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PeopleSoft

PeopleSoft HCM 9.2: PeopleSoft Candidate Gateway

September 2024

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Contents

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.

Hosted PeopleSoft Online Help

You can access the hosted PeopleSoft Online Help on the Oracle Help Center. The hosted PeopleSoft 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. The hosted PeopleSoft Online Help is available in English only.

To configure the context-sensitive help for your PeopleSoft applications to use the Oracle Help Center, see Configuring Context-Sensitive Help Using the Hosted Online Help Website.

Locally Installed PeopleSoft Online Help

If you're setting up an on-premises PeopleSoft environment, and your organization has firewall restrictions that prevent you from using the hosted PeopleSoft Online Help, you can install the online help locally. Installable PeopleSoft Online Help is made available with selected PeopleSoft Update Images and with PeopleTools releases for on-premises installations, through the Oracle Software Delivery Cloud.

Your installation documentation includes a chapter with instructions for how to install the online help for your business environment, and the documentation zip file may contain a README.txt file with additional installation instructions. See *PeopleSoft 9.2 Application Installation* for your database platform, "Installing PeopleSoft Online Help."

To configure the context-sensitive help for your PeopleSoft applications to use a locally installed online help website, see Configuring Context-Sensitive Help Using a Locally Installed Online Help Website.

Downloadable PeopleBook PDF Files

You can access downloadable PDF versions of the help content in the traditional PeopleBook format on the Oracle Help Center. 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.

Typographical Convention	***Description***
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.
& (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.

Typographical Convention	*Description*
⇒	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

Select About This Help in the left navigation panel on any page in the PeopleSoft Online Help to see information on the following topics:

- Using the PeopleSoft Online Help.
- Managing hosted Online Help.
- Managing locally installed PeopleSoft Online Help.

PeopleSoft HCM Related Links

Oracle Help Center

PeopleSoft Online Help Home

PeopleSoft Information Portal

My Oracle Support

PeopleSoft Training from Oracle University

PeopleSoft Video Feature Overviews on YouTube

PeopleSoft Business Process Maps (Microsoft Visio format)

HCM Abbreviations

PeopleSoft Spotlight Series

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Send your suggestions to psoft-infodev_us@oracle.com.

Please include the applications update image or PeopleTools release that you’re using.

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	Connect with PeopleSoft on LinkedIn

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 provides applicants with a guided application process. It offers two possible interfaces for your applicants. Classic Candidate Gateway uses traditional PeopleSoft pages and the process is represented by a horizontal bar that displays the steps in the application process. Fluid Candidate Gateway uses the PeopleSoft Fluid User Interface and the process is represented by a programmatic activity guide. 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 Manger 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.

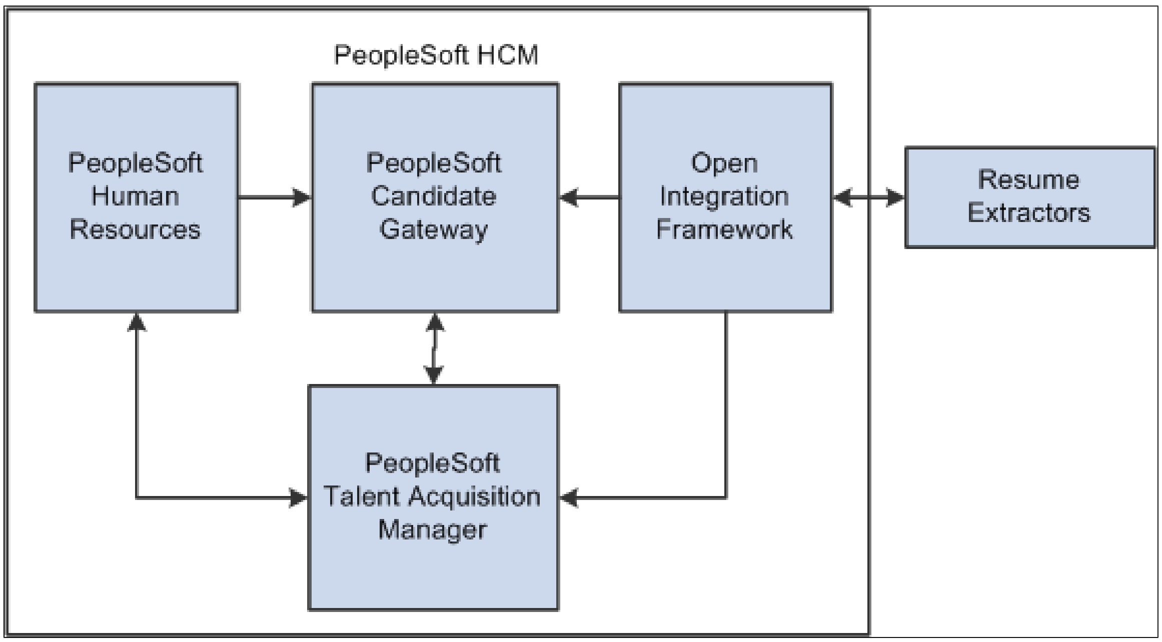
- PeopleSoft Human Resources.

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.

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.	The Recruiting Installation settings affect a wide variety of processing rules for Candidate Gateway, including (but not limited to) • 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 Talent Acquisition Manager)
Set up profile integration.	Profile configuration determines which profile content types can be included in job openings and job applications. 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).	"Configuring Profiles for Recruiting" (PeopleSoft Talent Acquisition Manager)
Set up recruiting statuses.	Status configuration defines the dispositions that are used during the recruiting process. Settings of particular important 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 Talent Acquisition Manager)

General Recruiting Solutions Setup Task	***Significance for Candidate Gateway***	***Reference***
Set up screening processes.	Screening processes include Candidate Gateway-specific screening level options for prescreening and online screening. 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.	"Understanding Screening Setup" (PeopleSoft Talent Acquisition Manager)
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 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 Talent Acquisition Manager) "Setting Up Job Opening Posting Templates" (PeopleSoft 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 Talent Acquisition Manager) "Setting Up Online Job Offer Attachments" (PeopleSoft 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 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 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 Talent Acquisition Manager) "Setting Up Recruitment Templates" (PeopleSoft Talent Acquisition Manager)

General Recruiting Solutions Setup Task	*Significance for Candidate Gateway*	*Reference*
Set up recruiting search indexes.	PeopleSoft Recruiting Solutions uses the PeopleTools Search Framework for the job posting search in Candidate Gateway.	Understanding Setup for Candidate Gateway Searching “Understanding Recruiting Search Indexes” (PeopleSoft Talent Acquisition Manager) “Defining Search Index Settings for Recruiting” (PeopleSoft Talent Acquisition Manager), “Building Recruiting Search Indexes” (PeopleSoft 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.
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 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 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 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 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 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:

Video: 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.
Chatbot Page	HRS_SITE_BOT_SETUP	Configure and enable Recruiting Solutions Assistant chatbot.

Page Name	***Definition Name***	***Usage***
Text Message Page	HRS_SITE_TEXT	Configure and enable text messages.
Gender Set Up Page	HRS_SITE_GENDER	Configure gender label.
Edit Welcome Page	HRS_WELCOME_ED	Create content for the Classic Candidate Gateway welcome page.

Understanding Candidate Gateway Sites

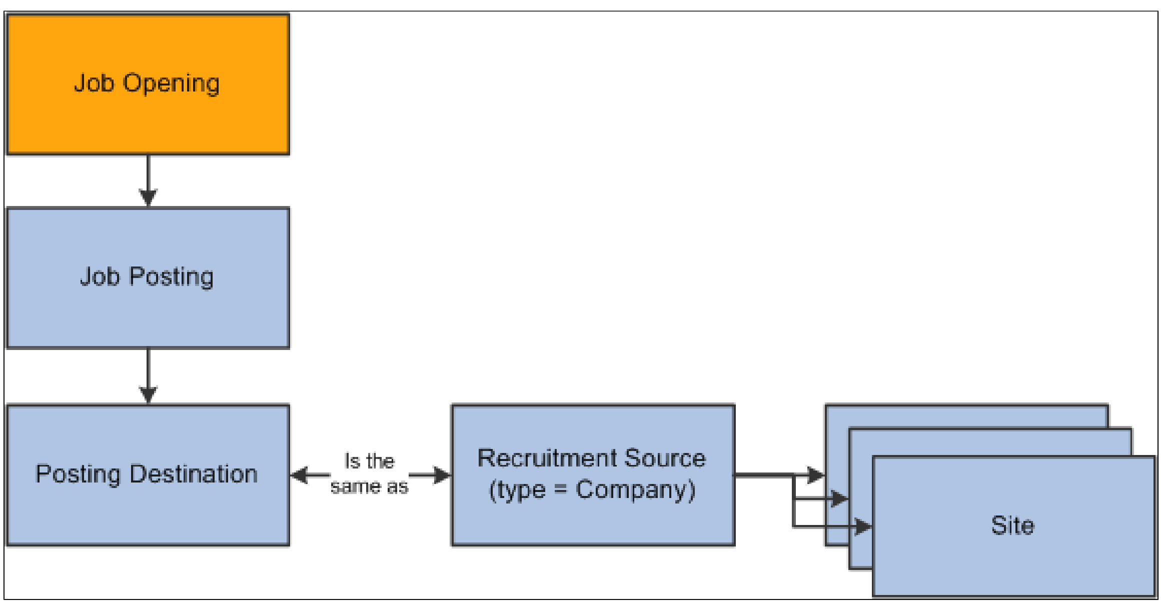
You can set up an unlimited number of applicant-facing career sites for your organization. For example, you can set up separate sites for different business units or for different countries, and you can then post job openings to the appropriate sites.

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 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.

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 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 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 and 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 Talent Acquisition Manager).

Recruiting Digital Assistant

The Recruiting Digital Assistant is available as a floating button on External Candidate Gateway Careers pages. Click the button to open the chat window. Applicants may begin interacting with the chatbot via a simple greeting, or start directly with a question in a conversational way.

You need to configure the Chatbot Page at site setup to enable Recruiting Digital Assistant.

For more information, see Understanding Recruiting Digital Assistant.

Prerequisites

Before you can complete site setup, you must:

- Set up a default resume template.

See “Setting Up Resume Templates” (PeopleSoft Talent Acquisition Manager).

- (Optional) Set up a default resume extractor vendor.

  See “Setting Up Recruiting Vendors” (PeopleSoft Talent Acquisition Manager).

- (Optional) Set up Twilio integration for text messages.

  See Setting Up Twilio Integration

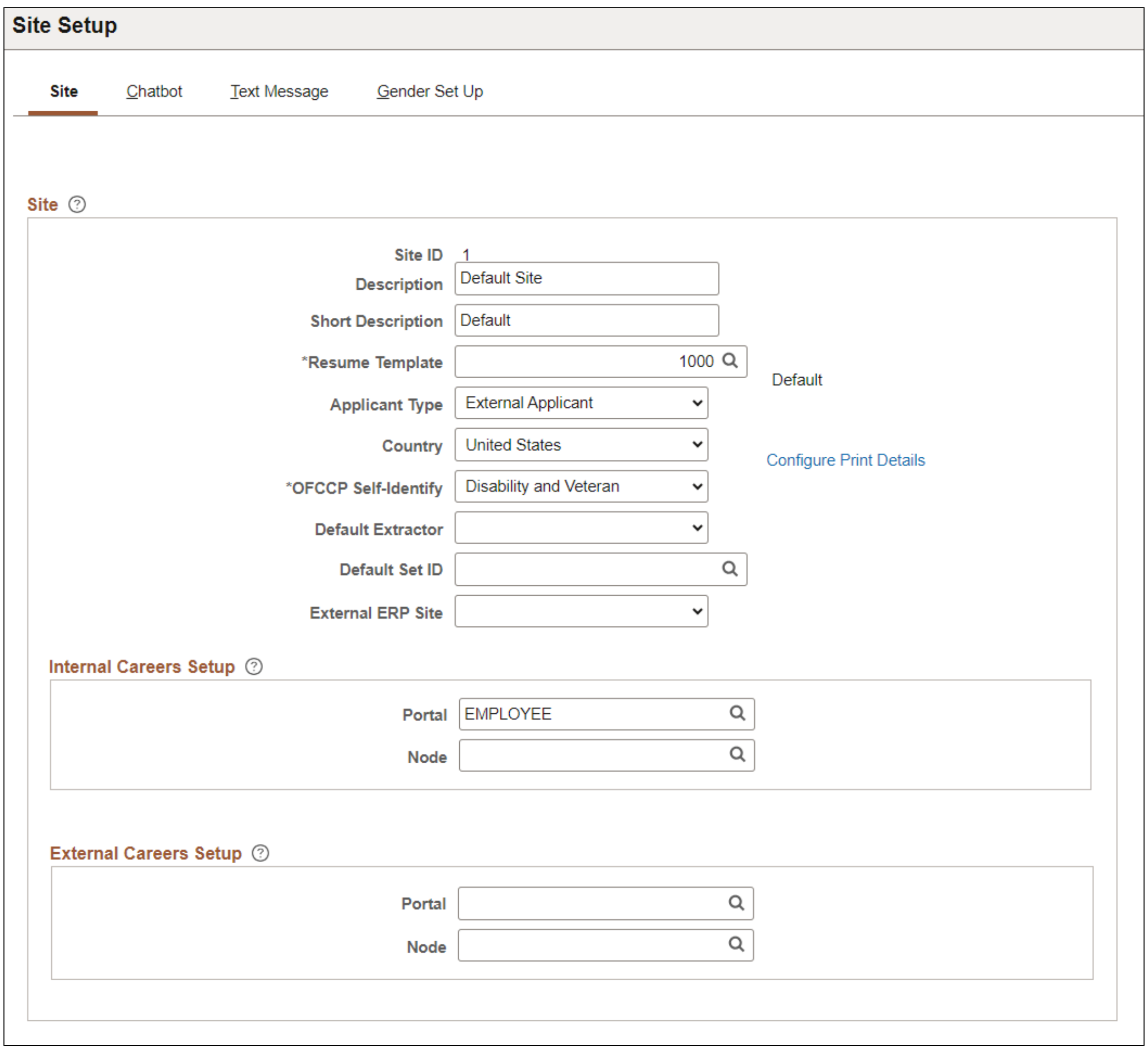
Site Setup Page

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

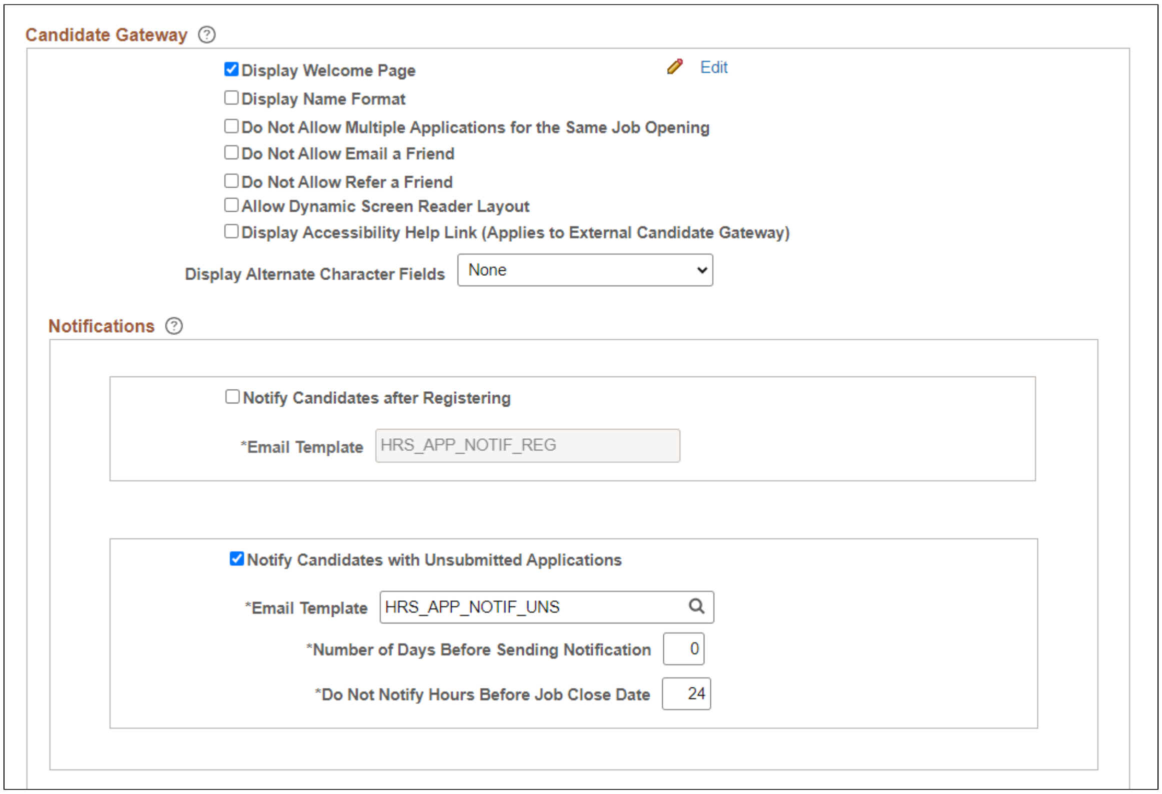
Navigation:

Set Up HCM > Product Related > Recruiting > Candidate Gateway > Site Set Up (Careers) > Site Set Up (Careers)

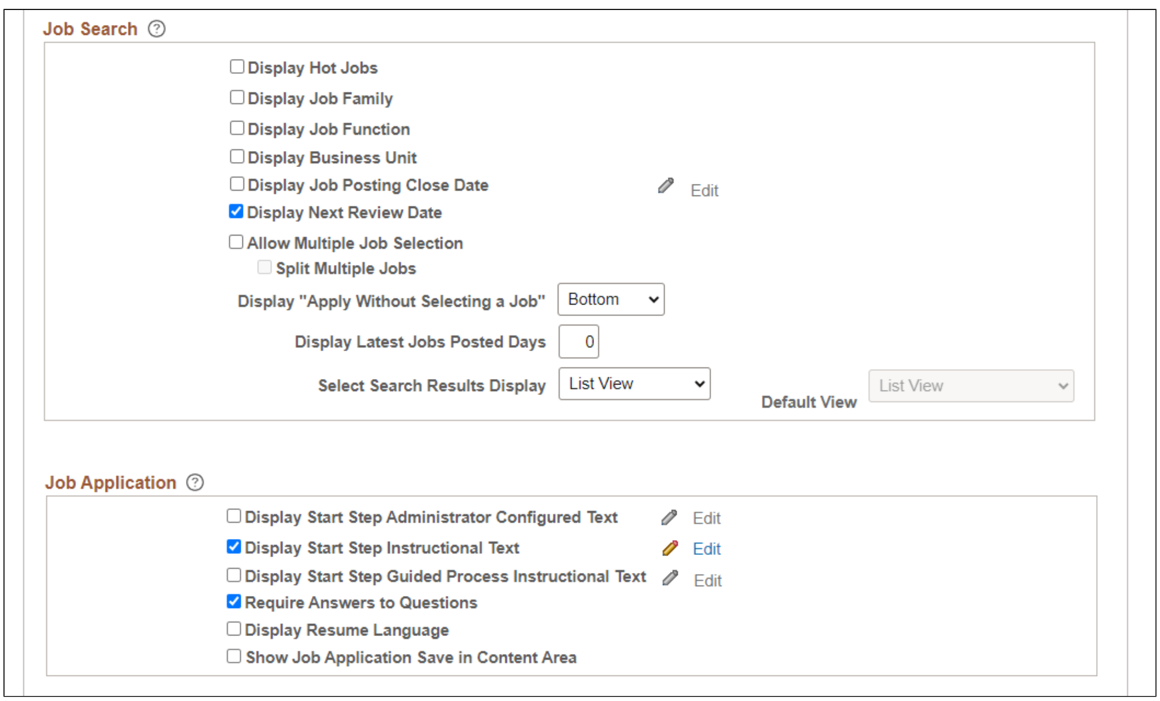
This image is the first of four examples illustrating the Site Setup page.



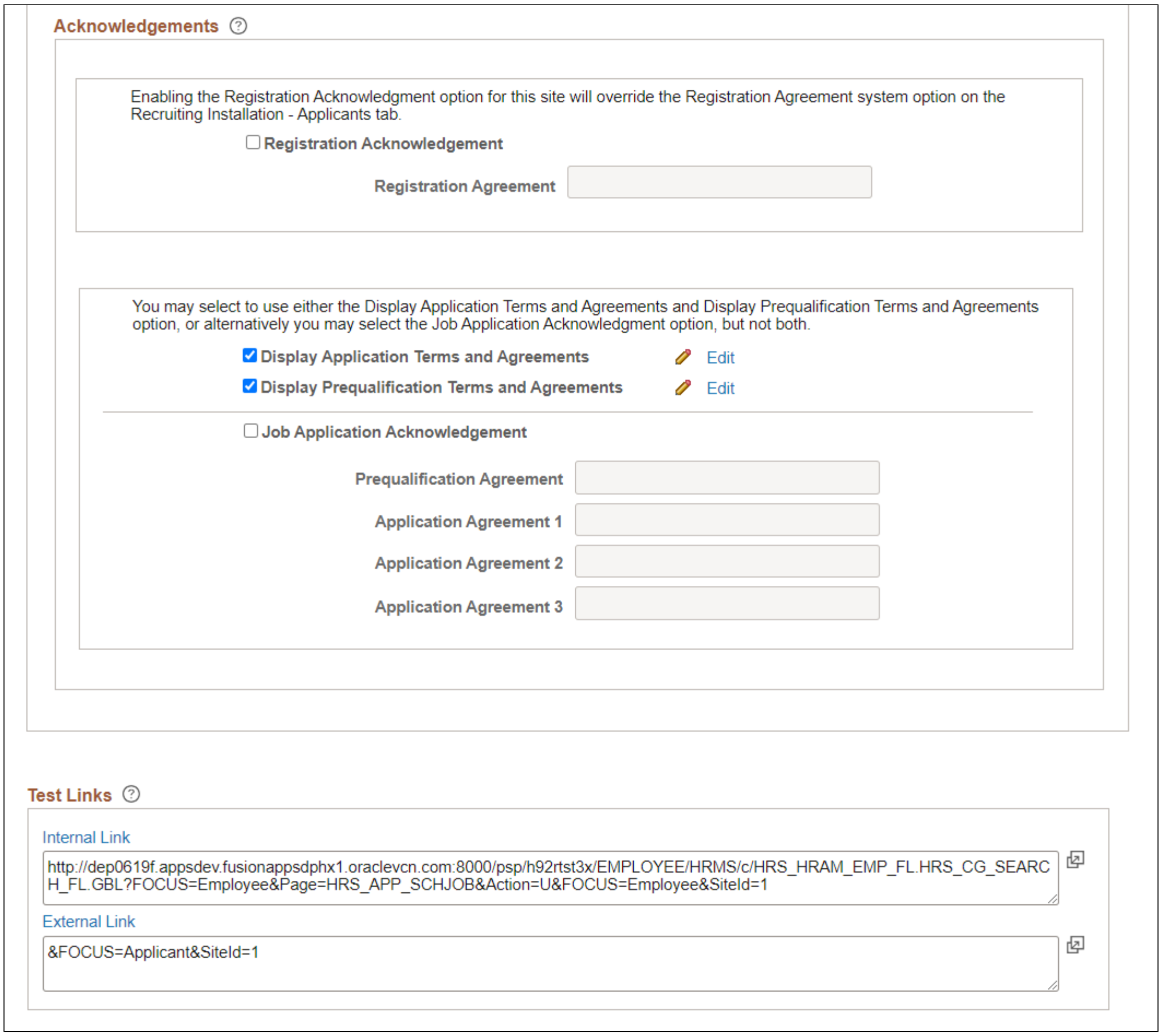
This image is the second of four examples illustrating the Site Set Up (Careers) page.



This image is the third of four examples illustrating the Site Set Up (Careers) page.



This image is the fourth of four examples illustrating the Site Set Up (Careers) page.



Site

Field or Control	***Description***
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.

Field or Control	***Description***
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.
Configure Print Details	Select to open the modal window to update the organization's contact details such as name, address, and email address for the site. If configured, these details appear in the header section of the application report printed by the applicant. For more information on printing application report in Candidate Gateway, see Application Summary Page.

Field or Control	***Description***
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. **Note:** This check box will not be available from HCM Update Image 50. The existing users (whether the option is enabled or not) who uptake the Veteran Self Identification Changes feature will have access to a single version of the self identification veteran page in Fluid Candidate Gateway. To know more on the Veteran page, refer (USA) Veteran Page.

Field or Control	***Description***
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.)

Field or Control	***Description***
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 site, 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:

Field or Control	Description
	• 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.

Field or Control	Description
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

Field or Control	Description
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, 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.

Field or Control	***Description***
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 that 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.

Field or Control	***Description***
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.
Allow Dynamic Screen Reader Layout	Use this check box to control whether the external applicant should have the option to select the dynamic screen reader layout for the Careers pages. Once this checkbox is selected, the external applicants can: • Enable or disable the screen reader mode using Candidate Gateway menu. • Set Screen Reader Mode preference for subsequent logins while registering or updating the account.
Display Accessibility Help Link (Applies to External Candidate Gateway)	Use this check box to control the display of **Accessibility Help** link in careers home page and job search page for external applicants. For more information, see Using the Careers Page and the Actions List. If the **Allow Dynamic Screen Reader Layout** check box is also enabled, then the **Accessibility Help** modal window displays additional instruction to set screen reader mode as preference.

Field or Control	***Description***
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" (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.

Field or Control	***Description***
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_UNS 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.

Job Search

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

Field or Control	***Description***
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.

Field or Control	***Description***
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 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 Talent Acquisition Manager). **Note:** This setting applies only to Fluid Candidate Gateway.
Display Next Review Date	Select to display the Next Review Date (if available) for the job postings in Search Jobs and My Favorite Jobs pages of Fluid Candidate Gateway.

Field or Control	*Description*
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.
Split Multiple Jobs	Select this check box if you want the My Applications page to separate and show the submitted multiple job application as individual applications. Applicants can view the status of each application and if required, can withdraw the application for each job separately. This field is enabled only if you select the 'Allow Multiple Job Selection' check box. **Note:** This setting is not applicable for the display of application in Recruiting Digital Assistant. In the Chatbot, all multiple applications (drafted as well as submitted) are split by default and shown separately.

Field or Control	*Description*
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.
Select Search Results Display	Select how you want your search results to be displayed. The options available are Grid View, List View and Both. These changes do not impact the small form factor. In mobile devices, Job Search results will continue to be displayed in List view.
Default View	If the search result display is chosen as **Both** then you can choose which view to be the default view. If the search result display is selected as either Grid view or List view, then the Default View option is disabled.

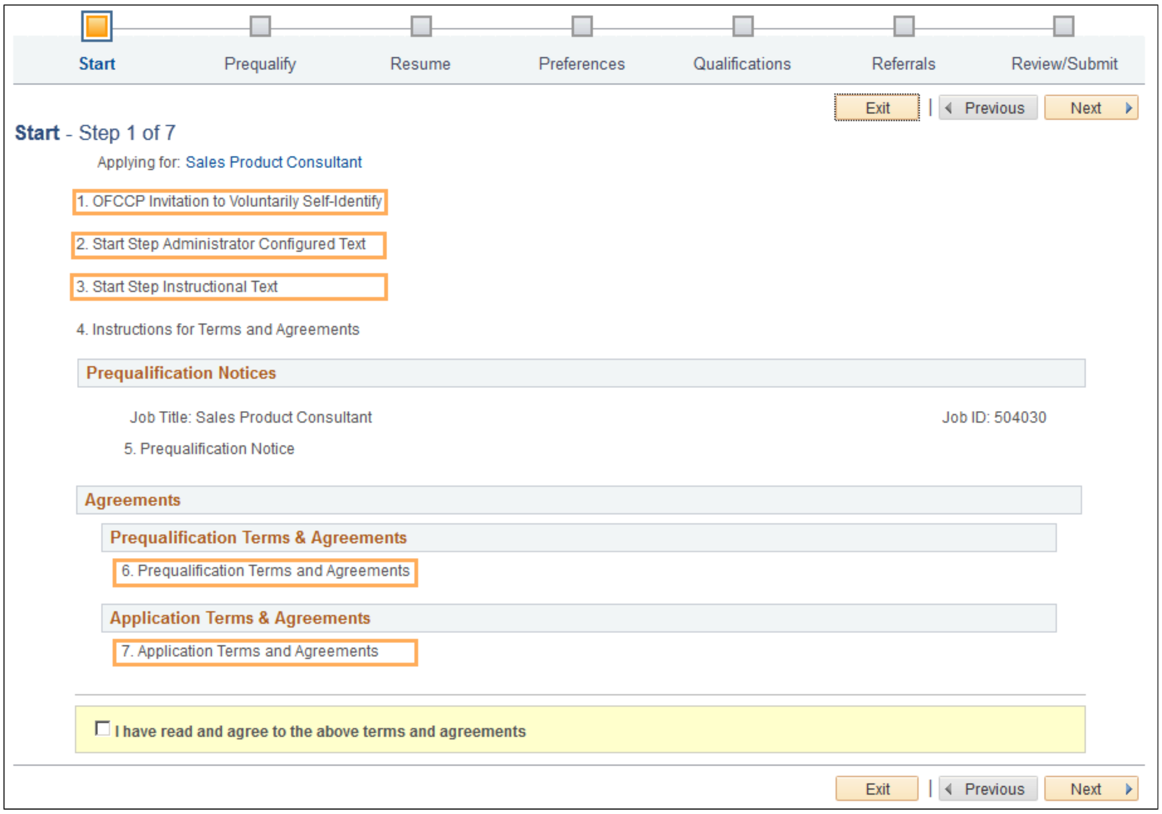
Job Application: Start Step Configuration

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.

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 **OFCCPed 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:

Field or Control	***Description***
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 Start Step Guided Process Instructional Text	Select this check box to include instructional text on the usage of Apply for Job guided process in 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_FL_GP_INST for the guided process instructions. • HRAM_FL_GP_INST_LB for the label of guided process instructions.

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

Field or Control	***Description***
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.
Show Job Application Save in Content Area	Select this check box to show the ‘Save as Draft’ button in Application content area. This will make the ‘Save as Draft’ button the first actionable item on the page.

Acknowledgements

The Fluid Candidate Gateway enables you to configure acknowledgements for registered users or while applying for a job.

Note: To create an Acknowledgement Configuration, see “Setting Up the Acknowledgement Framework” (Enterprise Components).

Field or Control	*Description*
Registration Acknowledgement	Select this check box to include an acknowledgement text for users registering on Candidate Gateway. Registered users who login to Candidate Gateway for the first time after this check box was enabled also get the acknowledgement . When the acknowledgment is updated, all users get the acknowledgement the next time they login. **Note:** Using Registration Acknowledgement overrides the Registration Agreement at "Recruiting Installation – Applicants Page" (PeopleSoft Talent Acquisition Manager).
Registration Agreement	Choose the acknowledgement that needs to be displayed to the users. For more information on configuring acknowledgements see "Setting Up the Acknowledgement Framework" (Enterprise Components).
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

Field or Control	***Description***
Job Application Acknowledgement	Select this check box to enable acknowledgements for users whenever they apply for a job. Enabling this will automatically disable the options for **Display Application Terms and Agreements** and **Display Prequalification Terms and Agreements**.
Prequalification Terms and Conditions	Choose the acknowledgement configuration for the prequalification (prescreening) terms and agreements in the Start step.
Application Terms and Conditions	Choose the application terms and conditions acknowledgement to be displayed to users in the Start step. You can add up to three different terms and conditions.

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.

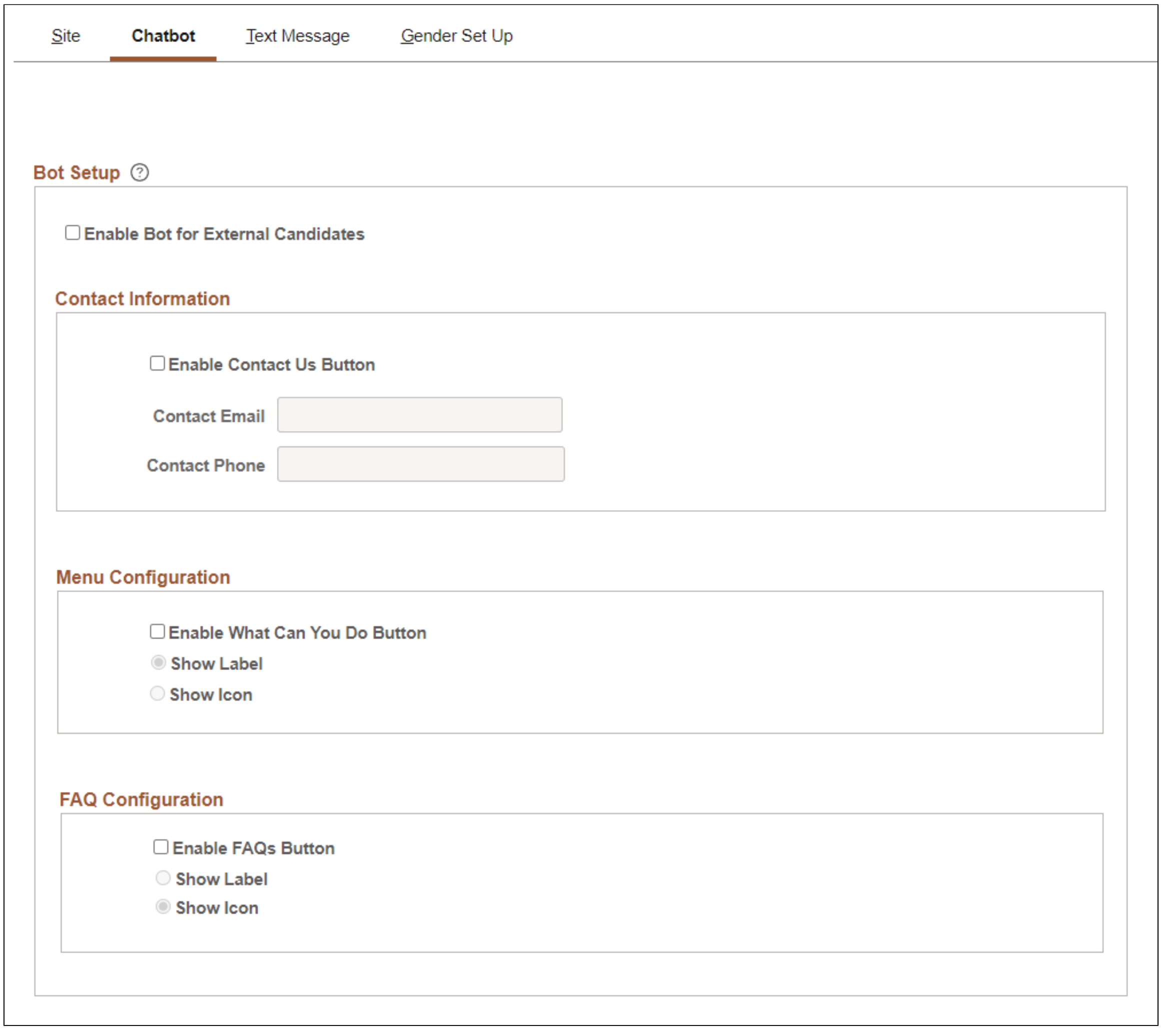
Chatbot Page

Use the Chatbot Page (HRS_SITE_BOT_SETUP) to configure and enable Recruiting Digital Assistant.

Navigation:

Set Up HCM > **Product Related** > **Recruiting** > **Candidate Gateway** > **Site Set Up (Careers)** > **Chatbot**

This example illustrates the Chatbot page.



Field or Control	*Description*
Enable Bot for External Candidates	Select the check box to enable Recruiting Solutions Assistant chatbot for external candidates. Once enabled, Recruiting Solutions Assistant chatbot will be available as a floating icon (chat widget) on External Candidate Gateway and on the Job Search and application pages. **Note:** Applicable only to candidates with *HRS External Chatbot User* role.

Contact Information

Field or Control	*Description*
Enable Contact Us Button	Select the check box to display the 'Contact Us' button in Recruiting Solutions Assistant. Once enabled, a contact us icon will appear at the bottom of the chat window. **Note:** Contact email or phone is optional. When the check-box is enabled, at least one value (email or phone number) should be provided. When a user press the 'Contact Us' icon, this information will be displayed.
Contact Email	Enter the email address to be displayed in the Recruiting Solutions Assistant chatbot.
Contact Phone	Enter the phone number to be displayed in the Recruiting Solutions Assistant chatbot.

Menu Configuration

Field or Control	*Description*
Enable What Can You Do Button	Select the checkbox to display ' What Can You Do' button in Recruiting Solutions Assistant. Once enabled, a menu icon will appear at the bottom of the chat window. This menu will display all possible options a returning user has. **Note:** This button doesn't appear for anonymous user.
Show Label	Select this option if you would like to display the menu as label.
Show Icon	Select this option if you would like the menu to be displayed as an icon.

FAQ Configuration

Field or Control	*Description*
Enable FAQs Button	Select the checkbox to display 'FAQs' button in Recruiting Solutions Assistant. Once enabled, FAQ button with text or icon will appear at the bottom of the chat window. **Note:** For FAQ's to work, at least one answer intent must be added in the PeopleSoft Recruiting Solutions Assistant skill in Oracle Digital Assistant.
Show Label	Select this option if you want to show the label, 'FAQs' on the button.
Show Icon	Select this option if you want to display the icon as the button.

Text Message Page

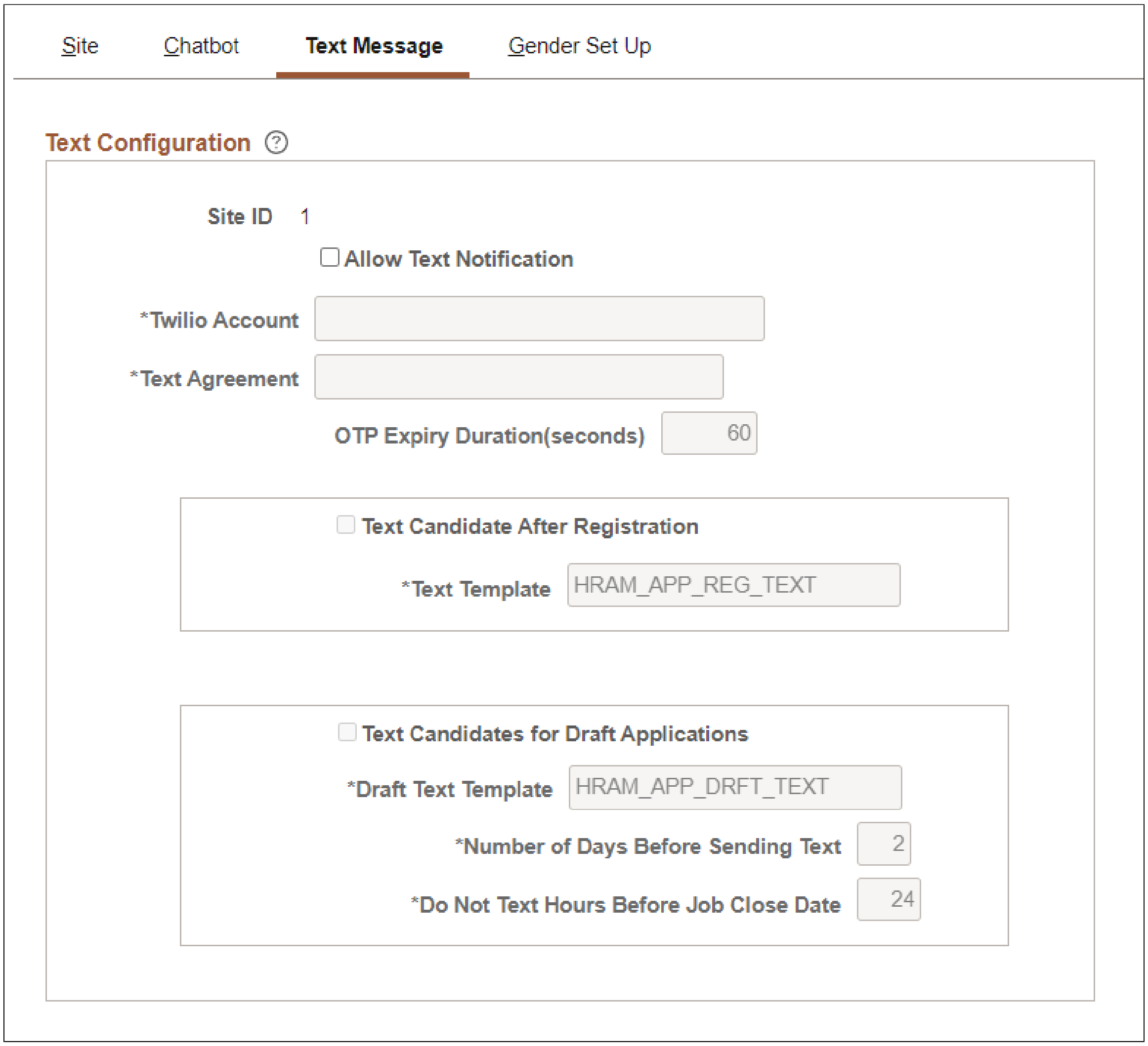
Use the Text Message page (HRS_SITE_TEXT) to configure and enable text messages in Fluid Candidate Gateway.

Note: Text Messaging setup can be completed only after Twilio account configuration. For more information, see Twilio Setup Page.

Navigation:

Set Up HCM > **Product Related** > **Recruiting** > **Candidate Gateway** > **Site Set Up (Careers)** > **Text Message**

This image illustrates the Text Message page.



Field or Control	***Description***
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.
Allow Text Notification	Select this check box to enable text messaging option in Fluid Candidate Gateway for external applicants. **Note:** You can edit the other fields in the page only if ‘Allow Text Notification’ check box is selected.
Twilio Account	Select the twilio code to link the Twilio Account.

Field or Control	*Description*
Text Agreement	Specify the acknowledgment that requires applicant's consent to receive text message. You can select from the available options. Text Agreement is configured in Acknowledgment framework. For more information, see "Understanding the Acknowledgement Framework" (Enterprise Components). **Note:** Each organization should consult with its legal team to determine the language for Terms and Conditions.
OTP Expiry Duration (seconds)	Enter the number of seconds after which the OTP (One Time Password) expires. The default value is '60' seconds.
Text Candidate After Registration	Select the check box to send a text notification to the candidate when they register at the site. **Note:** Selecting this option will not affect the email notification configuration. The applicant continues to receive email notifications based on the site setup.
Text Template	Choose the required template for the text message. The system generates the text message based on the template that you select here. **Note:** This field is enabled only if you select 'Text Candidate After Registration' check box.
Text Candidates for Draft Applications	Select the check box to send text notifications to the candidates who have job applications in draft mode and have not submitted.
Draft Text Template	Select the required template for the text message. The system generates the text message based on the template that you select here. **Note:** This field is enabled only if you select ' Text Candidate After for Draft Applications' check box. **Note:** Selecting this option will not affect the email notification configuration. The applicant continues to receive email notifications based on the site setup.
Number of Days Before Sending Text	Choose the number of days to send a reminder text after an un-submitted job application is created. The default value is '2' days.

Field or Control	*Description*
Do Not Text Hours Before Job Close Date	Choose the number of hours before the job closing date from which the text notifications to un-submitted jobs should stop. The default value is ‘24’ hours.

Gender Set Up Page

Use the **Gender Set Up** page (HRS_SITE_GENDER) to enable customizing the label for the Gender field in Fluid Candidate Gateway.

Navigation

Set Up HCM > **Product Related** > **Recruiting** > **Candidate Gateway** > **Site Set Up (Careers)** > **Gender Set Up**

This image illustrates the Gender Set Up page.

Field or Control	*Description*
Relabel Gender	Use this check box to allow relabelling of the Gender field in the Candidate Gateway pages. For example, applicants can view the relabelled gender text in **Preferences**, **Diversity**, and **Review and Submit** steps of Apply for Job Activity Guide. To know more information, see Applying for Jobs.
New Label for Gender	Enter the new label for Gender. **Note:** The New label for Gender displays for the applicant irrespective of the Regulatory Region.

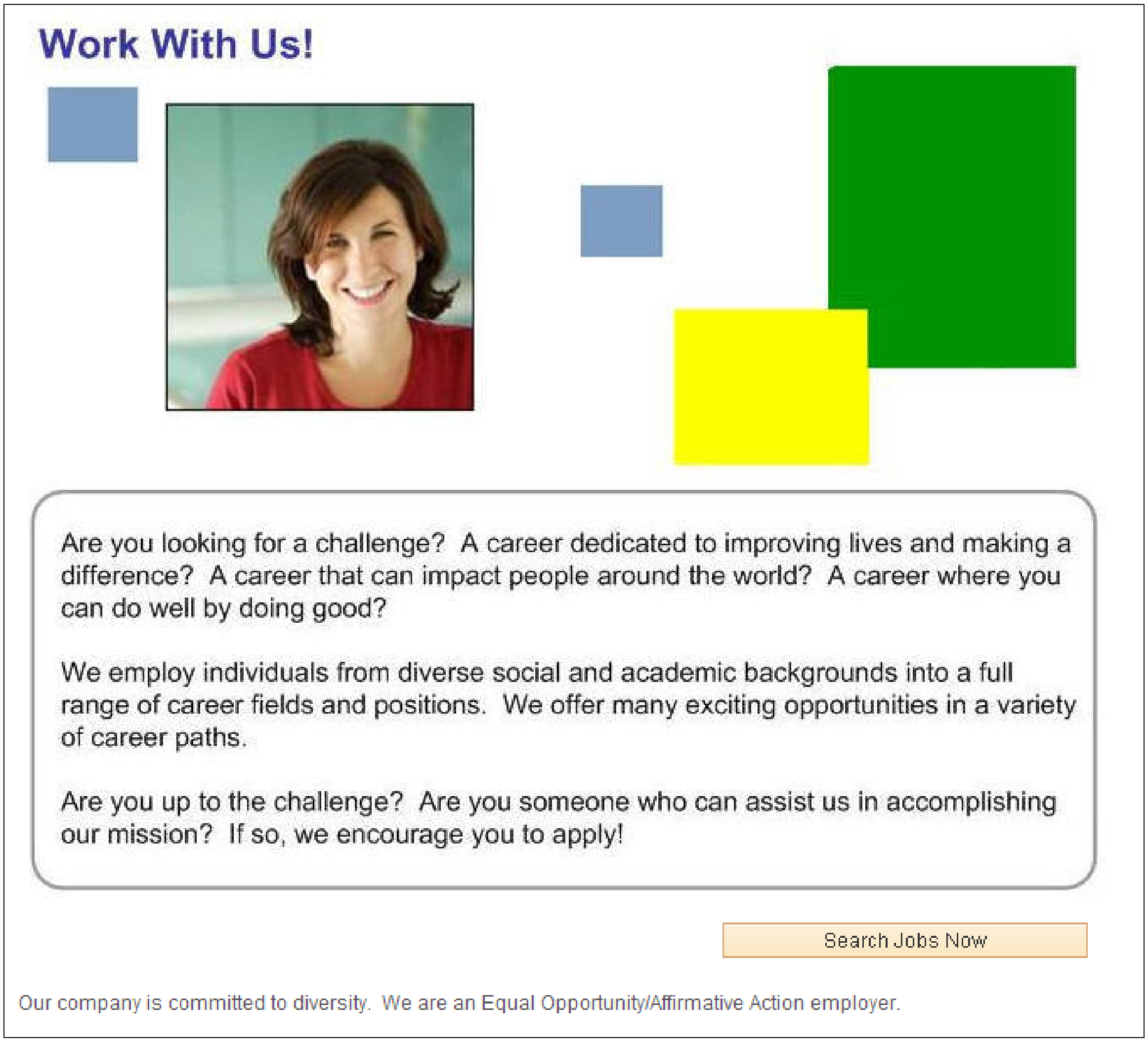
Edit Welcome Page

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.

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.

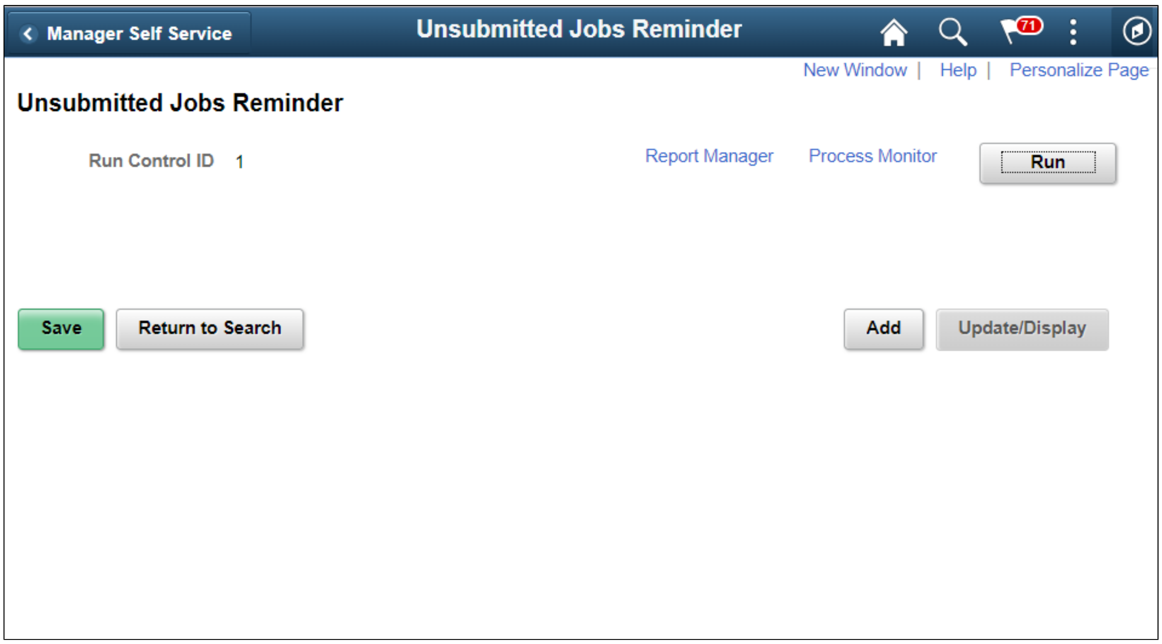
Unsubmitted Jobs Reminder

Use the Unsubmitted Jobs Reminder 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.

This example illustrates the fields and controls on the Unsubmitted Jobs Reminder page.



Field or Control	*Description*
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.

Note: The unsubmitted jobs reminder process also triggers the text notification for draft applications if the applicant has opted to receive text messages and the text message setting for the draft application is turned on at the site setup.

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" (Application Fundamentals).

Pages Used to Maintain Text Catalog Entries for Candidate Gateway

Page Name	Definition Name	Usage
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.

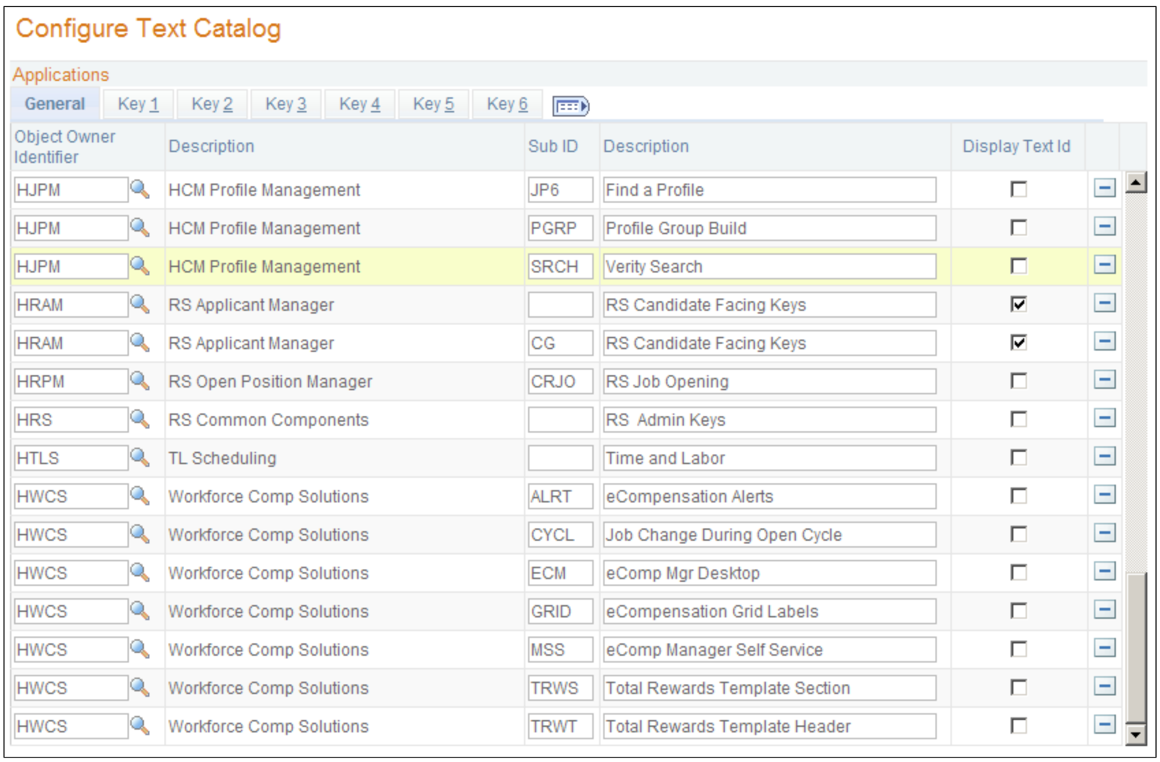
Identifying Text IDs for Specific Page Elements

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**

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

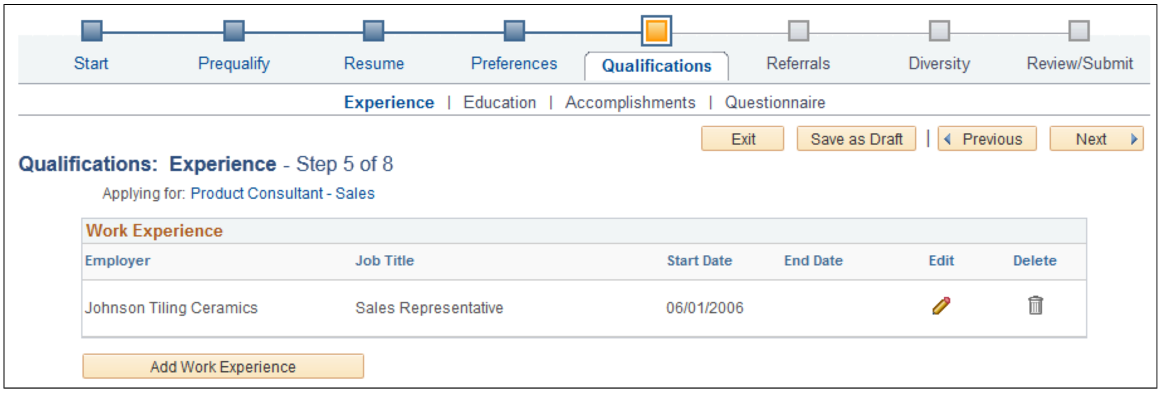


Field or Control	***Description***
Display Text ID	To make Candidate Gateway pages display the text IDs for all Text Catalog objects, locate the row for the Object Owner Identifier *HRAM* and select the **Display Text ID** check box.

Examples

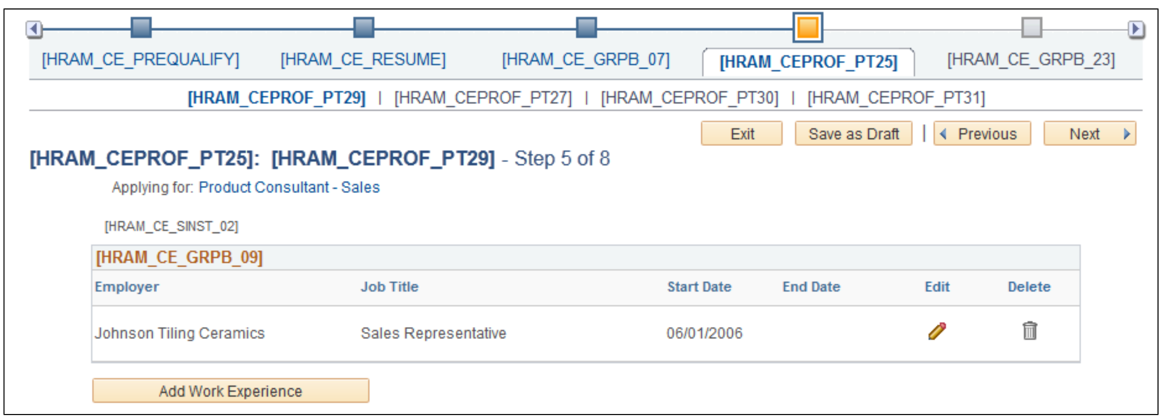
The following images illustrate the effect of the Display Text ID check box.

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



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 Template Section	***Classic Candidate Gateway Text Catalog ID for Instructional Text***	***Fluid Candidate Gateway Text Catalog ID for Instructional Text***
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

Resume Template Section	***Classic Candidate Gateway Text Catalog ID for Instructional Text***	***Fluid Candidate Gateway Text Catalog ID for Instructional Text***
(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)

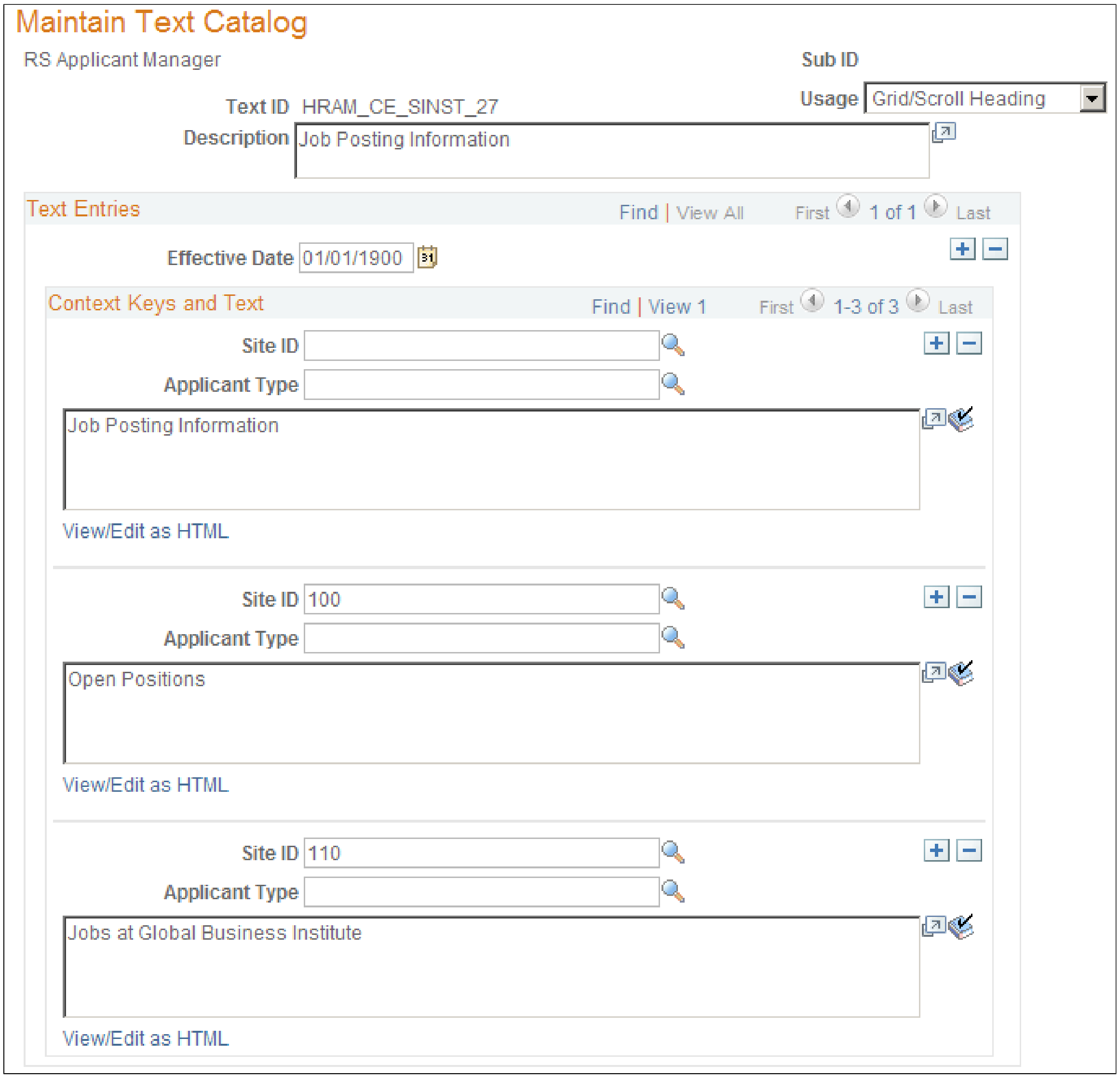
Maintaining Text Catalog Entries for Candidate Gateway.

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**

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



Field or Control	***Description***
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

Field or Control	***Description***
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 Twilio Integration

By integrating with Twilio, PeopleSoft Candidate Gateway provides an option to send text messages to the applicants. Based on the consent of the applicant and the text configuration defined at the site setup, applicants receive the text messages on their verified phone numbers.

Note: Organizations need to work directly with Twilio to setup the account that will be used to send the text message. For more information, see www.twilio.com

This topic discusses on the setup required for Twilio integration.

Twilio Setup Page

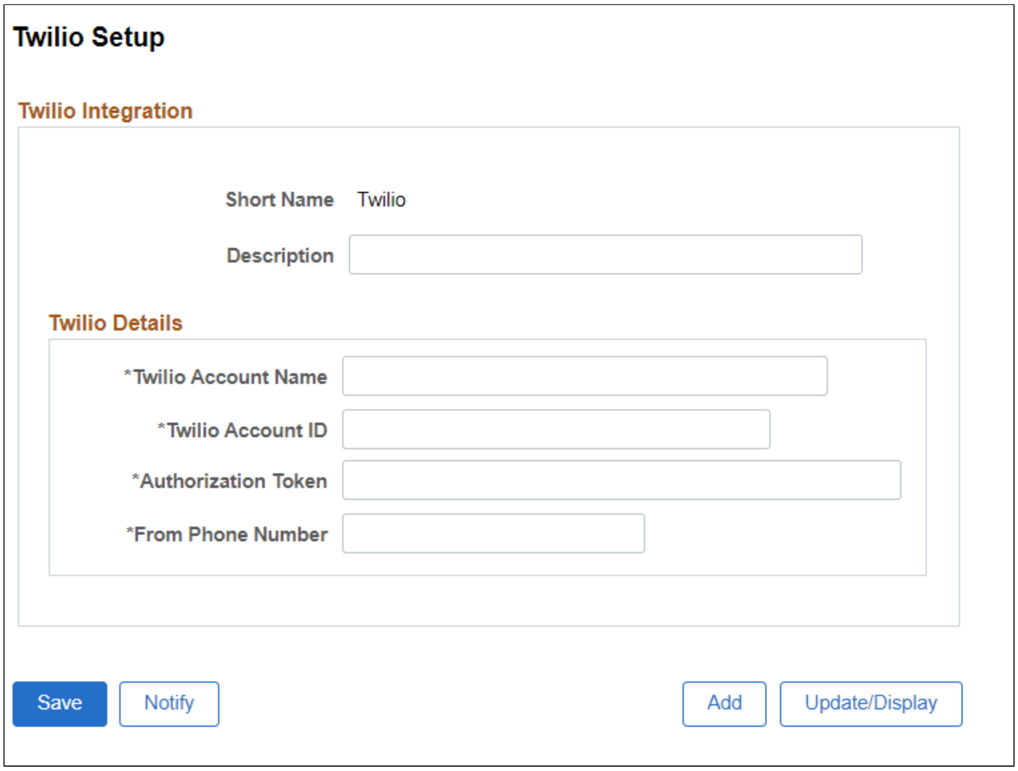
Use the Twilio Setup page (HRS_TWILIO_INST) for Twilio integration.

Note: The text message configuration at the Site Setup can be completed only after Twilio account configuration.

Navigation:

Set Up HCM > **Product Related** > **Recruiting** > **Integration** > **Twilio**

This example illustrates the Twilio Setup page.



Field or Control	***Description***
Twilio Account Name	Enter the Twilio Account Name. This will be the registered e-mail address.
Twilio Account ID and **Authorization token**	Enter the Twilio Account ID and Authorization token. Twilio uses two credentials to determine which project an API request is coming from. The Account ID acts as a user name, and the Authorization token acts as a password.
From Phone Number	Enter the phone number. Applicants receive text messages from the phone number specified in this field.

Once you save the changes, navigate to the Site Set Up page for text configuration. For more information, see Text Message Page.

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

Page Name	***Definition Name***	***Usage***
Password Controls Page	HRS_PSWD_CFG	Define password requirements for applicants.
Forgotten Password Hint Page	HRS_FORGT_PSW_HINT	Define questions that can be used to authenticate the identity of a user who requests a password resent 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 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.

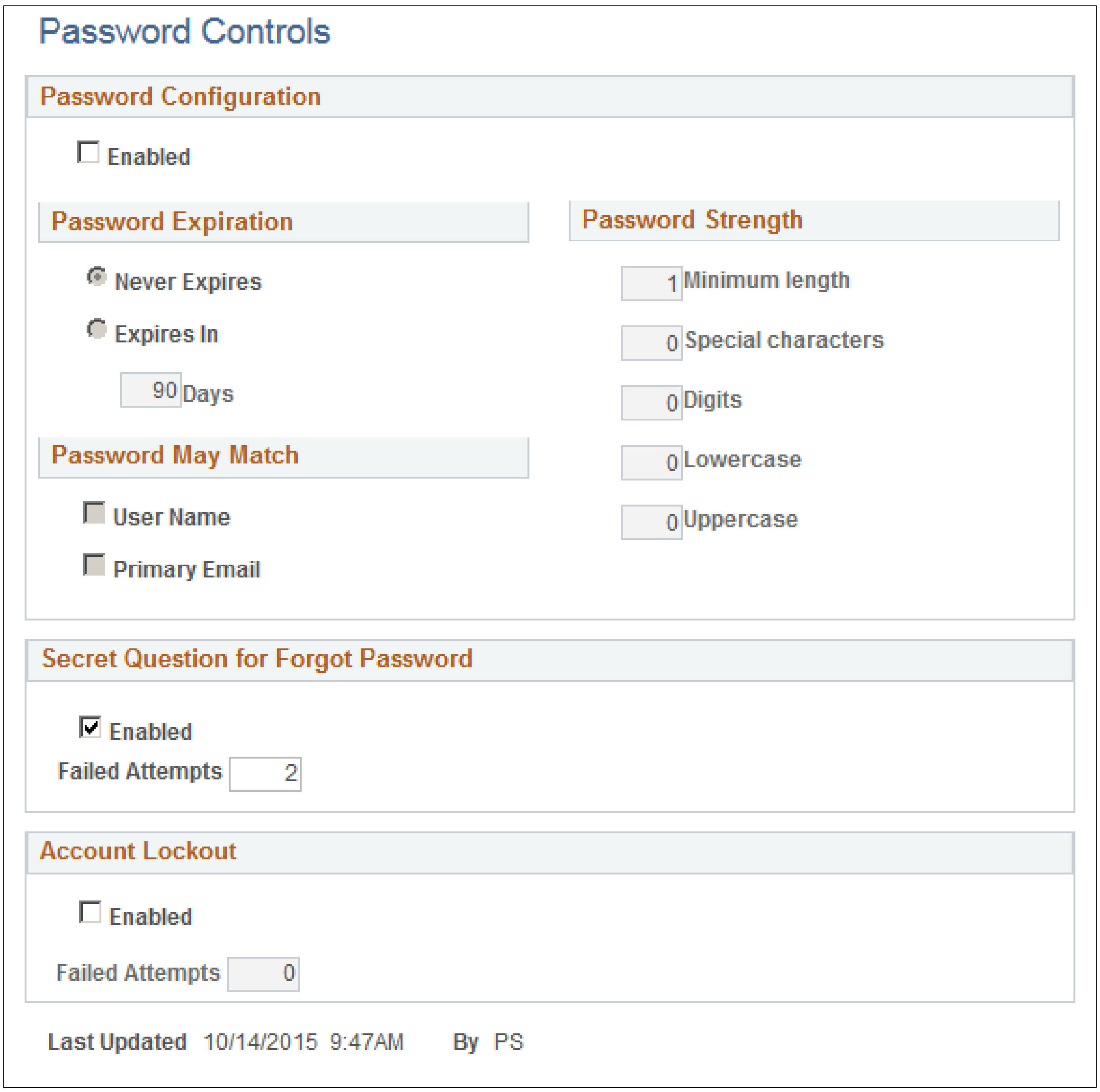
Password Controls Page

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 (Careers)

This example illustrates the Password Controls page.



Password Configuration

Field or Control	***Description***
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

Field or Control	***Description***
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

Field or Control	***Description***
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

Field or Control	***Description***
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

Field or Control	***Description***
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 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

Field or Control	***Description***
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 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.

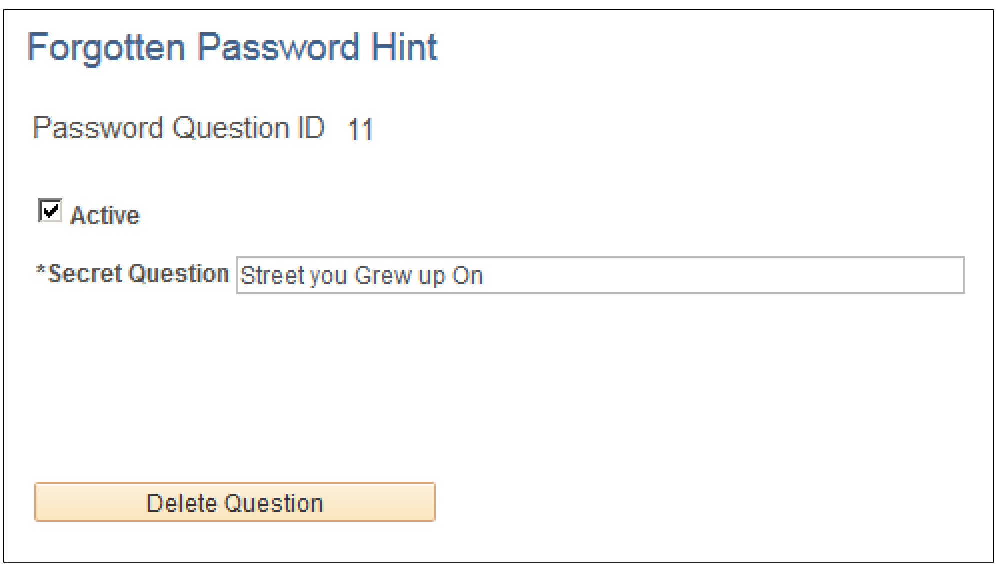
Forgotten Password Hint Page

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**

This example illustrates the Forgotten Password Hint page.



Field or Control	Description
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.

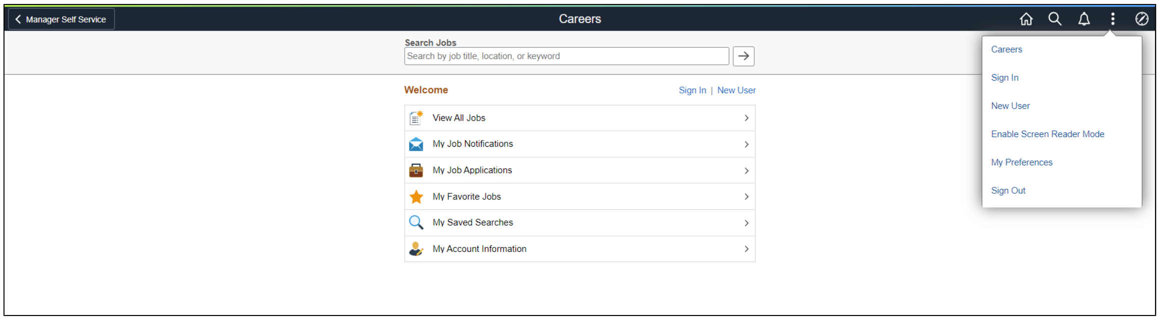
For more information about setting up a public access user ID to bypass signon for external users, refer to My Oracle Support document IDs 652694.1 and 1527506.1

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

Dynamic Screen Reader Layout Configuration

User-specific settings can make PeopleSoft applications more accessible to people with visual impairments and other disabilities. Based on the configuration on the Site Setup Page, the external users can access the Fluid Candidate Gateway in screen reader mode. External users can enable screen reader mode using the 'Enable Screen Reader Mode' option in the Fluid Candidate Gateway menu. The 'Disable Screen Reader Mode' option is present on menu only for applicants who are not signed in. It is not available for signed in applicants.

This example illustrates the Fluid Candidate Gateway Menu Items.



The instruction to switch to screen reader mode is announced by the screen reader as soon as the component loads.

While registering or updating an account, the applicant can specify whether to enable the screen reader mode for the specific user account. Once the applicants select the option, the system defaults it as the Screen Reader Mode preference for subsequent logins.

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 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 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.

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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.

Note: This feature has been replaced by the registration functionality in Fluid. For more information, see Using Fluid Candidate Gateway to Register and Sign In.

Pages Used to Register Online and Sign In

Page Name	***Definition Name***	***Usage***
Register Page	HRS_CE_HM_REG	Register for a new Candidate Gateway account.
Sign In Page	HRS_CE_HM_REG	Sign in to Candidate Gateway with an existing user name and password.
Registration Update Page	HRS_CE_REG_MIS	Supply a new password or enter additional registration information when prompted by the system.
Forgot User Name Page	HRS_CE_FRGT_USR	Request an email reminder with the user name associated with the provided email address.
Forgot Password Page	HRS_CE_FRGT_PSW	Request an email with a new system-generated password.
Password Reset Page	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 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 Talent Acquisition Manager)	Choose whether the applicant must agree to registration terms and agreements before registering or updating registration information. 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. 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. 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. 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.

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” (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" (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.	The system sends the user an email: • 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.	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. 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. 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.
User ID is valid, but it is not associated with an email address.	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. 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. 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. 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.
User ID is invalid.	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. 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. 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.

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 password 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 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 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.

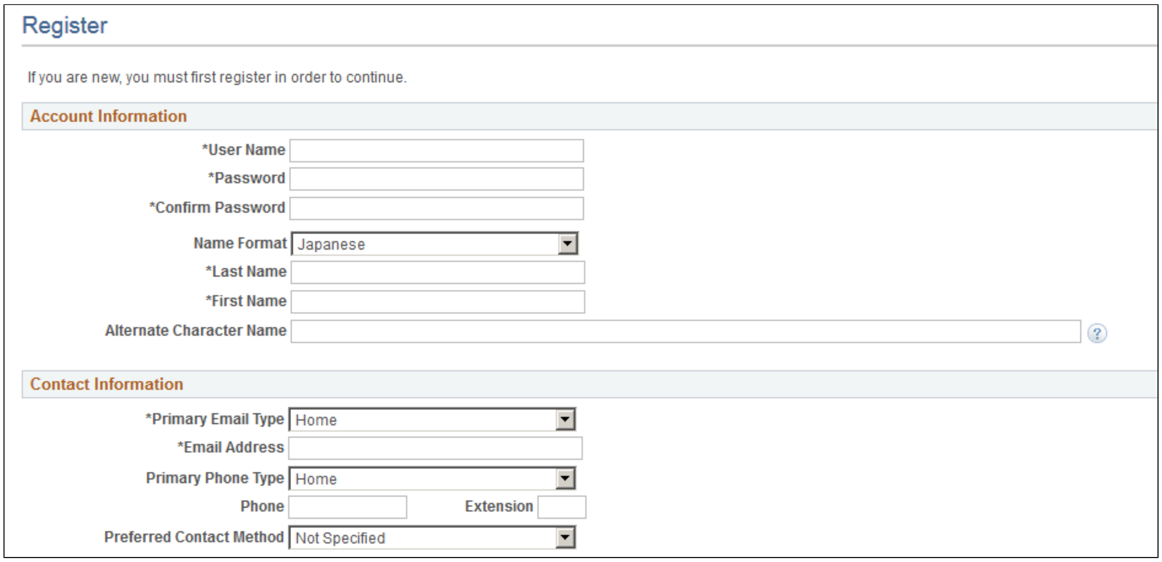
Register Page

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

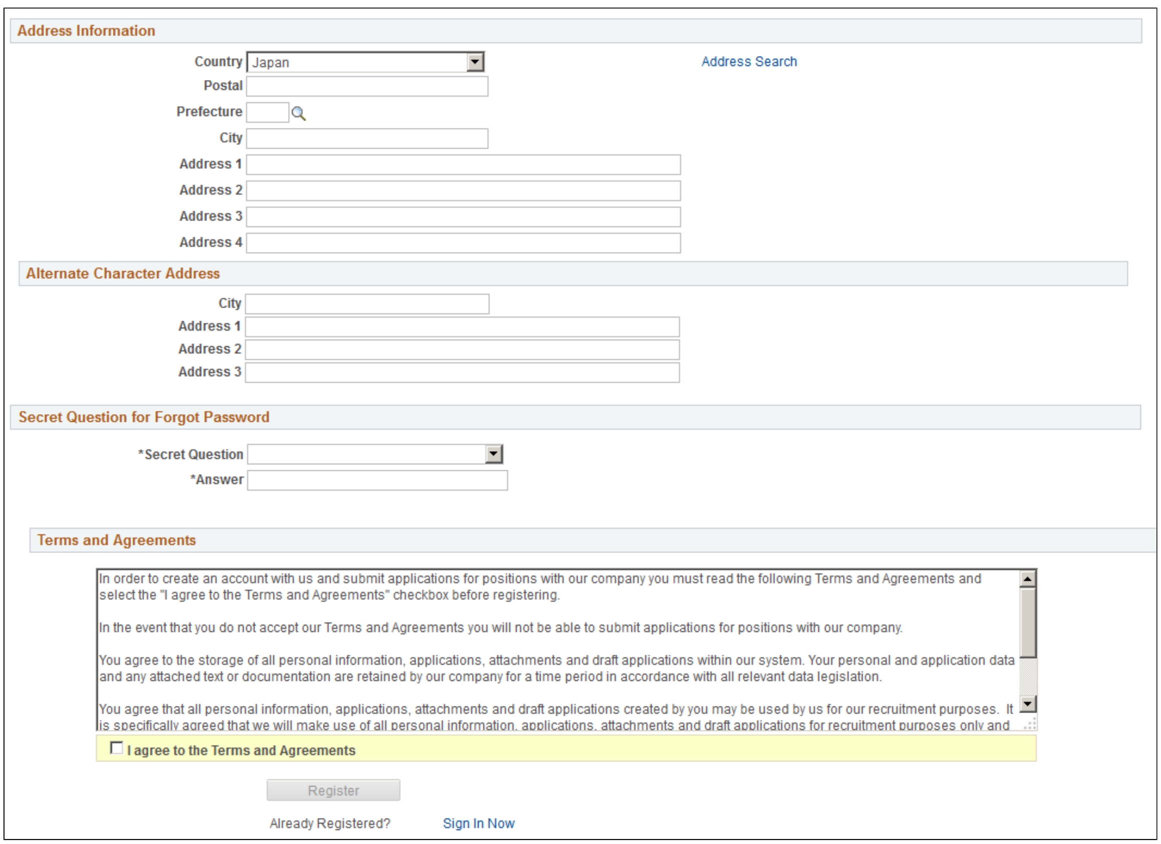
Navigation:

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

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



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



Account Information

Field or Control	***Description***
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” (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” (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

Field or Control	***Description***
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 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 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 Talent Acquisition Manager) control whether the Address Information section appears and, if it appears, whether an address is required.

Field or Control	***Description***
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" (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 .

Field or Control	***Description***
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

Field or Control	***Description***
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 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

Field or Control	***Description***
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 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

Field or Control	***Description***
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.

Field or Control	*Description*
Sign In Now	Click this link to access the Sign In page to sign into an existing account.

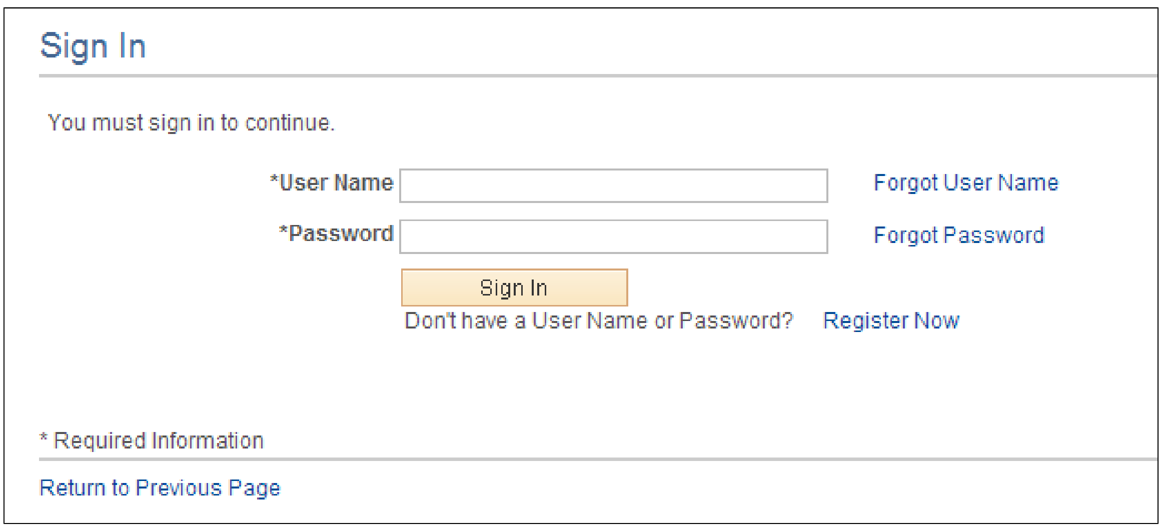
Sign In Page

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.

This example illustrates the Sign In page.



Field or Control	*Description*
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.

Field or Control	***Description***
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.

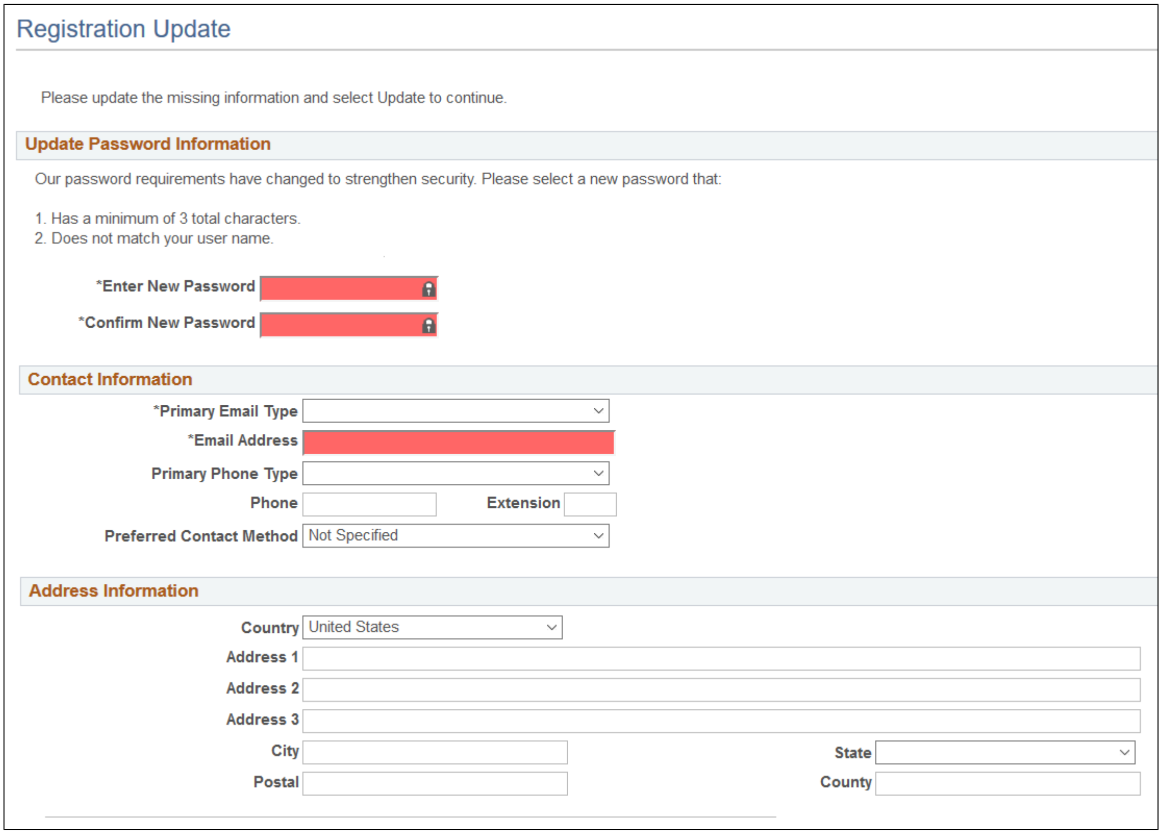
Navigation:

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

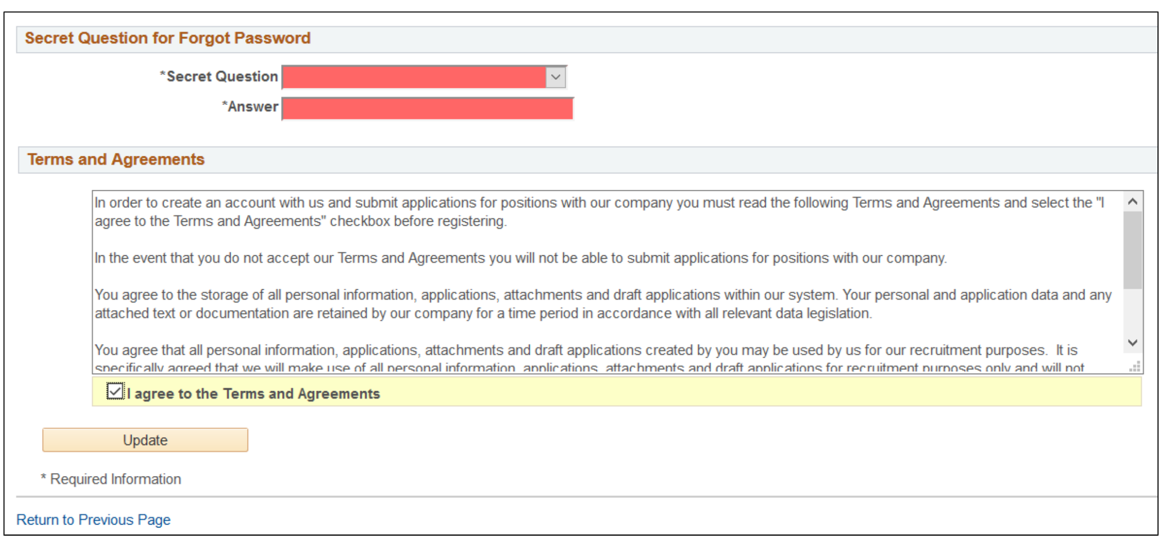
- Using a system-generated temporary password.
- Candidate Gateway password requirements have changed (regardless of whether the applicant's password already meets the new requirements).
- The applicant's account doesn't include an email address, a phone number, or an address that is now required because 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 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.

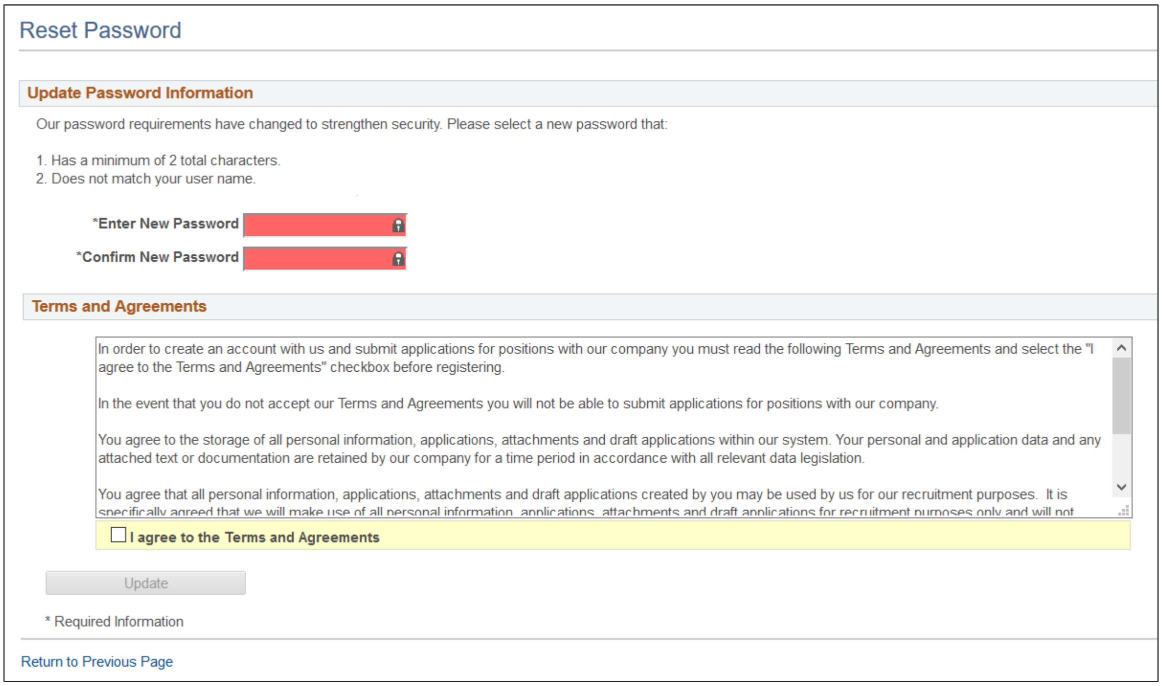
This is the first of two examples illustrating the Registration Update page.



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

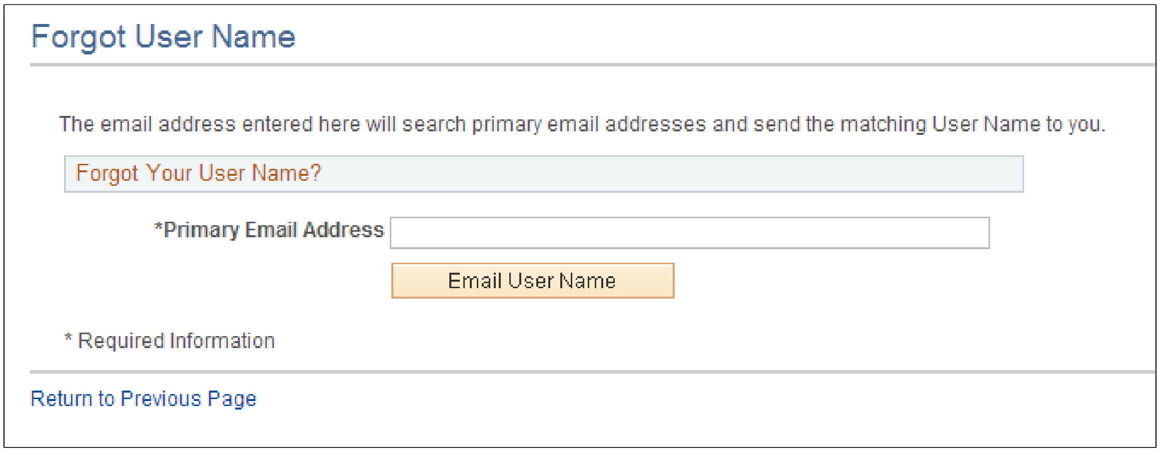
Forgot User Name Page

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.

This example illustrates the Forgot User Name page.



Field or Control	***Description***
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.

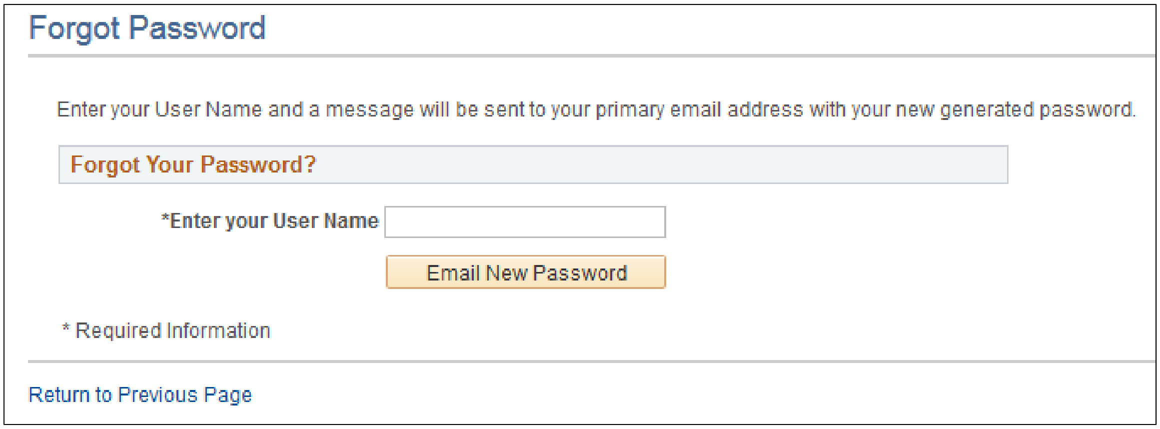
Navigation:

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.

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



Field or Control	***Description***
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.

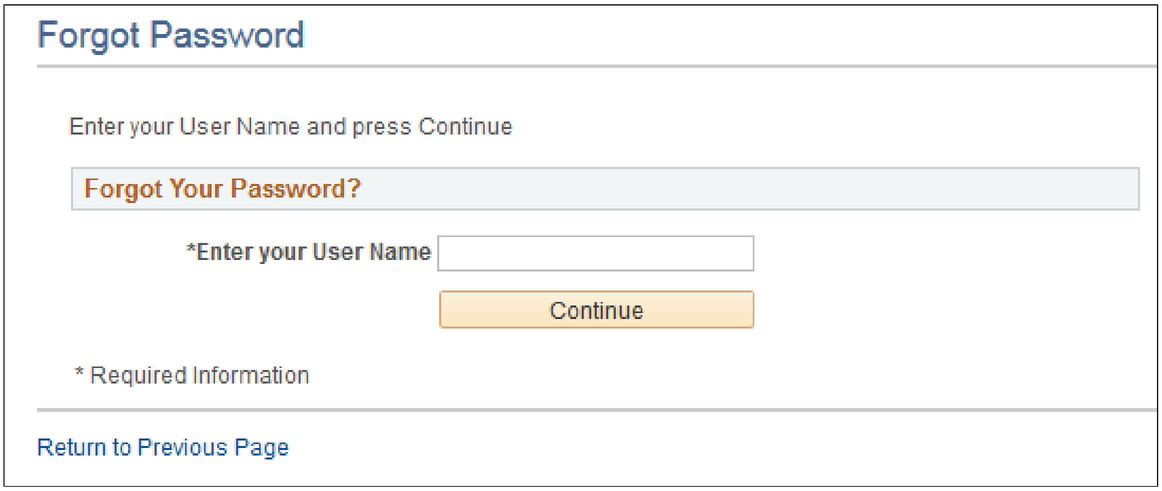
Forgot Password — Two Step Process With Secret Question

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

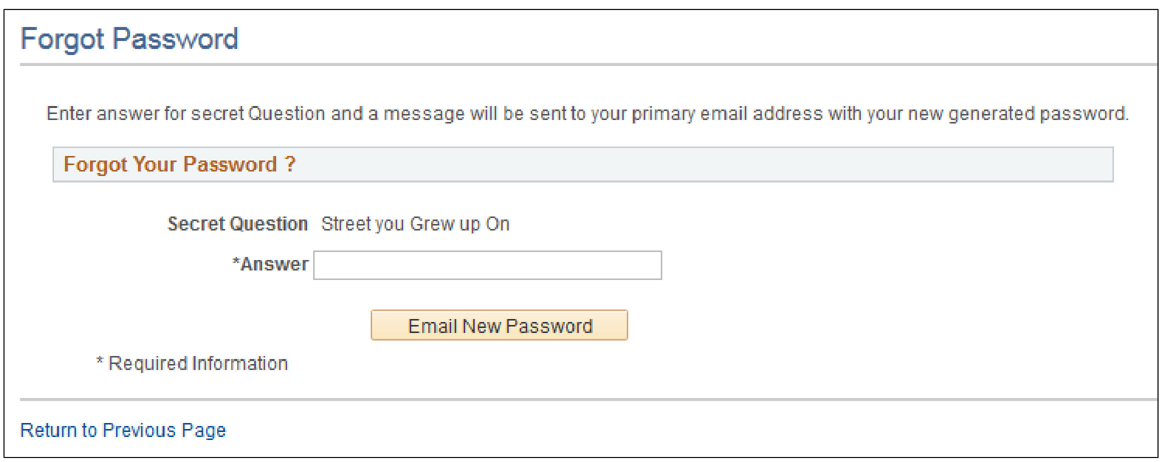
1. The applicant enters a user name and clicks the **Continue** button.

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

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.



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:

Field or Control	***Description***
Enter Your User Name	Applicants enter the user name for the Candidate Gateway account for which a new password is needed.

Field or Control	*Description*
Continue	Click this button to continue to step 2, where the applicant must answers 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.

Field or Control	*Description*
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.

Field or Control	*Description*
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.

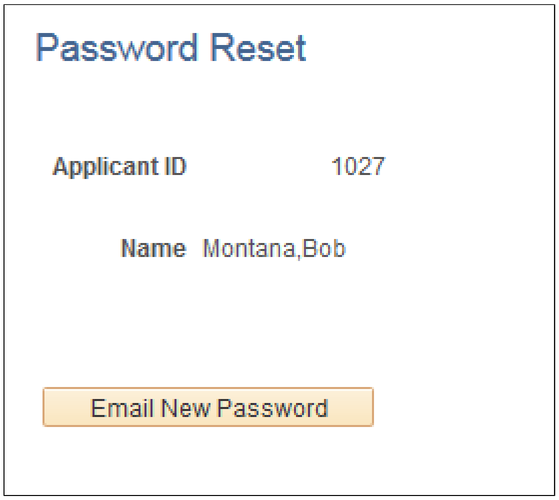
The password reset option on this page also unlocks Candidate Gateway accounts that were locked after too many failed signon attempts or too many incorrect answers to the secret question that is used in the Forgot Password process. The thresholds for locking out accounts are configured on the Password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

Navigation:

Recruiting > **Administration** > **Careers 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.

This example illustrates the Password Reset page.



Field or Control	***Description***
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: This feature has been replaced by My Account Information in Fluid. For more information, see Using Fluid Candidate Gateway to Manage Account Information.

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

Pages Used to Manage Account Information

Page Name	***Definition Name***	***Usage***
My Account Information Page	HRS_APP_PRFILEINFO	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.
My Contact Information Page	HRS_APP_PRFILEINFO	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” (Application Fundamentals).

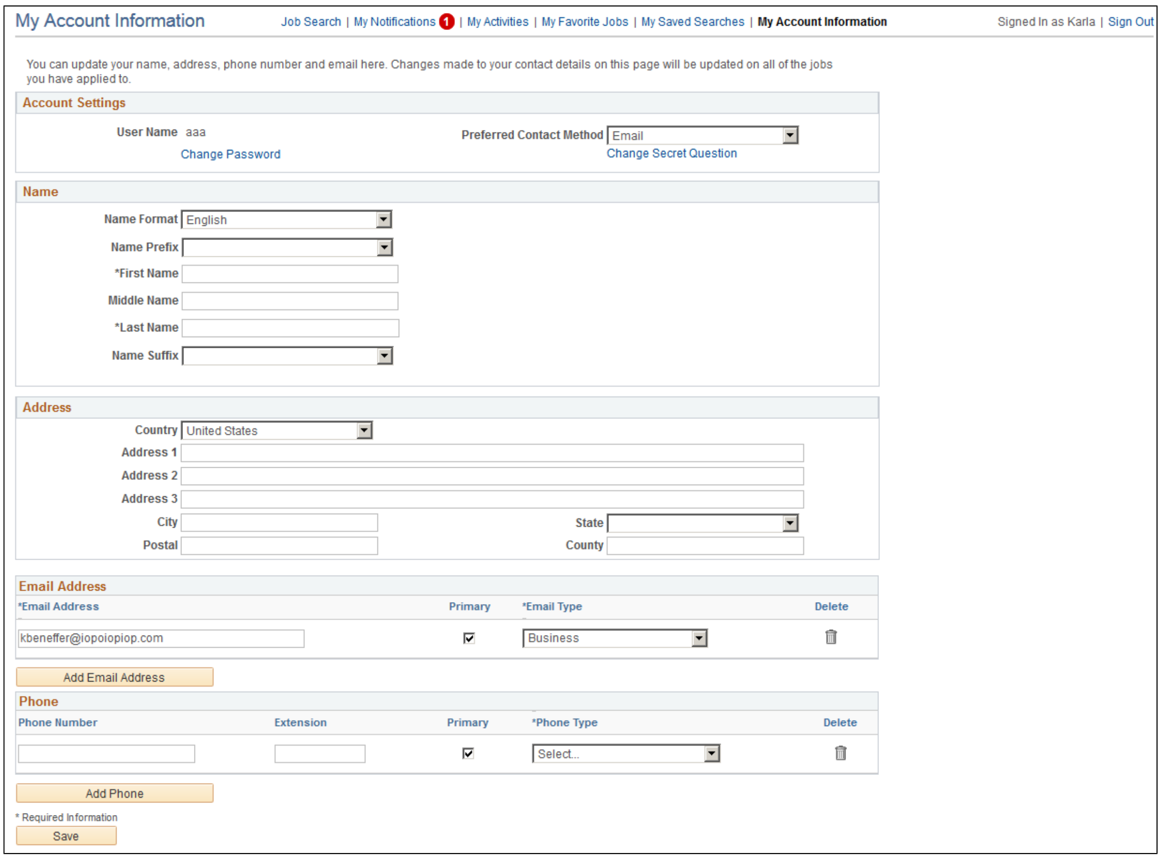
My Account Information Page

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

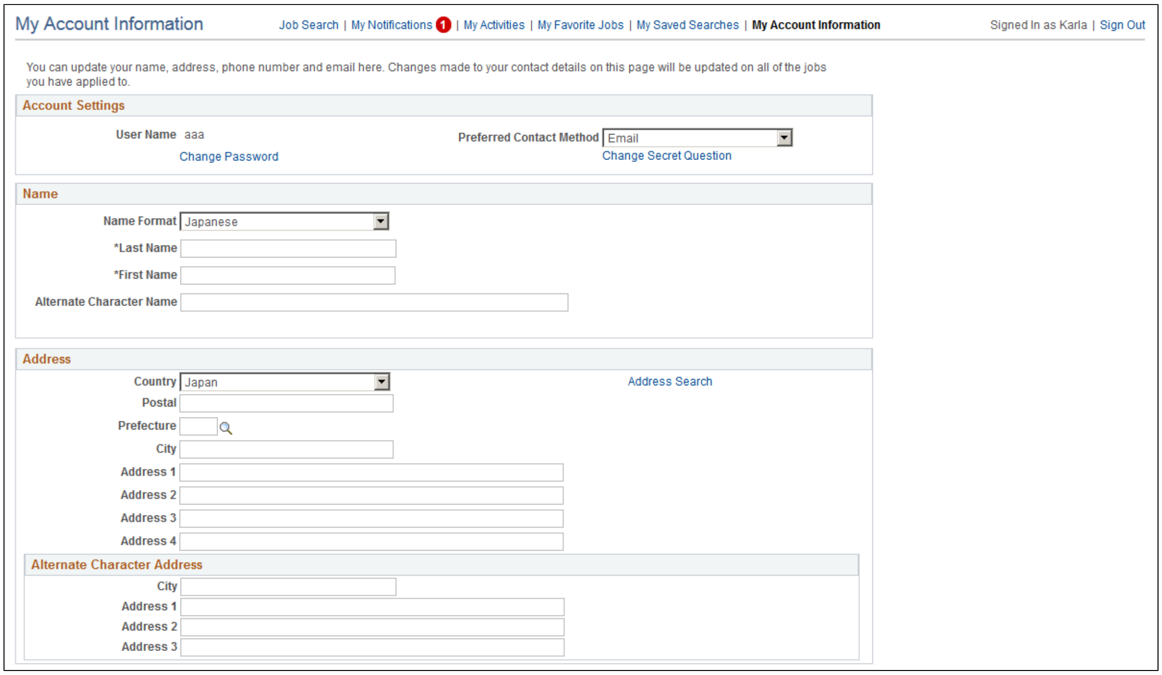
Navigation:

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.

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



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.



Account Settings

Field or Control	***Description***
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.

Field or Control	*Description*
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" (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" (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

Field or Control	*Description*
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.

Field or Control	***Description***
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" (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

Field or Control	***Description***
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

Field or Control	***Description***
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.

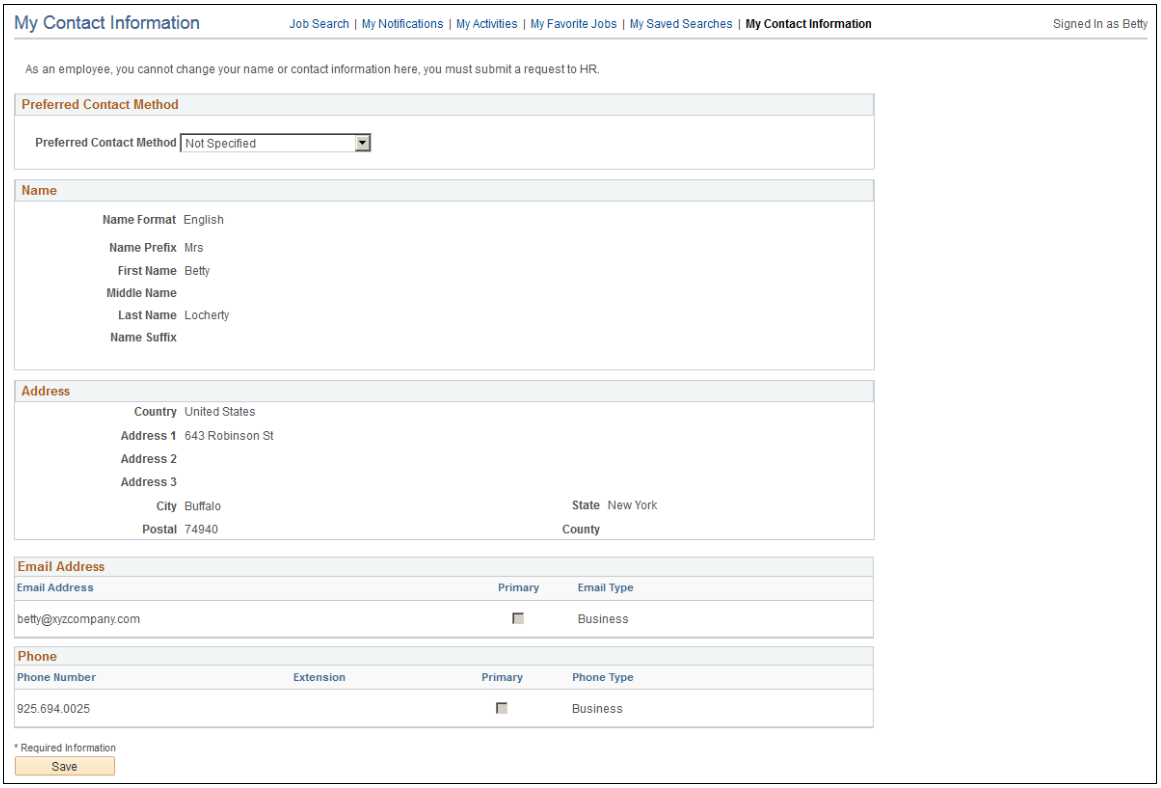
My Contact Information Page

Internal applicants use the My Contact Information page (HRS_APP_PRFILEINFO) 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.

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



Preferred Contact Method

Field or Control	***Description***
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.

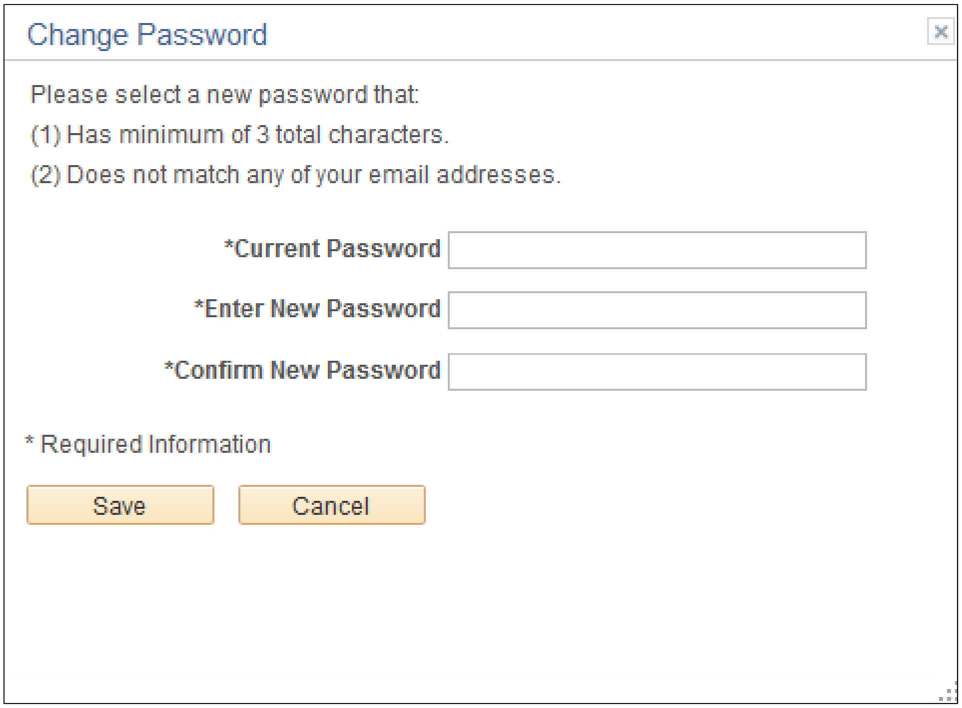
Change Password Page

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.

This example illustrates the Change Password page.



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

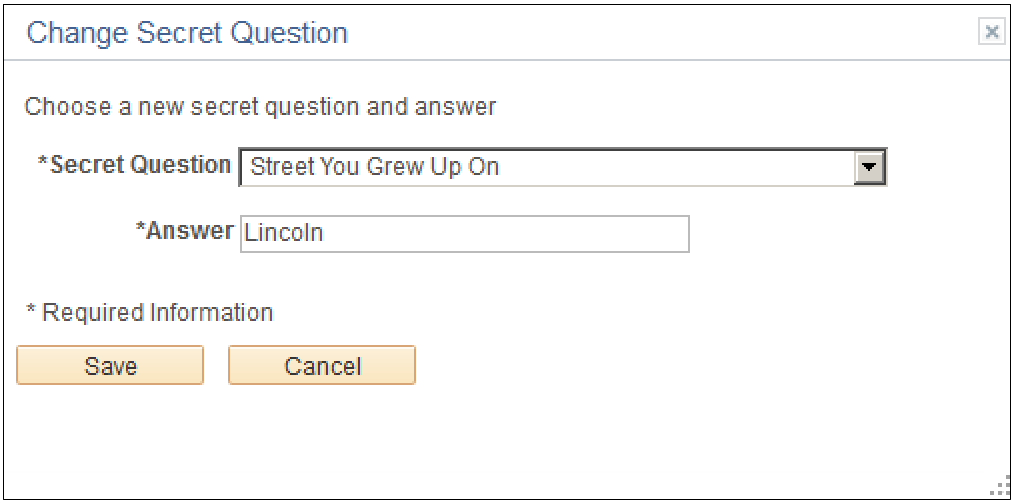
Use the Change Secret Question page (HRS_APP_PSWDHINT) to update or change the secret question that the Forgot Password process uses to authenticate a password reset request.

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.

This example illustrates the Change Secret Question page.



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

Page Name	***Definition Name***	***Usage***
Welcome Page	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.
Job Search Page	HRS_APP_SCHJOB	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.) For information about the standard navigation controls on this page and other Candidate Gateway pages, see Using the Candidate Gateway Navigation Bar

Welcome Page

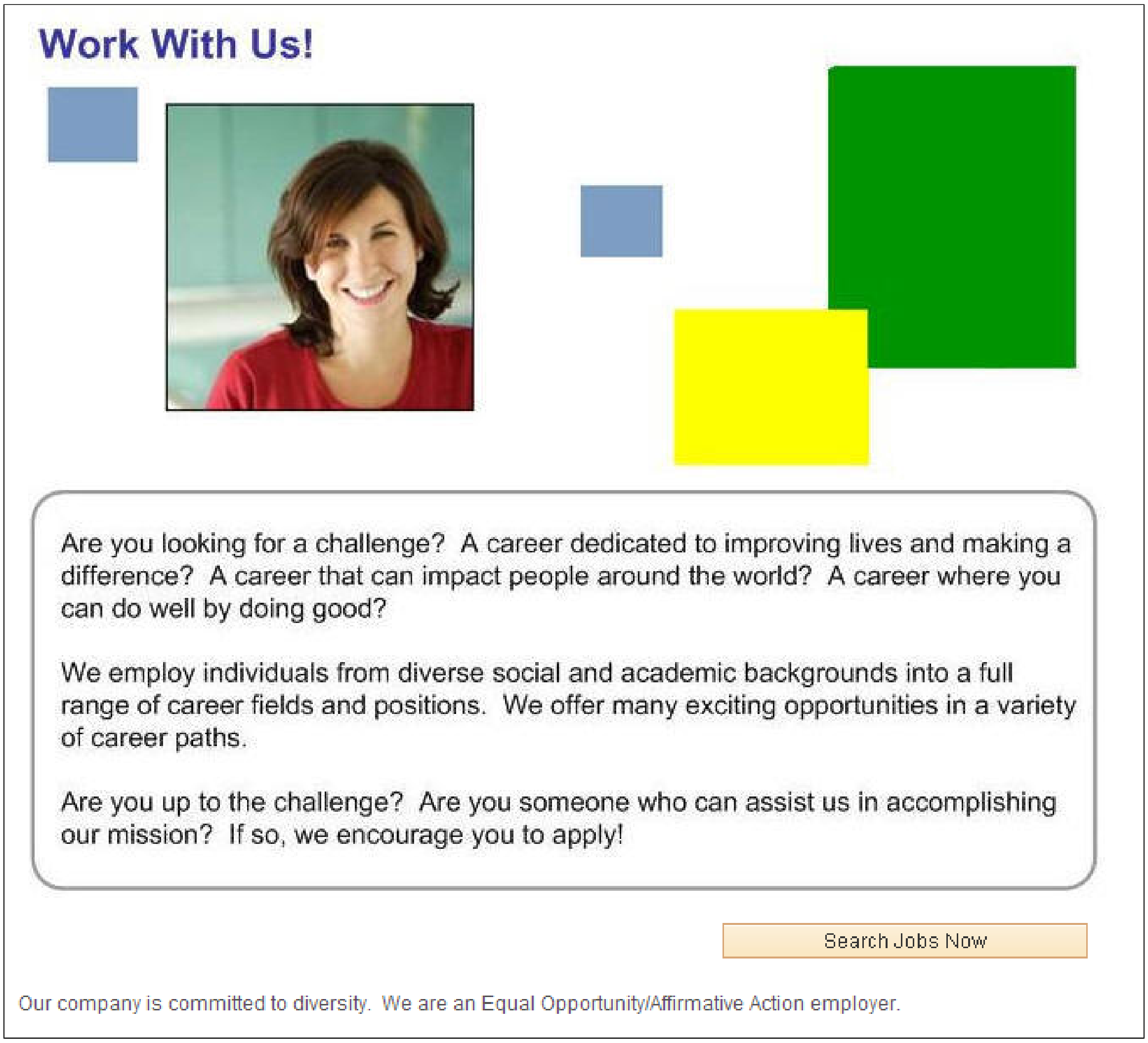
External applicants use the Welcome page (HRS_WELCOME_PG) to view an organization's welcome message when visiting a Candidate Gateway site.

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 Talent Acquisition Manager). If the site does not include a welcome page, this navigation goes directly to the Job Search page instead.

This example illustrates a sample Welcome page.



Field or Control	***Description***
<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.)

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.

Field or Control	*Description*
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.

Field or Control	*Description*
Sign In	The applicant clicks this link to access the Sign In Page

Field or Control	Description
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.

Field or Control	Description
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: This feature has been replaced by Search Jobs in Fluid. For more information, see Using Fluid Candidate Gateway to Search for Job Postings.

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

Page Name	Definition Name	Usage
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.

Page Name	*Definition Name*	*Usage*
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	• 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 Talent Acquisition Manager)I

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 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 “Recruiting Status and Reason Page” (PeopleSoft Talent Acquisition Manager).

- The job posting is current.

  Job postings dates are specified on the “Posting Information Page” (PeopleSoft 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 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 Talent Acquisition Manager). These posting destinations correspond to recruitment sources that you define on the “Recruitment Sources - Source Setup Page” (PeopleSoft 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.

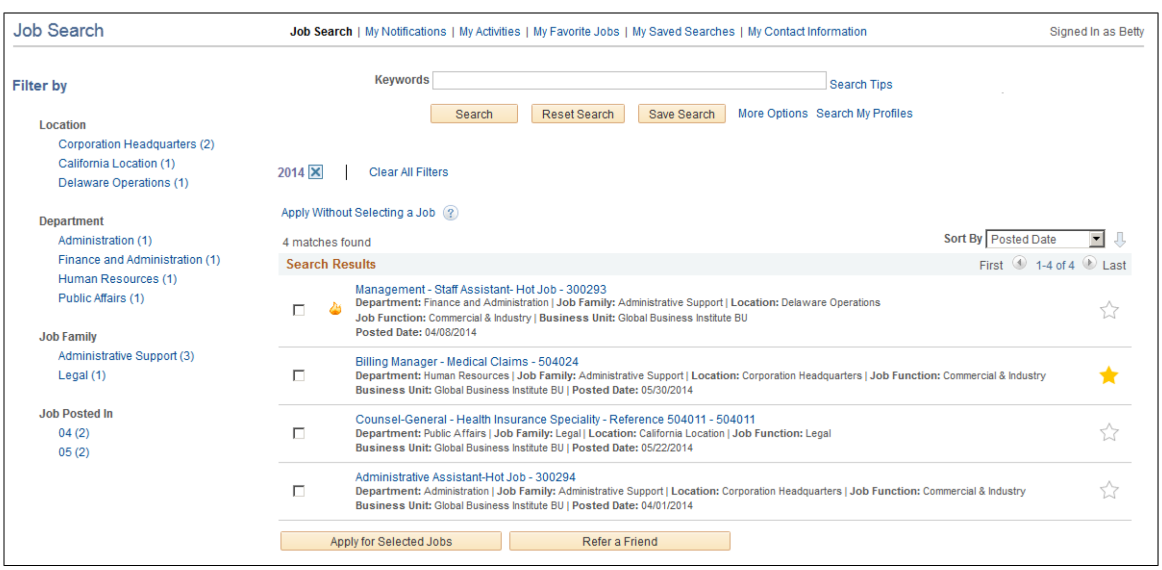
  External applicant may see the Welcome page first., in which case they click the Search Jobs Now button to continue to the Job Search page.

- 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.

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.



Text Search

Field or Control	***Description***
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.**

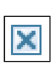
Field or Control	*Description*
Search My Profiles	This link is visible only to internal applicants. It appears only if both the **Allow Profile Utilization** and **Person Profile Integration** fields on the "Recruiting Installation - General Page" (PeopleSoft Talent Acquisition Manager) are set to *Yes*. 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.

Field or Control	*Description*
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

Field or Control	*Description*
 **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.

Field or Control	Description
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:

Field or Control	Description
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 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.

Field or Control	***Description***
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 Talent Acquisition Manager).

Apply Without Selecting a Job

Field or Control	***Description***
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

Field or Control	***Description***
<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 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.*

Field or Control	*Description*
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).

Field or Control	***Description***
<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.

Field or Control	***Description***
Posted Date	Displays the date that the job was posted to the current site.
 **Favorite Job**	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.

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.

Field or Control	***Description***
Apply for Selected Jobs	Applicants click this button to begin a job application for one or more selected jobs. See Applying for Jobs
Refer a Friend	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.

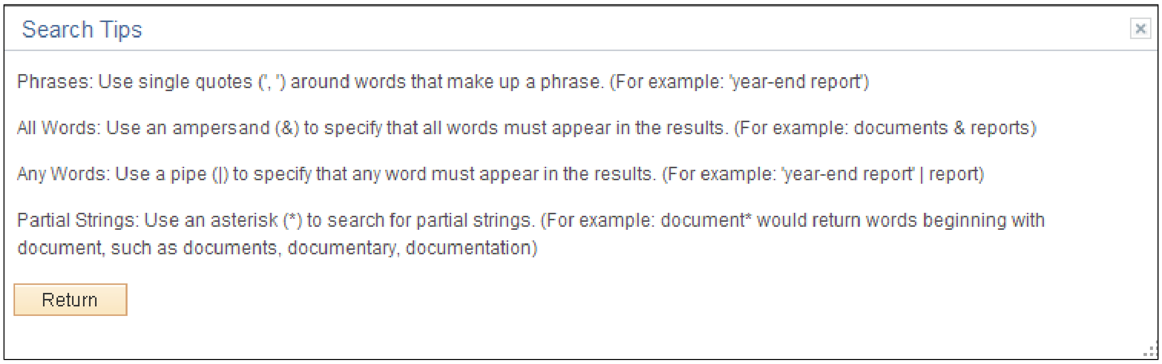
Search Tips Page

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.

This example illustrates the Search Tips page.



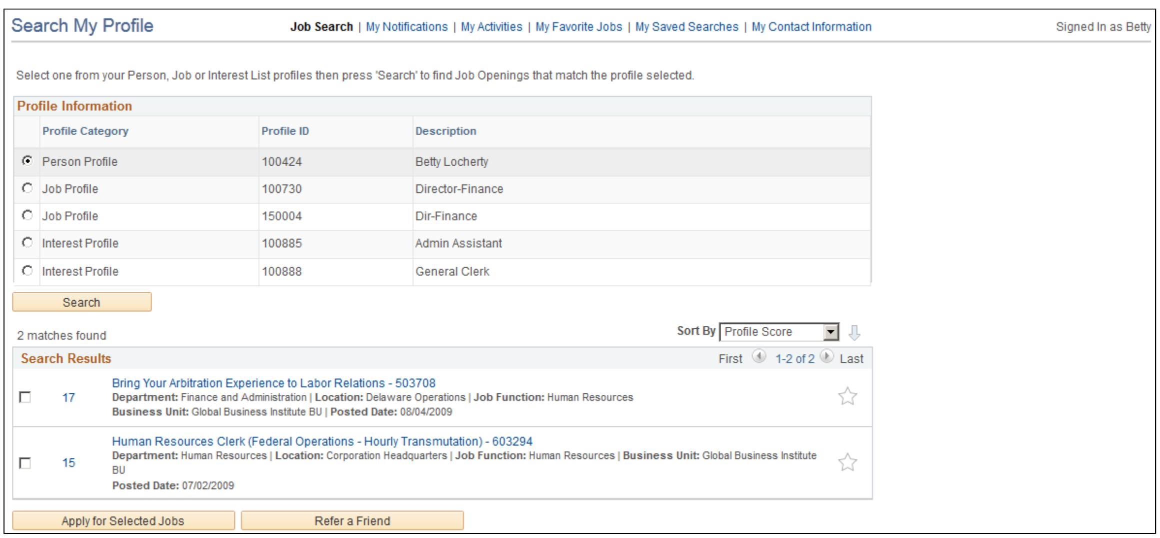
Search My Profile Page

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.

This example illustrates the Search My Profiles page.



Search Criteria

Field or Control	***Description***
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.

Field or Control	*Description*
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.

Field or Control	*Description*
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.

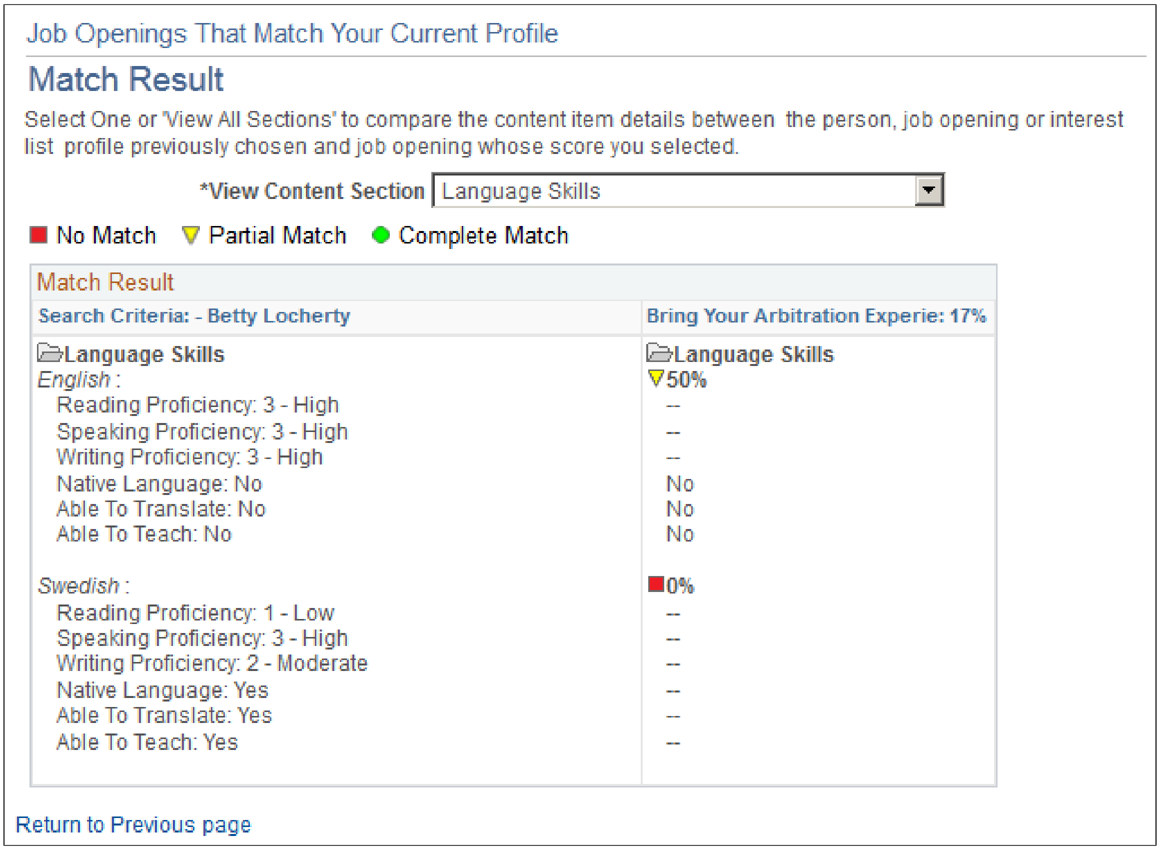
Match Result Page

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.

This example illustrates the Match Result 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 Using the Classic Pages" (PeopleSoft 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*.

Field or Control	***Description***
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:

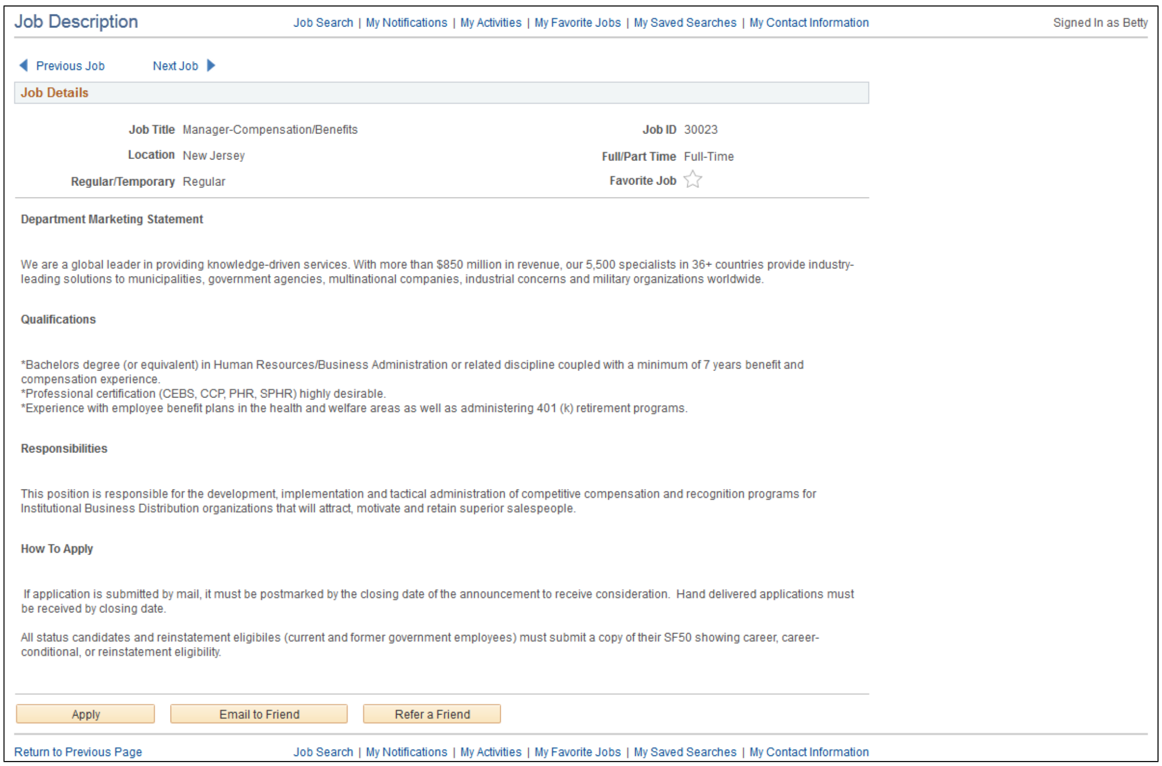
- Click a job title on the Job Search page.

  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.

This example illustrates the Job Description page.



Field or Control	*Description*
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.

Field or Control	***Description***
 **Favorite Job**	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 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: This feature has been replaced by My Saved Searches in Fluid. For more information, see Using Fluid Candidate Gateway to Save 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 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 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 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.

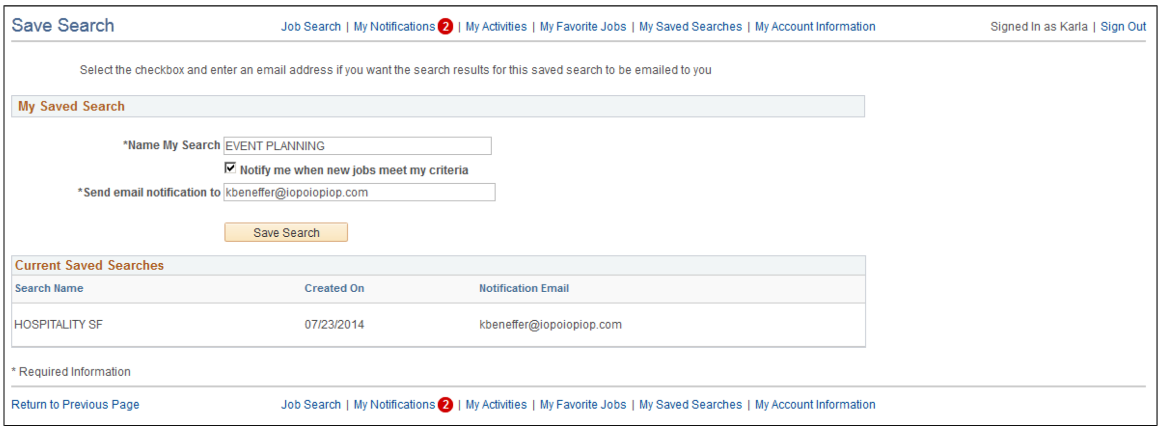
Save Search Page

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).

This example illustrates the Save Search page.



My Saved Search

Field or Control	***Description***
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 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.

Field or Control	*Description*
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

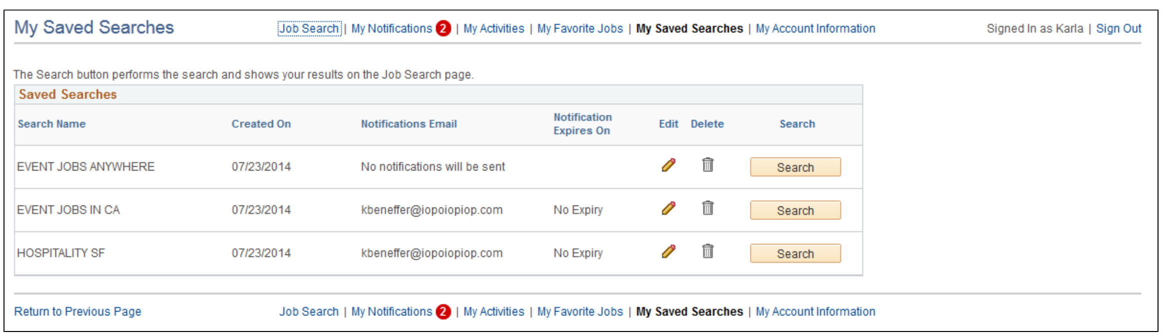
My Saved Searches Page

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.

This example illustrates the My Saved Searches page.



Saved Searches

Field or Control	*Description*
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.*

Field or Control	***Description***
Notification Expires On	If the **Days Job Search Agent Active** setting on the “Recruiting Installation – Applicants Page” (PeopleSoft 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.

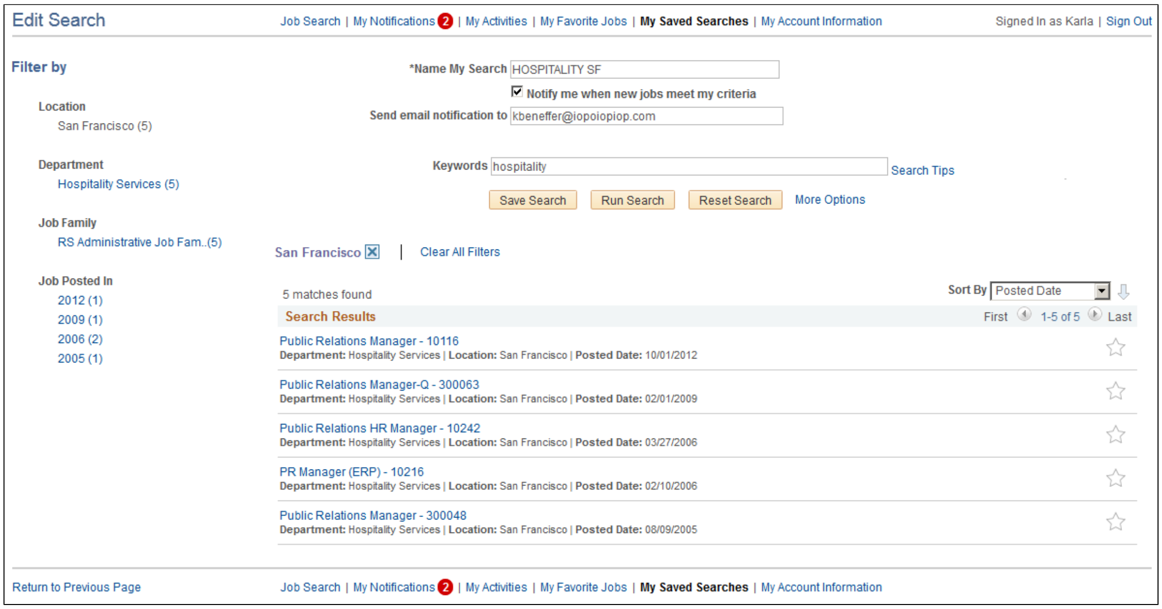
Edit Search Page

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.

This example illustrates the Edit Search page.



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

Field or Control	***Description***
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.

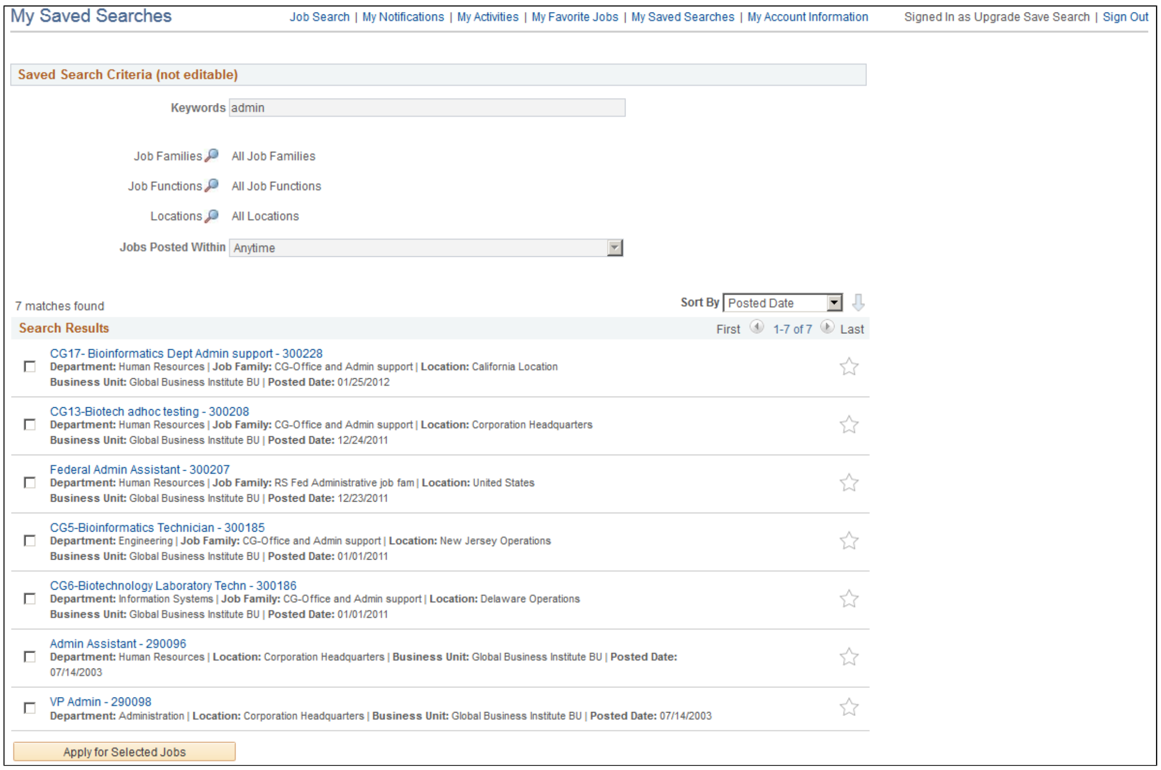
My Saved Searches (Legacy Search Results) Page

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.

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



Field or Control	*Description*
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: This feature has been replaced by My Favorite Jobs in Fluid. For more information, see Using Fluid Candidate Gateway to View 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

Page Name	*Definition Name*	*Usage*
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.

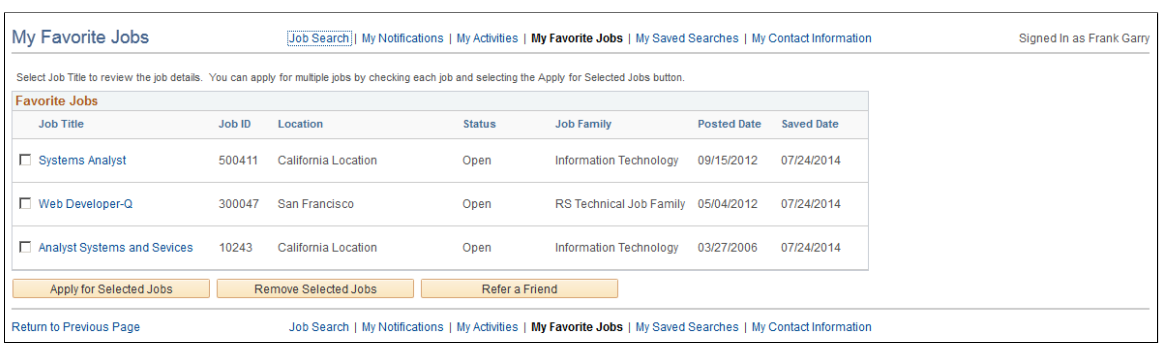
My Favorite Jobs Page

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.

This example illustrates the My Favorite Jobs page.



Favorite Jobs

Field or Control	***Description***
<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.

Field or Control	*Description*
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: This feature has been replaced by the Email Job page in Fluid. For more information, see Using Fluid Candidate Gateway to Email Job Postings.

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

Pages Used to Email Job Openings to Friends

Page Name	*Definition Name*	*Usage*
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.

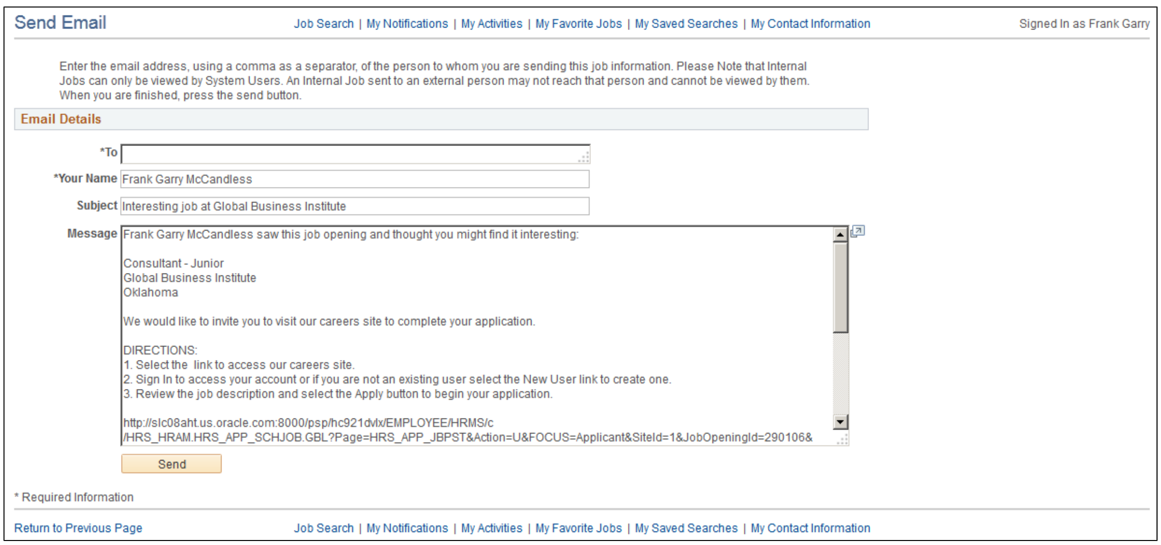
Send Email Page

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.

This example illustrates the Send Email page.



Field or Control	*Description*
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:

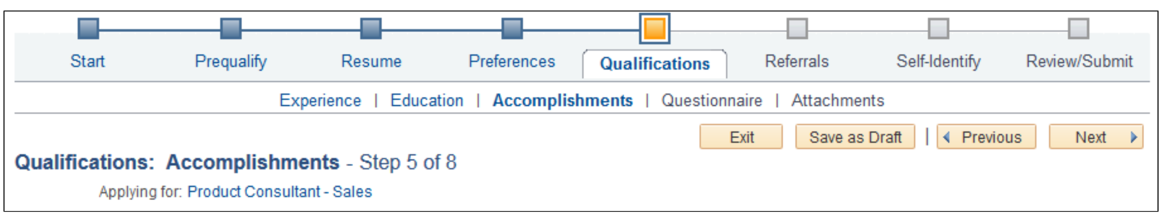
- If an applicant applies without selecting a job opening, the system uses the default resume template that is associated with the site.
- If the applicant applies for a single job opening, the system uses the resume template for that job opening.
- If an applicant applies for more than one job at a 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 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.

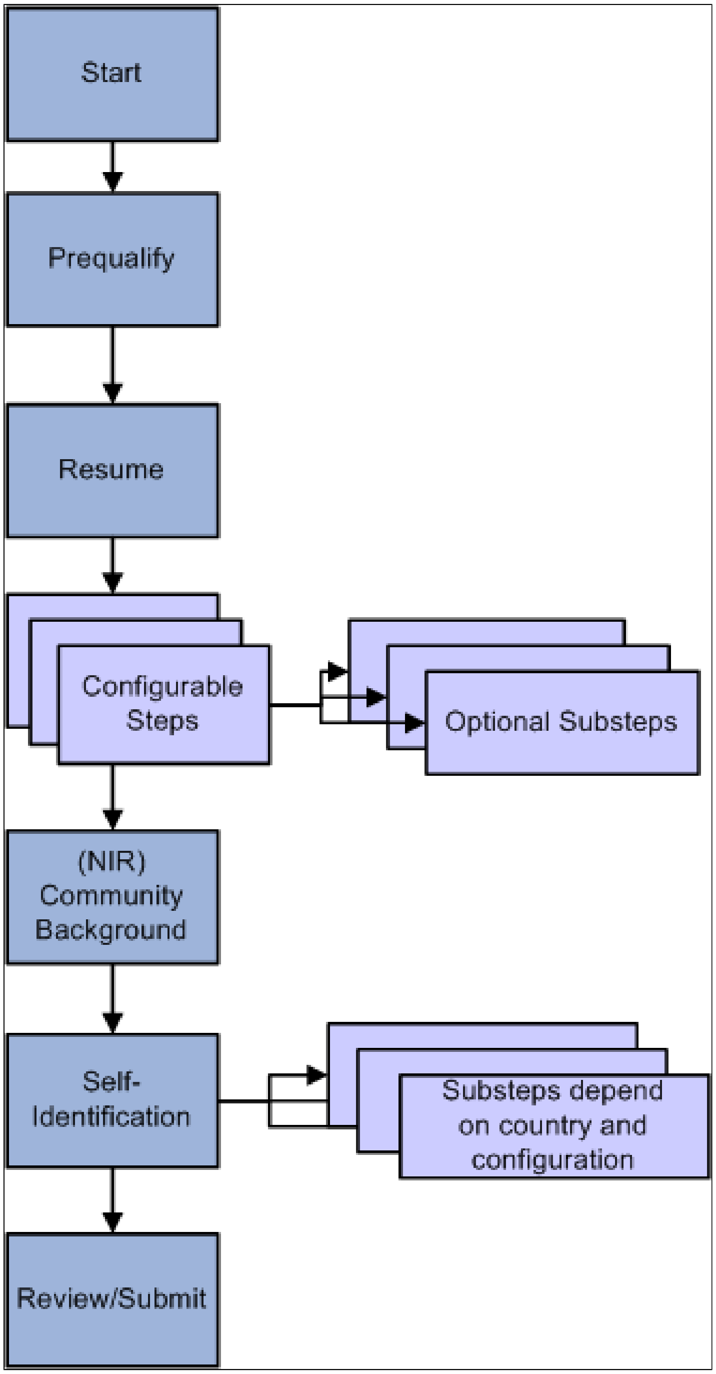
This example illustrates the guided application process.



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.

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.

<table>
<tr><th>Step</th><th>Description</th><th>Conditions When the Step Appears</th></tr>
<tr><td>Start</td><td>Displays notices and terms and agreements.

If terms and agreements appear, the applicant must agree to the terms before continuing to the next step.</td><td>The start steps appears if either of the following conditions is true:
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.

The site definition controls whether prescreening terms and agreements appear in addition to the prescreening notice.</td></tr>
<tr><td>Prequalify</td><td>Displays prescreening questions. Depending on the site configuration, the applicant may be required to supply answers before continuing.

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.

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.</td><td>The Prequalify step appears when either of the following conditions is true:
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.
See “Setting Up Screening for a Job Opening” (PeopleSoft Talent Acquisition Manager)</td></tr>
<tr><td>Resume</td><td>Enables applicants to supply a resume and cover letter using methods defined in the resume template.</td><td>The Resume step appears unless the resume template is configured to skip this step.</td></tr>
</table>

Step	*Description*	*Conditions When the Step Appears*
Configurable steps	These steps, which are configured on the resume template, can display any of the following data entry sections: • 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.	The Community Background step appears if the **Use Community Background** check box is selected on the Country Specific page in the resume template definition. The system does not consider the actual location of the job opening, only the settings on the resume template.

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: 1. *Disability:* invites applicants to self-identify their disability status. 2. *Veteran:* invites applicants to self-identify their veteran status. 3. *Diversity:* 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 **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 Norther Ireland or the Diversity step for the United States, the system returns the applicant to the 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 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 Talent Acquisition Manager) and “Setting Up Data Mapping” (PeopleSoft 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 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.

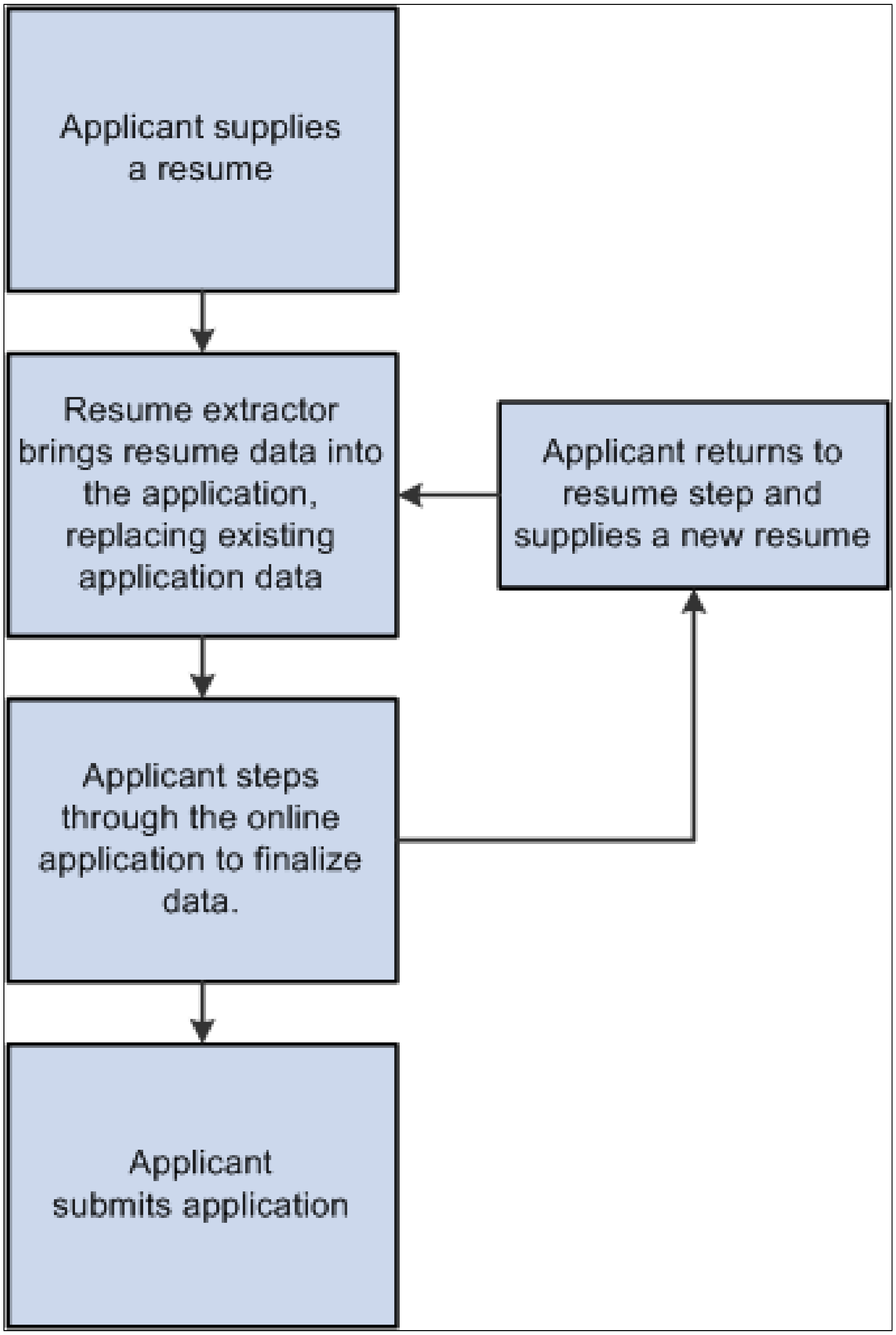
   Parsing occurs immediately; the applicant does not need to continue to the next step

   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.

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.

Note: This feature has been replaced by the job application functionality in Fluid. For more information, see Using Fluid Candidate Gateway to Apply for Jobs.

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.

Page Name	***Definition Name***	***Usage***
Prequalify Results Page	HRS_CE_JOSCR_RSLT2	Review prescreening results.
Resume Page	HRS_RESUME_OPTION	Supply a resume and cover letter as part of a job application.
Copy & Paste Resume Page	HRS_APPLY_RESUME	Enter resume text into a rich text field, and provide a resume title and language.
Use Existing Resume Page	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: • Attachments Section • Employment Preferences Section • (USF) Federal Preferences Section • (USF) Priority Placement Section • Education History Section • Work Experience Section • Job Training Section • Profile-Related Sections • References Section • Personal Information Section • Application Questionnaire Section • Referrals Section
Add Attachment Page	HRS_CE_D_ATTACH	Select an attachment type and initiate the file selection process.
Priority Placement Page	HRS_CE_G_D_PP	Enter priority placement information.
Work Experience Page	HRS_CE_D_WRK_EXP	Enter work experience information.
Job Training Page	HRS_CE_D_TRAINING	Enter job training information.

Page Name	*Definition Name*	*Usage*
<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.
Reference Page	HRS_CE_D_REFERENCE	Enter name and contact information for a person who can supply a professional or personal reference.
(NIR) Community Background Page	HRS_APP_CB2	Enter community background information for Northern Ireland.
(USA) Disability Page	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).
Veteran Page	HRS_CE_VETERAN	Enter self-identified veteran status. This page supports compliance with OFCCP regulations from the U.S. Department of Labor.
(USA) Diversity Page	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.
Review/Submit Page	HRS_CE_REVIEW	Review application data, and submit an application.

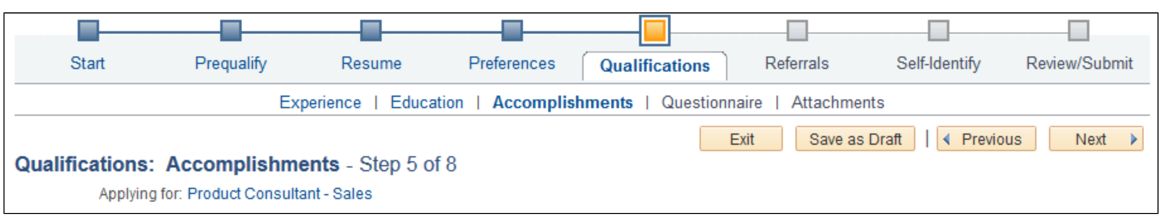
Page Name	***Definition Name***	***Usage***
My Contact Information Page	HRS_APP_PRFILE_SEC	External applicants use this page to review and update name contact information. Internal applicants can review this information, but they cannot make any changes because the information comes from HR records.
Application Confirmation Page	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.
Application Summary Page	HRS_CE_REVIEW	Review a submitted application.

The Guided Application Process

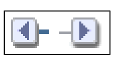
The Candidate Gateway guided application process includes the following elements that appear on all steps:

- 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.

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

Field or Control	***Description***
<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

Field or Control	*Description*
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

Field or Control	***Description***
<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

Field or Control	***Description***
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.

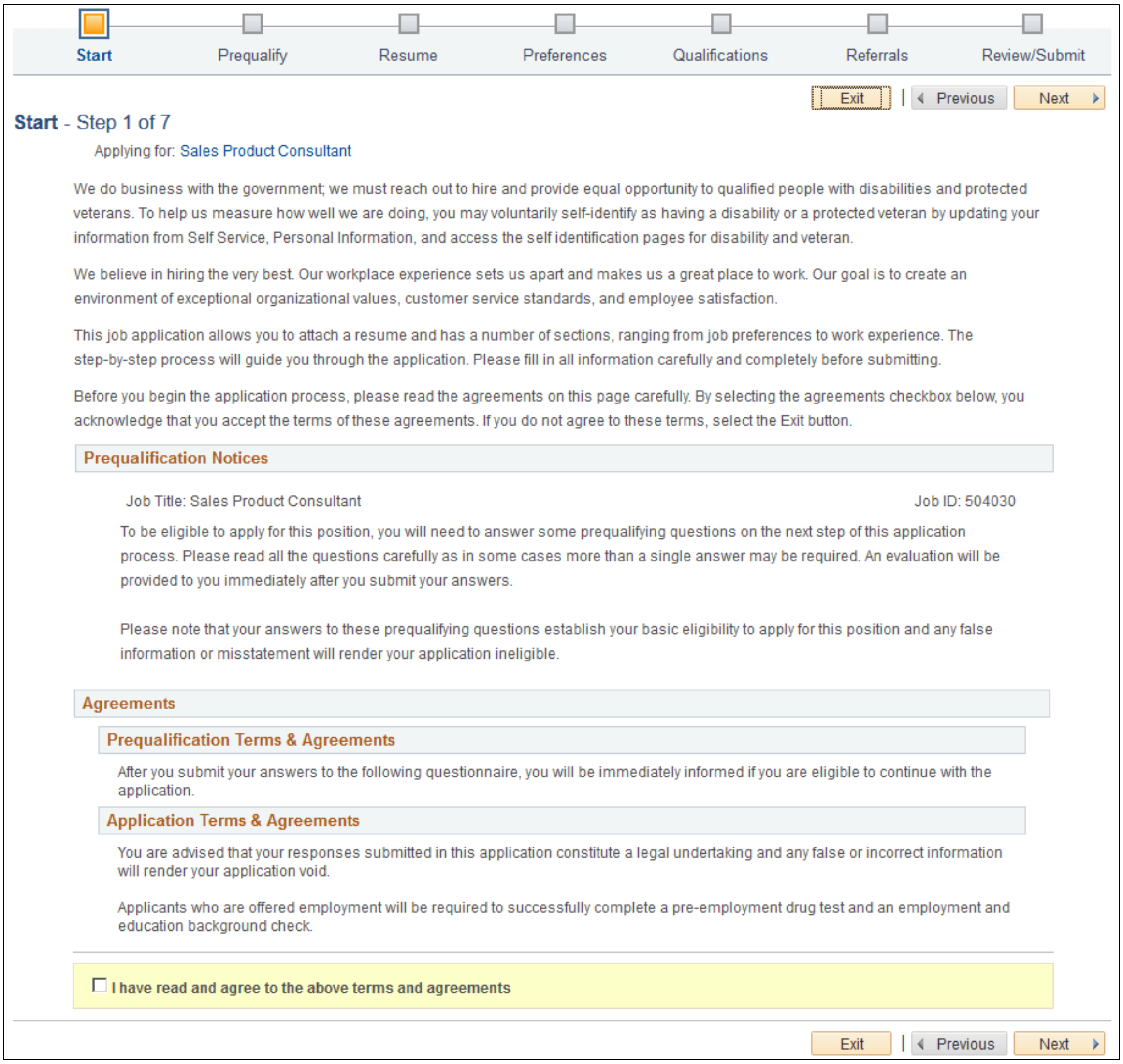
This page appears if the site definition is configured to show start step content or if the application includes prescreening.

Navigation:

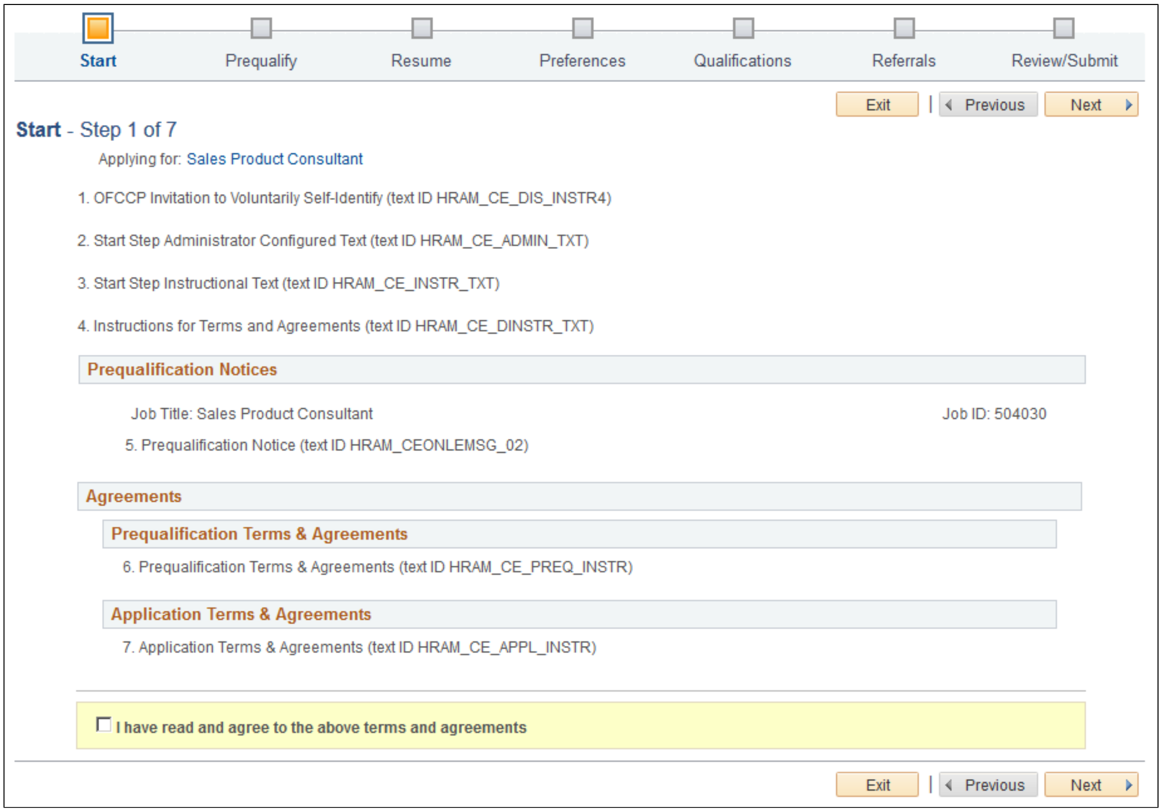
Begin a job application. To do this:

- Click the **Apply** button on the 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.

This example illustrates the Start page with sample text. Oracle delivers these sample text examples.



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.

Field or Control	***Description***
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.

Field or Control	*Description*
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

Field or Control	*Description*
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

Field or Control	*Description*
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

Field or Control	*Description*
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.

This example illustrates the Job Details page when the application includes a single job opening.

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.

Field or Control	***Description***
Close	Clicking this button closes the Job Details page and returns the applicant to the guided application process.

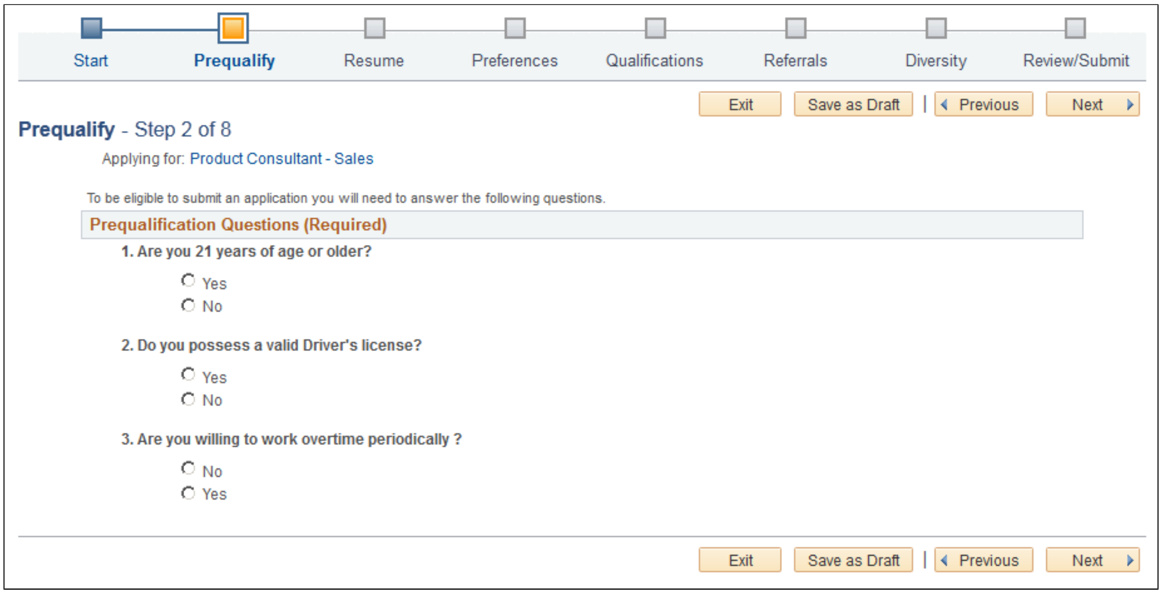
Prequalify Page

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.

This example illustrates the Prequalify page.



Field or Control	*Description*
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 Talent Acquisition Manager)

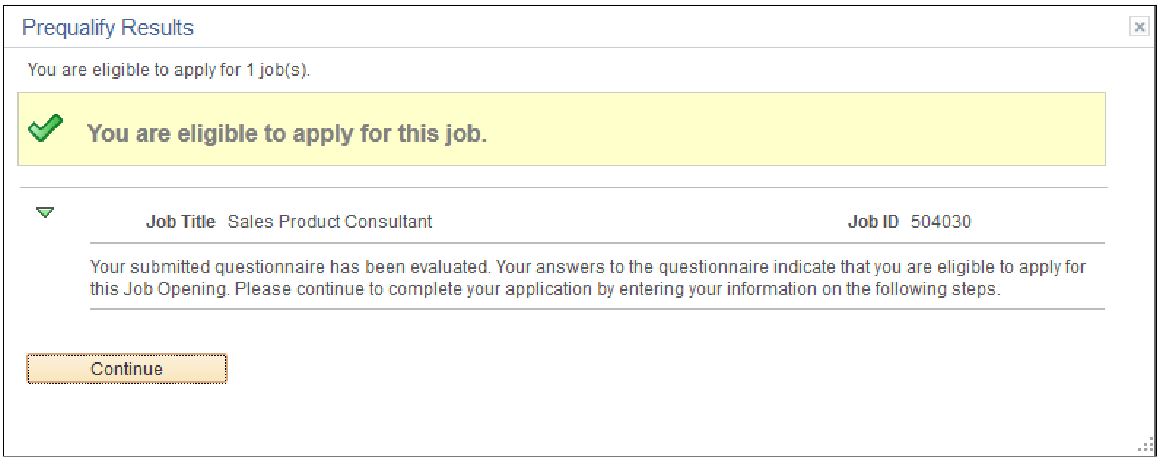
Prequalify Results Page

Applicants use the Prequalify Results page (HRS_CE_JOSCR_RSLT2) to review prescreening results.

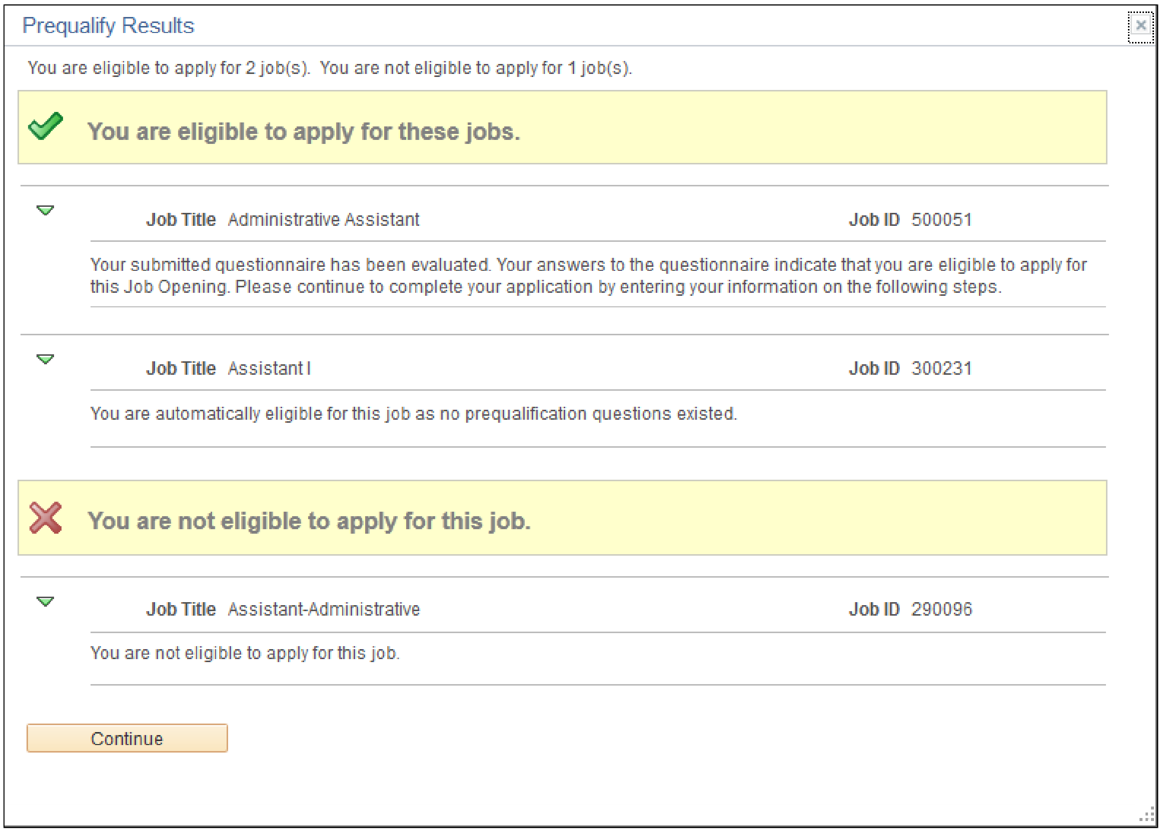
Navigation:

Click the **Next** button on the Prequalify step.

This example illustrates the Prequalify Results page when the applicant applies for a single job and passes prescreening.



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

Field or Control	***Description***
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

Field or Control	*Description*
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

Field or Control	*Description*
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.

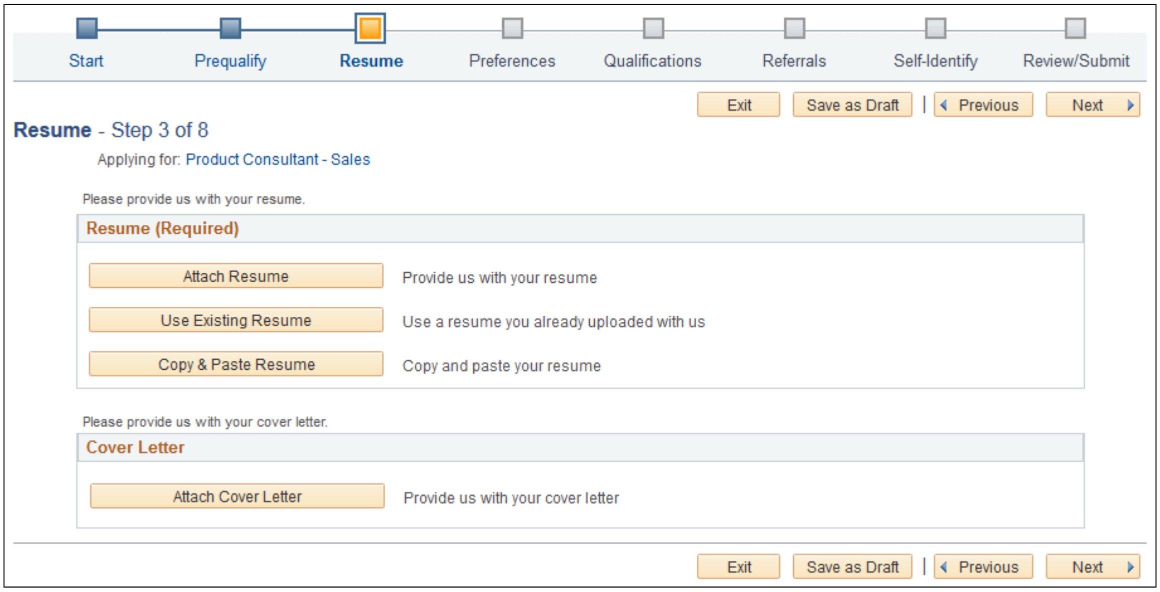
The application process includes a Resume step unless the resume template is configured to skip this step.

Navigation:

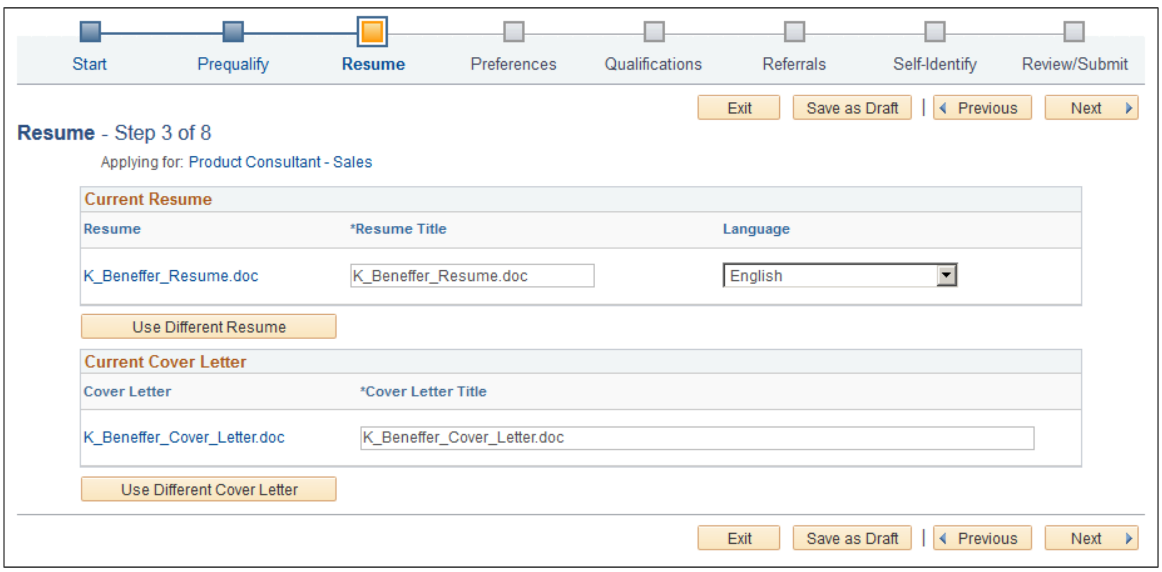
Click the **Next** button on the Start Step page.

If the guided application process does not include the Start step, the Resume page is the first page in the guided application process.

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.



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:

Field or Control	***Description***
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 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.

Field or Control	***Description***
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.

Field or Control	***Description***
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.

Field or Control	***Description***
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.

Field or Control	***Description***
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.

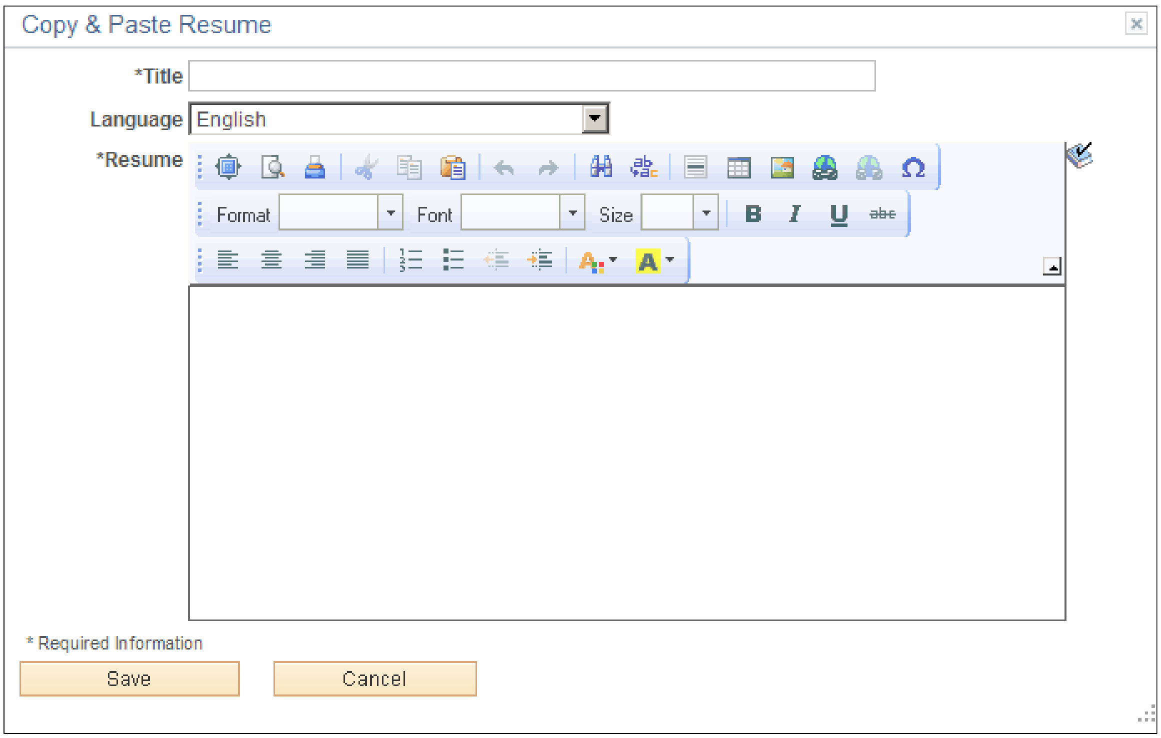
Copy & Paste Resume Page

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.

This example illustrates the Copy & Paste Resume page.



Field or Control	***Description***
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.

Field or Control	Description
Cancel	Click to return to the Resume step without saving changes.

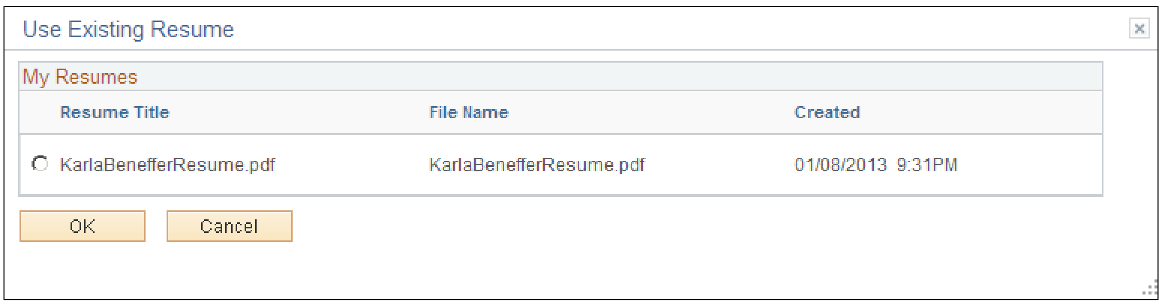
Use Existing Resume Page

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.

This example illustrates the Use Existing Resume page.



Field or Control	Description
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.

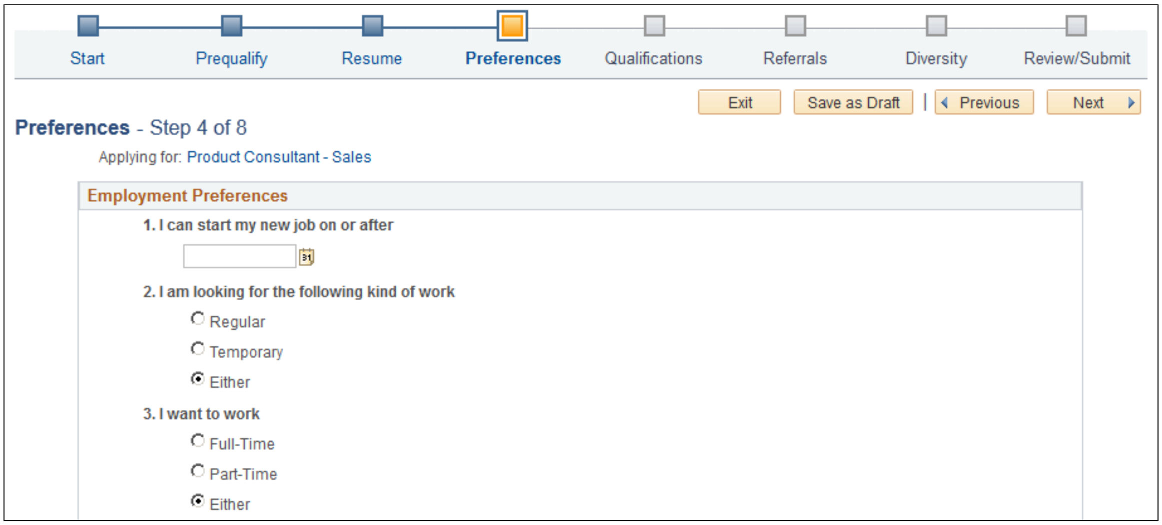
<Step Name> Page

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.

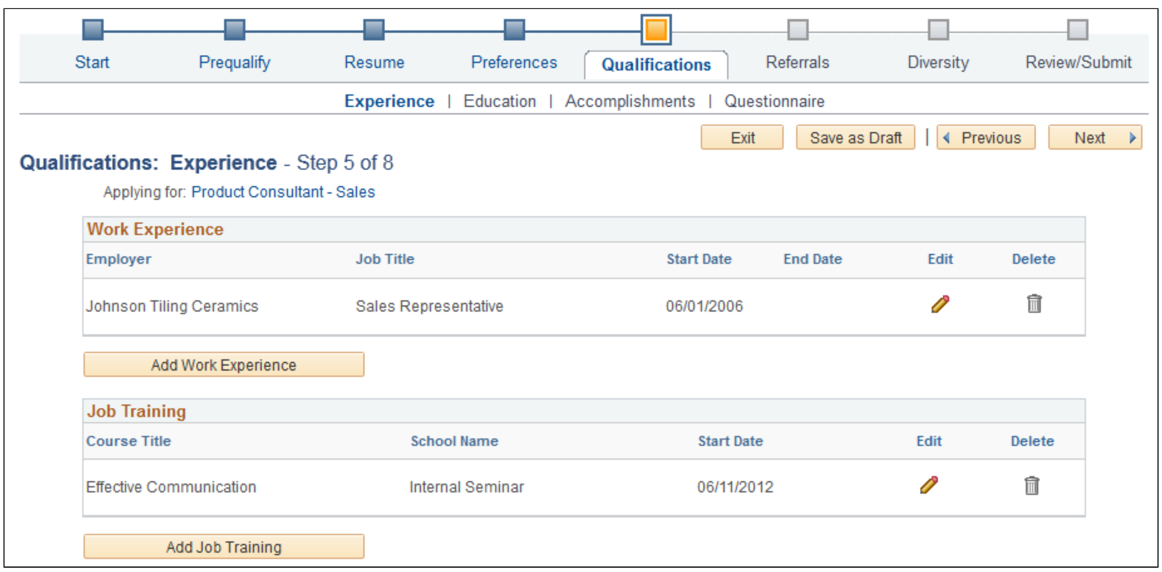
Navigation:

In the guided application process, click the **Next** button until you reach the steps that display sections defined in the resume template.

This example illustrates the <Step Name> page for a step with no 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.

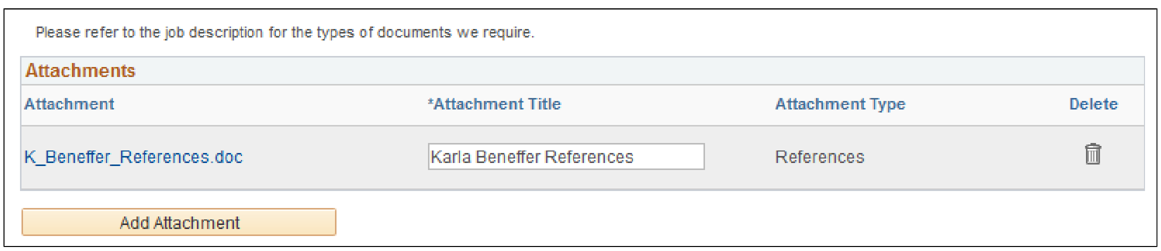
Attachments Section

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.

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. This text is appropriate only if job descriptions actually provide the necessary information.

Field or Control	***Description***
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.

Field or Control	***Description***
Add Attachment	Clicking this button opens the Add Attachment page, where the applicant chooses an attachment type and selects a file to upload.

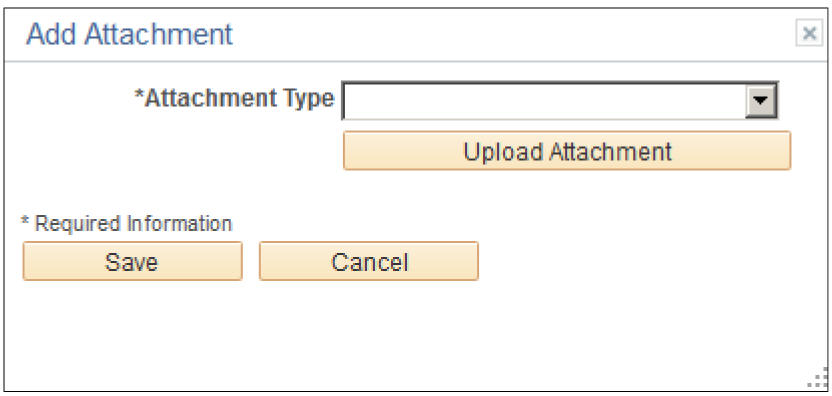
Add Attachment Page

Use the Add Attachment page (HRS_CE_D_ATTACH) to select an attachment type and initiate the file selection process.

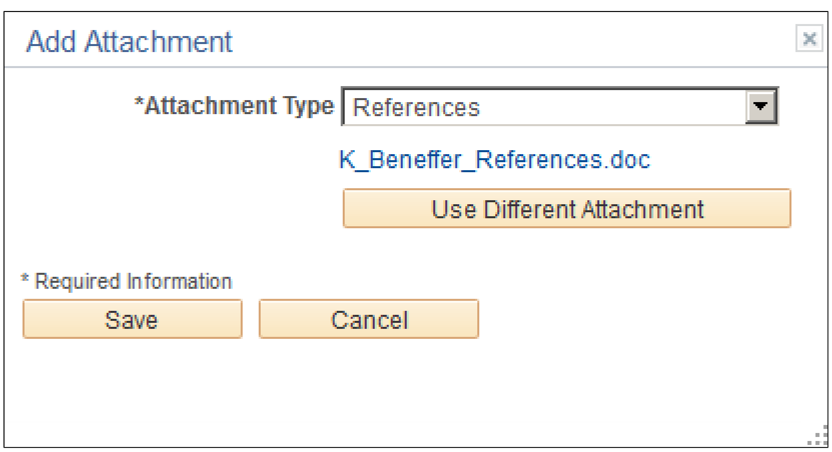
Navigation:

On a step that shows the Attachments section, click the Add Attachment button.

This example illustrates the Add Attachment page before a file has been uploaded



This example illustrates the Add Attachment page after a file has been uploaded



Field or Control	***Description***
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 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

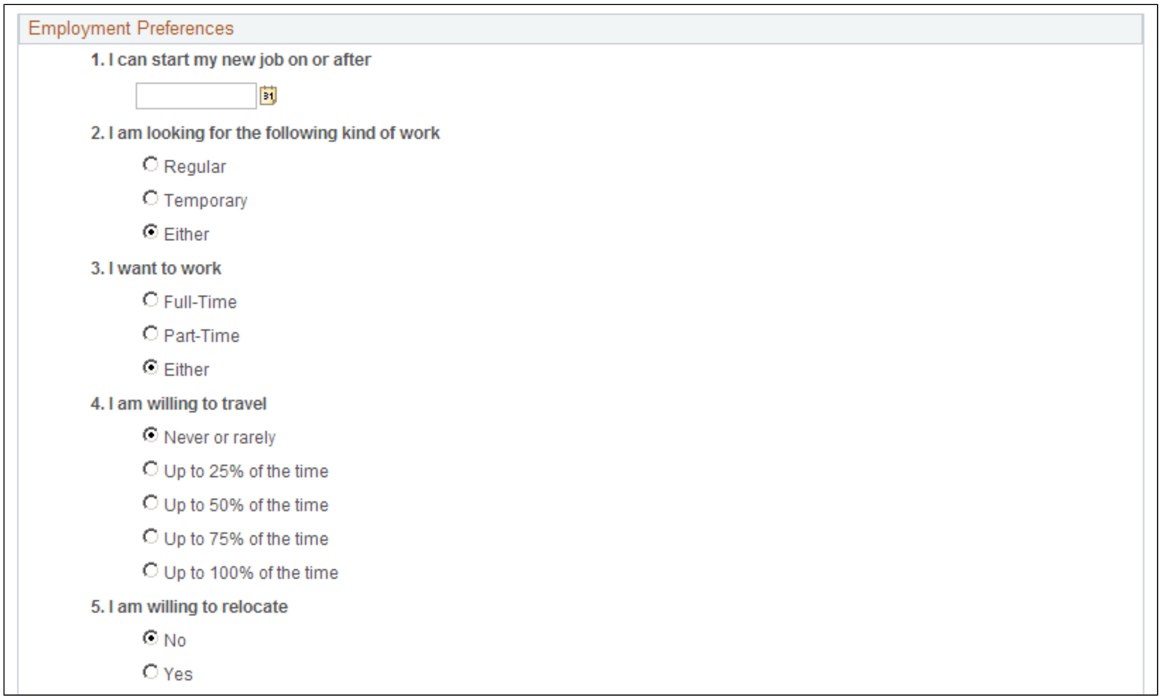
Note: The step where this section appears is defined in the resume template.

Applicants use the Employment Preferences section to enter general work preferences.

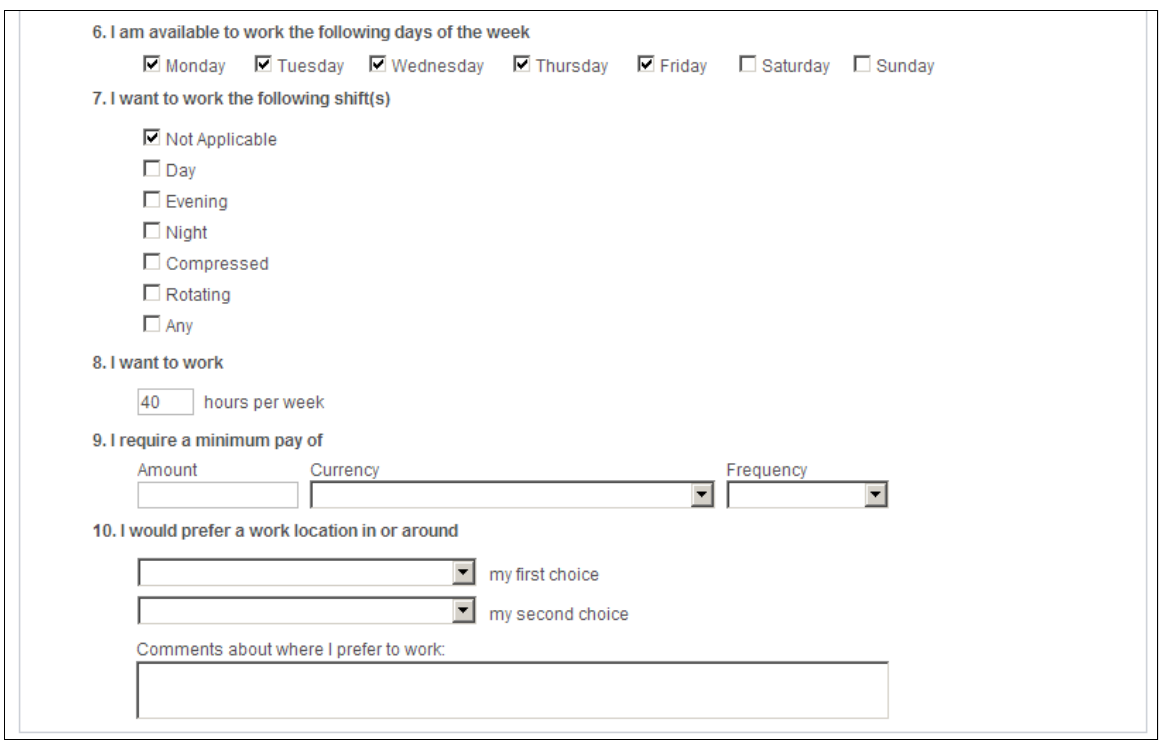
Navigation:

Access a step that is configured to include the Employment Preferences section.

This is the first of two examples illustrating the Employment Preferences section that can appear on a resume template step.



This is the second of two examples illustrating the Preferences section that can appear on a resume template step.



Field or Control	***Description***
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.**

Field or Control	***Description***
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

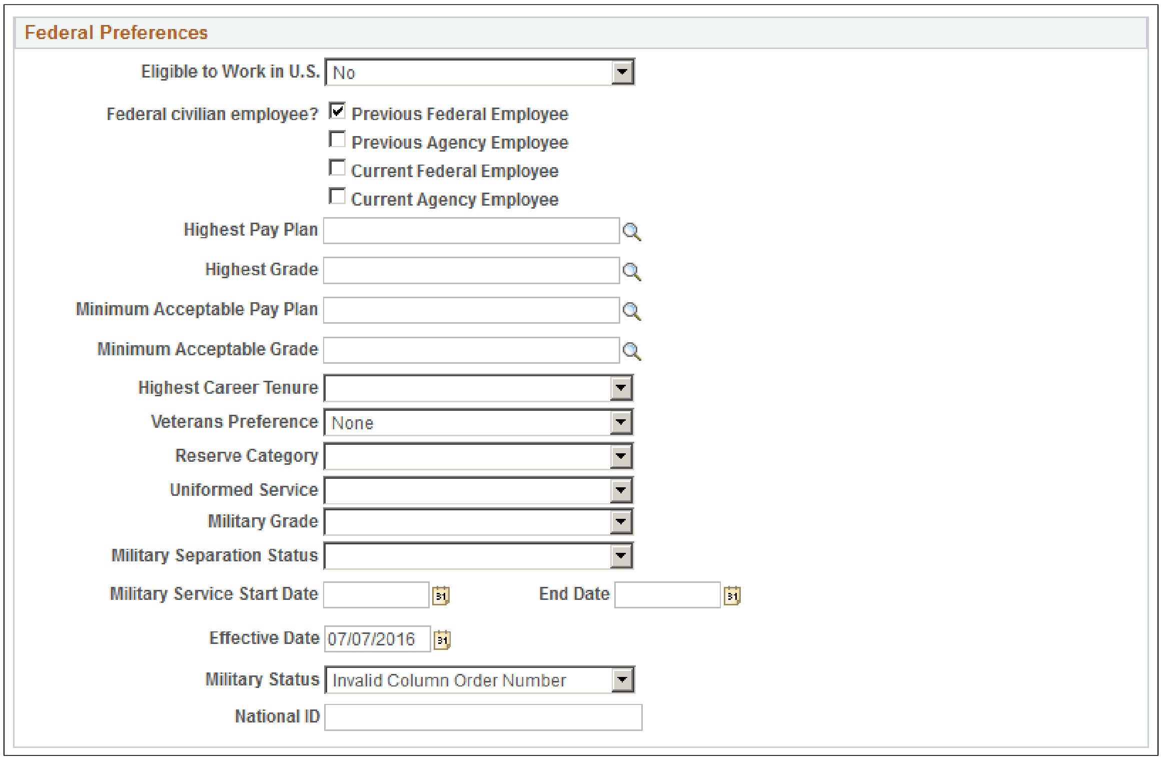
Note: The step where this section appears is defined in the resume template.

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.

This example illustrates the Federal Preferences section that can appear on a resume template step.



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 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

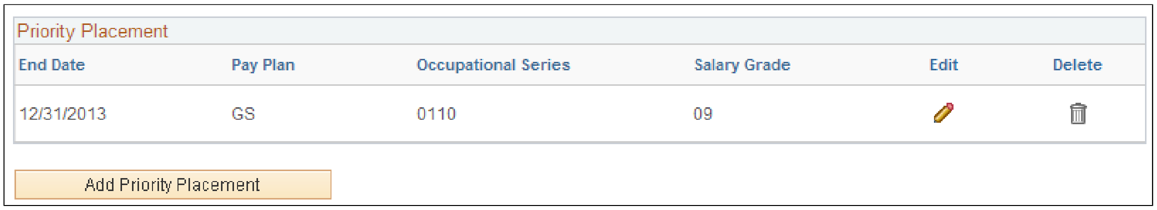
Note: The step where this section appears is defined in the resume template.

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.

This example illustrates the Priority Placement section that can appear on a resume template step.



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 Talent Acquisition Manager).

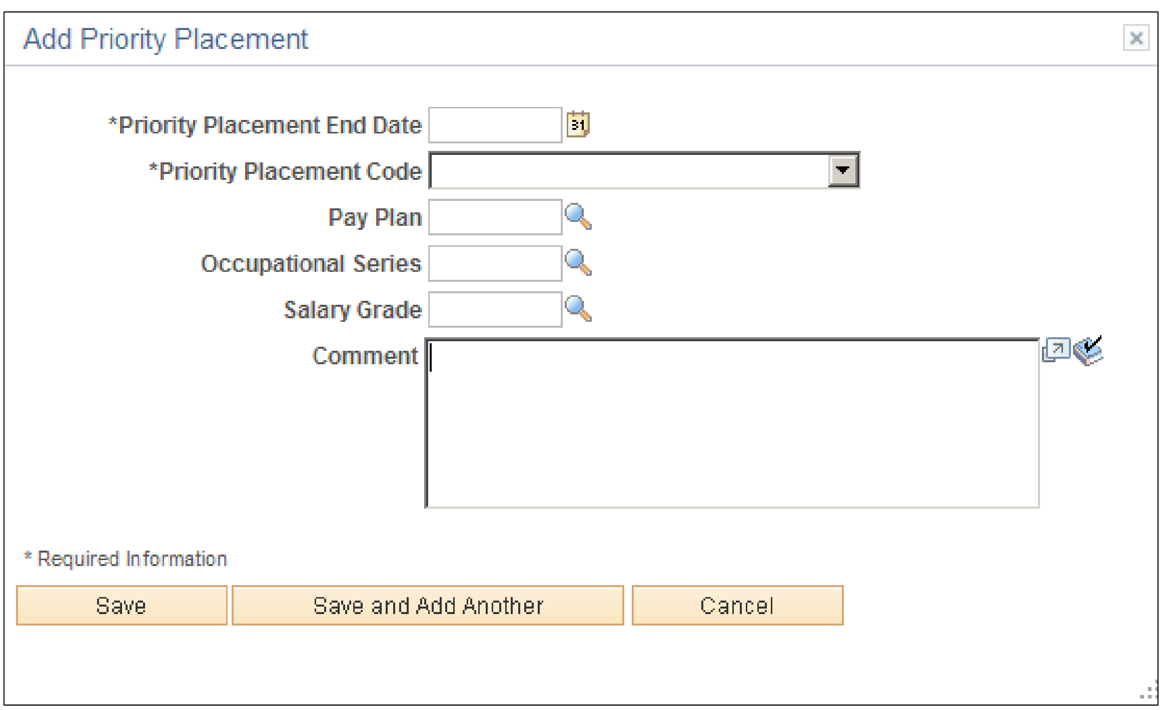
Priority Placement Page

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.

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 Talent Acquisition Manager) that Talent Acquisition Manager users access from the “Application Details Page” (PeopleSoft Talent Acquisition Manager).

Education History Section

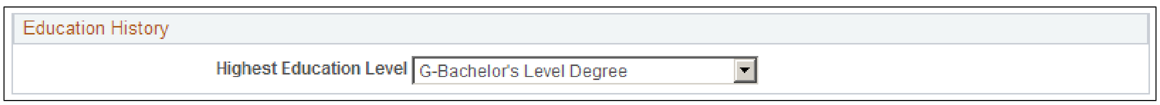
Note: The step where this section appears is defined in the resume template.

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.

This example illustrates the Education History section that can appear on a resume template step.



Education History

Field or Control	***Description***
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

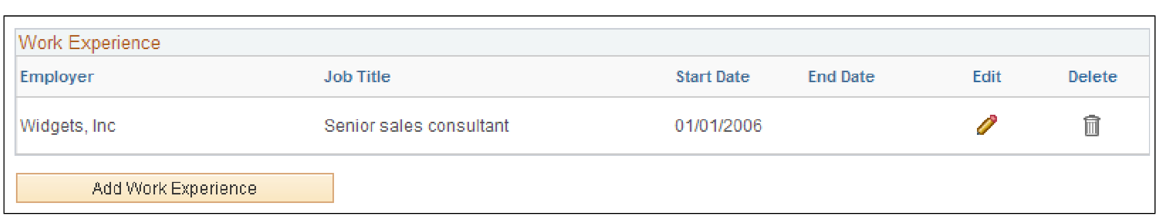
Note: The step where this section appears is defined in the resume template.

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.

This example illustrates the Work Experience section that can appear on a resume template step.



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 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.

Field or Control	***Description***
 **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.

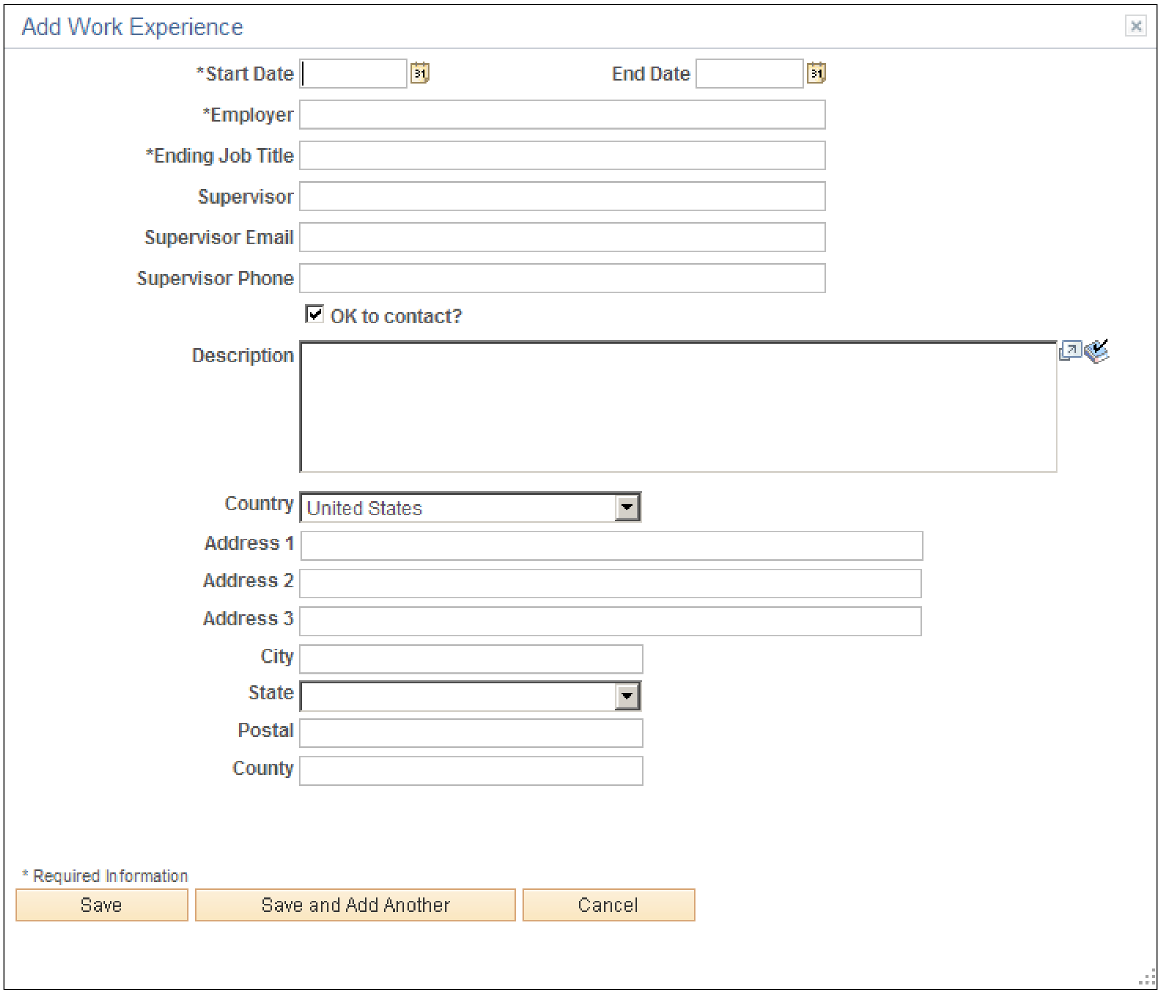
Work Experience Page

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.

This example illustrates the Work Experience page. When adding new work experience data, the page title is Add Work Experience.



Field or Control	***Description***
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.

Field or Control	***Description***
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

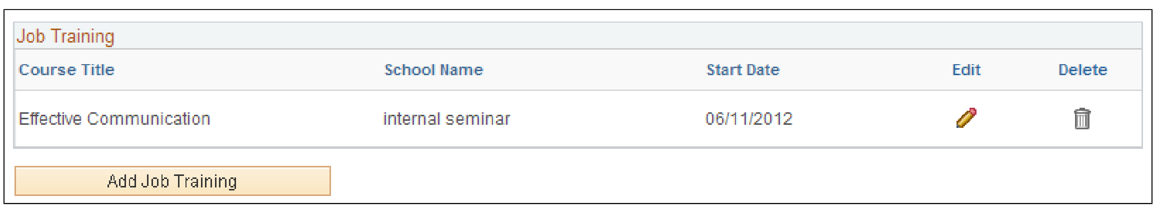
Note: The step where this section appears is defined in the resume template.

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.

This example illustrates the Job Training section that can appear on a resume template step.



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.

Field or Control	***Description***
Edit	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.

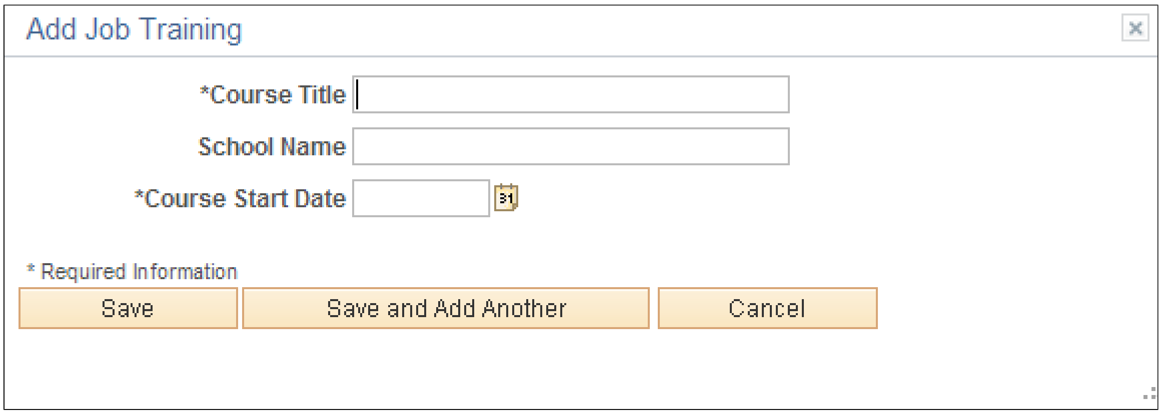
Job Training Page

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.

This example illustrates the Job Training Page. When adding new training data, the page title is Add Job Training.



Field or Control	***Description***
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

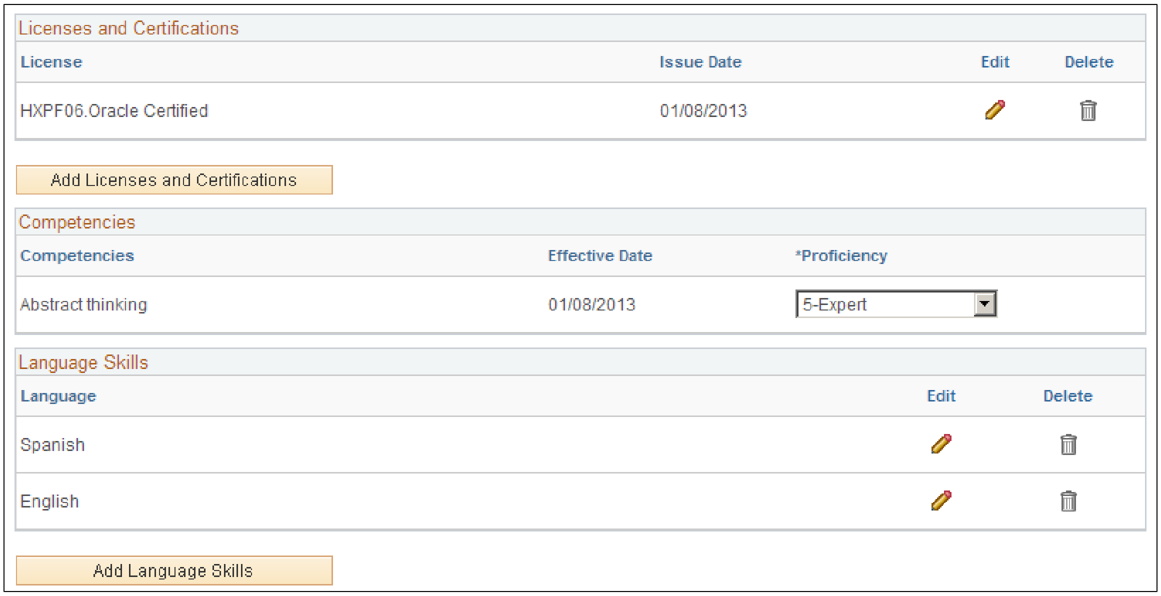
Note: The steps where profile-related sections appear are defined in the resume template.

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.

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.



Note: Within the resume template, profile-related sections can be marked as required, forcing applicants to supply at least one row of data.

Field or Control	***Description***
<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 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.

Field or Control	***Description***
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.

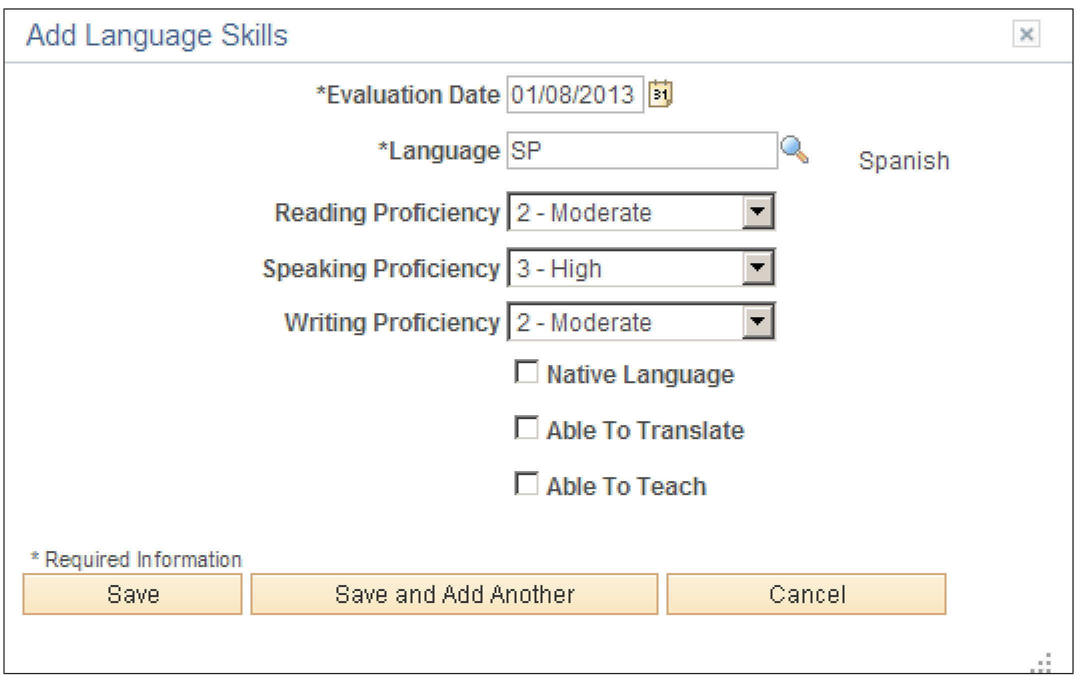
<Profile Content Type> Page

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.

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 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

Field or Control	***Description***
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

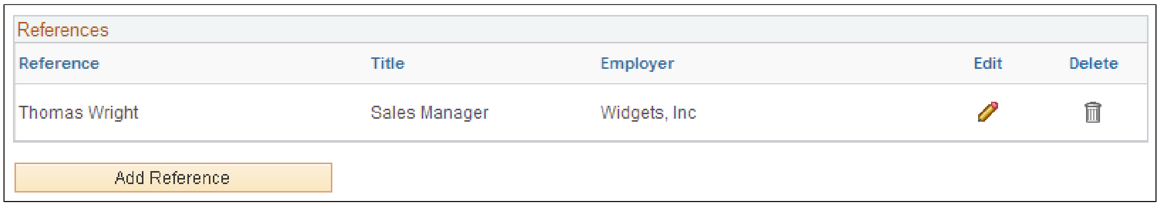
Note: The step where this section appears is defined in the resume template.

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.

This example illustrates the References section that can appear on a resume template step.



Note: Within the resume template, the References section can be marked as required, forcing applicants to supply at least one row of data.

Field or Control	***Description***
 **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.

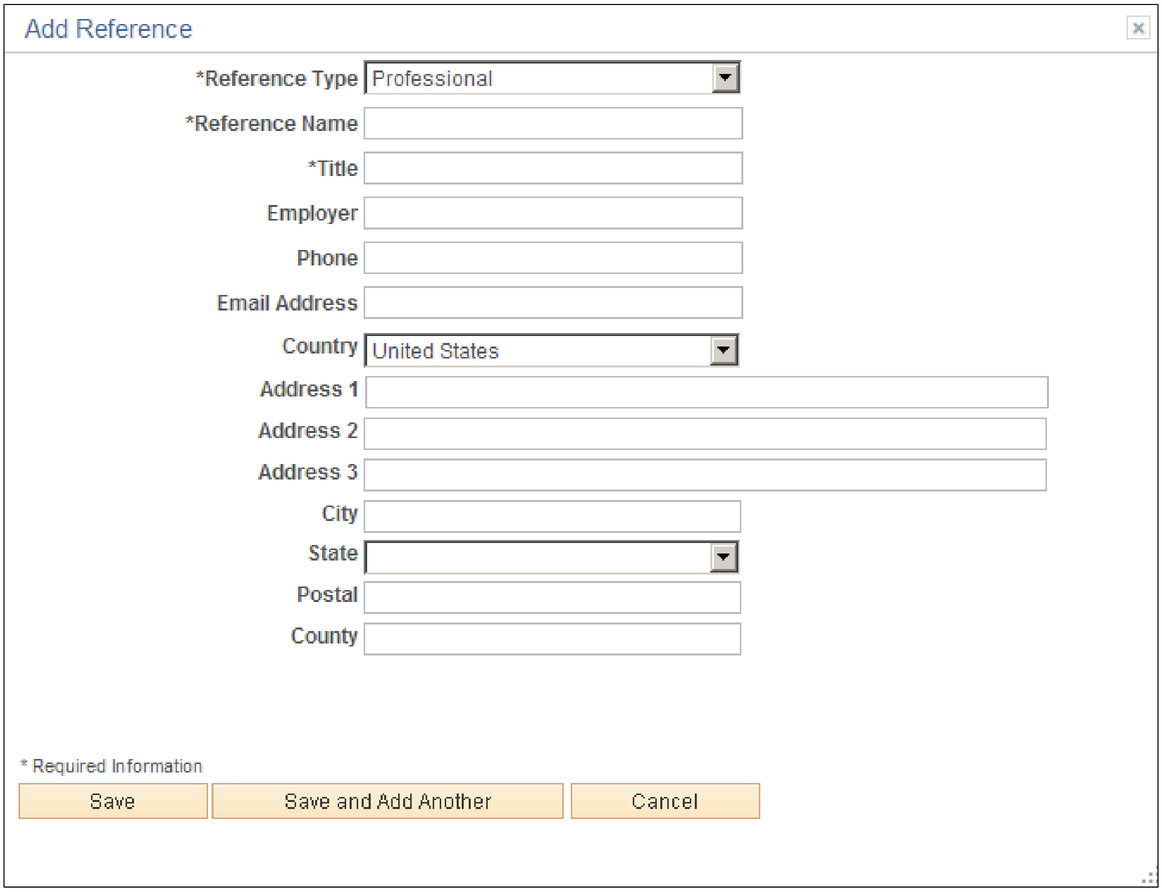
Navigation:

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 Talent Acquisition Manager).

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

Field or Control	***Description***
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.

Field or Control	*Description*
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

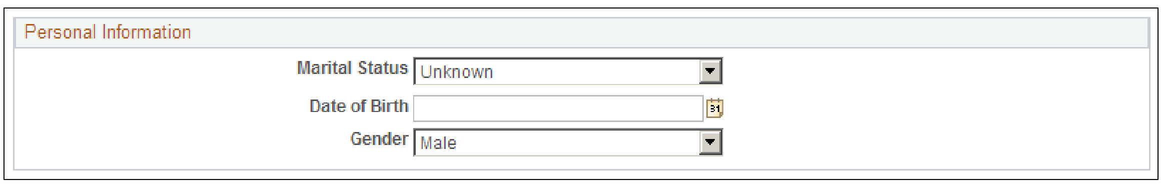
Note: The step where this section appears is defined in the resume template.

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.

This example illustrates the Personal Information section that can appear on a resume template step.



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

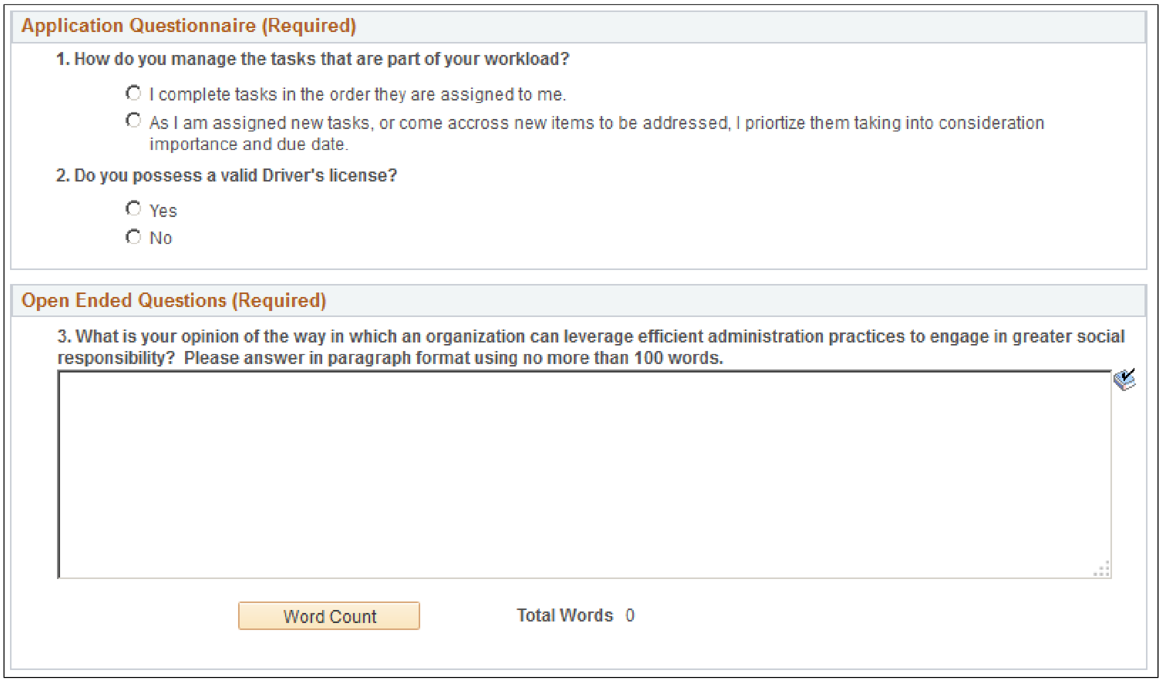
Note: The step where this section appears is defined in the resume template.

Applicants use the Application Questionnaire section to answer questions.

Navigation:

Access a step that is configured to include the Application Questionnaire section.

This example illustrates the Application Questionnaire section that can appear on a resume template step.



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.

Field or Control	***Description***
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 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

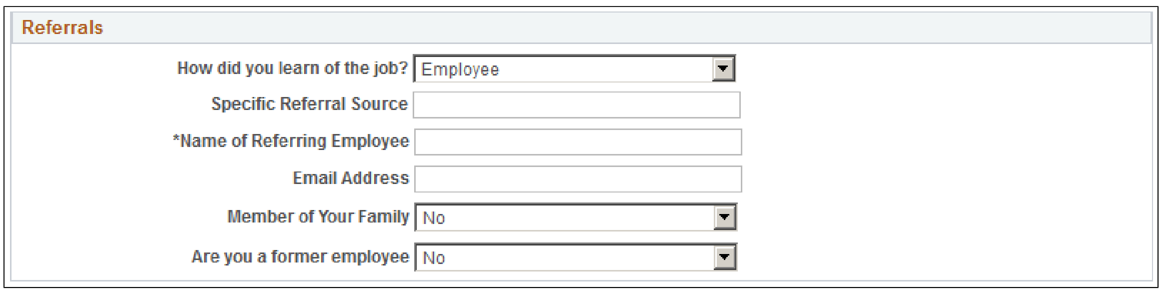
Note: The step where this section appears is defined in the resume template.

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.

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.



Field or Control	***Description***
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 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.

Field or Control	***Description***
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

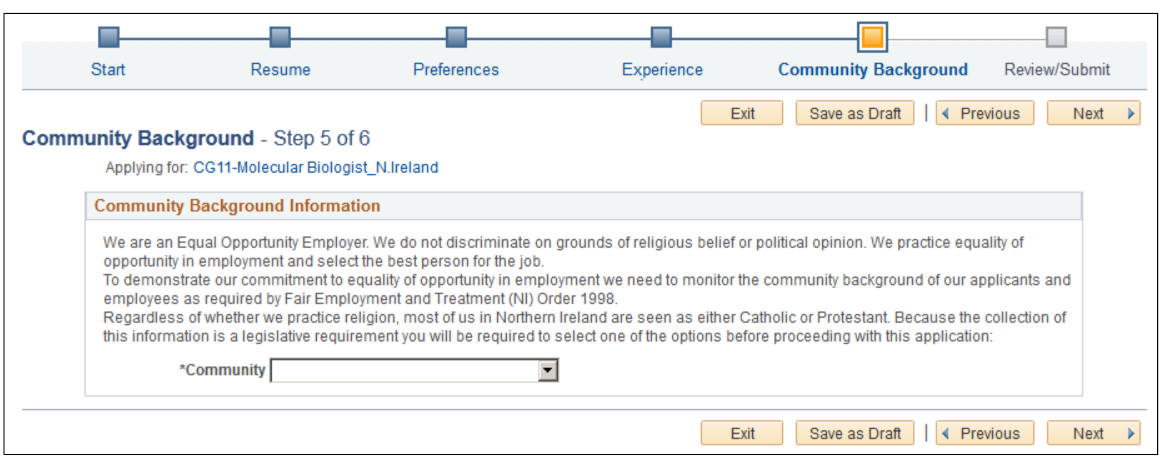
Applicants use the Community Background page (HRS_APP_CB2) to enter community background information for Northern Ireland.

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.

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.

Field or Control	***Description***
Community	Applicants must supply select *Catholic, Protestant,* or *Undetermined/Other* before continuing to the next step in the application process.

(USA) Disability Page

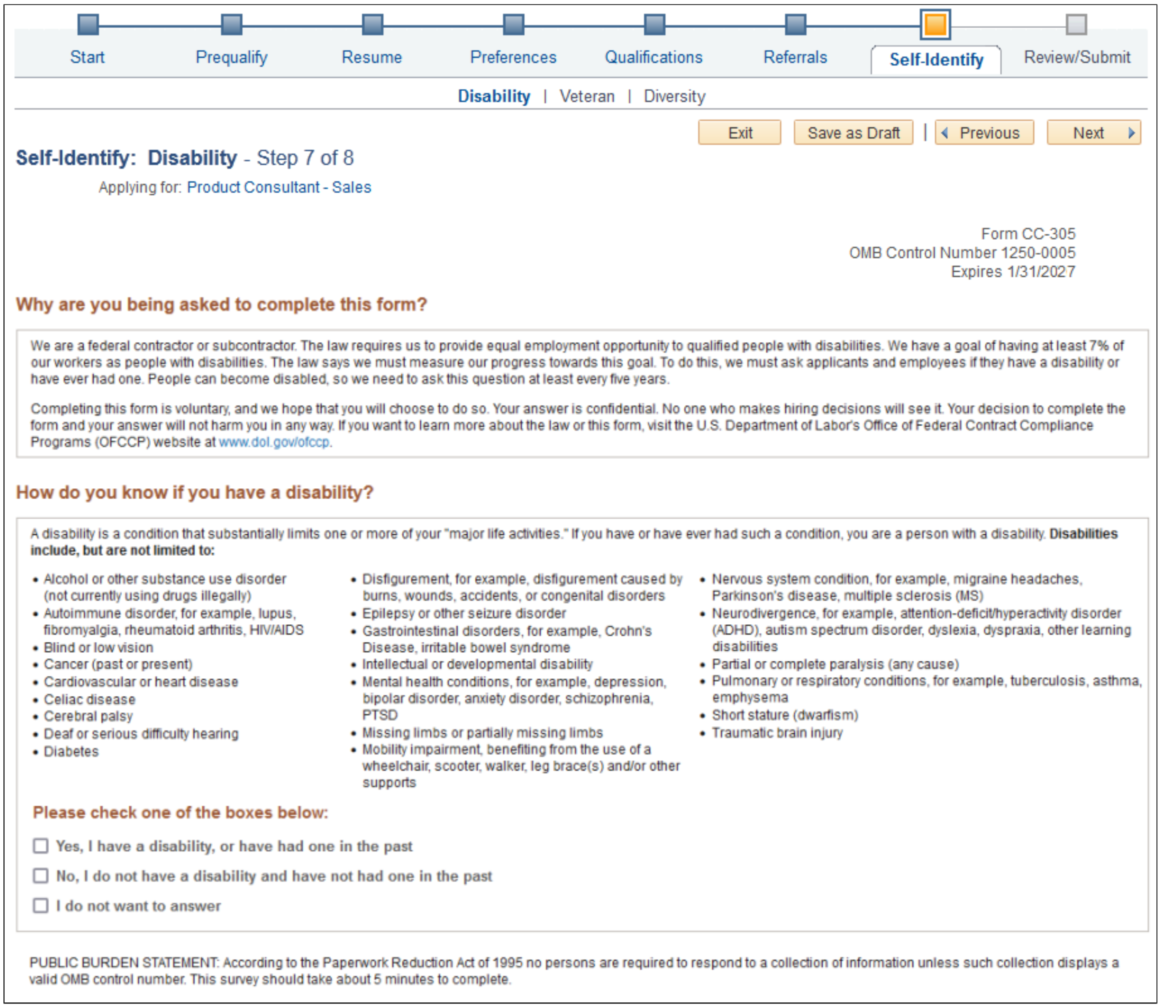
Applicants use the Disability page (HRS_CE_DISABILITY) to enter self-identified disability information. This page supports compliance with OFCCP regulations from the U.S. Department of Labor.

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.

This example illustrates the Disability page.


Start Prequalify Resume Preferences Qualifications Referrals Self-Identify Review/Submit

Disability | Veteran | Diversity

Exit Save as Draft | Previous Next

Self-Identify: Disability - Step 7 of 8

Applying for: Product Consultant - Sales

Form CC-305
OMB Control Number 1250-0005
Expires 1/31/2027

Why are you being asked to complete this form?

We are a federal contractor or subcontractor. The law requires us to provide equal employment opportunity to qualified people with disabilities. We have a goal of having at least 7% of our workers as people with disabilities. The law says we must measure our progress towards this goal. To do this, we must ask applicants and employees if they have a disability or have ever had one. People can become disabled, so we need to ask this question at least every five years.

Completing this form is voluntary, and we hope that you will choose to do so. Your answer is confidential. No one who makes hiring decisions will see it. Your decision to complete the form and your answer will not harm you in any way. If you want to learn more about the law or this form, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at www.dol.gov/ofccp.

How do you know if you have a disability?

A disability is a condition that substantially limits one or more of your "major life activities." If you have or have ever had such a condition, you are a person with a disability. **Disabilities include, but are not limited to:**

- Alcohol or other substance use disorder (not currently using drugs illegally)
- Autoimmune disorder, for example, lupus, fibromyalgia, rheumatoid arthritis, HIV/AIDS
- Blind or low vision
- Cancer (past or present)
- Cardiovascular or heart disease
- Celiac disease
- Cerebral palsy
- Deaf or serious difficulty hearing
- Diabetes
- Disfigurement, for example, disfigurement caused by burns, wounds, accidents, or congenital disorders
- Epilepsy or other seizure disorder
- Gastrointestinal disorders, for example, Crohn's Disease, irritable bowel syndrome
- Intellectual or developmental disability
- Mental health conditions, for example, depression, bipolar disorder, anxiety disorder, schizophrenia, PTSD
- Missing limbs or partially missing limbs
- Mobility impairment, benefiting from the use of a wheelchair, scooter, walker, leg brace(s) and/or other supports
- Nervous system condition, for example, migraine headaches, Parkinson's disease, multiple sclerosis (MS)
- Neurodivergence, for example, attention-deficit/hyperactivity disorder (ADHD), autism spectrum disorder, dyslexia, dyspraxia, other learning disabilities
- Partial or complete paralysis (any cause)
- Pulmonary or respiratory conditions, for example, tuberculosis, asthma, emphysema
- Short stature (dwarfism)
- Traumatic brain injury

Please check one of the boxes below:

- [ ] Yes, I have a disability, or have had one in the past
- [ ] No, I do not have a disability and have not had one in the past
- [ ] I do not want to answer

PUBLIC BURDEN STATEMENT: According to the Paperwork Reduction Act of 1995 no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. This survey should take about 5 minutes to complete.

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.

Field or Control	*Description*
Please select one of the options below	The applicant can optionally select from the three choices given. 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 do not want 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 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.

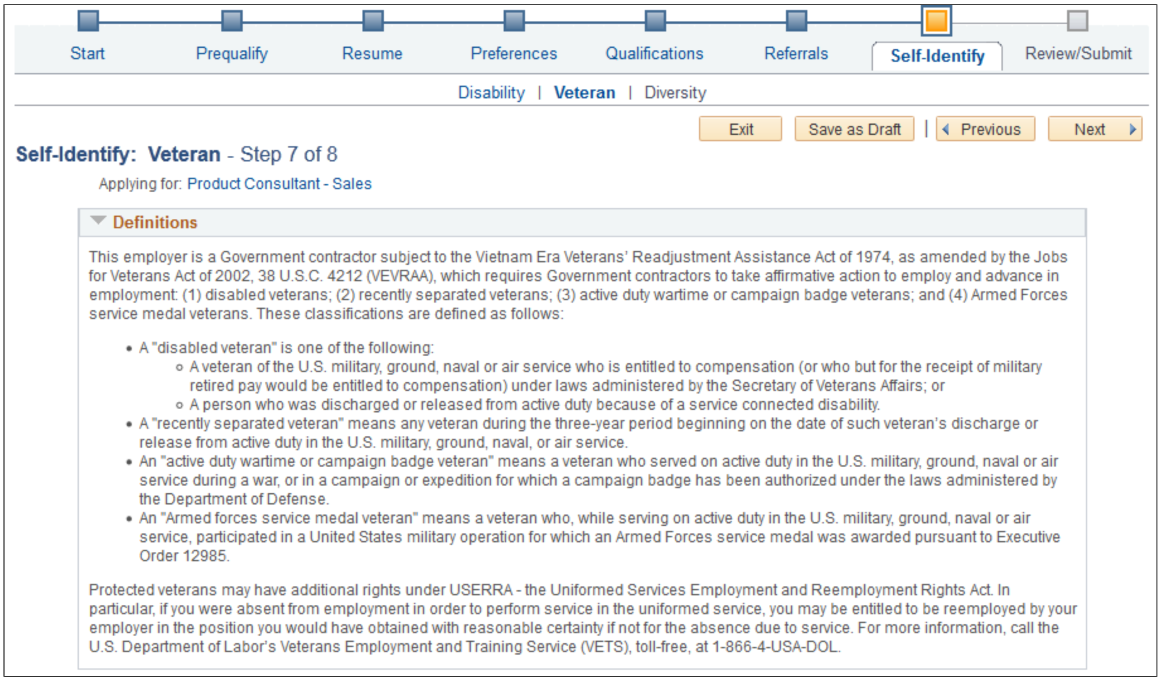
Navigation:

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:

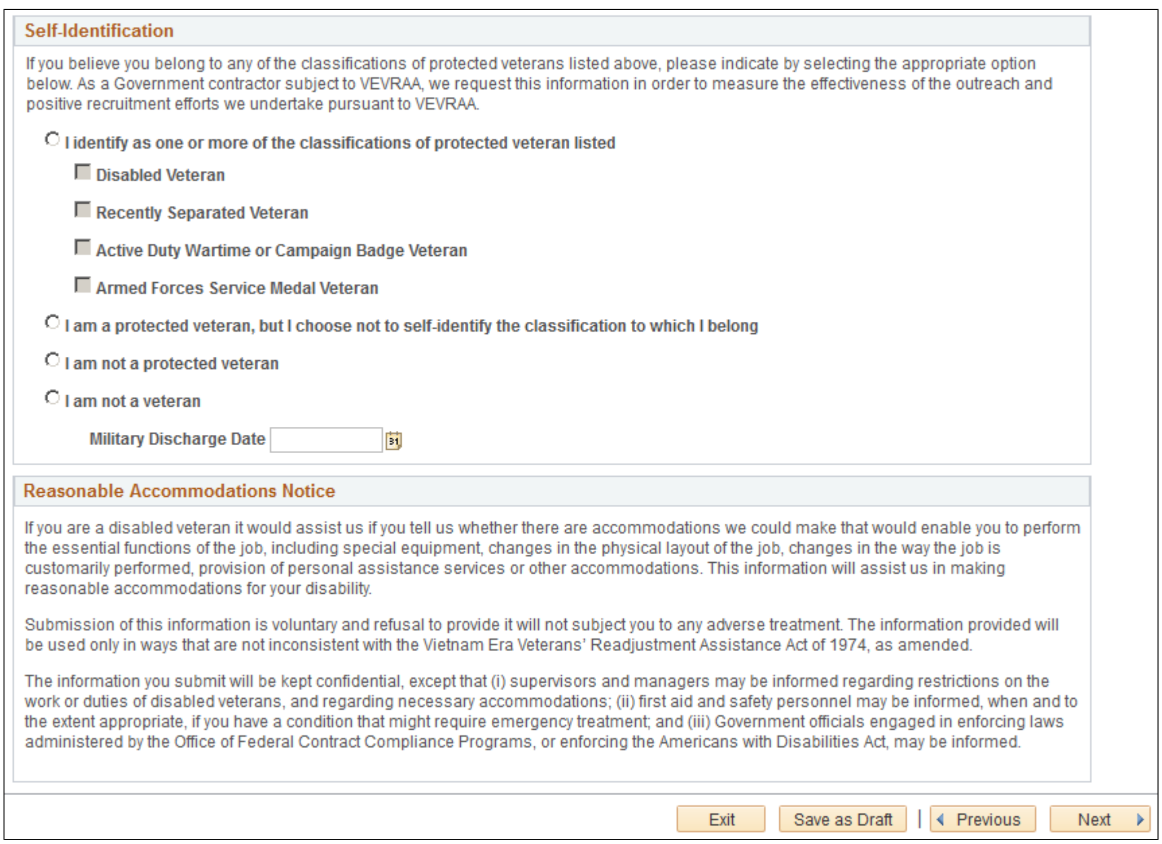
- The OFCCP Self-Identify field on the Site Setup Page is either *Disability and Veteran* or *Veteran.*
- The applicant is external.
- If the application includes job openings, at least one job opening is in the USA; if the application does not have a job opening, the applicant's address is in the USA.

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.

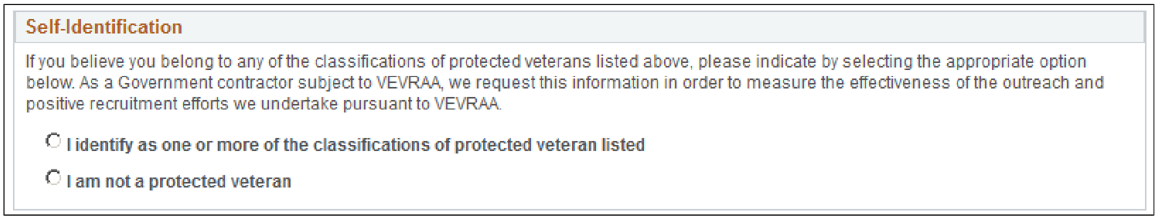
This is the first of two examples illustrating the standard version of the Veteran page.



This is the second of two examples illustrating the standard version of the Veteran page.



This example illustrates the Self-Identification section om 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.

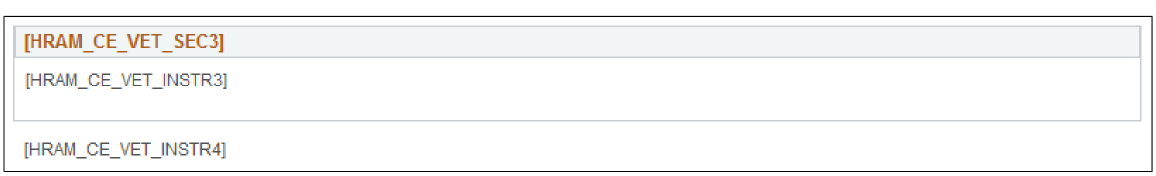
- The simplified version of this page offers only two self-identification options: protected veteran or not a protected veteran. Applicants cannot select specific classifications, nor can they enter a military discharge date.

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.

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.


[HRAM_CE_VET_SEC3]

[HRAM_CE_VET_INSTR3]

[HRAM_CE_VET_INSTR4]

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 *Protected, Not Classified.*
I am not a protected veteran	Military Status is *Not a Protected Veteran.*

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	• 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 *Protected, Not Classified.*

Veteran Option in Candidate Gateway	***Talent Acquisition Manager Fields***
I am not a protected veteran	**Military Status** is *Not a Protected Veteran.*
I am not a veteran.	**Military Status** is *Not a Veteran.*
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	*Protected, Not Classified*
Recently Separated Veteran	*Recently Separated Veteran*
Active Duty Wartime or Campaign Badge Veteran	*Active Duty/Campaign Badge Vet*
Armed Forces Service Medal Veteran	*Armed Forces Service Medal Vet*
Multiple values: • Recently Separated Veteran • Active Duty Wartime or Campaign Badge Veteran	*Separated & Active Duty Vet*
Multiple values: • Recently Separated Veteran • Armed Forces Service Medal Veteran	*Separated & Service Medal Vet*
Multiple values: • Active Duty Wartime or Campaign Badge Veteran • Armed Forces Service Medal Veteran	*Service Medal & Active Duty*

Candidate Gateway Classification Check Box(es)	***Talent Acquisition Manager Military Status***
Multiple values: • Recently Separated Veteran • Active Duty Wartime or Campaign Badge Veteran • Armed Forces Service Medal Veteran	*Separated/Srvc Medal/Active*
Multiple values: • 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 *Protected, Not Classified.*

(USA) Diversity Page

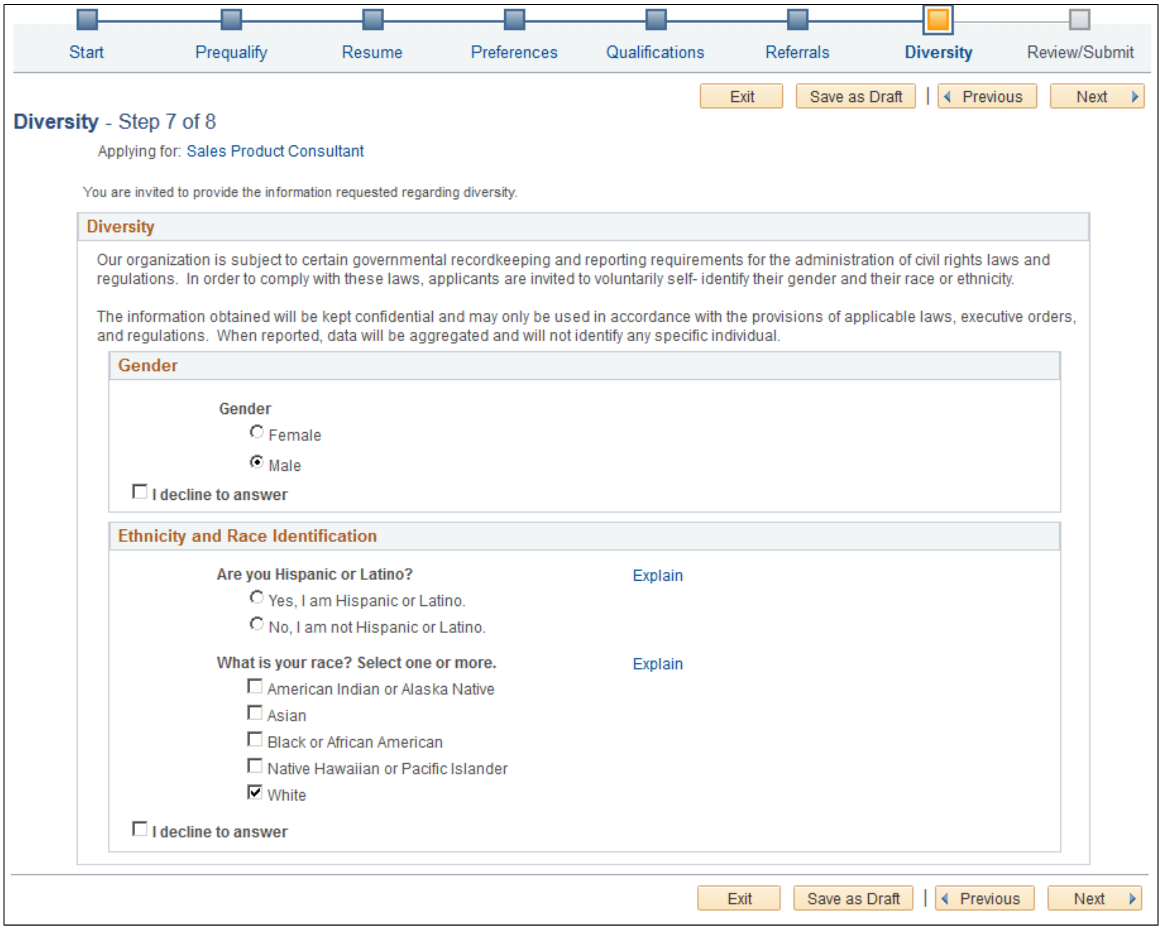
External applicants use the Diversity page (HRS_CE_SELF_IDENT) to enter gender and ethnicity information for equal employment opportunity reporting in the United States. Internal applicants do not see this page.

Navigation:

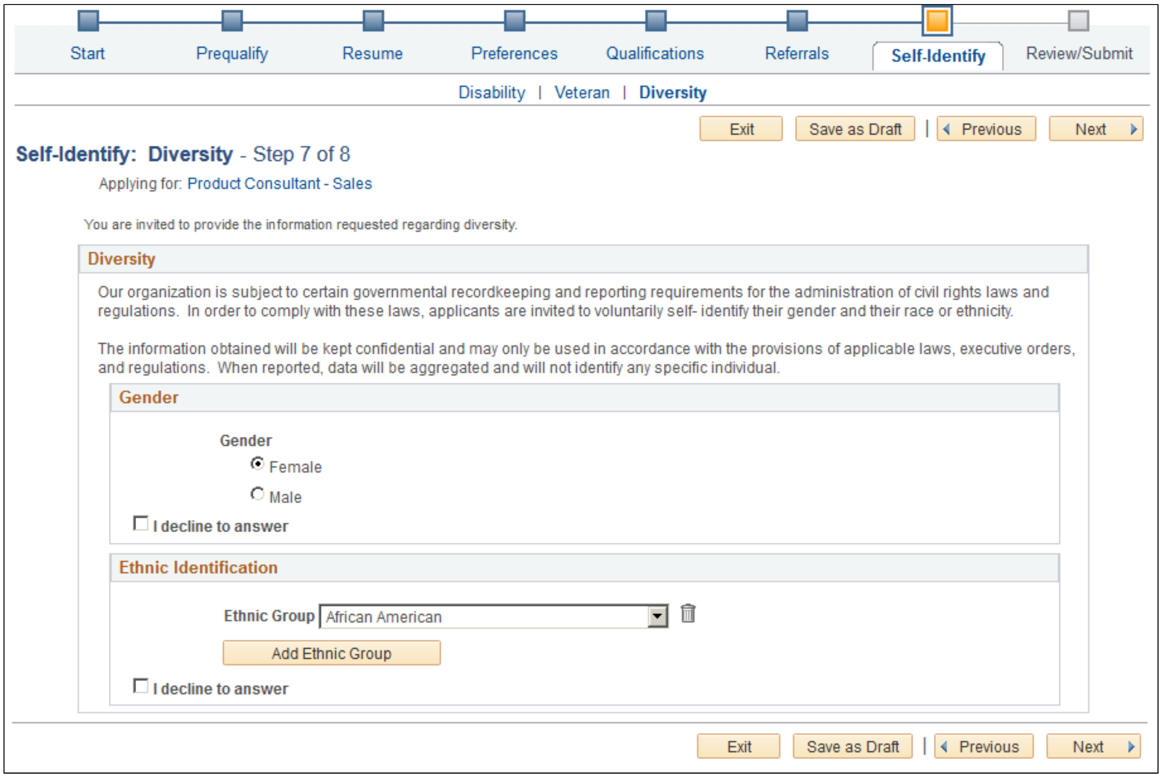
In the guided application process, click the Next button until you reach this step. This page appears only if both of these conditions are met:

- 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.

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.



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

Field or Control	***Description***
Gender	The applicant selects a radio button to answer **Female** or **Male.**

Field or Control	*Description*
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” (Application Fundamentals), this group box appears.

Field or Control	*Description*
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” (Application Fundamentals), this group box appears.

Field or Control	***Description***
Ethnic Group	The applicant can choose a value from the ethnic groups that are defined on the "Ethnic Groups Page" (PeopleSoft 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" (Application Fundamentals). On the "Regulatory Region Page" (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.

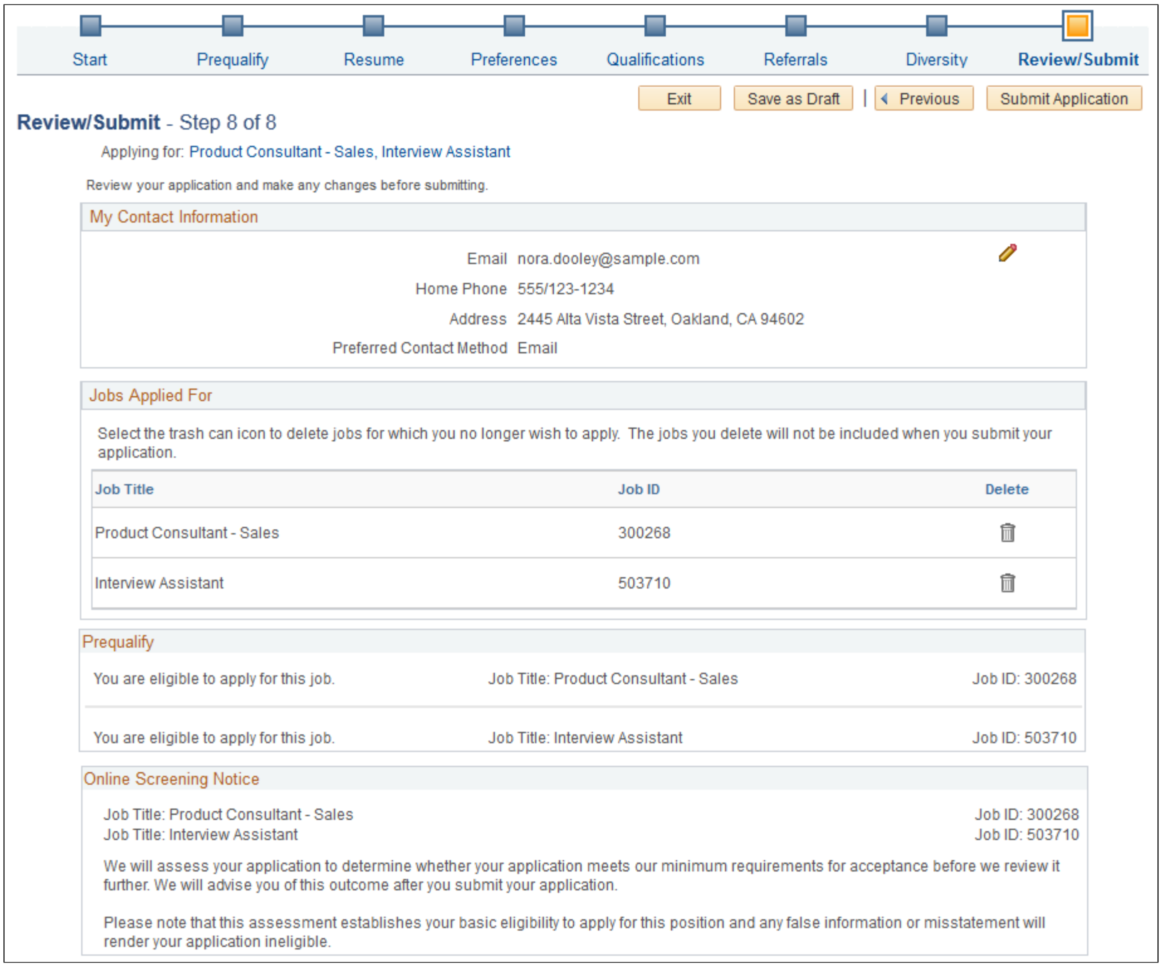
Review/Submit Page

Applicants use the Review/Submit page (HRS_CE_REVIEW) to review application data and to submit an application.

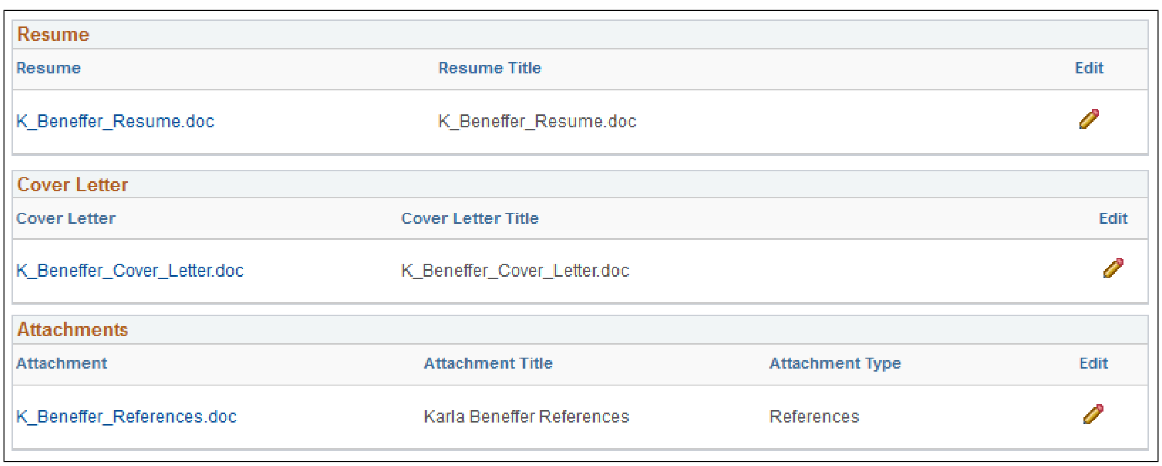
Navigation:

In the guided application process, click the **Next** button until you reach this step.

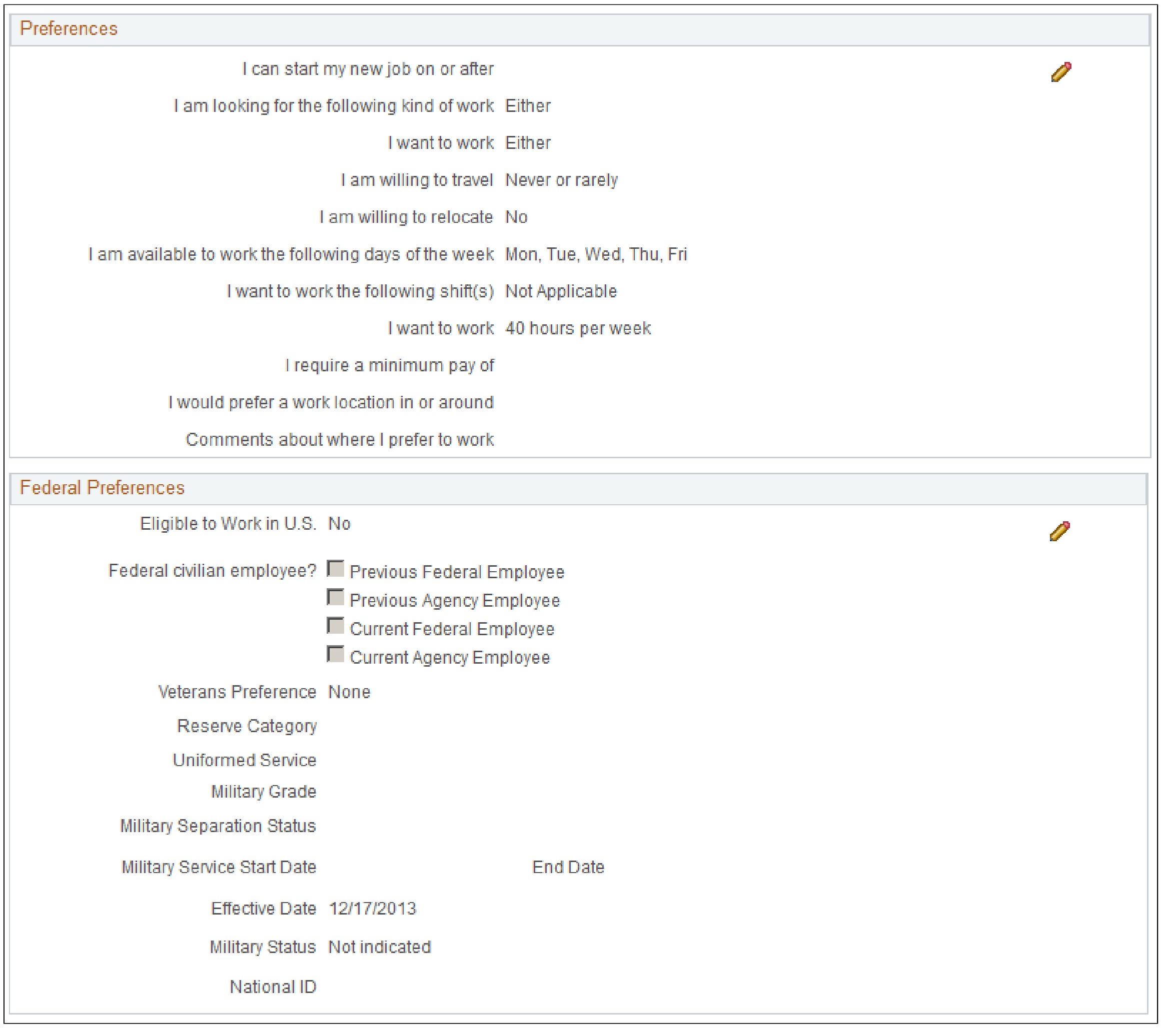
This is the first of seven examples illustrating the Review/Submit page.



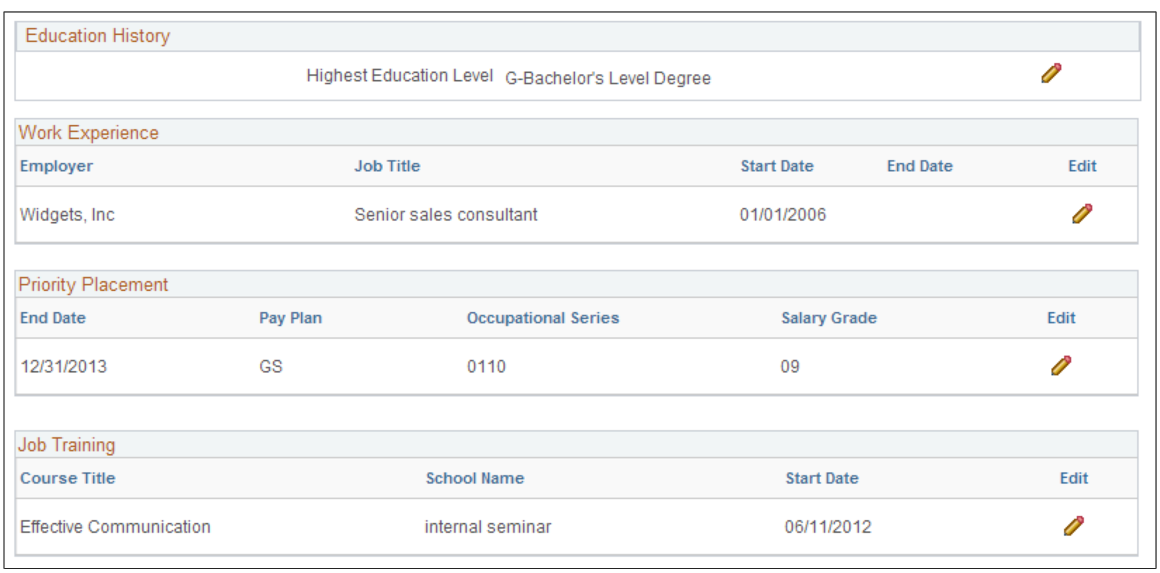
This is the second of seven examples illustrating the Review/Submit page.



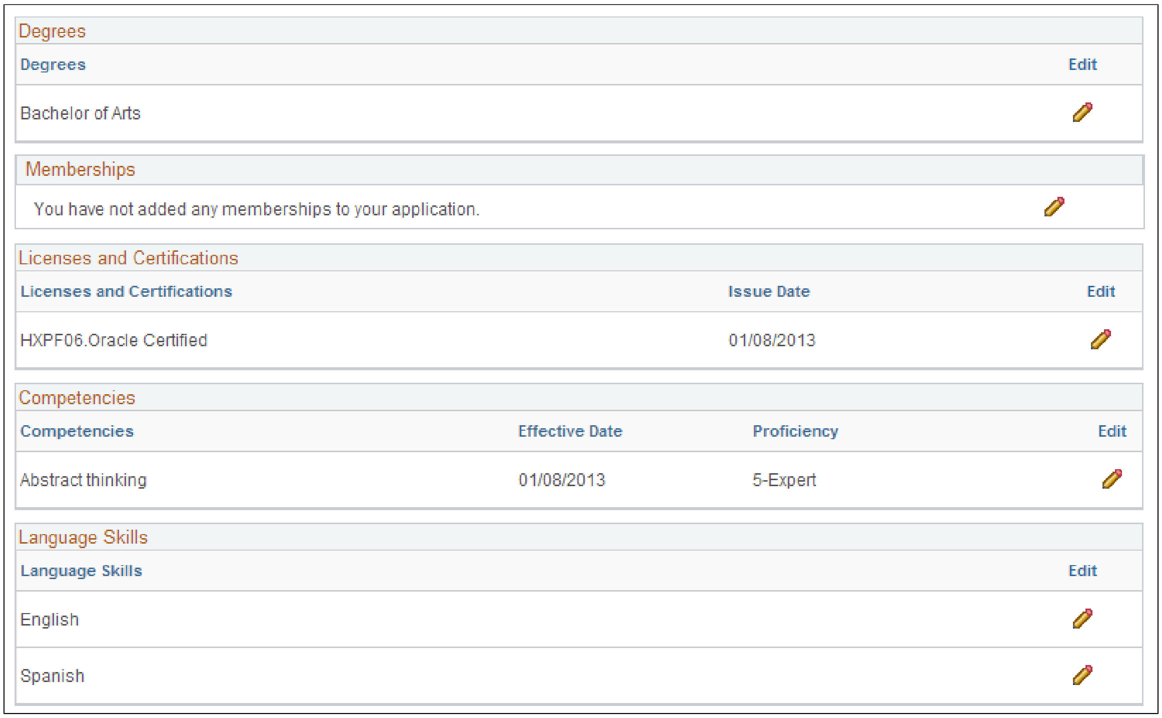
This is the third of seven examples illustrating the Review/Submit page.



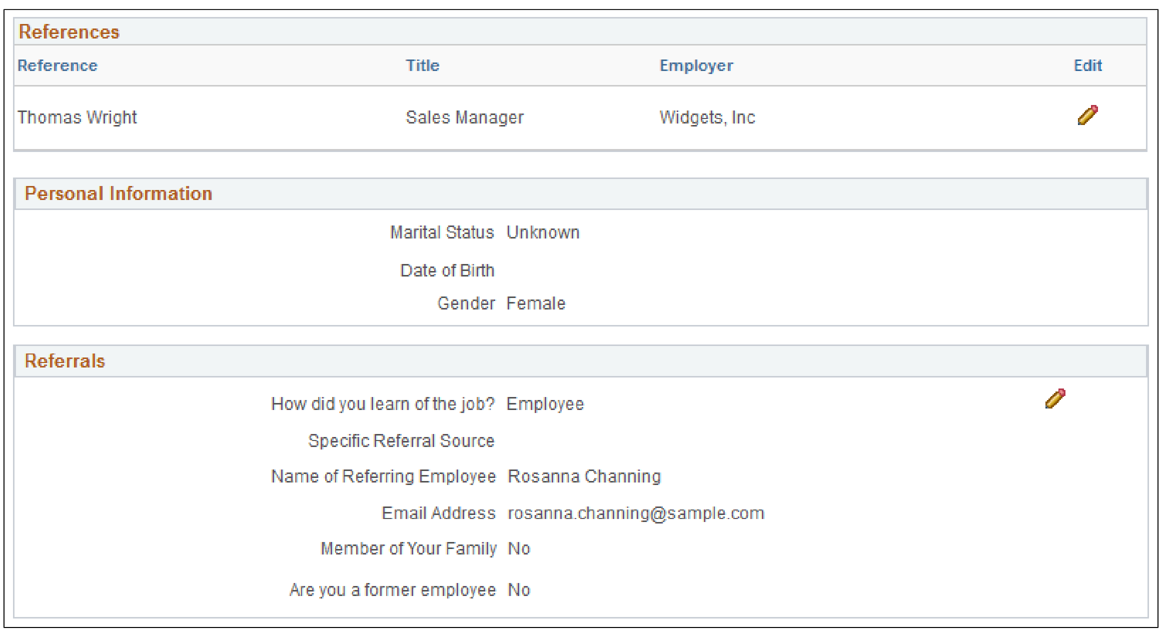
This is the fourth of seven examples illustrating the Review/Submit page.



This is the fifth of seven examples illustrating the Review/Submit page.



This is the sixth of seven examples illustrating the Review/Submit page.

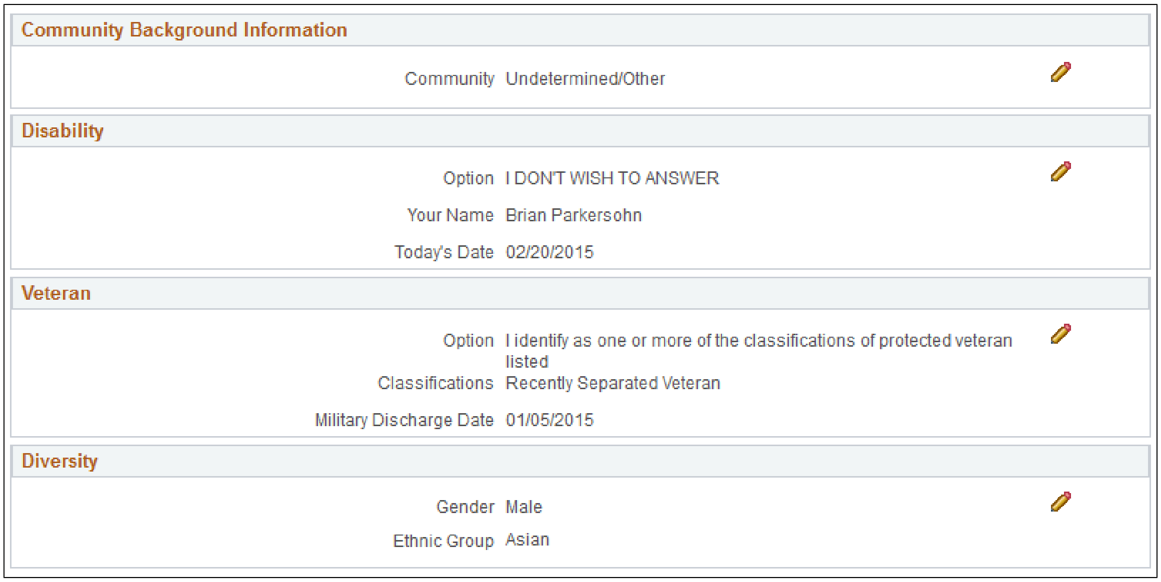


This is the seventh of seven examples illustrating the Review/Submit page. In this example,

- 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.



The Review/Submit step provides a read-only summary of application data.

Buttons

Field or Control	***Description***
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

Field or Control	***Description***
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.

Field or Control	***Description***
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

Field or Control	*Description*
 **Edit**	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

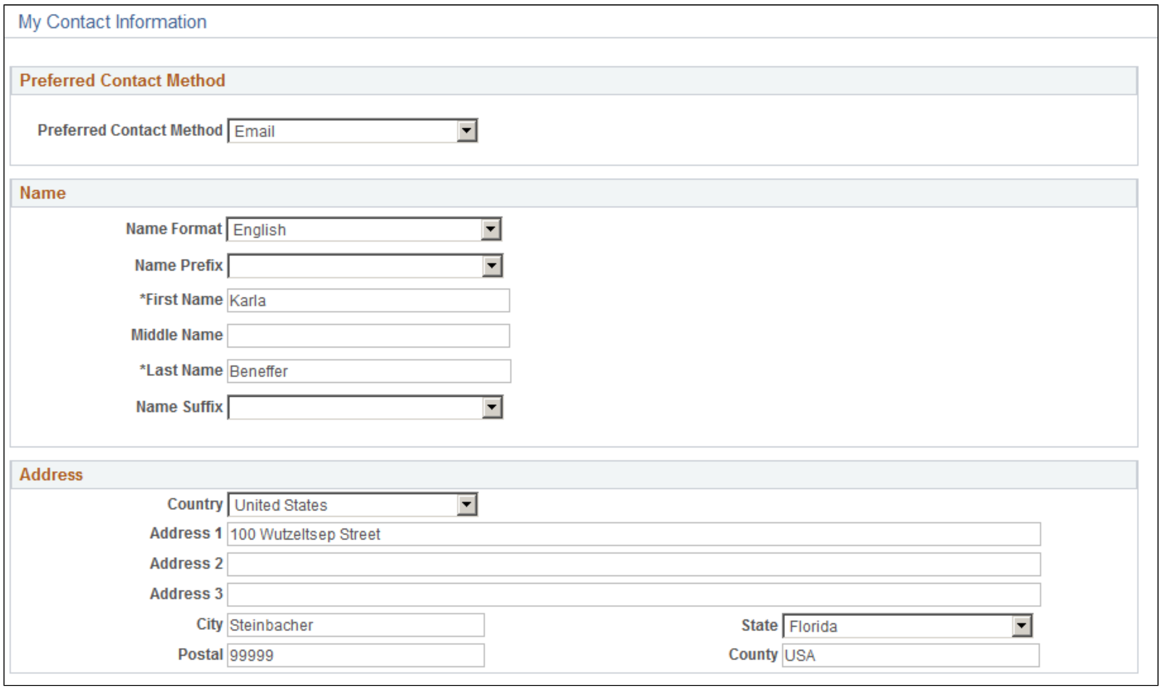
External applicants use the My Contact Information page (HRS_APP_PRFILE_SEC) page to review and update name and contact information.

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.

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 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

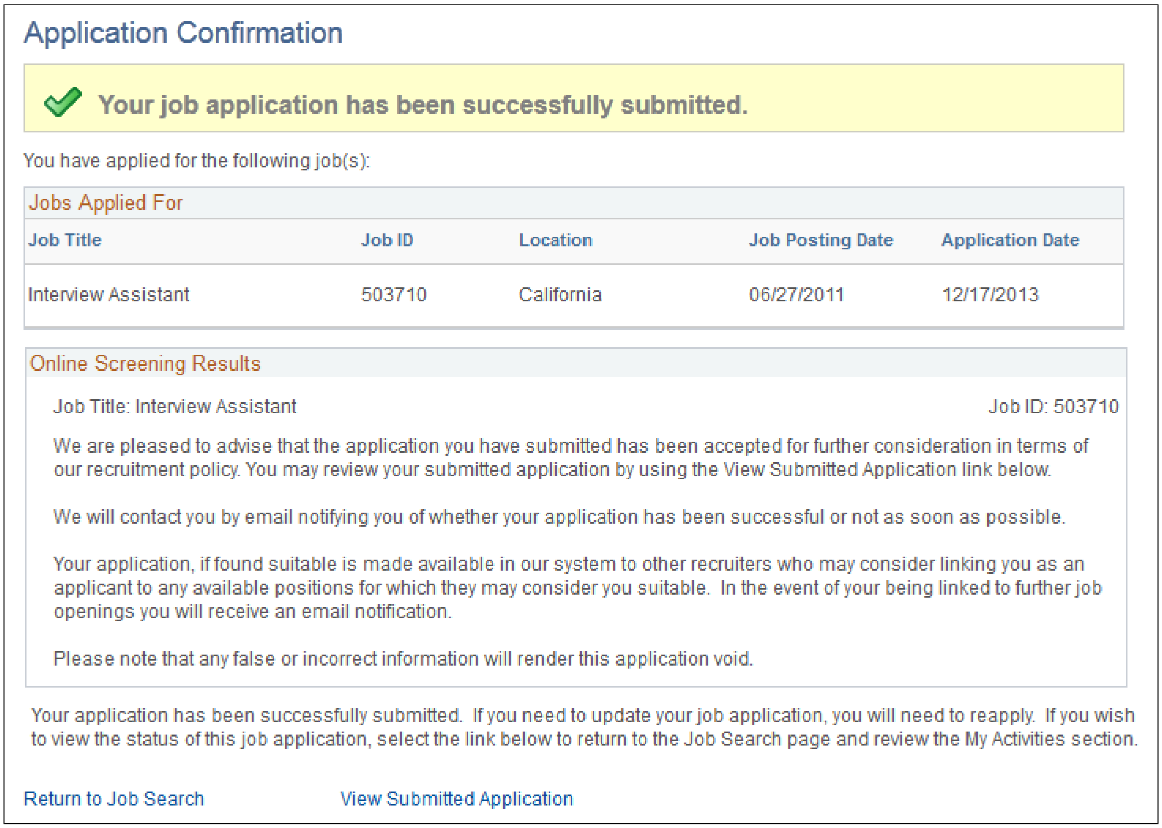
Applicants use the Application Confirmation page (HRS_CE_CONFIRM) to:

- 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.

This example illustrates the Application Confirmation page.



Field or Control	***Description***
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

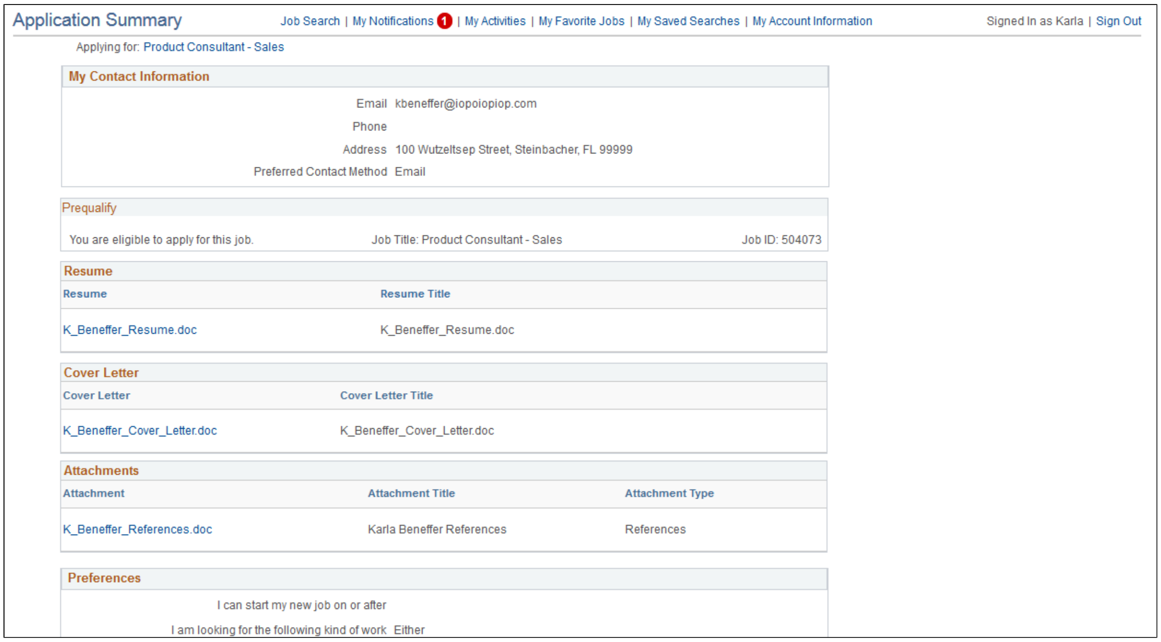
Use the Application Summary page (HRS_CE_REVIEW) to review a submitted application.

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.*

This example illustrates part of the Application Summary page.



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.

Note: This feature has been replaced by My Job Notifications in Fluid. For more information, see Using Fluid Candidate Gateway to Review Notifications.

Applicants must sign in before they can access the My Notifications page.

Page Used to Review Notifications

Page Name	*Definition Name*	*Usage*
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 Talent Acquisition Manager)

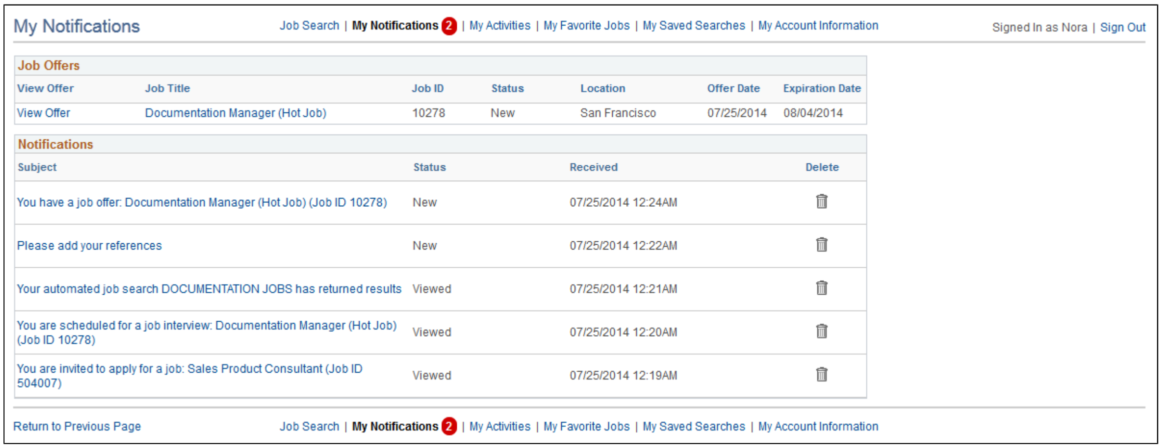
My Notifications Page

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.

This example illustrates the My Notifications page.



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.

Field or Control	***Description***
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.

Field or Control	***Description***
Offer Date	Displays the offer date as shown on the “Prepare Job Offer Page” (PeopleSoft Talent Acquisition Manager).
Expiration Date	Displays the date that the offer expires.

Notifications Grid

Field or Control	***Description***
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 *New* until the applicant clicks the notification link to view the notification details. After the applicant reviews the notification details, the status changes to *Viewed*. 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

Field or Control	***Description***
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 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 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. **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 Talent Acquisition Manager). Clicking the notification link displays the Applicant References Page, where the applicant can add or modify references.
You have a job offer: <job title and ID>	Offer notifications appear if a recruiter posts a job offer on the “Prepare Job Offer Page” (PeopleSoft 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.

Field or Control	Description
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 Talent Acquisition Manager) or on the “Application Details Page” (PeopleSoft 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: This feature has been replaced by My Job Applications in Fluid. For more information, see Reviewing Activities and Uploading Attachments.

Note: Applicants must sign in before they can access the My Activities page.

Pages Used to Review Activities and Upload Attachments

Page Name	Definition Name	Usage
My Activities Page	HRS_CE_ACTVTY	• Review summary information about applications, resumes, and attachments. • Withdraw applications. • Add and remove attachments that aren’t specific to an application.
Add/Edit Attachment Page	HRS_APPL_ATTACH_NR	Enter attachment information and upload attachments.

Page Name	*Definition Name*	*Usage*
Resume Page	HRS_VIEW_RESUME	View a resume that was copied and pasted into the system. (For uploaded resumes, the system opens the attached file directly rather than displaying it on a PeopleSoft page.)

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 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 “Recruiting Status Area Page” (PeopleSoft Talent Acquisition Manager). To activate this option on the Status Area page, you must also use the “Status Successors Page” (PeopleSoft 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

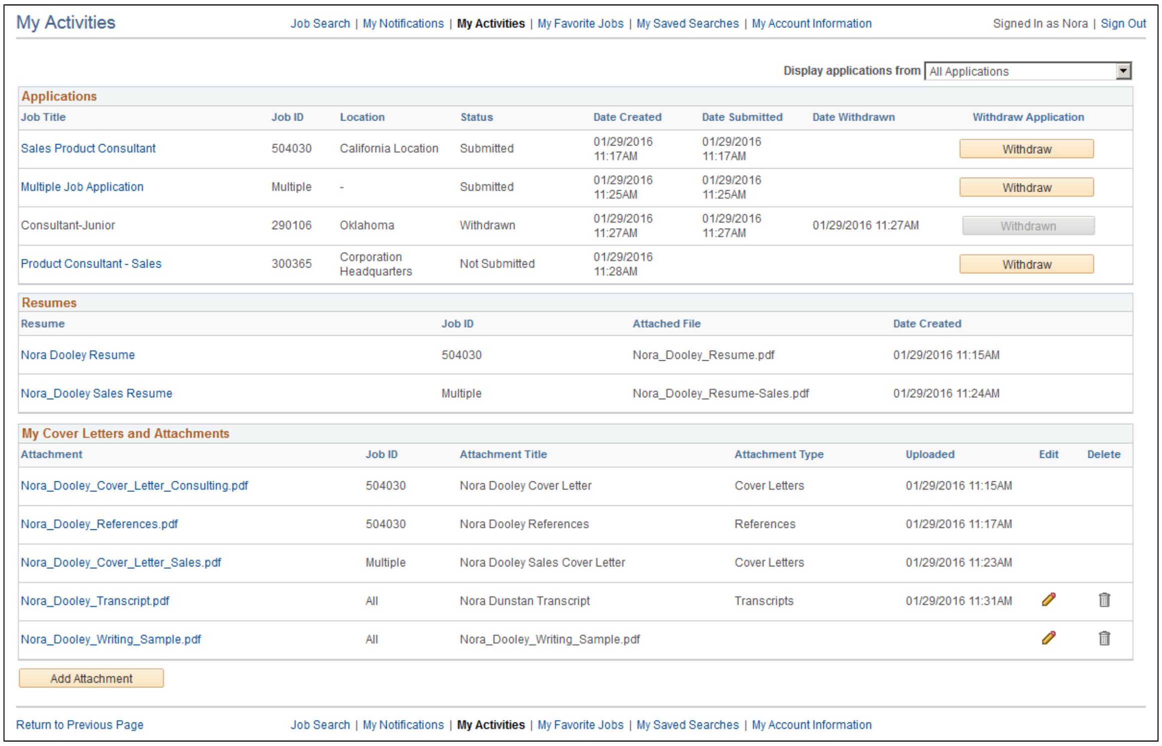
Applicants use the My Activities page (HRS_CE_ACTVTY) to:

- 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.

This example illustrates the My Activities page.



Applications

This grid lists an applicant's submitted and unsubmitted applications.

Field or Control	***Description***
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.

Field or Control	***Description***
Job Title	If the application has been submitted, clicking the job title displays the Application Summary Page. If the application is unsubmitted, clicking the job title opens the guided application process so that the applicant can continue with the job application. 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.
Location	Displays the primary recruiting location for the job. If the application includes multiple jobs, this column is blank.
Status	The 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 status is *Not Eligible* if an applicant failed prescreening for all job openings and was not allowed to continue the job application. The status is *Not Submitted* if the application was saved for later and the applicant is able to continue with the job application. The 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 disappears from the My Activities grid entirely rather than appearing with a *Withdrawn* status.

Field or Control	***Description***
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 *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.

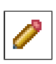
Field or Control	*Description*
Resume	Displays the resume title that the applicant supplied during the application process. If the resume is a file attachment, clicking the title opens the file. If the resume was copied and pasted into the application, clicking the title displays the Resume page.
Job 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.

Field or Control	*Description*
Attachment	Displays the file name of the attachment. Click to open the file.

Field or Control	***Description***
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 Activities page are not associated with job applications.
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**	Clicking this button opens the Edit Attachment page, where an applicant can change the Attachment Type or Attachment Title. This button is available only for attachments that are not associated with a job application (that is, where the Job ID is *All*. 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.
Delete	Clicking this button deletes the attachment. This button is available only for attachments that are not associated with a job application (that is, where the Job ID is *All)*.
Add Attachment	Clicking this button opens the Add Attachment page, where the applicant can upload a new attachment.

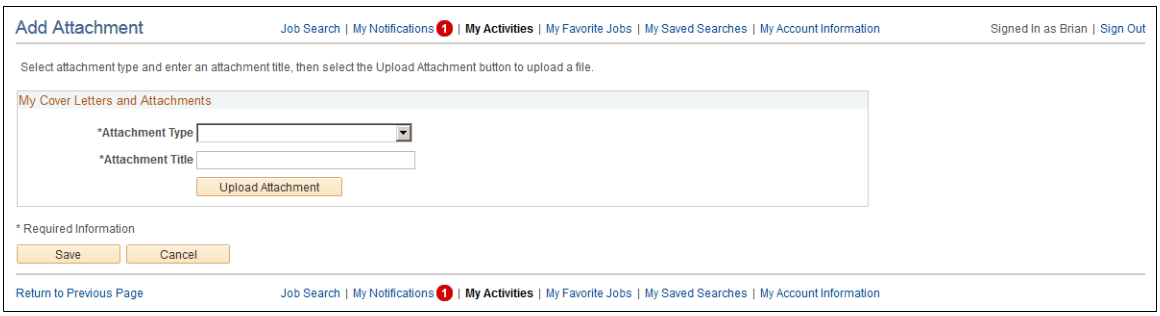
Add/Edit Attachment Page

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.

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.

Field or Control	***Description***
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 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.

Field or Control	*Description*
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.

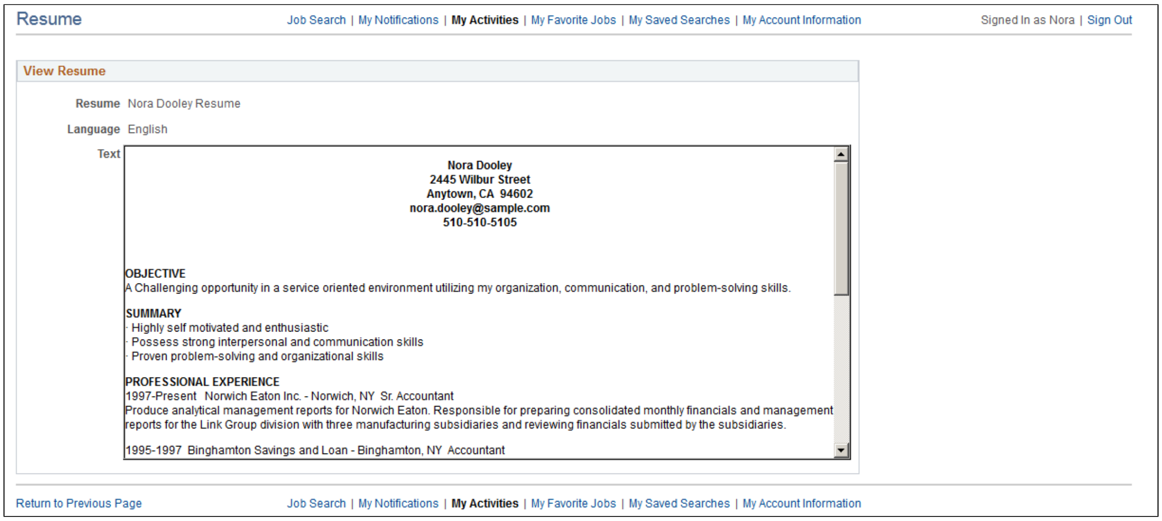
Resume Page

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.

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: This feature has been replaced by Applicant References on in Fluid. For more information, see Using Fluid Candidate Gateway to Enter 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 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.

This example illustrates the Applicant References page.

Field or Control	*Description*
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.

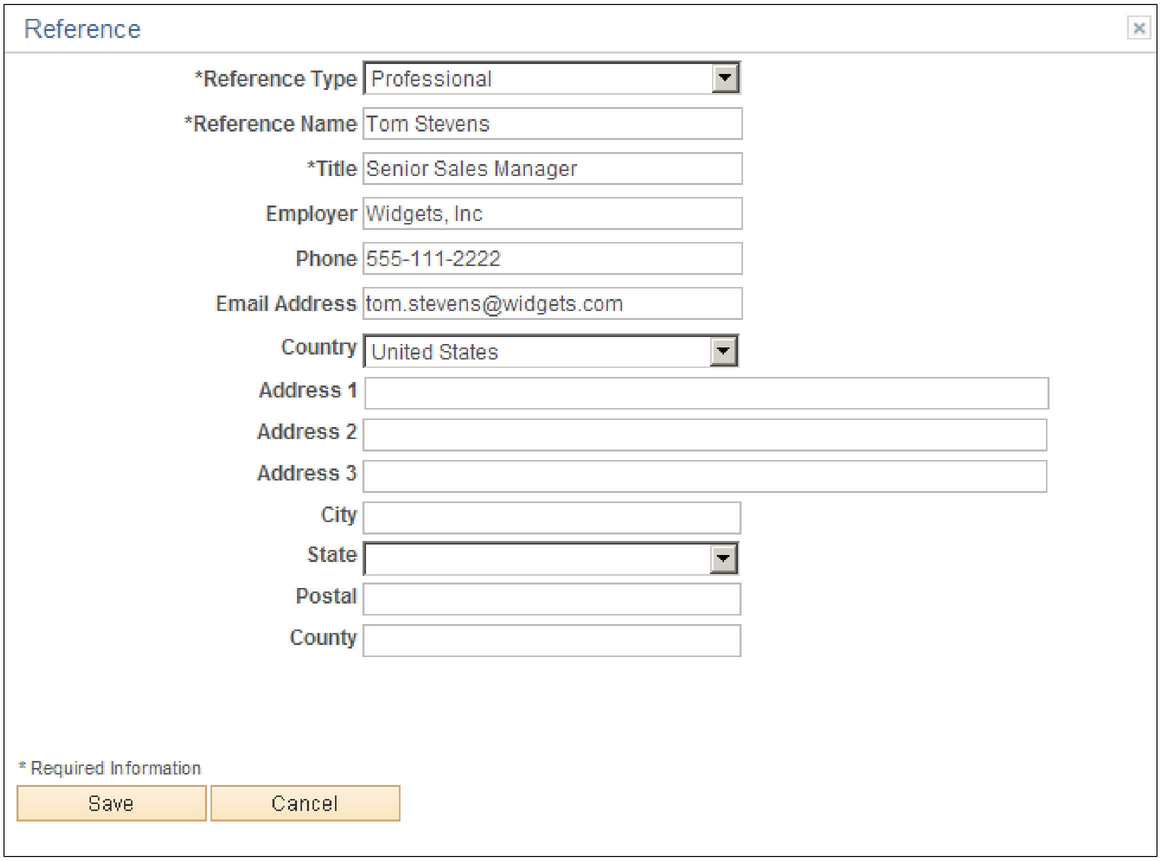
Reference Page

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.

This example illustrates the Reference page. When adding new references, the page title is Add Reference.



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: This feature has been replaced by Interview Details in Fluid. For more information, see Using Fluid Candidate Gateway to View Interview Details.

Note: Applicants must sign in before they can view interview schedules in Candidate Gateway.

Pages Used to View Interview Details

Page Name	***Definition Name***	***Usage***
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 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 Talent Acquisition Manager)

"Understanding Calendar Integration Options" (PeopleSoft Talent Acquisition Manager)

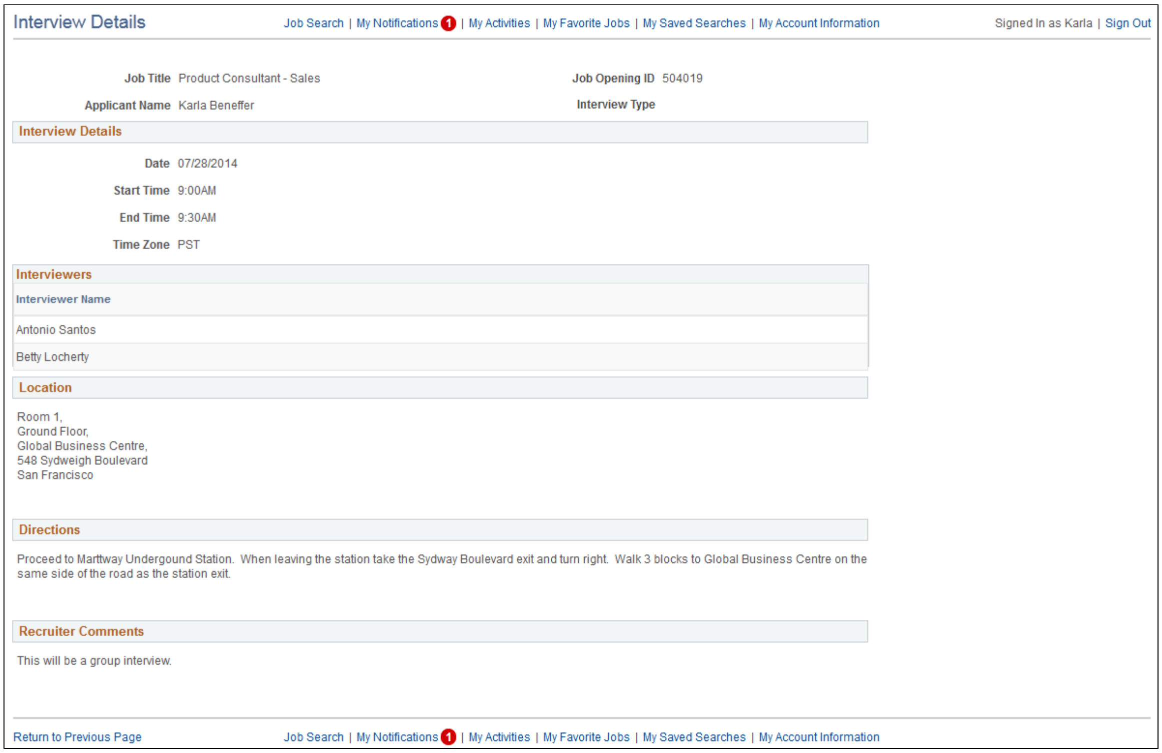
Interview Details Page

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.

This example illustrates the Interview Details page.



Field or Control	***Description***
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 Talent Acquisition Manager).
Interviewers	Displays the names of the interviewers as entered on the Interview Schedule page.
Location	Displays the location text form 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 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: This feature has been replaced by Job Offer in Fluid. For more information, see Using Fluid Candidate Gateway to Respond to Job Offers.

Note: Applicants must sign in before they can access online job offers.

Pages Used to Review and Respond to Online Job Offers

Page Name	***Definition Name***	***Usage***
Job Offer Page	HRS_ONL_OFR_CE_DTL	Review a job offer, accept or reject it, and upload documents.
Offer Attachment Note Page	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 Talent Acquisition Manager) **Note:** Document definitions are not typically used in recruiting.
Document Description Page	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.
Send Notification to Recruiter Page	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.

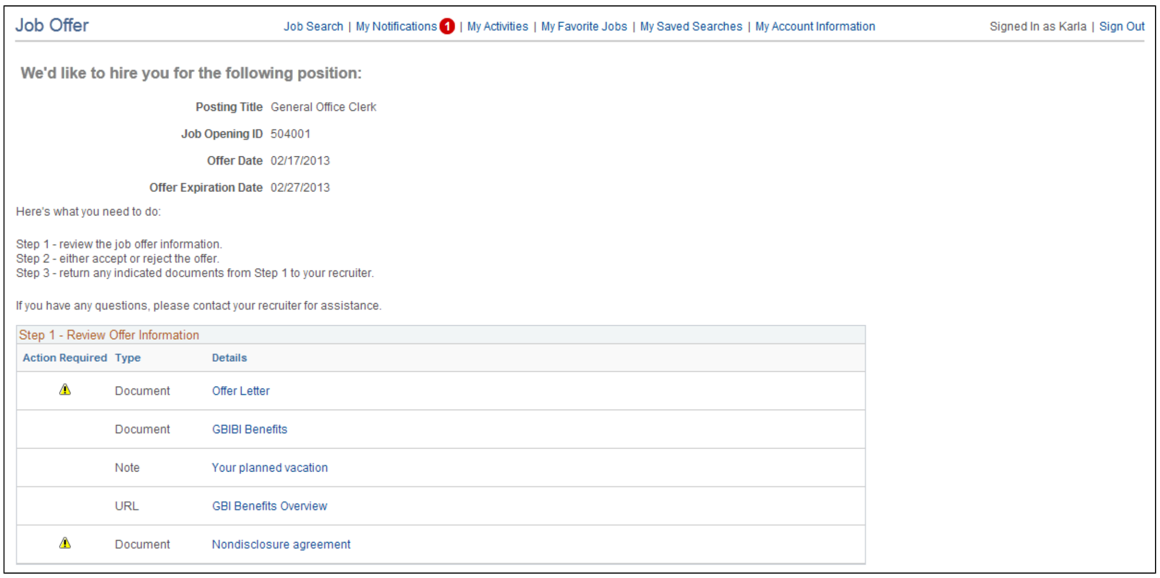
Job Offer Page

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.

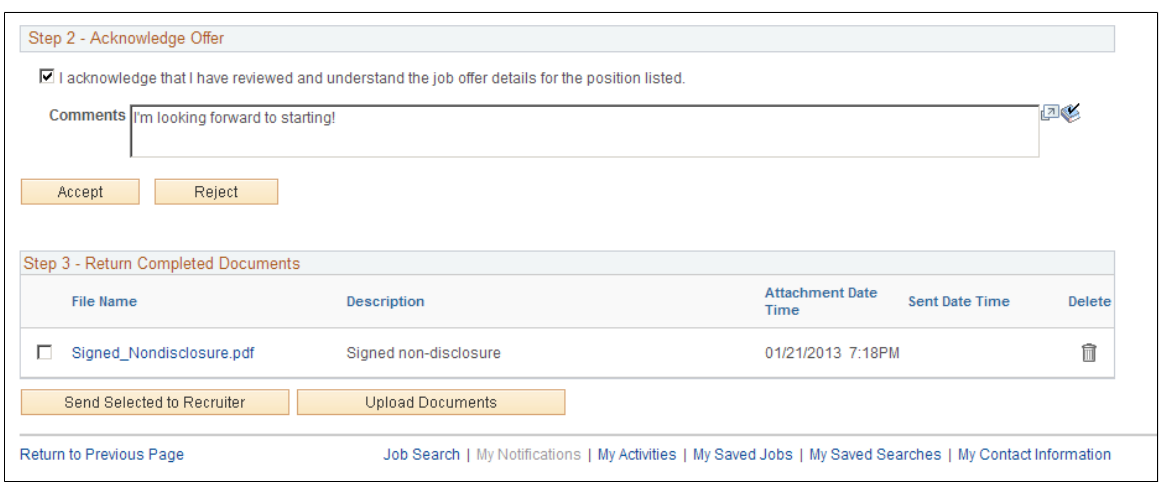
Navigation:

Click an offer or an offer notification on the My Notifications page.

This is the first of two examples illustrating the Job Offer page.



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	HRAM_CEONLNOFR_10	*Congratulations! We are delighted that you have accepted this offer of employment.*
Rejected	HRAM_CEONLNOFR_11	*We are sorry you have decided to reject this offer of employment.*
Expired	HRAM_CEONLNOFR_12	*We are sorry this offer of employment has expired.*
Open	HRAM_CEONLNOFR_13	*We'd like to hire you for the following position.*

Step 1 - Review Offer Information

This grid lists the documents that were attached to the offer on the "Prepare Job Offer Page" (PeopleSoft Talent Acquisition Manager).

Field or Control	***Description***
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.

Field or Control	***Description***
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 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 OtherStsEffct template. Notifications for changes to an applicant's disposition use the ApplicantStsEffct template.
See “Understanding Recruiting Statuses” (PeopleSoft 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.

Field or Control	***Description***
<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.

Field or Control	Description
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.

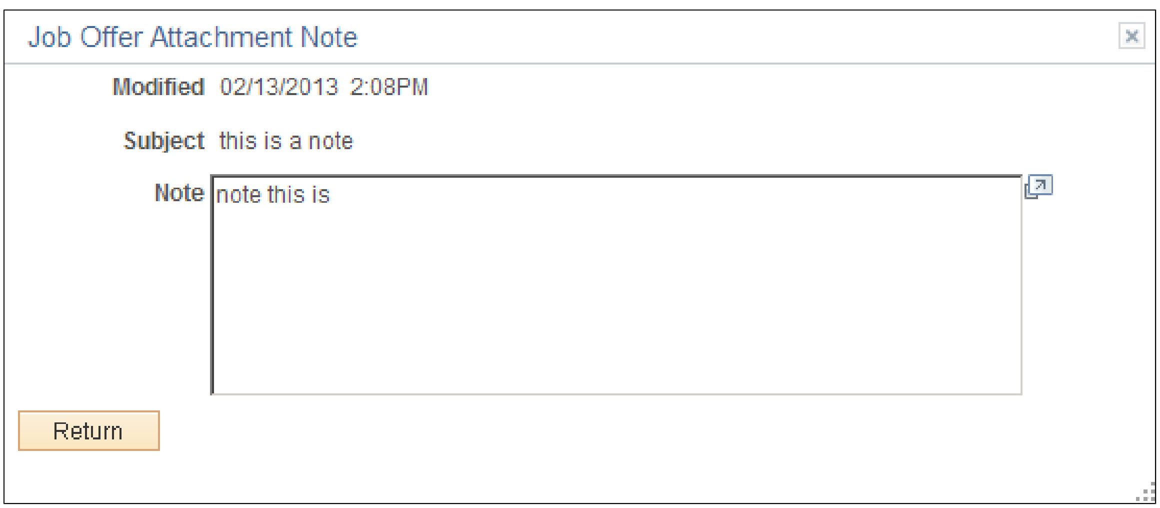
See “Setting Up Online Job Offer Attachments” (PeopleSoft Talent Acquisition Manager)

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.*

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.

This example illustrates the Document Description page.

Note: , Applicants cannot cancel the upload from this page.

Field or Control	***Description***
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.

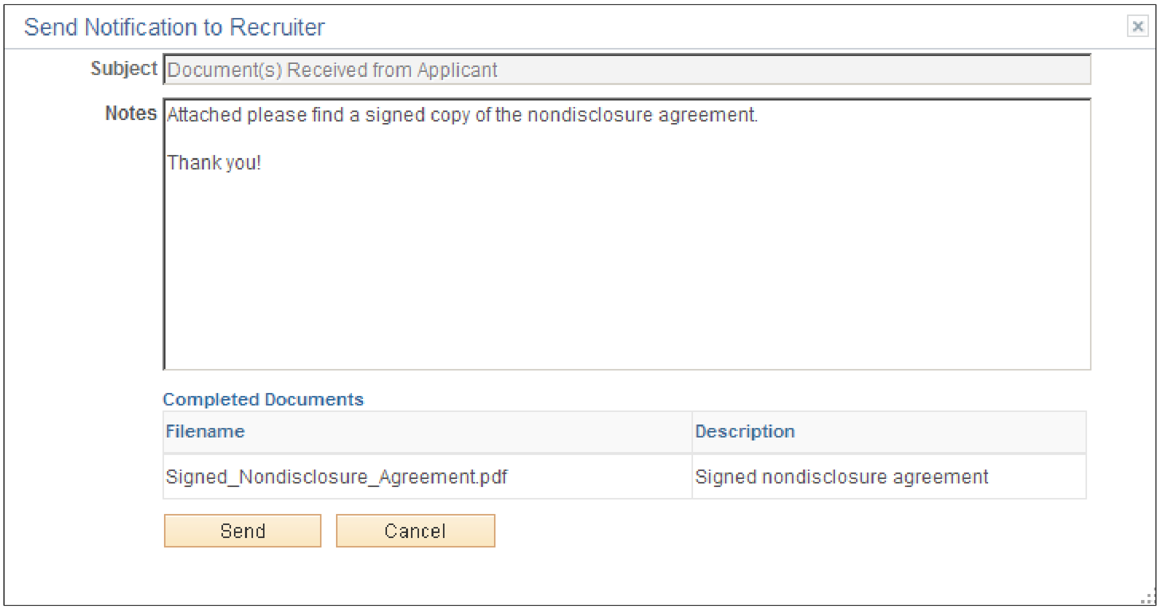
Send Notification to Recruiter Page

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.

This example illustrates the Send Notification to Recruiter page.



Field or Control	***Description***
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: This feature has been replaced by Refer Friend in Fluid. For more information, see Using Fluid Candidate Gateway to Enter Referrals.

Note: Only employees can refer friends. External applicants do not have access to this feature.

Pages Used in the Referral Process

Page Name	***Definition Name***	***Usage***
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_PRFILE	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:

Page	***Refer a Friend Options***
Job Description Page	Refer a friend for the current job opening.
My Favorite Jobs Page	• Refer a friend for one or more selected job openings. • If no job openings are selected, refer a friend without a job opening.
Job Search Page The Refer a Friend button is available only if the site is configured to allow multiple job selection.	• 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 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 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.

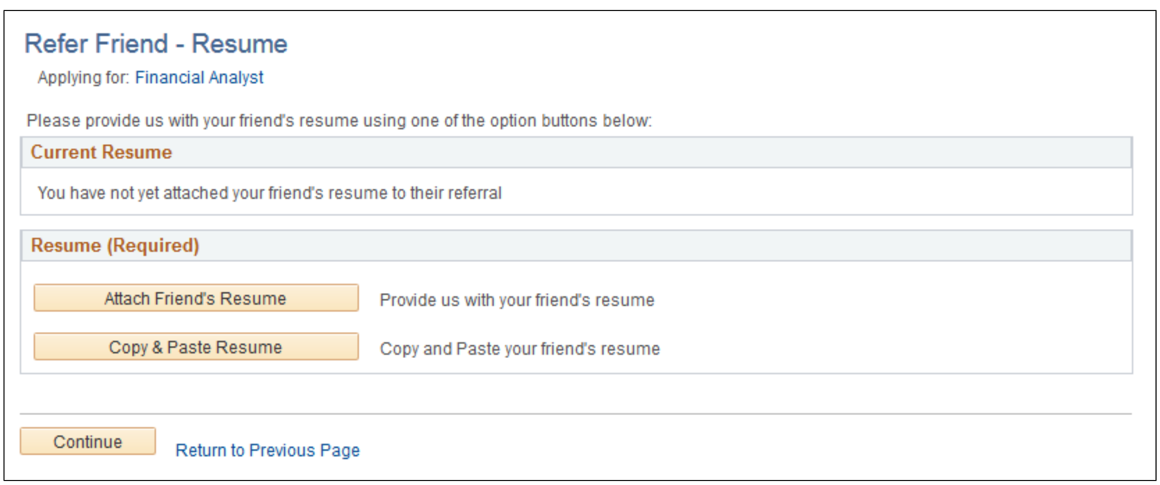
Refer Friend - Resume Page

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.

This example illustrates the Refer Friend - Resume 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.

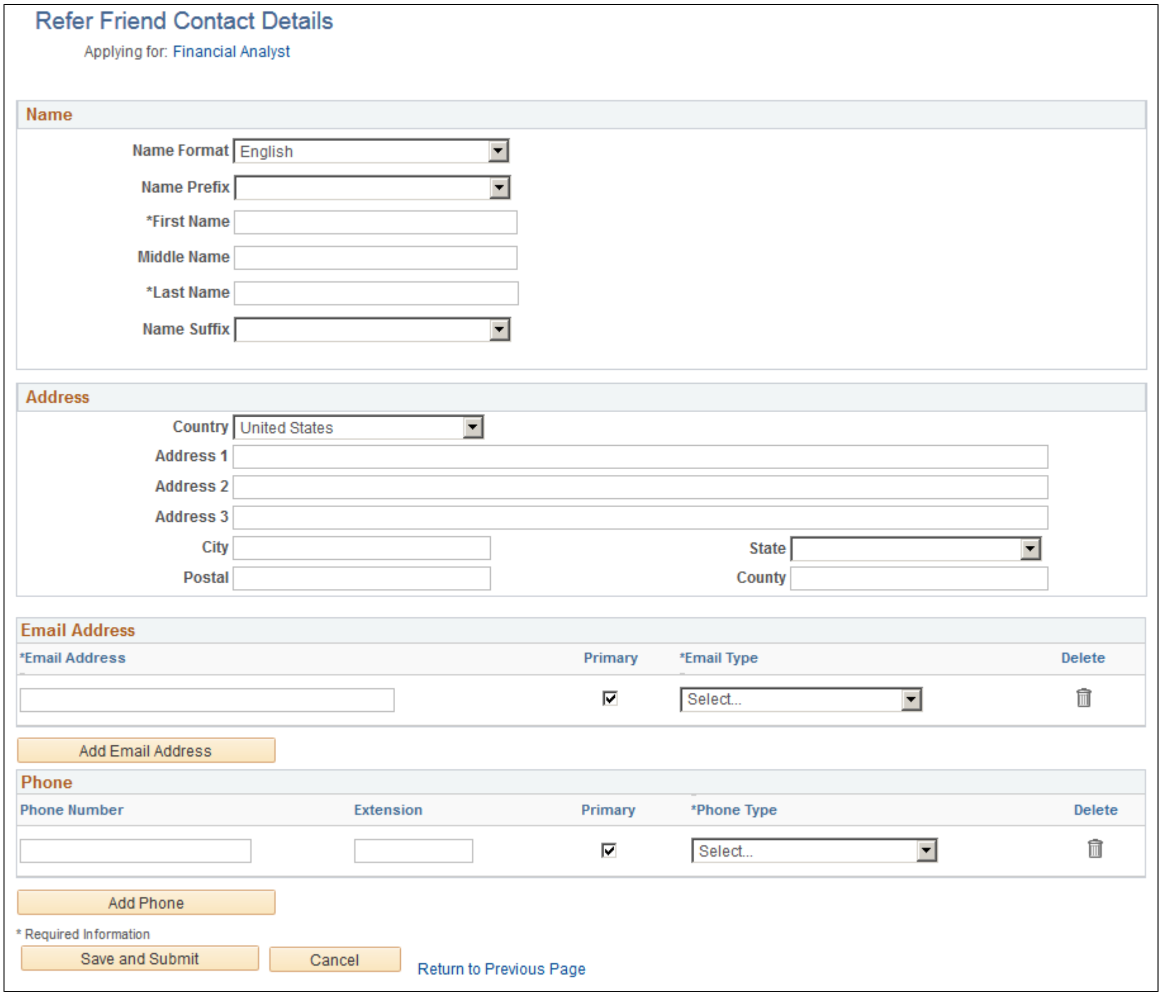
Refer Friend Contact Details Page

Applicants use the Refer Friend Contact Details page (HRS_ERP_APP_PRFILE) to enter a friend's name and contact information for a referral.

Navigation:

Click the **Continue** button on the Refer Friend - Resume page.

This example illustrates the Refer Friend Contact Details 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" (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.

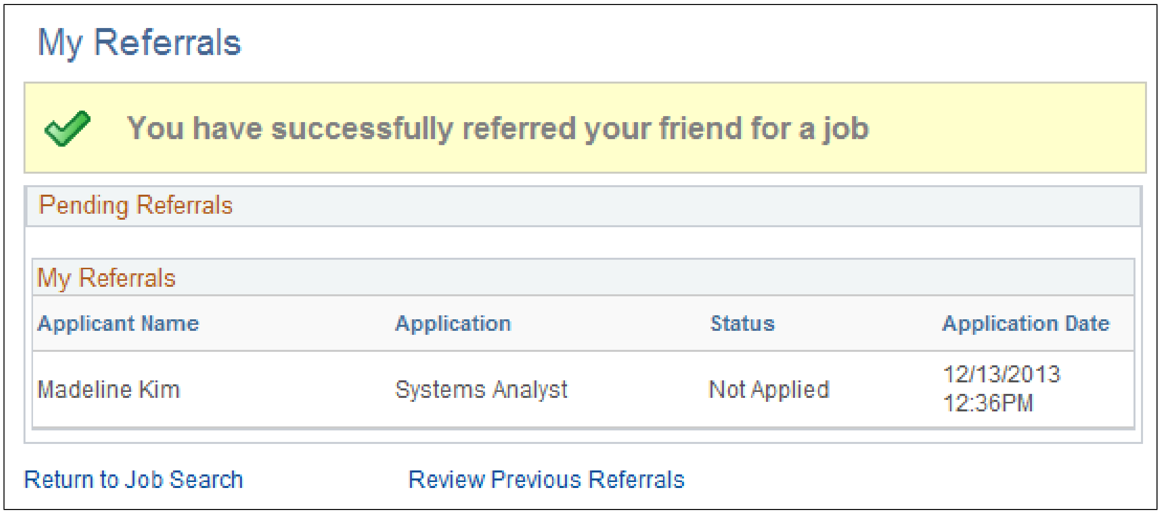
My Referrals Page

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.

This example illustrates the My Referrals page.



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.

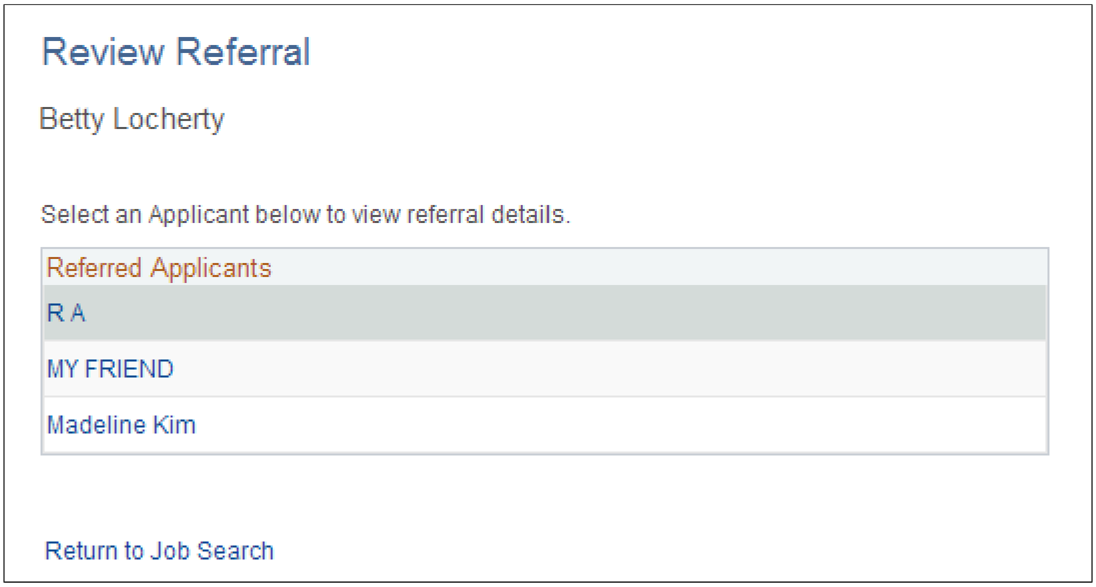
Review Referral Page

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**

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.

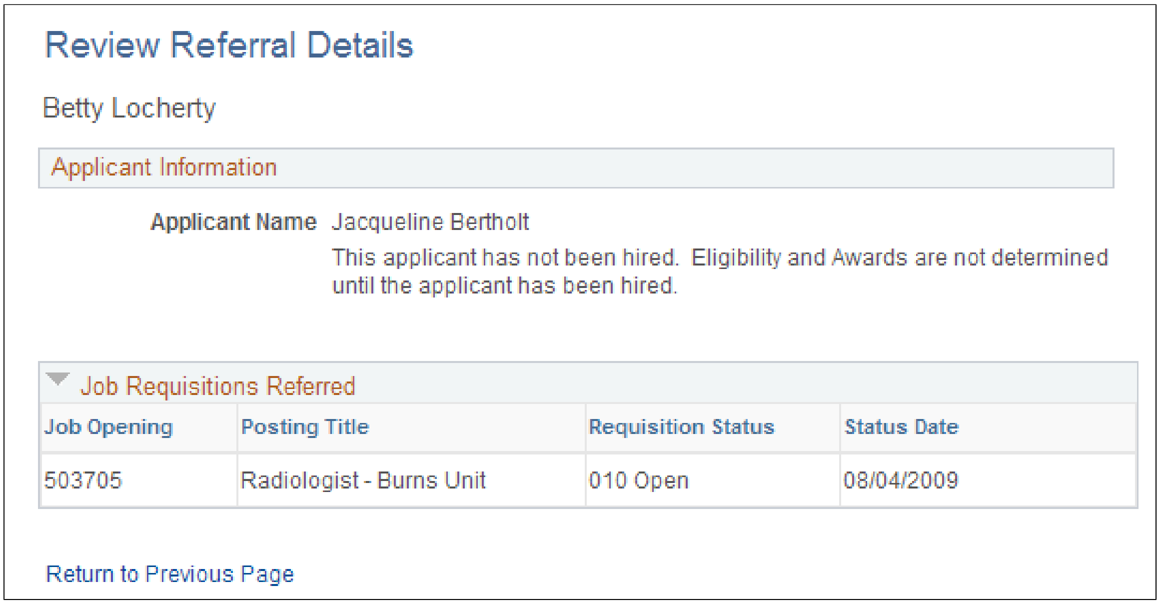
Review Referral Details Page

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.

This example illustrates the Review Referral Details 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

Page Name	***Definition Name***	***Usage***
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.

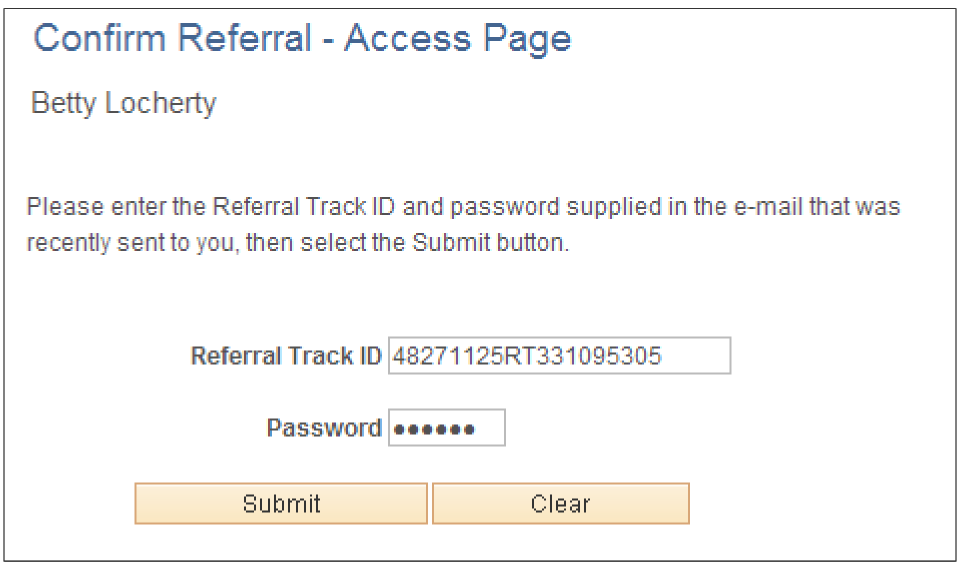
Confirm Referral - Access Page

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**

This example illustrates the Confirm Referral - Access page.



Field or Control	***Description***
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.

Field or Control	*Description*
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.

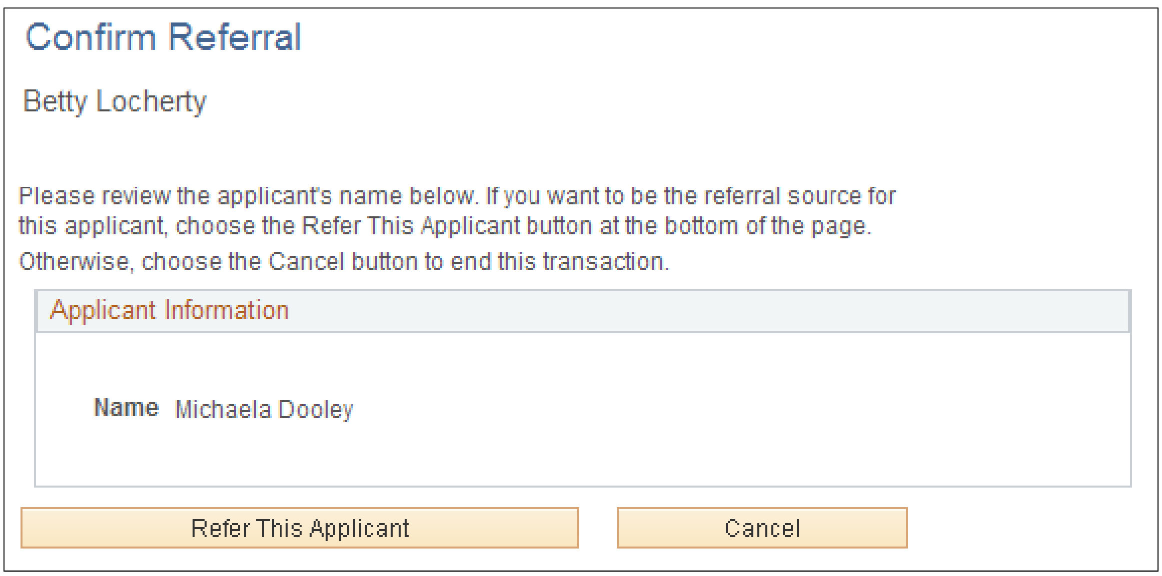
Confirm Referral Page

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

This example illustrates the fields and controls on the Confirm Referral page.



Field or Control	*Description*
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

Page Name	***Definition Name***	***Usage***
Careers Page	HRS_CAREERS_FL	Search for jobs, view counts of items such as applications and notifications, and access other areas of Candidate Gateway.
Actions List	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.

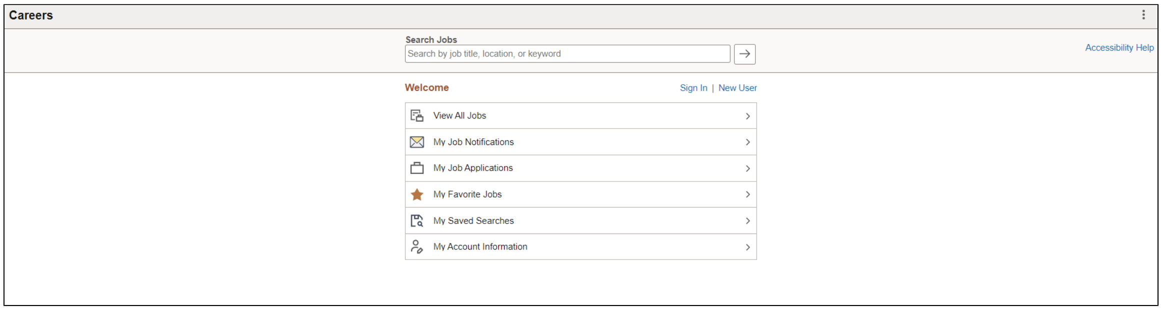
  For more information about creating this link, see External Applicant Access to Candidate Gateway

- Implementers and testers who want to access Fluid Candidate Gateway in external applicant mode can select **Careers** under the main Navigator menu.

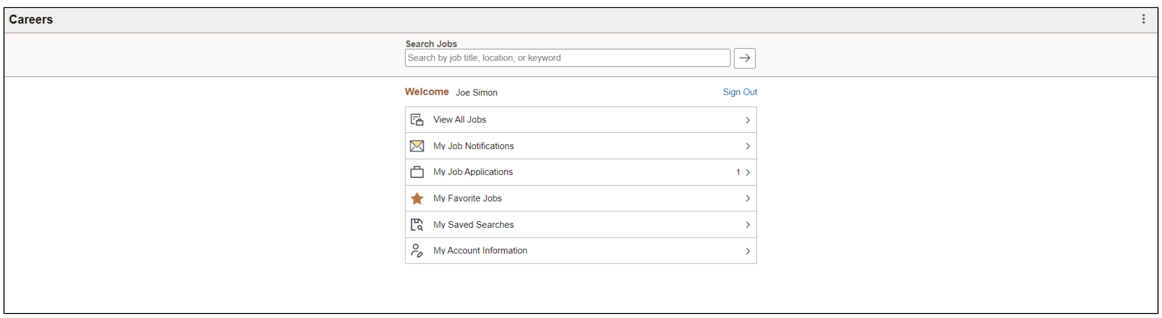
This menu item exists only for implementation and testing purposes, as external applicants do not have access to the Navigator menu.

- From other Fluid Candidate Gateway pages, applicants can click the **Careers** item in the Actions List.

This example illustrates the Careers page as it appears to an external applicant who has not signed in.



This example illustrates the Careers page as it appears to an external applicant who has signed in.



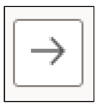
Internal and External Versions of the Careers Page

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

Field or Control	***Description***
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

Field or Control	***Description***
Welcome	The applicant's 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.
Accessibility Help	Click to display the **Accessibility Help** modal window with instructions on keyboard navigations and to set screen reader mode as preference.This link is visible only to external applicants. To control the display of this link, see Site Setup Page.

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.

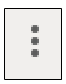
If the applicant is signed in, certain items in the list also display counts of related activities.

Field or Control	*Description*
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 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. **Note:** If the applicant has submitted multiple job applications, the displayed count of the application varies based on the site set up to split the multiple job application.
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 a count of the applicant’s favorite jobs.

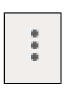
Field or Control	*Description*
My Saved Searches	Applicants click this option to access the My Saved Searches Page. If the applicant is signed in, this item also displays a count of the applicant’s saved searches.
My Account Information	Visible only to external applicants, who click this option to access 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 and application summary pages. In the job application page, to keep the applicants focused on completing the application process, the only item in the Actions List is for saving the application. In the Application Summary page, there is an additional option in the Actions List for the applicants to view and print the application report.

Field or Control	*Description*
 **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

Field or Control	***Description***
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

Field or Control	***Description***
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

Recruiting Digital Assistant

Understanding Recruiting Digital Assistant

The Recruiting Digital Assistant is part of PeopleSoft Intelligent Chat ASsistant from Oracle (PeopleSoft PICASO or PICASO). It consists of the Recruiting Careers Skill.

PeopleSoft digital assistants or skills are computer programs that simulate a simple conversation between a digital devise and the user. It is used for mundane or repetitive business transactions that follow a predictable conversation path. PeopleSoft uses the Oracle Digital Assistant (ODA) platform for interacting with users to help them perform certain tasks and is available for both desktop and mobile users.

PeopleSoft Recruiting Digital Assistant is designed to interact with external applicants on PeopleSoft Fluid Candidate Gateway and fulfill specific types of tasks e.g., Frequently Asked Questions (FAQs), assist applicants to search for jobs, view application statuses, notifications, and saved searches.

The following scenarios are supported by the Recruiting Digital Assistant:

- Job Search
- Saved Search
- Unread Notifications
- Track Job Applications

The Recruiting Digital Assistant is available as a floating button on the External Candidate Gateway Careers pages. Click the button to open the chat window. Applicants may begin interacting with the chatbot via a simple greeting, or start directly with a question in a conversational way.

Working of Recruiting Digital Assistant using ODA

Recruiting Digital Assistant is build using ODA, Oracle chatbot technology platform.

ODA allows enterprises to create and deploy digital assistants for their users. With ODA, you create:

- **Digital assistants**, which are AI-driven interfaces that help users accomplish a variety of tasks in natural language conversations. For each digital assistant, you assemble one or more skills.
- **Skills** (formerly known as chatbots), focus on specific types of tasks, such as tracking inventory, submitting time cards, and creating expense reports.

  You can add skills to digital assistants or deploy them to a channel on their own. Intents allow your skill to understand what the user wants it to do. An intent categorizes typical user requests by the tasks and actions that your skill performs.

  For more details, refer to Oracle Digital Assistants and Skills.

Note: Import Recruiting Digital Assistant using the **Import Skill** option from the Oracle Cloud website. This also imports the Recruiting Careers Skill.
For more information, refer to the technical brief on Chatbot Integration Framework https://support.oracle.com/epmos/faces/DocumentDisplay?id=2558379.1 and Chatbot Install Guide.

The Recruiting Careers Skill consists of the following intents:

- Greeting
- ViewApplicationStatus
- ViewSavedSearches
- ConfigUnresolvedIntent
- ShowFAQsByCategory
- WhatCanYouDo
- SearchJobs
- General Questions
- ContactUs
- Submitting Applications
- Job Searching
- Help
- Job Searching
- InvokeBot
- ViewAppNotification
- Announcement
- ExitMessage

Note: Two type of intents are configured in Recruiting Careers Skill – Regular Intents and Answer Intents. Regular intents have *reg* as prefix and answer intents have *ans* as prefix to the name.

The entities associated with each intent are defined within the skill.

Entities	***Associated Intents***
HRS_ApplicationStatusEntity	ViewApplicationStatus
HRS_NotifStatusEntity	ViewAppNotification

Entities	***Associated Intents***
HRS_NotifTypeEntity	ViewAppNotification

The services can be used to call relevant application functionality as part of a transaction or query. The Chatbot Integration Framework delivers some services that can be used to help the chatbot carry out various tasks that these services allow to perform. To integrate the chatbot with the application services, you need to create a proxy user. This proxy user is used for the chatbot to communicate with the application services.

Note: HRS_ApplicationStatusEntity contains list of application statuses. This entity will need modification to suit requirements of the organization. For example, if “Candidate Application Status” feature is enabled for the organization. And organization has configured custom statuses. Then those statuses need to be mapped in this entity so that application statuses shown in chatbot are not different than those displayed in the candidate gateway.

The dialog flow definition is the model for the conversation itself, one that lets you choreograph the interaction between a skill and its users.

If users need to create new service, then they can use the Application Service Framework to create custom services.

For more information please refer to the documentation on Application Service Framework https://support.oracle.com/epmos/faces/DocumentDisplay?id=2557046.1

For more details, refer to Configure a Component Service and “Understanding Application Service for Chatbot Integration Framework” (Enterprise Components).

The Recruiting Digital Assistant is available only for users with the *HRS External Chatbot User* role.

Field or Control	***Description***
User Role	HRS External Chatbot User **Note:** For the chatbot to be visible, the user must be provided HRS External Chatbot User role.
Permission List	HCCPRS9000

Roles and permission lists are part of standard PeopleTools security administration, used to grant access to components and pages. Roles and permission lists are discussed in the PeopleTools: Security Administration documentation.

With Tools 8.59, the chatbot skill services (such as Absence, Employee Directory, and so forth) are REST API enabled to manage the Oracle Digital Assistant instances. For information on REST API, see “Understanding REST API Endpoints for PeopleSoft” (Enterprise Components), “Understanding REST API Endpoints for PeopleSoft Job Search Services (hrsjobs)” (Enterprise Components), “Understanding REST API Endpoints for PeopleSoft Generate Careers URL (hrsutilities)” (Enterprise Components) and “Understanding REST API Endpoints for PeopleSoft Applicant Activity (hrsapplicantcgactivity)” (Enterprise Components).

For more information, please refer to the technical brief on PeopleSoft Recruiting Digital Assistant https://support.oracle.com/epmos/faces/DocumentDisplay?id=2741723.1.

Related Links

Setting Up Recruiting Digital Assistant
Communicating with Recruiting Digital Assistant

PeopleSoft PICASO Button

Use the PeopleSoft PICASO button to access the Recruiting Digital Assistant.

Navigation:

From the External Candidate Gateway Careers page, select the PeopleSoft PICASO button at the bottom right corner.

This example illustrates the PeopleSoft PICASO button.

Setting Up Recruiting Digital Assistant

PeopleSoft delivers Recruiting Digital Assistant as a floating button in External Candidate Gateway Careers pages. For more information on how to add a chatbot to a PeopleSoft page as a button, see “Adding the Chatbot to a PeopleSoft Page as a Widget” (Enterprise Components).

Note: The Recruiting Digital Assistant button is available only for users with the *HRS External Chatbot User* role. As the Recruiting Digital Assistant button is available on Fluid Candidate Gateway for external applicants, this role (HRS External Chatbot User) must be added to guest user, for the assistant to be visible.
The Recruiting Digital Assistant can be setup along with PeopleSoft Intelligent Chat ASsistant from Oracle (PICASO, or PeopleSoft PICASO), or as standalone Recruiting Digital Assistant.

This topic discusses on how to configure Recruiting Digital Assistant as an administrator.

Pages Used to Set Up Recruiting Digital Assistant

Page Name	*Definition Name*	*Usage*
Global Chatbot Configuration Page	EOCB_SKILLSRCH_FL	View, edit, delete or add global chatbot definitions. You can also activate or delete global chatbot definitions from this page.
Global Chatbot Configuration – Bot Definition Page	EOCB_BOTCFG_FL	View, edit, delete or add global chatbot definitions.
Global Chatbot Configuration – Global Settings Page	EOCB_GLBL_STTNG_FL	Define the global chatbot and associate it with a PeopleSoft portal. You can also define conditional display requirements for the global chatbot.
Global Chatbot Configuration – Override Settings Page	EOCB_OVRRDE_CMP_FL	View existing global chatbot overrides for a component, add new overrides, or clone overrides.
Add Override Settings Page	EOCB_CMP_OVRD_FL	Use this page to hide the global chatbot from a component or override it with a different chatbot.
Add Chatbot Parameters Page	EOCB_OVRD_MAP_SCF	Use this page to define the conditions or order in which the chatbot displays, when overriding the global chatbot from a component.
Standalone Recruiting Digital Assistant	EOCB_SKILLSRCH_FL	Use this page to define standalone Recruiting Digital Assistant without PICASO.
Branding Template Page	EOCB_BRNDTMPL_FL	Use this page to define the template to brand the chatbot.
Chatbot Page	HRS_SITE_BOT_SETUP	Use this page to enable the chatbot and to configure Contact, Menu and FAQ options in the chatbot.

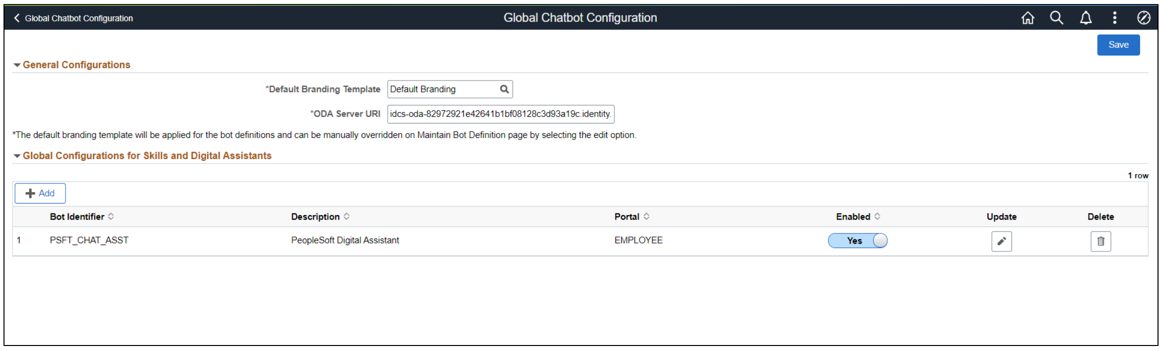
Global Chatbot Configuration Page

Use the Global Chatbot Configuration (EOCB_SKILLSRCH_FL) page to view, edit, or add global chatbot definitions for the skills and digital assistants created in Oracle Digital Assistant (ODA), and to map them to a component. You can also activate or delete global chatbot definitions from this page.

Navigation:

Enterprise Components > Chatbot Configurations > Global Chatbot Configuration

This example illustrates the fields and controls on the Global Chatbot Configuration Page.



Field or Control	***Description***
Default Branding Template	Enter the default branding template for the global chatbot. Branding templates control the chatbot color scheme, initial greeting, attachments, and other behaviors. For more information on creating a template, see Branding Template Page.
ODA Server URI	Enter the Uniform Resource Identifier (URI) of your ODA instance.
Add Global Chatbot or **Add**	Access the Global Chatbot Configuration Page and create a new chatbot definition. **Note:** When there are one or more chatbot definitions, **Add** button is displayed.
Bot Identifier	Displays the identifier for the global chatbot in ODA.
Description	Displays the description of the global chatbot definition.
PORTAL	Displays the PeopleSoft portal associated with the global chatbot.
Enabled	Enable or disable the global chatbot definition.
Update	Update existing global chatbot definition.
Delete	Delete an existing global chatbot definition.
Save	Save an existing global chatbot definition.

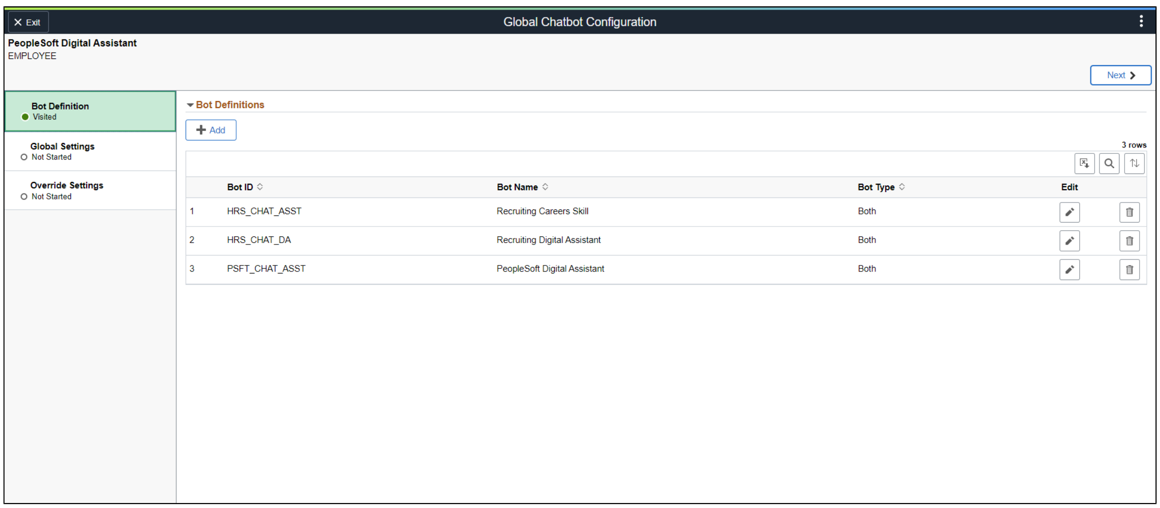
Global Chatbot Configuration – Bot Definition Page

Use the Global Chatbot Configuration – Bot Definition page (EOCB_BOTCFG_FL) to view, edit, or add chatbot definitions.

Navigation:

- **Enterprise Components** > **Chatbot Configurations** > **Global Chatbot Configuration** > **Add** for new chatbot definitions.
- **Enterprise Components** > **Chatbot Configurations** > **Global Chatbot Configuration** > **Update** for existing chatbot definitions.

This example illustrates the fields and controls on the Bot Definition page.



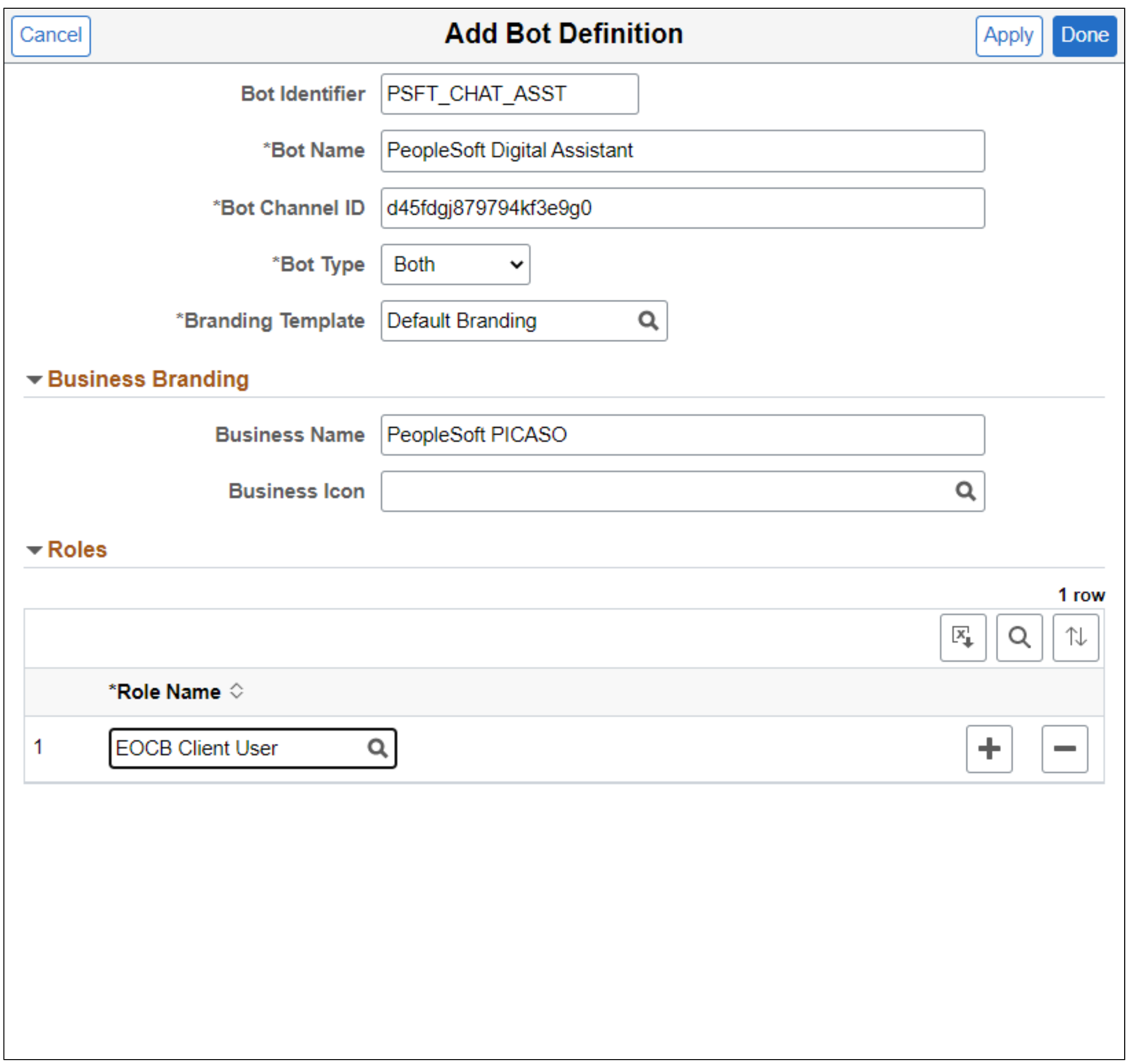
Field or Control	*Description*
Add	Access the Add Bot Definition Page and add a new chatbot definition.
Bot ID	Displays the ID of the skill or digital assistant.
Bot Name	Displays the name of the skill or digital assistant.
Bot Type	Displays the format in which the chatbot client is rendered. Values are Web Based, Widget, or Both. • *Web Based* – Renders the chat client as a tile. • *Widget* – Renders the chat client as a button at the bottom of the screen. • *Both* – Renders the chat client in web and widget formats.
Edit	Access the Edit Bot Definition page and update the chatbot definition.

Field or Control	***Description***
Delete	Delete an existing chatbot definition.
Next	Advance to the next step of global chatbot configuration.
Update	Update existing global chatbot definition.

Click the **Add** button on the **Global Chatbot Configuration – Bot Definition** to add chatbot definitions for:

- PeopleSoft Digital Assistant
- Recruiting Digital Assistant
- Recruiting Careers Skill

This example illustrates the fields and controls on the Add Bot Definition page.



Field or Control	***Description***
Bot Identifier	Displays the ID of the selected skill or digital assistant.
Bot Name	Enter the name of the skill or digital assistant.
Bot App ID	Enter the ID of the channel you want to use to route a chat request to an ODA Skill or Digital Assistant. • For PeopleSoft Digital Assistant, enter the channel ID for PeopleSoft Digital Assistant in ODA. • For Recruiting Digital Assistant and Recruiting Careers Skill, enter the channel ID for Recruiting Digital Assistant in ODA.
Bot Type	Select the format in which the chatbot client is rendered. Available types are *Web Based*, *Widget*, or *Both*.
Introductory Text	Enter text to describe the chatbot.
Branding Template	Select a replacement branding template to override the default branding template value. • For PeopleSoft Digital Assistant, select the default template. • For Recruiting Digital Assistant and Recruiting Careers Skill, select the Recruiting Solutions template.
Business Name	Enter the name for chatbot to appear for users on the chatbot client.
Business Icon	Select an icon for the chatbot. The chatbot client takes the form of the icon you specify.
Role Name	Select user roles that can access the chatbot. **Note:** To access Recruiting Digital Assistant, select *HRS External Chatbot User* role.

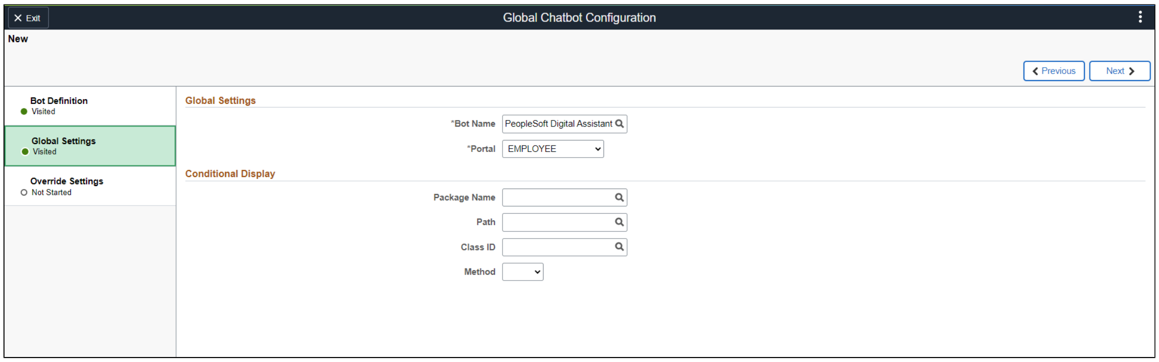
Global Chatbot Configuration – Global Settings Page

Use the Global Chatbot Configuration – Global Settings page (EOCB_GLBL_STTNG_FL) to select a skill or digital assistant as a global chatbot and associate it with a PeopleSoft portal. You can also define conditional display to prevent the display of global chatbot in components.

Navigation:

Select the Next button on the Global Chatbot Configuration – Bot Definition Page.

This example illustrates the fields and controls on the Global Settings page.



Field or Control	***Description***
Bot Name	Select the skill or digital assistant to serve as a global chatbot. A global chatbot is visible across all components within PeopleSoft portal.
Portal	Select a PeopleSoft portal to associate with the global chatbot.
Package Name	Select the PeopleTools application package related to your conditional display requirement.
Path	Select the path (location) of the PeopleTools Application Class related to your conditional display requirement.
Class ID	Select the PeopleTools Application Class related to your conditional display requirement.
Method	Select the application class method.

Note: To configure Recruiting Digital Assistant with PICASO, select *PeopleSoft Digital Assistant* as **Bot Name** in Global Settings. Select *EMPLOYEE* for **Portal**.

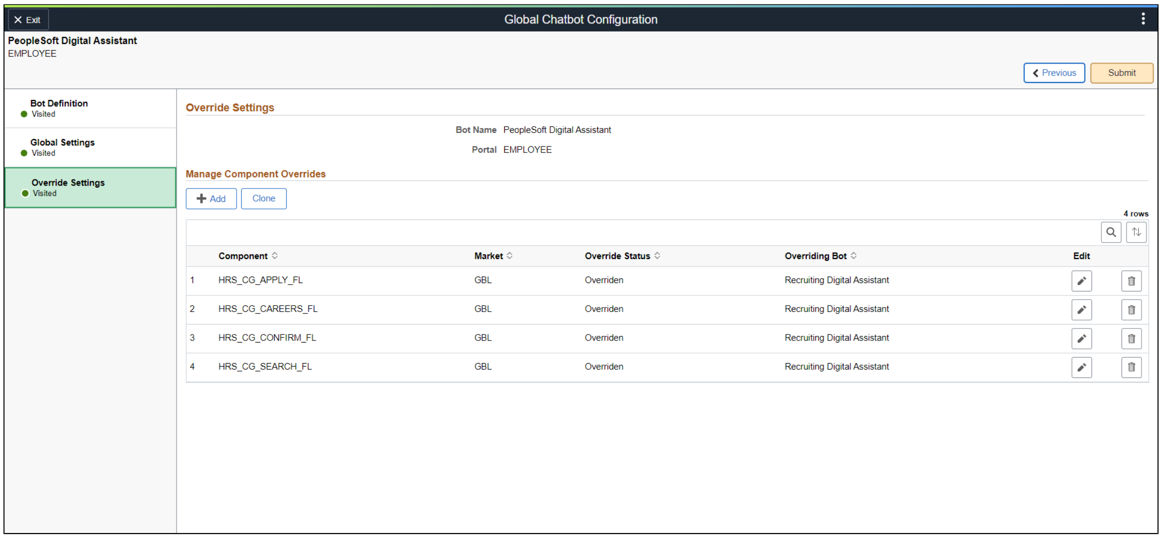
Global Chatbot Configuration – Override Settings Page

Use the Global Chatbot Configuration – Override Settings page (EOCB_OVRRDE_CMP_FL) to view existing global chatbot overrides for a component, add new overrides, or clone overrides.

Navigation:

Select the Next button on the Global Chatbot Configuration – Global Settings Page.

This example illustrates the fields and controls on the Override Settings page.



Field or Control	***Description***
Bot Name	Displays the name of skill or digital assistant to serve as a global chatbot.
Portal	Displays the PeopleSoft portal associated with the global chatbot.
Add	Select to access the Add Override Settings Page and hide the global chatbot or override it with a different chatbot.
Clone	Select to access the Clone Component Overrides Page and clone component override settings from an existing chatbot definition.
Component	Displays the PeopleSoft component with override settings.
Market	Displays the market for the component. Default is global market (GBL).
Override Status	Displays the override status for the component
Overriding Bot	Displays the chatbot that overrides the global chatbot.
Edit	Select to access the Edit Override Settings page and edit the override settings for the component.
Delete	Delete an existing global chatbot override.

Note: Add the components of Recruiting Solutions pages where Recruiting Digital Assistant overrides PICASO.

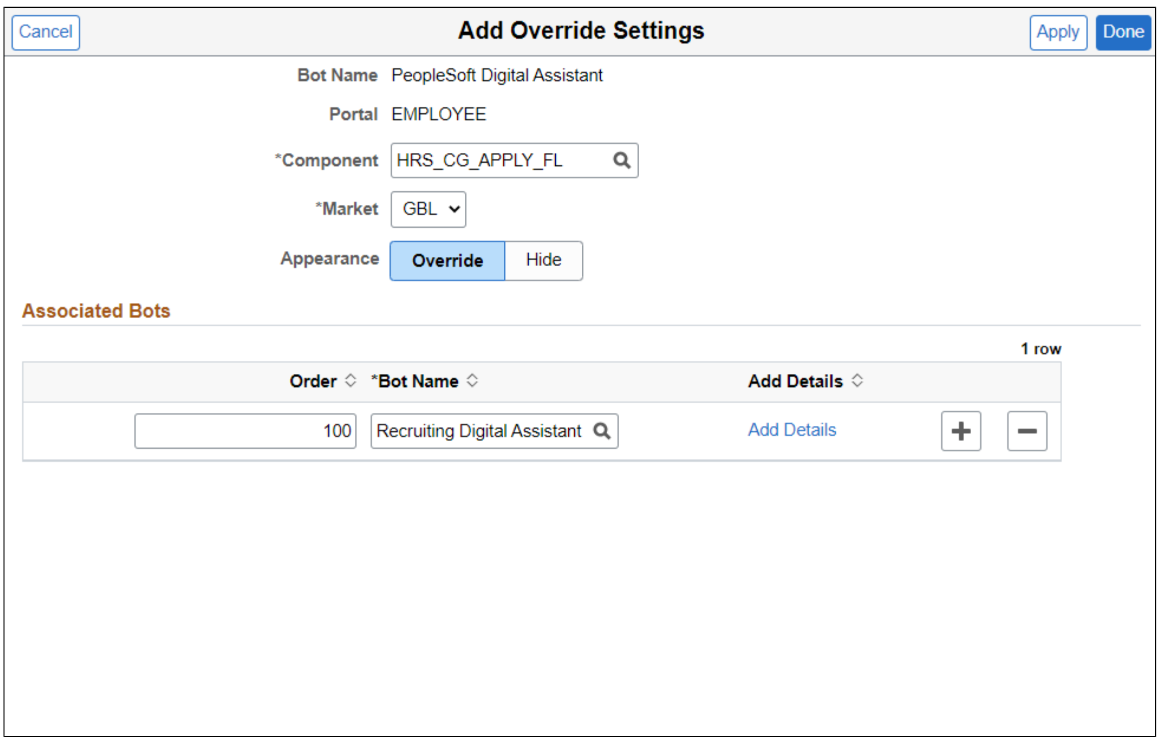
Add Override Settings Page

Use the Add Override Settings page (EOCB_CMP_OVRD_FL) to hide the global chatbot from a component or override it with a different chatbot. This page is useful when you want to override the global chatbot for only a few components.

Navigation:

Select the Add button on the Global Chatbot Configuration – Override Settings Page.

This example illustrates the fields and controls on the Add Override Settings page.



Field or Control	***Description***
Bot Name	Displays the name of skill or digital assistant that serves as global chatbot.
Portal	Displays the PeopleSoft portal associated with the global chatbot.
Component	Select the component for which you want to override the global chatbot.
Market	Displays the market for the component. Default is global market (GBL).

Field or Control	***Description***
Appearance (Override or Hide)	Select *Override* to override the global chatbot with a different chatbot on the specified component. Select *Hide* to hide the global chatbot on the specified component.
Order	When multiple chatbots are associated with the component, enter a numeric value to indicate the order in which the chatbots are displayed to a user.
Bot Name	Select the skill or assistant to override the global chatbot.
Add Details	Select to access the Add Chatbot Parameters Page and define the conditions or order in which the chatbot displays.

Note: Enter the components of Recruiting Solutions pages where Recruiting Digital Assistant overrides PICASO.

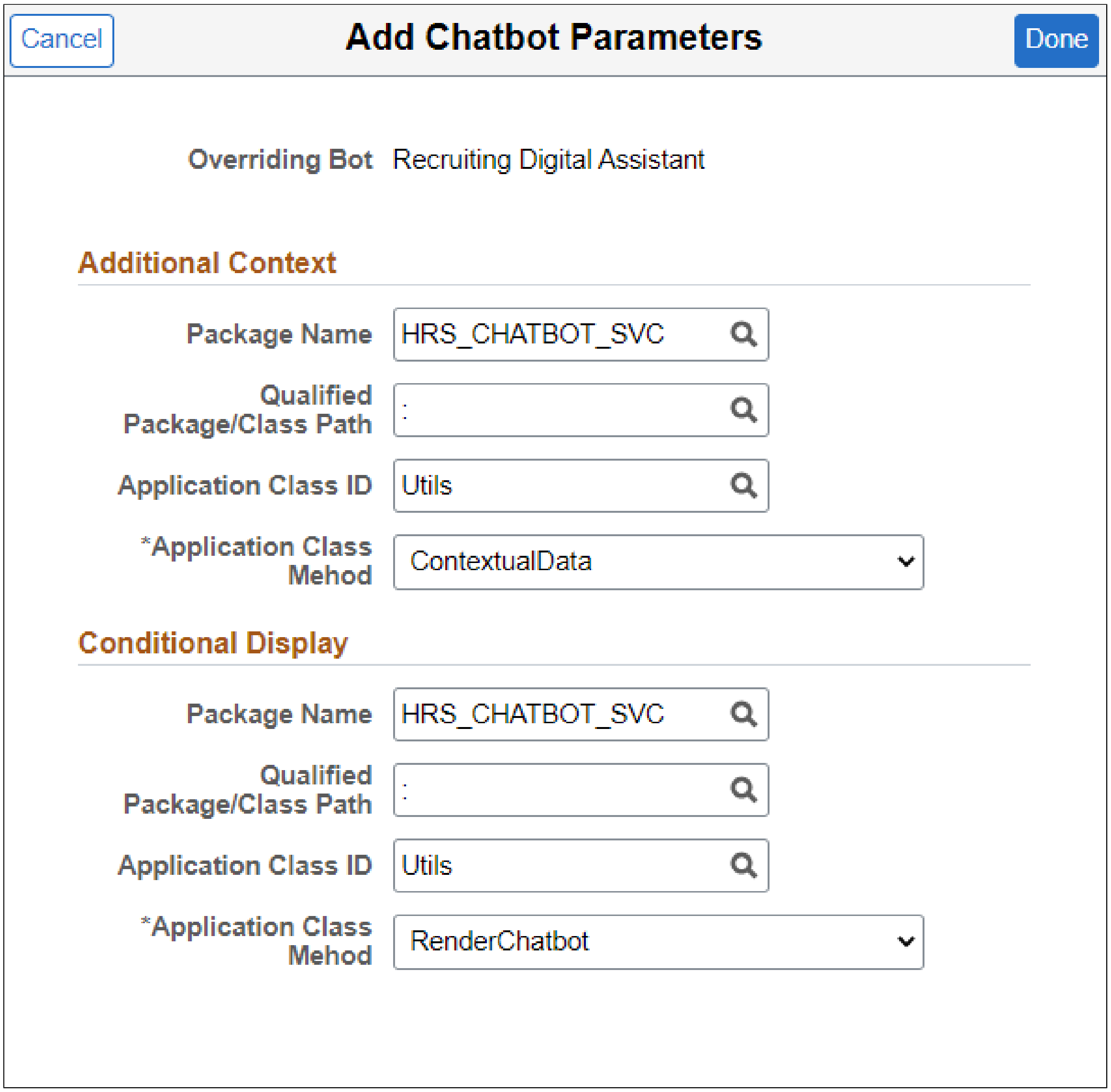
Add Chatbot Parameters Page

Use the Add Chatbot Parameters page (EOCB_OVRD_MAP_SCF) to define the conditions or order in which the chatbot displays, when overriding or restricting the global chatbot from a component.

Navigation:

Select the *Add Details* link on the Add Override Settings Page.

This example illustrates the fields and controls on the Add Chatbot Parameters page.



Field or Control	***Description***
Package Name	Select the PeopleTools application package related to your conditional display requirement.
Qualified Package/Class Path	Select the path (location) of the PeopleTools Application Class related to your conditional display requirement.
Application Class ID	Select the PeopleTools Application Class related to your conditional display requirement.
Application Class Method	Select the application class method.

Note: To override PICASO with Recruiting Digital Assistant, enter the Additional Context and Conditional Display parameters specific to Recruiting Solutions.

Standalone Recruiting Digital Assistant

Use the Global Chatbot Configuration (EOCB_SKILLSRCH_FL) page to configure Recruiting Digital Assistant without PICASO.

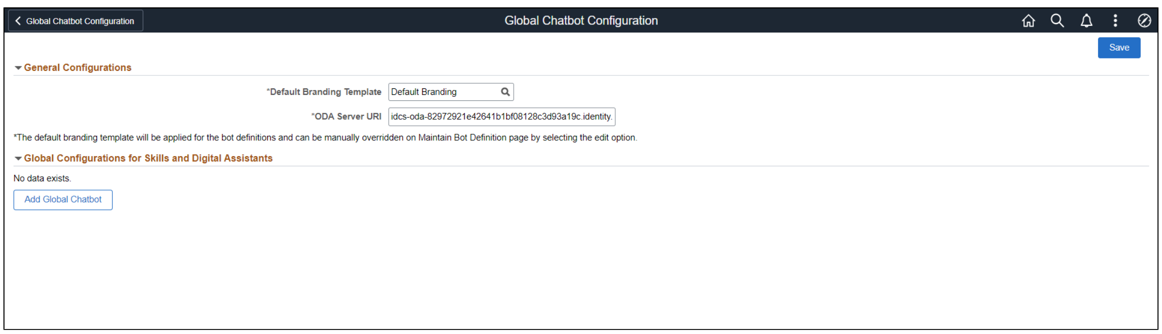
Navigation:

Enterprise Components > **Chatbot Configurations** > **Global Chatbot Configuration**

To configure a standalone Recruiting Digital Assistant:

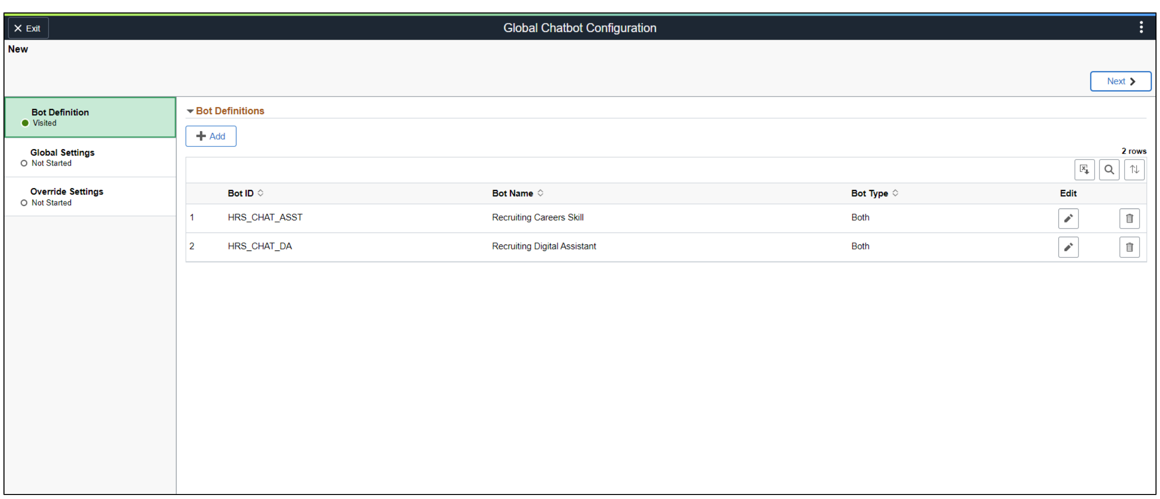
1. Click the **Add Global Chatbot** button in **Global Chatbot Configuration** page.

   This example illustrates the fields and controls on the Global Chatbot Configuration Page.



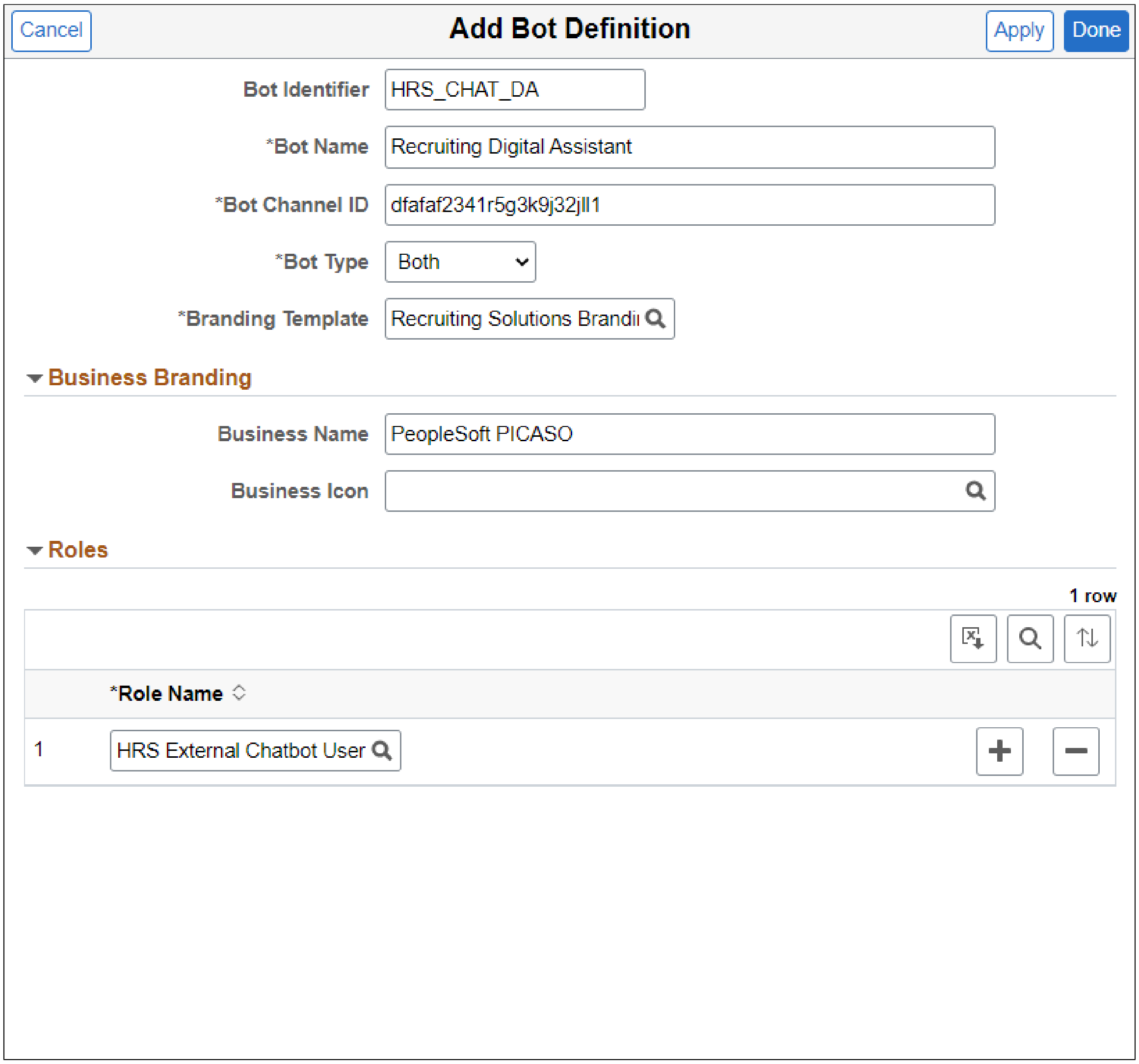
2. Click the **Add** button in the **Global Chatbot Configuration – Bot Definition** (EOCB_BOTSRCH_FL) page to enter chatbot definitions for Recruiting Digital Assistant and Recruiting Careers Skill.

   This example illustrates the fields and controls on Global Chatbot Configuration – Bot Definition page.



3. Enter the details for chatbot definition in the **Add Bot Definition** page.

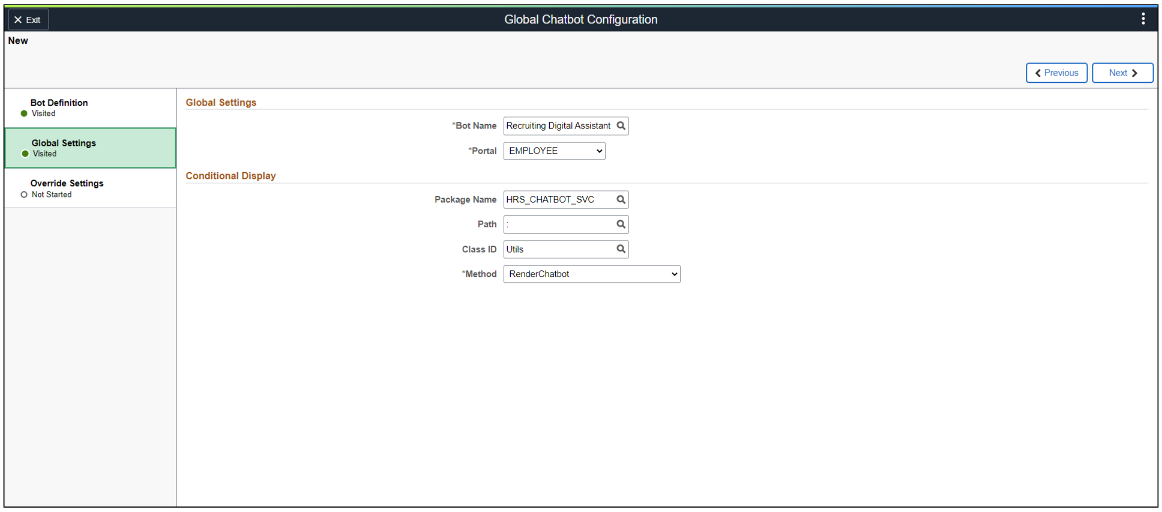
This example illustrates the fields and controls on the Add Bot Definition page.



For more information on the chatbot definition for Recruiting Digital Assistant, see Global Chatbot Configuration – Bot Definition Page

4. Define the global settings for Recruiting Digital Assistant in the **Global Chatbot Configuration – Global Settings** (EOCB_GLBL_STTNG_FL) page.

This example illustrates the fields and controls on the Global Settings page.

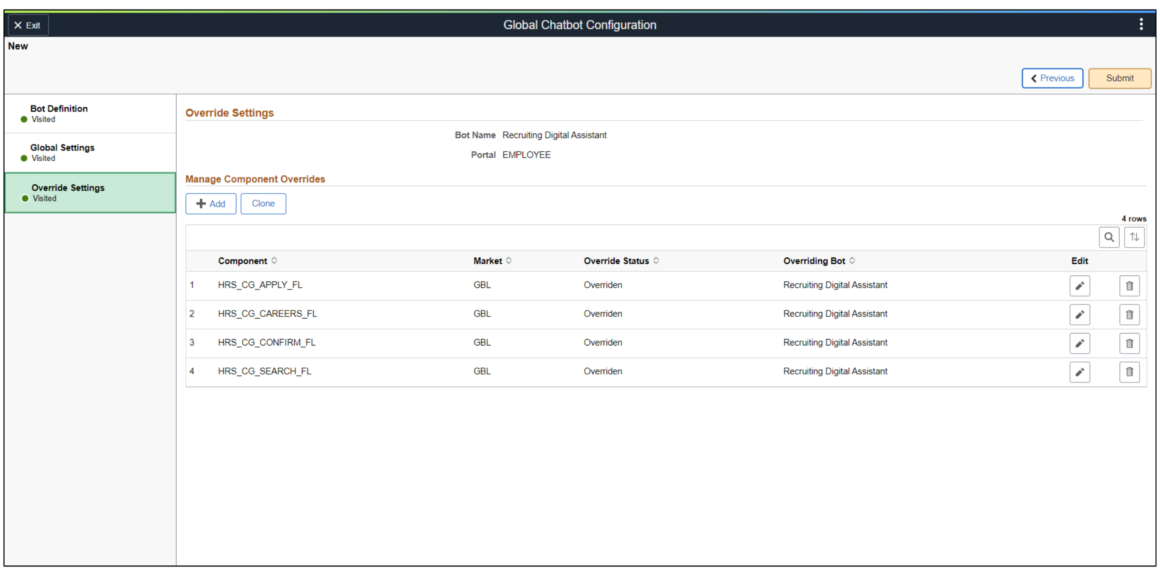


Use Conditional Display to control the display of chatbot in the selected portal. Enter the Conditional Display parameters to specify the override condition for Recruiting Digital Assistant.

For more information on global settings, see Global Chatbot Configuration – Global Settings Page

5. Click the **Add** button in the **Global Chatbot Configuration – Override Settings** (EOCB_OVRRDE_CMP_FL) page to enter the components to display Recruiting Digital Assistant.

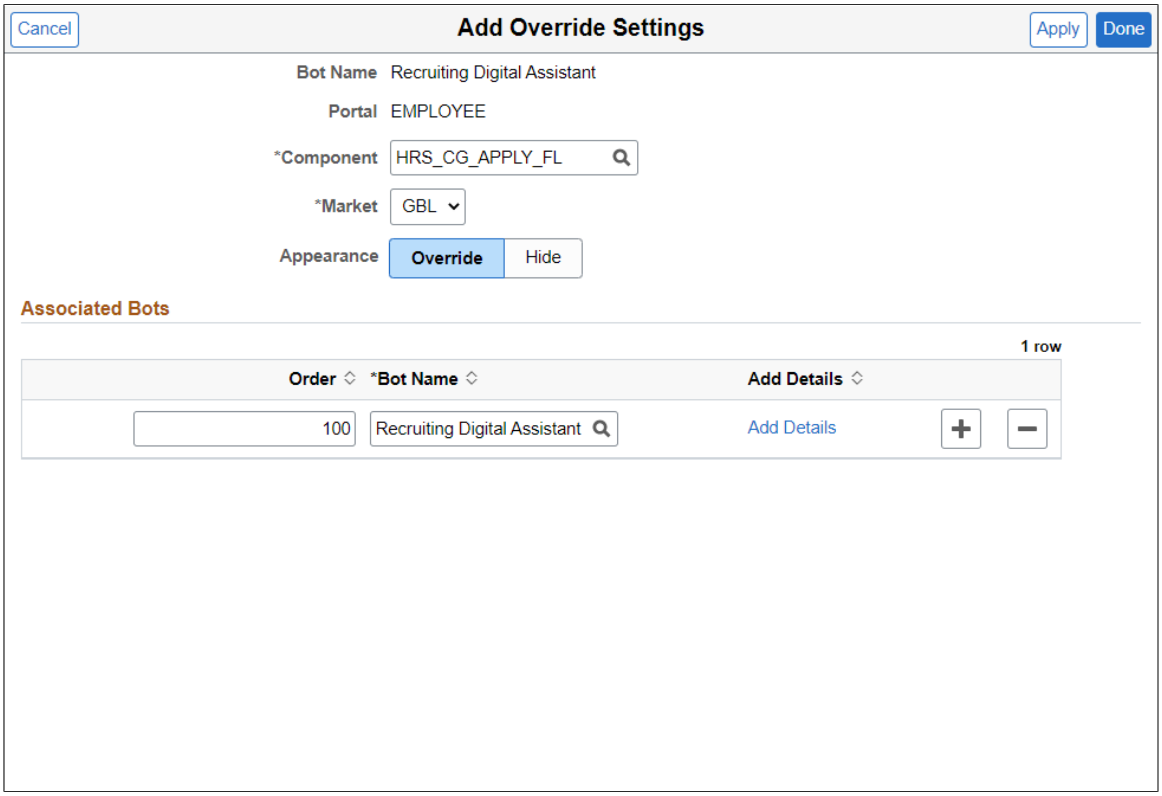
   This example illustrates the fields and controls on the Override Settings page.



   For more information on override settings, refer Global Chatbot Configuration – Override Settings Page.

6. Enter the name of the component and the chatbot to override the global chatbot in the **Add Override Settings** page.

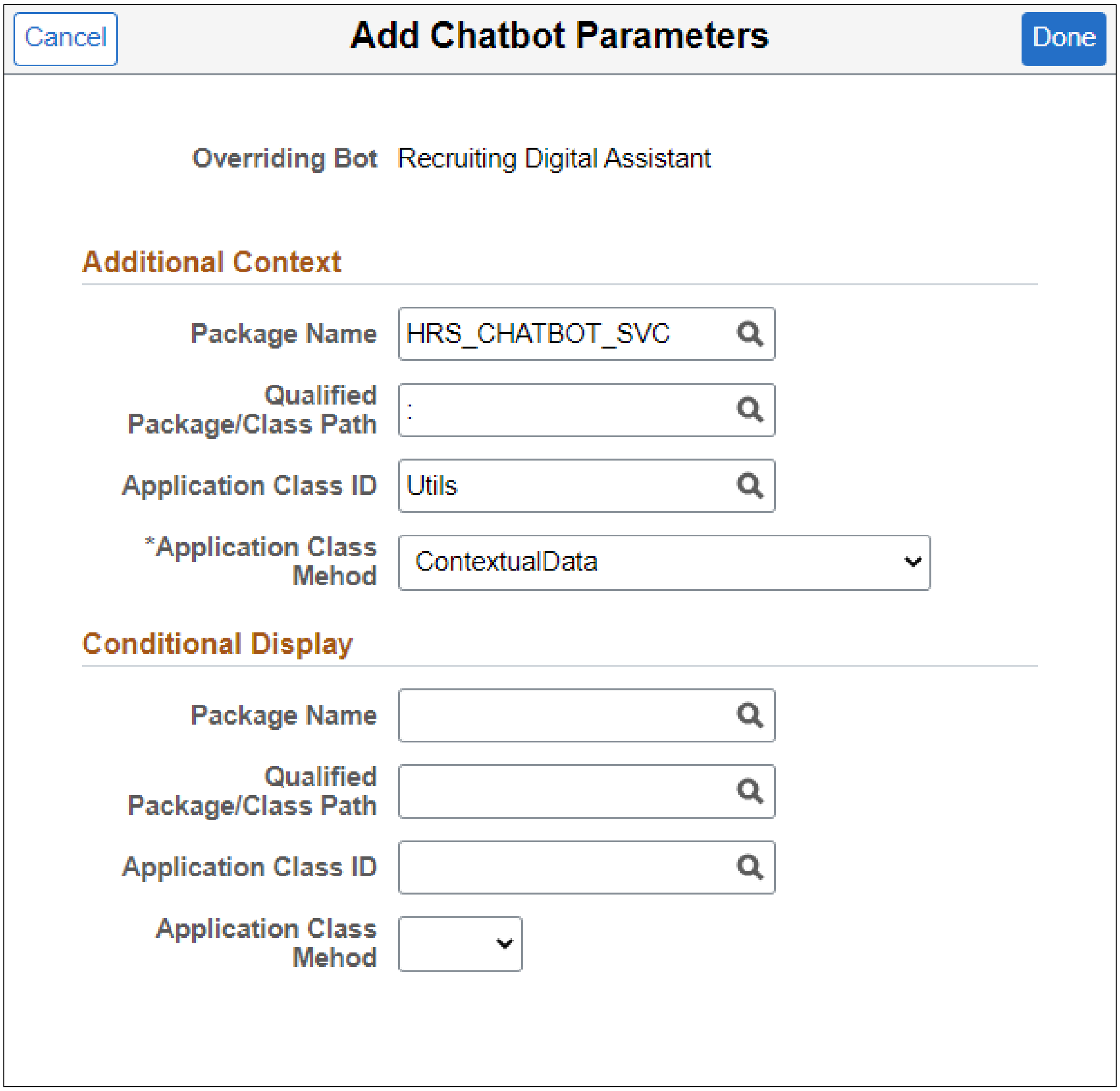
This example illustrates the fields and controls on the Add Override Settings page.



For more information on add override settings page, see Add Override Settings Page.

7. Click on the **Add Details** link to define the context parameters for Recruiting Digital Assistant.

This example illustrates the fields and controls on the Add Chatbot Parameters page.



To know more on how to add chatbot parameters, refer Add Chatbot Parameters Page.

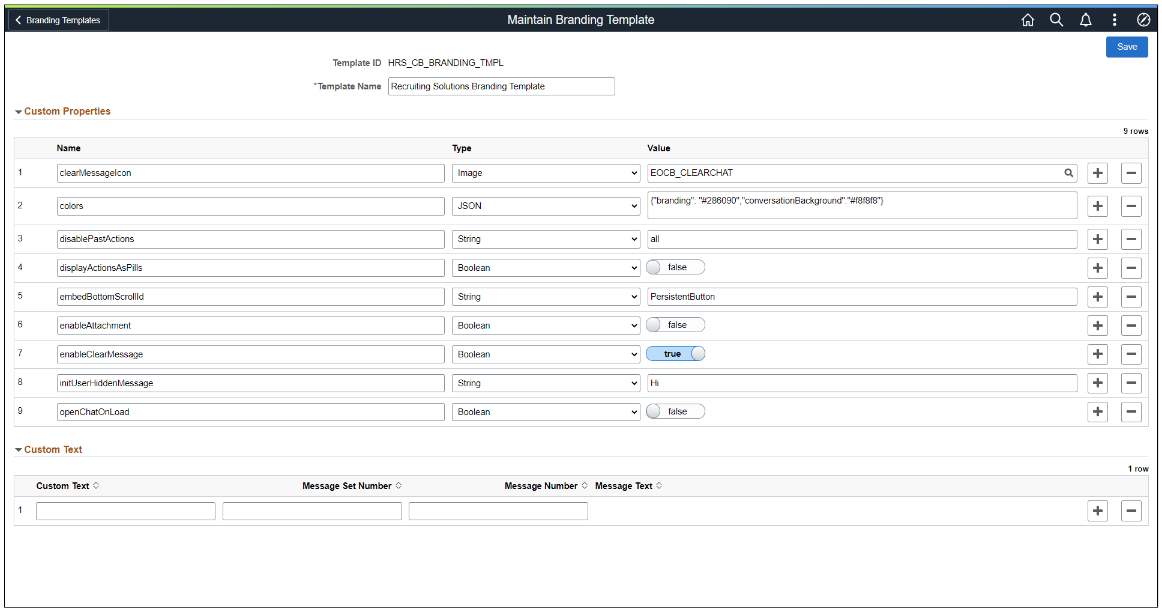
Branding Template Page

Use the Branding Template(EOCB_BRNDTMPL_FL) page to control the branding aspects of the chatbot definition.

Navigation:

Enterprise Components > **Chatbot Configurations** > **Branding Template**

This example illustrates the Maintain Branding Template page.



Field or Control	***Description***
Template ID	ID of the branding template on which chatbot specific template is created.
Template Name	Enter a new name for the chatbot specific branding template.
Custom Properties	Choose the custom properties for the chatbot, from ODA, to customize the chatbot layout, color and icons. In the Name field, enter the appropriate name reference as listed in the ODA documentation.
Custom Text	PeopleSoft provisions custom text to overwrite the default custom texts provided by ODA. The overriding text is created as a message catalog entry. The message catalog entry is assigned to the custom text key value. Choose the appropriate Custom Text as listed in the ODA documentation to configure the default text that is displayed in the chat client.

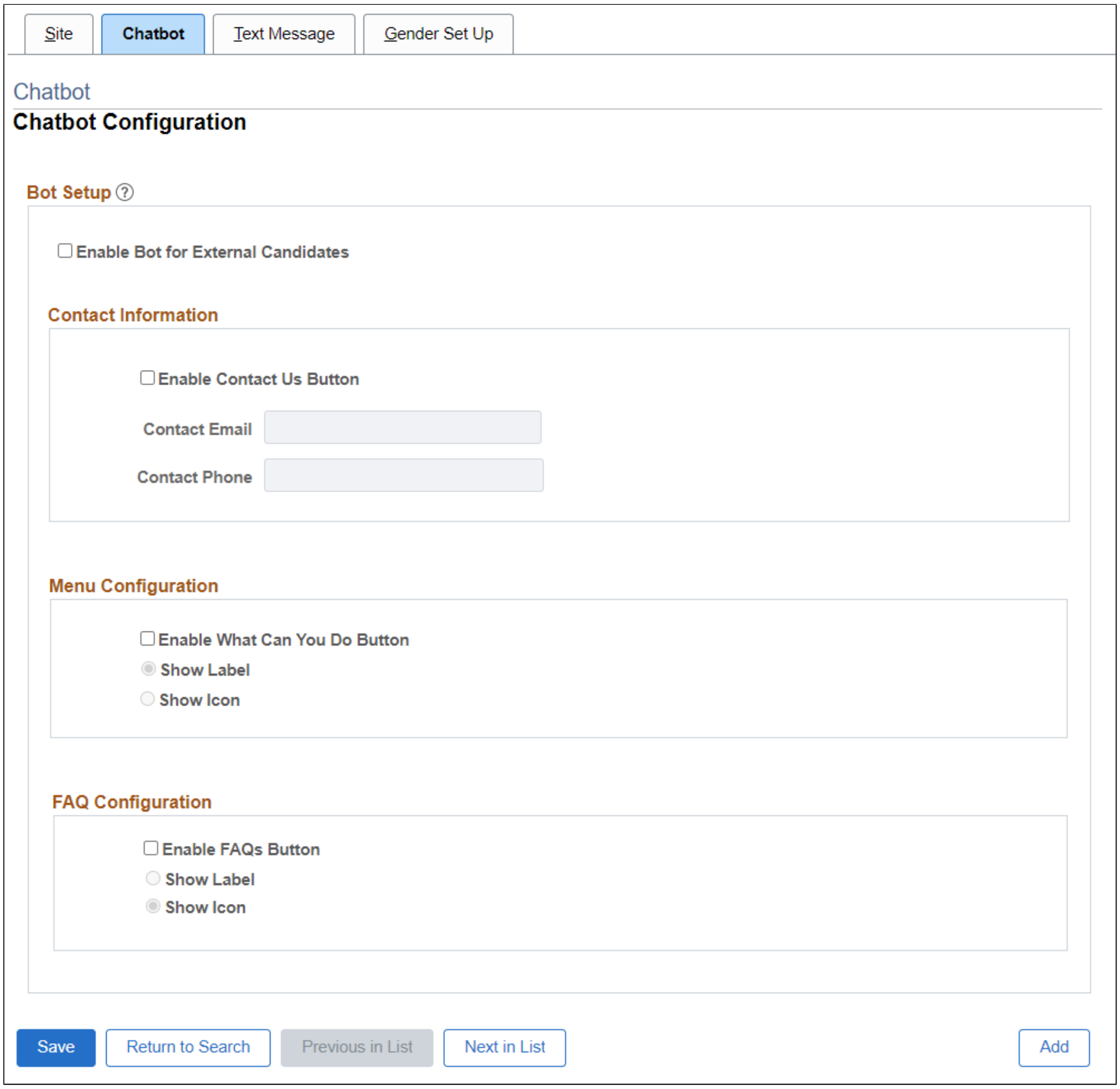
Chatbot Page

Use the Chatbot Page (HRS_SITE_BOT_SETUP) to configure and enable Recruiting Digital Assistant.

Navigation:

Set Up HCM > **Product Related** > **Recruiting** > **Candidate Gateway** > **Site** > **Chatbot**

This example illustrates the Chatbot page.



Field or Control	***Description***
Enable Bot for External Candidates	Select the check box to enable Recruiting Digital Assistant for external candidates. Once enabled, Recruiting Digital Assistant displays as a floating icon on the External Candidate Gateway and on the job search and application pages. **Note:** Recruiting Digital Assistant is available only if the guest user id is associated with the *HRS External Chatbot User* role.

Contact Information

Field or Control	*Description*
Enable Contact Us Button	Select the check box to display the **Contact Us** button in Recruiting Digital Assistant. Once enabled, a **Contact Us** button appears at the bottom of the chat window. **Note:** When this check box is enabled, at least one value (email or phone number) should be entered. You must save the page after entering the value, for the **Contact Us** button to be displayed in the chatbot.
Contact Email	Enter the email address to be displayed in the Recruiting Digital Assistant, when the **Contact Us** button is clicked.
Contact Phone	Enter the phone number to be displayed in the Recruiting Digital Assistant, when the **Contact Us** button is clicked.

Menu Configuration

Field or Control	*Description*
Enable What Can You Do Button	Select the check box to display **What Can You Do?** button in Recruiting Digital Assistant. Once enabled, a menu icon will appear at the bottom of the chat window. This menu will display all possible actions that the chatbot can perform for the logged in applicant. **Note:** This button appears only for the logged in applicants.
Show Label	Select this option if you want to display the label, **What Can You Do?** on the button.
Show Icon	Select this option if you want to display the icon as the button.

FAQ Configuration

Field or Control	*Description*
Enable FAQs Button	Select the check box to display **FAQs** button in Recruiting Digital Assistant. Once enabled, **FAQs** button with text or icon appears at the bottom of the chat window. **Note:** For **FAQs** to work, at least one answer intent must be added in the Recruiting Careers Skill in ODA.
Show Label	Select this option if you want to show the label **FAQs** on the button.
Show Icon	Select this option if you want to display the icon as the button.

For more information on Recruiting Digital Assistant configuration, see the PeopleSoft Recruiting Digital Assistant Technical Brief (Doc ID 2741723.1) posted in My Oracle Support.

Communicating with Recruiting Digital Assistant

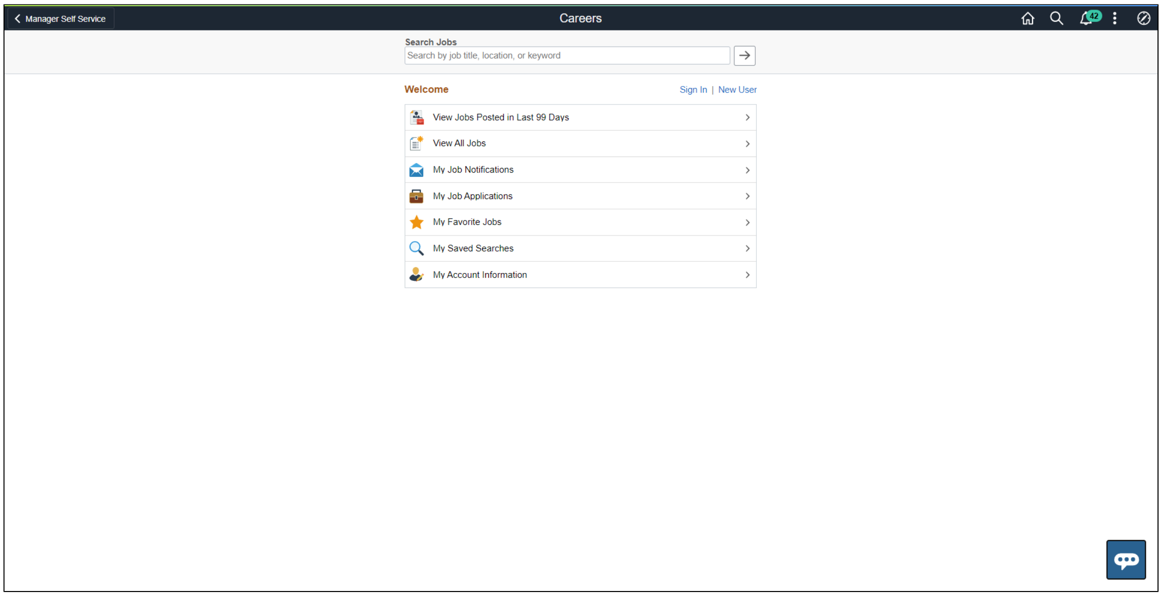
This topic provides an overview of how external applicants interact with the Recruiting Digital Assistant.

Recruiting Digital Assistant

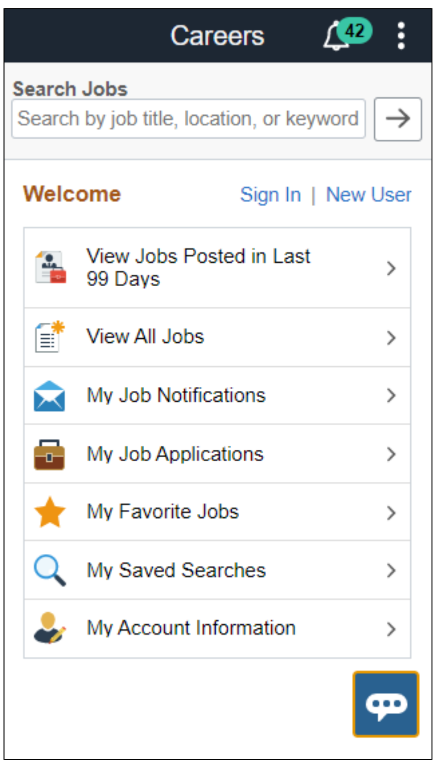
Use the floating button in the Careers homepage to launch the Recruiting Digital Assistant in External Fluid Candidate Gateway. Using this chatbot, you can get quick responses to your recruitment related queries and can perform simple transactions with your inputs.

Note: The Recruiting Digital Assistant is available only for users with the *HRS External Chatbot User* role.

This example illustrates the Recruiting Digital Assistant button as seen on a laptop device.



This example illustrates the Recruiting Digital Assistant button as seen on a smartphone.

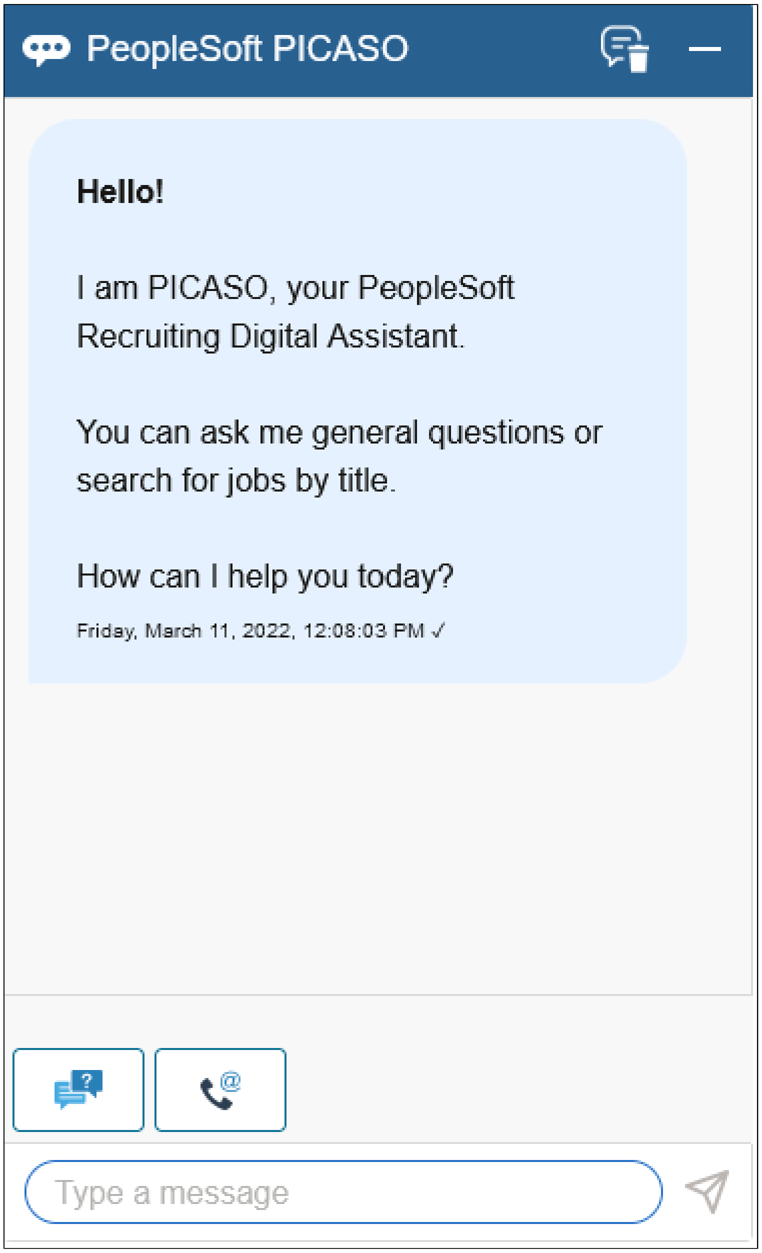


Note: Anonymous users can search for jobs using keywords and browse the list of FAQs or get answers to their questions. For registered users, in addition to the above they will be able to run their saved searches, view application status and view all notifications.
For more information on how to configure answer intents, see the PeopleSoft Recruiting Digital Assistant red paper (Doc ID 2741723.1) posted in My Oracle Support.

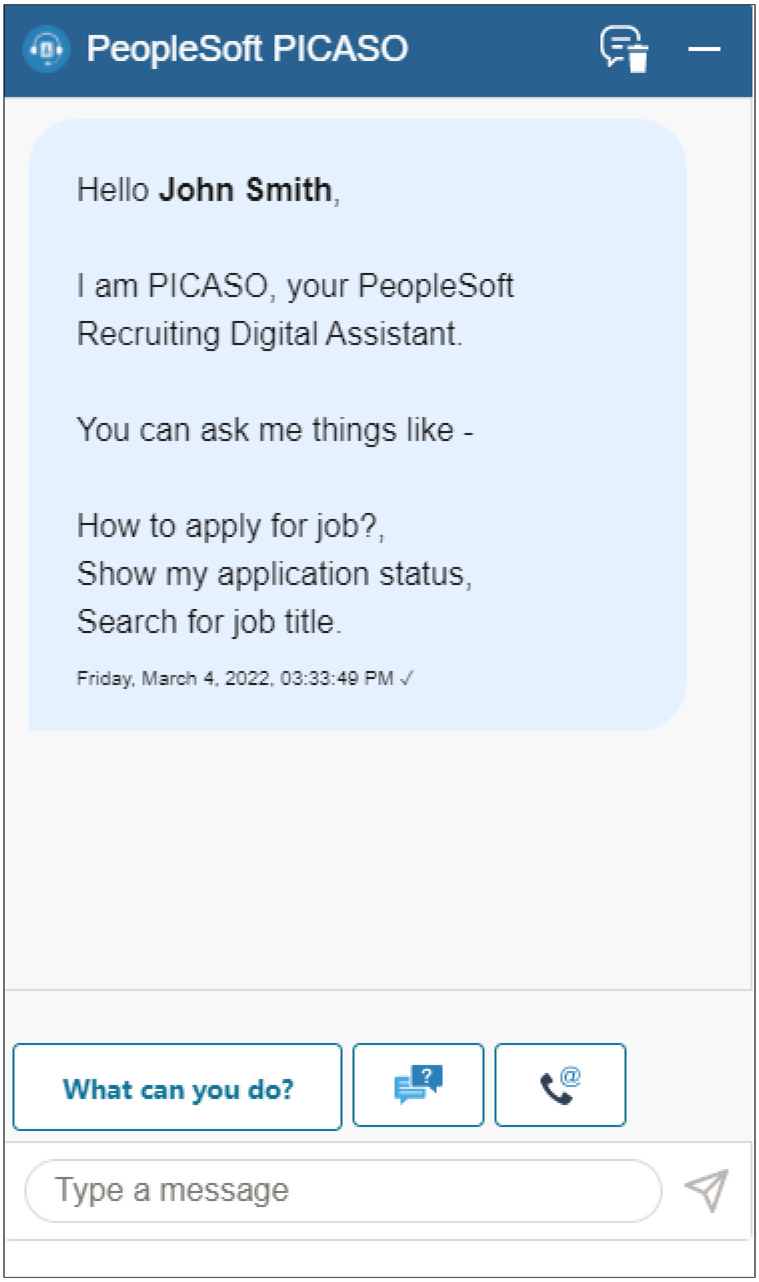
The following video provides an overview of Recruiting Digital Assistant:

Video: PeopleSoft Recruiting Chatbot and Text Messages

This example illustrates the Recruiting Digital Assistant when an anonymous user opens the chat window.



This example illustrates the Recruiting Digital Assistant when a registered user opens the chat window.



You can type in your question or you can use the action buttons to tell the chatbot what you need help with.

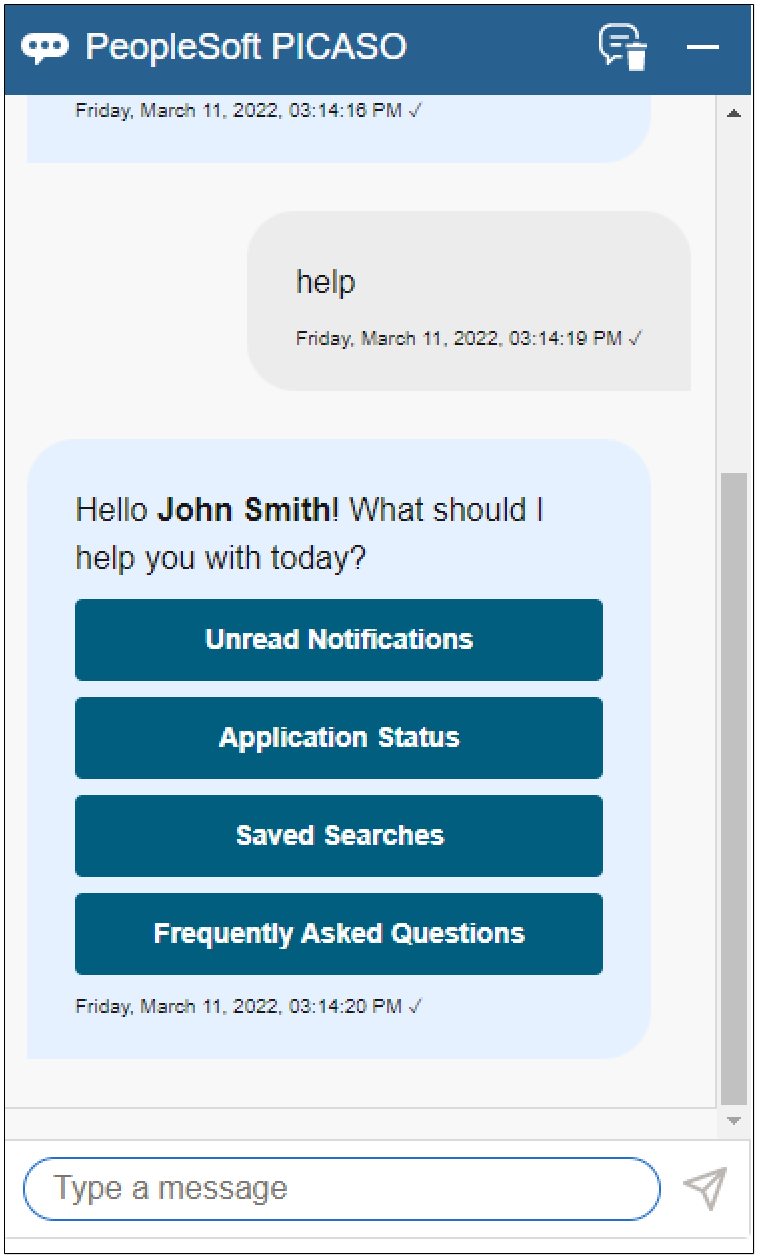
PeopleSoft Recruiting Digital Assistant has three buttons at the footer.

- What can you do?
- FAQs
- Contact Us

Administrator can control the display of these buttons through Site Set Up Page. For more information, see Setting Up Recruiting Digital Assistant

User can type in for help when action buttons are not displayed.

This example illustrates the Recruiting Digital Assistant when a registered user types help.



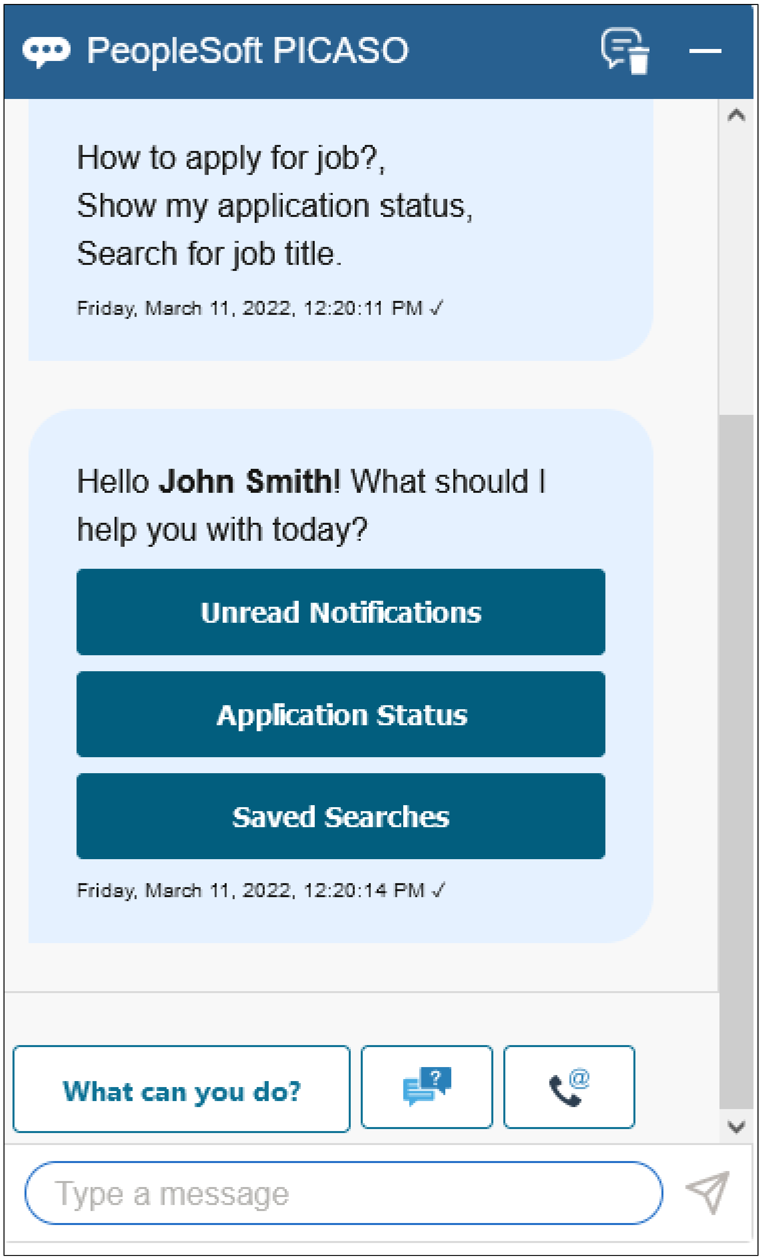
What can you do?

This button appears only for registered users. On clicking **What can you do?** button, the Recruiting Digital Assistant displays the following options:

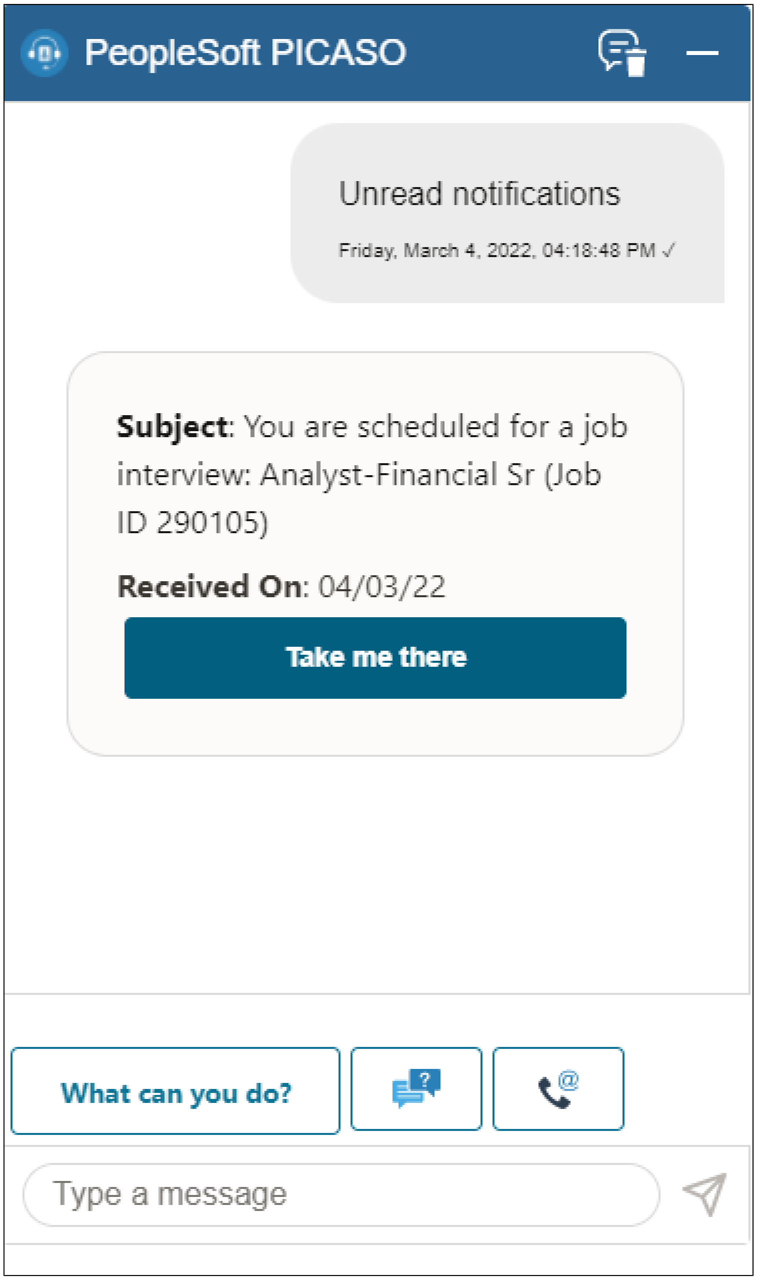
- Application Status
- Saved Searches
- Unread Notifications

Note: *Unread Notifications* option appears only if the applicant has unread notifications.

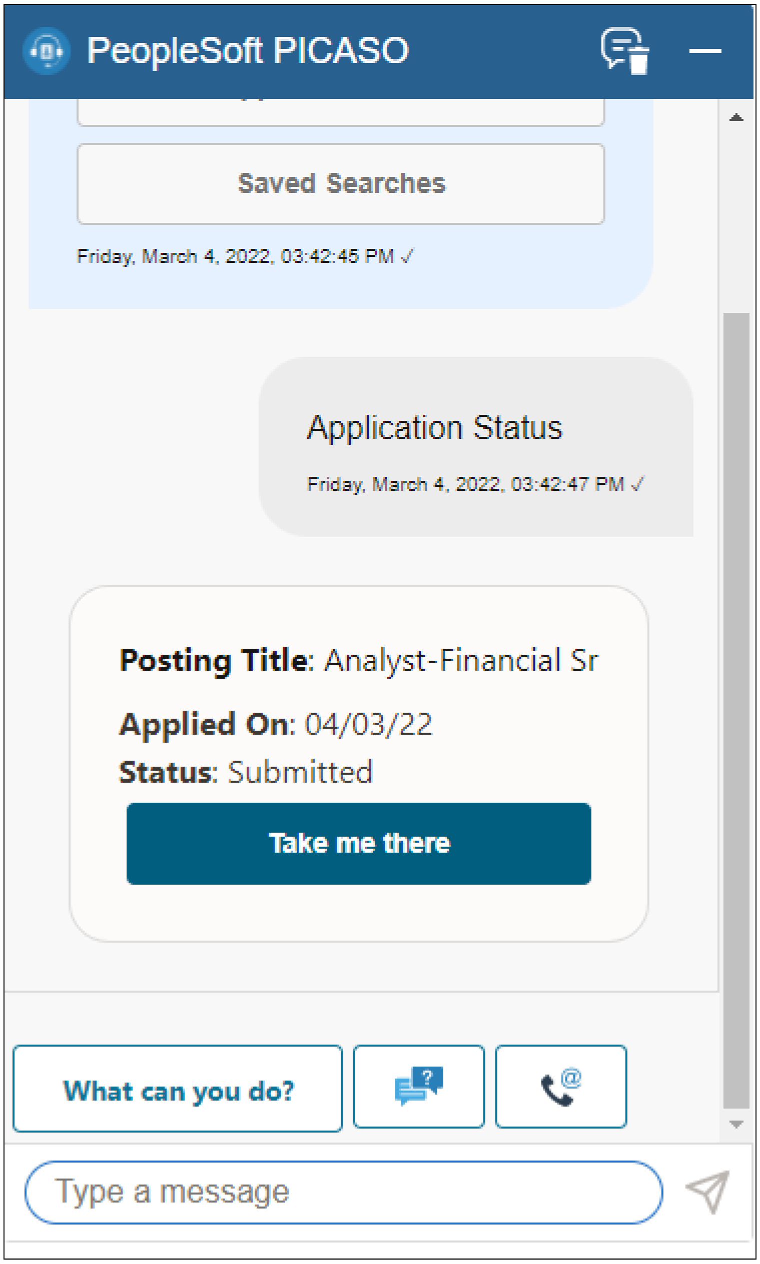
This example illustrates the Recruiting Digital Assistant when a user clicks 'What can you do?' button.



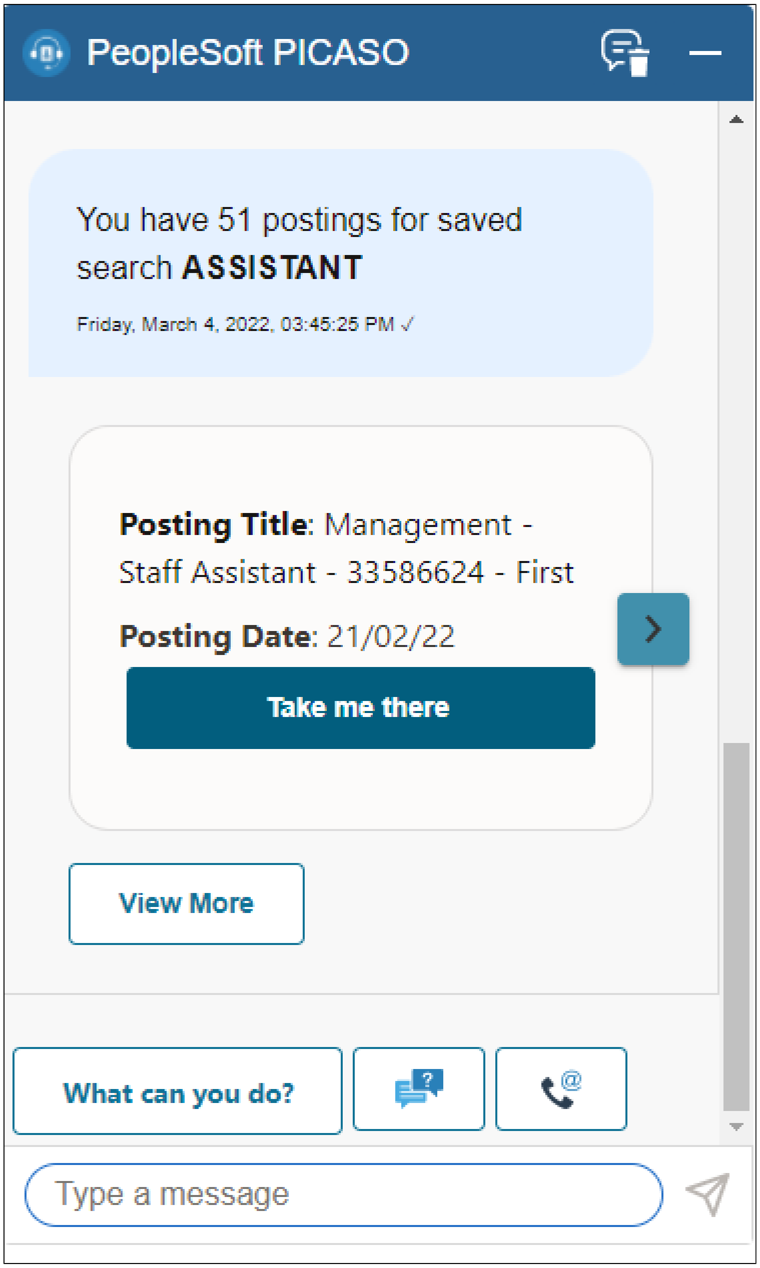
This example illustrates the Recruiting Digital Assistant when Unread Notifications is selected.



This example illustrates the Recruiting Digital Assistant when Application Status is selected.



This example illustrates the Recruiting Digital Assistant when Saved Searches is selected.



If you want to go ahead with the chatbot response and open the corresponding page, click **Take me there**. If not, click the navigation button to move to the next option. You can view only five responses or options using the navigation button. Use the **View More** button to list the next set of responses.

Note: View More button is displayed when there are more options regarding the query.

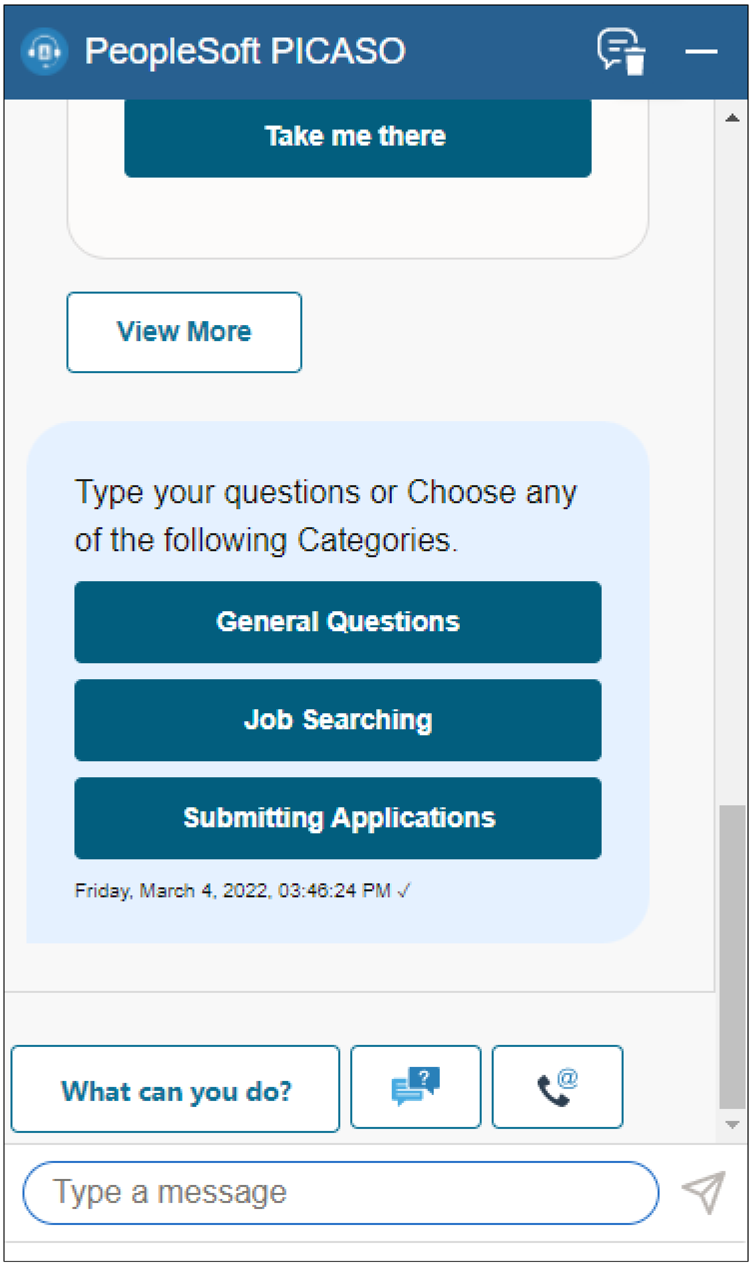
FAQs

This button appears for anonymous and registered users. The frequently asked questions are categorized under each option for easy access.

On clicking the **FAQs** button, the Recruiting Digital Assistant displays the following options.

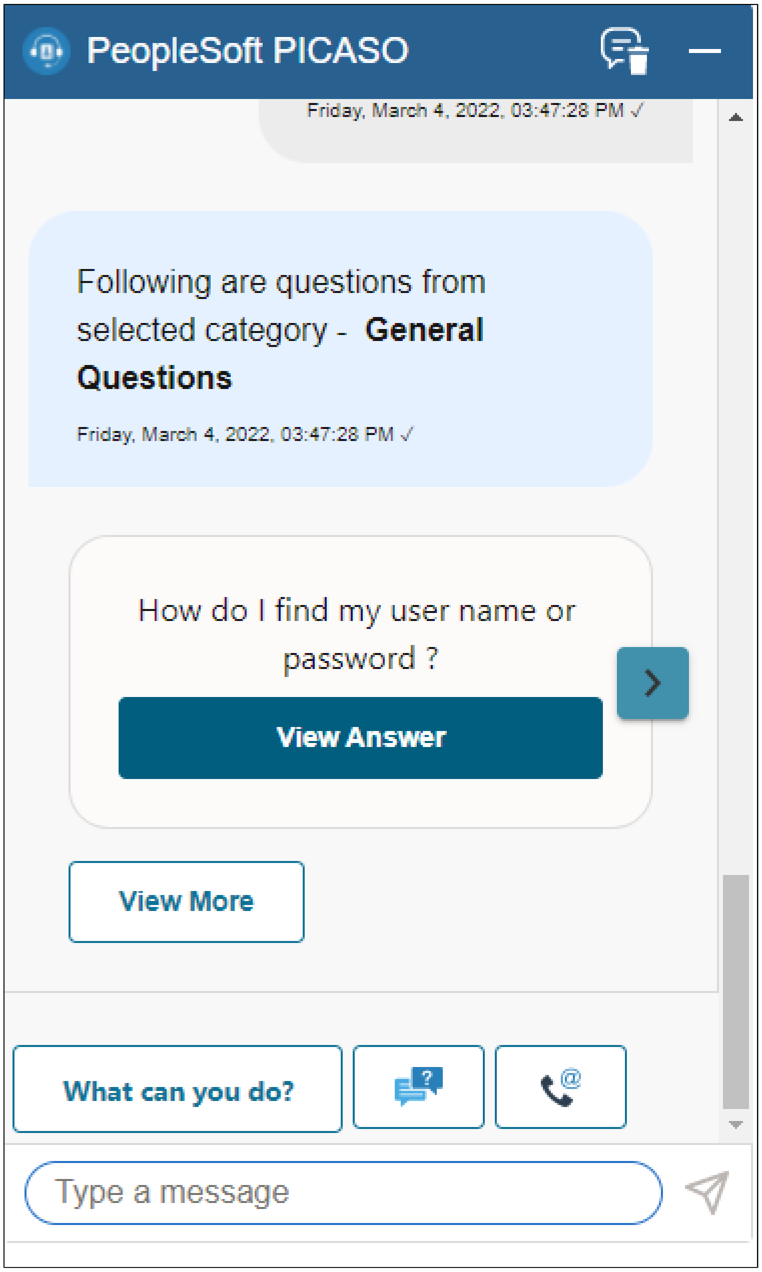
- General Questions
- Job Searching
- Submitting Applications

This example illustrates the Recruiting Digital Assistant when FAQs button is selected.

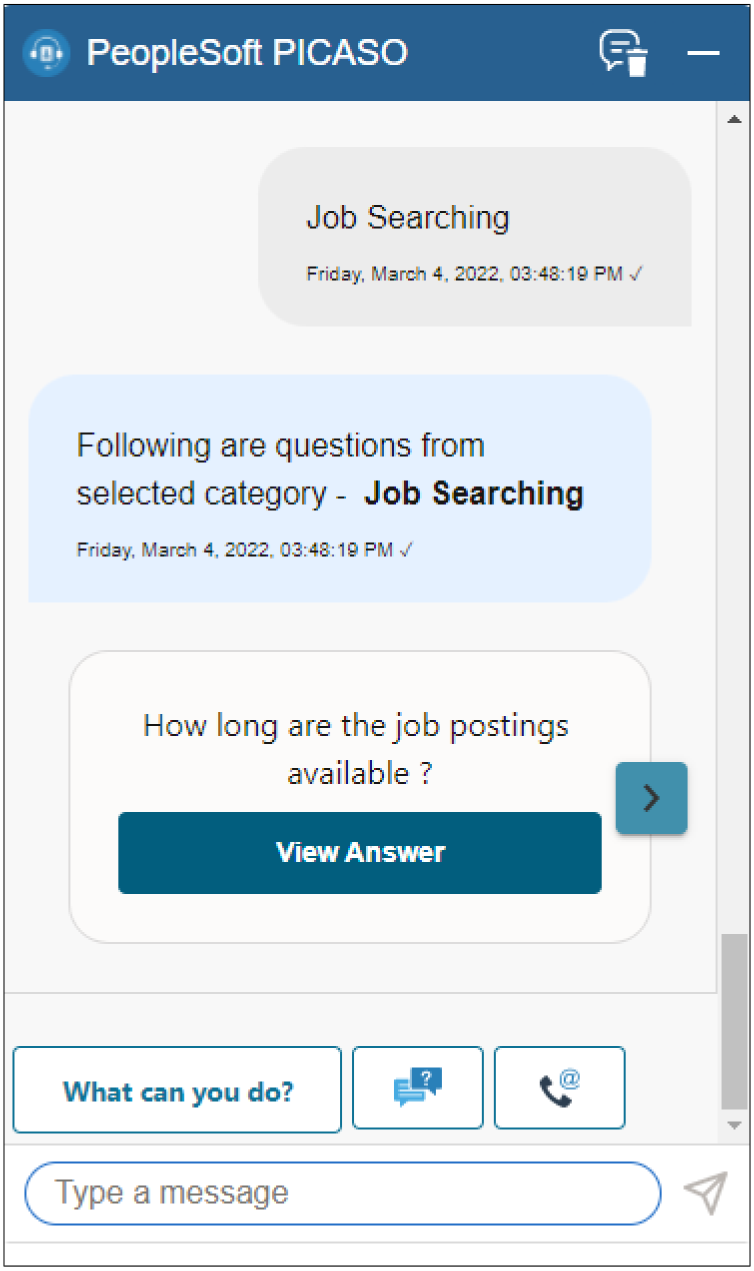


Note: Currently, few questions and categories are provided as part of demo data. Administrators can add or modify the list provided. Before enabling this option, validate the delivered demo data and verify if it suits your organization or modify them accordingly.

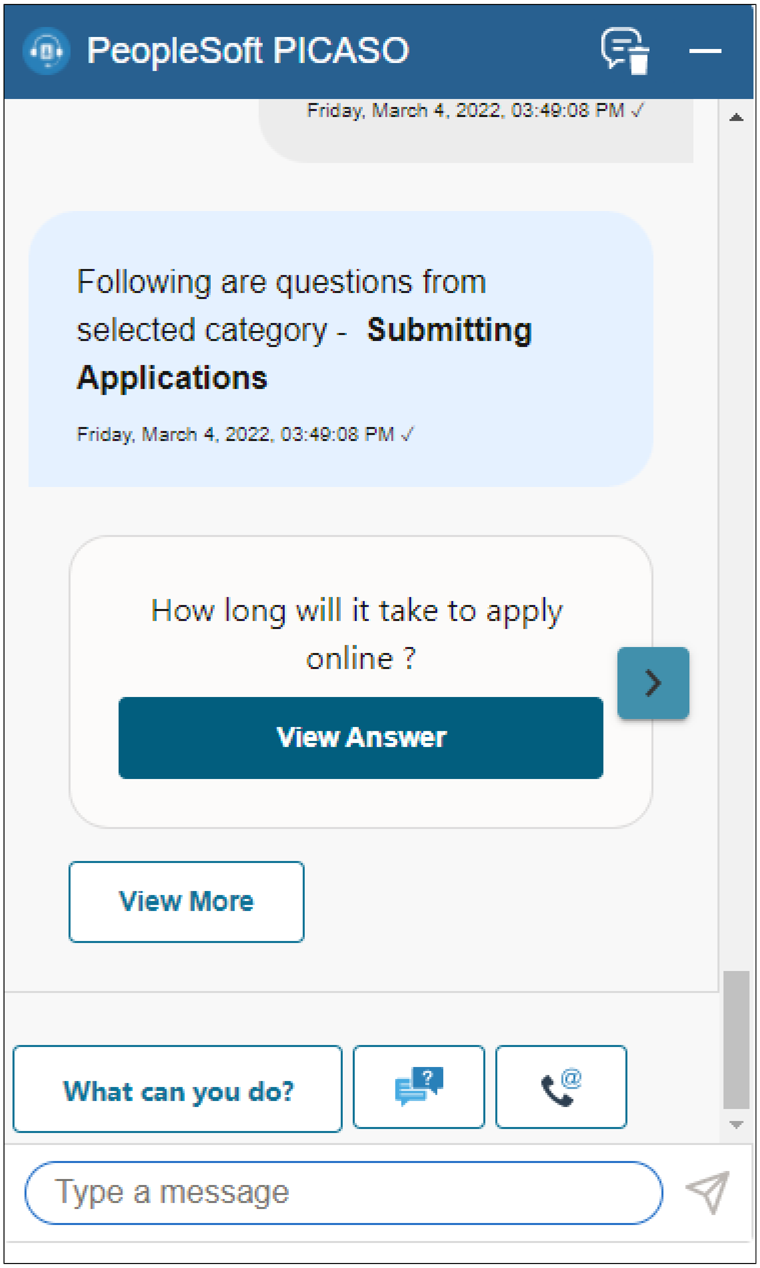
This example illustrates the Recruiting Digital Assistant when General Questions is selected.



This example illustrates the Recruiting Digital Assistant when Job Searching is selected.



This example illustrates the Recruiting Digital Assistant when Submitting Applications is selected.



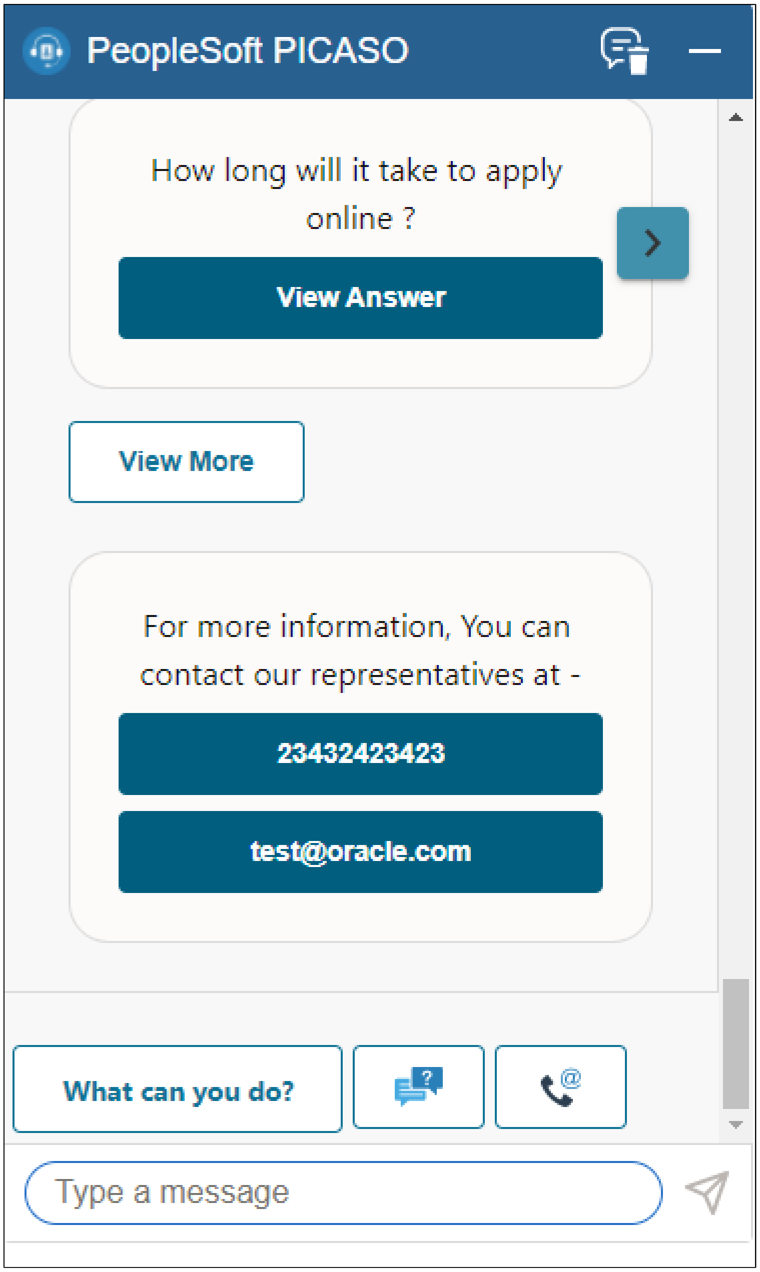
If you want to go ahead with the question or response, click **View Answer**. If not, click the navigation button to move to the next question. You can view only five responses or options using the navigation button. Use the **View More** button to list the next set of responses.

Note: If you can't find the question you want to ask, type in your question for responses.

Contact Us

This button appears for anonymous and registered users. On clicking the **Contact Us** button, the Recruiting Digital Assistant displays the email address and phone number of the customer representative as defined in the Site Setup page.

This example illustrates the Recruiting Digital Assistant when Contact Us button is selected.

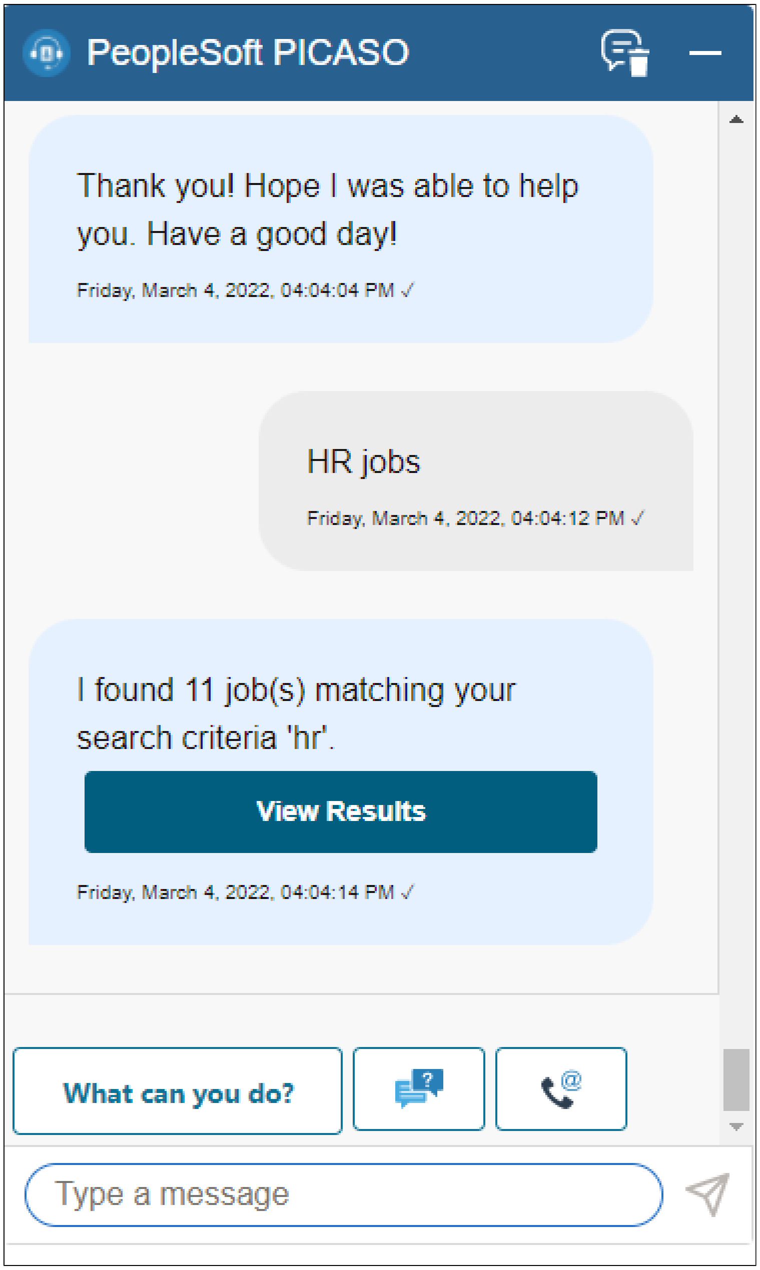


Delivered Intents

Job Search

Users can search jobs using Recruiting Digital Assistant. On entering the key word to identify a job, the chatbot fetches all the jobs that match with the word.

This example illustrates a job search query



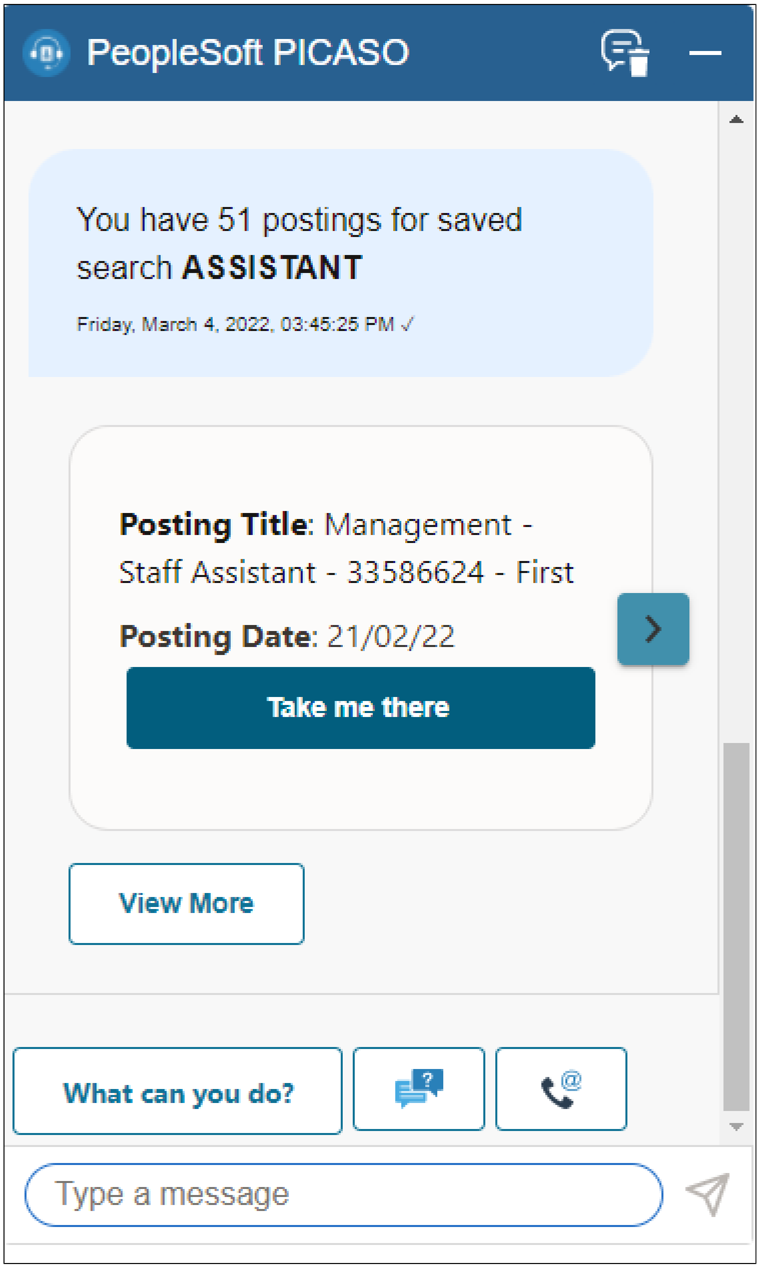
Click the **View Results** button to navigate to the Job Search page.

Note: If users want to apply for job, they can do a key word search and get the list of matching jobs. Registered users can also use the Saved Searches option to narrow down the list of jobs that match the criteria. Then, navigate to the Job Description page and apply for the required job.

Saved Search

If users have already saved the search, they can view their search results by asking the chatbot. If there are no saved searches, users can search for jobs and create a new saved search from the job search page.

This example illustrates Saved Searches query

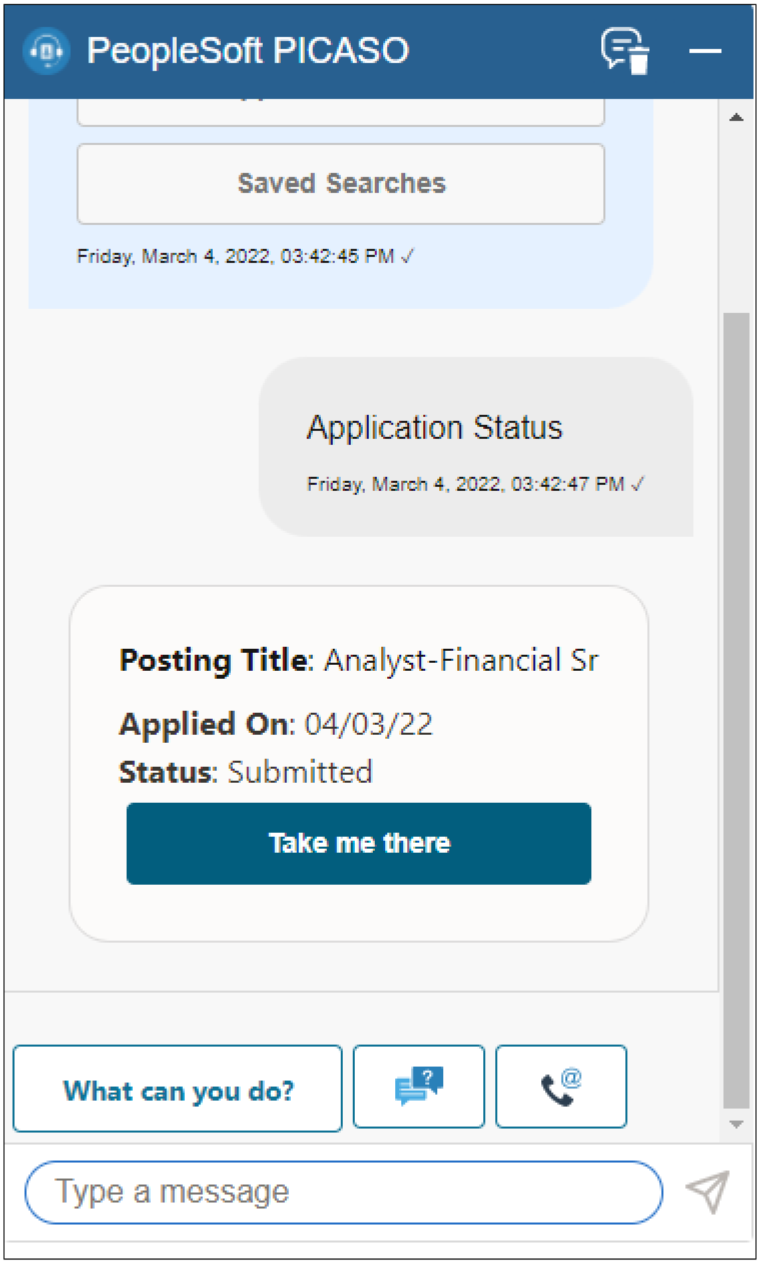


Click 'Take me there' to navigate to the Job Description page.

Track Job Applications

Users can ask the Recruiting Digital Assistant about the status of their job applications. If applications are present, the chatbot displays the Job title, the date on which the application is submitted and the status of the job application. Click the **Take me there** button to navigate to the **My Job Applications** page of Candidate Gateway which contains all job applications.

This example illustrates a query to chatbot on tracking job application.



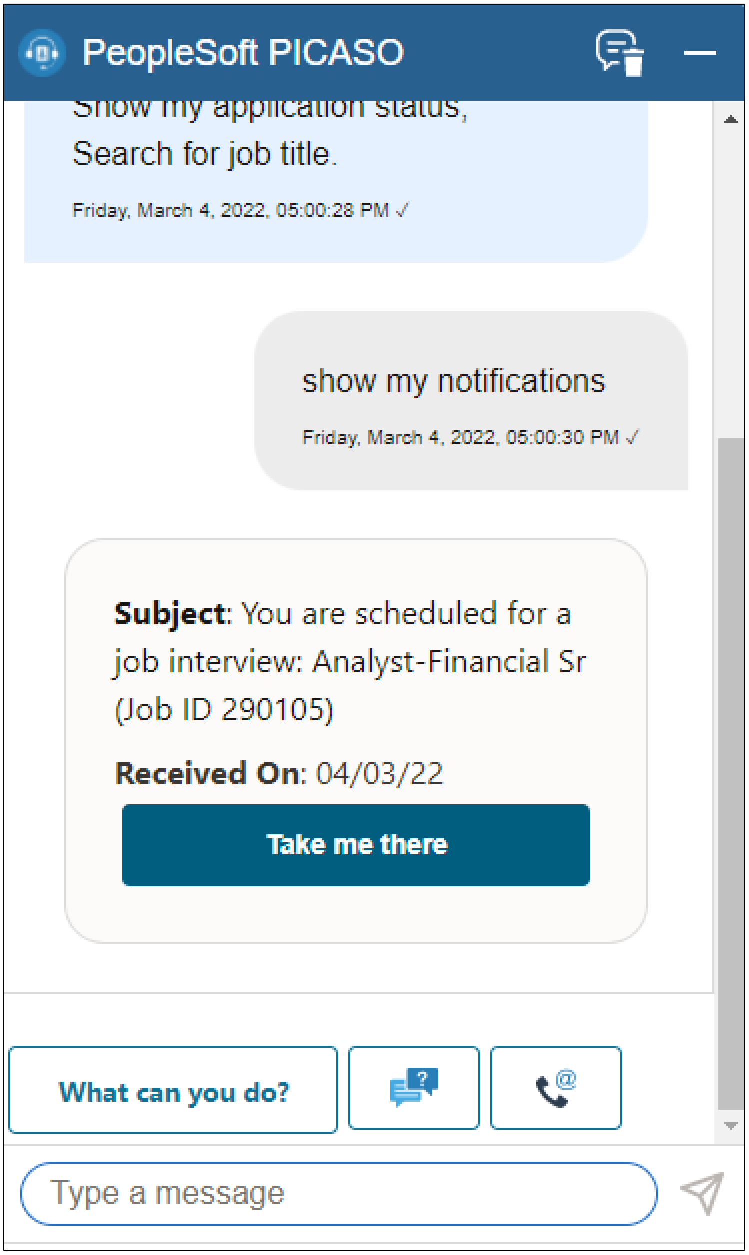
A chevron appears at the right side of the information box when there are multiple applications available. Click the chevron to find the required application.

View Notifications

Using Recruiting Digital Assistant, an applicant can review and act on notifications. Applicant can also ask the chatbot to show notifications based on notification type (registration notification, interview notification, etc) and status (read or unread).

Note: This feature is applicable only for signed in users.

This example illustrates the Recruiting Digital Assistant displaying a notification.



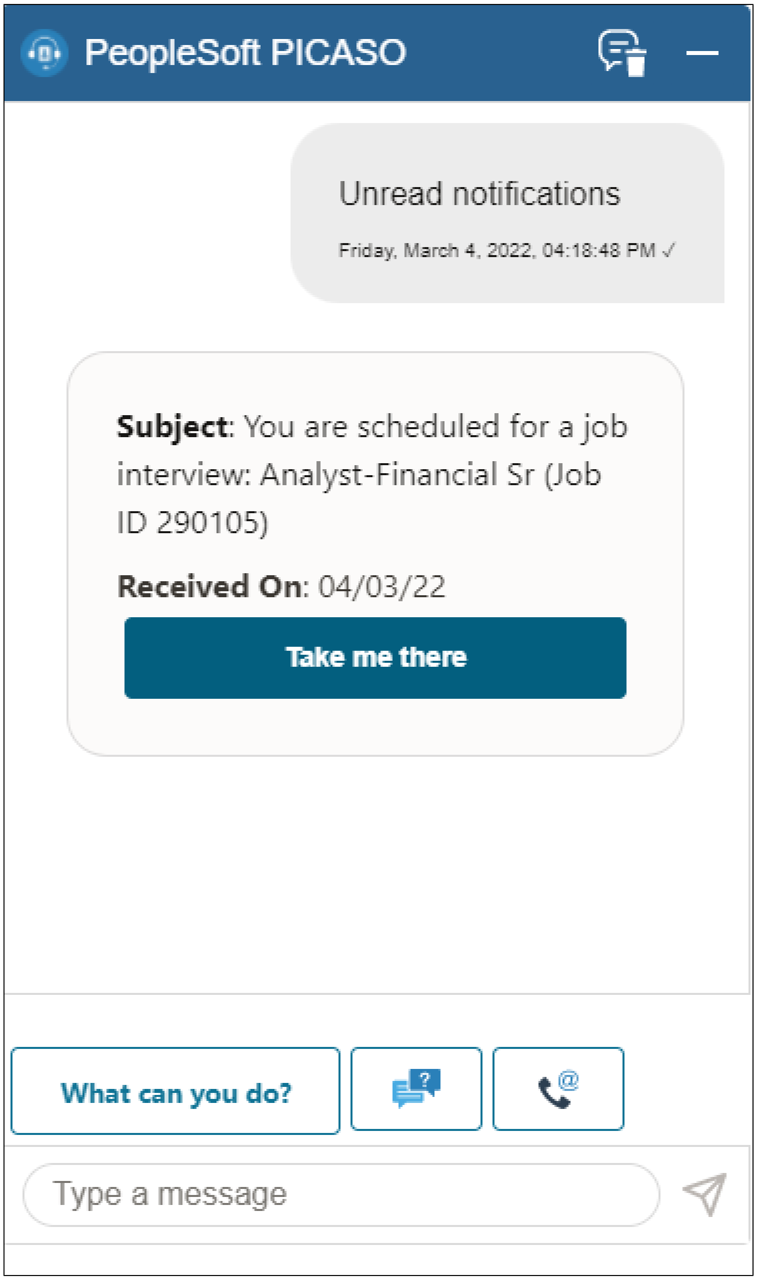
Click **Take me there** button to open the **My Job Notifications** page.

Unread Notifications

This button appears only for registered users with unread notification(s).

On Clicking the **What can you do?** button, the Recruiting Digital Assistant displays *Unread Notifications* as a menu option. Select the option to view the unread notification.

This example illustrates the Recruiting Digital Assistant displaying an unread notification.

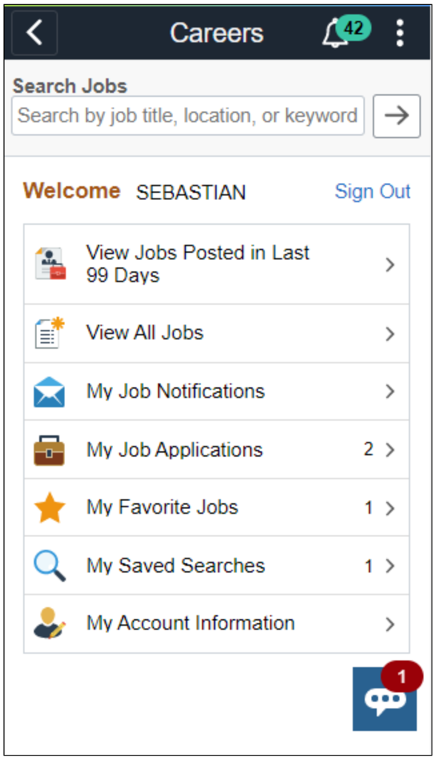


Click ‘Take me there’ to navigate to the My job Notifications page.

Note: Notification remains as *Unread* with no change in notification status if the applicant view the notification in the chatbot. Only when the applicant accesses the notification details, using the My Job Notifications page, the status changes to *Viewed*.

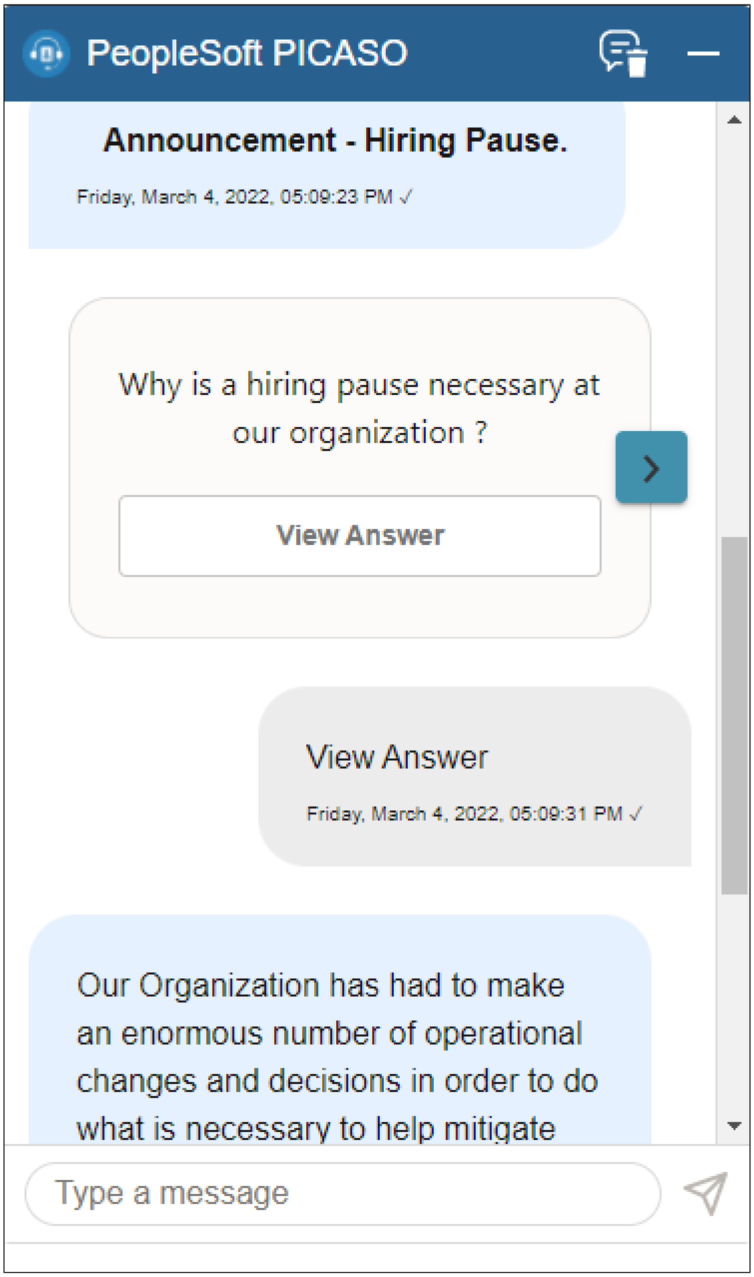
Alerts and Announcements

This example illustrates the Recruiting Digital Assistant button displaying an alert when an applicant visits the Fluid Candidate Gateway.



This example illustrates the Recruiting Digital Assistant displaying an announcement when an external applicant opens the chatbot.

Note: FAQs configured with "Announcement" category will also show up along with the announcement. Click **View Answer** to see the response. If not, click the navigation button to move to the next question.



Note: An alert can be an announcement or a welcome message.

Chapter 10

(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

Page Name	***Definition Name***	***Usage***
New User Registration Page	HRS_CG_HM_REG_FL	Register for a new Candidate Gateway account.
Terms and Conditions Page	HRS_REG_TERMS_SCF	View registration terms and conditions.
Sign In Page	HRS_APP_SIGNIN_SCF	Sign in to Candidate Gateway with an existing user name and password.
Reset Password Page	HRS_RESET_PSW_SCF	Supply a new password when prompted by the system.
Registration Update Page	HRS_CG_REG_MIS_FL	Supply a new password along with additional required registration information when prompted by the system.
Forgot User Name Page	HRS_FRGT_USR_SCF	Request an email reminder with the user name associated with the provided email address.
Forgot Password Page	HRS_FRGT_PSW_SCF	Request an email with a new system-generated password.
Password Reset Page	HRS_APP_PSWD_REST	Recruiting administrators use this page to reset Candidate Gateway passwords on behalf of applicants.

Page Name	Definition Name	Usage
Verify Phone Page	HRS_CE_PHN_VER_SCF	Applicants use this page to enter the One Time Password and verify the phone number.

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.

Configuration Option	***Configuration Page***	***Notes***
Contact information requirements.	"Recruiting Installation – Applicants Page" (PeopleSoft 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.
Registration terms and conditions.	"Recruiting Installation – Applicants Page" (PeopleSoft Talent Acquisition Manager)	Choose whether the applicant must agree to registration terms and conditions before registering or updating registration information. 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. 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. 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. 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.

Configuration Option	***Configuration Page***	***Notes***
Registration Acknowledgement	Site Setup Page	While choosing that an applicant must agree to registration terms and conditions before registering or updating registration information choose whether to use a configured acknowledgement for the terms and conditions. This feature allows you to use an Acknowledgement created using the Acknowledgement Framework. Using this option overrides the Register terms and conditions functionality.
Consent for Text Messaging	Text Message Page	Choose whether the applicant should receive text message. If text messaging is enabled at site setup and applicant provides the consent to receive text message, phone number is required. One Time Password is used to verify the given phone number.

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” (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” (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.	The system sends the user an email: • 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.

Conditions	***Logic if Secret Question is Enabled***
User ID is valid, and the user has supplied an email address, but the user has not yet chosen a secret question.	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. 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. 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.
User ID is valid, but it is not associated with an email address.	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. 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. 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. 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.
User ID is invalid.	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. 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. 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.

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 password 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 login 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
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

Template Name	***When Used***	***Page Where Triggered***
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 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 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

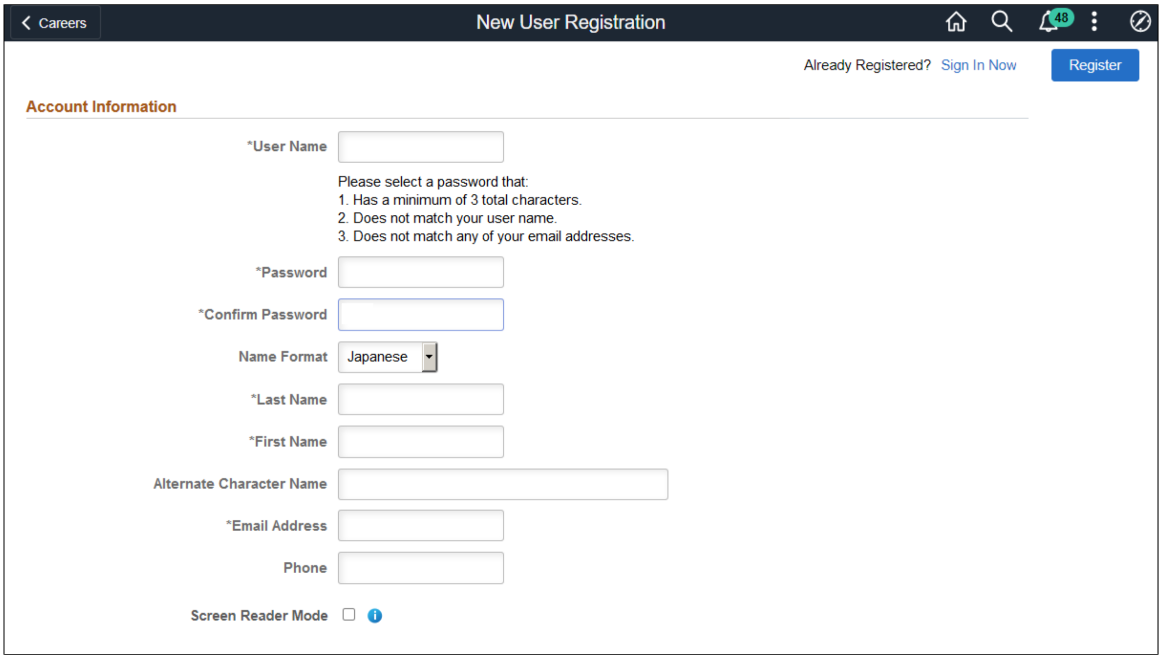
Applicants use the New User Registration page (HRS_CG_HM_REG_FL) to register for a new Candidate Gateway account.

Navigation:

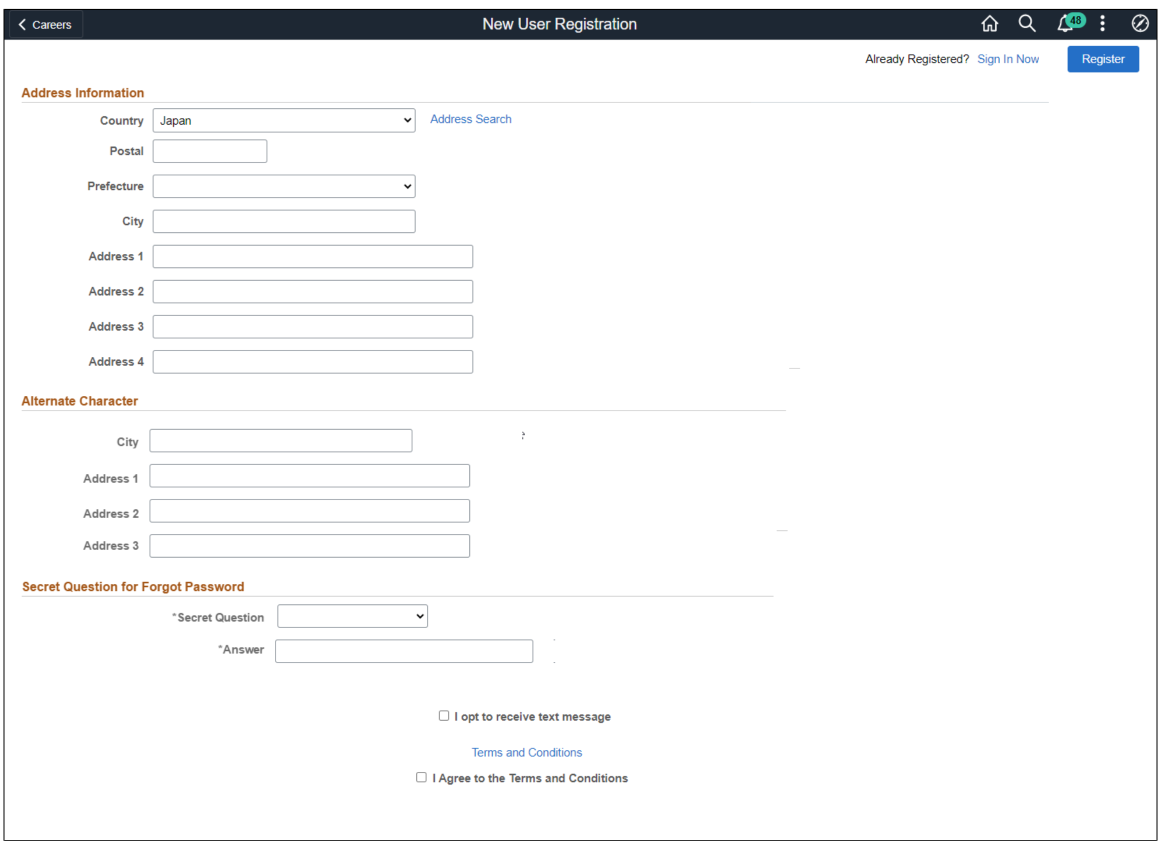
- Click the **New User** link on the Careers page.
- Click the **New User** item in the Actions List.
- Click the **Register Now** link on the Sign In page.

The New User link and Actions List item appear only when the applicant is not signed in.

This is the first of two examples illustrating the New User Registration page.

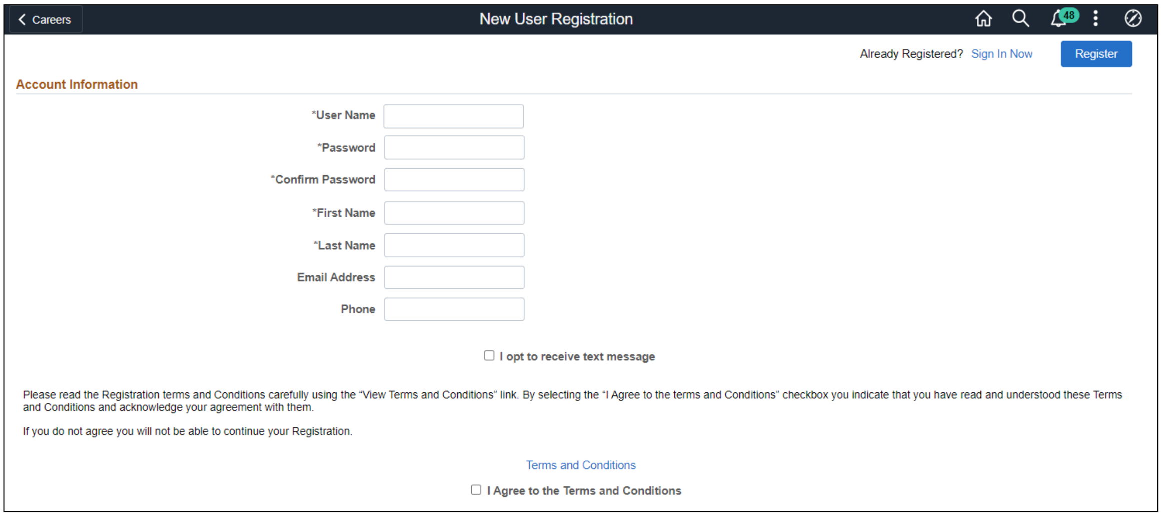


This is the second of two examples illustrating the New User Registration page.



New user registration page when Registration Acknowledgement is selected instead of Registration Agreement.

Note: This example illustrates the New User Registration page with the text messaging and text acknowledgement configured.



Field or Control	***Description***
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

Field or Control	***Description***
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.

Field or Control	***Description***
Name Format	Select the name format to determine the type of name fields displayed under the *Account Information* section such as the first name, last name, and preferred first name. This allows the external applicants to choose a name format other than the default format for the site. The default name format is based on the Country field in the Site Setup Page. **Note:** This field is displayed only if the name format option is enabled in the Site Setup Page.
<Name>	Displays the name fields such as the first name, last name, and preferred first name as defined for the name format in the “Name Format Type Page” (Application Fundamentals). If the applicant does not provide any value for the Preferred First Name, the First Name value is set as the default value for the Preferred First Name. **Note:** Candidate Gateway displays only the standard field labels for the names. The customized field labels do not appear in the New User Registration page.
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” (Application Fundamentals)) determine if 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.

Field or Control	***Description***
Email Address	An email address is required only if the Email Address Required field on the "Recruiting Installation – Applicants Page" (PeopleSoft 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 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.* Enter the phone number in the format: [+] [Country Code] [Area Code] [Phone Number] After registering, external applicants can change phone number information on the My Account Information Page. If the applicant opts for text notification, the phone number that is entered during the registration is verified using One Time Password.

Field or Control	Description
Screen Reader Mode	Select this check box to enable the screen reader mode for the account. On selecting this option, the Screen Reader Mode is set as the preference for subsequent logins. On registration and successful sign in, the Fluid Candidate Gateway session flips to screen reader mode if the applicant opted for the screen reader mode. **Note:** This check box is visible only if the 'Allow Dynamic Screen Reader' option is selected on the Site Setup Page.

Address Information

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

Address fields (with lookup) appear as drop-down by default. However, this configuration can be changed from the framework using the Country Format setup. For more information, see "Entry and Validation Page" (Application Fundamentals)

Note: The system displays warning messages when any address fields are left blank. If it is not a mandatory field, the applicant can ignore the message and save the data.

Field or Control	Description
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" (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 .

Field or Control	***Description***
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.

Text Message

Applicants can receive text messages on their verified phone number. The option to choose text message appears only if 'Allow text Notification' check box is selected on Text Message Page

Field or Control	***Description***
I opt to receive text message	Select this check box to receive text messages on your phone. Once this checkbox is selected, applicant must enter the phone number. **Note:** If an applicant opts for text message, he/she will be registered only after verifying phone number.

On clicking the Register button, applicant receives a One Time Password to verify the phone number. Enter the One Time Password within the specified time to complete registration.

On successful registration, if configured, applicant receives the registration confirmation text as per the template defined in site setup.

Note: The field/texts displayed in this section appears from the Acknowledgment Framework and are configurable. For more information, see "Understanding the Acknowledgement Framework" (Enterprise Components)

Terms and Conditions

The **Terms and Conditions** footer area appears only if the **Registration Agreement** check box on the "Recruiting Installation – Applicants Page" (PeopleSoft Talent Acquisition Manager) is selected. This footer area remains visible as the applicant scrolls through the page.

Field or Control	***Description***
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.

Note: The fields/texts displayed in this section appears from the Acknowledgment Framework and are configurable. Each organization should consult with the legal staff to determine the language to be used for terms and conditions. For more information, see "Understanding the Acknowledgement Framework" (Enterprise Components)

Terms and Conditions Page

Use the Terms and Conditions page (HRS_REG_TERMS_SCF) to view the 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.

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.

Registration Acknowledgement area

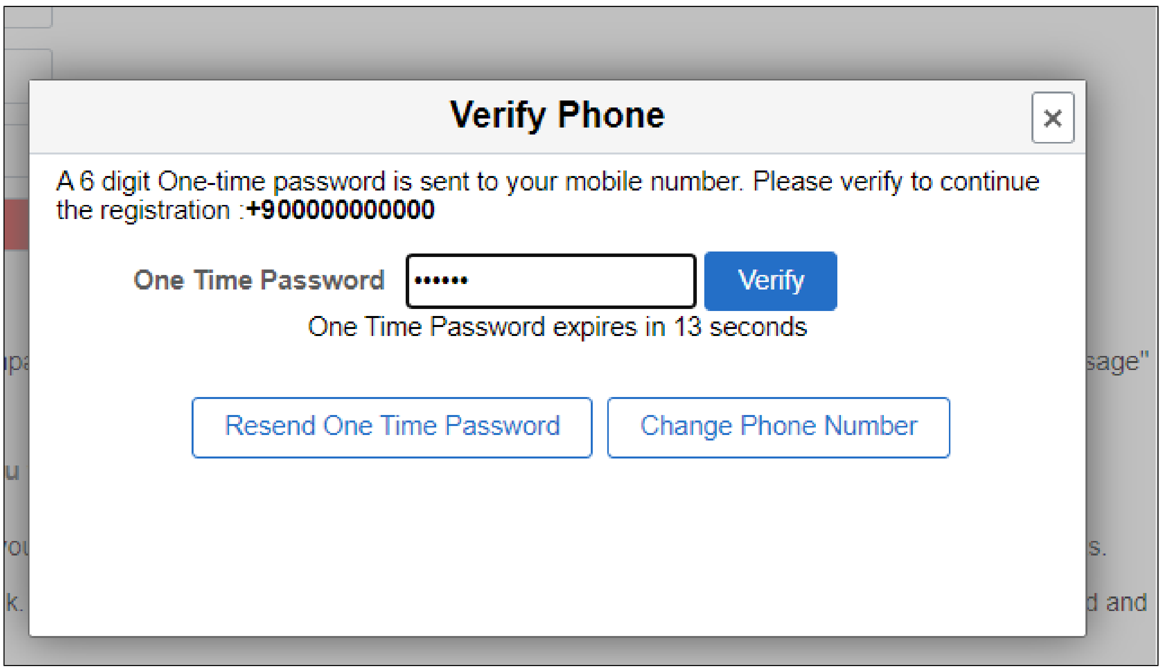
If the **Registration Acknowledgement** check box on theSite Setup Page is selected, Users can use a Registration Acknowledgement configuration

The Terms and Conditions are configured by configuring the relevant Acknowledgement Configuration in the "Setting Up the Acknowledgement Framework" (Enterprise Components).

Verify Phone Page

If an applicant has opted for the text message, he/she will be registered only after verifying the phone number. On clicking the Register button, the applicant receives a One Time Password to verify the phone number. Enter the One Time Password in the Verify Phone page within the specified time to complete registration.

This example illustrates the Verify Phone page.



Field or Control	*Description*
Verify	After entering the One Time Password, click the Verify button to verify the phone number.
Resend One Time Password	Use this button to resend the One Time password.
Change Phone Number	Use this button to the change the entered phone number.

Sign In Page

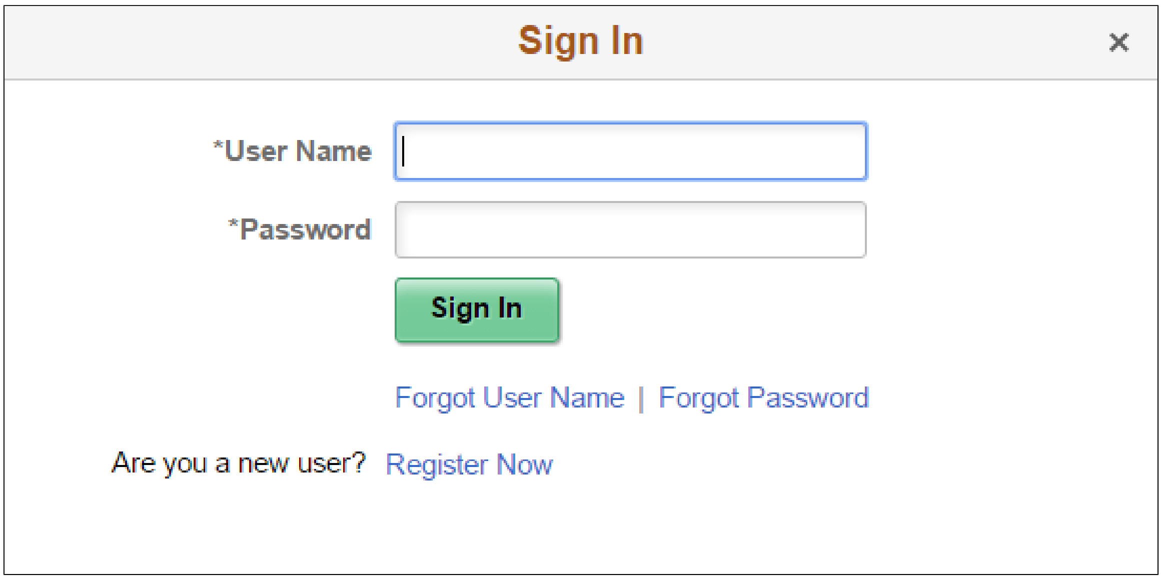
External applicants use the Sign In page (HRS_APP_SIGNIN_SCF) to sign in with an existing user name and password.

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.

This example illustrates the Sign In page.



Field or Control	Description
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.

Field or Control	*Description*
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.

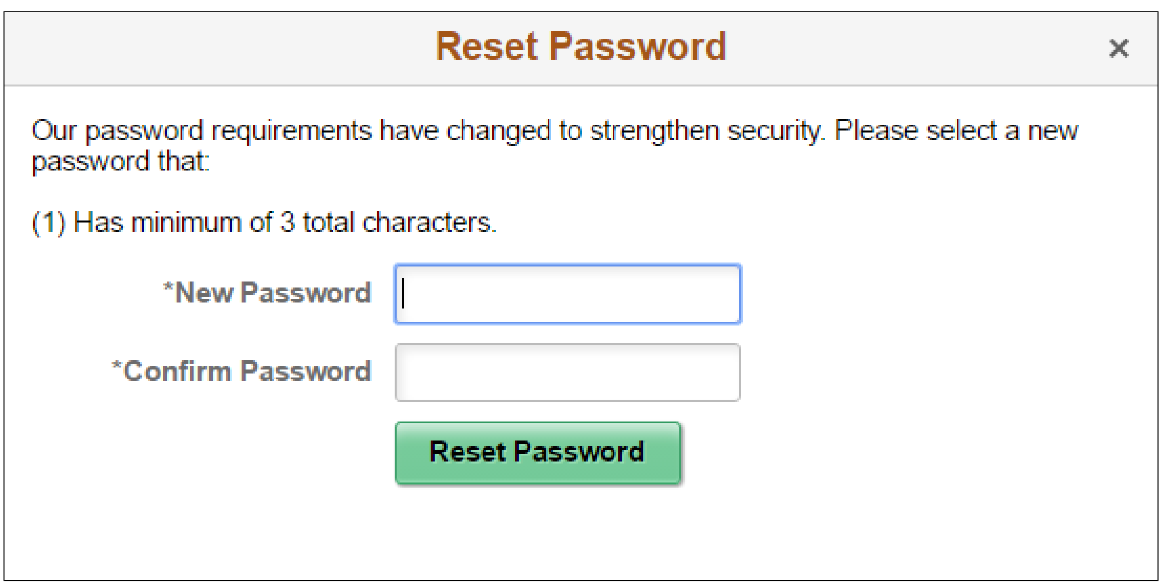
Note: If applicants need to update their registration info with more than just a new password, the Registration Update page appears instead of the Reset Password page.

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).

This example illustrates the Reset Password page.



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.

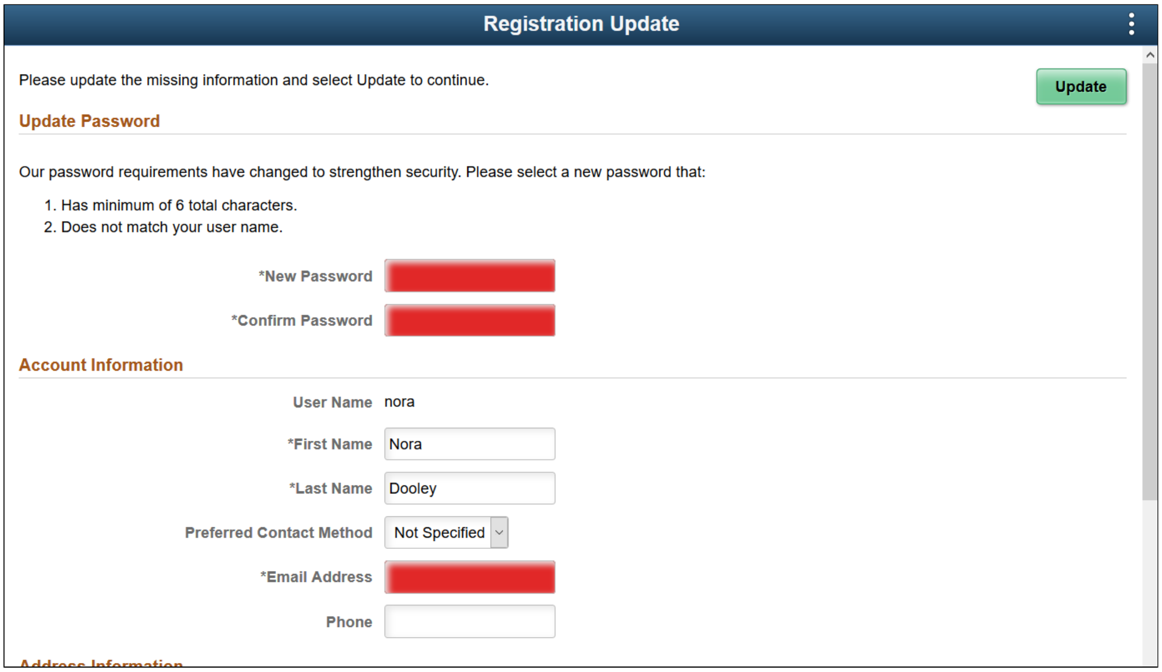
Navigation:

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

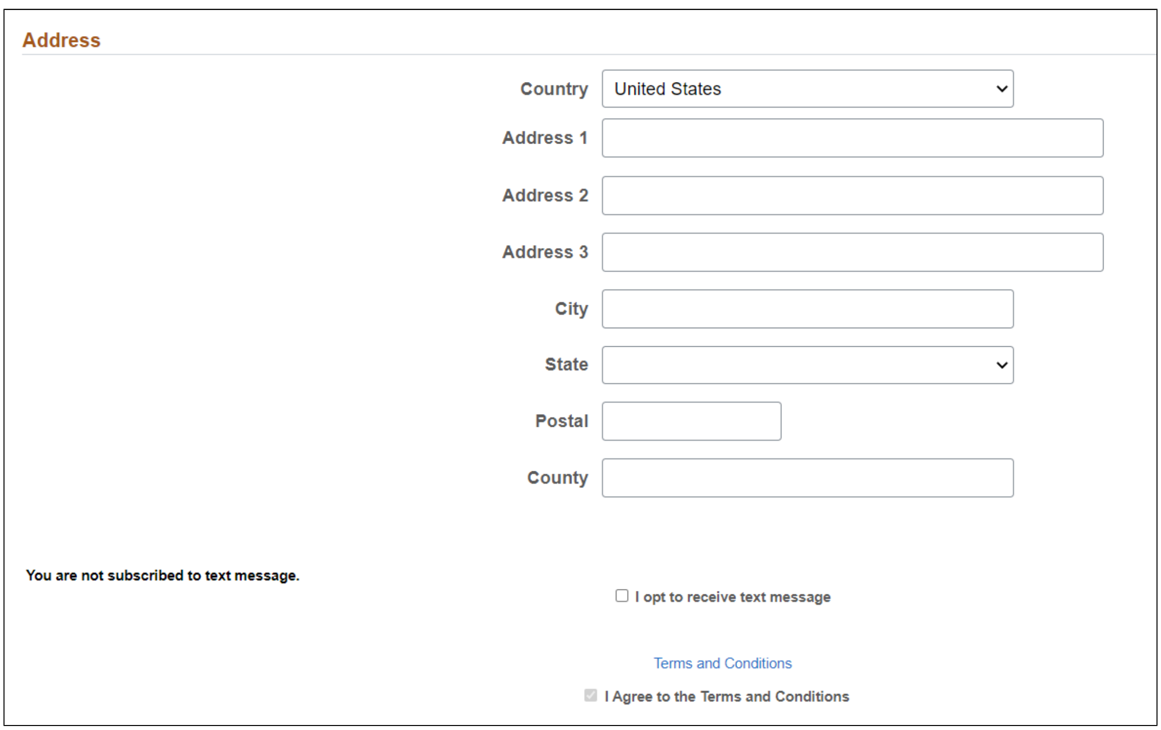
- Using a system-generated temporary password.
- Candidate Gateway password requirements have changed (regardless of whether the applicant's password already meets the new requirements).
- The applicant's account doesn't include an email address, a phone number, or an address that is now required because 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 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 message is enabled or its agreement changes.
- 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.

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



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



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.

Address fields (with lookup) appear as drop-down by default. However, this configuration can be changed from the framework using the Country Format setup. For more information, see "Entry and Validation Page" (Application Fundamentals)

Note: The system displays warning messages when any address fields are left blank. If it is not a mandatory field, the applicant can ignore the message and save the data.

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.

Text Message

Applicants can receive text messages on their verified phone number. The option to choose text message appears only if 'Allow text Notification' check box is selected on Text Message Page

Field or Control	*Description*
I opt to receive text message	Select this check box to receive text messages on your phone. Once this checkbox is selected, applicant must enter the phone number. **Note:** If an applicant opts for text message, he/she will be able to update any additional registration information only after verifying phone number. . **Note:** The fields/texts displayed in 'Text Message' section appears from the Acknowledgment Framework and are configurable. For more information, see "Understanding the Acknowledgement Framework" (Enterprise Components)

On clicking the Update button, applicant will receive a One Time Password to verify the phone number. Enter the One Time Password within the specified time to complete registration.

Note: The fields/texts displayed in this section appears from the Acknowledgment Framework and are configurable. For more information, see "Understanding the Acknowledgement Framework" (Enterprise Components)

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 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.

If Registration Acknowledgement was selected While choosing that an applicant must agree to registration terms and conditions before registering or updating registration information, then the Registration Acknowledgement page is displayed for the candidate to agree to the updated registration terms and conditions and choose whether to use a configured acknowledgement for the terms and conditions.

The updated registration agreement text is based on the Acknowledgement Configuration chosen for Registration Acknowledgement in the Site Setup Page.

Note: The fields/texts displayed in this section appears from the Acknowledgment Framework and are configurable. Each organization should consult with the legal staff to determine the language to be used for terms and conditions. For more information, see "Understanding the Acknowledgement Framework" (Enterprise Components)

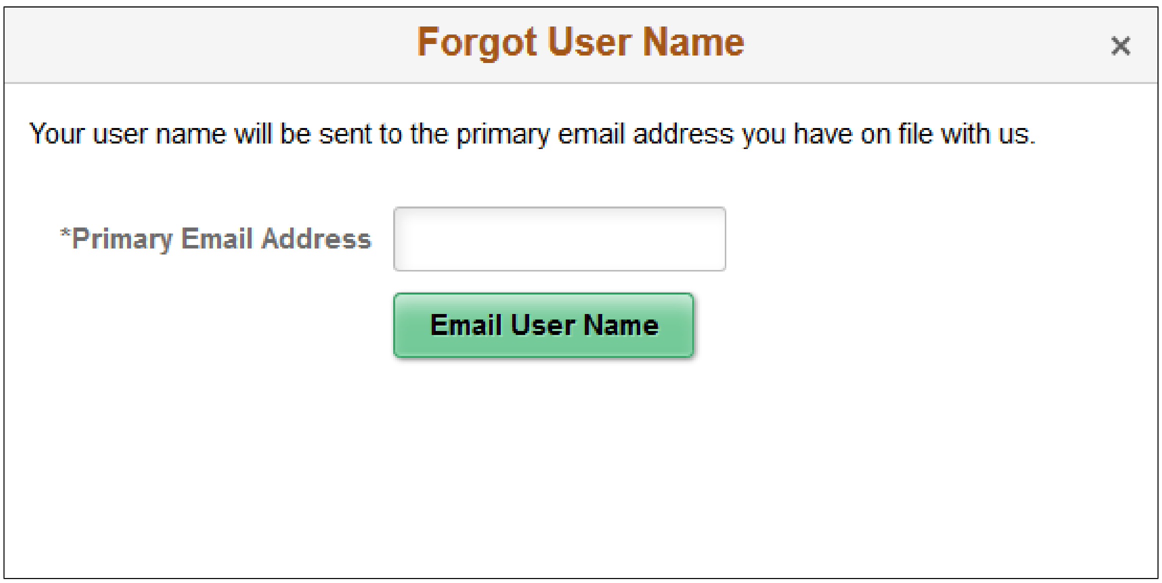
Forgot User Name Page

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.

This example illustrates the Forgot User Name page.



Field or Control	***Description***
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.

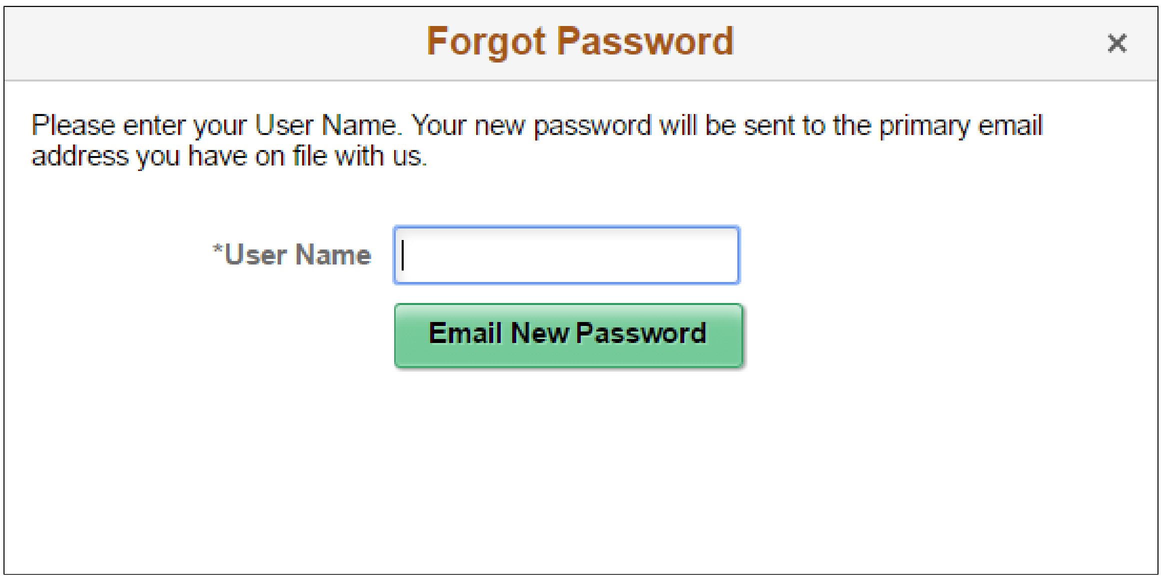
Navigation:

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.

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



Field or Control	***Description***
User Name	The applicant enters the user name for the Candidate Gateway account for which a new password is needed.

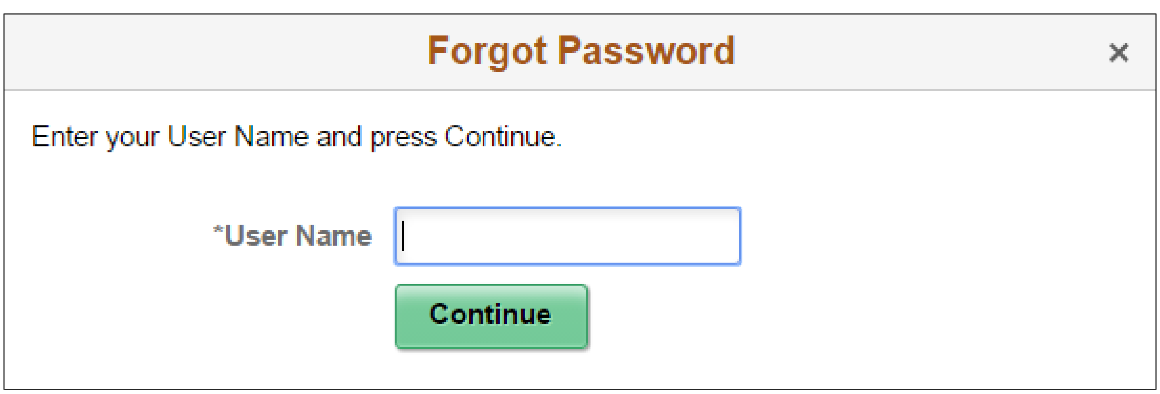
Field or Control	*Description*
Email New Password	The applicant clicks this button to request a new password. If the user ID is valid and it is associated with an email address, the system immediately generates a new password and sends it to the applicant. When the applicant signs on with the system-generated 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

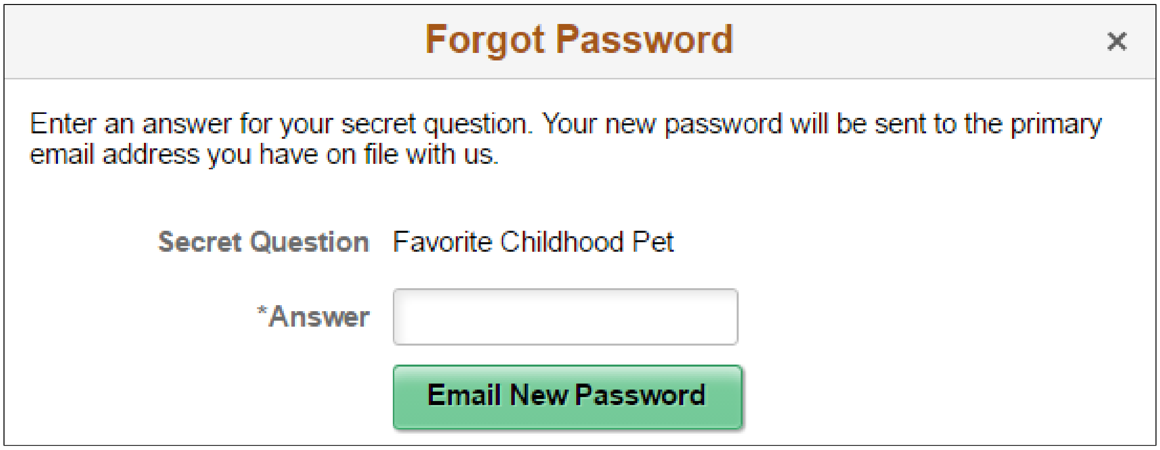
When secret question functionality is active, the process for requesting a forgotten password includes two steps.

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.

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.



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:

Field or Control	*Description*
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.

Field or Control	*Description*
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.

Field or Control	***Description***
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.

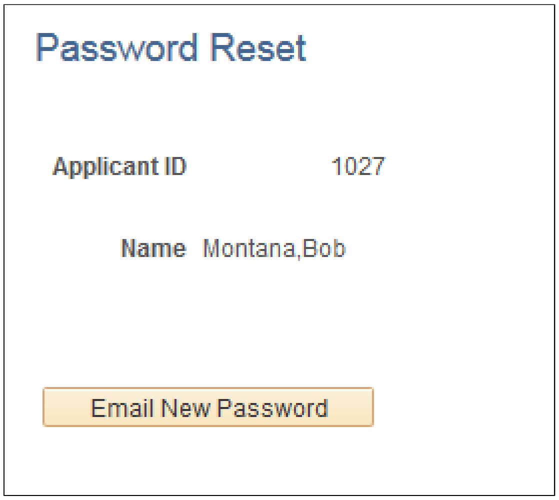
The password reset option on this page also unlocks Candidate Gateway accounts that were locked after too many failed signon attempts or too many incorrect answers to the secret question that is used in the Forgot Password process. The thresholds for locking out accounts are configured on the Password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

Navigation:

Recruiting > **Administration** > **Careers 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.

This example illustrates the Password Reset page.



Field or Control	*Description*
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*
My Account Information Page	HRS_APP_PRFINFO_FL	External applicants use the My Account Information page to view and update their name and contact information, to view their registration acknowledgements and to access pages for making changes to passwords and secret questions.
Registration Acknowledgement	HRS_APP_PRFINFO_FL	External applicants use the Registration Acknowledgement section to view the consents that they have given during account registration.

Page Name	***Definition Name***	***Usage***
My Contact Information Page	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.
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.
Verify Phone Page	HRS_CE_PHN_VER_SCF	Use this page to enter the One Time Password and verify the 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" (Application Fundamentals).

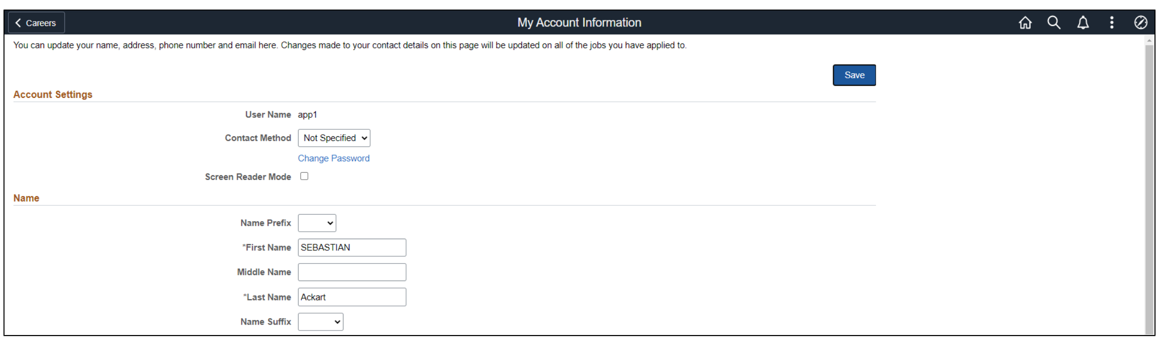
My Account Information Page

External applicants use the My Account Information page (HRS_APP_PRFINFO_FL) to view and update their name, contact information, consent for text messaging, registration acknowledgements and to access pages for making changes to passwords and secret questions.

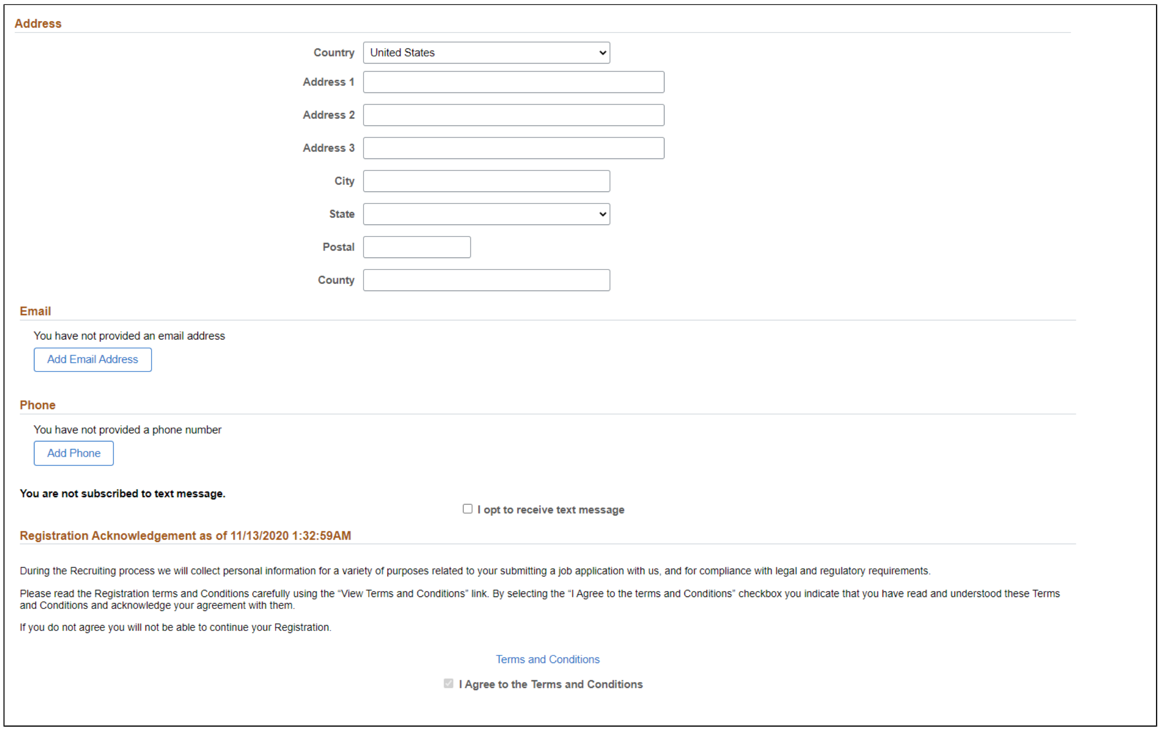
Navigation:

- 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.

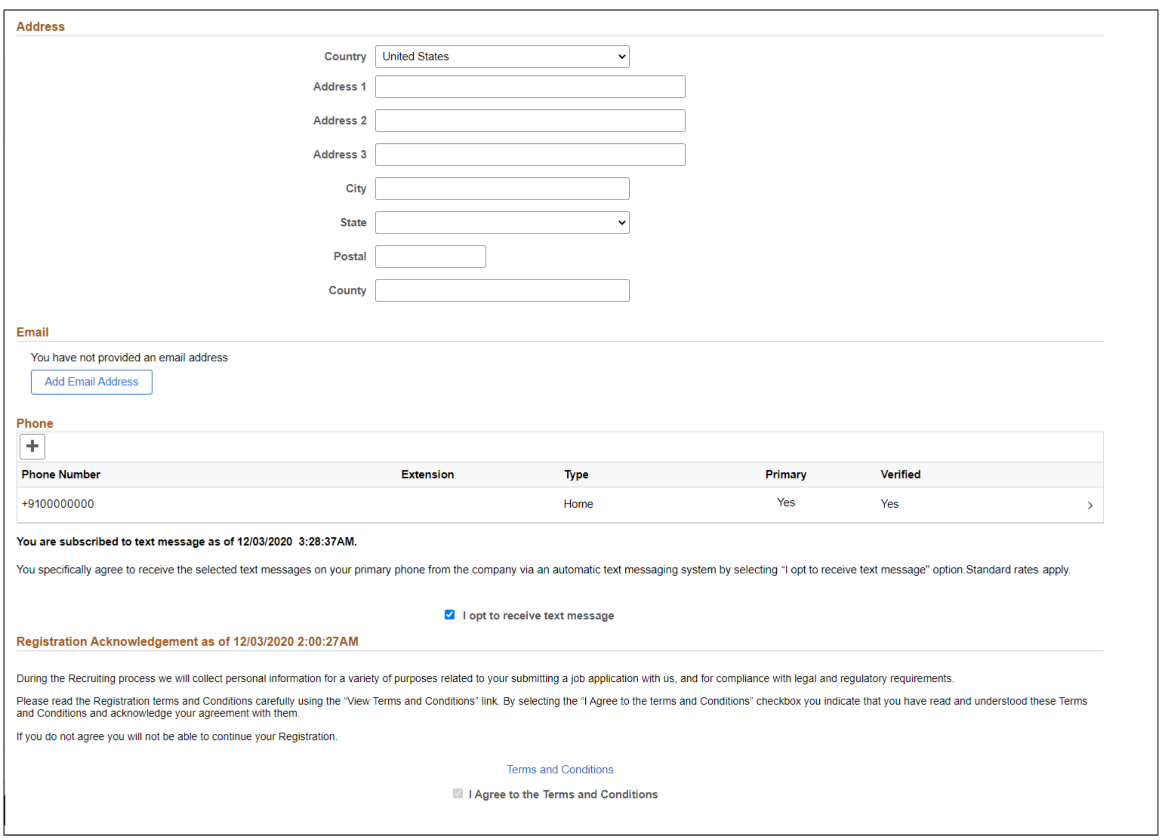
This is the first of two examples illustrating the My Account Information page for external applicants.



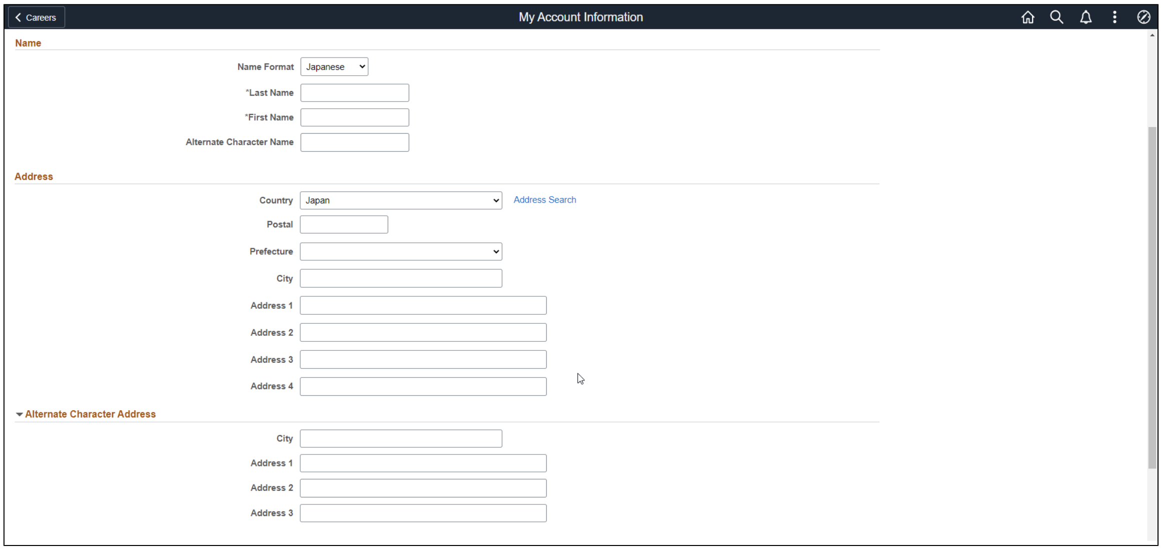
This is the second of two examples illustrating the My Account Information page for external applicants.



This example illustrates the Account Information page when the applicant has provided the consent to receive the text messages while registration.



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.



Account Settings

Field or Control	*Description*
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.
Screen Reader Mode	External applicants can select the check box to set the Screen Reader Mode preference for subsequent logins. Once the option is selected and saved, the Candidate Gateway session flips to screen reader mode. **Note:** This check box is visible only if the 'Allow Dynamic Screen Reader' option is enabled on the Site Setup Page.

Field or Control	Description
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.

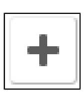
Field or Control	Description
Name Format	Select the name format to determine the type of name fields displayed under the *Name* section such as the first name, last name, and preferred first name. This allows the external applicants to choose a name format other than the default format for the site. The default name format is based on the Country field defined in the Site Setup Page. **Note:** This field is displayed only if the name format option is enabled in the Site Setup Page.
<Name>	Displays the name fields such as the first name, last name, and preferred first name as defined for the name format in the "Name Format Type Page" (Application Fundamentals). If the applicant does not provide any value for the Preferred First Name, the First Name value is set as the default value for the Preferred First Name. **Note:** Candidate Gateway displays only the standard field labels for the names. The customized field labels set up in the Name Format Type page does not appear in the My Account Information page.
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" (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

Field or Control	*Description*
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. Address fields (with lookup) appear as drop-down by default. However, this configuration can be changed from the framework using the Country Format setup. For more information, see “Entry and Validation Page” (Application Fundamentals) **Note:** The system displays warning messages when any address fields are left blank. If it is not a mandatory field, the applicant can ignore the message and save the data.
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” (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

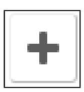
If the system requires an email address during registration, the grid title includes the word *Required.*

Field or Control	*Description*
 (Add Email Address icon)	Applicants click this icon to open the Add Email page.

Field or Control	***Description***
Email Address	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.*

Field or Control	***Description***
 (Add Phone icon)	Applicants click this icon to open the Add Phone page.

Field or Control	*Description*
Phone	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. For more information, see Add/Edit Phone Page 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. Enter the phone number in the following format: **[+] [Country Code][Area Code][Phone Number]**. If text messaging feature is enabled at the site setup and the applicant has opted to receive text message, system verifies the phone number using One Time Password.

Text Message

Applicants can receive text messages on their verified phone number. The option to choose text message appears only if 'Allow text Notification' check box is selected on Text Message Page.

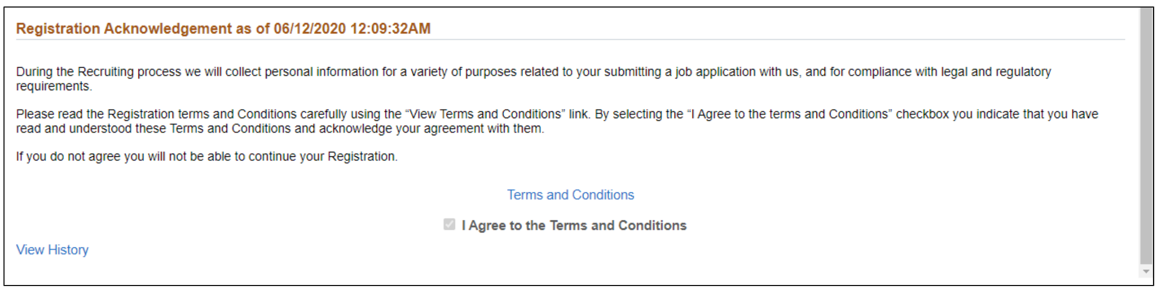
Field or Control	*Description*
I opt to receive text message	Select this check box to receive text messages on your primary phone number. Once this check box is selected, applicant must enter the phone number. **Note:** If an applicant opts for text message, he/she will be able to update any account information only after verifying phone number. This field appears selected when the applicant has opted to receive text messages while registration. Deselect the option to stop receiving text messages. **Note:** The label/text on this section will change based on the acknowledgment configuration. For more information, see "Understanding the Acknowledgement Framework" (Enterprise Components)

On clicking the Save button, applicant receives a One Time Password to verify the phone number. Enter the One Time Password within the specified time to save the changes. For more information, see Verify Phone Page

Registration Acknowledgement

The Registration Acknowledgement section lists all the registration acknowledgements that the user has agreed to. This section appears only if Acknowledgement is enabled in the Site setup page and the user has given at least one acknowledgement. Only the acknowledgements created using the Acknowledgement Framework are listed here. The latest registration agreement is displayed with the date and time of acceptance of the acknowledgement. The details of previous acknowledgements are available in the View History link.

Registration Acknowledgement section



Note: The label/text on this section will change based on the acknowledgment configuration. For more information, see "Understanding the Acknowledgement Framework" (Enterprise Components)

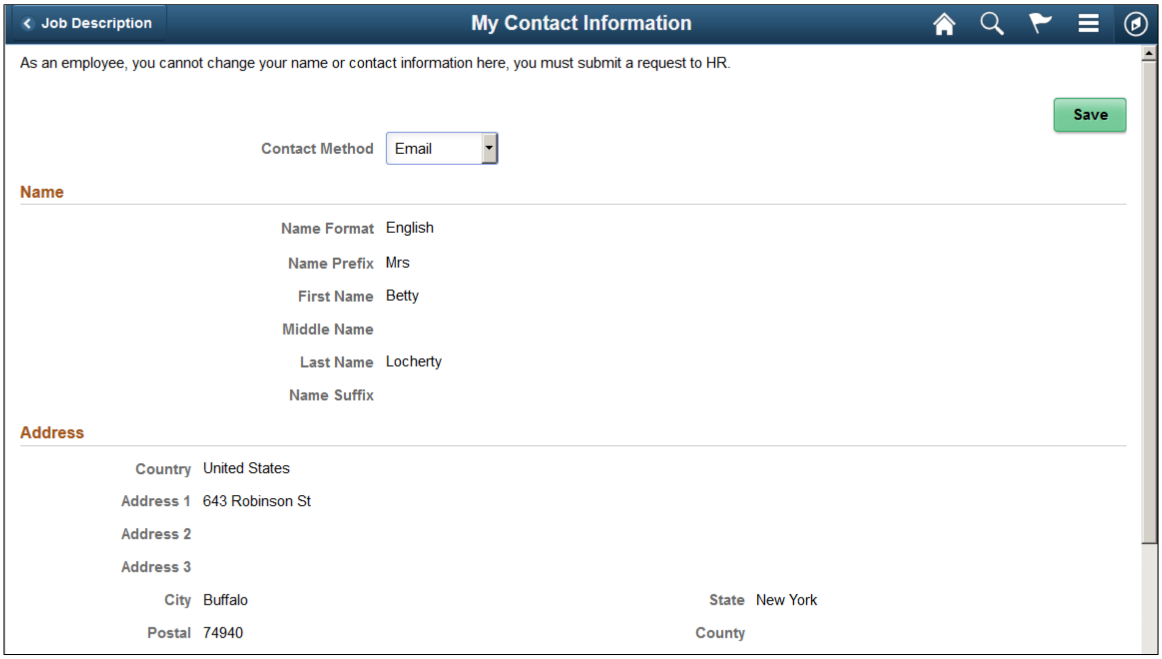
My Contact Information Page

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.

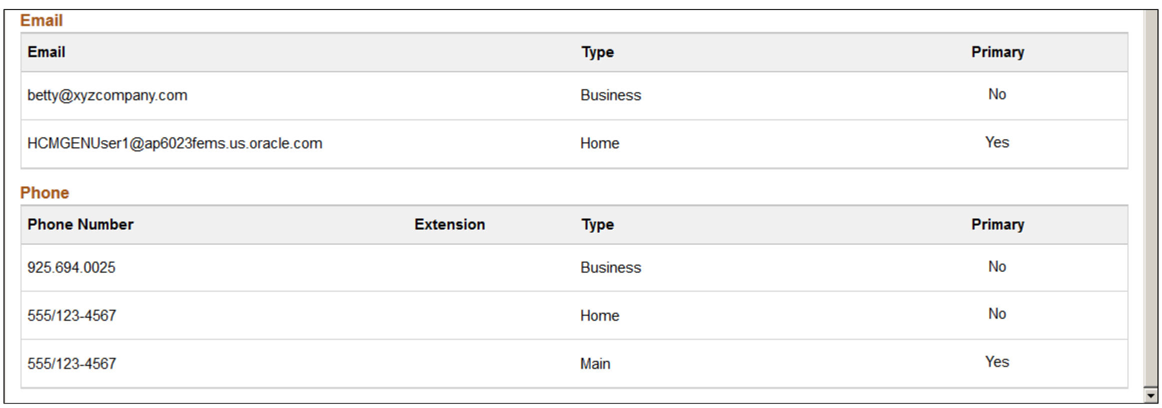
Navigation:

- Click the **My Contact Information** link on the Careers page
- Click the **My Contact Information** item in the Actions List.

This is the first of two examples illustrating the My Contact Information page for internal applicants.



This is the second of two examples illustrating the My Contact Information page for internal applicants.



Field or Control	Description
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 <u>My Account Information Page</u>, except that they are read-only for internal applicants. The data comes from the HR system.

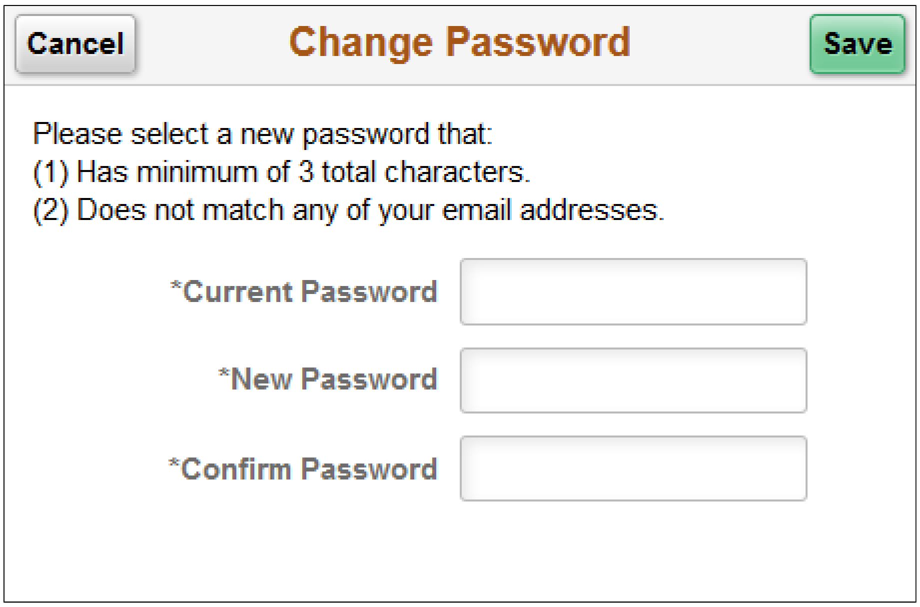
Change Password Page

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.

This example illustrates the Change Password page.



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

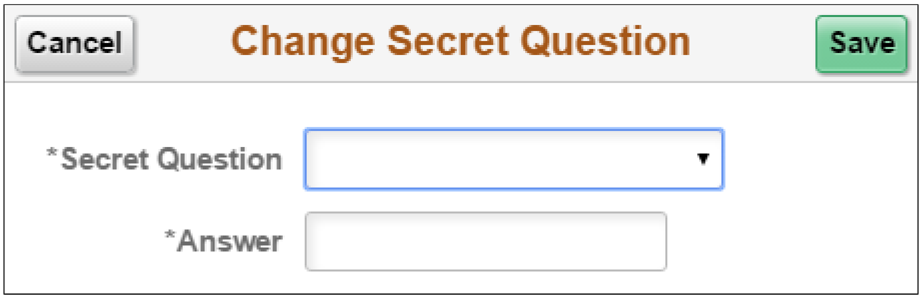
Use the Change Secret Question page (HRS_APP_PSWDSQ_SCF) to update or change the secret question that the Forgot Password process uses to authenticate a password reset request.

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.

This example illustrates the Change Secret Question page.



The fields on this page are identical to the same-named fields on the New User Registration Page.

Add/Edit Email Page

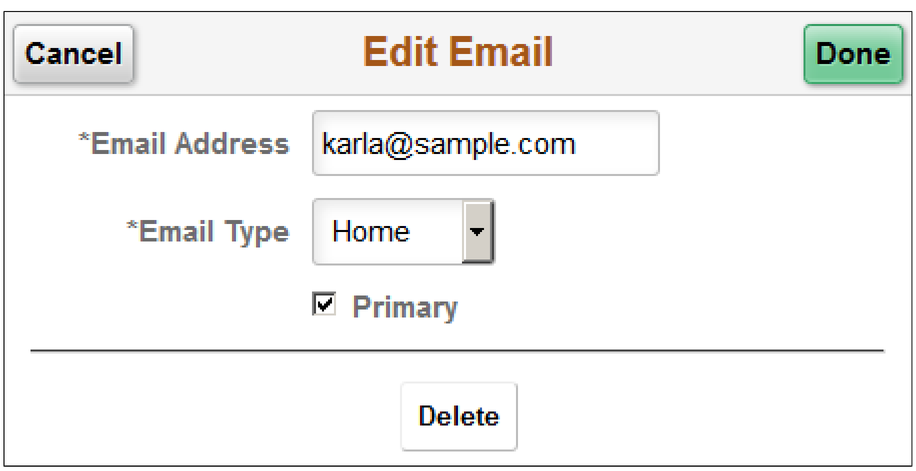
Applicants use the Add/Edit Email page (HRS_CE_E_EMAIL_SCF) to add, update, or delete an email address.

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.

This example illustrates the Edit Email page.



Field or Control	***Description***
Email Address	The applicant enters an email address in this field. The system validates that this field contains a properly formatted email address.

Field or Control	***Description***
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

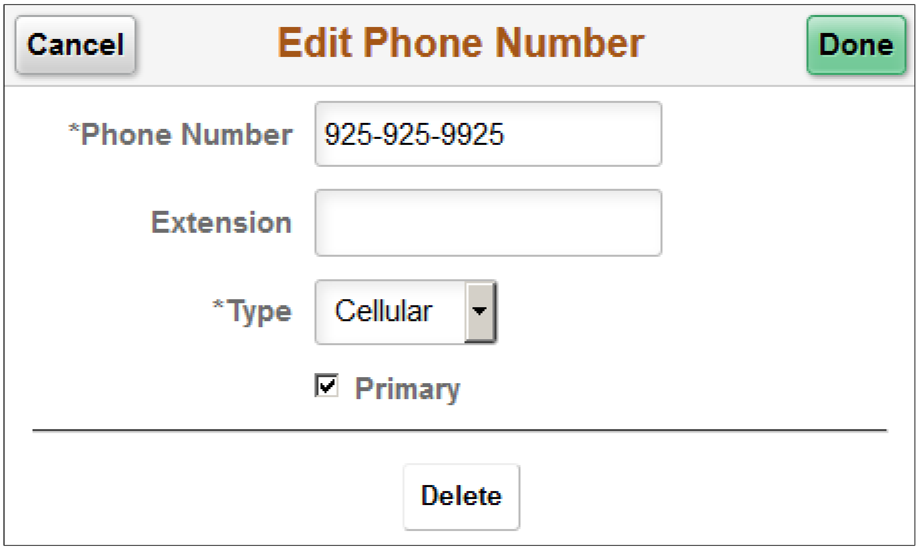
Applicants use the Add/Edit Phone page (HRS_CE_E_PHONE_SCF) to add, update, or delete a phone number.

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.

This example illustrates the Edit Phone page.



Field or Control	***Description***
Phone Number and **Extension**	Enter a phone number and, if needed, an extension. Use the format: **[+] [Country Code][Area Code][Phone Number]**. The system validates that the phone number field contains only numbers, but it does not validate the phone number format. **Note:** If text messaging feature is enabled at the site setup and the applicant has opted to receive text message, system verifies the phone number using One Time Password. For more information, see Verify Phone Page.
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 11

(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.
The Job Posting (HC_HRS_JOB_POSTING) search index supports Real Time Indexing (RTI) with PeopleTools version 8.59.07 or higher. When enabled, RTI allows real-time updates to the indexed data to provide job search using the latest information.
For more information about Real Time Indexing, refer to PeopleTools Search Technology, "Administering Real Time Indexing."

Pages Used to Search for Job Postings

Page Name	*Definition Name*	*Usage*
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* (information) icon next to the Apply Without a Job link.
Job Description Page	HRS_APP_JBPST_FL	• 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 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 "Recruiting Status and Reason Page" (PeopleSoft Talent Acquisition Manager).

- The job posting is current.

  Job postings dates are specified on the "Posting Information Page" (PeopleSoft 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 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 Talent Acquisition Manager). These posting destinations correspond to recruitment sources that you define on the “Recruitment Sources - Source Setup Page” (PeopleSoft 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 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.

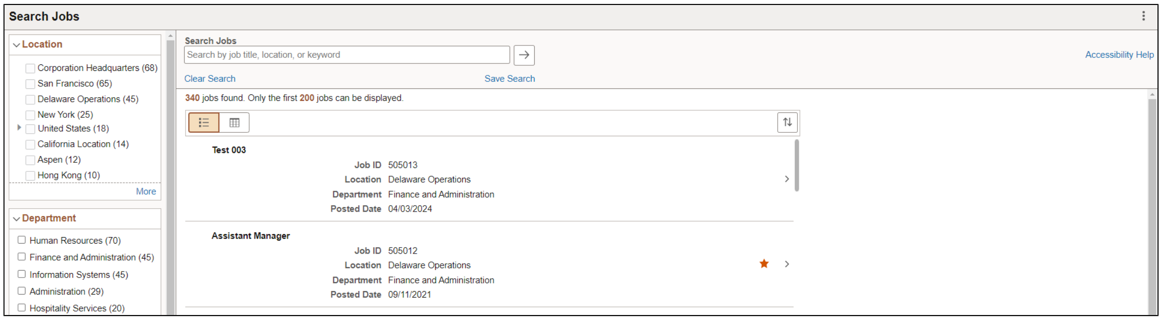
Search Jobs Page

Applicants use the Search Jobs page (HRS_APP_SCHJOB_FL) to search for job postings.

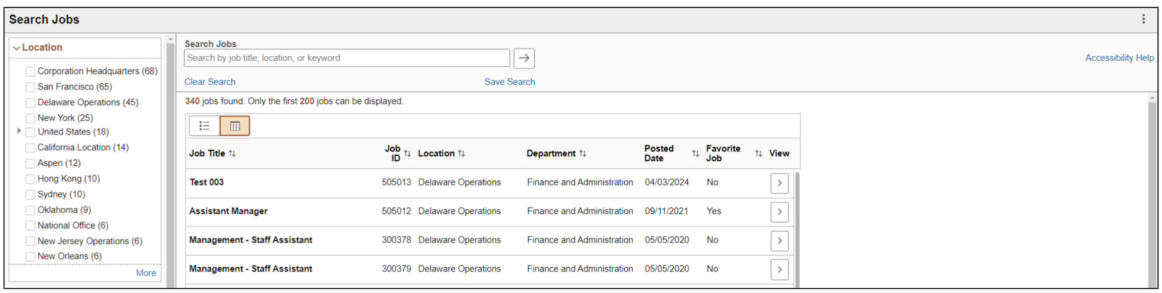
Navigation:

- 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.

This example illustrates the Search Jobs page in list view when the site is configured not to display any optional fields.

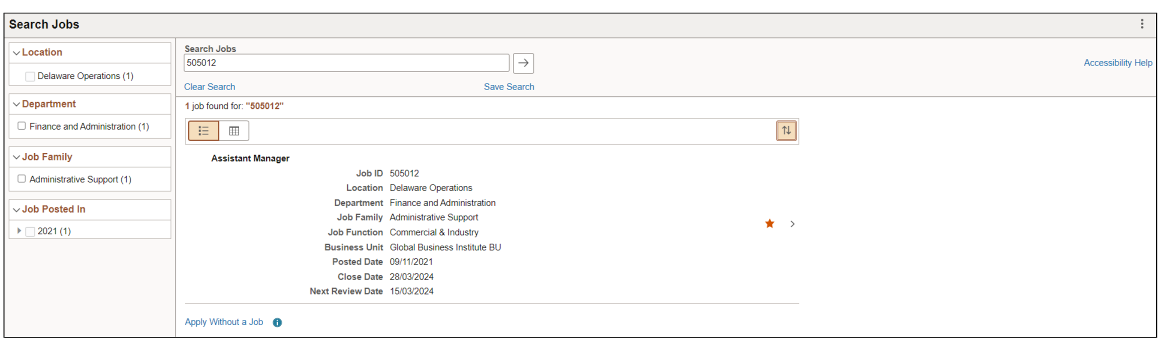


This example illustrates the Search Jobs page in grid view when the site is configured not to display any optional fields. The Grid view is not available on a mobile device

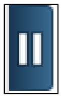


This example illustrates the Search Jobs page when the site is configured to display all optional fields, including:

- 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.



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.

Field or Control	***Description***
 **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 Talent Acquisition Manager).

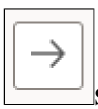
Field or Control	***Description***
Location	Applicants use this filter to narrow the list of jobs based on the job opening's recruiting location(s). If a job has multiple recruiting locations, all of the recruiting locations are represented in the list of values. This filter offers hierarchical filtering based on the hierarchy that you set up on the "Recruiting Locations Page" (PeopleSoft 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.

Field or Control	***Description***
Jobs Posted In	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. For example, if there are open job postings from January and February, of 2017, then when an applicant clicks the filter for the year *2017,* the new values in the Jobs Posted In filter will be *01* (for January) and *02* (for February). If you are using PeopleTools 8.54 or later, consider removing this filter and adding the *Jobs Posted Within* filter instead. The Jobs Posted Within filter 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 filter and for instructions on adding and removing filters, see "Configuring Recruiting Search Facets" (PeopleSoft Talent Acquisition Manager).

Information on Filters That Have Been Applied

Field or Control	***Description***
<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

Field or Control	***Description***
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**	Select to perform a keyword search. This 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.
Accessibility Help	Click to display the **Accessibility Help** modal window with instructions on keyboard navigations and to set screen reader mode as preference.This link is visible only to external applicants. To control the display of this link, see Site Setup Page.

Apply Without a Job

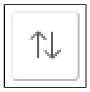
Field or Control	***Description***
Apply Without a Job	Applicants click this link to begin a job application that is not associated with any particular job. The site settings control whether this link is shown and, if so, whether it appears above the job list, below the job list, or in both places. Even if this link is configured to appear in both locations, screen reader 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

Field or Control	***Description***
List View	Select this icon to view the search results in list view. Once the user selects this view, the search results will be displayed in list view for all the searches in that session unless the user decides to toggle the view to grid view.
Grid View	Select this icon to view the search results in a grid. Once the user selects this view, the search results will be displayed in grid view for all the searches in that session unless the user decides to toggle the view to list view. This view is not available on a mobile device.

Field or Control	*Description*
<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 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.

Field or Control	*Description*
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.)

Field or Control	***Description***
 **Sort Search Results List**	Select to display a pop-up list of sorting options. When the applicant selects a sort field, the system sorts and displays the job postings based on the filter criteria. 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. A colored icon indicates that the search results are sorted based on a criteria 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.
Click to sort ascending or **Click to 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.

Field or Control	***Description***
<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	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 must access the Job Description page.
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.

Field or Control	***Description***
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	Displays the last day that the job is posted. This is the day before the remove date that is specified in the job opening. 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 *Open Until Filled.* 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, 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 Talent Acquisition Manager).
Next Review Date	Displays the date when the applications for the job are reviewed. The Next Review Date field appears only if the site is configured to show this field and if this date is available for the job posting. The search index for the job posting should be run after the *Next Review Date* is updated for the job opening. To know more on how to configure the display of *Next Review Date*, see Site Setup Page.
**Hot Job**	If the site is configured to identify hot jobs, postings for hot jobs include this icon.

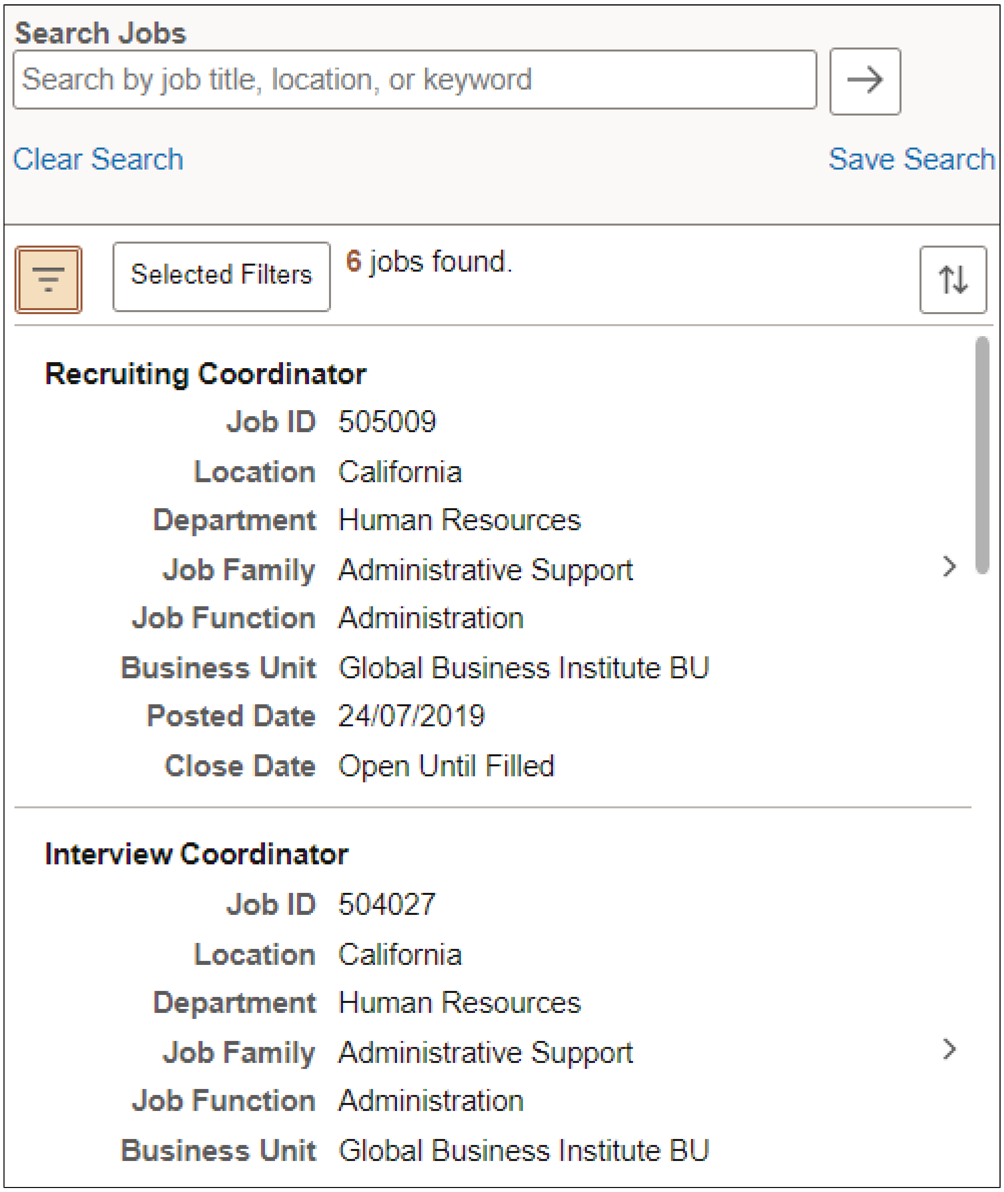
Field or Control	***Description***
Favorite Job	This icon indicates that the posting has been added to the applicant's personal list of favorites. The applicant cannot favorite or unfavorite a job on this page. Instead, the applicant must access the Job Description page to favorite or unfavorite a job. 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

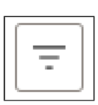
The Search Jobs page adjusts to small form factor devices such as phones by initially hiding the search filters. A Filter button gives applicants access to a panel with the search filters. The filter panel overlays the Search Jobs page.

Search Jobs Page With Hidden Filters

This example illustrates the Search Jobs page on a small form factor device such as a phone.



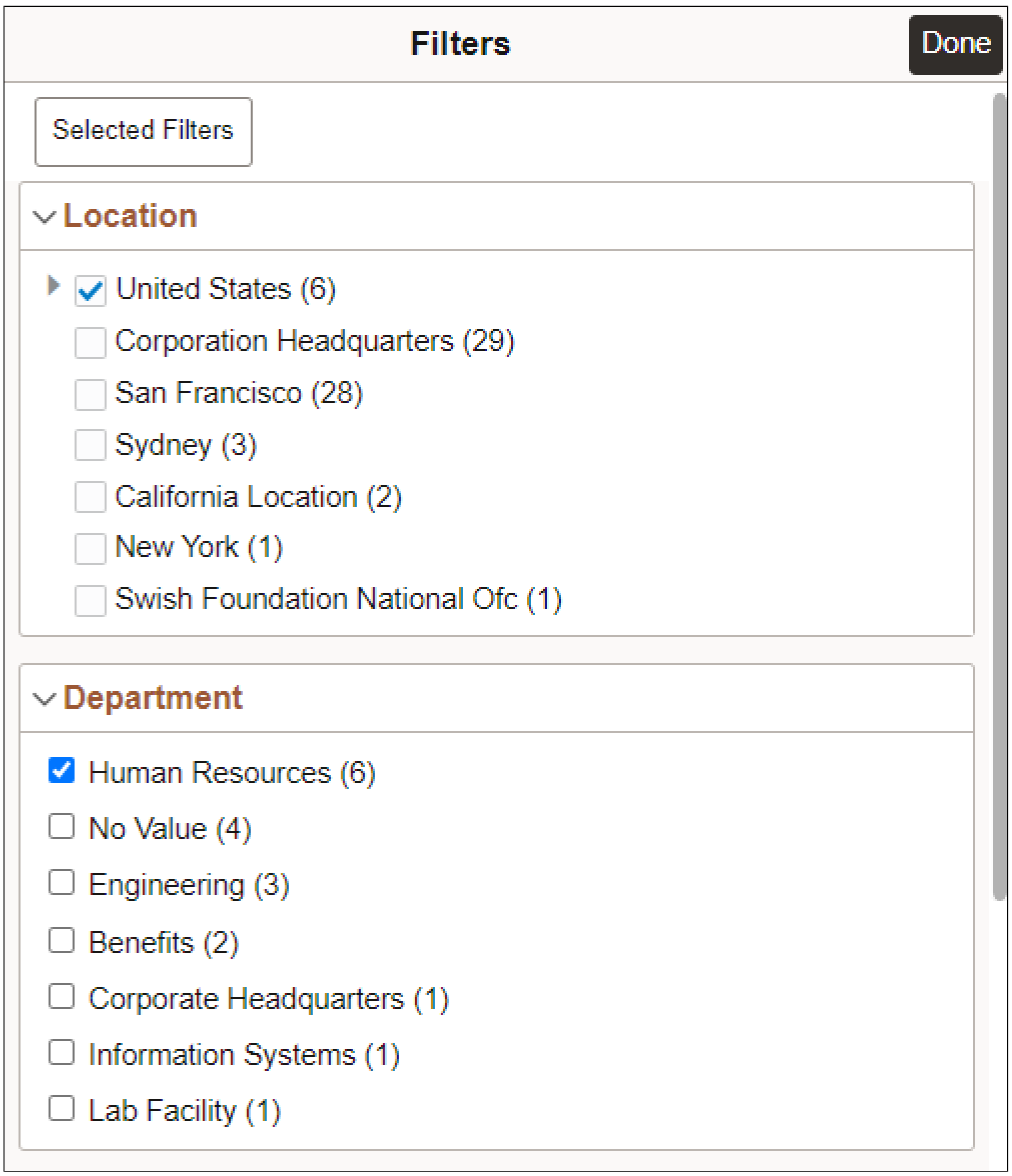
Note: On a small form factor device, the Search Jobs page does not allow applicants to select multiple jobs. Therefore, the **Apply for Job** button, the **Refer Friend** button, and the check boxes for selecting jobs do not appear on this page regardless of how the site is configured.

Field or Control	*Description*
	Applicants tap this button to display a panel with search filters. The facet filter panel overlays the Search Jobs page. This button is colored when any filters are applied.

Field or Control	***Description***
Selected Filters	This button appears only if any filters are 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

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

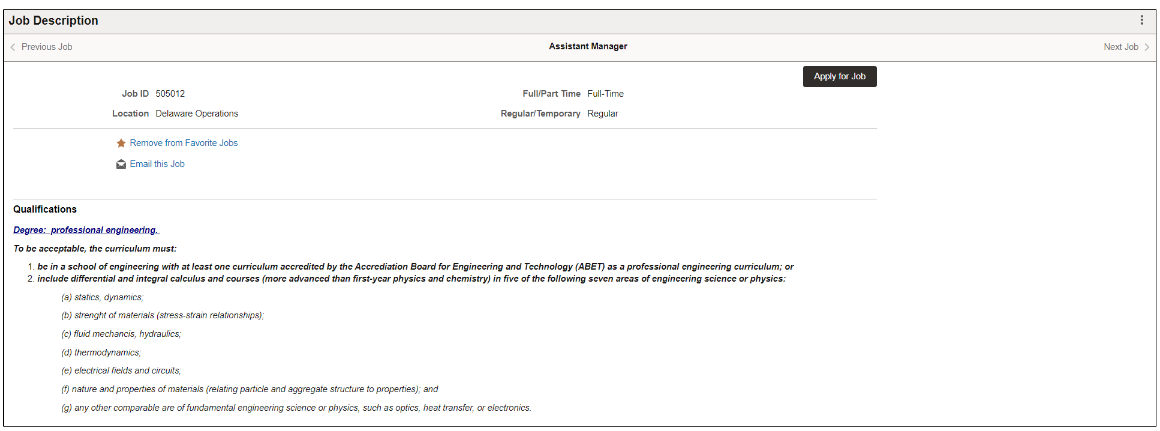
Applicants use the Job Description page (HRS_APP_JBPST_FL) to:

- View complete posting information for a job.
- Start an application for a single job.
- Mark a job as Favorite or remove a job from Favorites.
- 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.

This example illustrates the Job Description page.



Summary Information

Field or Control	*Description*
Job Title	The job posting title appears in the center of the gray header at the top of the page.

Field or Control	***Description***
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

Field or Control	***Description***
**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.

Field or Control	*Description*
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

Field or Control	*Description*
<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 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.

Page Name	***Definition Name***	***Usage***
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 and text 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 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 a Candidate Gateway notification, an email with information about the search results and a text message based on configuration and applicant's selection. The email notification 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 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 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.

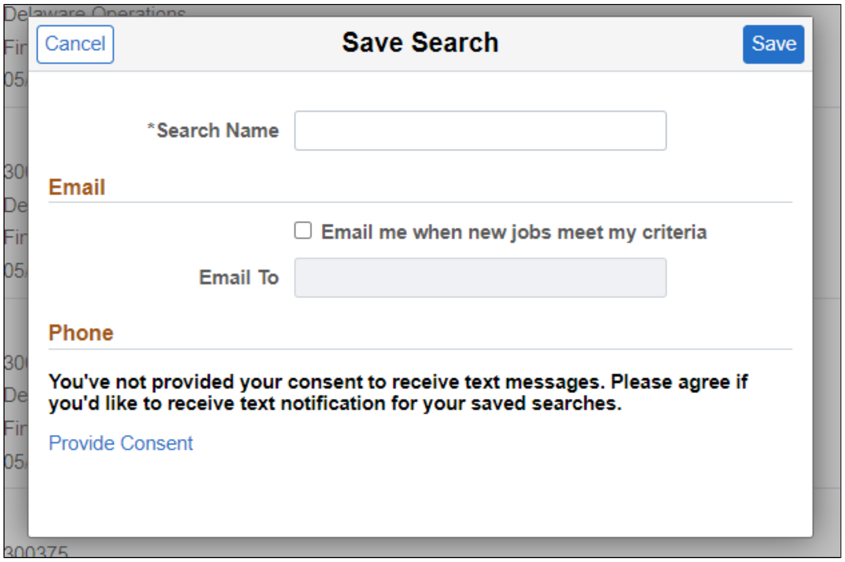
Save Search Page

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

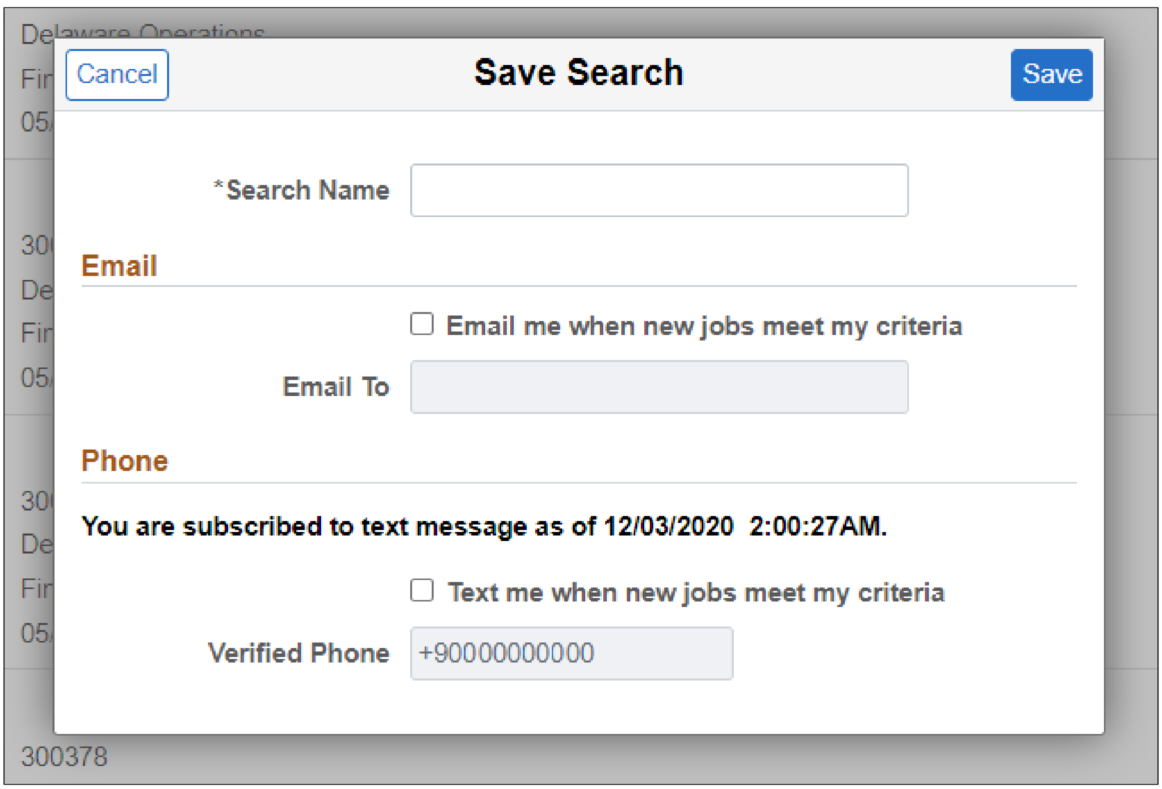
Navigation:

Click the **Save Search** link on the Search Jobs page (after entering search criteria).

This example illustrates Save Search page when the applicant has not opted to receive text messages.



This example illustrates Save Search page when the applicant has opted to receive text messages.



Field or Control	***Description***
Save	Applicants click this button to save the search.

Field or Control	*Description*
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 receive job alert on saved search as email.
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.
Text me when new jobs meet my criteria	Applicants select this checkbox to receive job alert on saved search as text messages on their verified phone number. **Note:** The option to choose text message appears only if 'Allow text Notification' check box is selected on Text Message Page and if the applicant has opted to receive text message.
Telephone	Verified phone number of the applicant given at the account setting. You cannot modify the number here.
Provide Consent	To provide the consent for receiving text message, the applicants can use this link to navigate to 'My Account Information page'. **Note:** This field appears only if the applicant has not opted to receive text.

Related Links

Understanding Saved Searches and Job Agents

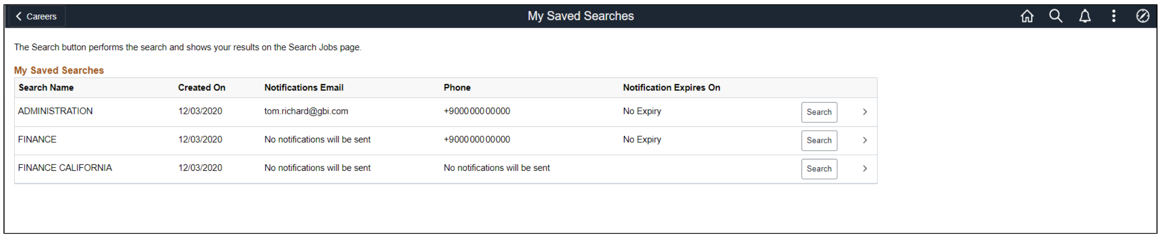
My Saved Searches Page

Applicants use the My Saved Searches page (HRS_APP_SAVSCH_FL) to run saved searches.

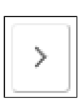
Navigation:

- Click the **My Saved Searches** action on the Careers page.
- Click the **My Saved Searches** item in the Actions List.

This example illustrates the My Saved Searches page.



My Saved Searches

Field or Control	***Description***
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.*
Phone	Displays the verified phone number, if applicant has opted to receive text messages for saved searches. **Note:** This field is visible when the allow text notification is selected for that site at the setup.
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 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.

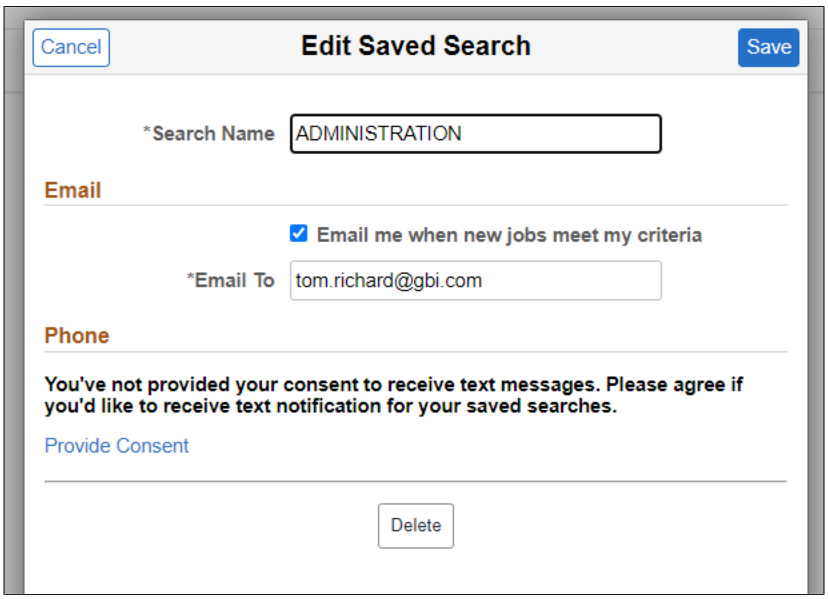
Edit Saved Search Page

Applicants use the Edit Saved Search page (HRS_EDIT_SCH_SCF) to edit or delete a saved search.

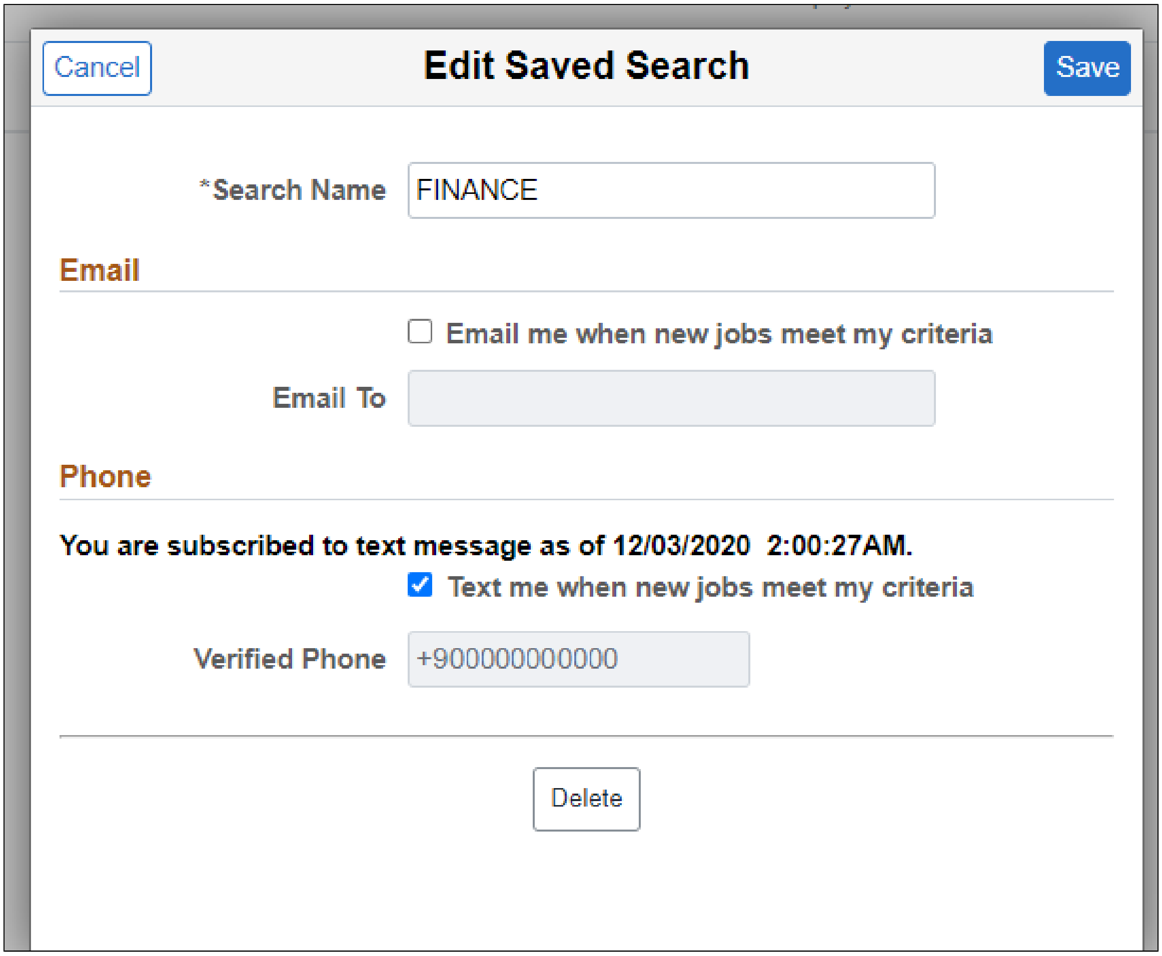
Navigation:

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

This example illustrates the Edit Saved Search page when the applicant has not opted to receive text messages.



This example illustrates the Edit Saved Search page when the applicant has opted to receive text messages.



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.

Field or Control	*Description*
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

Page Name	***Definition Name***	***Usage***
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.

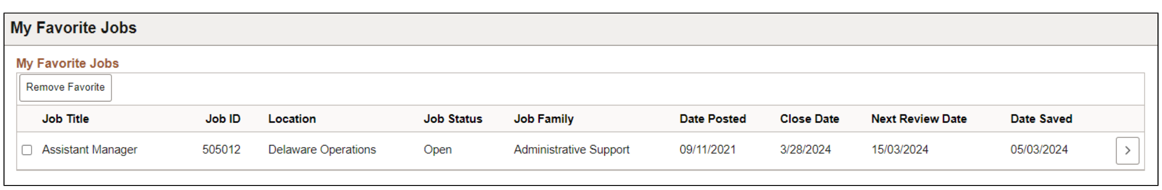
My Favorite Jobs Page

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

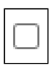
Navigation:

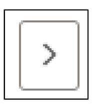
- Click the **My Favorite Jobs** action on the Careers page.
- Click the **My Favorite Jobs** item in the Actions List.
- Internal applicants can select the **Add to My Favorite Jobs** related action for an internal job posting after searching for job postings using PeopleSoft Global Search.

This example illustrates the My Favorite Jobs page.



Field or Control	***Description***
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.

Field or Control	*Description*
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	Select to remove the selected jobs from favorites. The system refreshes the page and do not display these jobs.
	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.

Field or Control	*Description*
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.
Next Review Date	Displays the date when the applications for the job are reviewed. To know more on how to configure the display of *Next Review Date*, see Site Setup Page. The search index for the job posting should be run after the *Next Review Date* is updated for the job opening. **Note:** This field is blank if the *Next Review Date* is not available for the job posting.
Date Saved	Displays the date that the job was marked as a favorite.
	Select to go to the Job Description page and apply the job.

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

Page Name	*Definition Name*	*Usage*
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.

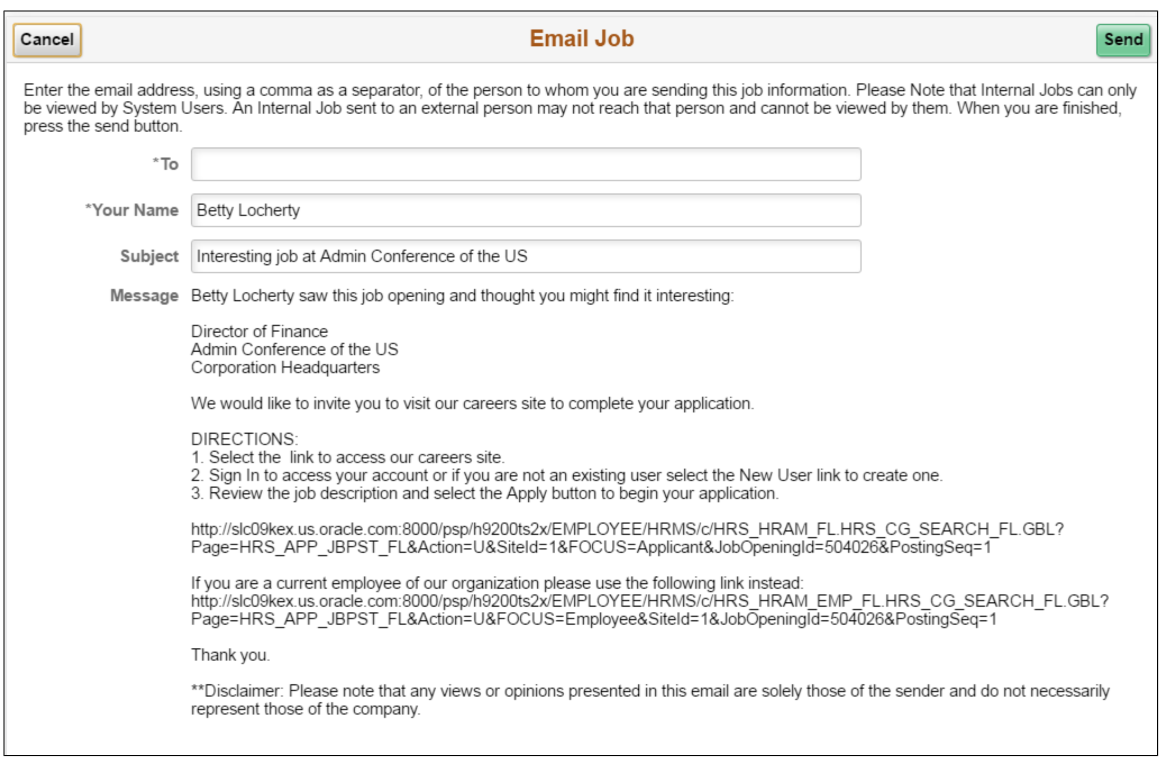
Email Job Page

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.

This example illustrates the Email Job page.



Field or Control	***Description***
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 12

(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 Talent Acquisition Manager)

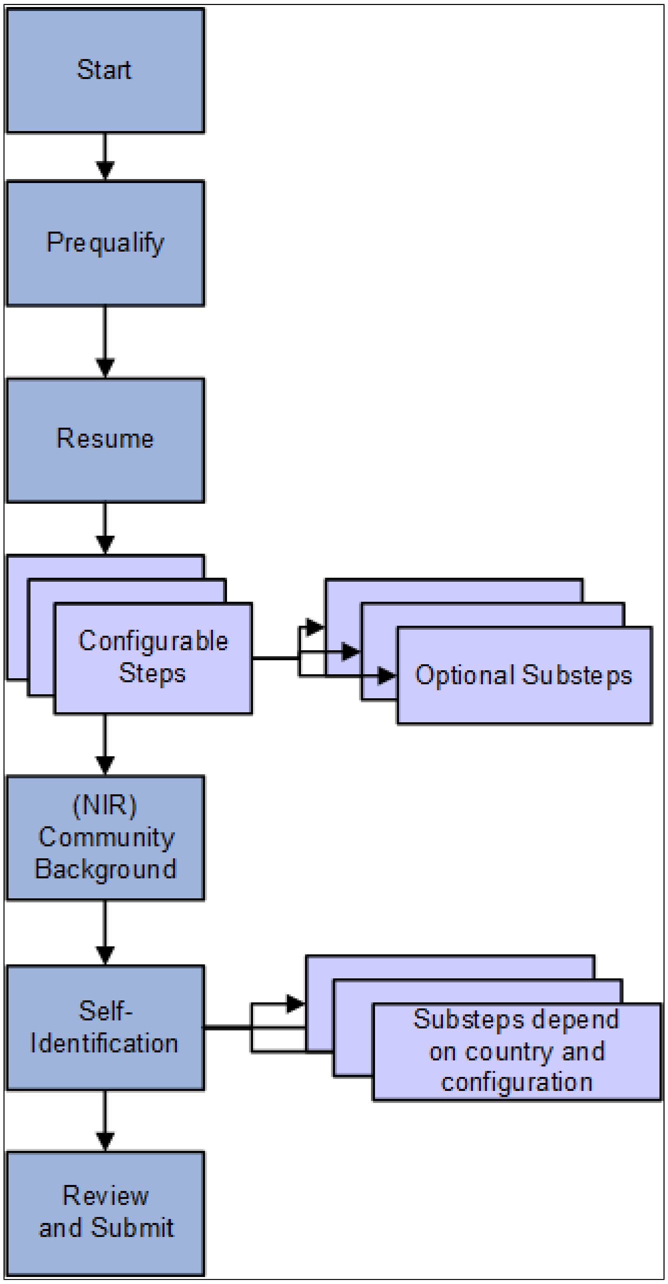
Steps in the Online Application Process

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.

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	Displays notices and provides a link to terms and conditions. If terms and conditions apply, the applicant must agree to the terms before continuing to the next step.	The start steps appears if either of the following conditions is true: • 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. The site definition controls whether the application includes prescreening terms and conditions in addition to the prescreening notice.
Prequalify	Displays prescreening questions. Depending on the site configuration, the applicant may be required to supply answers before continuing. When the applicant continues to the next step, the system evaluates the answers.' If the applicant passes prescreening for all jobs, the applicant continues directly to the next step. 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. 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.	The Prequalify step appears when either of the following conditions is true: • 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. See "Setting Up Screening for a Job Opening" (PeopleSoft Talent Acquisition Manager)
Resume	Enables applicants to supply a resume and cover letter using methods defined in the resume template. Fluid Candidate Gateway does not allow applicants to copy and paste resume text into an application regardless of the resume template settings.	The Resume step appears unless the resume template is configured to skip this step.

Step	***Description***	***Conditions When the Step Appears***
Configurable steps	These steps, which are configured on the resume template, can display any of the following data entry sections: • 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 • Skills Questions • Employment Questions • 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.	The Community Background step appears if the **Use Community Background** check box is selected on the Country Specific page in the resume template definition. The system does not consider the actual location of the job opening, only the settings on the resume template.

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: 1. *Disability:* invites applicants to self-identify their disability status. 2. *Veteran:* invites applicants to self-identify their veteran status. 3. *Diversity:* 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 **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

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 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 Norther 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 Human Resources Administer Workforce)).

Integration With Resume Extractors

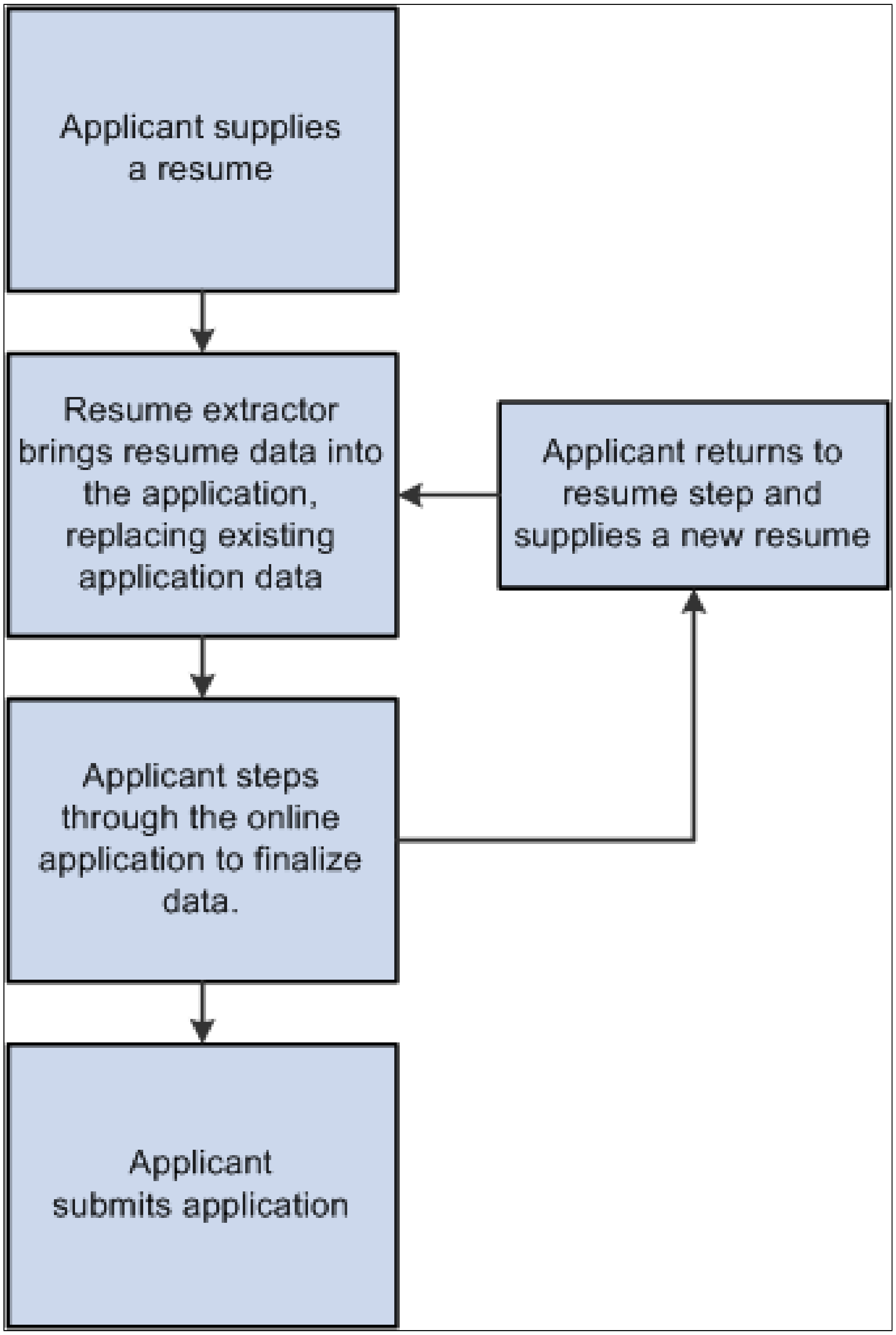
This topic provides a general overview of the use of resume extractors to populate the online application fields. For information about setting up resume extractors, see "Setting Up Recruiting Vendors" (PeopleSoft Talent Acquisition Manager) and "Setting Up Data Mapping" (PeopleSoft Talent Acquisition 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 Talent Acquisition Manager).

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

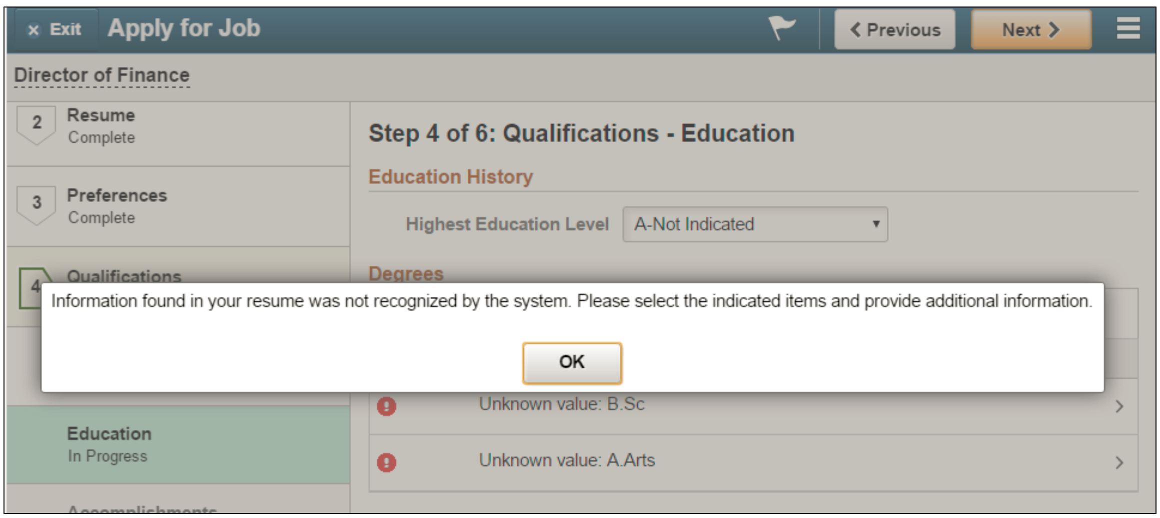
Data from the resume parsing process overwrites any existing application data, including the default data that the system imports from a previous application or from an employee profile.

3. 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.

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:

Video: Fluid Candidate Gateway Video Feature Overview

Video: PeopleSoft HCM 9.2 Image 18 Highlights: Fluid Candidate Gateway

Video: PeopleSoft HCM 9.2 Image 19 Highlights: Fluid Candidate Gateway Enhancements

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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.
Use Existing Resume Page	HRS_RESUMES_SCF	Select a previously submitted resume to associate with the job application.

Page Name	***Definition Name***	***Usage***
Copy & Paste Resume	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.
<Step Name> Page (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: • Attachments Section • Job Preferences Section • (USF) Federal Preferences Section • (USF) Priority Placement Section • Education History Section • Work Experience Section • Job Training Section • Profile-Related Sections such as languages or competencies. • References Section • Personal Information Section • Questionnaire Section • Referrals Section
Add/Edit Attachment Page	HRS_CE_D_ATTCH_SCF	Enter attachment information and initiate the file upload process.
(USF) Add/Edit Priority Placement Page	HRS_CE_G_D_PP_SCF	Enter U.S. Federal priority placement information.
Add/Edit Work Experience Page	HRS_CE_D_WRK_SCF	Enter work experience details.
Add/Edit Job Training Page	HRS_CE_D_TRAIN_SCF	Enter job training details.
Add/Edit <Profile Content Type> Page	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.

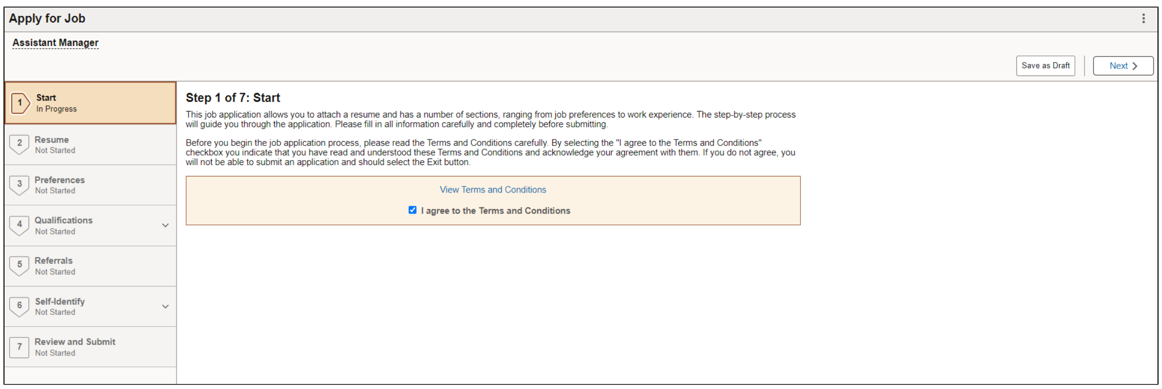
Page Name	***Definition Name***	***Usage***
Add/Edit Reference Page	HRS_CE_D_REFS_SCF	Enter name and contact details for a reference.
(NIR) Community Background Page	HRS_APP_CB2_FL	Enter community background information for Northern Ireland.
(USA) Disability Page	HRS_CE_DISABILI_FL	Enter disability information. This page supports compliance with regulations from the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP).
(USA) Veteran Page	HRS_CE_VETERAN_FL	Enter veteran information. This page supports compliance with OFCCP regulations from the U.S. Department of Labor.
(USA) Diversity Page	HRS_CE_SELF_IDE_FL	Enter gender and ethnicity information for equal employment opportunity reporting in the United States.
Ethnic Group Page or Race Page	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.
Review and Submit Page	HRS_CE_REVIEW_FL	Review application data and submit an application.
My Contact Information Page	HRS_PRFILEINFO_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.

Page Name	***Definition Name***	***Usage***
Application Confirmation Page	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.
Application Summary Page	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.

This example illustrates the Activity Guide framework within which the job application pages appear.



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.

Field or Control	***Description***
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:** You can control the positioning of 'Save As Draft' button by site setup. For more information, see Site Setup Page

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.

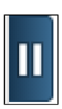
Job Application Header

A gray area under the main page banner displays contextual information that is specific to the job application.

Field or Control	*Description*
<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.

Field or Control	*Description*
 **Show or Hide Panel**	On a small form factor device, tap this button to show or hide the panel with the list of steps.

Field or Control	***Description***
<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. When the applicant returns to an earlier step, then that step and any completed steps that follow the now-current step still remain in *Completed* status.

Job Application Pages

Within the Activity Guide framework, the main panel displays the page for the current step in the job application.

Field or Control	***Description***
<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.

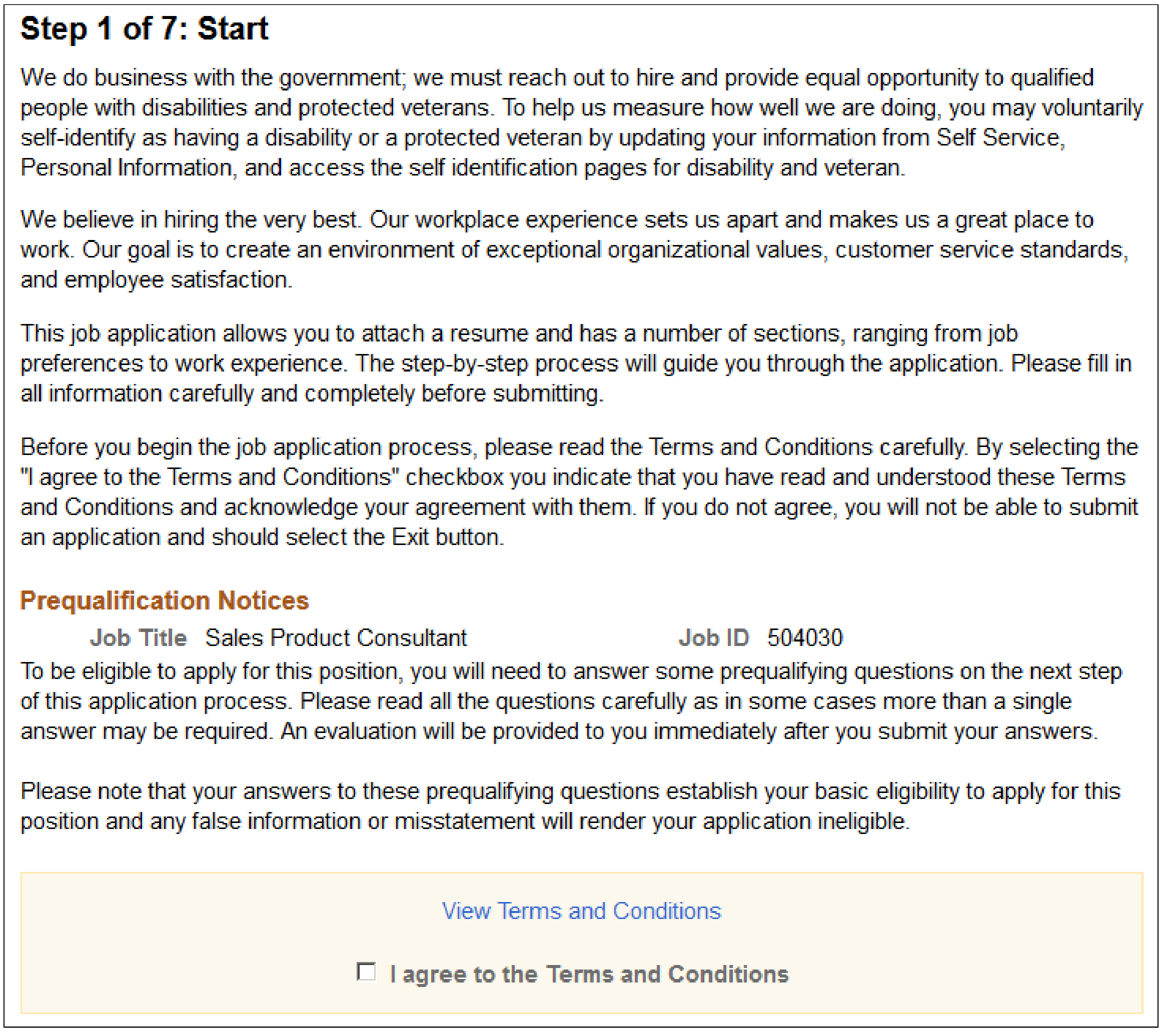
If no notices exist, this page does not appear. Job applications that include prescreening always include notices.

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.

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

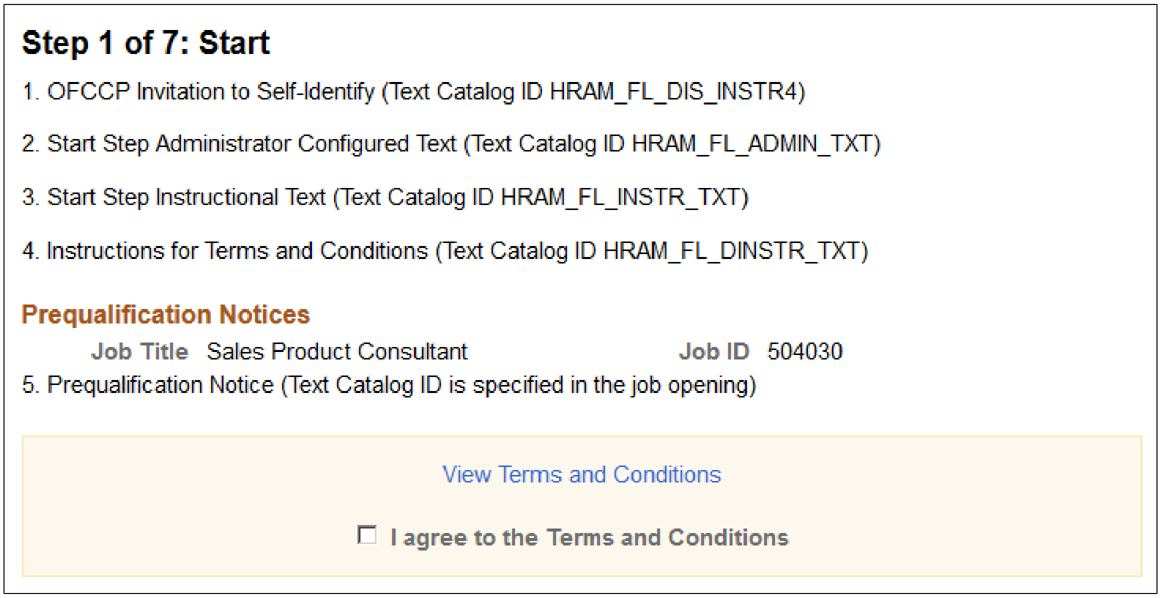
To be eligible to apply for this position, you will need to answer some prequalifying questions on the next step of this application process. Please read all the questions carefully as in some cases more than a single answer may be required. An evaluation will be provided to you immediately after you 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.

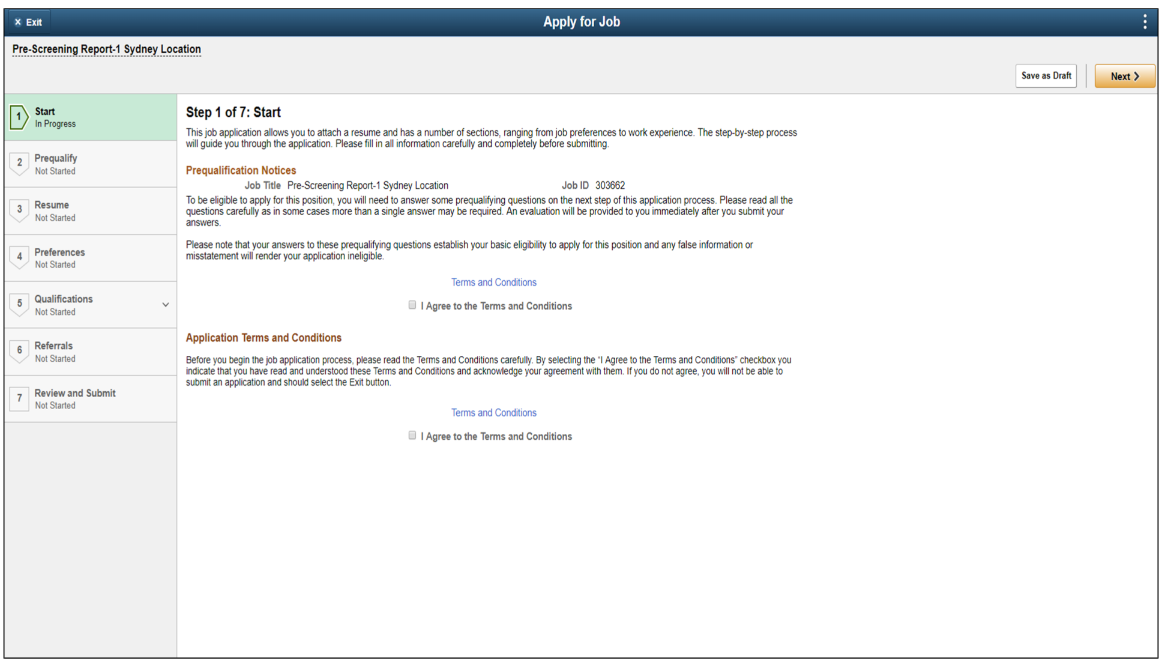
View Terms and Conditions

☐ **I agree to the Terms and Conditions**

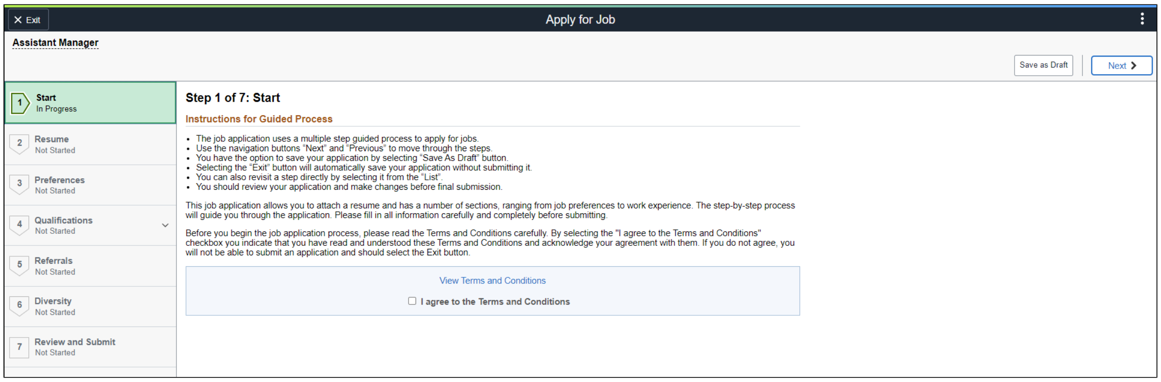
This illustration of the Start page replaces the sample notices with descriptions of each notice and the text catalog ID for each notice.



Terms and Conditions page when Acknowledgement configuration is used for Prequalification and Application Agreements.



This example illustrates the Start page with guided process instruction text.



Note: The following definitions refer to the notices using the descriptions on the illustration above.

Field or Control	***Description***
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. Start Step Guided Process Instructional Text	Appears only if the **Display Start Step Guided Process Instructional Text** check box is selected on the Site Setup page. This notice (text catalog ID HRAM_FL_GP_INST) is intended for general instructions related to the usage of the Apply for Job guided process.

Field or Control	Description
5. 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. **Note:** This does not appear if Application Acknowledgement is enabled.

Prequalification Notices

Field or Control	Description
6. 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 an 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 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.

Field or Control	***Description***
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.

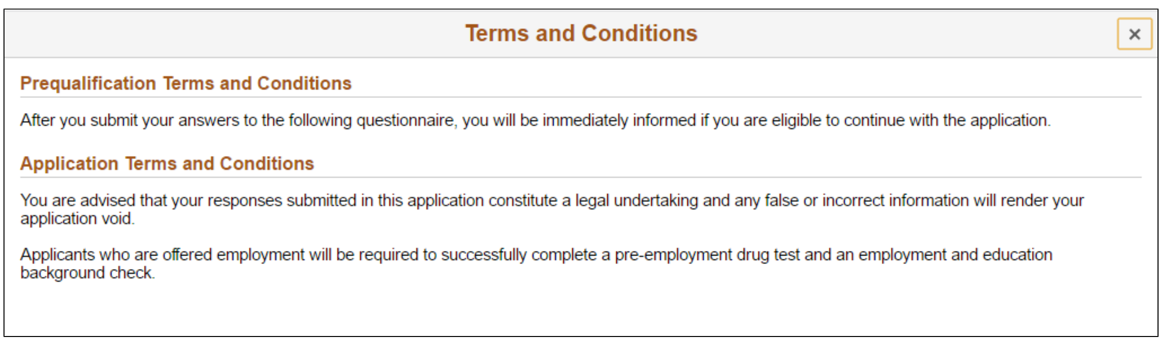
Terms and Conditions Page

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.

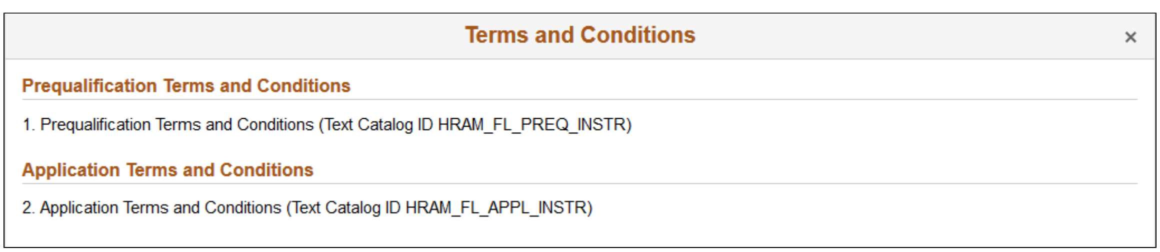
Navigation:

Click the **View Terms and Conditions** link on the Start page.

This example illustrates the Terms and Conditions page with sample text. Oracle delivers this sample text.



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.

Field or Control	Description
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.

If an Acknowledgement Configuration is used for specifying the Prequalification Terms and Conditions as well as the Application terms and Conditions, they are displayed differently.

Field or Control	Description
Prequalification Notices	Appears only if the application includes prescreening *and* the **Job Application Acknowledgement** check box is selected on the Site Setup Page. The Prequalification Acknowledgement in the Site Setup page can be updated by updating the corresponding Acknowledgement in the “Acknowledgement Configuration Page” (Enterprise Components)
Application terms and Conditions	Appears only if the **Job Application Acknowledgement** check box is selected on the Site Setup page and the relevant Application Agreement. The Application Agreement in the Site Setup page can be updated by updating the corresponding Acknowledgement in the “Acknowledgement Configuration Page” (Enterprise Components)

Prequalify Page

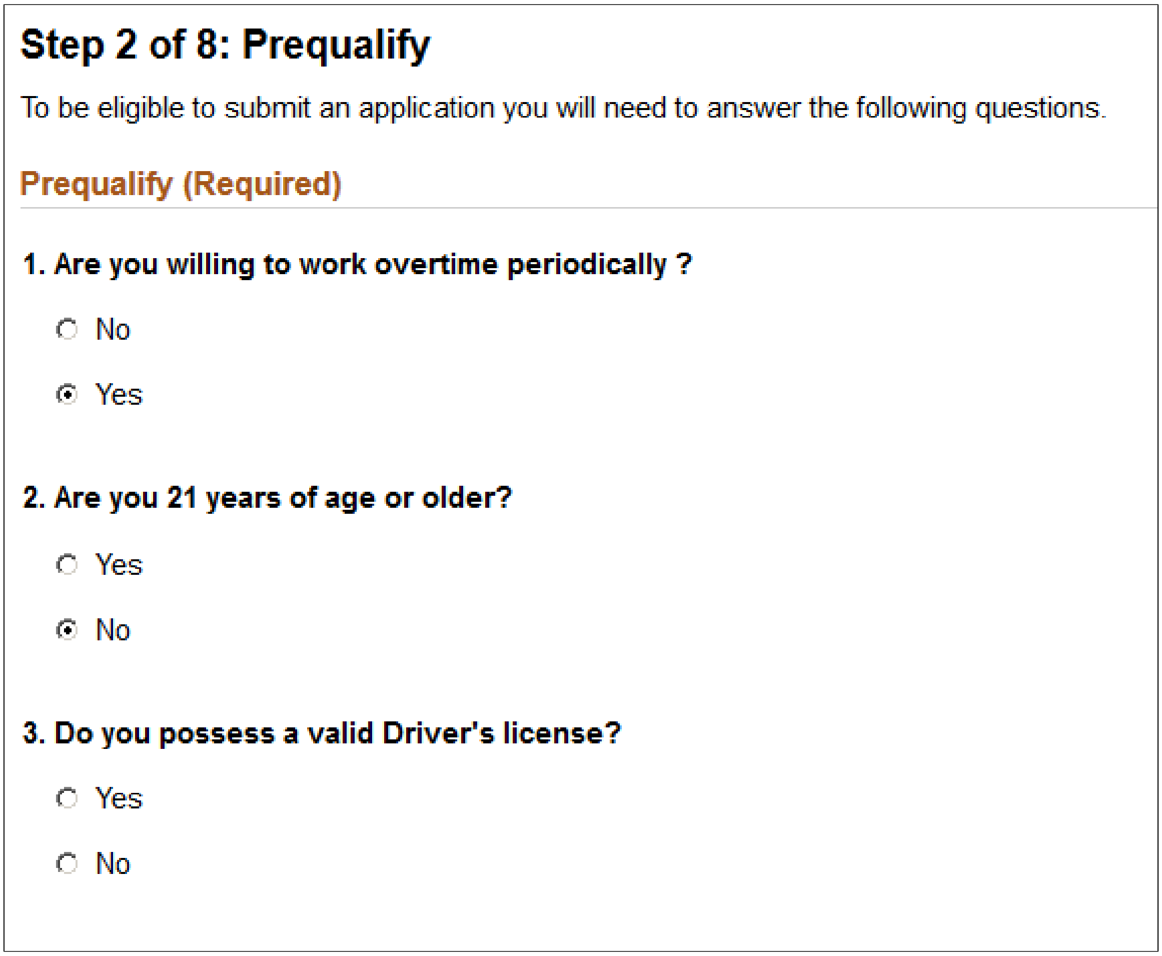
Applicants use the Prequalify page (HRS_APP_JOPRESC_FL for applications with a job opening, or HRS_APP_PRESCRN_FL for applications without a job opening) to answer prescreening questions.

The Prequalify page appears only in applications that include prescreening.

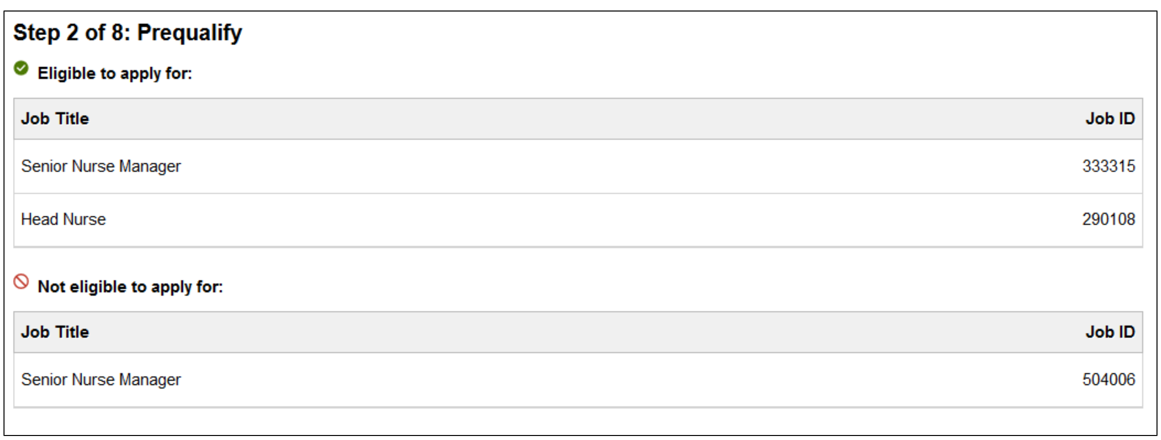
Navigation:

Click the **Next** button on the Start step.

This example illustrates the Prequalify page before the applicant continues to the next step.



This example illustrates the Prequalify page when an applicant returns to the Prequalify step after continuing to subsequent steps.



Before Prequalification

Field or Control	***Description***
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.

Field or Control	***Description***
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 Talent Acquisition Manager)

Prequalify Results Page

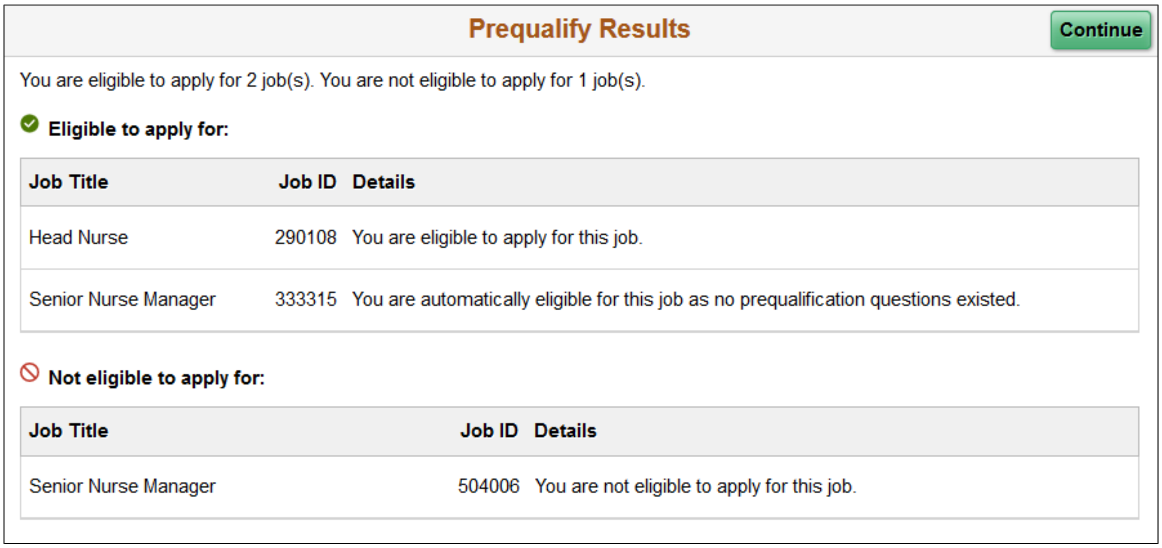
Applicants use the Prequalify Results page (HRS_JPSCR_RSLT_SCF for applications with a job opening, HRS_PSCR_RSLT_SCF for applications without a job opening) to review prescreening results after failing prescreening for at least one job.

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.

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.



Field or Control	*Description*
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

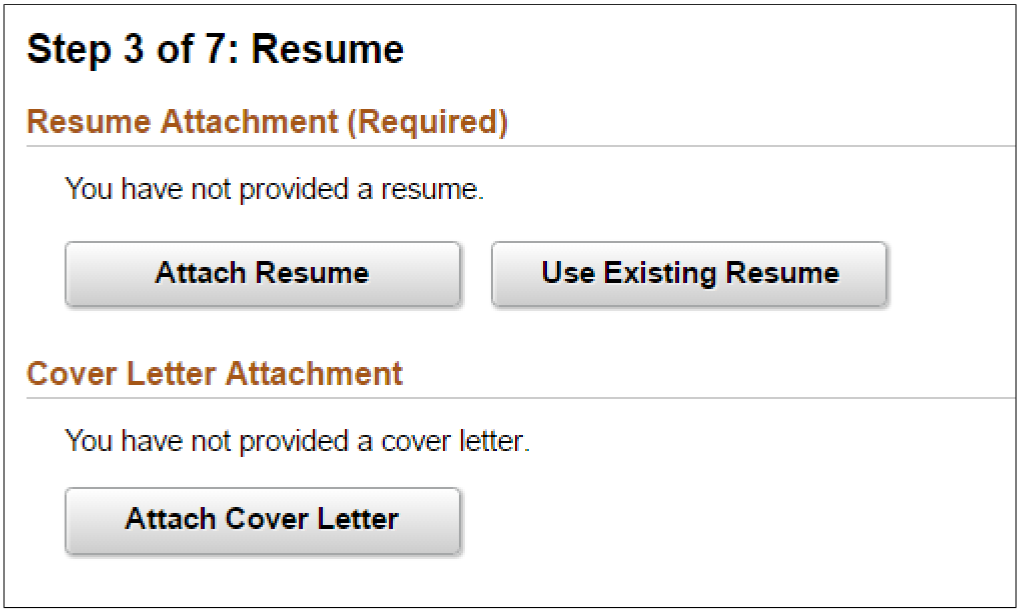
Applicants use the Resume page (HRS_RESUME_OPTN_FL) to attach a resume and a cover letter to the application.

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.

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.



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.

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:

Field or Control	***Description***
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 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)

Field or Control	***Description***
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.

Field or Control	***Description***
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)

Field or Control	***Description***
Cover Letter Title	Applicants use this field to give the cover letter a descriptive title.

Field or Control	***Description***
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.

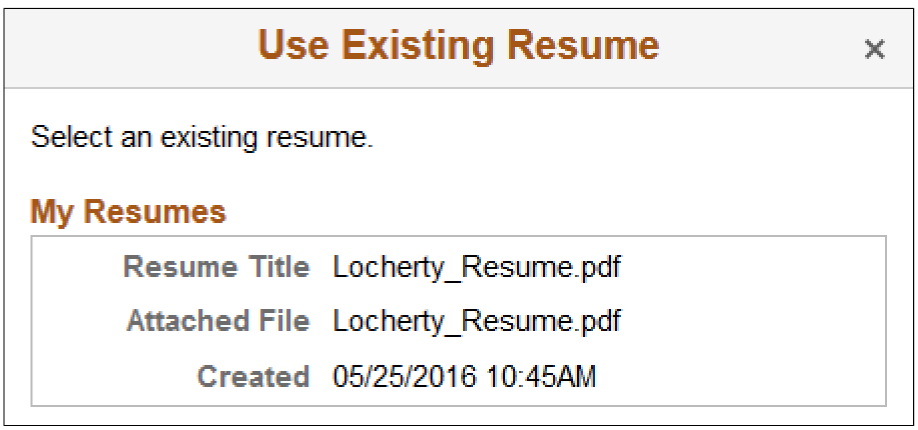
Use Existing Resume Page

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.

This example illustrates the Use Existing Resume page.



Field or Control	***Description***
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

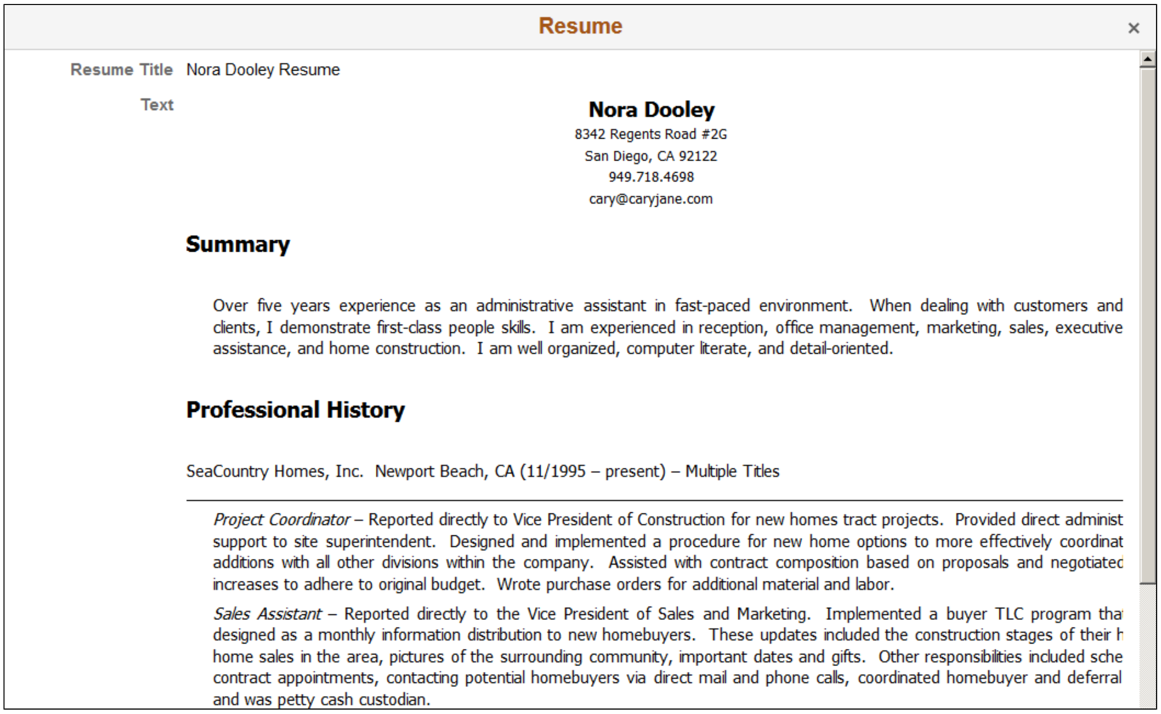
Applicants use the Copy & Paste Resume page (HRS_RES_PASTE_SCF) to view a resume that was pasted into an application.

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.

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.

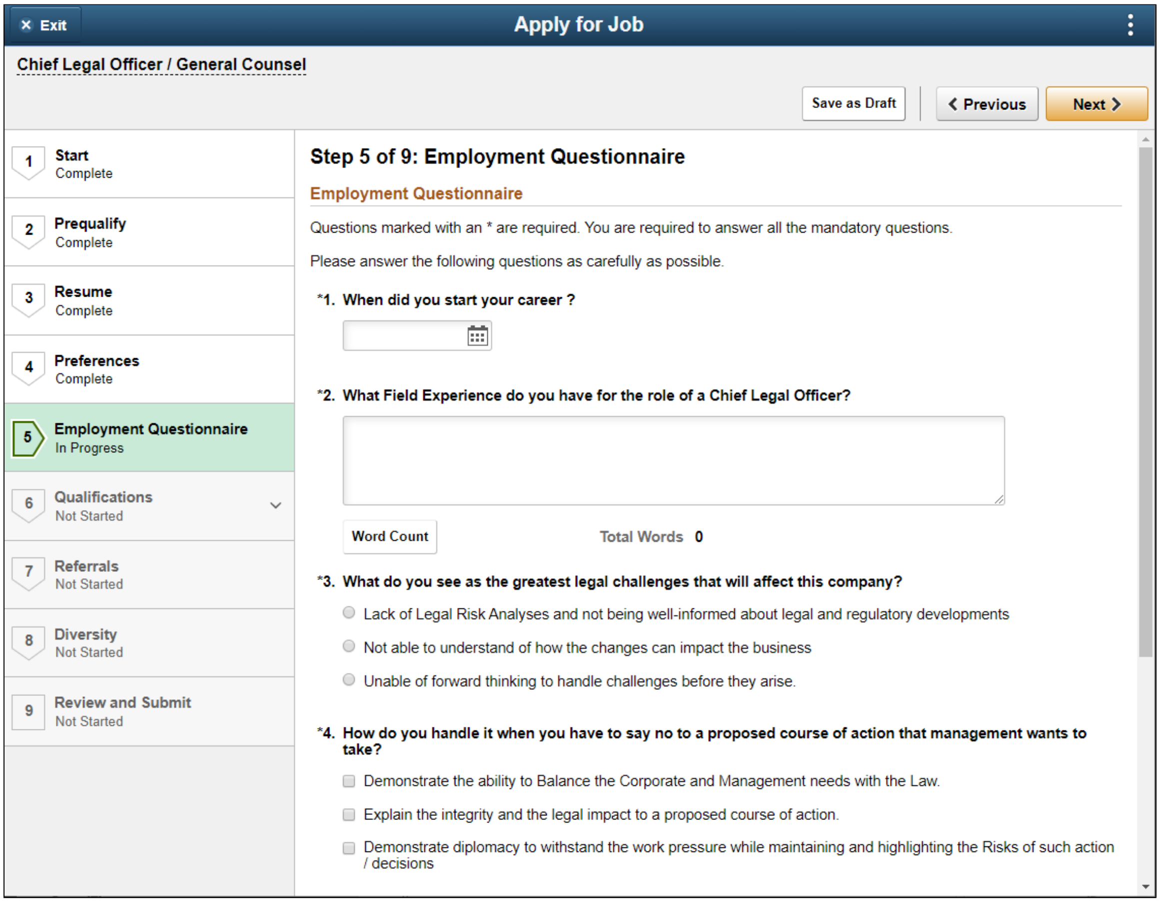
<Step Name> Page

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

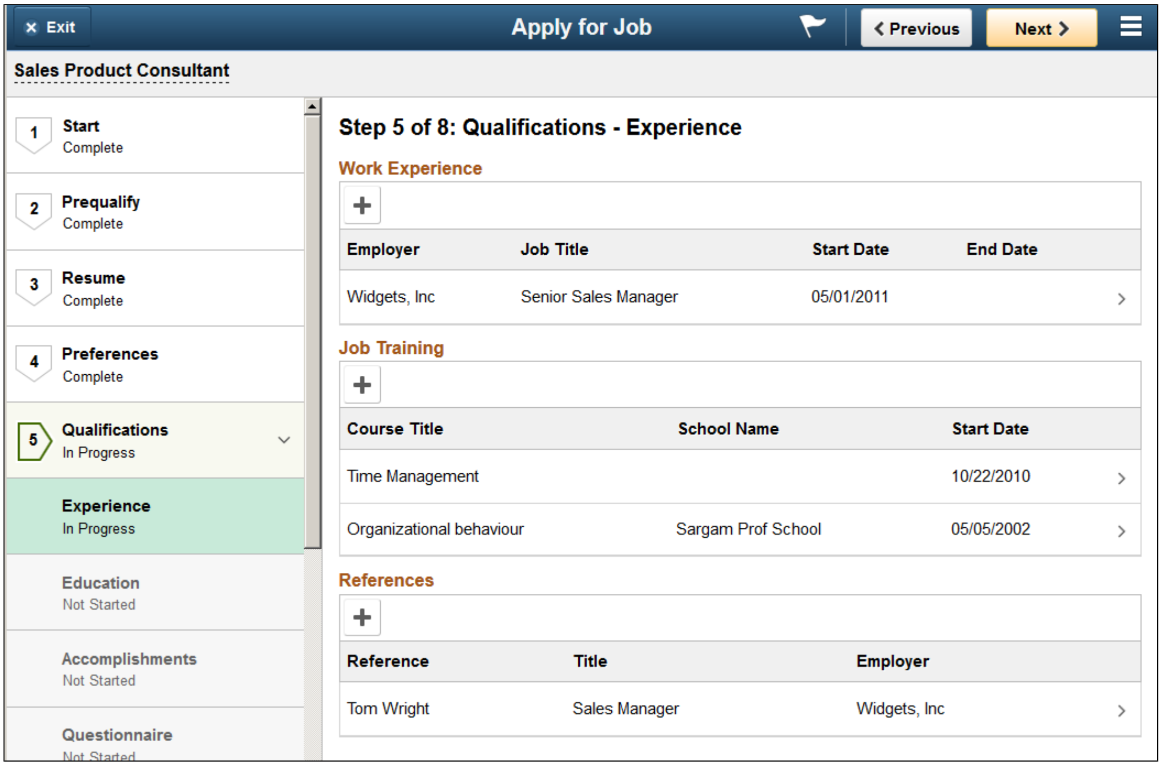
Navigation:

Click the **Next** button until you reach a step that show resume template sections.

This example illustrates the <Step Name> page. This example shows the Employment Questionnaire step.



Another example illustrates the Qualifications 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.



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

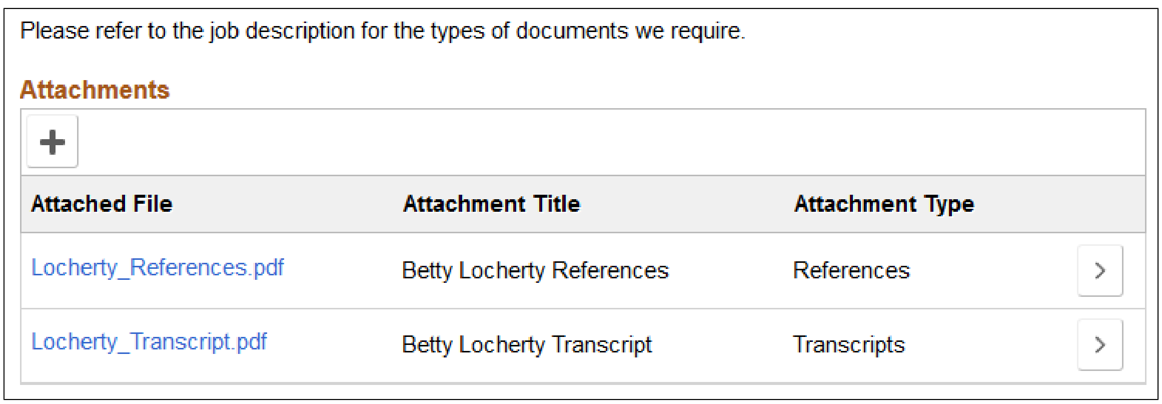
Note: The step where this section appears is defined in the resume template.

Applicants use the Attachments section to add attachments other than resumes and cover letters to the application.

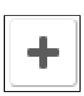
Navigation:

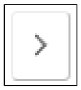
In the application Activity Guide, click the **Next** button until you reach a step that includes the Attachments section.

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.

Field or Control	***Description***
 **Add Attachment**	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.

Field or Control	***Description***
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.

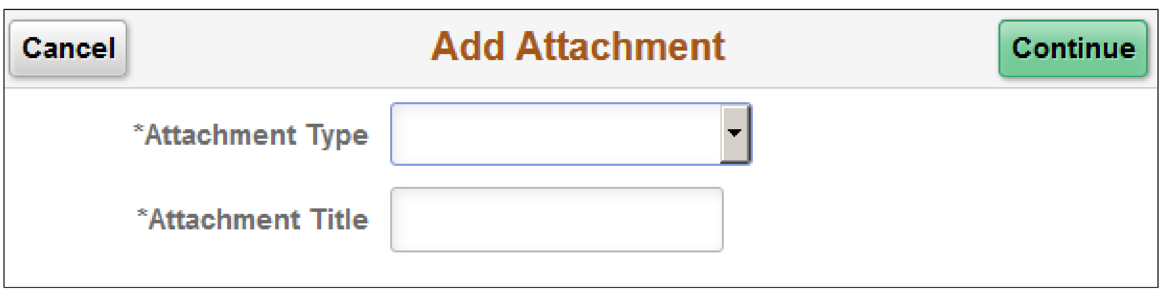
Add/Edit Attachment Page

Use the Add Attachment or Edit Attachment page (HRS_CE_D_ATTCH_SCF) to enter attachment information and initiate the file upload process.

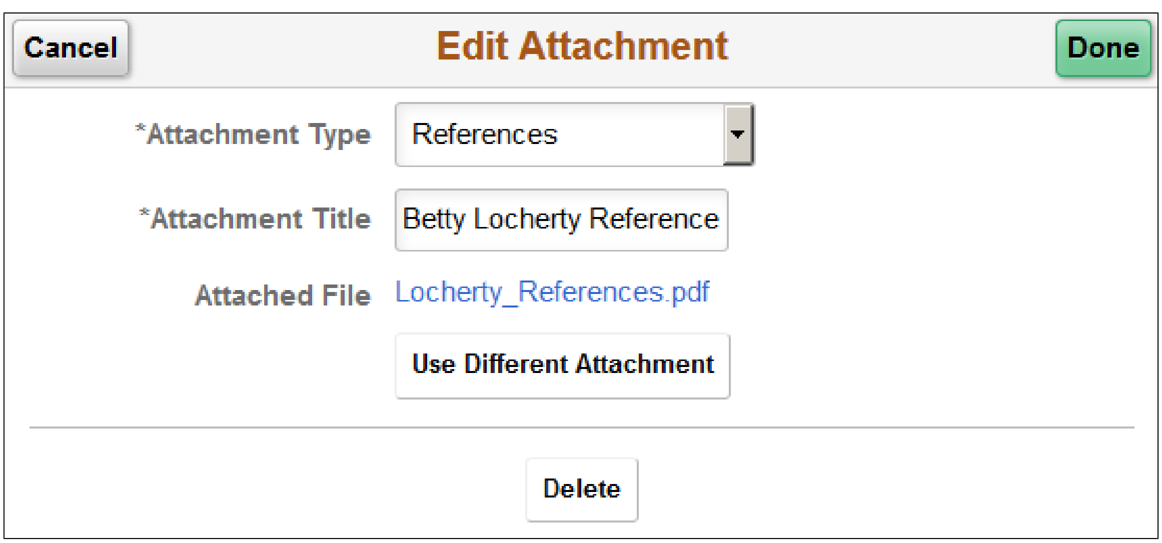
Navigation:

On a step that shows the Attachments section, click the Add or Edit button.

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.



This example illustrates the Edit Attachment page.



Fields Visible in Add Mode Before a File is Uploaded

Field or Control	***Description***
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 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.

Field or Control	***Description***
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.

Field or Control	*Description*
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

Field or Control	*Description*
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

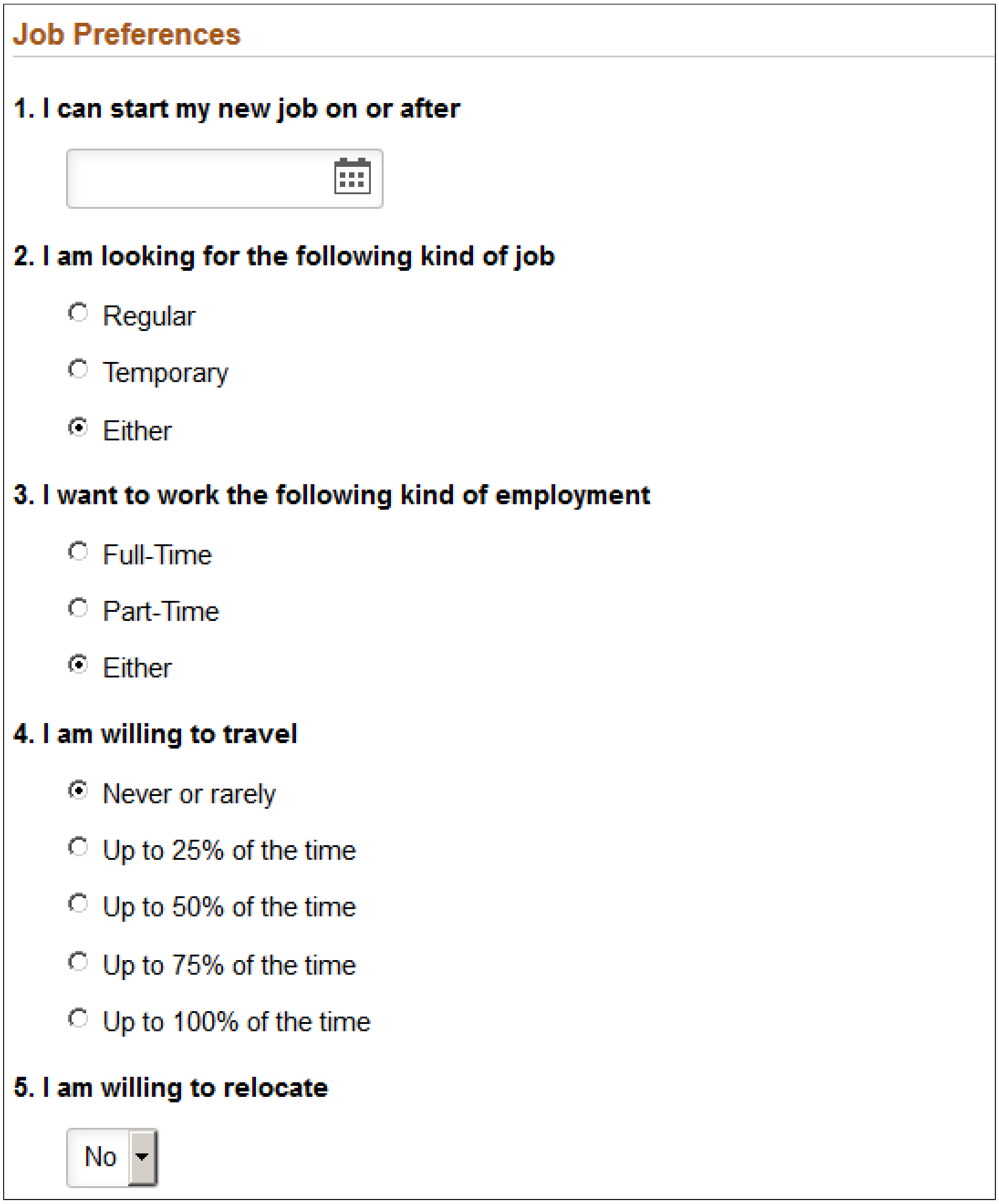
Note: The step where this section appears is defined in the resume template.

Applicants use the Job Preferences section to enter general work preferences.

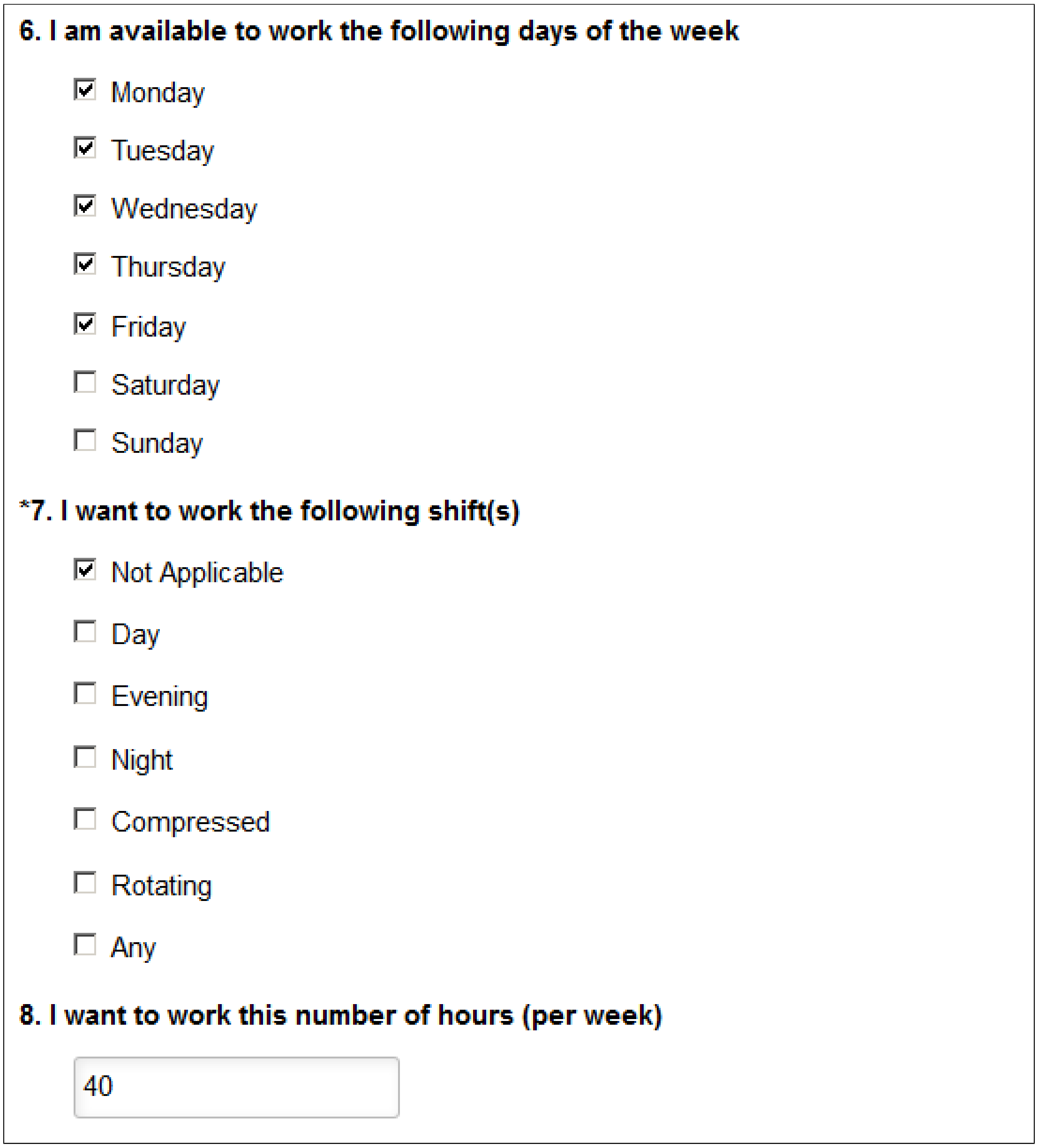
Navigation:

In the application Activity Guide, click the **Next** button until you reach a step that includes the Job Preferences section.

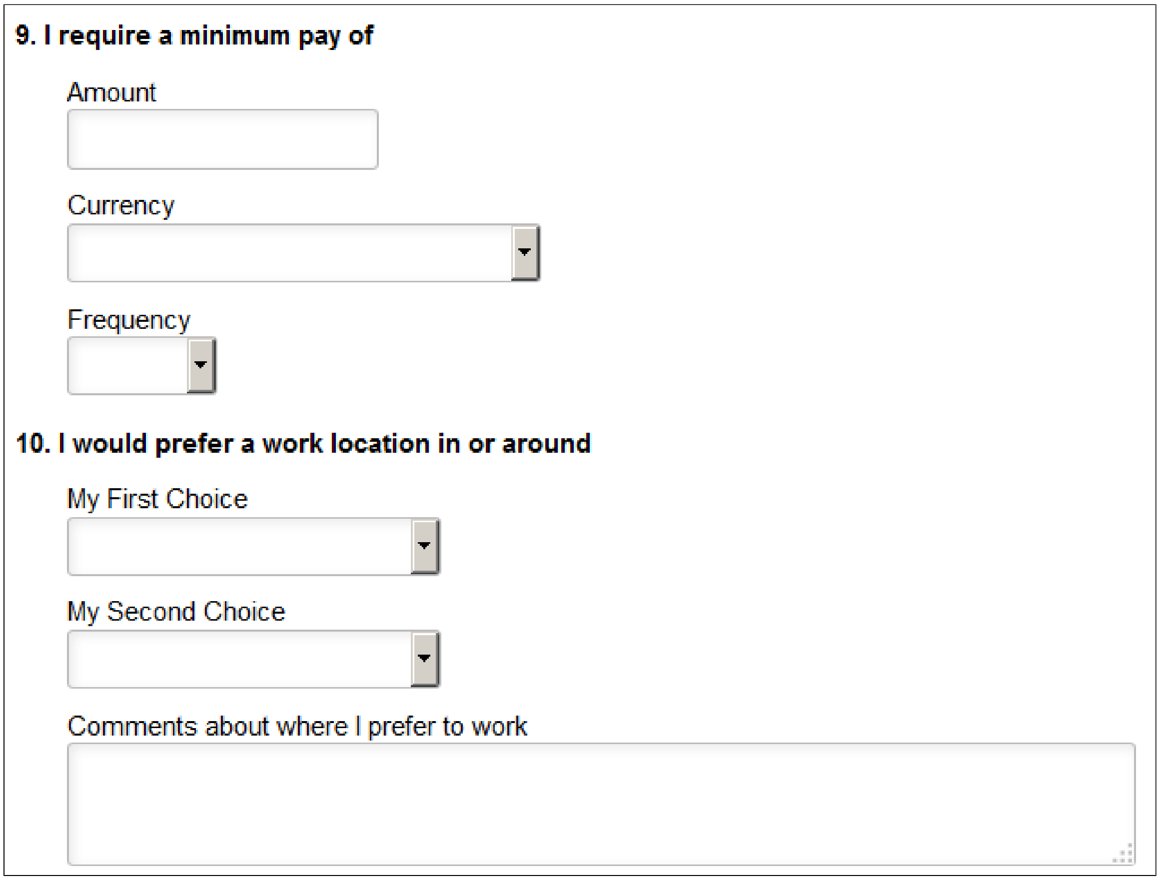
This is the first of three examples illustrating the Job Preferences section.



This is the second of three examples illustrating the Job Preferences section.



This is the third of three examples illustrating the Job Preferences section.



Field or Control	*Description*
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.

Field or Control	*Description*
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.

Field or Control	*Description*
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

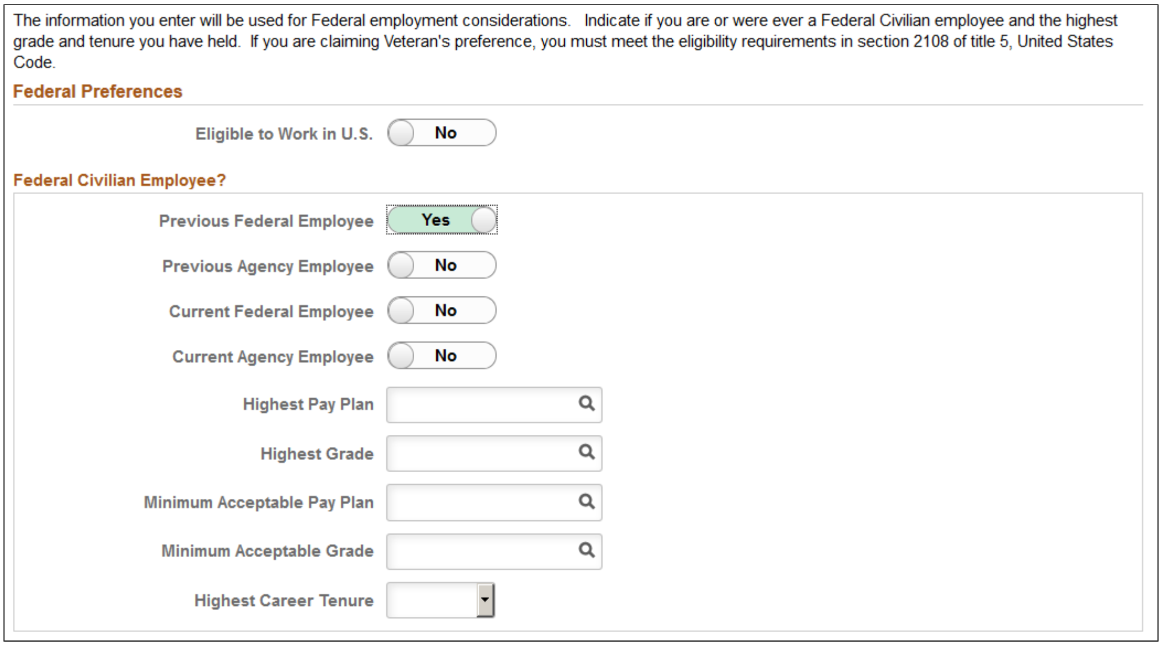
Note: The step where this section appears is defined in the resume template.

Applicants use the Federal Preferences section to enter information that is specific to US Federal implementations.

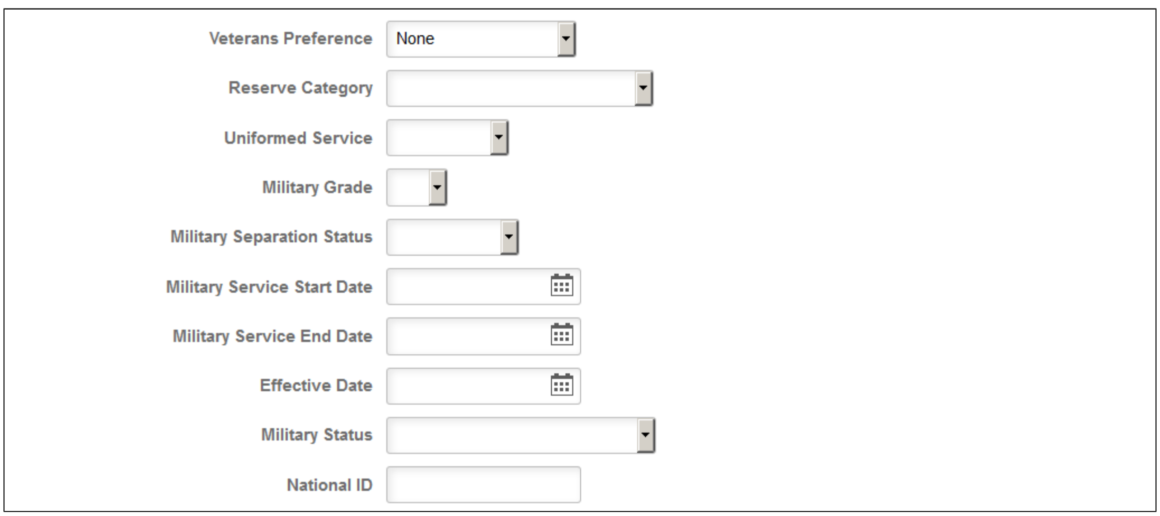
Navigation:

In the application Activity Guide, click the Next button until you reach a step that includes the Federal Preferences section.

This is the first of two examples illustrating the Federal Preferences section.



This is the second of two examples illustrating the Federal Preferences section.



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 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

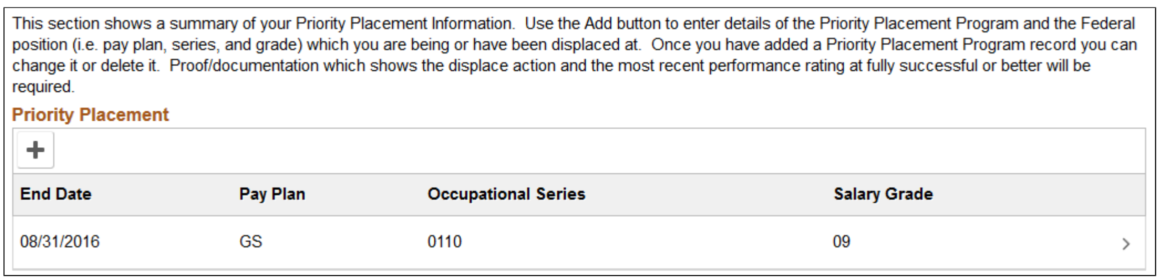
Note: The step where this section appears is defined in the resume template.

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.

This example illustrates the Priority Placement section.



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 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.

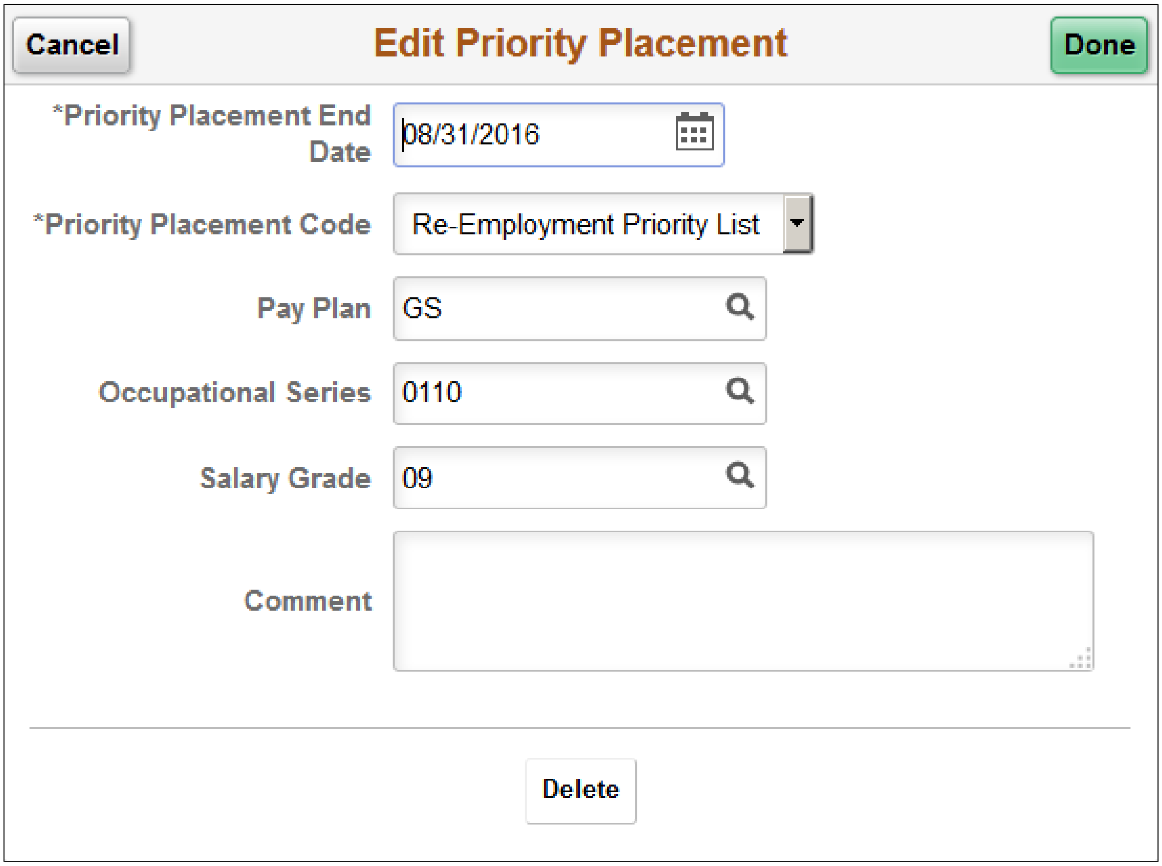
(USF) Add/Edit Priority Placement Page

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.

This example illustrates the Edit Priority Placement page. In add mode, the page title is Add Priority Placement.



This page displays the same fields as the “(USF) Priority Placement Page” (PeopleSoft Talent Acquisition Manager) that Talent Acquisition Manager users access from the “Application Details Page” (PeopleSoft Talent Acquisition Manager).

Education History Section

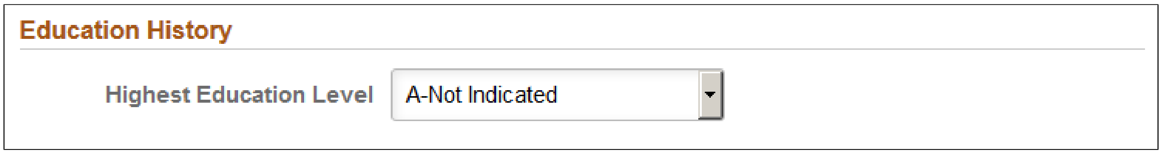
Note: The step where this section appears is defined in the resume template.

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.

This example illustrates the Education History section.



Education History

Field or Control	*Description*
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

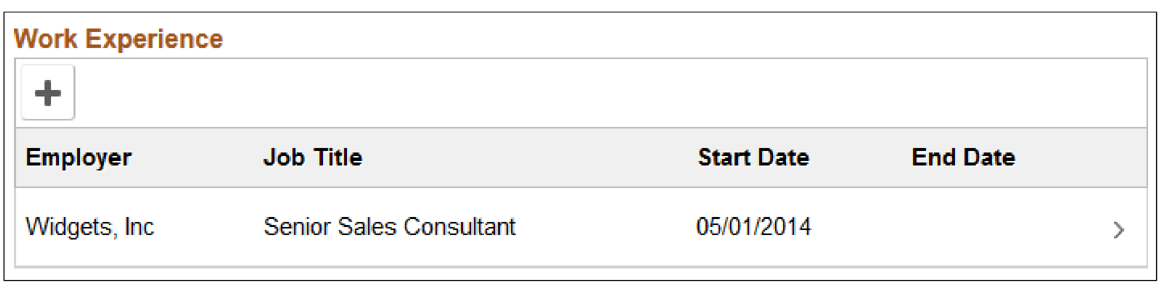
Note: The step where this section appears is defined in the resume template.

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.

This example illustrates the Work Experience section.



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 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.

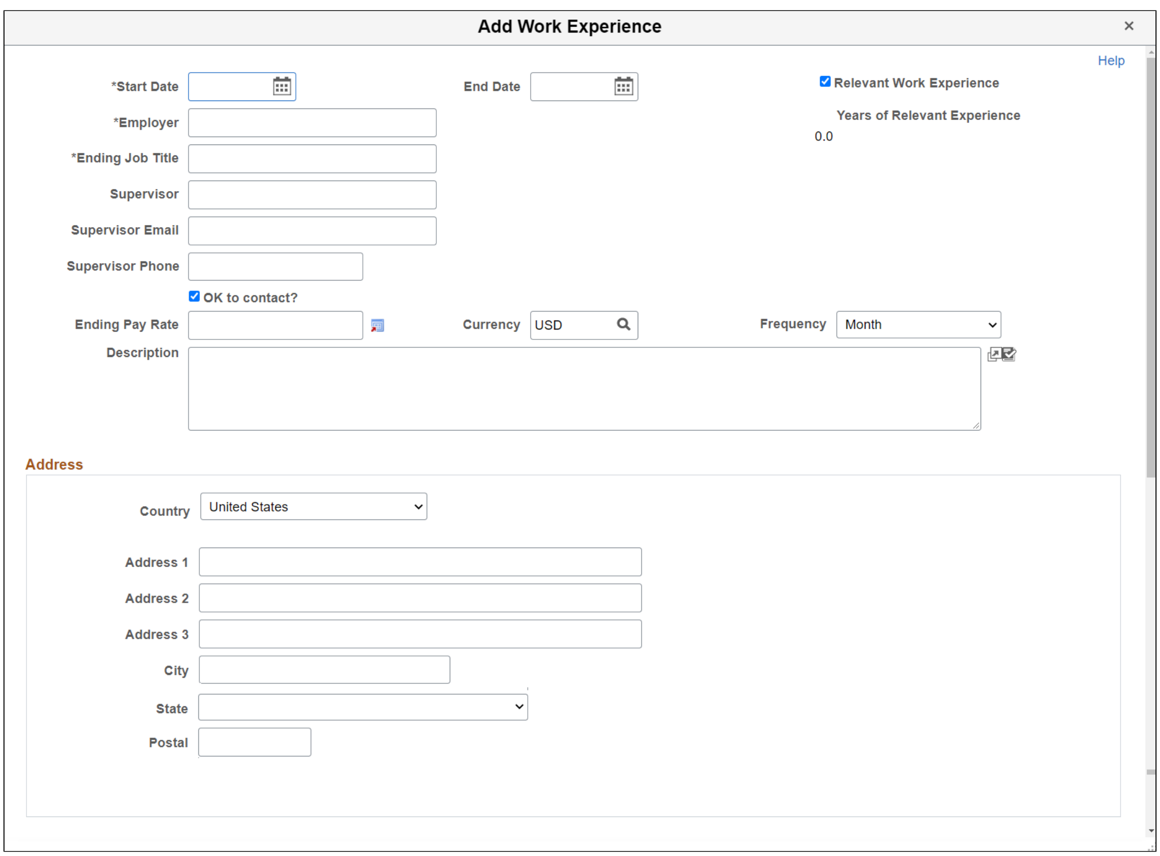
Add/Edit Work Experience Page

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.

This is the first of two examples illustrating the Edit Work Experience page. In add mode, the page title is Add Work Experience.



Work Experience Details

The work experience fields are a subset of the fields on the “Work Experience Page” (PeopleSoft Talent Acquisition Manager) in Talent Acquisition Manager.

Field or Control	*Description*
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 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.

Address fields (with lookup) appear as drop-down by default. However, this configuration can be changed from the framework using the Country Format setup. For more information, see “Entry and Validation Page” (Application Fundamentals)

Buttons

Field or Control	*Description*
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

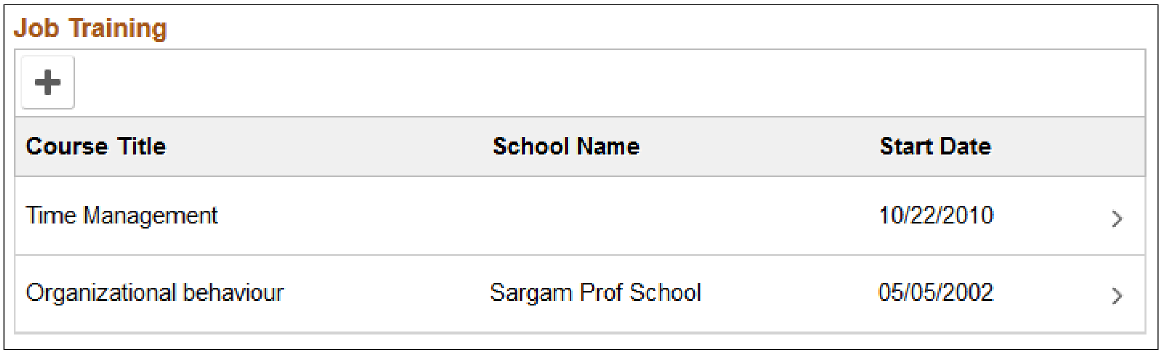
Note: The step where this section appears is defined in the resume template.

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.

This example illustrates the Job Training section.



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.

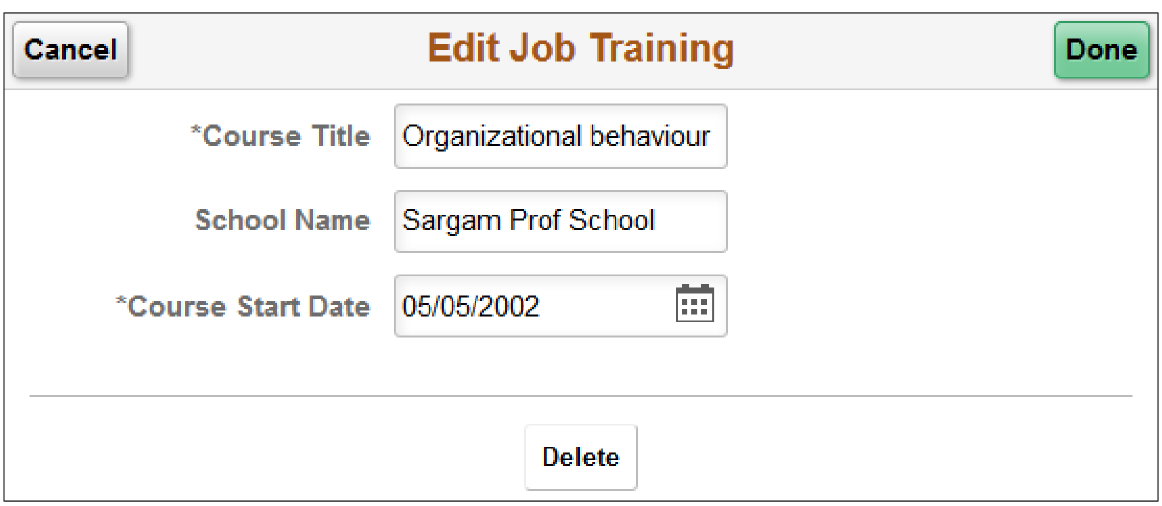
Add/Edit Job Training Page

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.

This example illustrates the Edit Job Training Page. In add mode, the page title is Add Job Training.



Job Training Details

Job training information consists of three fields: the **Course Title, School Name,** and **Course Start Date.**

Buttons

Field or Control	*Description*
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

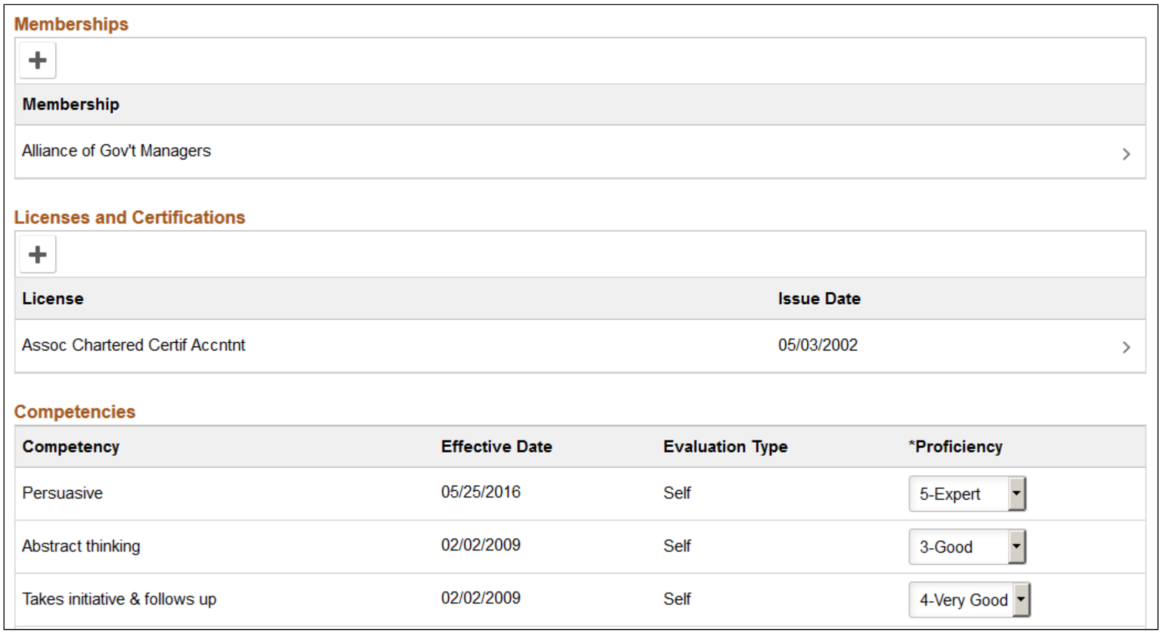
Note: The steps where profile-related sections appear are defined in the resume template.

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.

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.



Note: Within the resume template, profile-related sections can be marked as required, forcing applicants to supply at least one row of data.

Field or Control	***Description***
<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 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.

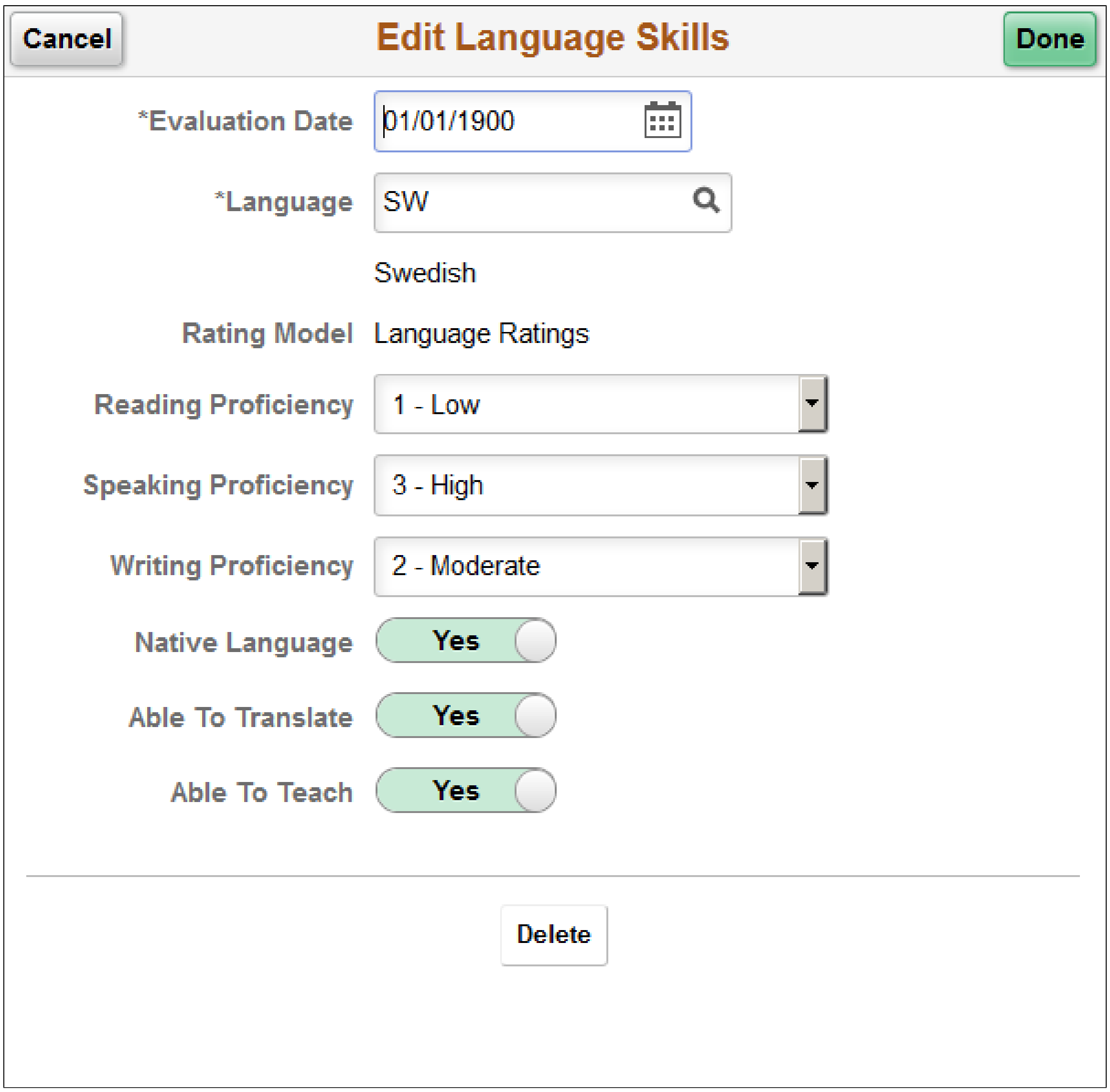
Add/Edit <Profile Content Type> Page

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.

This example illustrates the Edit <Profile Content Type> page for the language skills content type. In add mode, the age 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 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 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

Field or Control	***Description***
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

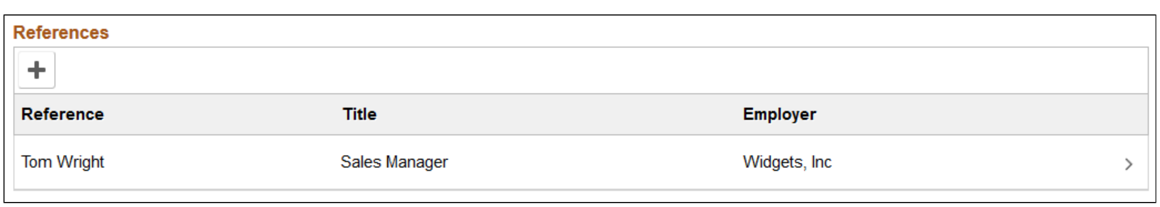
Applicants use the References section to supply the names of people who can provide personal or professional references.

Note: The step where this section appears is defined in the resume template.

Navigation:

In the application Activity Guide, click the **Next** button until you reach a step that includes the References section.

This example illustrates the References section.



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

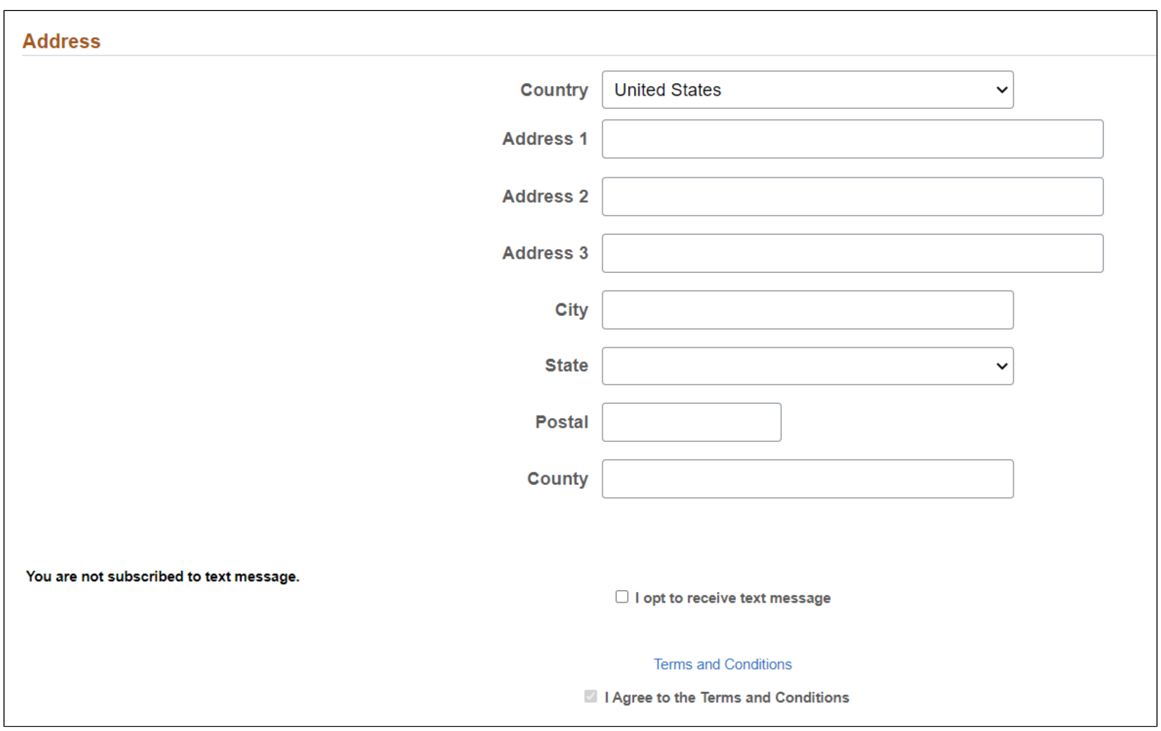
Applicants use the Add Reference and Edit Reference pages (HRS_CE_D_REFS_SCF) to enter name and contact details for a reference.

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 Talent Acquisition Manager).

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.

Address fields (with lookup) appear as drop-down by default. However, this configuration can be changed from the framework using the Country Format setup. For more information, see “Entry and Validation Page” (Application Fundamentals)

Buttons

Field or Control	***Description***
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

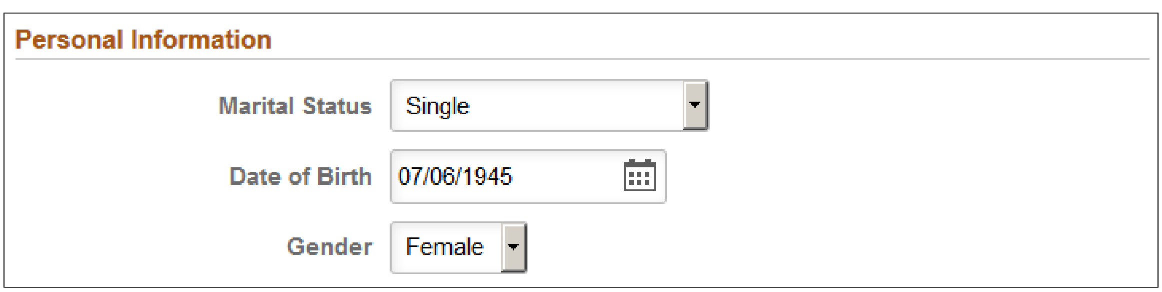
Note: The step where this section appears is defined in the resume template.

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.

This example illustrates the Personal Information section.



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

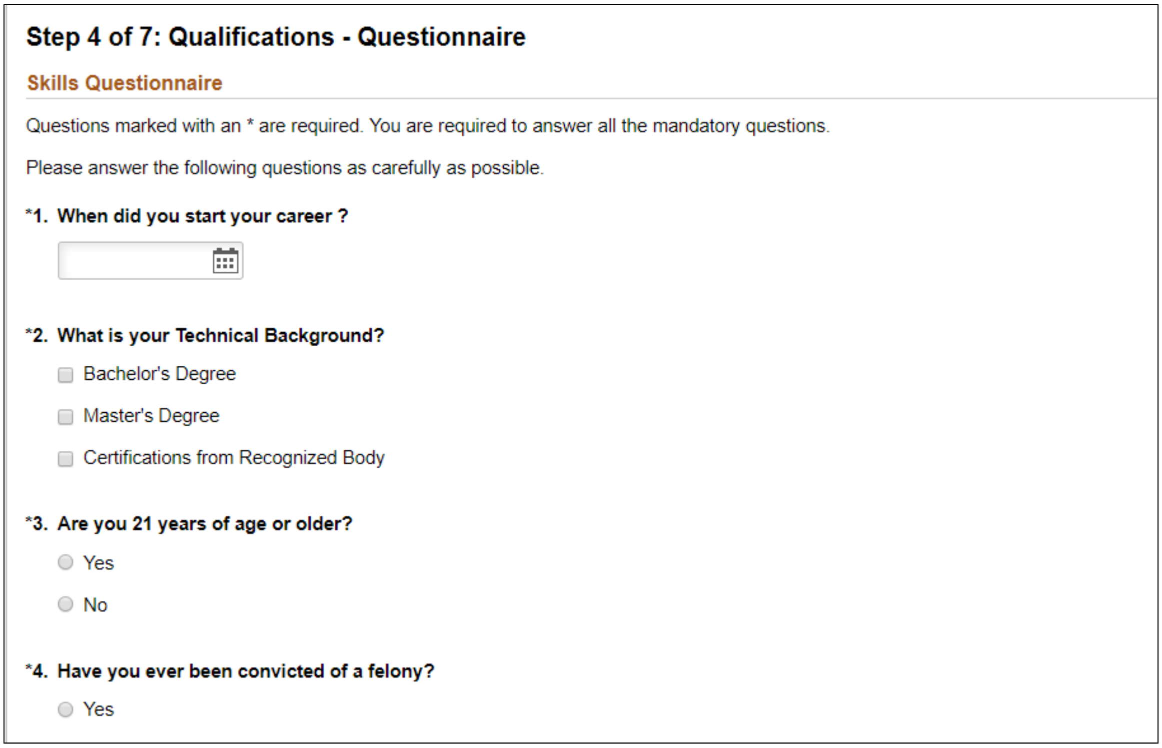
Note: The step where this section appears is defined in the resume template.

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.

This example illustrates the Questionnaire section.



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.

Field or Control	***Description***
Questionnaire	Displays a numbered list of Skills and/or Employment questions. The list includes all questions from the job opening except for 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 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.
Word Count	An applicant clicks this button, which appears under each open-ended question, to obtain the 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

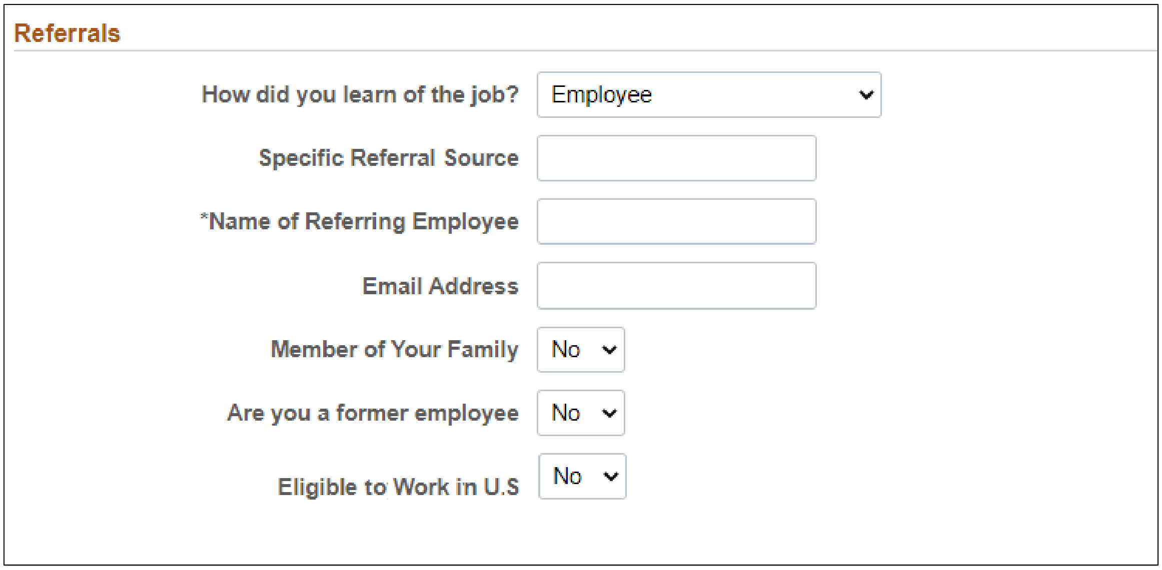
Applicants use the Referrals section to indicate how they learned of the job opening

Note: The step where this section appears is defined in the resume template.

Navigation:

In the application Activity Guide, click the **Next** button until you reach a step that includes the 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.



Field or Control	***Description***
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 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.

Field or Control	***Description***
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.
Eligible to Work in U.S	Applicants use this field to indicate whether they are eligible to work in the U.S. By default, the value is given as 'No'. **Note:** Default Value is No for "Eligible To Work in US" if it is set as Non-Required in Resume Template. If it is set as "Required" in Resume Template and this is the first application of applicant then this field will be blank by default and applicant will have to manually choose Yes or No.
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. If the applicant selects 'Yes', the field to enter the last day of employment is displayed. **Note:** Default Value is No for "Are you a former employee" if it is set as Non-Required in Resume Template. If it is set as "Required" in Resume Template and this is the first application of applicant then this field will be blank by default and applicant will have to manually choose Yes or No.
Last Day of Employment	If the applicant is a former employee, it is required to provide the last day of employment.

Note: Information provided in the Referrals step will appear in the "Review and Submit Step" and "View Submitted Applications".

(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.

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.

Field or Control	***Description***
Community	Applicants must supply select *Catholic, Protestant,* or *Undetermined/Other* before continuing to the next step in the application.

(USA) Disability Page

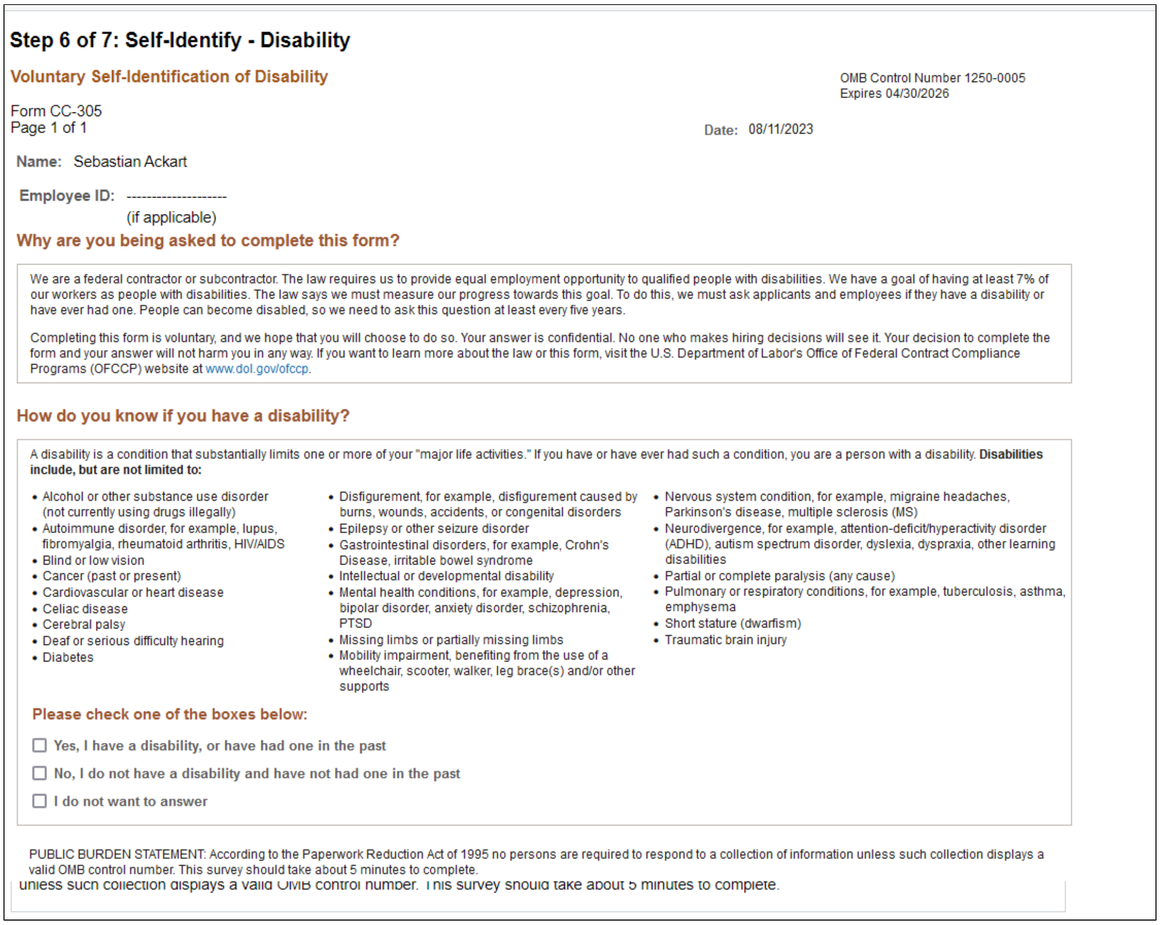
External applicants use the Disability page (HRS_CE_DISABILI_FL) to optionally enter disability information. Internal applicants do not see this page. This page supports compliance with OFCCP regulations from the U.S. Department of Labor.

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.

An example illustrating the Disability page.



Step 6 of 7: Self-Identify - Disability

Voluntary Self-Identification of Disability

OMB Control Number 1250-0005
Expires 04/30/2026

Form CC-305
Page 1 of 1

Date: 08/11/2023

Name: Sebastian Ackart

Employee ID: -------------------
(if applicable)

Why are you being asked to complete this form?

We are a federal contractor or subcontractor. The law requires us to provide equal employment opportunity to qualified people with disabilities. We have a goal of having at least 7% of our workers as people with disabilities. The law says we must measure our progress towards this goal. To do this, we must ask applicants and employees if they have a disability or have ever had one. People can become disabled, so we need to ask this question at least every five years.

Completing this form is voluntary, and we hope that you will choose to do so. Your answer is confidential. No one who makes hiring decisions will see it. Your decision to complete the form and your answer will not harm you in any way. If you want to learn more about the law or this form, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at www.dol.gov/ofccp.

How do you know if you have a disability?

A disability is a condition that substantially limits one or more of your "major life activities." If you have or have ever had such a condition, you are a person with a disability. **Disabilities include, but are not limited to:**

- Alcohol or other substance use disorder (not currently using drugs illegally)
- Autoimmune disorder, for example, lupus, fibromyalgia, rheumatoid arthritis, HIV/AIDS
- Blind or low vision
- Cancer (past or present)
- Cardiovascular or heart disease
- Celiac disease
- Cerebral palsy
- Deaf or serious difficulty hearing
- Diabetes
- Disfigurement, for example, disfigurement caused by burns, wounds, accidents, or congenital disorders
- Epilepsy or other seizure disorder
- Gastrointestinal disorders, for example, Crohn's Disease, irritable bowel syndrome
- Intellectual or developmental disability
- Mental health conditions, for example, depression, bipolar disorder, anxiety disorder, schizophrenia, PTSD
- Missing limbs or partially missing limbs
- Mobility impairment, benefiting from the use of a wheelchair, scooter, walker, leg brace(s) and/or other supports
- Nervous system condition, for example, migraine headaches, Parkinson's disease, multiple sclerosis (MS)
- Neurodivergence, for example, attention-deficit/hyperactivity disorder (ADHD), autism spectrum disorder, dyslexia, dyspraxia, other learning disabilities
- Partial or complete paralysis (any cause)
- Pulmonary or respiratory conditions, for example, tuberculosis, asthma, emphysema
- Short stature (dwarfism)
- Traumatic brain injury

Please check one of the boxes below:

☐ Yes, I have a disability, or have had one in the past

☐ No, I do not have a disability and have not had one in the past

☐ I do not want to answer

PUBLIC BURDEN STATEMENT: According to the Paperwork Reduction Act of 1995 no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. This survey should take about 5 minutes to complete.

unless such collection displays a valid OMB control number. This survey should take about 5 minutes to complete.

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.

Field or Control	***Description***
Please check one of the boxes below	The applicant can optionally select from the three choices given. 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 boxes. If the applicant does not answer, or chooses the I do not want 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 Talent Acquisition Manager).
Name and **Date**	The system enters the applicant's name and the current date in these read-only fields. 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.

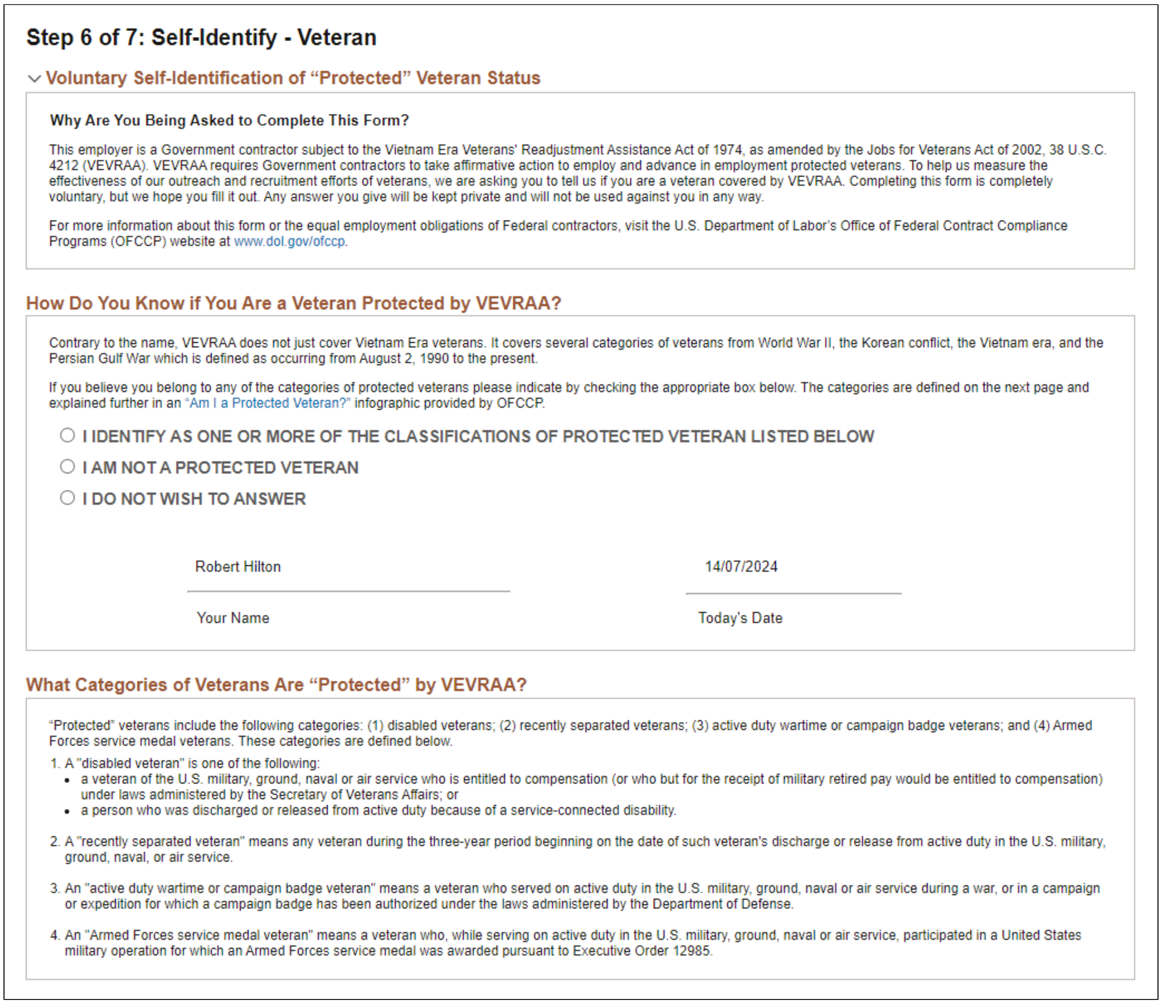
This page supports compliance with OFCCP regulations from the U.S. Department of Labor.

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.

This example illustrates the Veteran page.



Step 6 of 7: Self-Identify - Veteran

Voluntary Self-Identification of "Protected" Veteran Status

Why Are You Being Asked to Complete This Form?

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). VEVRAA requires Government contractors to take affirmative action to employ and advance in employment protected veterans. To help us measure the effectiveness of our outreach and recruitment efforts of veterans, we are asking you to tell us if you are a veteran covered by VEVRAA. Completing this form is completely voluntary, but we hope you fill it out. Any answer you give will be kept private and will not be used against you in any way.

For more information about this form or the equal employment obligations of Federal contractors, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at www.dol.gov/ofccp.

How Do You Know if You Are a Veteran Protected by VEVRAA?

Contrary to the name, VEVRAA does not just cover Vietnam Era veterans. It covers several categories of veterans from World War II, the Korean conflict, the Vietnam era, and the Persian Gulf War which is defined as occurring from August 2, 1990 to the present.

If you believe you belong to any of the categories of protected veterans please indicate by checking the appropriate box below. The categories are defined on the next page and explained further in an "Am I a Protected Veteran?" infographic provided by OFCCP.

- I IDENTIFY AS ONE OR MORE OF THE CLASSIFICATIONS OF PROTECTED VETERAN LISTED BELOW
- I AM NOT A PROTECTED VETERAN
- I DO NOT WISH TO ANSWER

Robert Hilton — Your Name

14/07/2024 — Today's Date

What Categories of Veterans Are "Protected" by VEVRAA?

"Protected" veterans include the following categories: (1) disabled veterans; (2) recently separated veterans; (3) active duty wartime or campaign badge veterans; and (4) Armed Forces service medal veterans. These categories are defined below.

1. 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.
2. 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.
3. 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.
4. 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.

The text on 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.

How Do You Know if You Are a Veteran Protected by VEVRAA?

This section includes a set of options to identify if the applicant is a protected veteran or not.

What Categories of Veterans Are "Protected" by VEVRAA?

This section provides explanatory text to help the applicant understand the different categories of protected veteran.

Organizations can also add their own additional text (such as affirmative action program text) below the explanatory text (HRAM_FL_VET_INSTR3) under this section (HRAM_FL_VET_SEC3). Add this text in Text Catalog entry HRAM_FL_VET_INSTR4, which is shipped as an empty placeholder.

This example shows the layout of the 'What Categories of Veterans Are “Protected” by VEVRAA?' section 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 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.

Mapping Self-Identification Options to Talent Acquisition Manager

The following table shows how options on the 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 BELOW	**Military Status** is *Protected, Not Classified.*
I AM NOT A PROTECTED VETERAN	**Military Status** is *Not a Protected Veteran.*
I DO NOT WISH TO ANSWER	**Military Status** is *Not Indicated.*

(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.

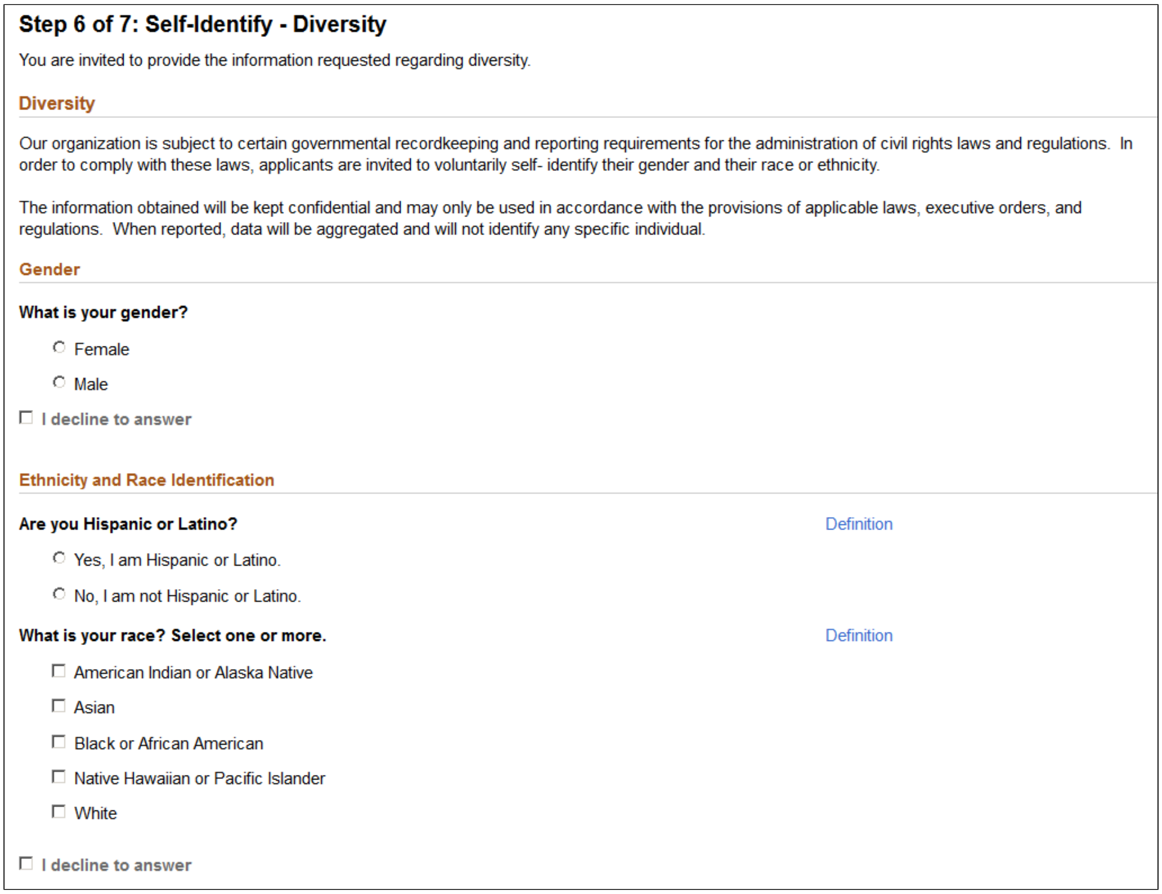
Navigation:

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.

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

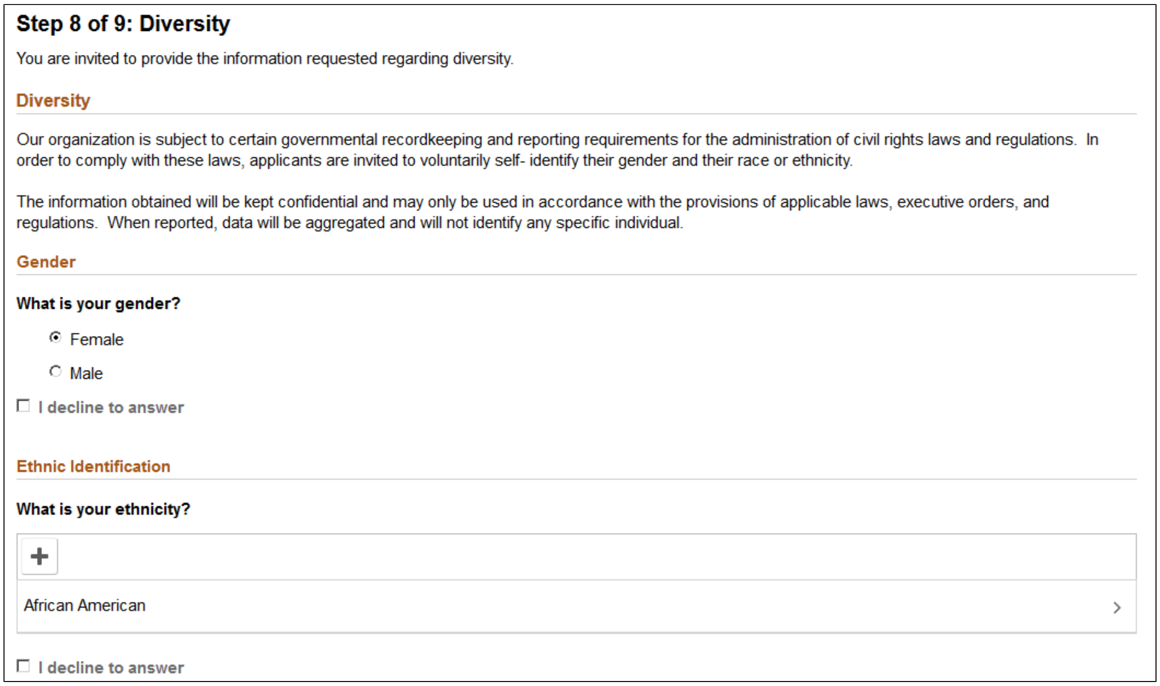
- Yes, I am Hispanic or Latino.
- No, I am not Hispanic or Latino.

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

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.



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

Field or Control	***Description***
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.

Field or Control	*Description*
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

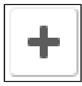
If the **Two-Question Format (Ethnicity)** check box is selected on the “Country Specific Page” (Application Fundamentals), the following fields are used to collect ethnicity and race information.

Field or Control	*Description*
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 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” (Application Fundamentals), the following fields are used to collect ethnic group information:

Field or Control	***Description***
**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.

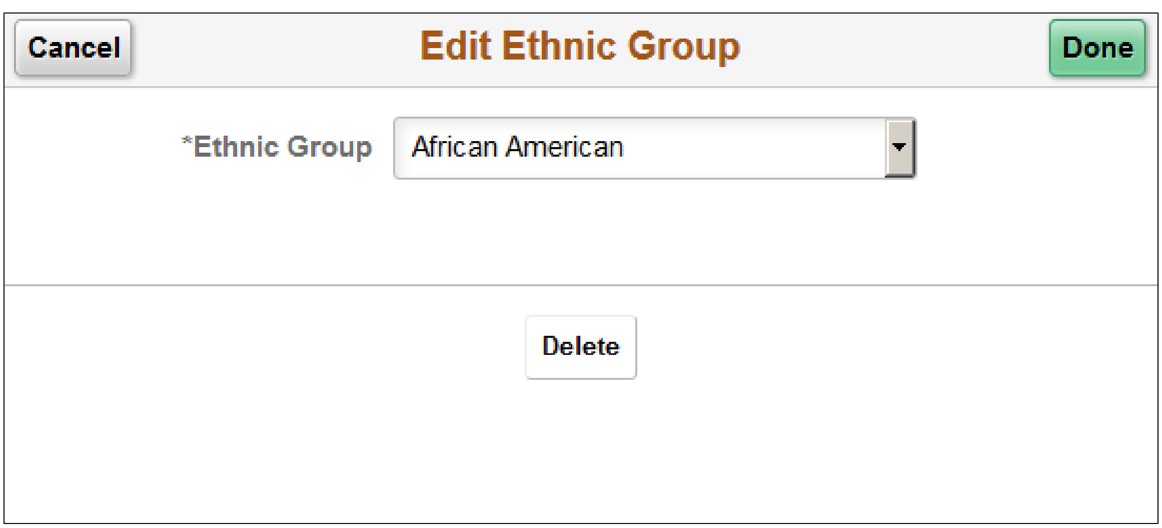
Add/Edit Ethnic Group

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.

This example illustrates the Edit Ethnic Group Page. In add mode, the page title is Add Ethnic Group.



Field or Control	***Description***
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 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" (Application Fundamentals). On the "Regulatory Region Page" (Application Fundamentals), you can view the setID that controls which ethnic groups are valid for the regulatory region.

Buttons

Field or Control	***Description***
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.

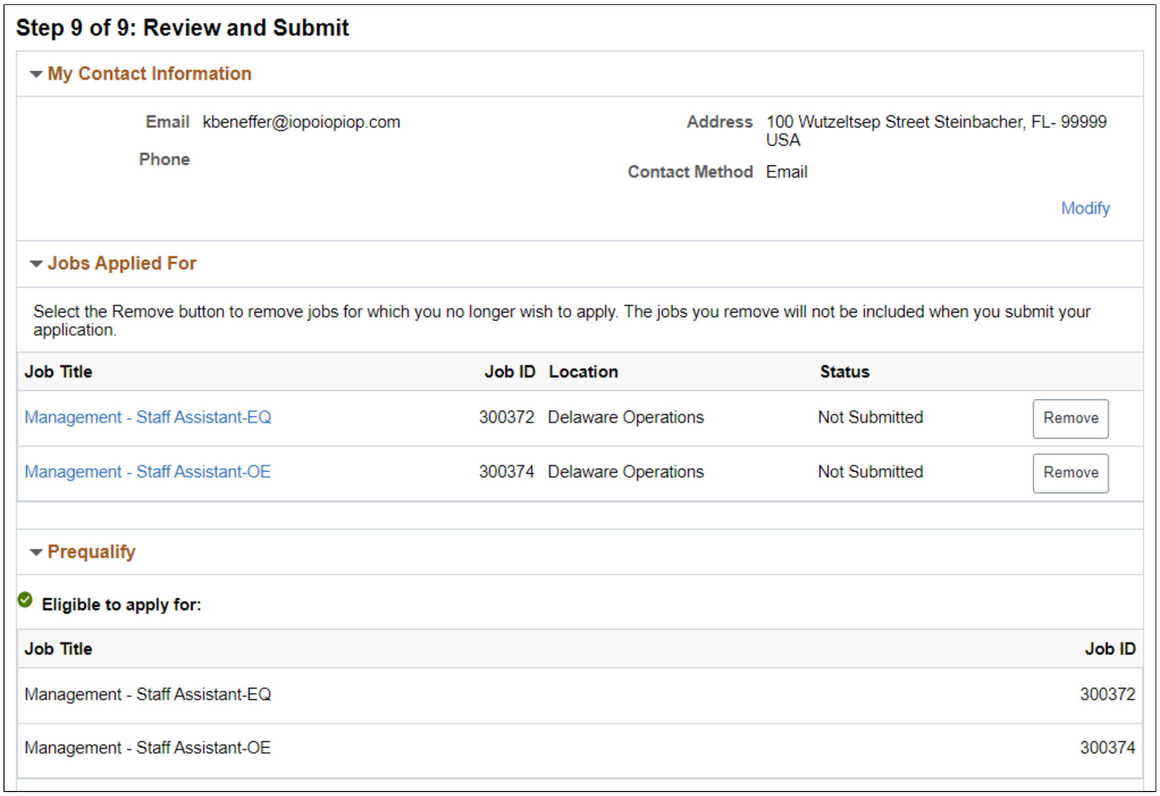
Review and Submit Page

Applicants use the Review and Submit page (HRS_CE_REVIEW_FL) to review application data and to submit an application.

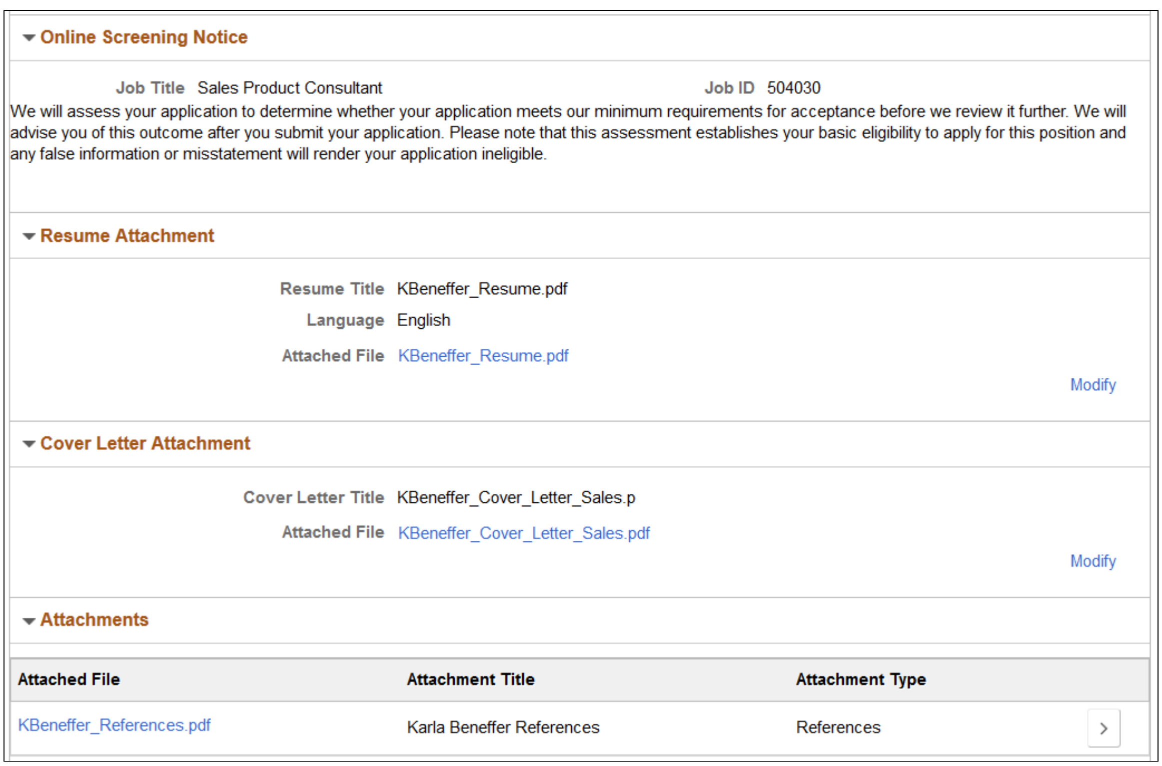
Navigation:

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.

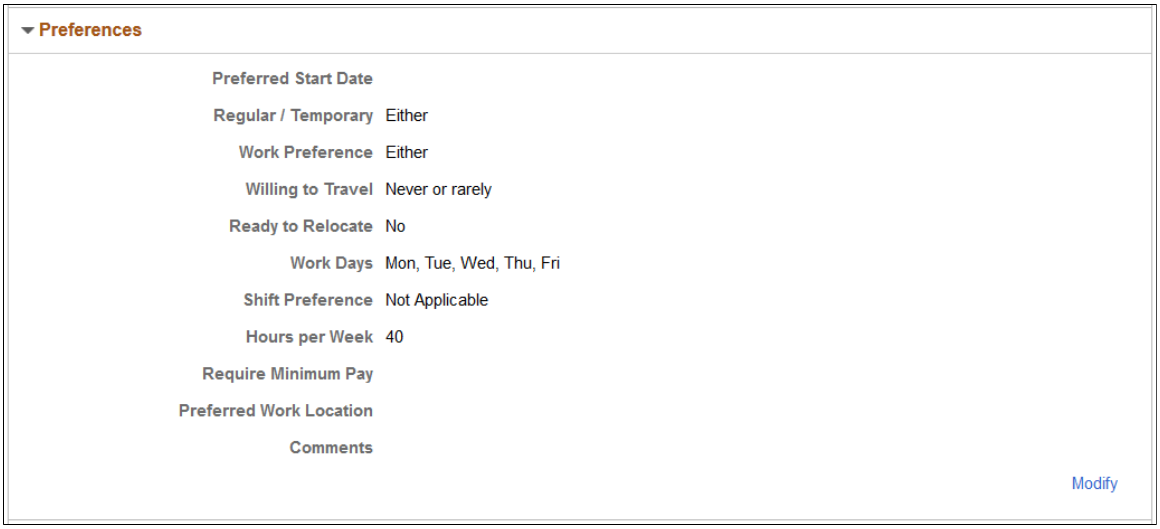
This is the first of eight examples illustrating the Review and Submit page.



This is the second of eight examples illustrating the Review and Submit page.



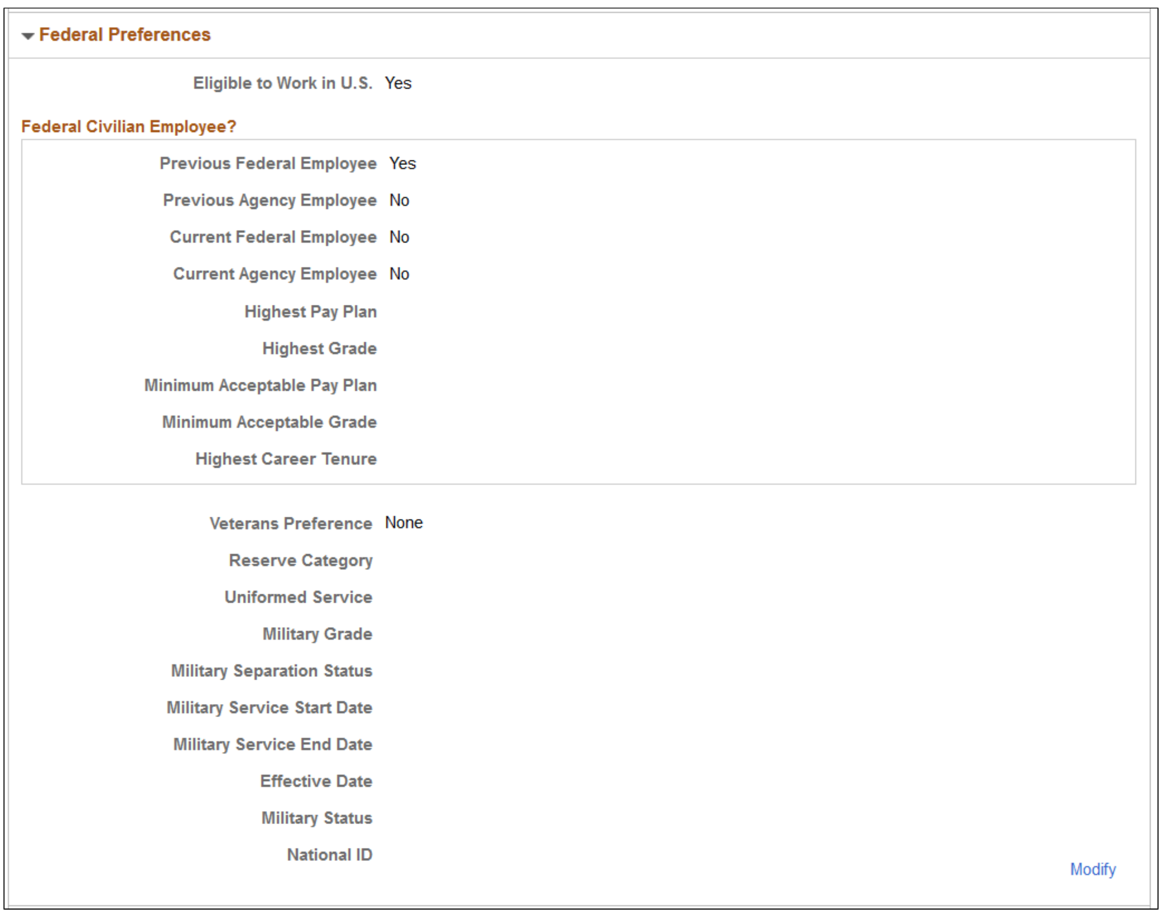
This is the third of eight examples illustrating the Review and Submit page.


Preferences

Preferred Start Date	
Regular / Temporary	Either
Work Preference	Either
Willing to Travel	Never or rarely
Ready to Relocate	No
Work Days	Mon, Tue, Wed, Thu, Fri
Shift Preference	Not Applicable
Hours per Week	40
Require Minimum Pay	
Preferred Work Location	
Comments	

Modify

This is the fourth of eight examples illustrating the Review and Submit page.


Federal Preferences

Eligible to Work in U.S.	Yes

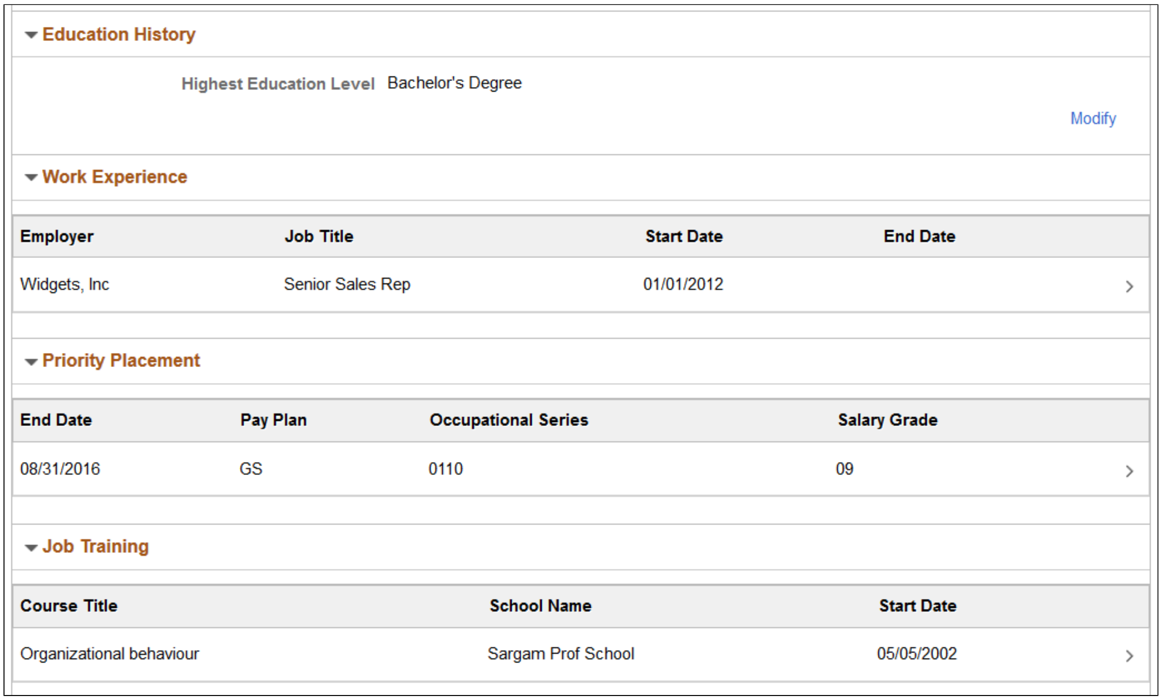
Federal Civilian Employee?

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	

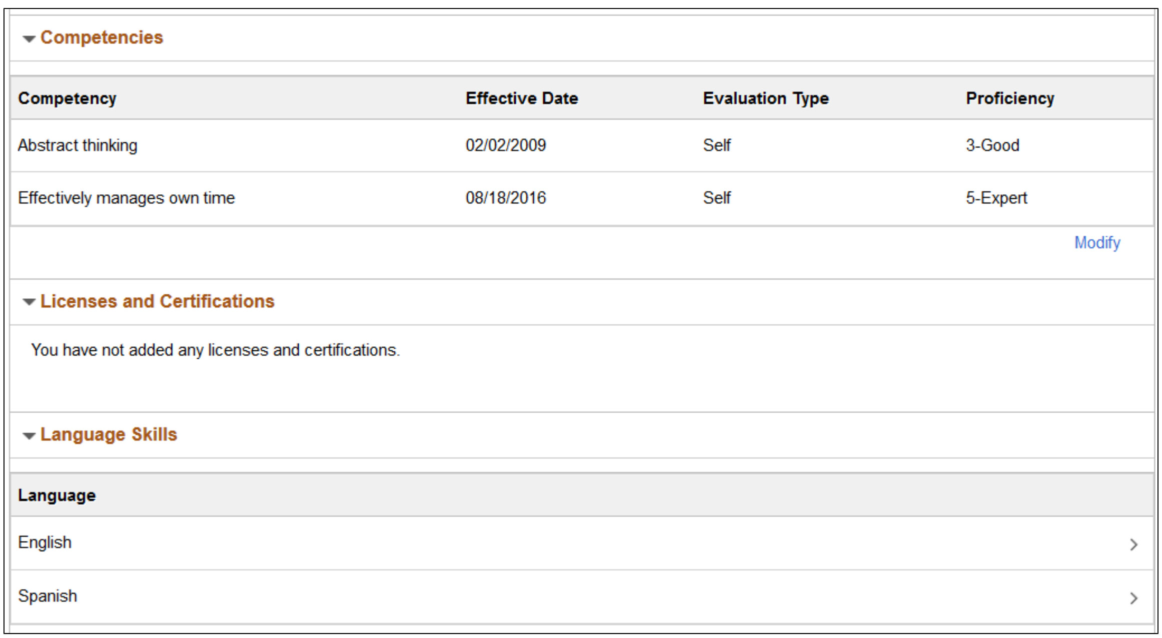
Veterans Preference	None
Reserve Category	
Uniformed Service	
Military Grade	
Military Separation Status	
Military Service Start Date	
Military Service End Date	
Effective Date	
Military Status	
National ID	

Modify

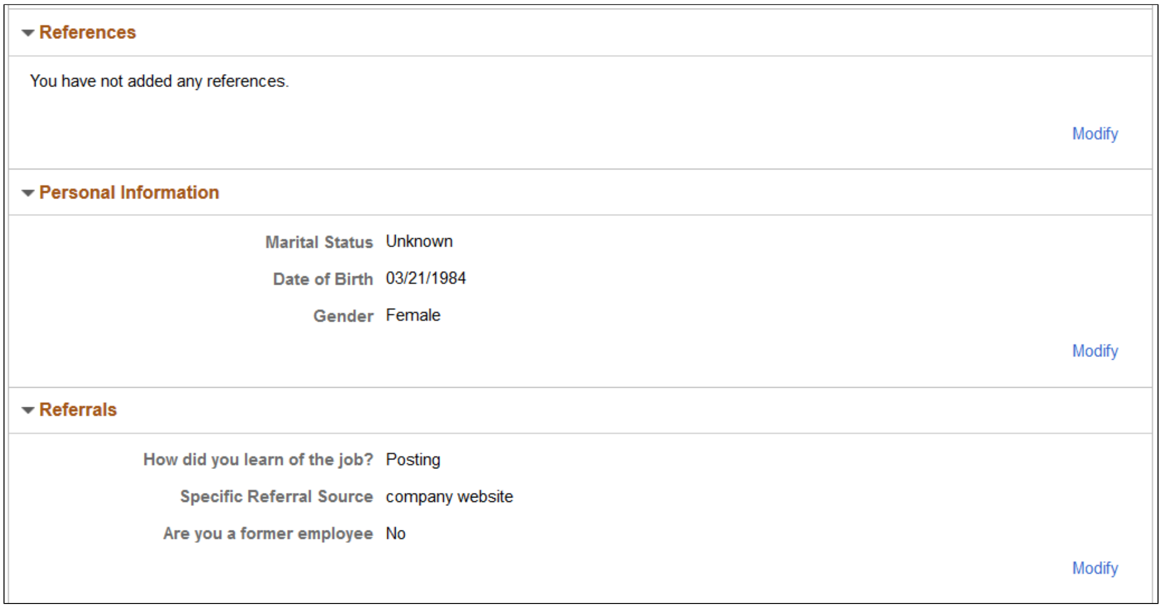
This is the fifth of eight examples illustrating the Review and Submit page.



This is the sixth of eight examples illustrating the Review and Submit page.

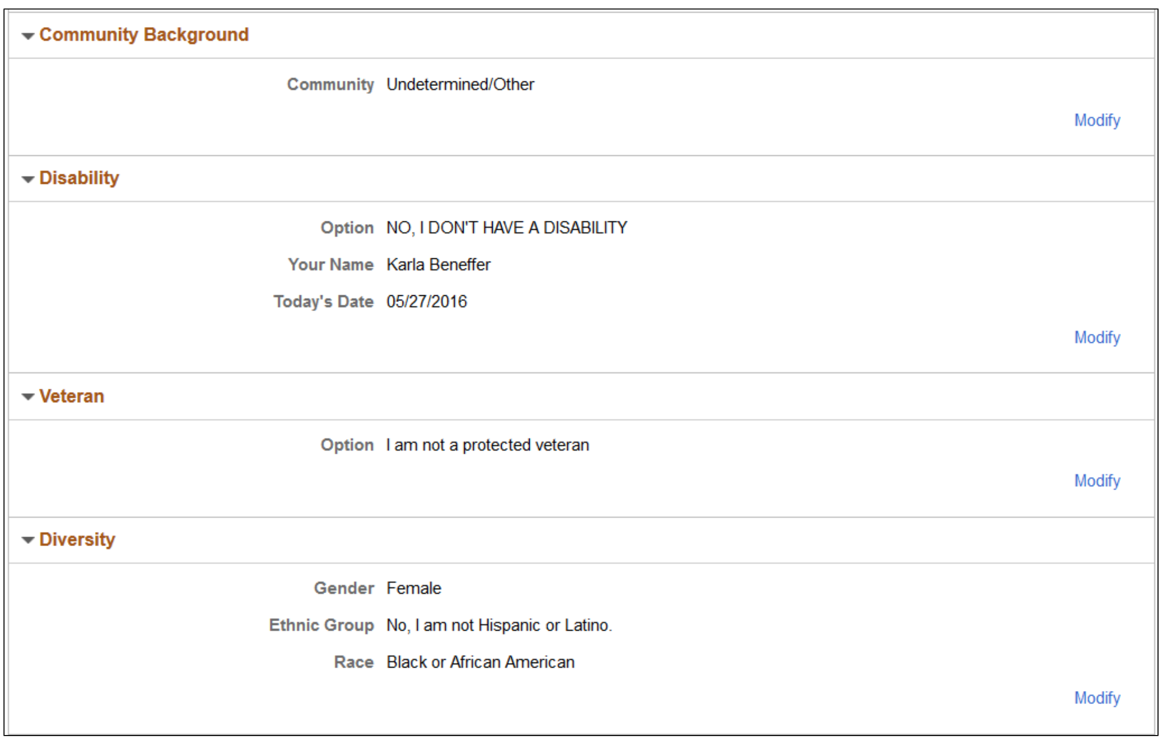


This is the seventh of eight examples illustrating the Review and Submit page.



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.



The Review and Submit step provides a read-only summary of application data.

Buttons

Field or Control	*Description*
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

Field or Control	*Description*
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. Click the *Job Title* link to access the Job Description“Job Description Page” (PeopleSoft Talent Acquisition Manager) page.

Field or Control	*Description*
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

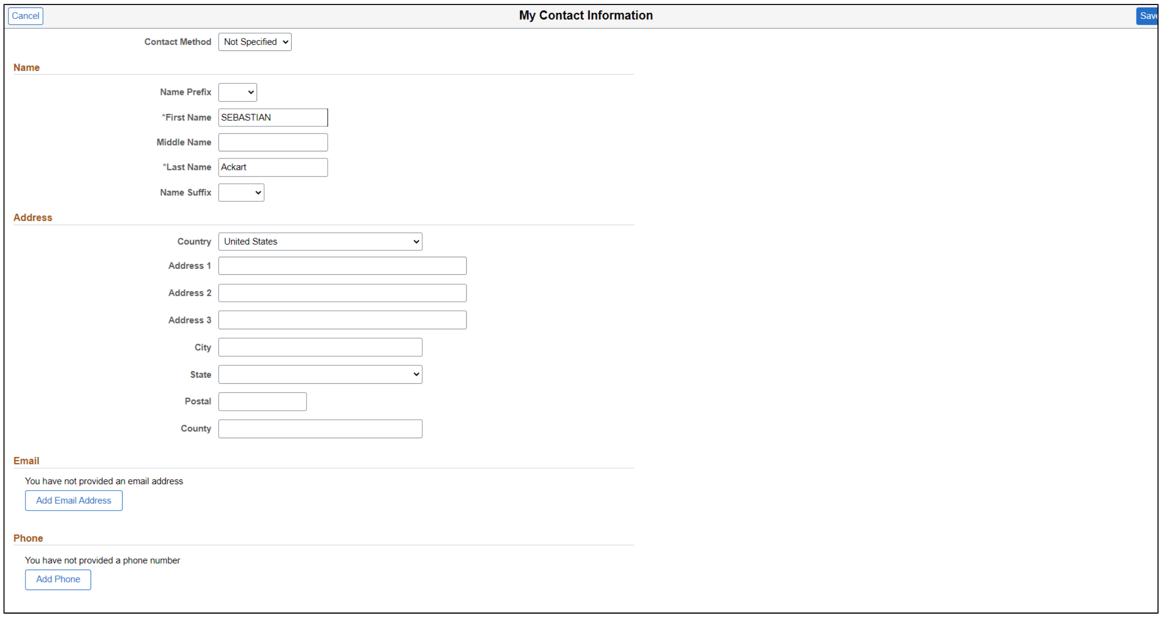
External applicants use the My Contact Information page (HRS_PRFILEINFO_SCF) page to review and update name and contact information before submitting an application.

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.

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.



Address fields (with lookup) appear as drop-down by default. However, this configuration can be changed from the framework using the Country Format setup. For more information, see “Entry and Validation Page” (Application Fundamentals)

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

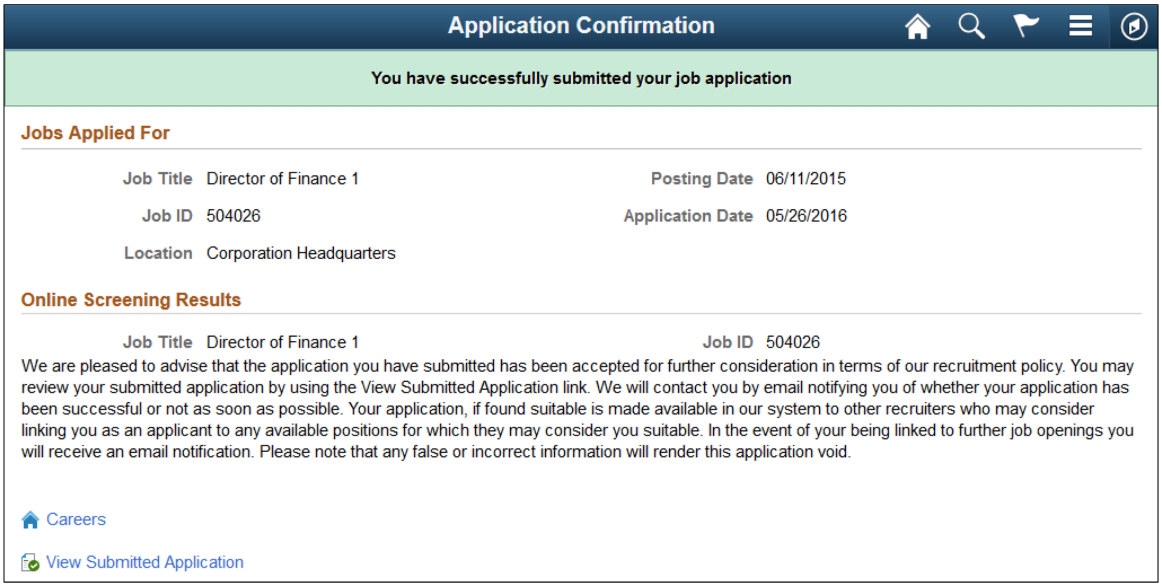
Applicants use the Application Confirmation page (HRS_CE_CONFIRM_FL) to:

- 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.

This example illustrates the Application Confirmation page.



Field or Control	Description
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.

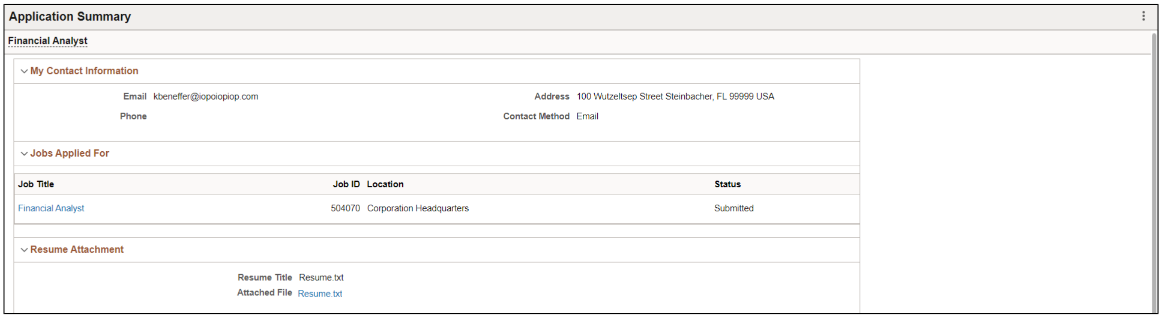
Application Summary Page

Use the Application Summary page (HRS_CE_REVIEW_FL) to view the details of submitted job applications.

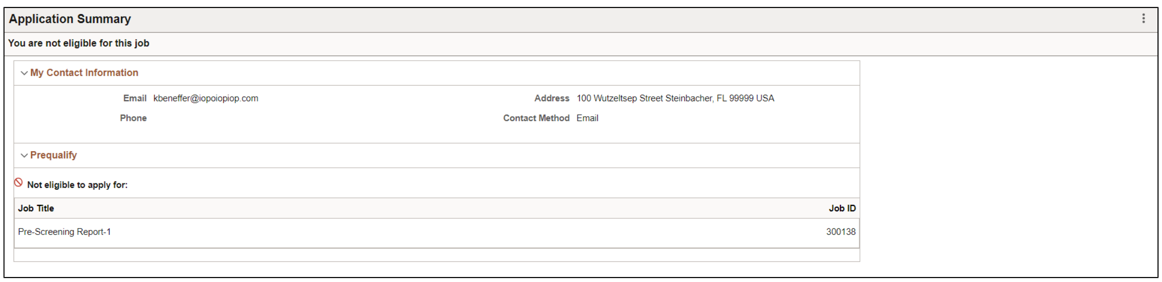
Navigation:

- 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.

This example illustrates part of the Application Summary page. Additional sections that correspond to the original job application also appear on the page.



This example illustrates the Application Summary page for an application that was ended because the applicant failed prescreening.

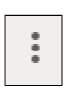


The Application Summary page includes the details of your submitted job application. It is a read-only version of the Review and Submit Page, rendered without the activity guide framework. If the application failed prescreening or online screening, the gray page header includes the text *You are not eligible for this job* and the page includes only two sections: My Contact Information and Prequalify.

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 final count for eligible jobs is greater than 1). If the applicant failed prescreening or online screening for a subset of the jobs, that subset is not included in the count. If the count of the eligible jobs after submitting the multi-job application is 1, then the title of the eligible job appears.
- For an application without a job, the text *You have not selected a job* appears.

Click the Job Title link to view the Job Description page with the Job Tile, Location and Job Opening ID.

Use the  (More Actions) icon to view a list of available actions. They enable applicants to navigate directly to various areas of the Candidate Gateway. The **Print Application Details** option in the Actions List allows applicants to view and print their application report. The resulting PDF opens immediately in a new browser tab. To view details of other actions, see Actions List.

Chapter 13

(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

Page Name	***Definition Name***	***Usage***
My Job Notifications Page	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 Talent Acquisition Manager).

My Job Notifications Page

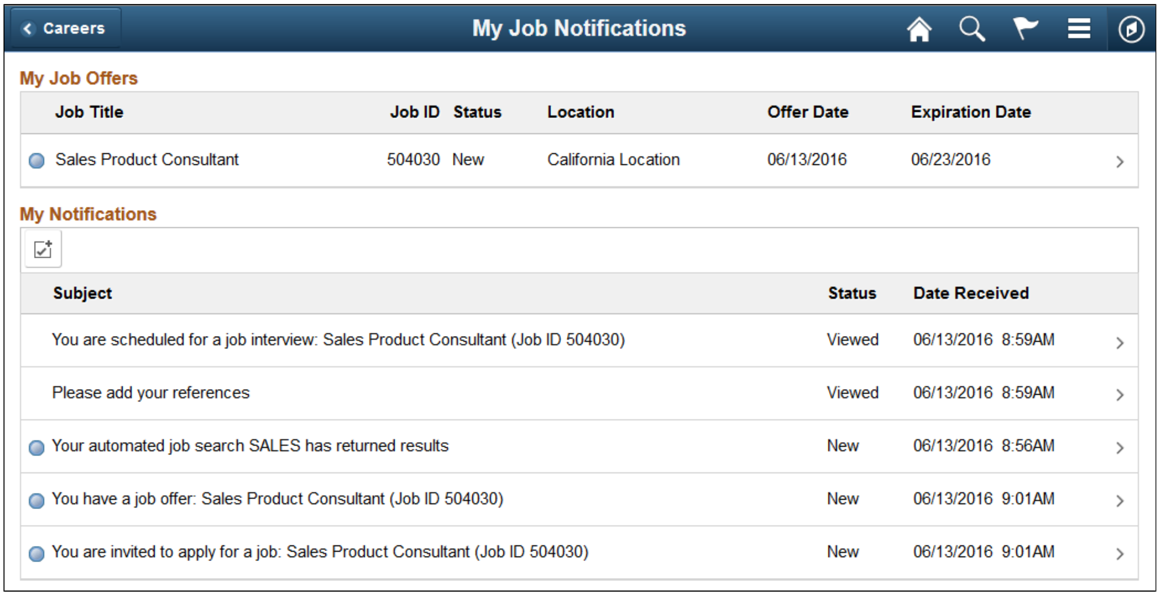
Applicants use the My Notification page (HRS_APP_NOTIFY_FL) to review and act on notifications and respond to online job offers.

Navigation:

- Click the **My Job Notifications** action on the Careers page.

- Click the **My Job Notifications** item in the Actions List.

This example illustrates the My Job Notifications page.



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 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.

Field or Control	***Description***
 **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.

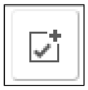
Field or Control	***Description***
Status	Displays one of the following values: • *New:* the offer has been posted, but the applicant has not yet viewed it. • *Viewed:* the applicant viewed the offer, but has not yet responded to it. • *Accepted:* the applicant accepted the offer. • *Rejected:* the applicant 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 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.

This example illustrates the My Notifications grid in Select mode.

Field or Control	***Description***
 (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

Field or Control	***Description***
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 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 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 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 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. **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.

Field or Control	*Description*
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 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 Talent Acquisition Manager) or on the "Application Details Page" (PeopleSoft 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

Page Name	***Definition Name***	***Usage***
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.

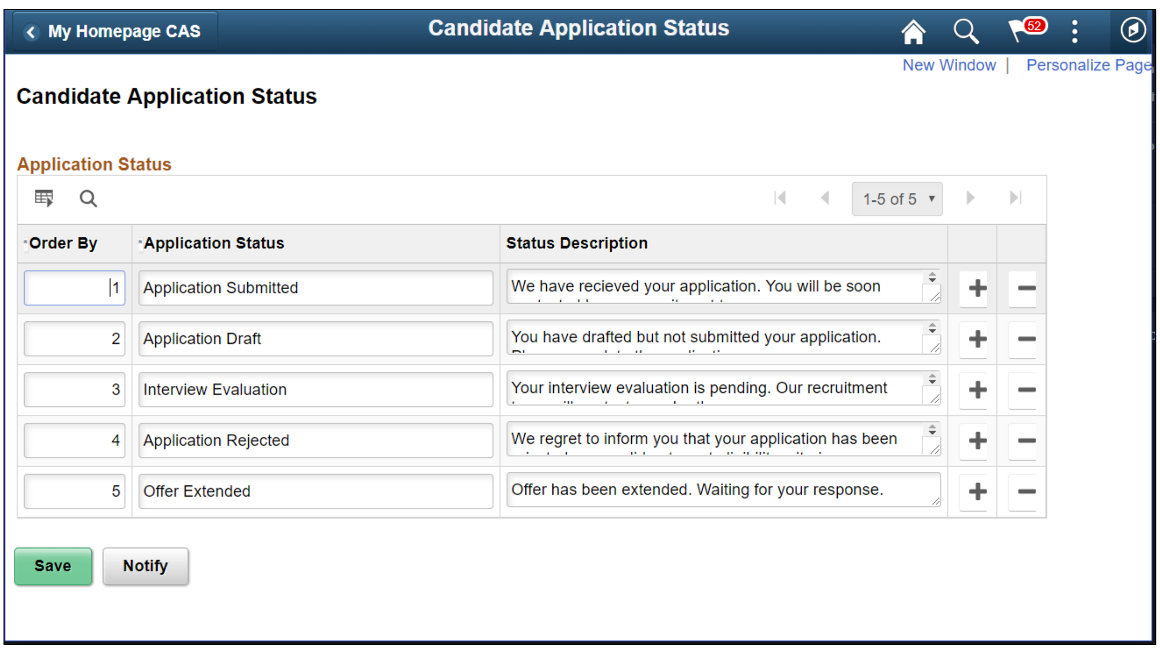
Candidate Application Status Page

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.

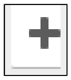
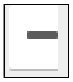
Navigation:

Set Up HCM > **Product Related** > **Recruiting** > **Candidate Application Status**

This example illustrates the fields and controls on the Candidate Application Status page.



Field or Control	***Description***
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.

Field or Control	*Description*
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

Page Name	*Definition Name*	*Usage*
My Job Applications Page	HRS_CE_ACTVTY_FL	• Review summary information about applications, resumes, and attachments. • Withdraw applications. • Add and remove attachments that aren’t associated with an application. • View application acknowledgements (consent)

Page Name	Definition Name	Usage
Resume Page	HRS_APP_CE_RES_SCF	View a resume that was copied and pasted into the system. 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.
Add/Edit Attachment Page	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 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 “Recruiting Status Area Page” (PeopleSoft Talent Acquisition Manager). To activate this option on the Status Area page, you must also use the “Status Successors Page” (PeopleSoft 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.

Note: For the submitted Multiple Job Application, if the ‘Split Multiple Jobs’ is selected on the Site Setup page, the applicant can view and withdraw the job applications separately. For drafted Multiple Job applications, this setting is not applicable. Drafted multiple job applications will not be shown separately and cannot be withdrawn individually.

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:

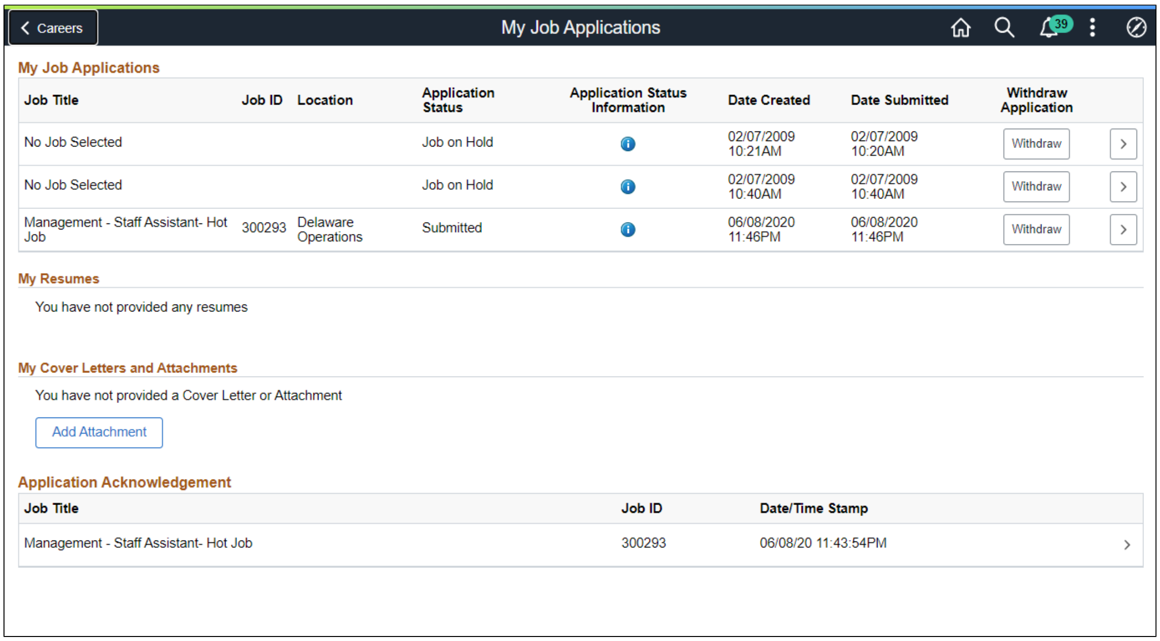
- Review summary information about applications, resumes, and attachments.
- Withdraw applications.

- Add and remove attachments that aren't associated with an application.

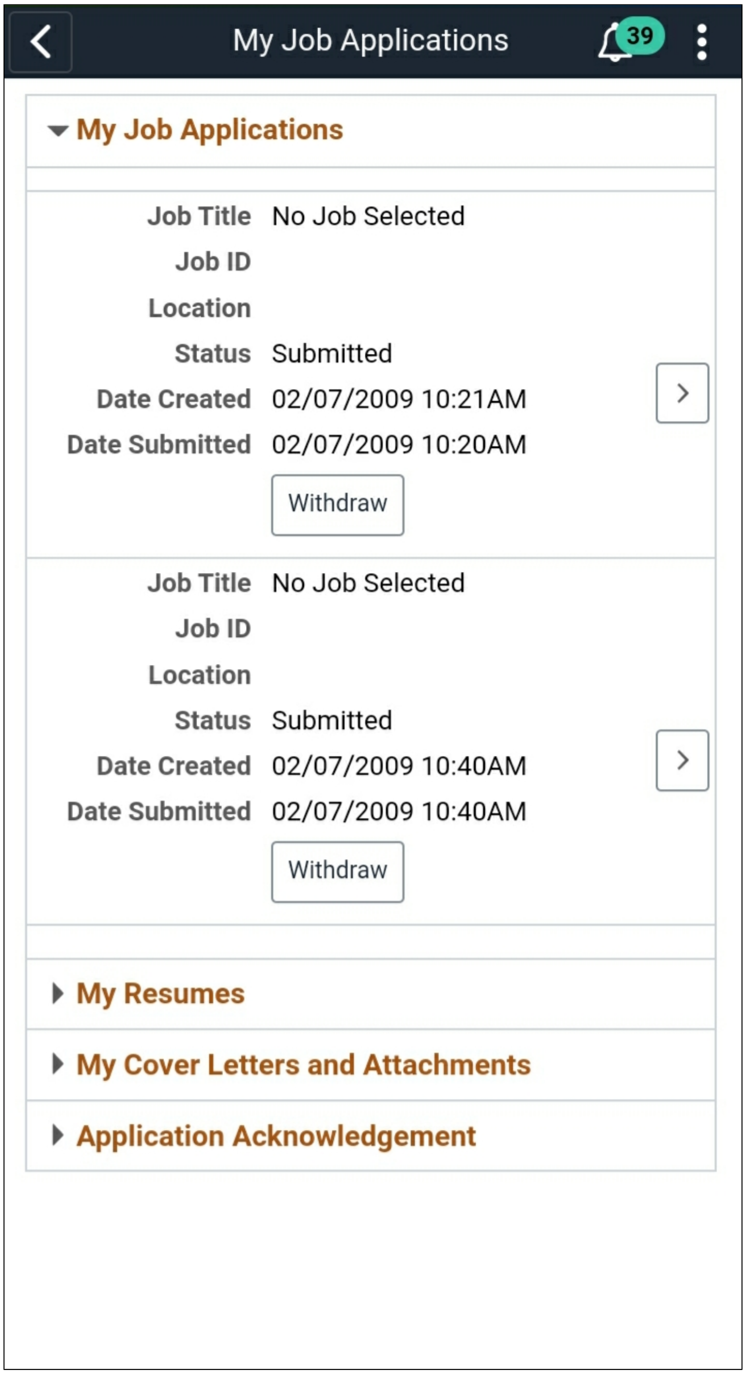
Navigation:

- Click the **My Job Applications** action on the Careers page.
- Click the **My Job Applications** item in the Actions List.

This example illustrates the My Job Applications page as viewed on a desktop.



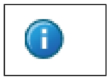
This example illustrates the My Job Applications page as viewed on a smartphone

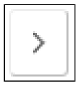


My Job Applications

This grid lists an applicant's submitted and unsubmitted applications.

Field or Control	***Description***
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.

Field or Control	*Description*
Application Status Information	Lists the application statue 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. **Note:** For submitted multiple job applications, based on the site set up, applications will be broken down into individual applications. Once the 'Split Multiple Jobs' check box is selected on the Site Setup page, the applicants can view the status of each submitted application and withdraw applications individually. For drafted Multiple Job Applications, this setting is not applicable. Drafted multiple job applications will not be shown separately and cannot be withdrawn individually. 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.

Field or Control	Description
 **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.

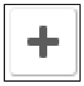
The grid does not include rows for unsubmitted applications or for withdrawn applications.

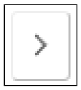
Field or Control	Description
Attached File	If the resume is an attachment, this field displays the file name. Clicking the file name opens the file. If the resume was pasted into the application, this field displays the text *Pasted Resume.* Clicking this text displays the Resume page. Although Fluid 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.

Field or Control	***Description***
 **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.

Field or Control	Description
 (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.*

Application Acknowledgement

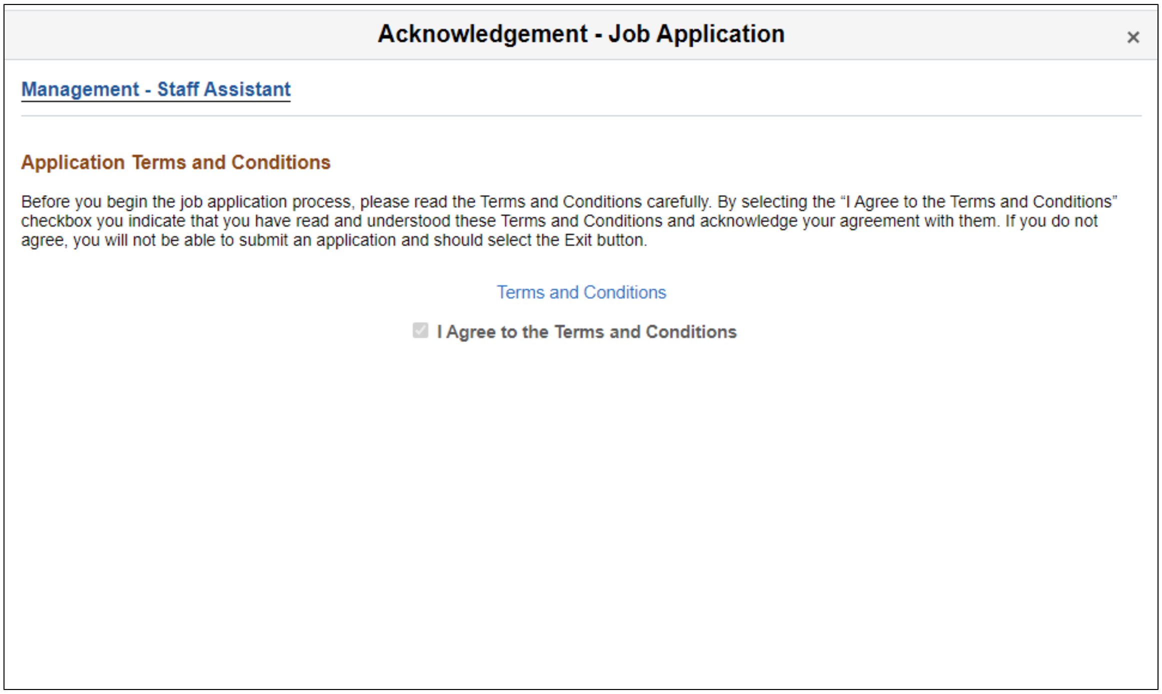
The Application Acknowledgement section displays all the application acknowledgements that the user has accepted. This section is available only if Acknowledgement is enabled in the Site setup page or if the applicant has as least one acknowledgement. This is only for the acknowledgements created using the Acknowledgement Framework. The grid has the following details:

Field or Control	Description
Job Title	The job titles for which the application acknowledgement were accepted.
Job ID	The Job IDs for which the application acknowledgement were accepted.
Date/Time Stamp	The time at which the acknowledgements were accepted.

Note: For the submitted Multiple Job Application, if the ‘Split Multiple Jobs’ is selected on the Site Setup page, the applicant can view the job applications separately.

Select the application acknowledgement row to view the details of the acknowledgement.

This example depicts the application acknowledgement details



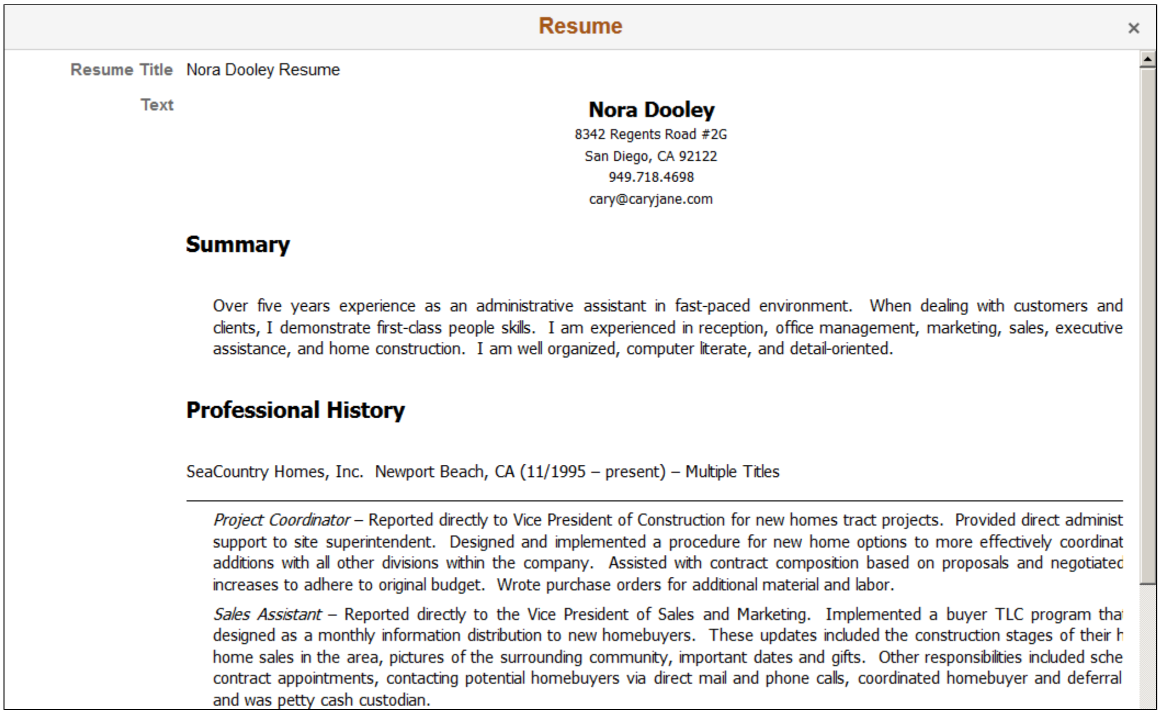
Resume Page

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.

This example illustrates the Resume page.



This is a read-only page. Close the modal window to return to the My Job Applications page.

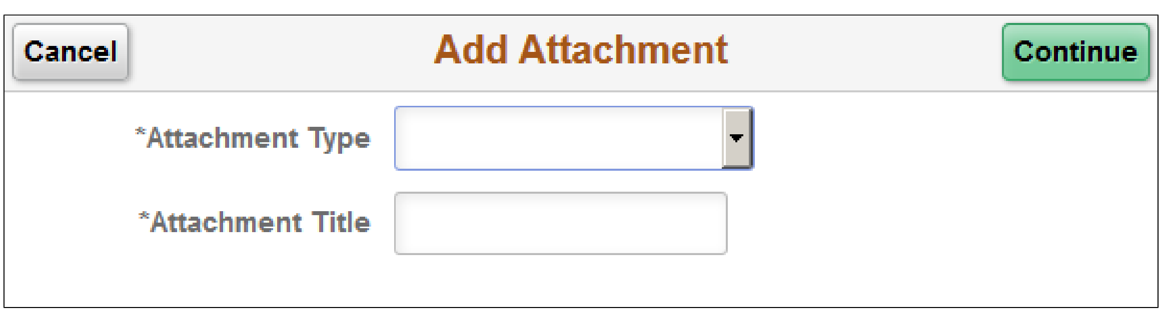
Add/Edit Attachment Page

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.

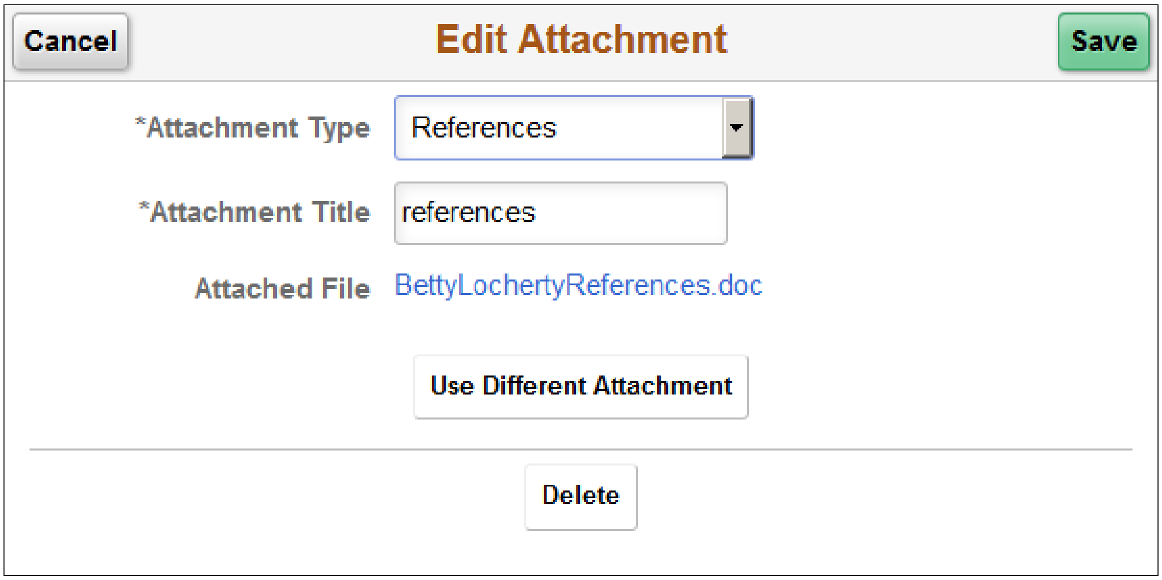
Navigation:

- 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.

This example illustrates the Add Attachment page.



This example illustrates the Edit Attachment page.



Field or Control	Description
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

Field or Control	Description
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.

Field or Control	***Description***
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 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.

Field or Control	***Description***
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

Page Name	***Definition Name***	***Usage***
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 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.

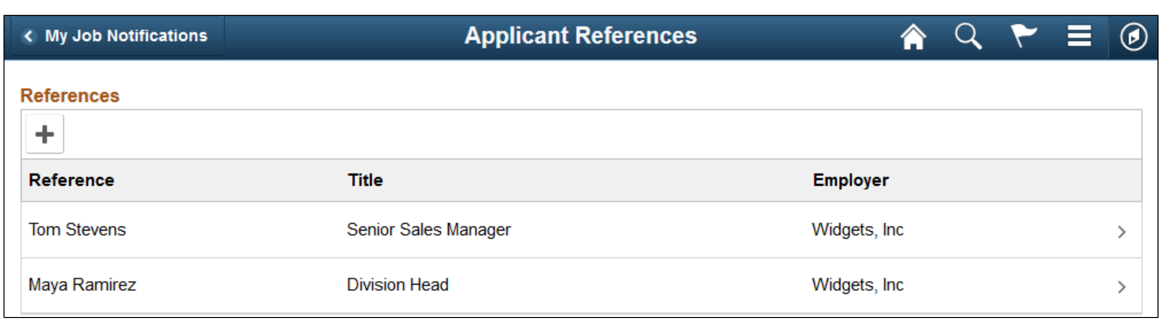
Applicant References Page

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.

This example illustrates the Applicant References page.



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

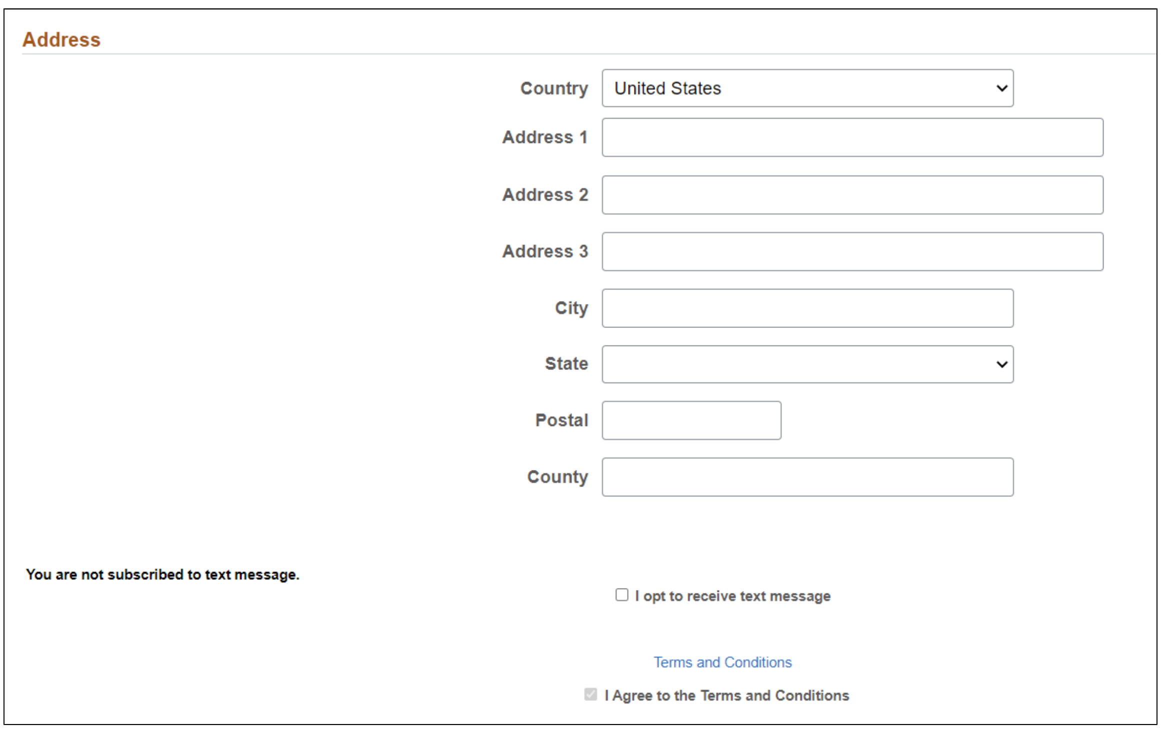
Applicants use the Add Reference and Edit Reference pages (HRS_CE_D_REFS_SCF) to enter or modify information for a reference.

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.

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

Page Name	***Definition Name***	***Usage***
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 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 Talent Acquisition Manager)

“Understanding Calendar Integration Options” (PeopleSoft Talent Acquisition Manager)

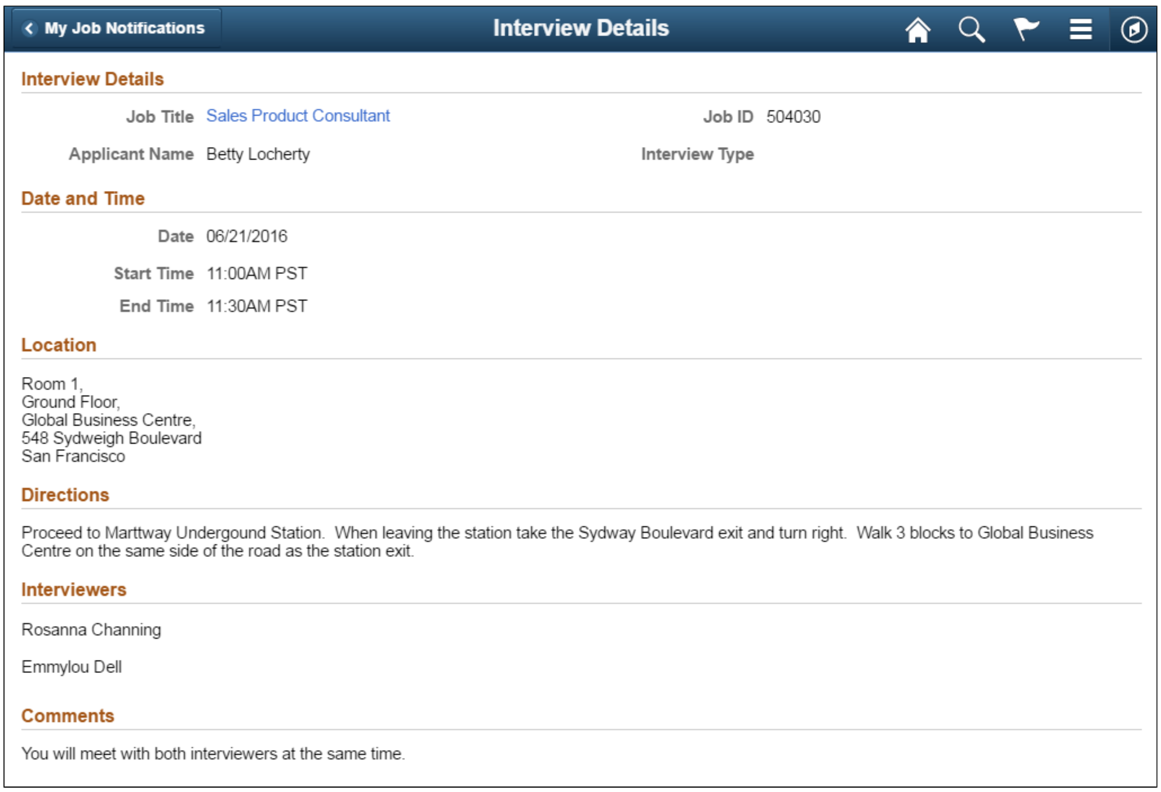
Interview Details Page

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.

This example illustrates the Interview Details page.



Field or Control	***Description***
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 Talent Acquisition Manager).

Field or Control	***Description***
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 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***
Job Offer Page	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 Job Description Page, but it does not include options for acting on the job (applying, marking as a favorite, or emailing the job).

Page Name	***Definition Name***	***Usage***
Job Offer Note Page	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 Talent Acquisition Manager)
Document Description Page	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.
Send Notification to Recruiter Page	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_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.

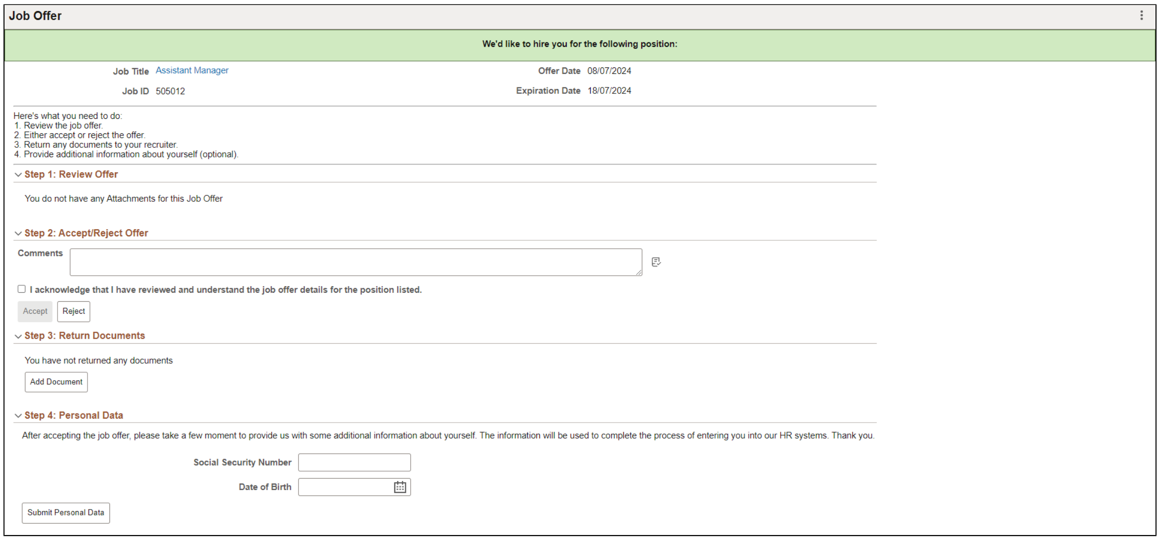
Job Offer Page

Applicants use the Job Offer page (HRS_ONL_OFR_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.

The example illustrates the Job Offer page.



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	HRAM_FLONLNOFR_10	*Congratulations! We are delighted that you have accepted this offer of employment.*
Rejected	HRAM_FLONLNOFR_11	*We are sorry you have decided to reject this offer of employment.*
Expired	HRAM_FLONLNOFR_12	*We are sorry this offer for employment has expired.*
Open	HRAM_FLONLNOFR_13	*We'd like to hire you for the following position.*

Offer Summary

Field or Control	***Description***
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.

Field or Control	***Description***
Offer Date	Displays the offer date as shown on the “Prepare Job Offer Page” (PeopleSoft 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 Talent Acquisition Manager). Typically this grid includes an offer letter.

Field or Control	***Description***
 **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.

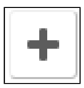
Field or Control	***Description***
Comments	The applicant can enter comments before accepting or rejecting an offer. The comments are included in the contact note that the system adds to the applicant record when the applicant clicks the Accept or Reject button. In Talent Acquisition Manager, contact notes appear on the “Manage Applicant Page: Notes Tab” (PeopleSoft 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 OtherStsEffct template. Notifications for changes to an applicant's disposition use the ApplicantStsEffct template.
See “Understanding Recruiting Statuses” (PeopleSoft 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.

Field or Control	***Description***
 **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.

Field or Control	***Description***
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.

Step 4 – Personal Data

Applicants can optionally enter their personal information such as Social Security Number (SSN) and Date of Birth (DOB). The SSN is checked for correct format. No other validations are done for SSN. Currently, this option is available only for external applicants who have applied for job postings in United States (US) or have an US address.

The recruiting administrator can view these applicant details in the “Manage Applicant page: Applicant Data Tab” (PeopleSoft Talent Acquisition Manager). See “Create Applicant page: Eligibility & Identity Tab” (PeopleSoft Talent Acquisition Manager). Once the applicant is hired, this information can be transferred to the HR system during the Manage Hires process. For more information, see “Manage Hire Setup Page” (PeopleSoft Talent Acquisition Manager).

A drop zone is available below the **Date of Birth** field that enables you to add additional data fields. For more information, see *PeopleTools: Application Designer Developer's Guide*, "Creating Page Definitions", "Configuring Drop Zones".

Field or Control	***Description***
Social Security Number	Enter the SSN of the applicant.
Date of Birth	Enter the date of birth of the applicant.
Submit Personal Data	Select to submit the personal information provided by the applicant.

Job Offer Note Page

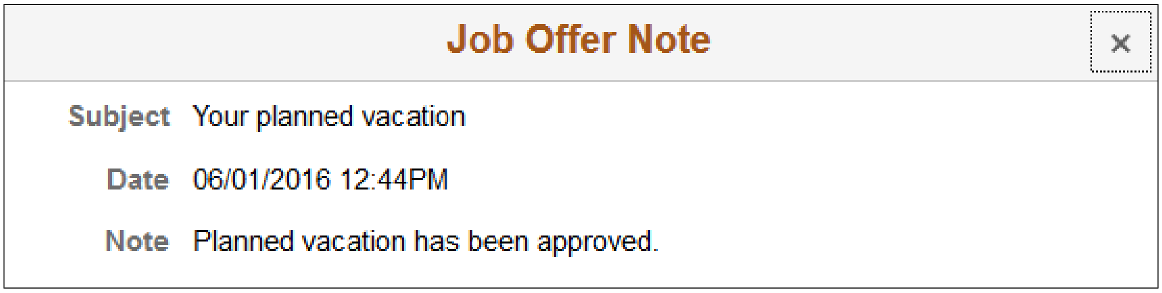
Applicants use the Job Offer Note page (HRS_CE_ATTNOTE_SCF) to view offer-related notes that were created using the document definition capabilities of the PeopleSoft HCM attachment framework.

Note: Document definitions are not typically used in recruiting. See “Setting Up Online Job Offer Attachments” (PeopleSoft 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.*

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.

This example illustrates the Document Description page.

Field or Control	***Description***
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.

Field or Control	Description
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.

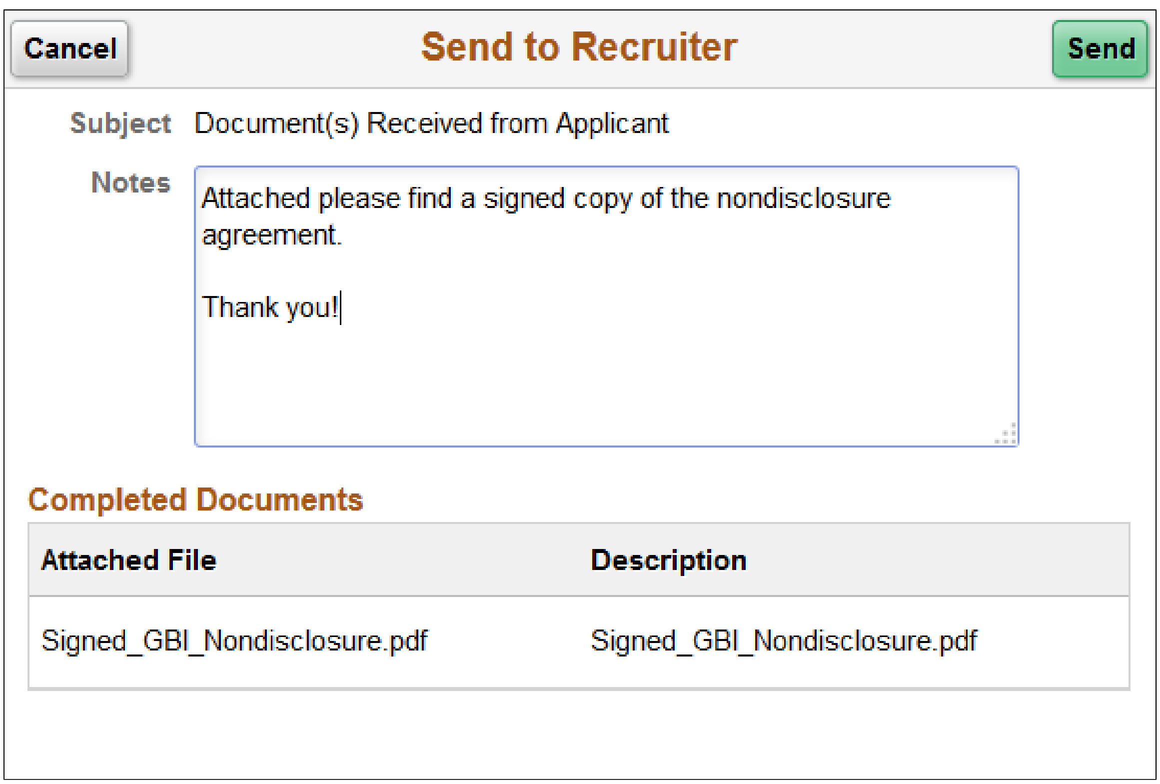
Send Notification to Recruiter Page

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.

This example illustrates the Send Notification to Recruiter page.



Field or Control	*Description*
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 14

(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

Page Name	***Definition Name***	***Usage***
Refer Friend - Resume Page	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.
Refer Friend - Contact Details Page	HRS_ERP_CONTACT_FL	Enter the friend's name and contact information.
Referral Confirmation Page	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.

If an employee refers another employee of the same organization, an external applicant is created for the referred employee. The referred employee can access the job by clicking on the first link of the Refer a Friend email as an external applicant. Or, sign in to Internal Candidate Gateway to apply for the referred job and mention the referring employee as referral in the 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	• 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.	• 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 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 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

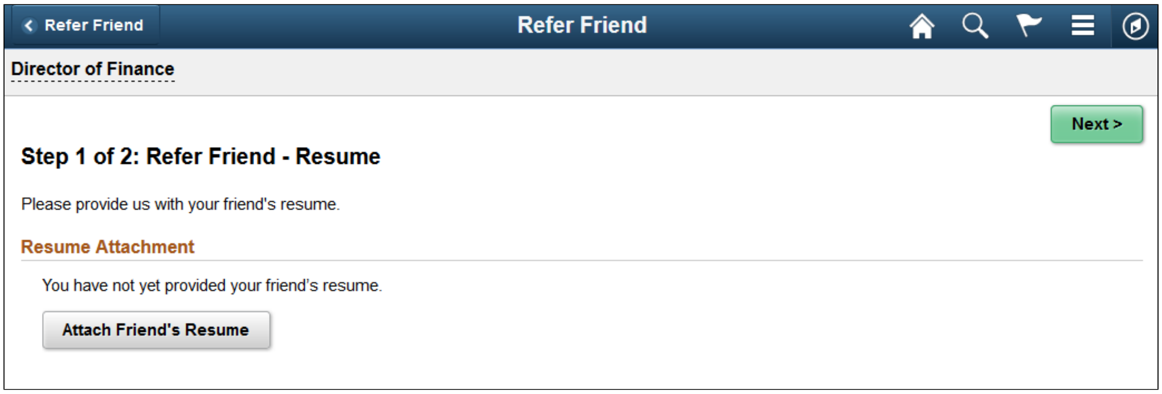
Applicants use the Refer Friend - Resume page (HRS_ERP_RESUME_FL) to attach a friend's resume for a referral.

Navigation:

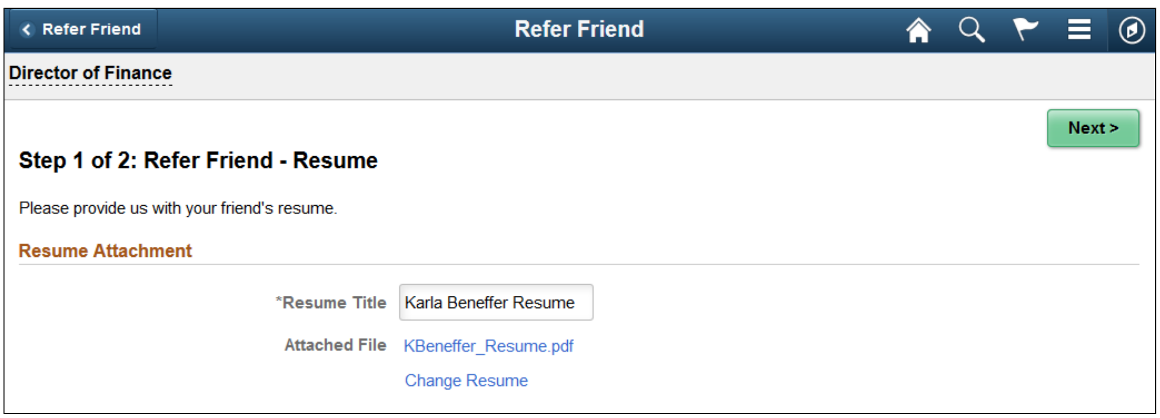
- Click the Refer Friend button on the Job Description page or on the My Favorite Jobs page.
- If the site is configured to allow multi-job selection, click the Refer Friend button on the Search Jobs page.
- Use global search to search for job postings, and use the Refer Friend related action for a posting.

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.

This example illustrates the Refer Friend - Resume page as it first appears.



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.

Field or Control	*Description*
Next	Click to continue to the Refer Friend - Contact Details page.

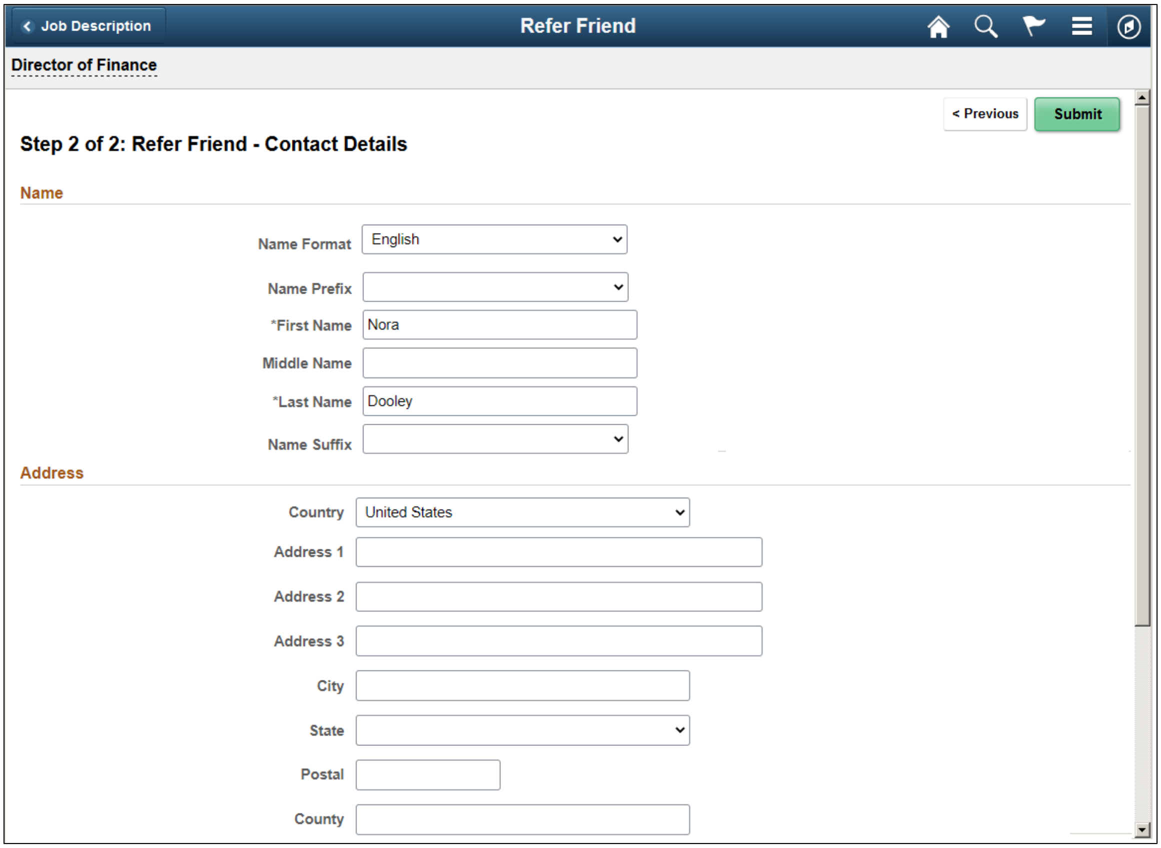
Refer Friend - Contact Details Page

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.

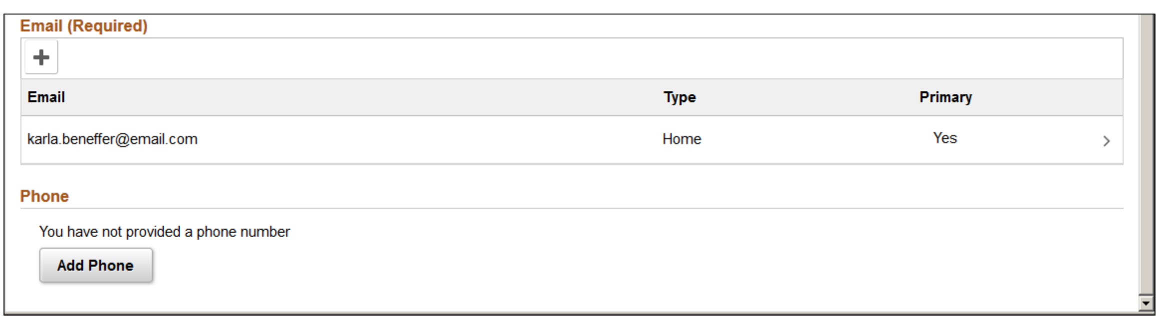
This is the first of two examples illustrating the Refer Friend - Contact Details page.



Address fields (with lookup) appear as drop-down by default. However, this configuration can be changed from the framework using the Country Format setup. For more information, see “Entry and Validation Page” (Application Fundamentals)

Note: The system displays warning messages when any address fields are left blank. If it is not a mandatory field, the applicant can ignore the message and save the data.

This is the second of two examples illustrating the Refer Friend - Contact Details page.



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" (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.

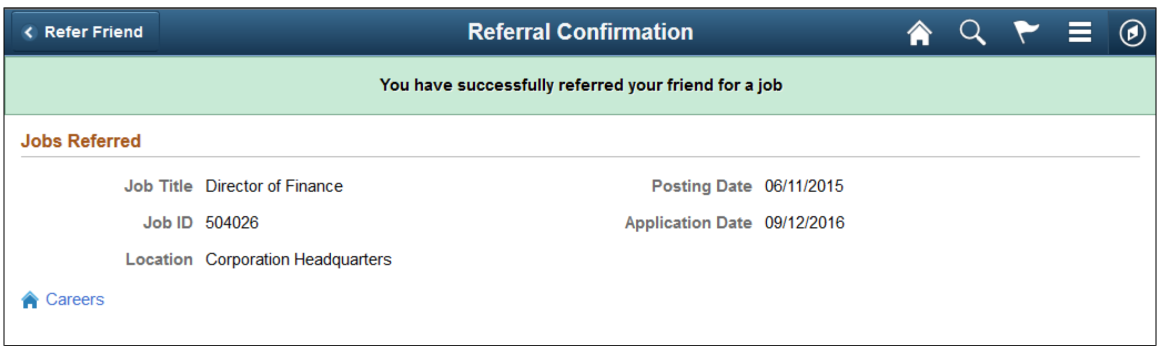
Referral Confirmation Page

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.

This example illustrates the Referral Confirmation page.



Field or Control	***Description***
Careers	Applicants click this link to return to the Careers Page.

