step or substep.

Sections with a Modify link include Resume Attachment, Cover Letter Attachment, Attachments, Preferences, Federal Preferences, Education History, Personal Information, Referrals, Community Background, Disability, Veteran, and Diversity. The Modify link is also available for profile-related sections such as competencies where the applicant originally entered data on the main step page.

- For sections where applicants entered data on a modal detail page, tapping an individual row of data item opens the modal detail page so that the applicant can make changes without leaving the Review and Submit step. If no data is present, a Modify link appears instead, and applicants can click that link to return to the step and add data.

This option is available for existing rows in the grids for Work Experience, Priority Placement, Job Training, References, and most profile-related sections. It does not work for profile-related sections such as competencies where the applicant originally entered data on the main step page.

My Contact Information Page

External applicants use the My Contact Information page (HRS_PROFILEINFO_SCF) page to review and update name and contact information before submitting an application.

Internal applicants use this page to review name and contact information, but they cannot change this data because it comes from HR records. The only change an internal applicant can make is to the contact method.

Navigation

Click the Modify link in the My Contact Information section of the Review and Submit page.

Image: My Contact Information page

This example illustrates the My Contact Information page. This is a partial illustration that does not show the email and phone sections of the page.

For internal users, this page is identical to the [My Contact Information Page](#).

For external users, this page displays the same contact information as the [My Account Information Page](#). However, unlike the My Account Information page, this page does not display information related to the user name and password.

Application Confirmation Page

Applicants use the Application Confirmation page (HRS_CE_CONFIRM_FL) to:

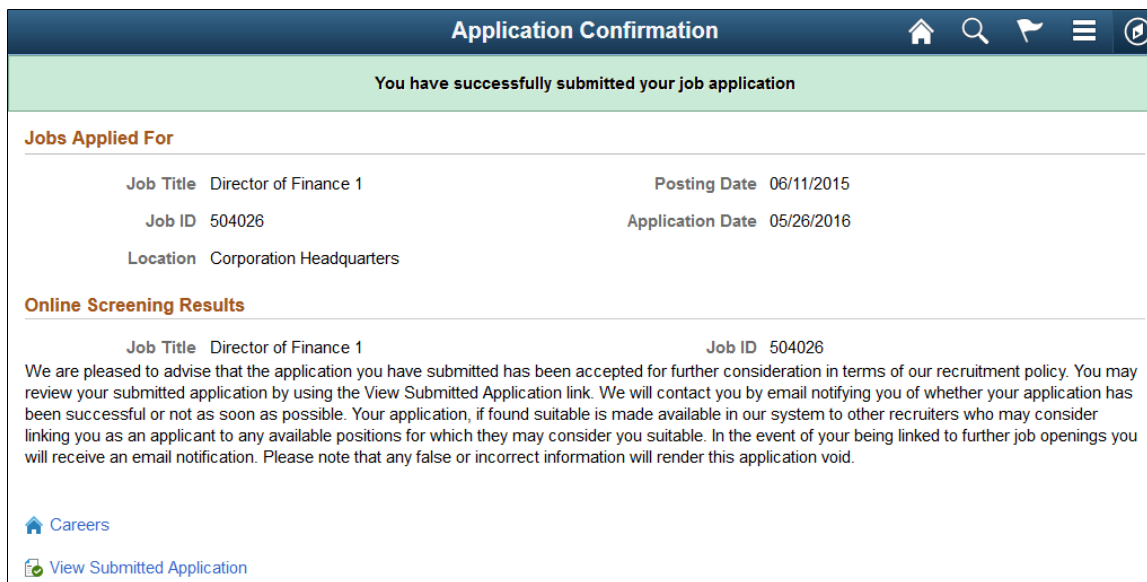
- Receive confirmation that an application has been successfully submitted.
- Review online screening results for job openings that include results messages for online screening.

Navigation

Click the Submit button on the Review and Submit page.

Image: Application Confirmation page

This example illustrates the Application Confirmation page.



Job Applied For

This grid lists the jobs that were included in the submitted application. If the applicant failed prescreening for some jobs, those jobs were removed from the application and are not listed here.

Online Screening Results

This section appears if any there are any online screening pass or fail notices for the applicant. Pass and fail notices are optional for online screening.

The notice appears after the relevant job title and job ID. If the application includes multiple jobs with online screening, the notices for jobs that use the same Explain Text ID are consolidated. That is, the titles and job IDs for all jobs using a particular notice are listed before the notice. If jobs use different Explain Text IDs, the notices appear sequentially under the appropriate job titles and IDs.

Application Summary Page

Use the Application Summary page (HRS_CE_REVIEW_FL) to review a submitted application.

Navigation

- Click the View Submitted Application link on the Application Confirmation page.
- On the My Job Applications page, access the details for an application in *Submitted*. status.

Image: Application Summary page

This example illustrates part of the Application Summary page. Additional sections that correspond to the original job application also appear on the page.

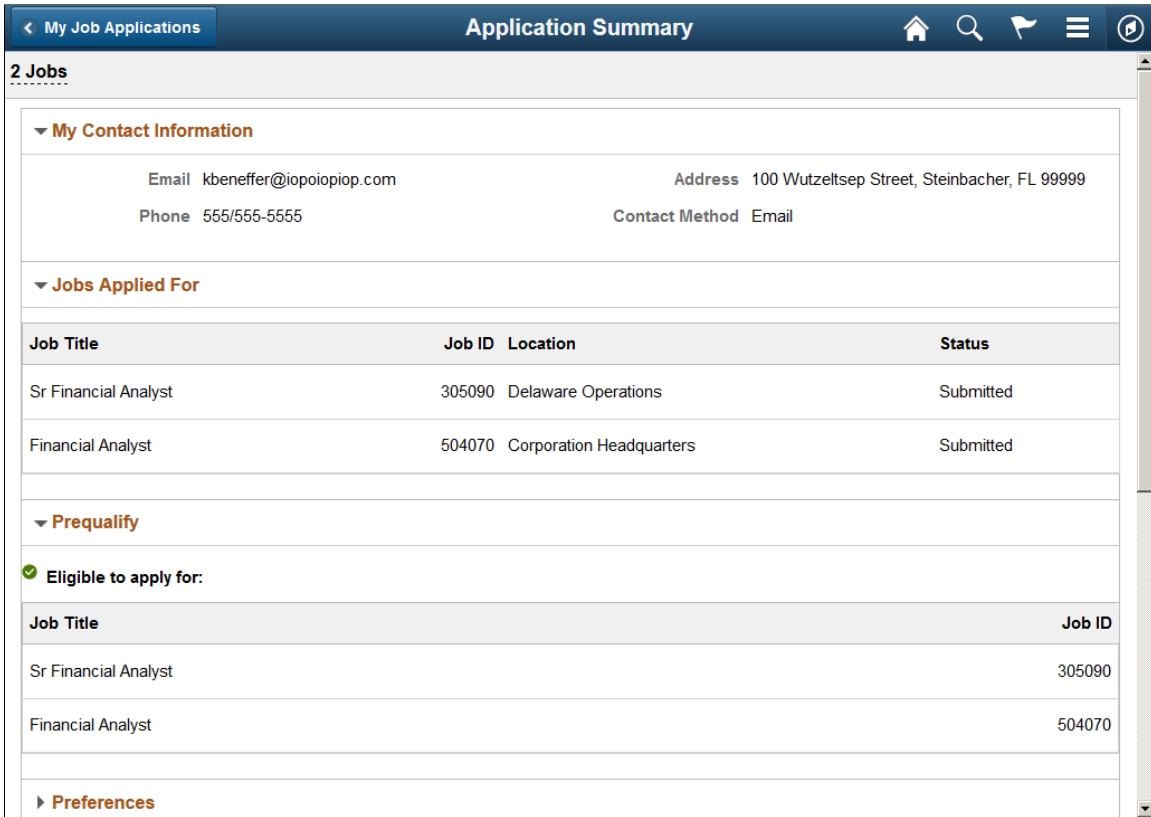
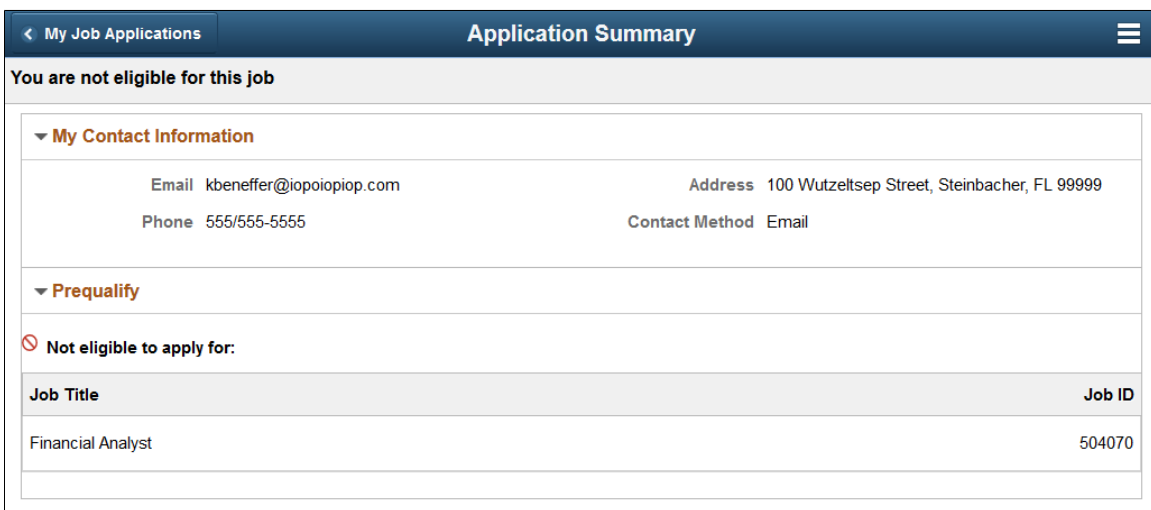


Image: Application Summary page for applications that fail prescreening

This example illustrates the Application Summary page for an application that was ended because the applicant failed prescreening.



Job Application Header

If the application failed prescreening, the gray page header includes the text *You are not eligible for this job*.

For all other applications, the gray page header indicates which jobs, if any, the applicant applied for:

- For a single-job application, the job posting title appears.
- For a multi-job application, the number of jobs applied for appears. If the applicant failed prescreening for a subset of the jobs, that subset is not included in the count.
- For an application without a job, the text *You have not selected a job* appears.

Clicking the job posting title or the number of jobs applied for displays a pop-up with additional job information, including the posting title, recruiting location, and job opening ID.

Additional Application Details

The rest of the Application Summary page is a read-only version of the [Review and Submit Page](#), rendered without the activity guide framework.

For applications that fail prescreening, the Application Summary page includes only two sections: My Contact Information and Prequalify.

Chapter 12

(Fluid) Managing Additional Applicant Activities

Using Fluid Candidate Gateway to Review Notifications

This topic provides an overview of Candidate Gateway notifications and discusses how applicants can review and act on notifications.

Note: Applicants must sign in before they can access the My Job Notifications page.

Page Used to Review Notifications

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
<u>My Job Notifications Page</u>	HRS_APP_NOTIFY_FL	Review and act on notifications and respond to online job offers.

Understanding Notifications

Certain actions in Talent Acquisition Manager send applicants both an email message and a notification that appears on My Job Notifications page in Candidate Gateway. On the My Job Notifications page, applicants click notifications to view details. They can also delete notifications.

The My Job Notifications page also lists any job offers that have been posted to Candidate Gateway. These appear in addition to the notifications for those offers.

If an application is withdrawn (either by the applicant or by a Talent Acquisition Manager user), any related job offers, offer notifications, and interview notifications are removed from the My Job Notifications page.

For information about the Withdraw Application action, see "Withdrawing Applications" (PeopleSoft HCM 9.2: Talent Acquisition Manager).

My Job Notifications Page

Applicants use the My Notification page (HRS_APP_NOTIFY_FL) to review and act on notifications and respond to online job offers.

Navigation


- Click the My Job Notifications action on the Careers page.
- Click the My Job Notifications item in the [Actions List](#).

Image: My Job Notifications page





This example illustrates the My Job Notifications page.

The screenshot shows a web interface titled "My Job Notifications". It features a navigation bar with "Careers" and "My Job Notifications" tabs, along with icons for home, search, flags, and a menu. Below the navigation bar, there are two main sections: "My Job Offers" and "My Notifications".

My Job Offers

Job Title	Job ID	Status	Location	Offer Date	Expiration Date	
 Sales Product Consultant	504030	New	California Location	06/13/2016	06/23/2016	>

My Notifications

Subject	Status	Date Received	
 You are scheduled for a job interview: Sales Product Consultant (Job ID 504030)	Viewed	06/13/2016 8:59AM	>
Please add your references	Viewed	06/13/2016 8:59AM	>
 Your automated job search SALES has returned results	New	06/13/2016 8:56AM	>
 You have a job offer: Sales Product Consultant (Job ID 504030)	New	06/13/2016 9:01AM	>
 You are invited to apply for a job: Sales Product Consultant (Job ID 504030)	New	06/13/2016 9:01AM	>

My Job Offers

This grid lists all of an applicant's posted job offers, including accepted, rejected, and expired offers. If an offer is unposted, or if the application is withdrawn, the offer no longer appears here.

For information about posting and unposting job offers, see "Creating Job Offers" (PeopleSoft HCM 9.2: Talent Acquisition Manager).

Applicants click an offer to access the [Job Offer Page](#), where the applicant can review details and accept or reject the offer as long as it has not expired.



New

Appears in rows where the status is *New* to help applicants quickly identify new offers. After the applicant clicks the offer, this icon no longer appears.

Job Title and Job ID

These fields identify the job that is associated with the offer.

Status

Displays one of the following values:

- *New*: the offer has been posted, but the applicant has not yet viewed it.
- *Viewed*: the applicant viewed the offer, but has not yet responded to it.
- *Accepted*: the applicant accepted the offer.
- *Rejected*: the applicant rejected the offer.
- *Expired*: the offer expired without being accepted or rejected.

Location	Displays the primary recruiting location associated with the job.
Offer Date	Displays the offer date as defined on the "Prepare Job Offer Page" (PeopleSoft HCM 9.2: Talent Acquisition Manager).
Expiration Date	Displays the date that the offer expires.

My Notifications

This grid lists the applicant's notifications.

The Enable Select Mode icon above the grid toggles the grid between normal mode and Select mode. In normal mode, applicants click a row to access notifications details. In Select mode, applicants can select and delete rows, but they cannot click a row to view details.

Image: My Notifications grid in Select mode.

This example illustrates the My Notifications grid in Select mode.

My Notifications		
<input checked="" type="checkbox"/>	Delete	
Subject	Status	Date Received
<input type="checkbox"/> You are scheduled for a job interview: Sales Product Consultant (Job ID 504030)	New	06/01/2016 12:23PM
<input type="checkbox"/> Reference Information	New	06/01/2016 12:25PM



(Enable Select Mode icon or Disable Select Mode icon)

Click to toggle the Notifications grid between normal mode and Select mode. In Select mode:

- The icon turns green to show that selection mode is enabled.
- A Delete button appears above the grid so that applicants can delete selected rows.
- Each row has a check box so that applicants can select rows to delete.
- Applicants cannot click individual notification rows to view details.

Delete

This button is visible only in Select mode. Click to delete selected notifications. Deleting an offer notification does not delete the corresponding offer in the My Job Offers grid.



New

Appears in rows where the status is *New*, helping applicants quickly identify new notifications. After the applicant clicks the notification, this icon no longer appears.

The New icon is not visible in Select mode.

Subject

The five types of notifications each have titles that summarize the notification. These are described in the next section of this topic.

Status Notifications have the status *New* until the applicant clicks the notification to view details. After the applicant accesses the notification details, the status changes to *Viewed*.

On the Careers page, the My Job Notifications item displays a count of notifications in *New* status.

Date Received Displays the date and time that the notification was received.

Notification Titles

Your automated job search <search name> has returned results Job search notifications appear if the Job Agent process generates results for a saved search.

See [Save Search Page](#) and "Using the Job Search Agent" (PeopleSoft HCM 9.2: Talent Acquisition Manager).

Clicking the notification displays the search results on the [Search Jobs Page](#).

You are scheduled for a job interview: <job title and ID> Interview notifications appear if a recruiter selects the Notify Applicant check box when scheduling an interview on the "Interview Schedule Page" (PeopleSoft HCM 9.2: Talent Acquisition Manager). The notification is removed if the interview is subsequently cancelled.

Clicking the notification displays the [Interview Details Page](#), where the applicant can review interview information.

Note: If Talent Acquisition Manager is configured for full calendar integration with Microsoft Outlook, the system does not create Candidate Gateway notifications for interviews.

Please add your references Reference request notifications appear if a recruiter clicks the Request References button on the References section of the "Manage Applicant page: Applicant Data Tab" (PeopleSoft HCM 9.2: Talent Acquisition Manager).

Clicking the notification displays the [Applicant References Page](#), where the applicant can enter and update reference information.

You have a job offer: <job title and ID> Offer notifications appear if a recruiter posts a job offer using the "Prepare Job Offer Page" (PeopleSoft HCM 9.2: Talent Acquisition Manager). If the recruiter subsequently unpost the offer, the system removes the notification.

Clicking the notification displays the [Job Offer Page](#), where the applicant can review and respond to the offer.

**You are invited to apply for a job:
<job title and ID>**

Note: Posted offers also appear the My Job Offers grid on this page. Applicants cannot delete rows from the My Job Offers grid, so the offer remains visible to the applicant even if the notification is deleted.

Invitations to apply for a job appear if a recruiter links an applicant to a job opening that includes screening questions. The link creates an incomplete application because the original application did not include the job’s questionnaire. The applicant is therefore invited to reapply.

Note: Even if the site is configured not to allow more than one application for a job opening, applicants are allowed to reapply in response to this invitation.

Recruiters can link applicants to job openings on the "Link Applicant to Job Opening Page" (PeopleSoft HCM 9.2: Talent Acquisition Manager) or on the "Application Details Page" (PeopleSoft HCM 9.2: Talent Acquisition Manager).

When an applicant clicks the notification in Candidate Gateway, the [Job Description Page](#) appear. The applicant can review the job information and click the Apply button to start a new application.

You have a Registration Confirmation notification

Registration Confirmation notification appears when a user registers in Candidate Gateway.

You have an Unsubmitted Jobs Reminder notification

Unsubmitted Jobs Reminder notification appears when a candidate receives a notification that the application is still in draft status. The notification thresholds specified in the [Site Setup Page](#) controls the delivery of the notification.

Using Fluid Candidate Gateway to Set Up Configurable Application Statuses

The Candidate Application Status page allow recruiters to control what status they want to show to the Applicant. You can enter the description for the status of applicants to convey where they are in the recruiting process.

Pages Used to Set Up Configurable Application Statuses

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
Candidate Application Status Page	HRS_APPL_STATUS	Setup the Candidate Gateway configurable application statuses so that candidates can see more specific statuses of their in-process and processed job applications.

Candidate Application Status Page

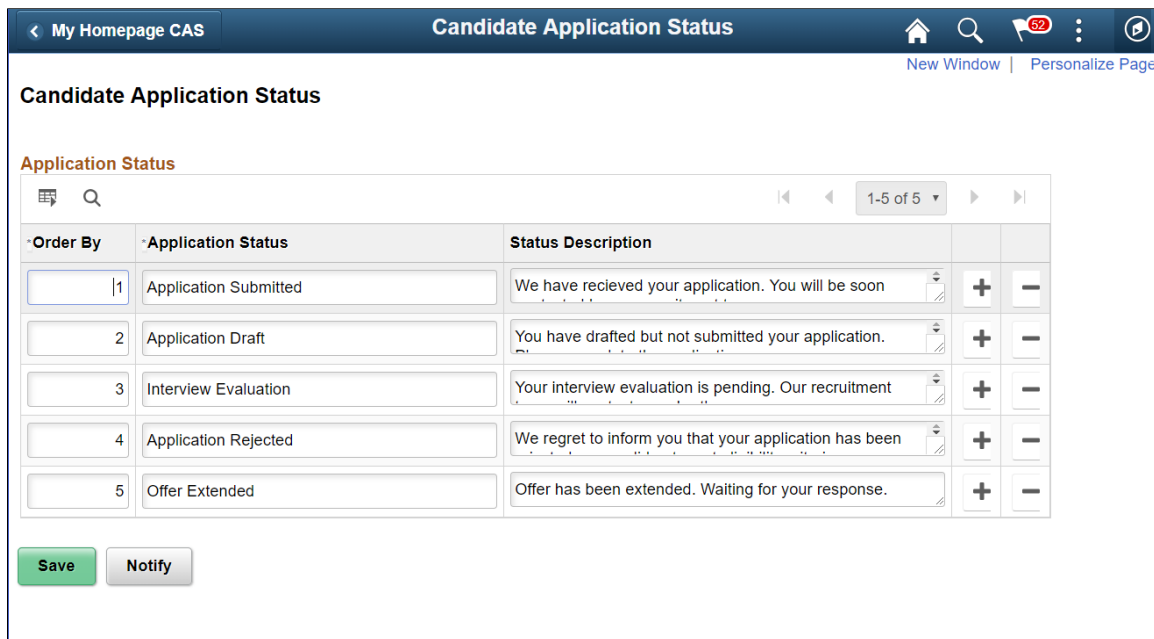
Use the Candidate Application Status (HRS_APPL_STATUS) page to setup the Candidate Gateway configurable application statuses so that candidates can see more specific statuses of their in-process and processed job applications.

Navigation

Set Up HCM > Product Related > Recruiting > Candidate Application Status

Image: Candidate Application Status page

This example illustrates the fields and controls on the Candidate Application Status page.



Order By

Align the ordering of statuses in a logical sequence within the drop-down field when mapping candidate application statuses on the Status Area page.

Application Status

Enter the status of the application within 30 characters and with only alpha characters. No numerical or special characters allowed.

Status Description

Provide a description of the status.



Add an application status row.



Remove an existing application status row.

Note: It is recommended to make changes only after deactivating the Candidate Application Status feature in the Status Area page and after unmapping the statuses for which the changes have to be done. Once changes are done in the Candidate Application Status page, the Candidate Application Status feature in the Status Area page can be activated after the re-mapping.

Using Fluid Candidate Gateway to Manage Applications and Attachments

This topic describes the My Job Applications page and the activities that applicants perform there.

Note: Applicants must sign in before they can access the My Job Applications page.

Pages Used to Manage Applications and Attachments

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
<u>My Job Applications Page</u>	HRS_CE_ACTVTY_FL	<ul style="list-style-type: none"> Review summary information about applications, resumes, and attachments. Withdraw applications. Add and remove attachments that aren't associated with an application.
<u>Resume Page</u>	HRS_APP_CE_RES_SCF	<p>View a resume that was copied and pasted into the system.</p> <p>Although Fluid Candidate Gateway does not provide a way for applicants to paste resumes into applications, applicants use this page to see resumes that were previously pasted using classic Candidate Gateway.</p>
<u>Add/Edit Attachment Page</u>	HRS_APPL_ATCH_SCF	Enter attachment information and upload attachments.

Understanding Application Withdrawal

By withdrawing applications, an applicant can remove submitted applications from consideration and make unsubmitted (draft) applications invisible in both Candidate Gateway and Talent Acquisition Manager.

An applicant withdrawing an application in Candidate Gateway is equivalent to a recruiter using the Withdraw Application action in Talent Acquisition Manager as described in the topic "Withdrawing Applications" (PeopleSoft HCM 9.2: Talent Acquisition Manager).

Withdrawing an Unsubmitted Application

When an unsubmitted application is withdrawn, the system performs a logical delete (but not a physical delete) of the application. The applicant no longer sees the withdrawn application on the My Job Applications page in Candidate Gateway. In Talent Acquisition Manager, the withdrawn draft application is no longer searchable or visible, even to recruiting administrators.

If the draft application is an applicant's only application, then after the application is logically deleted and the recruiting search indexes are rebuilt, the applicant is no longer searchable or visible in Talent Acquisition Manager.

Withdrawing a Submitted Application

Withdrawing a submitted application assigns the *130 Withdrawn Application* disposition to the application. When an applicant uses Candidate Gateway to withdraw an application, the disposition change has the reason *Candidate Withdrawn*. (When an application is withdrawn in Talent Acquisition Manager, the default reason for the change is *Recruiter Withdrawn*, but the user has the option to choose a different reason code.)

Withdrawing a submitted application has these effects in addition to the disposition change:

- In Candidate Gateway, the application status on the My Job Applications page changes from *Submitted* to *Withdrawn* and the *Date Withdrawn* appears.

Candidate Gateway does not display dispositions.

- Any online job offer or notifications for the withdrawn application are removed from the My Job Notifications Page.
- Any resume that was associated with the withdrawn application (that is not also associated with a still active application) is no longer visible on the My Job Applications page and is no longer available for selection in future applications.

The resume remains visible in Talent Acquisition Manager unless the application was a draft application and was therefore logically deleted.

- If an applicant starts a new application for a job after the previous application was withdrawn, the system does not alert the applicant that there was a previous application.

Configuring Applicant Withdrawal

In order for an applicant to withdraw an application, the application must be in a disposition that is specifically configured to allow applicants to withdraw the application. This option is configured on the "Status Area Page" (PeopleSoft HCM 9.2: Talent Acquisition Manager). To activate this option on the Status Area page, you must also use the "Status Successors Page" (PeopleSoft HCM 9.2: Talent Acquisition Manager) to list *130 Withdrawn Application* as a successor to every disposition that allows applicant withdrawal.

Note: Although successor configuration is all that is required to activate the Withdraw Application action in Talent Acquisition Manager, configuring Candidate Gateway to permit withdrawal requires the additional step of explicitly selecting the Applicant Withdrawal check box on the Status Area page.

The Withdraw Button

On the My Job Applications page, the Withdraw button is visible for all applications except ones that have already been withdrawn. However, if the application is in a disposition that does not permit applicants to withdraw the application, then clicking the button displays a message stating that the application cannot be withdrawn. If the application includes multiple jobs, the message appears if at least one job in the application has a disposition that prevents withdrawal.

Unsubmitted applications are in the *Draft* disposition, which always allows applicant withdrawal. However, if an unsubmitted application includes prescreening, and the applicant failed prescreening, then the ability to withdraw the application depends on whether the failed prescreening disposition is configured to allow applicant withdrawal.

My Job Applications Page

Applicants use the My Job Applications page (HRS_CE_ACTVTY_FL) to:

- Review summary information about applications, resumes, and attachments.
- Withdraw applications.
- Add and remove attachments that aren't associated with an application.

Navigation

- Click the My Job Applications action on the Careers page.
- Click the My Job Applications item in the [Actions List](#).

Image: My Job Applications page — Desktop

This example illustrates the My Job Applications page as viewed on a desktop.

Job Title	Job ID	Location	Application Status	Application Status Information	Date Created	Date Submitted	Withdraw Application
Junior Assistant 11636888	300237	Corporation Headquarters	Application Rejected		06/07/2012 7:34AM	06/07/2012 7:32AM	Withdraw >
Multiple Job Application	Multiple	-	Application Submitted		05/31/2018 3:22AM	05/31/2018 3:22AM	Withdraw >
No Job Selected			Application Submitted		05/31/2018 4:05AM	05/31/2018 4:11AM	Withdraw >
Multiple Job Application	Multiple	-	Not Eligible		05/31/2018 4:15AM	05/31/2018 4:15AM	Withdraw >
Multiple Job Application	Multiple	-	Not Submitted		05/31/2018 4:17AM		Withdraw >
Multiple Job Application	Multiple	-	Not Submitted		05/31/2018 7:18AM		Withdraw >
Multiple Job Application	Multiple	-	Application Submitted		06/01/2018 1:32AM	06/01/2018 1:32AM	Withdraw >
Employee Relations Specialist	305123		Interview Evaluation		06/05/2018 1:10AM	06/05/2018 1:10AM	Withdraw >

Image: My Job Applications page — Smartphone

This example illustrates the My Job Applications page as viewed on a smartphone



My Job Applications

This grid lists an applicant’s submitted and unsubmitted applications.

Job Title

This field displays the job posting title unless the applicant initiated the application as a multi-job application. In this case, the field displays the text *Multiple Job Application*.

Note: *Multiple Job Application* refers only to applications where the applicant explicitly chose to include multiple jobs in a single application. If a recruiter uses Talent Acquisition Manager to link an applicant to additional jobs, those jobs are technically added to an existing application. But although the application now has multiple jobs, each job that was linked using Talent Acquisition Manager appears in a separate row in this grid in Candidate Gateway, and each row in the grid shows the job posting title in the Job Title field.

Job ID

Displays the job opening ID for the application, or displays the word *Multiple* if the application is for multiple jobs.

Location

Displays the primary recruiting location for the job. If the application includes multiple jobs, this column displays a dash.

Application Status

The Application status is *Submitted* if the application has been submitted.

Note: The system does not update this status as the application moves through the recruiting process. Even if the application is rejected or the job opening is filled, the status remains *Submitted*.

The Application status is *Not Eligible* if an applicant failed prescreening for all job openings and was not allowed to continue the job application.

The Application status is *Not Submitted* if the application was saved for later and the applicant is able to continue with the job application.

The Application status is *Withdrawn* if the disposition is *130 Withdrawn*. This is the disposition that the system assigns when an applicant or a recruiting user withdraws the application. However, if an unsubmitted application is withdrawn, it is logically deleted and disappears from the My Job Applications grid entirely rather than appearing with a *Withdrawn* status.

Note: For Multiple Job Application, the statuses of *Not Eligible* and *Not Submitted* will be shown.

Application Status Information



Lists the application status information.

Review the application status.

Date Created

Displays the date and time that the application was started, regardless of whether it was submitted on that date.

Date Submitted

Displays the date and time that the application was submitted. This column is blank for applications that have not been submitted.

Date Withdrawn

Displays the date and time that the application was withdrawn. This column is visible only if at least one application is in *Withdrawn* status.

Withdraw Application

An applicant clicks the Withdraw button in this column to withdraw an application. If the application (or at least one job in a multi-job application) is in a disposition that does not allow applicant withdrawal, a message informs the applicant that withdrawing the application is not allowed. Otherwise, the application is withdrawn.

Clicking the Withdraw button has different results depending on the type of application:

- Withdrawing a draft application removes the application from this page.

- Withdrawing a submitted application changes the Status to *Withdrawn* and hides the Withdraw button in the row.

The withdrawal process is discussed in more detail earlier in the [Understanding Application Withdrawal](#) section of this topic.



Open Application

If the application has been submitted, clicking this button displays the [Application Summary Page](#).

If the application is unsubmitted, clicking this button opens the application so that the applicant can continue.

My Resumes

This grid lists all resumes that are associated with the applicant’s submitted applications. If a resume has been used more than once, it appears multiple times in the grid—once for each time it was used.

The grid does not include rows for unsubmitted applications or for withdrawn applications.

Attached File

If the resume is an attachment, this field displays the file name. Clicking the file name opens the file.

If the resume was pasted into the application, this field displays the text *Pasted Resume*. Clicking this text displays the Resume page.

Although Fluid Candidate Gateway does not provide a way for applicants to paste resumes into applications, applicants use this page to see resumes that were previously pasted in using classic Candidate Gateway.

Job ID

Displays the job ID if the resume is from an application for a single job.

Displays *Multiple* if the resume is from a multi-job application.

This field is blank if the resume is from an application that does not include a job opening.

Resume Title

Displays the resume title that the applicant supplied during the application process. The default resume title is the file name.

Date Created

Displays the date and time that the applicant first added this resume to an application.

My Cover Letters and Attachments

This grid displays the applicant’s non-resume attachments, including attachments that were uploaded in Talent Acquisition Manager.

Attachments that are associated with unsubmitted or withdrawn applications do not appear here. However, a Talent Acquisition Manager user who views a withdrawn application can still see that application’s attachments.



Add Attachment

Applicants click this button to add an attachment. This button opens the Add Attachment page.

If no attachments have been uploaded yet, the Add Attachment button has a text label rather than appearing as an icon.

Attachments that are added here are not associated with a specific application.

Attached File

Displays the file name of the attachment. Click to open the file.

Job ID

Displays a job ID if the attachment is associated with an application for a single job.

Displays *Multiple* if the attachment is associated with a multi-job application.

Displays *All* if the attachment is not associated with a job application. Because these attachments are associated with the applicant rather than with a specific job application, Talent Acquisition Manager users can see these attachments in all of the applicant's applications.

Attachments that are uploaded on the My Job Applications page are not associated with specific job applications.

Attachment Title

Displays the descriptive title that the applicant supplied when adding the attachment.

Attachment Type

Displays the attachment type (not the file type) for the attachment.

An applicant who uploads a file must specify an attachment type. However, an attachment type is not required for attachments that are uploaded in Talent Acquisition Manager.

Date Uploaded

Displays the date and time that the attachment was uploaded.



(Edit button)

Applicants click this button to open the Edit Attachment page, where they can change the attachment information, upload a different file, or delete the attachment.

This button is available only for attachments that are not associated with a job application. These are attachments where the Job ID is *All*.

Resume Page

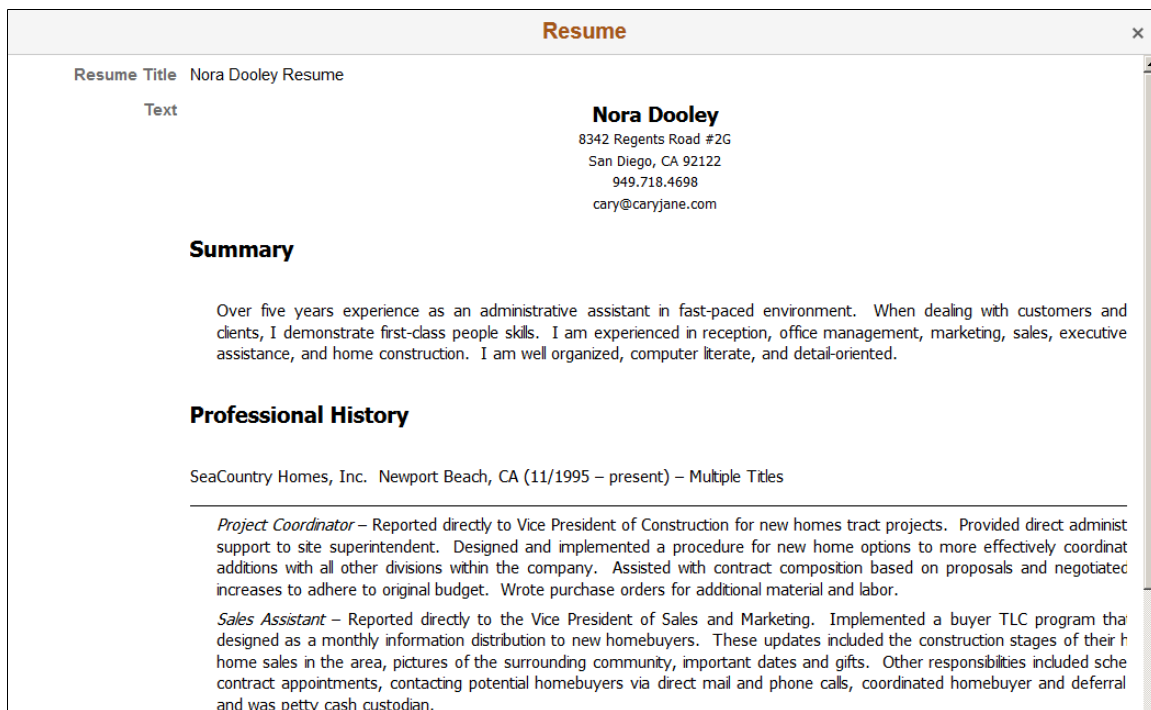
Applicants use the Resume page (HRS_APP_CE_RES_SCF) to view a resume that was pasted into the system.

Navigation

In the Resumes grid on the My Job Applications page, click the *Pasted Resume* link that appears for resumes that were pasted into the system.

Image: Resume page

This example illustrates the Resume page.



This is a read-only page. Close the modal window to return to the My Job Applications page.

Add/Edit Attachment Page

Applicants use the Add Attachment or Edit Attachment page (HRS_APPL_ATCH_SCF) to enter attachment information and upload attachments. Applicants additionally use the Edit Attachment page to delete attachments.

Navigation

- Click the Add button above the My Cover Letters and Attachments grid on the My Job Applications page.
- Click the Edit button for an existing attachment in the My Cover Letters and Attachments grid on the My Job Applications page. The Edit button is present only for attachments that are not associated with a specific application.

Image: Add Attachment page

This example illustrates the Add Attachment page.

Image: Edit Attachment page

This example illustrates the Edit Attachment page.

Cancel

Clicking this button closes the page without adding or updating an attachment.

If the applicant already uploaded a file before canceling, the file remains in the file repository for Candidate Gateway attachments, but it is not visible in either Candidate Gateway or Talent Acquisition Manager.

Add Attachment Fields**Continue**

After supplying all required information, applicants click this button to open a generic File Attachment dialog box. The options for selecting files depend on the device and on any available integrations to cloud storage.

Save

After uploading an attachment using the File Attachment dialog box, the Save button replaces the Continue button. Clicking the Save button closes the page and adds the attachment to the My

Cover Letters and Attachments grid on the My Job Applications page.

Attachment Type

Applicants must select an attachment type before uploading an attachment.

The available values are the attachment types where the "Attachment Type Setup Page" (PeopleSoft HCM 9.2: Talent Acquisition Manager) has a Max Occurrences Outside of Applications value of one or more.

The system does not check whether the applicant has already reached the specified maximum for the attachment type until the applicant clicks the Continue button. At that point, an error appears if the maximum has been reached.

Attachment Title

Applicants enter a descriptive title for the attachment.

Edit Attachment Fields

Note: The Attachment Type and Attachment Title fields are the same on the Edit Attachment page and the Add Attachment page.

Save

Applicants click this button to save attachment changes and close the page.

Attached File

Displays the file name of the uploaded attachment. Clicking this link opens the file.

Use Different Attachment

Applicants click this button to reopen the File Attachment dialog box and upload a new file. Before opening the File Attachment dialog, the system performs the same validations (required fields and attachment type maximums) as it does during the initial document upload.

Delete

Applicants click this button to delete an attachment. The file remains in the file repository for Candidate Gateway attachments, but it is not visible on any recruiting pages.

Using Fluid Candidate Gateway to Enter References

This topic provides an overview of reference notifications and discusses how to add and review references.

Note: Applicants must sign in before they can enter references.

Pages Used to Enter References

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
Applicant References Page	HRS_CE_APP_REF_FL	Review and update professional and personal references.
Add/Edit Reference Page	HRS_CE_D_REFS_SCF	Enter detailed information for a reference.

Understanding Reference Notifications

If a recruiter clicks the Request References button on the References section of the "Manage Applicant page: Applicant Data Tab" (PeopleSoft HCM 9.2: Talent Acquisition Manager), the system sends an email notification (HRS_UPDATE_REFERENCES) asking the applicant to provide references. The email notification contains a link to Candidate Gateway.

The system also creates a Candidate Gateway notification, which appears on the [My Job Notifications Page](#). Applicants use this notification to access the Applicant References page, where they can add references.

Note: If a recruiter sends a reference request to an applicant who is not a registered user of Candidate Gateway, the email notification includes an auto-generated user name and password that enables the applicant to sign in, see the notification, and submit references. By using these system-generated logon credentials, the applicant ensures that the Candidate Gateway account is properly associated with the existing applicant record.

Applicant References Page


Applicants use the Applicant References page (HRS_CE_APP_REF_FL) to review and update their professional and personal references.

Navigation

Click a reference request notification on the My Job Notifications page.

Image: Applicant References page

This example illustrates the Applicant References page.



The screenshot shows the Applicant References page with a dark blue header. The page title is "Applicant References". Below the header, there is a "References" section with a plus sign icon in a box. A table displays the following data:

Reference	Title	Employer
Tom Stevens	Senior Sales Manager	Widgets, Inc >
Maya Ramirez	Division Head	Widgets, Inc >

This grid displays a summary of the applicant's references.

Adding and Editing References

When the grid is empty, applicants click the Add References button to open the Add Reference page and enter reference information. When the grid has data, the button is an icon with a plus sign.

Applicants click an existing reference to edit or delete it on the Edit References page.

Add/Edit Reference Page

Applicants use the Add Reference and Edit Reference pages (HRS_CE_D_REFS_SCF) to enter or modify information for a reference.

Navigation

On the Applicant References page:

- Click the Add Reference button to open the page in add mode.
- Click the row for an existing reference to open the page in edit mode.

Image: Edit Reference page

This example illustrates the Edit Reference page. When the applicant is adding new references, the page title is Add Reference.

This is the same [Add/Edit Reference Page](#) that applicants use to enter references from within a job application.

Using Fluid Candidate Gateway to View Interview Details

This topic provides an overview of interview notifications and discusses how applicants can review interview details.

Note: Applicants must sign in before they can view interview schedules in Candidate Gateway.

Pages Used to View Interview Details

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
Interview Details Page	HRS_NOT_INT_DTL_FL	View details for an interview.
Job Description	HRS_JOB_DTL_SCF	View job details for the interview. This modal dialog displays the same information as the Job Description Page , but it does not include options for acting on the job (applying, marking as a favorite, or emailing the job).

Understanding Interview Notifications

If a recruiter selects the Notify Applicant check box when scheduling an interview on the "Interview Schedule Page" (PeopleSoft HCM 9.2: Talent Acquisition Manager), the system sends an email notification (HRS_INTVWSCHED_APPL) with information about the interview schedule. The email notification contains a link to Candidate Gateway. The system also creates a Candidate Gateway notification that appears on the My Job Notifications page.

In Candidate Gateway, clicking the notification displays the Interview Details page, where the applicant can review the interview date and time, a list of interviewers, the location, directions, and any applicant notes that were entered into the interview schedule in Talent Acquisition Manager. The Interview Details page always shows the most current information for the interview, even if the interview details have changed since the notification was sent.

If an interview is canceled in Talent Acquisition Manager, the system deletes any existing notification for that interview. If the interview is later reinstated, the system sends a new notification only if the Notify Applicant check box is selected when the reinstated interview is submitted.

If a recruiting user makes a change to the interview schedule and chooses to notify the applicant, but the applicant already has a Candidate Gateway notification for the interview, a second Candidate Gateway notification is not created. However, if the applicant deleted the previous Candidate Gateway interview notification, then a new notification is created.

Note: If Talent Acquisition Manager is configured for full calendar integration with Microsoft Outlook, the system does not create Candidate Gateway notifications for interviews.

Related Links

"Scheduling and Managing Interviews" (PeopleSoft HCM 9.2: Talent Acquisition Manager)

"Understanding Calendar Integration Options" (PeopleSoft HCM 9.2: Talent Acquisition Manager)

Interview Details Page

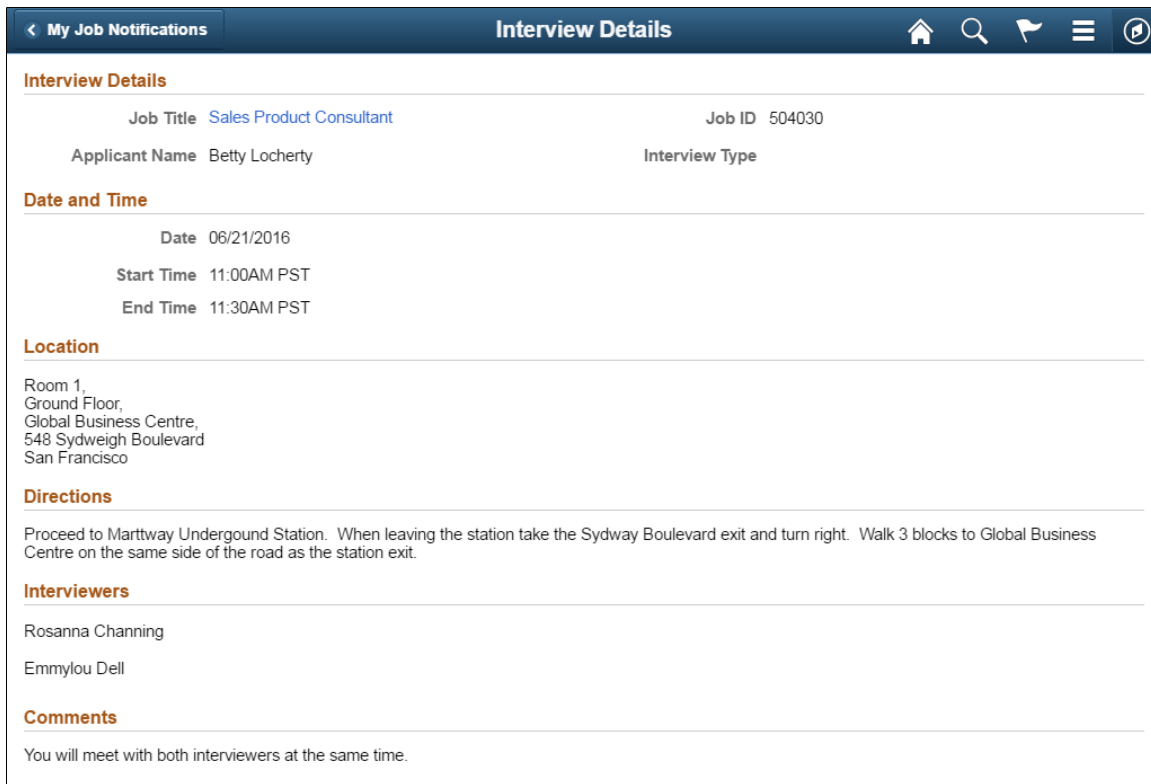
Applicants use the Interview Details page (HRS_NOT_INT_DTL_FL) to view the details for an interview.

Navigation

Click an interview notification on the My Job Notifications page.

Image: Interview Details page

This example illustrates the Interview Details page.



Interview Details

Job Title [Sales Product Consultant](#) Job ID 504030

Applicant Name Betty Locherty Interview Type

Date and Time

Date 06/21/2016

Start Time 11:00AM PST

End Time 11:30AM PST

Location

Room 1,
Ground Floor,
Global Business Centre,
548 Sydney Boulevard
San Francisco

Directions

Proceed to Marttway Underground Station. When leaving the station take the Sydney Boulevard exit and turn right. Walk 3 blocks to Global Business Centre on the same side of the road as the station exit.

Interviewers

Rosanna Channing
Emmylou Dell

Comments

You will meet with both interviewers at the same time.

Interview Details

Displays the job title, job ID, applicant name, and interview type.

The job title is a link that opens the Job Description page in a modal page. This page displays the same information as the [Job Description Page](#), but it does not include options for acting on the job (applying, marking as a favorite, or emailing the job).

Date and Time

Displays the interview date and time in the time zone entered on the "Interview Schedule Page" (PeopleSoft HCM 9.2: Talent Acquisition Manager).

Location

Displays the location text from the Interview Schedule page.

Directions

Displays directions to the interview location. These directions are associated with the interview venue that is specified on the Interview Schedule page. The venue directions are entered on the "Interview Facilities Page" (PeopleSoft HCM 9.2: Talent Acquisition Manager).

This section of the page is hidden if the interview is not associated with a venue or if the venue definition does not include directions.

Interviewers

Displays the names of the interviewers as entered on the Interview Schedule page.

Comments

Displays any applicant comments entered on the Interview Schedule page.

The Interview Schedule page provides options for both applicant comments and interviewer comments, but only the applicant comments are visible in Candidate Gateway.

Note: This page does not display interview notes or attachments. It also does not display the text of the interview email notification that the system sends the applicant.

Using Fluid Candidate Gateway to Respond to Job Offers

Pages Used to Review and Respond to Online Job Offers

Page Name	Definition Name	Usage
<u>Job Offer Page</u>	HRS_ONL_OFR_DTL_FL	Review a job offer, accept or reject it, and upload documents to send to the recruiter.
Job Description	HRS_JOB_DTL_SCF	View job details for the interview. This modal page displays the same information as the <u>Job Description Page</u> , but it does not include options for acting on the job (applying, marking as a favorite, or emailing the job).
<u>Job Offer Note Page</u>	HRS_CE_ATTNOTE_SCF	View offer-related notes that were created using the document definition capabilities of the PeopleSoft HCM attachment framework. Note: Document definitions are not typically used in recruiting. See "Setting Up Online Job Offer Attachments" (PeopleSoft HCM 9.2: Talent Acquisition Manager)
<u>Document Description Page</u>	HRS_ONL_OFR_DD_SCF	Enter a description for a file that is being attached to the Return Documents grid on the Job Offer page.
<u>Send Notification to Recruiter Page</u>	HRS_ONL_OFR_NT_SCF	Send attached documents to the primary recruiter for the job opening.

Understanding Online Job Offers

When PeopleSoft Talent Acquisition Manager is configured to support online job offers, recruiters can post offers to Candidate Gateway. Applicants can then review offer documents and accept or reject the offer. Applicants can additionally upload and send any documents that need to be returned to your organization.

When the job offer is posted to Candidate Gateway, the system sends the applicant an email (notification template HRS_OFFER_NOTICE) alerting the applicant that the offer is posted. In Candidate Gateway, both the offer and the offer notification appear on the My Job Notifications page. Clicking either the offer or the offer notification displays the detailed offer information on the Job Offer page.

The system creates an applicant note and sends the recruiter an email notification when:

- The applicant accepts or rejects the offer (notification template HRS_OFFER_RESPONSE)
- The applicant uses the option to send uploaded documents to the recruiter (notification template HRS_OFFER_DOC_ATTACH).

The recruiter notifications are sent to the email address that is associated with the recruiter's user ID rather than the recruiter's personal data record. Note that the workflow settings for the recruiter's user ID must specify that the user is an email user.

Job Offer Page

Applicants use the Job Offer page (HRS_ONL_OFR_DTL_FL) to review job offers, accept or reject them, and upload documents to send to the recruiter.

Navigation

Click an offer or an offer notification on the My Job Notifications page.

Image: Job Offer page (1 of 2)

This is the first of two examples illustrating the Job Offer page.

Job Offer

We'd like to hire you for the following position:

Job Title [Sales Product Consultant](#) Offer Date 06/01/2016
 Job ID 504030 Expiration Date 06/11/2016

Here's what you need to do:

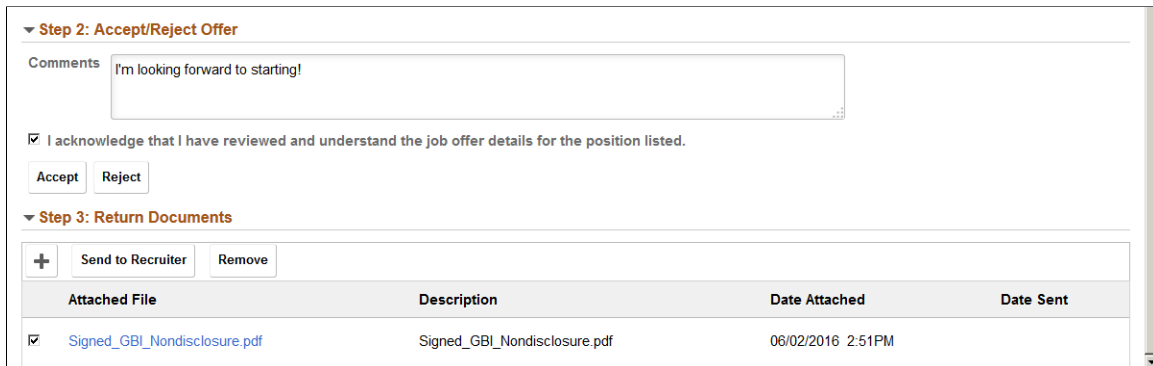
1. Review the job offer.
2. Either accept or reject the offer.
3. Return any documents to your recruiter.

▼ **Step 1: Review Offer**

Action Required	Type	Details
	Document	GBI Benefits Handbook
	Note	Your planned vacation
	URL	GBI Benefits Overview
⚠	Document	Nondisclosure Agreement
⚠	Document	Offer Letter

Image: Job Offer page (2 of 2)

This is the second of two examples illustrating the Job Offer page. In this example, the applicant has not yet accepted or rejected the offer.



Offer Message

The greeting at the top of the offer page varies depending on the offer status. The following table lists the text catalog entries for the greeting:

Offer Status	Text Catalog ID for Message	Delivered Text
Accepted	HARAM_FLONLNOFR_10	<i>Congratulations! We are delighted that you have accepted this offer of employment.</i>
Rejected	HARAM_FLONLNOFR_11	<i>We are sorry you have decided to reject this offer of employment.</i>
Expired	HARAM_FLONLNOFR_12	<i>We are sorry this offer for employment has expired.</i>
Open	HARAM_FLONLNOFR_13	<i>We'd like to hire you for the following position.</i>

Offer Summary

- Job Title** Click to open the Job Description page in a modal page. This page displays the same information as the [Job Description Page](#), but it does not include options for acting on the job (applying, marking as a favorite, or emailing the job).
- Job ID** Displays the unique identifier for the job opening.
- Offer Date** Displays the offer date as shown on the "Prepare Job Offer Page" (PeopleSoft HCM 9.2: Talent Acquisition Manager).
- Expiration Date** Displays the last date that the applicant can respond to the offer online.
- <instructional text>** Lists the steps for the applicant to respond to the offer.

Step 1 - Review Offer

This grid lists the documents, links, and notes that were attached to the offer on the "Prepare Job Offer Page" (PeopleSoft HCM 9.2: Talent Acquisition Manager). Typically this grid includes an offer letter.



Action Required

The Action Required icon appears when the Action Required check box was selected for an item on the Prepare Job Offer page. This icon draws highlights items that the applicant needs to review or return.

Type

Indicates whether the item is a *Document*, a *URL*, or a *Note*.

Typically, the recruiting system is not configured to support notes in offers. Instead, recruiters incorporate any notes into the offer letter.

Details

Displays the item name. Clicking this link opens the document, URL, or note. Documents and URLs open in new windows. Notes are displayed on the Job Offer Note page.

Step 2 - Accept/Reject Offer

The fields in this step are disabled after the applicant accepts or rejects the offer. This prevents applicants from changing their responses. To change a response, the applicant must contact the recruiter, who can update the response in Talent Acquisition Manager.

Comments

The applicant can enter comments before accepting or rejecting an offer. The comments are included in the contact note that the system adds to the applicant record when the applicant clicks the Accept or Reject button. In Talent Acquisition Manager, contact notes appear on the "Manage Applicant Page: Notes Tab" (PeopleSoft HCM 9.2: Talent Acquisition Manager).

I acknowledge that I have reviewed and understand the job offer details for the position listed.

Before accepting an online job offer, the applicant must select this check box to acknowledge that the offer has been reviewed and understood. The Accept button is not enabled until the applicant selects this check box.

Accept

An applicant clicks this button to accept a job offer. This button is not available until the applicant selects the acknowledgement check box.

An applicant who clicks the Accept button is prompted to confirm the accept action. If the action is confirmed, the system does the following:

- Updates the offer status to *020 Accept*.
- Sends an email notification (HRS_OFFER_RESPONSE) to the recruiter.
- Creates an applicant contact note with the subject *Online Acceptance of Job Offer*. The note details include the date

and time of acceptance and any comments the applicant entered before accepting the offer.

Reject

An applicant clicks this button to reject an offer.

An applicant who clicks the Reject button is prompted to confirm the reject action. If the action is confirmed, the system does the following:

- Updates the offer status to *110 Offer Rejected*.
- Sends an email notification (HRS_OFFER_RESPONSE) to the recruiter.
- Creates an applicant contact note with the subject *Online Rejection of Job Offer*. The note details include the date and time of the rejection and any comments the applicant entered before rejecting the offer.

Note: Depending on the status change effects that you have configured, updating the offer status can also trigger various other status changes, including changes to the applicant's disposition. If notifications are active for the particular status changes that occur, the status changes also trigger the relevant recruiter notifications. Notifications for changes to the Offer status use the OtherStsEffect template. Notifications for changes to an applicant's disposition use the ApplicantStsEffect template. See "Understanding Recruiting Statuses" (PeopleSoft HCM 9.2: Talent Acquisition Manager).

Step 3 - Return Documents

Applicants can optionally upload and send documents such as completed employment forms either before or after accepting an offer. For example, an applicant can print a confidentiality agreement, sign it, scan and upload it, then send it to the recruiter.

The Return Documents grid shows the documents that the applicant has uploaded and provides a mechanism for sending those documents to the job opening's primary recruiter.



Add Document

An applicant clicks this button to open a generic File Attachment dialog. The options for selecting files depend on the device and on any available integrations to cloud storage.

After the applicant uploads a document, the Document Description page appears to prompt the applicant to enter a descriptive title.

Send to Recruiter

An applicant clicks this button to send the selected documents to the job opening's primary recruiter. Applicants are not required to select documents before clicking this button. If no documents are selected, clicking this button enables the applicant to send a text notification to the recruiter.

Remove

An applicant clicks this button to remove any selected documents from the grid.

After a document has been sent to the recruiter, it can no longer be selected, and the applicant cannot remove it.

<check box>

A check box appears next to documents that have been uploaded but not sent to the recruiter. Applicants select this check box to choose the documents that the Send to Recruiter or Remove button will act on.

Attached File

Displays the file name of a document that the applicant has uploaded. Clicking the link opens the document.

Description

Displays the description that the applicant provided when uploading the document. The applicant cannot change the description except by deleting the document and uploading it again.

Date Attached

Displays the date and time that the applicant uploaded the document.

Date Sent

If the applicant has already sent the document to the recruiter, this field displays the date and time that the document was sent. Otherwise, this field is blank.

Job Offer Note Page

Applicants use the Job Offer Note page (HRS_CE_ATTNOTE_SCF) to view offer-related notes that were created using the document definition capabilities of the PeopleSoft HCM attachment framework.

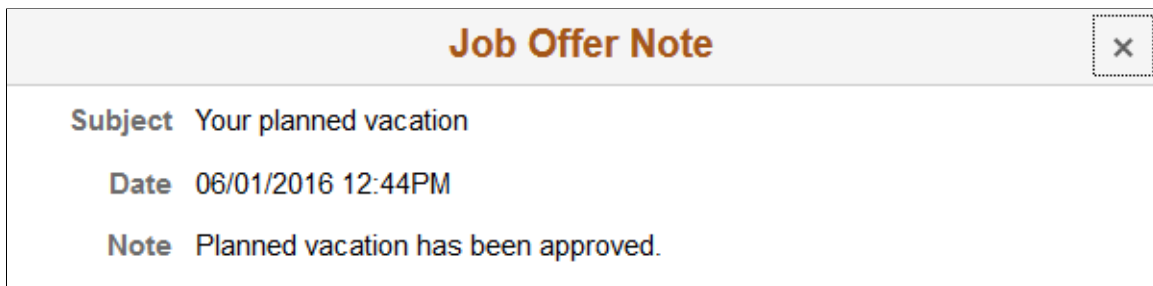
Note: Document definitions are not typically used in recruiting. See "Setting Up Online Job Offer Attachments" (PeopleSoft HCM 9.2: Talent Acquisition Manager)

Navigation

On the Job Offer page, click the link for an offer note. These are items in the Review Offer grid that have the type *Note*.

Image: Job Offer Note page

This example illustrates the Job Offer Note page.



This page displays the note subject, date, and text.

Document Description Page

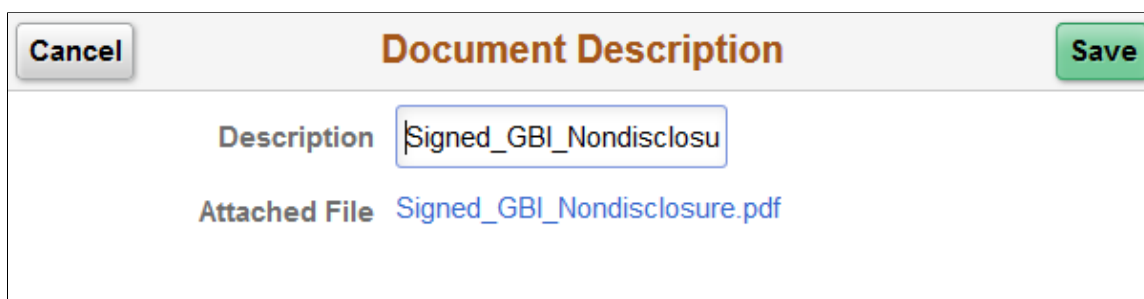
Applicants use the Document Description page (HRS_ONL_OFR_DD_SCF) to enter a description for a file that is being attached to the Return Documents grid on the Job Offer page.

Navigation

Click the Add Document button on the Job Offer page, then upload a file. This page appears immediately after the upload is complete.

Image: Document Description page

This example illustrates the Document Description page.



Cancel Click to close this page without adding the uploaded document to the offer.

Save Click to save the document and description to the offer.

Description The applicant enters an optional document description. The default value is the file name.
The applicant cannot edit this description after closing this page, nor can the applicant add a description later after leaving the field blank on this page.

To change or add a description, the applicant needs to remove the original document and upload the file again.

Attached File Displays the file name of the document. Clicking the link opens the attached file in a new window.

Send Notification to Recruiter Page

Applicants use the Send Notification to Recruiter page (HRS_ONL_OFR_NT_SCF) to send attached documents to the primary recruiter for the job opening.

Navigation

Click the Send Document button on the Job Offer page.

Image: Send Notification to Recruiter page

This example illustrates the Send Notification to Recruiter page.

Send to Recruiter

Cancel **Send**

Subject Document(s) Received from Applicant

Notes

Attached please find a signed copy of the nondisclosure agreement.

Thank you!

Completed Documents

Attached File	Description
Signed_GBI_Nondisclosure.pdf	Signed_GBI_Nondisclosure.pdf

Cancel

Applicants click this button to close the dialog box without sending a message to the recruiter.

Send

Applicants click this button to submit the message. The system creates a contact note that includes any attachments and sends an email notification (HRS_OFFER_DOC_ATCH) to the primary recruiter for the job opening.

Subject

If no documents were selected when the applicant accessed this page, the applicant enters a subject for the message. If there were documents selected, then the system sets the subject text, and this field is read-only.

Notes

Applicants use this field to enter additional information to send to the recruiter.

Completed Documents

This grid appears only if the applicant selected documents before accessing this page. The read-only grid displays the file names and descriptions of the selected documents.

Chapter 13

(Fluid) Entering Referrals

Using Fluid Candidate Gateway to Enter Referrals

This topic provides an overview of the referral process and discusses how employees can refer friends for jobs.

Note: Only employees can refer friends. External applicants do not have access to this feature.

Pages Used in the Referral Process

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
<u>Refer Friend - Resume Page</u>	HRS_ERP_RESUME_FL	Attach the friend's resume. The resume template for the application controls whether the resume is optional or required. The resume template can also be configured to skip this step entirely if, for example, you do not allow users to upload files. Note that Fluid Candidate Gateway does not allow users to copy & paste resume text into the system. The only way to supply a resume is to upload it.
<u>Refer Friend - Contact Details Page</u>	HRS_ERP_CONTACT_FL	Enter the friend's name and contact information.
<u>Referral Confirmation Page</u>	HRS_ERP_CONFIRM_FL	View a confirmation that the referral has been submitted.

Understanding the Referral Process

The referral process includes these operations:

- The employee refers the friend.
- The friend registers for Candidate Gateway and completes the application.
- The employee optionally checks the status of the referral.

Employee Refers a Friend

When an employee refers a friend, the employee uploads the friend's resume and enters basic information about the friend. The system then notifies the friend of the referral so that the friend can submit a complete application.

The Refer a Friend option is available on these pages:

Page	Refer a Friend Options
Job Description Page	Refer a friend for the current job opening.
My Favorite Jobs Page	<ul style="list-style-type: none"> Refer a friend for one or more selected job openings. If no job openings are selected, refer a friend without a job opening.
Search Jobs Page The Refer a Friend button is available here only if the site is configured to allow multiple job selection.	<ul style="list-style-type: none"> Refer a friend for one or more selected job openings. If no job openings are selected, refer a friend without a job opening.
"Global Search for Job Postings" (PeopleSoft HCM 9.2: Talent Acquisition Manager)	Refer a friend for a job posting that appears in the search results. Use the Related Actions menu to access the Refer a Friend option.

During the referral process, the employee must enter the friend's name and contact information. Resume template settings determine whether the employee can also upload the friend's resume and whether the resume step is required or optional.

When the referral is submitted, the system creates an applicant record and an application record. The application has a disposition of *Draft*.

The system also sends the friend an email with a request to complete the application. The email includes links for accessing the site as either an external applicant or an internal applicant.

Friend Registers and Completes an Application

In the email that the friend receives, the link to Candidate Gateway includes an embedded referral code. When the friend follows the link and then signs in (either by registering for a new account or signing into an existing account), the draft application that was created during the referral process is automatically associated with the friend's applicant record.

If the friend creates a new Candidate Gateway account, the name and contact information provided by the employee are used as default values during the registration process. The friend can override these values. If the friend changes the default email address, the email address that the friend enters becomes the primary email address. The email address that the referring employee provided is retained as a non-primary address that the friend can modify or delete on the [My Account Information Page](#).

After the friend signs in, the My Job Applications page shows the draft application as an unsubmitted application. To start the application process, the friend goes to the My Job Applications page and opens the draft application. This takes the friend into the guided application process. The friend must start at the beginning, but the referral process prepopulates the following information:

- If the referring employee supplied a resume during the referral process, the Resume step uses that resume by default.
- The referral section of the application (if included as part of the resume template) has *Employee* as the default value in the "How did you learn of the job" field). This field is read-only.

The values for the “How did you learn of the job” field come from the "Recruitment Sources - Source Setup Page" (PeopleSoft HCM 9.2: Talent Acquisition Manager). The default *Employee* recruitment source is delivered as system data, but you must associate it with your sites to make it available to applicants. If this recruitment source is not available for the site, the default recruitment source is the first one where the source type is *Employee*.

- The referral section of the application (if included as part of the resume template) enters the referring employee’s name and email address in the Name of Referring Employee field and the associated Email Address field. These fields are also read-only.

When the friend submits the application, the system sends a confirmation email to the referring employee. The employee does not have to confirm the referral.

Employee Checks Referral Status

Employees who have referred friends can review the status of their referrals. The review pages are classic pages (not fluid pages), and they are discussed in the [Entering Referrals](#) topic in this documentation.

These are the pages used to check referral status:

- The [Review Referral Page](#) lists all of the employee’s referrals.
- The [Review Referral Details Page](#) provides details about individual referrals.

Refer Friend - Resume Page

Applicants use the Refer Friend - Resume page (HRS_ERP_RESUME_FL) to attach a friend's resume for a referral.

Navigation

- Click the Refer Friend button on the Job Description page or on the My Favorite Jobs page.
- If the site is configured to allow multi-job selection, click the Refer Friend button on the Search Jobs page.
- Use global search to search for job postings, and use the Refer Friend related action for a posting.

Note: All of these navigation options start the referral process, which normally begins on the Refer Friend - Resume page. However, if the resume step is skipped because of the resume template configuration, these navigation options go directly to the Refer Friend - Contact Details page.

Image: Refer Friend - Resume page

This example illustrates the Refer Friend - Resume page as it first appears.

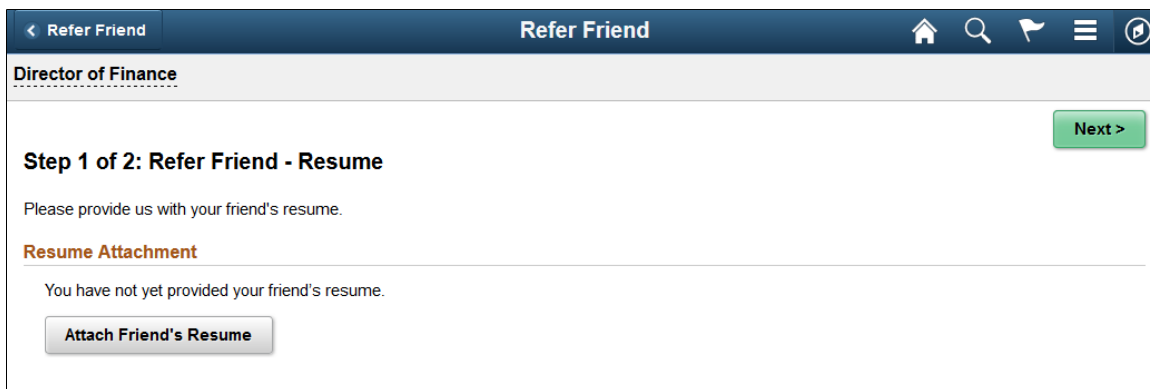
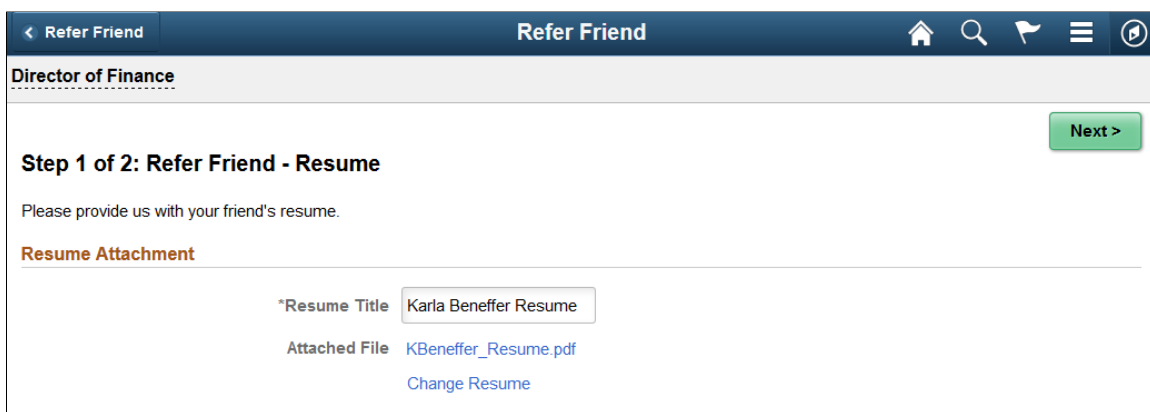


Image: Refer Friend - Resume page after uploading a resume (fluid)

This example illustrates the Refer Friend - Resume page after the employee has uploaded the friend's resume. The site can be configured so that an additional Language field appears, but this configuration is not common.



This page is similar to the [Resume Page](#) that applicants use. However, Fluid Candidate Gateway does not provide an option to copy and paste resume text. Furthermore, when referring a friend, it is never possible to use an existing resume. Therefore, the only way to provide a resume is to attach a file. If the resume template does not include the option to attach a file, this step is skipped during the refer a friend process.

The resume template controls whether a resume attachment is required.

Next [Click to continue to the Refer Friend - Contact Details page.](#)

Refer Friend - Contact Details Page

Applicants use the Refer Friend - Contact Details page (HRS_ERP_CONTACT_FL) to enter a friend's name and contact information for a referral.

Navigation

Click the Next button on the Refer Friend - Resume page.

Image: Refer Friend - Contact Details page (1 of 2)

This is the first of two examples illustrating the Refer Friend - Contact Details page.

Director of Finance

Step 2 of 2: Refer Friend - Contact Details

Name

Name Format: English

Name Prefix: [Dropdown]

*First Name: [Text Box]

Middle Name: [Text Box]

*Last Name: [Text Box]

Name Suffix: [Dropdown]

Address

Country: United States

Address 1: [Text Box]

Address 2: [Text Box]

Address 3: [Text Box]

City: [Text Box] State: [Dropdown]

Postal: [Text Box] County: [Text Box]

Image: Refer Friend - Contact Details page (2 of 2)

This is the second of two examples illustrating the Refer Friend - Contact Details page.

Email (Required)

Email	Type	Primary
karla.benefier@email.com	Home	Yes

Phone

You have not provided a phone number

Add Phone

The employee must enter at least a first and last name and an email address before submitting the referral.

The specific fields for the applicant’s name depend on the name format. For more information about defining name formats, see "Setting Up Additional Name Information" (PeopleSoft HCM 9.2: Application Fundamentals).

The email address is required so that the system can send an email to invite the applicant to apply.

Name and contact information provided here carries through to any new Candidate Gateway account that the friend creates using the referral link in the notification email.

Referral Confirmation Page

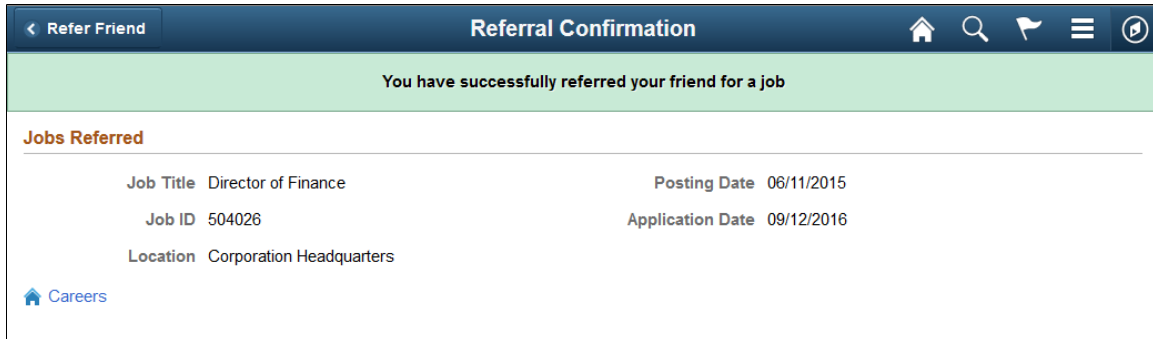
Applicants see the Referral Confirmation page (HRS_ERP_CONFIRM_FL) after a referral has been submitted.

Navigation

Click the Submit button on the Refer Friend – Contacts Details page.

Image: Referral Confirmation page

This example illustrates the Referral Confirmation page.



Careers

Applicants click this link to return to the [Careers Page](#).