

Hiring Center User Guide for Managers

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Open a Requisition Opening a requisition is the first step in the recruiting process. Opening the requisition is Introduction completed from the core HR system in order to populate key position information into the requisition automatically. Follow the path to access your People First My Home Page. **Getting Started** Your path is... People First login page > Landing page > My Team tile > Work Information > Vacancy **Opening a** Follow the steps below to open a requisition. Requisition Steps 1. Log in to People First. ple first rision 'II A CESS IN FLORIDA 2. Select My Team tile on the Manager landing page. 2 Training Librar Future Release

Quick Links

SECURIAN

Other Resources

3.	Search by employee or position number.				
	ADMINISTRATIVE ASSISTANT III - SES				
	Manager / My Team				
	60009697 🛞 Q 🔀 Agency Dept of Children and Families - 🗌 Inactive				
4					
4.	Select the havigation menu > work information > vacancy.				
	AdvisiteSTRATIVE ASSISTANT III - SES Dept of Children and Families				
	Employee Name Position Description Org Description Contact Info PERSONECT. TECHNECKAN III - STAFFINI (60009697) DCF HQ - 30 Pendition Description Pendition Description				
	Personal Information Trave and Attendance Traven Traven Traven Traven Traven Viork Information				
	Composition Status Lettan Benefit Explait y key Information X ^e Create Employee Action				
	Create Appointment A* Create Separation d! DBOP / Refnemed				
	Ci. Employment Screening Min. Service Dates Work Assentment				
	CF Vacancy El Work Contact Information				
5.	Select New to create a new entry.				
	ADMINISTRATIVE ASSISTANT III - SES				
	Manager Employee Dept of Children and Families Manager / My Team / Work Information / Vacancy				
	Vacancy 60009697 PERSONNEL TECHNICIAN III - STAFFING				
	Edit / New + Position Effective Date End Date				
	60009697 PERSONNEL TECHNICIAN III - STAFFING 01/26/2018 12/31/9999				
	60009697 PERSONNEL TECHNICIAN III - STAFFING 12/22/2017 01/25/2018				
	60009697 PERSONNEL TECHNICIAN III - STAFFING 12/20/2017 12/21/2017 -				
	Vacancy Status Open with Assessment				
6.	Change Vacancy Status to Open-Standard.				
	ADMINISTRATIVE ASSISTANT III - SES Dept of Children and Families				
	Manager / My Team / Work Information / Vacancy Vacancy 60009697 PERSONNEL TECHNICIAN III - STAFFING				
	Save G Cancel X				
	*Effective Date 02/05/2018 *End Date 12/31/9999 *Vacancy Status				
	Important Notes: Once the save butto				
	Open with Assessment				





Assign the Requisition

Introduction

Once you have opened the requisition in People First, the Service Center will assign the requisition to a staffing specialist and send the requisition to the hiring manager for action. Until this process is completed, the hiring manager will not have access to update the job requisition.

Getting Started

Your path to view the status of the requisition is...

People First login page > Landing Page > Talent Management tile > Talent Management home page > My Resources section > Recruiting tile

My Requisitions	PERSONNEL TECHNICIAN III - STAFFING - 60009697	
Requisitions Awaiting Approval (1)	Waiting for approval from Generic	
PERSONNEL TECHNICIAN III - STAFFING - 60009697	Recruiter for Ö days	

Assigning the Requisition

The Service Center will follow the steps below to assign the requisition.

Steps					
1. Following the hiring manager opening the requisition in People First, the vacancy is sent to the Talent Management system on the quarter of the (e.g., 1:15, 1:30, 1:45, 2:00). The Service Center will be alerted to assig requisition. The Service Center assignment includes the following:					
	 Assigning the requisition from the Generic Recruiter to a staffing specialist. Note: The hiring manager will not have access to update the draft requisition until this step is completed. 				
	 Updating requisition fields: Announcement Type to Open Competitive, Requested posting dates to the current date, City to the first selection in the dropdown, Career Posting Category to Other, and Requisition Salary to "Agency to Update." 				
	 Sending a four-hour email notice to the hiring manager. 				
	 Sending the requisition to the hiring manager to complete the requisition. 				



Complete the Requisition

Introduction	When it's time to complete the requisition, you will receive an automated email (to your work email address) advising the requisition is ready for your action, a four-hour notice email from your assigned recruiting specialist and a task in the Recruiting Approvals tile in the To Do section on your Talent Management home page. Select the task to complete the requisition.			
Getting Started	Follow the pa	ath to access the Talent Management home page.		
	Your path	ı is		
	People Firs home page	t login page > Landing Page > Talent Management tile > Talent Management > To Do section > Recruiting Approvals tile		
Completing the	Follow the st	eps below to complete the requisition.		
Requisition	Steps			
	1.	Select the Talent Management tile. This will open the Talent Management home page within the People First system.		
		Talent Management		
	2.	Select the Recruiting Approvals tile in the To Do section.		
		Recruiting Approvals		
	3.	Select the Hiring Manager Approval link for the specific requisition you want to update.		
		Recruiting Approvals Hiring Manager Approval for Requisition for PERSONNEL TECHNICIAN III - STAFFING - 60009697 (18508), FL01 (FL01), TARYN LEON (Hiring Manager) No Due Date		

4.	Review the Job Inform in or update the neces	nation section on the Job Rec ssary fields.	quisition Detail page and fill		
	PERSONNEL TECHNICIAN III - STAFFING - 60009697 (18508)				
	19 Requisition sent Manager	to Hiring 🔲 2 Hiring Manager Appr E Next Step	roval 🗊 (3) Completed		
	* Announcement Type	Open Competitive	~		
	Requisition ID	18508			
	Status	Job Information			
	* Requisition Job Title	PERSONNEL TECHNICIAN III - S Not Us	ed		
	* Position Number	60009697			
	 Position Title Position Type 	PERSONNEL TECHNICIAN III - STAFFING	~		
	* Employee Group	Excluded	×		
	* Employee Sub-Group	SES	~		
	 Number of Openings Country 	1 United States (US)	~		
	Facility	F17985			
	Address	7487 S. STATE ROAD 121			
	* State	ALACHUA Florida (US-FL)	~		
	* ZIP Code	32063			
	County Annov	Baker	v		
	Notes:	Children and Families	×.		
	 The majority of require review Be certain to competitive), agency (if a s (used for disp 	of fields are pre-populated, bu v and updating. review the annoucement type location information (critical for eparate agency is needed) a positioning candidates).	ut there will be some that e (pre-populated as open or vacancy searching), nd the number of vacancies		
	 If the number recommened 	of vacanices is not known (e that you enter a high number	.g., rolling requisitions), it is r.		



5.	Review the Compensation Information section on the Job Requisition Detail page and fill in or update the necessary fields.						
	Compensation Information						
	Education	No Selection \sim					
	Years of Experience	No Selection \checkmark					
	Certifications	No Selection \checkmark					
	* Career Posting Category	Business and Financial Operations $$					
	* Requested Posting Date	11/09/2018					
	 Requested Closing Date 	12/10/2018					
	Salary Min	\$ 25,774.06					
	Salary Max	\$ 75,258.91					
	* Requisition Salary	\$45,000					
	Notes:						
	sting Category will need to be selected and will b vacancy in the selected category when candidates or job vacancies. d Posting and Closing Dates are required fields and will npleted with the anticipated vacancy dates. In Salary is required and will be included in the vacancy min and max will not be included in the vacancy salary is a free-form field allowing for OPS hourly rate, cly/monthly/annual amount, annual amount or ranges.						
6.	The Roles section on the requisition's participant	ne Job Requisition Detail page identifies the s.					
	Roles * Hiring Manager TARYN LEON * Staffing Specialist Generic Recruit * Agency HR Representative DCF HRUser Staffing Specialist Team Additional Team Members Additional Team Members Manage Additio	er nal Users Restore admin defaults Re-apply personal preferences					
	The user who of Manager	created the requisition is identified as the Hiring					
	 If you need to approval proce 	change the hiring manager during the first step of the ss, you will have to move the requisition form back to					



	the staffing specialist or forward to the next approver, and then move back to the hiring manager approval step for the new hiring manager to have access to the requisition and for the former hiring manager to lose access.
	 To move the requisition form back to the recruiter: Update the Hiring Manager field > Enter a note in the Hiring Manager Comments field indicating that you have updated the Hiring Manager field and need the requisition to be sent to the new hiring manager > Select the Send to Previous Step button to route the form back to the staffing specialist. The staffing specialist will send the requisition to the new hiring manager, which will trigger an automated email and task in the To Do tile for the new hiring manager.
	 To move the requisition form forward to the next approver: Update the Hiring Manager field > Select the Add Approver button > Complete the necessary fields to add the approver > Proxy as the approver > Select the approval task > within the requisition, select the Send to Previous Step button. The new hiring manager will receive an automated email and task in the To Do tile.
	 The Staffing Specialist will be the designated Service Center specialist assigned to assist with the requisition.
	 The agency HR representative will be assigned to the agency HR role so that HR users (A, H and X security role code users) will have agency access to view requisition information.
	 The Additional Team Members field may be updated to include others who need access to review the requisition/candidate information.
7.	Select Update to create the Requisition Job Description in the Requisition Posting Information section.
	Requisition Posting Information
	Requisition Job Description Not Used Update
	Notes:
	 The Not Used button should be ignored, as this is not applicable.
	 A standard header and footer is included in all requisitions that includes the following information:
	 Requisition Number
	o Agency
	 Working Title
	 Position Number
	 Salary
	 Posting Closing Date (Requested Closing Date)
	 Equal Opportunity, ADA accommodation, Veterans' Preference (Note: Veterans' Preference language is only included for civil service positions.) and drug free workplace language



8.	Enter the job description.				
	Requisition Posting Information				
	Requisition Job Description Not Used Not Used Fort • Star • B / U # # # # # # # # # # # # # # # # # #				
	Notes:				
	 The description information section will not contain any pre-populated information. 				
	 This section is free form, and text may be copied from other programs such as Word and pasted here. It is recommended that you copy from Notepad or Wordpad. 				
	 Do not start the section with an image. 				
	 Do all formatting (bullets, bold, underline, etc.) within the job description field after you paste the information from other programs. 				
	 To avoid adding blank rows within the job description, only press "Enter" once at the end of a paragraph or section. Selecting "Enter" once when editing the draft requisition will result in a blank row once the requisition is posted for candidates. The blank rows will not show on the job posting preview but will show on the actual job posting. If you select enter more than once there will be an undesired gap between the paragraphs. 				
	 The information entered here is posted for candidates to see when reviewing the job vacancy. 				
9.	If you require that candidates complete qualifying questions when they apply, select the Add more questions link. Otherwise, move to step 15.				
	Questions Required Disquatifier Score Weight Actions Image: Control of the state of the st				
10.	To view an existing qualifying question saved to your qualifying question library (discussed later in the Preferences section) select Search; enter a key word; then select Go.				
	Questions Required Disqualifier Score Weight Actions				
	Add more questions				
	Find additional questions to add to this job requisition.				
	Keywords: Go				
	Required Score: 0.0				



	Or to view an existing qualifying question by subject, select Browse, select the plus sign beside the My Saved Questions link and the select the checkbox for the question(s) to be added; then select Add.					
	Note:					
	 If questions should be added in a specific order, select the first question, select Add; select the second question, select Add; continue the process for each question in the desired order. 					
11.	To create a new qualifying question from scratch, select Create.					
	Ouestions Required Disqustifier Score Weight Actions Image: Search Browse Image: Search Browse Image: Search Image: Search Image: Search Create and add your own questions Image: Search Image: Search Image: Search Image: Search					
	Answer Format: Create Required Score: 0.0					
12.	Enter your question in the text box.					
	Questions Required Disqualifier Score Weight Actions Add more questions Search Browse Create Create and add your own questions to this job requisition. Do you have prior personnel experience? Arsawer Edit Answer Format: Create Questions Units Dispute for personnel experience? Units 					
13.	Once you type your question, the Answer Format section will appear. Select dit Answer and select the answer format for the question.					
	Notes: There are four answer formats to choose from.					
	 If your answer format is Multiple Choice: Enter your first multiple choice answer in the Answer Range field; select the Add another answer link; enter your second multiple choice answer in the Answer Range field 					



	(repeat step for each multiple choice answer); and select the co answer in the Correct answer field.				
	Answer Edit Answer				
	Format: Answer Format: Multiple Choice V				
	Answer Range: Add another answer				
	Correct answer:				
	Close				
	Yes/no and true/false questions will need to be created in multiple choice format.				
	 If your answer format is Rating Scales: Select the appropriate Answer Range and the Desired answer. 				
	Answer Edit Answer				
	Answer Format: Rating Scales V				
	Answer Range: Client Rating Scale V				
	> Show scale details				
	Desired answer: 1Not Qualified V				
	or 🔘 higher 🔘 lower				
	Close				
	Answer Range should be used only if previously established in the hiring manager's preference section.				
	 If your answer format is Numeric: Select the appropriate Answer Range and the Desired answer. 				
	Answer Edit Answer				
	Format: Answer Format: Numeric V				
	Answer Range: Any Positive Number				
	Desired answer: 0.0 or O higher O lower				
	Close				
	 If your answer format is Free Text: Enter the maximum number of characters allowed in the Answer Range field. This will limit the number of characters the candidate has when answering the question. 				
	Answer Edit Answer				
	Format: Answer Format: Free Text V				
	Answer Range: 200 Maximum number of characters allowed				
	Close				
14.	Select the Create button.				



	Questions	Questions	R	equired Disqualifier	Score We	ight Actions
		⊖ Add more questions				
		Search Browse Create				
		Create and add your own questions to this job requisition. Do you have prior personnel experience?				
		Answer Edit Answer Format: Answer Format:				
		Answer Range: Yes	8			
		No	官			
		Add another answer Correct answer: Yes V				
		Close				
		Create				
		Required Score: 0.0				
15.	After creatin	g the qualifying questions, finish	the proces	s by notat	ing qu	estions
	requirement	(e.g., position requires a certain	ns a non-ne n dearee. ce	egotiable j	or lice	nse).
	then select of	lisqualifier question.				/ /
	Questions		Required	Disqualifier	Score	Weight
	Do you have p	rior personnel experience? Multiple Choice		7		0
	Add man					
	Add more	questions				
	Required Score:	0.0				
	Notes:					
	Rec	- Qualifying questions n	nust be indi	cated as "	Requir	red" in
	orde	r to force candidates to respond	J.			
	Dis	qualifier	ne are desig	inated as i	disqua	lifior
	que	stions, candidates will immediate	ely be dispo	sitioned a	ifter ap	plying
	if the	e question is not answered corre	ectly. Disqu	alifier ques	stions	must
	beu	sed only if the question is truly r	required for	the vacar	icy.	
	Sco	- Qualifying questions mus	t be indicat	ed as "Sco	ore" in	order
to create a percentage correct (free text question					t be sc	;ored).
	We	- Additionally, in order to o	create a sco	ore, you m	ust as	sign a
	"We	ight" to the qualifying question(s	s). The total	weight for	r all sc	ored
	ques	stions should equal 100. For ex stions, their weights could equal	ample, if th	ere are thi 34. Weigl	ee qua ht doe:	alifying s not
	appl	y to free text questions.	,			
	 Req 	uired Score: If you want to auto	matically di	squalify ca	andida	tes
	who	do not receive a certain score v	when answe	ering the q	ualifyir	ng
	que: Rea	stions, you can indicate the mini uired Score field. The "Required	mum score Score" sha	you desir ould alway	e in the /s be le	e ess
	than	your total "Weight."		·		

16.	Add any additional approvers who need to review the requisition by selecting the Add Approver button.
	Important Note: If you are adding an approver, you must do so before selecting the "Send to Next Approver" button. Once the requisition is sent to the Next Approver, the system will not allow you to add an approver. If you fail to add an approver and you select "Send to Next Approver" you will not be able to add any approvers to the requisition.
	Save and Close Without Saving
17.	You have a number of different options for locating approvers. After entering your filter information, select the Search Users button.
18.	Select the appropriate approver in the results section. Improvement of the section
19.	Select the Save Changes button. Mark Approver Use the action arrows to arrange the order in which the users will receive your form. Once you click Save Changes, you can't undo your selections. Selected Users Name Organization Code Agency Location Action SHER PLAKERTON (00185581) 600000000000000000000000000000000000



	Notes:
	 If additional approvers need to be included, select Add More.
	 Approvers will be assigned in the order entered.
	 Before selecting Save Changes, you may delete or change the order of approval at this point by selecting the Action button for the desired approver.
20.	Once you have added all the necessary approvers, select OK to save your changes. Once you complete this step, approvers cannot be removed. Approvers will approve the requisition in the order entered and cannot be automatically skipped or removed.
21.	Notice that the selected approver now appears in the requisition approval route map at the top of the page.
22.	Once you complete all applicable updates, select the Send to Next Approver button.
	Save and Close Close Without Saving
23.	To confirm, select Send to Next approver.
	~ Route Map
	Aussessmer
	Send to Next Approver
	This requisition will be sent to the next approver. TEST Forward Form to SHER PRIVERTON
	Cancel & Return to Form Send to Next Approver
	Notes:
	 If you added an approver, the form will be sent to the next approver. If you did not add an approver, the form will be sent to the Service Center for validation and posting.
	 Add your human resource approver (even if the HR person is the hiring manager) as the last approver to ensure HR is the last review before the requisition is sent back to the Service Center for posting.



24.	The Recruiting Approvals tile will be updated or removed in the To Do section. Note: If you added an approver, selecting the Recruiting tile in the My Resources section, then the applicable requisition will show the requisition's				
	status.				
	My Requisitions PERSONNEL TECHNICIAN III., STAFFING, 60009697				
	Walting for approval (1) PERSONNEL TECHNICIAN III - STAFFING - 60009697 Walting for approval for 0 days				
25.	Note: Each approver will receive both an email to his or her work email and a				
	task in the Recruiting Approvals tile in the To Do section. Approvers will perform the below steps:				
	Select the Recruiting Approvals tile in the To Do section.				
	Recruiting Approvals				
	Approval				
	Due Anytime				
	Select the link for the applicable requisition.				
	SHER PINKERTON for Requisition for PERSONNEL TECHNICIAN III - STAFFING - 60009697 (18508), FL01 (FL01), TARYN LEON (Hiring Manager) No Due Date				
	Review the Job Requisition and complete any appropriate updates.				
	Roue map				
	Completed Completed Completed Completed Completed Completed Completed Invext Step				
	중 Not Used 중 External Posting Preview				
	* Announcement Type				
	Open competitive V				
	Requisition ID 18508				
	Status Pending Approval				
	Job Information				
	Requisition Job Title PERSONNEL TECHNICIAN III - S Not Used				
	Select Send to Next Step or Send to Previous Step.				
	Save and Close Close Without Saving • Add Approver → Send to Next Step ← Send to Previous Step				
	sending to the previous step).				





Post the Requisition						
Introduction	Once the a will conduc	Once the approval process for the requisition is complete, the Service Center staffing specialist will conduct a final review prior to posting the requisition.				
	Follow the	path to view the status of the requisition.				
Getting Started	Your path to view the status of the requisition is					
	People F home pa	irst login page > Landing Page > Talent Management tile > Talent Management ge > My Resources section > Recruiting tile				
Posting the Requisition	The Servic	ce Center will follow the steps below prior to posting the requisition.				
	1.	Following final approval, the Service Center will review the requisition prior to posting. The Service Center review includes the following:				
		 Ensuring the standard header and footer are applied. 				
		 Reviewing the qualifying questions to ensure that there are no mistakes and that each is marked as "Required" and "Score." 				
		 Ensuring the requested posting dates are still accurate. 				
		 Posting the requisition. 				

Review the Ca	Indidates				
Introduction	Once candidates begin applying for your vacancy, you can begin reviewing their submitted information.				
Getting Started	Follow the path to review the candidates.				
U	Your path is				
	People First logi home page > My	in page> Landing Page > Talent Management y Resources section > Recruiting tile	tile > Talent Management		
Reviewing the	Follow the steps b	below to review the candidates.			
Candidates	Steps				
	1. Selec	ct the Recruiting tile in the My Resources secti	ion.		
	Re	ecruiting → O Requisitions Awaiting Approval			
	2. Selec on the	t the number link in the Candidates column for e Job Requisitions page.	r the applicable requisition		
	JOD) Requisitions (3)	19. 		
	Job Yitle PERSONNE	Requisitions All job requisitions Pitters Applied 7 Filters Applied 7 <th7< th=""> 7</th7<> 7 <th>Items per page 10 v (cl < Page 1) of 1 > x) P Excluse Optimes Highlight Job Title Q Image: Conditional Age(Days) Conditiones Progress Updated Age(Days) 1 New) 11/13/2018 -</th>	Items per page 10 v (cl < Page 1) of 1 > x) P Excluse Optimes Highlight Job Title Q Image: Conditional Age(Days) Conditiones Progress Updated Age(Days) 1 New) 11/13/2018 -		
	3. The T categy quest or she rate Candidates Selected	Falent Pipeline allows you to categorize candid orized automatically when applying. For examination(s) and the candidate's answer does not make will automatically be placed in the Automatic mt Pipeline & Vew active candidates (1) 0 <td< th=""><th>ates easily. Some may be ple, if you use a disqualifier atch the required answer, he Disqualified status category.</th></td<>	ates easily. Some may be ple, if you use a disqualifier atch the required answer, he Disqualified status category.		
	Items per pa	age 10 ~ K < Page 1 of t > H			

	Notes:					
	•	Moving c emails:	andidates to t	the following categories	s will trigger disposition	า
		 Any of quali autor disport trigge 	candidate who fying question natically be d osition emails ered by the ag	o is automatically disqu ns or not meeting the R lispositioned as soon as will be sent to this can gency.	alified as a result of equired Score will s they apply. No additi didate unless manuall	onal y
		 Once hired by th categorial 	the number , the remainir e system (unl gory or have t	of vacancies matches t ng candidates will autor less they are in the Auto been placed in the Reje	he number of candida natically be disposition omatic Disqualified ct – No Email categor	tes ned y).
		o Whe Ema	n a candidate il, he or she w	is moved to the status vill automatically be disp	category of Reject – positioned by the system	em.
		 Whe or sh 	n a candidate e will automa	is moved to the status tically be dispositioned	of Requisition Closed by the system.	, he
		 If have Cancer the s 	ving the requis celled status p tatus of the re	sition cancelled, move a prior to requesting the s equisition to canceled.	all candidates Requisi ervice center to chang	tion ge
	-	Moving c prevent t were inte to send a status wi vacancie category	andidates to them from rec riviewed and in personal not ll not generate s matches the	the status category of F eiving a disposition em- not offered the position tice to). Moving candida e a disposition email un e number of candidates	Reject – No Email will ail (e.g., candidates w , but the agency would ates to any other cated til the number of placed in the hired	ho d like jory
4.	To view	an indivi	dual candidate	e, select his or her nam	e in the list of candida	ates.
	Candidates : Vie	ew all candidates (1)				
	0 Selected A	ction 🗸 💿 Displ	ay Options 🛛 🏹 Filter Options		Highlight Candidate Q. Enter Applicant Name	0
	Name		New	Status 🕇	Candidate Type	
		ind ES	New	New	External	
	items per page	10 ≚ KK € Pa	age 1 of 1 > >>			
5.	Review	the candi	date's details			
						_
	Candidates : View a	all candidates (1)	Trae Test (External Candida 0 (850) 487-1231 Straetest276	ife) ggmail.com 📓 Cover Letter 📓 Resume 💵 View Profile	Save Cancel 22 Email	Resume
	Candidates : View of 0 Selected Action	all candidates (1)	Trae Test (External Candida Q (850) 487-1231 (2) tractest27() V Application	ite) gymail.com 🛱 Cover Letter 🙀 Resume 🕮 View Profile	Save O Cancel SI Emek [✓ Comments	Resume
	Candidates : View a O Selected Actio To Filter Options C. Enter Applicant	al candidates (1)	Trae Test (External Candida 0 (850) 487-1231 20 traetest276 Application * Status:	ite) gemail.com @ Cover Letter @ Resume #2 View Profile New V	Save © Cancel 23 Email (Comments There are no items in this section.	Resume
	Candidates : View a O Selected Actio	all candidales (1)	Trae Test (External Candida © (850) 487:1231 © Traetest27@ Application *Status: Country:	ite) ggmail.com @ Cover Letter @ Resume #8 Wew Profile New V United States	Cancel Ca	Resume
	Candidates : View a O Selected Actie Filter Options C. Enver Applicant Name Active Applicant C. Enver	ali candidates (1)	Trae Test (External Candida © (850) 487-1231 Et tratest27(✓ Application * Status: Country: Attachments to be included in all Job Stummerstone.	te) gemail.com @ Cover Letter @ Resume 10 View Profile New United States P Submission Attachments 1 attached	Comments Comments There are no items in this section. Correspondence	Resume
	Candidates : View of 0 Selected Actio © Fitter Options © Enter Applicant Name Name © Enter Applicant	al candidates (1)	Trae Test (External Candida © (850) 447-1231 E3 tractest27(Application * Status: Country: Attachments to be included in all Job Budmissions: Attachments Added After Submission	te) gomail.com @ Cover Letter @ Resume #2 Wew Profile New \v United States Ø Submission Attachments 1 attached Ø Attach a document	Comments Concel 22 Email (Comments There are no items in this section. Jobs Applied Correspondence Date: 11/13/2018 User, People First A	Fesume Take Action + Add Sion: Email
	Candidates : View of Selected Actie	al candidales (1)	Trae Test (External Candida © (850) 447-1231 E3 tractest27(Application * Status: Country: Attachments to be included in att Job Summerits Added After Submission Vacancy Source:	te) gonal.com @ Cover Letter @ Resume #3 Wew Profile New \v United States Ø Submission Attachments 1 attached Ø Attach a document People First	Comments Conner in this section. Jobs Applied Concession Ling 2018 User People First Thank You for Your Interest in Job PERSONNEL TECHN	Resume Take Actor + Add fon: Email
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 along with answers provided to qualifying question	IS
Take action.	
To move the candidate to a different status category, select	ct Move Candid
✓ Language Skils	
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ETHERE WE VALUE THE REAL PROJECTS	
tems per page 10 v K < Page 1 of 1 > 3/ Close From Consider	ration Move Candidate Retu
Consideration. This feature will highlight the candidate's na Grid and decrease the View Active Candidate's count.	ame in the Can
Select the candidate's new status.	
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Enter any optional comment (which will be included on the	candidate's
submission) and select Apply Updates.	
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the attachments, the attachments must be printed separately for each candidate.
 When bulk printing, ensure that your print settings are correct by: Selecting Print Preview > Print > Preferences > Ensure My Tab is set to: Portrait, Original Size=8 ½ x 11 > Quality > Resolution=600 dpi. Also, open the internet browser, Select the wheel icon > Print > Page setup > Ensure that your Page Setup is set to: 8 1/2x11, Portrait and Enable Shrink-to-Fit.

Close the Requisition

Introduction	Once the candidate accepts your employment offer, the last step is to indicate the hired candidate. Once you indicate the hired candidate, all other candidates, unless they are in an Automatic Disqualified category or have been placed in another disposition category (Reject – No Email, Reject – Email, Requisition Cancelled, Automatic Disqualified, Requisition Closed) will be dispositioned automatically.				
Getting Started	Follow the path to close out the requisition. Your path is				
	People First login page> Landing Page >Talent Management tile > Talent Management home page > My Resources section > Recruiting tile> Candidates > Number				

Follow the steps below to close out the requisition.



			Move Candidate
		Candidates	
		Trae Test	Select status to move candidate(s) to:
			Hired V
			Please comment on the status change (optional):
			<
			Cancel Apply Updates
	No cat	te: You also have the optic tegory by clicking the \equiv ico	on of moving an individual candidate to a Hired on and dragging the candidate to that category.
2.	A v tha	warning message will appe at there will not be any ope	ar indicating that the requisition will be closed and nings for other candidates. Select OK.
	W to	When you complete this action there will be no opposed?	openings remaining on this requisition and the requisition will be closed. Do you want
			OK Cancel
	No the vac ass	te: This message is preser e requisition details matche cancies needs to be update sistance.	nted only when the number of vacancies notated in s the number of hired candidates. If the number of ed, ask your assigned staffing specialist for
3.	Th	e Progress column shows	as completed.
		Job Requisitions (2)	^
			nemsperpage 10 → Ic< Page 1 of t > 34
	E	Filter Job Requisitions All yob requisitions	V Fillers Applied V Filter Options @ Display Options
	Job T PERI	Title Require CONNEL, TECHNICIAN III - STAFFING - 60007907 💮 18508	ation 10 Hiring Manager Due Candidates Proves Updated Age(Days) TARYN LEON 93 11/05/2018 1 11/13/2018 21
	Th	e Requisition status is upd	ated to filled.
		PERSONNEL TECHNICIAN III - STAFFING - 6	0009697 (18508) D g
		JOB REQUISITION DETAIL CANDIDATES (1) MAR	Not Used Desternal Postina Previous
			P) can make 30. Processes in and 5.166488.
	R	Announcement Type Open Competitive	
	9	Filled	



Create Preferences

Introduction	The hiring site allows each individual hiring manager to create personal preferences that can be applied to each requisition, including a library of qualifying questions as well as a requisition recruiting team (team members). These preferences can be applied to each requisition that the hiring manger creates.				
Getting Started	Follow the	path to create requisition preferences.			
	Your pa	th is irst login pages > Landing Page > Talent Management tile > Talent Management			
Creating a Library	Follow the	steps below to create requisition preferences.			
of Qualifying Questions	Steps	· · ·			
	1.	<complex-block></complex-block>			
	2.	After adding questions to the preferences, the creator can retrieve them from the search or browse options in the Questions section of the requisition details. Questions Questions Questions Add more questions Search Browse Create Find additional questions to add to this job requisition. Keywords: years Go Search Results: How many years of accounting experience do you have? Add Note: Preferences are for individual use only and cannot be set or shared at an agency level.			



Creating a My Recruiting Team Preference	1.	From the My Recruiting Team Preferences screen, enter the name of each member you would like to include on your recruiting team; then select the button.	h team Save
		My Recruiting Team Preferences	
		MY SAVED QUESTIONS MY SAVED RATING SCALES IN RECOLUTING TOW OPERFECTIONS MY DISPLAY PREFERENCES This is where you set your users that you want to auto-populate on to requisitions where you are listed as an owner. Your personal preferences will only be applied on requisitions where you are listed as an owner. Your personal preferences will only be applied on requisitions where you are listed as an owner. Your personal preferences will only be applied on requisitions where you are listed as an owner. Your personal preferences will only be applied on requisitions where you are listed as an owner. Your personal preferences will only be applied on requisitions where you are listed as an owner. Your personal preferences will only be applied on requisitions where you are listed as an owner. Your personal preferences will only be applied on requisitions where you are listed as an owner. Your personal preferences will only be applied on requisitions where you are listed as an owner. Your personal preferences will only be applied on requisitions with the user you are searching for, please administrator.	tere you have I contact your
		Select Requisition Template Add these users by default to the Recruiting Team fields on the requisition when I have the following role : Default Hiring Manager •	
		Job Requisition with Assessment vendor V Additional Team Members	
		Admin-selected Users: None	
		Default Operator TARYN LEON	
		Additional Users SHER PINKERTON,	
		Staffing Specialist Team Admin-selected Users: Generic Recruiter, Rebeca Urquilla, Joseph Biue, JaVonda Gaines, Kathieen Nye, Mark Alers, Lionei Leonard, Kendra McCoy, Craig Davis	
		Admin-selected Groups: None	
		Additional Users	
		[Cancel] Save	1
	2.	After the preferences team has been added, they can be retrieved by the manager by selecting the Re-apply personal preference option. It will be n that your team member preference was added above the field where addit team members can be added.	hiring otated tional
		Additional Team Members Personal Preference Auto-Populated Groups: Hiring Manager TARYN LEON's team Restore and the second secon	admin defaults al preferences
		Note: Preferences are for individual use only and cannot be set or shared agency level.	at an





The following are descriptions of various items included in the Recruiting module.

RORCH DEMANDER OF MANAGEMENT HERVES people first We want a link a serve Heads	People First logo appears in the header of each screen and, if selected, returns you to the home page.
<u></u>	Home button appears in the header of each screen and, if selected, returns you to the home page.
Home ~	Home navigation dropdown menu appears in the header of each screen and takes you to the various Performance & Talent Management modules that you can access.
Q Search for actions or people	Search field allows Non-HR users to search for actions or people by entering an action keyword such as "reports" or an employee's name. HR users are able to search for all active employees agency-wide.
	To Do alerts appear in the global page header and indicate the number of outstanding talent management tasks assigned to you. Selecting the To Do alerts, allows you to access your To Do items without being on the home page. To expand the item, select the desired To Do. To Do Review Performance Breviews Due Anytime 1 Approval Due Anytime
TARYN LEON (00901202) ~	 Account navigation dropdown menu appears in the header of each screen and displays your name (or the name of the logged-in user). Selecting the dropdown menu allows you to access the following: <u>Proxy</u> – Assign or become a proxy, if permitted <u>Options</u> – Assign or become a proxy and activate a mobile device <u>Show version information</u> – View software version <u>Log Out –</u> Exits the system
Job Requisitions	Job Requisitions link appears in the header of the the Recruiting module screen and allows you to view your requisitions.



Preferences	Preferences link appears in the header of the Recruiting module screen and allows you to view your saved qualifying questions.
Talent Pipeline	Talent Pipeline identifies where all of the candidates are in the recruiting process.

