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Hiring Center User Guide for Managers

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Open a Requisition

Introduction   Opening a requisition is the first step in the recruiting process. Opening the requisition is completed from the core HR system in order to populate key position information into the requisition automatically.

Getting Started   Follow the path to access your People First My Home Page.

Your path is…
People First login page > Landing page > My Team tile > Work Information > Vacancy

Opening a Requisition   Follow the steps below to open a requisition.

Steps	
1.	Log in to People First.
2.	Select My Team tile on the Manager landing page.
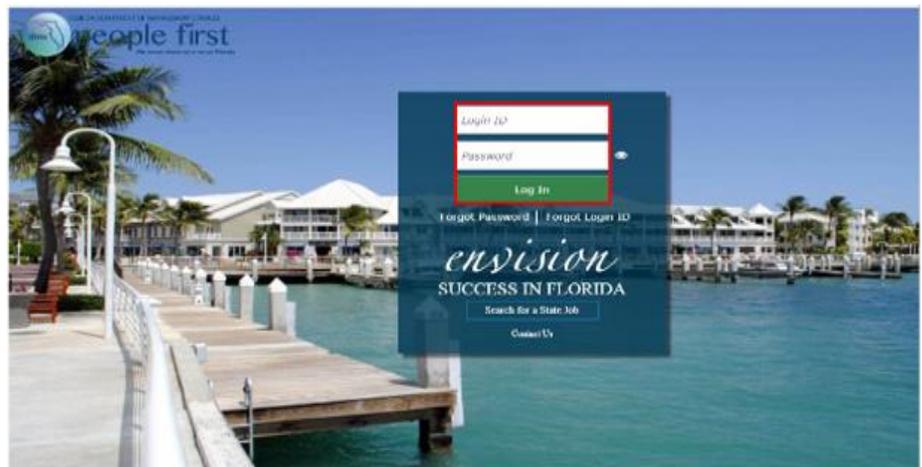
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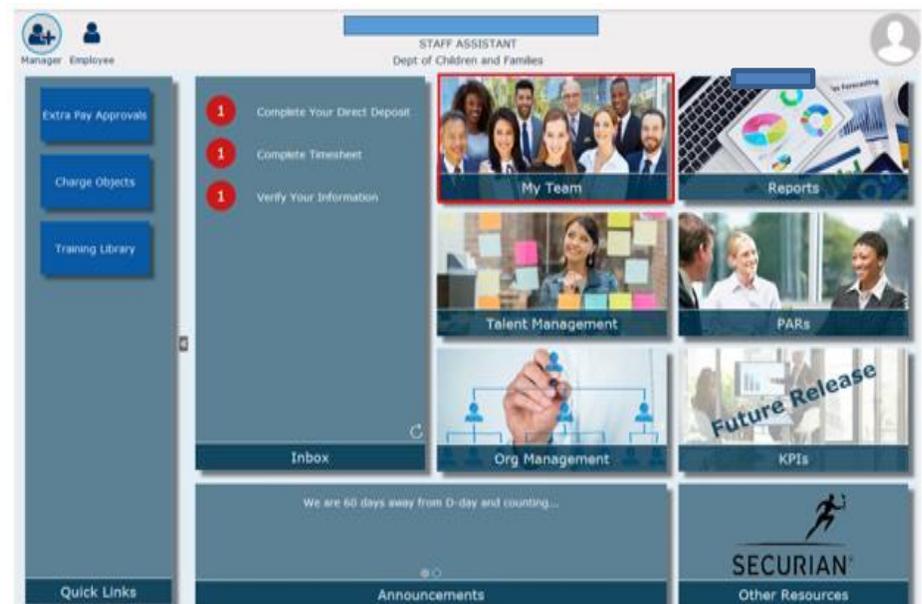
3.	Search by employee or position number.
4.	Select the navigation menu > Work Information > Vacancy.
5.	Select New to create a new entry.
6.	Change Vacancy Status to Open-Standard.
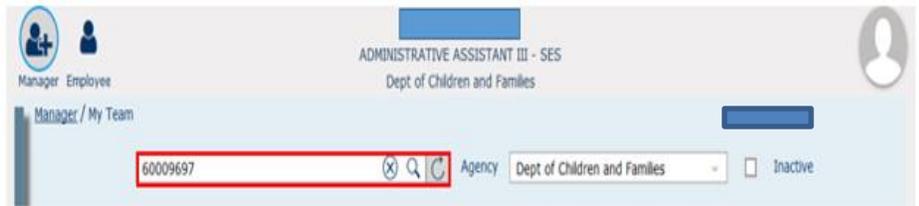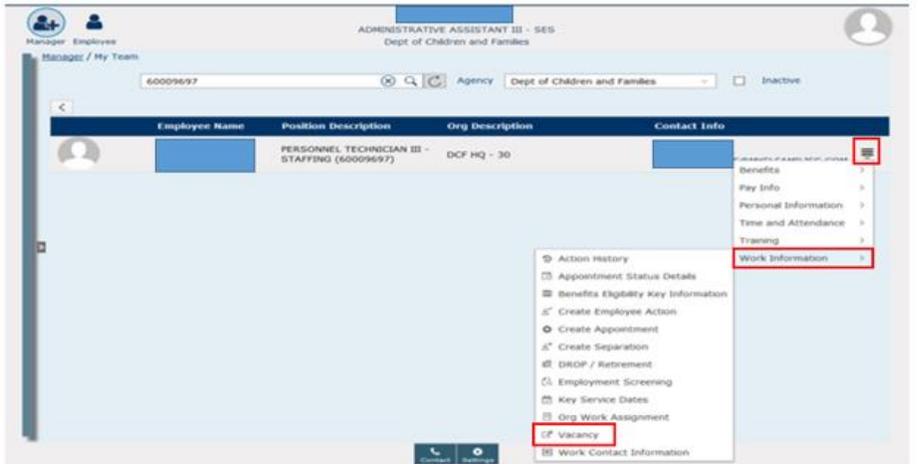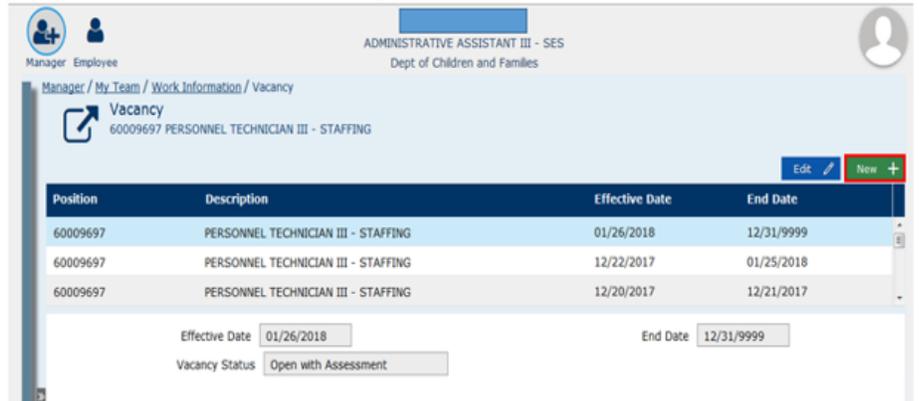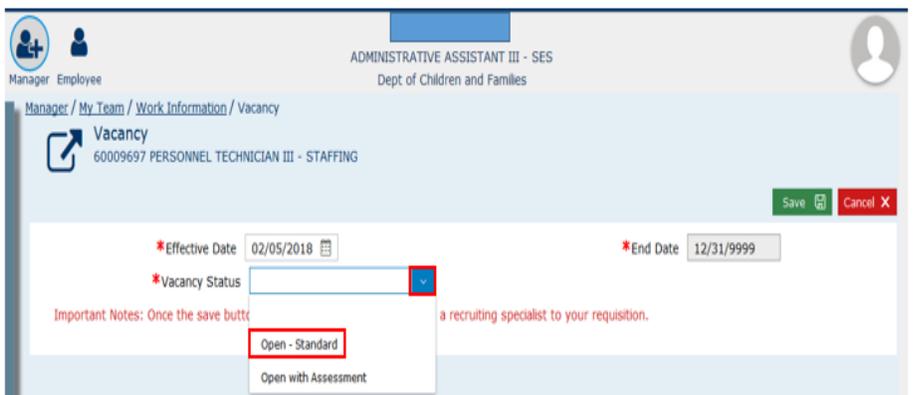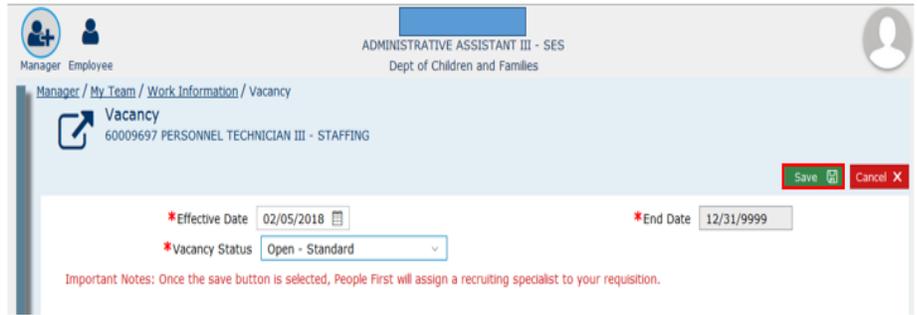
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7.	Select Save.
	Notes:
	- Once the vacancy is opened in People First, it is sent over to the Talent Management system and opens the draft requisition.
	- The Service Center will then assign to a Recruiting Specialist.
	Once this is assigned, you will receive a system-generated email followed by an email directly from the Recruiting Specialist within four hours of opening the requisition.

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

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 hour (e.g., 1:15, 1:30, 1:45, 2:00). The Service Center will be alerted to assign the 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.

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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 path to access the Talent Management home page.

Your path is…
People First login page > Landing Page > Talent Management tile > Talent Management home page > To Do section > Recruiting Approvals tile

Completing the Requisition

Follow the steps below to complete the 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 1 Approval Due Anytime
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 Close

4.	Review the Job Information section on the Job Requisition Detail page and fill in or update the necessary fields.

Notes:

- The majority of fields are pre-populated, but there will be some that require review and updating.
- Be certain to review the annoucement type (pre-populated as open competitive), location information (critical for vacancy searching), agency (if a separate agency is needed) and the number of vacancies (used for dispositioning candidates).
- If the number of vacanices is not known (e.g., rolling requisitions), it is recommended that you enter a high number.

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5.	Review the Compensation Information section on the Job Requisition Detail page and fill in or update the necessary fields.

Notes:

- The Career Posting Category will need to be selected and will populate the job vacancy in the selected category when candidates are searching for job vacancies.

- The Requested Posting and Closing Dates are required fields and will need to be completed with the anticipated vacancy dates.

- The Requisition Salary is required and will be included in the vacancy posting; salary min and max will not be included in the vacancy posting.

- The requisition salary is a free-form field allowing for OPS hourly rate, specific biweekly/monthly/annual amount, annual amount or ranges.

6.	The Roles section on the Job Requisition Detail page identifies the requisition's participants.

Notes:

- The user who created the requisition is identified as the Hiring Manager.

- If you need to change the hiring manager during the first step of the approval process, you will have to move the requisition form back to

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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.

- o 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.

- o 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:
  - o Requisition Number
  - o Agency
  - o Working Title
  - o Position Number
  - o Salary
  - o Posting Closing Date (Requested Closing Date)
  - o 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
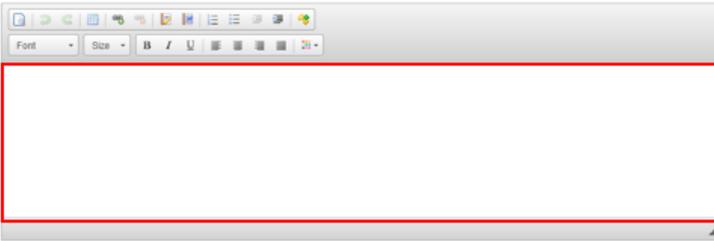
Notes:

- 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

| Questions | Required | Disqualifier | Score | Weight | Actions |

⊕ Add more questions

Required Score: 0.0
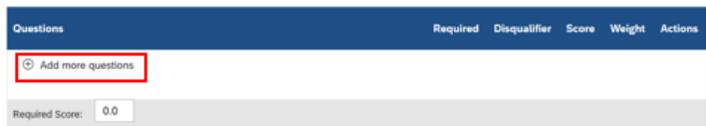
10.	To view an existing qualifying question saved to your qualifying question library (discussed later in the Preferences section) select Search; enter a key word; then select Go.

Questions

| Questions | Required | Disqualifier | Score | Weight | Actions |

⊖ Add more questions

Search   Browse   Create

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.
	12.	Enter your question in the text box.
	13.	Once you type your question, the Answer Format section will appear. Select Edit 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

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(repeat step for each multiple choice answer); and select the correct answer in the Correct answer field.

Answer Format:

Edit Answer

Answer Format: [Multiple Choice ⌄]

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 Format:

Edit Answer

Answer Format: [Rating Scales ⌄]

Answer Range: [Client Rating Scale ⌄]

> Show scale details

Desired answer: [1--Not Qualified ⌄]

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 Format:

Edit Answer

Answer Format: [Numeric ⌄]

Answer Range: Any Positive Number

Desired answer: [0.0] or ⊙ higher ⊙ 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 Format:

Edit Answer

Answer Format: [Free Text ⌄]

Answer Range: [200] Maximum number of characters allowed

[Close]

14.	Select the Create button.

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?

Answer Format: Edit Answer

Answer Format: Multiple Choice ∨

Answer Range: Yes   🗑
                 No   🗑
                 Add another answer

Correct answer: Yes ∨

Close

Create

Required Score: 0.0

15.	After creating the qualifying questions, finish the process by notating questions as required and score; if the question contains a non-negotiable job requirement (e.g., position requires a certain degree, certification or license), then select disqualifier question.

Questions	Required	Disqualifier	Score	Weight
Do you have prior personnel experience? Multiple Choice	☑	☑	☐	0

⊕ Add more questions

Required Score: 0.0

Notes:

- **Required** - Qualifying questions must be indicated as "Required" in order to force candidates to respond.

- **Disqualifier** - If qualifying questions are designated as disqualifier questions, candidates will immediately be dispositioned after applying if the question is not answered correctly. Disqualifier questions must be used only if the question is truly required for the vacancy.

- **Score** - Qualifying questions must be indicated as "Score" in order to create a percentage correct (free text questions cannot be scored).

- **Weight** - Additionally, in order to create a score, you must assign a "Weight" to the qualifying question(s). The total weight for all scored questions should equal 100. For example, if there are three qualifying questions, their weights could equal 33, 33 and 34. Weight does not apply to free text questions.

- **Required Score:** If you want to automatically disqualify candidates who do not receive a certain score when answering the qualifying questions, you can indicate the minimum score you desire in the Required Score field. The "Required Score" should always be less than your total "Weight."

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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 Close Without Saving ⊕ Add Approver → Send to Next Approver ← Send to Previous Step
17.	You have a number of different options for locating approvers. After entering your filter information, select the Search Users button. Add Approver *Find the users you want to add as Approvers.* Find: All Employees All Divisions Filtered by: All Departments Custom Select >> All Locations All Groups With: First Name [ ] and Last Name [ ] and Login ID [ ] Using: Starts With Search Users Cancel & Return to Form
18.	Select the appropriate approver in the results section. Results | Name	Agency	Organization Code	Location | ○ SHER PINKERTON (00163581) DCF - Children and Families (6000) 60303010070014000000000 DCF - Children and Families (6000) Choose Another Add Selected Cancel & Return to Form Notes: You have three options: Results | Name	Agency	Organization Code	Location | ○ SHER PINKERTON (00163581) DCF - Children and Families (6000) 60303010070014000000000 DCF - Children and Families (6000) Choose Another Add Selected Cancel & Return to Form ▪ Choose Another – Select after each selection to add additional approvers. ▪ Add Selected – Select when you are done adding all of your approvers. ▪ Cancel & Return to Form – Select to cancel and return to form without adding any approvers.
19.	Once all approvers have been added, select the Save Changes button. Add 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 PINKERTON (00163581) 60303010070014000000000 DCF - Children and Families (6000) DCF - Children and Families (6000) ✖ Add More Save Changes Cancel & Return to Form
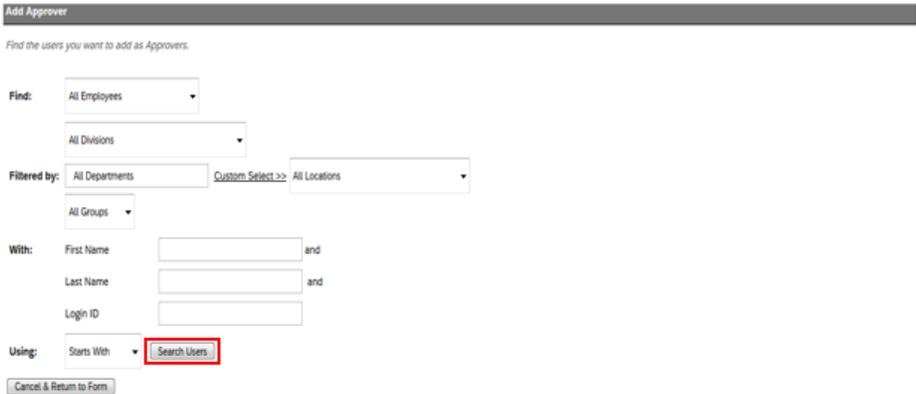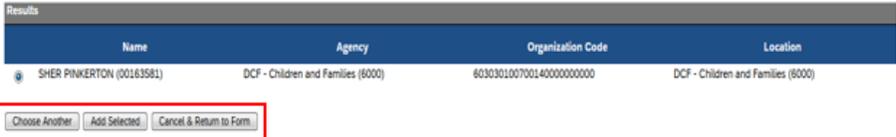
	Notes: ▪ If additional approvers need to be included, select Add More. ▪ Approvers will be assigned in the order entered. ▪ Before selecting Save Changes, you may delete or change the order of approval at this point by selecting the Action button for the desired approver.
20.	Once you have added all 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.
23.	To confirm, select 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.
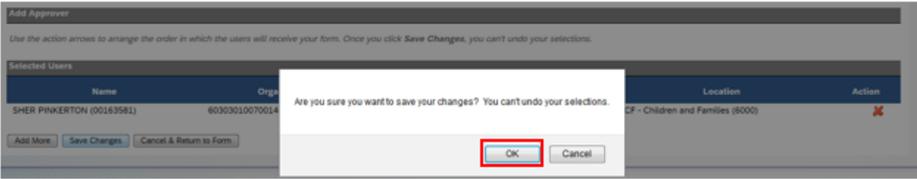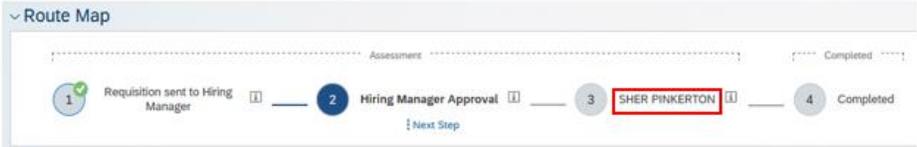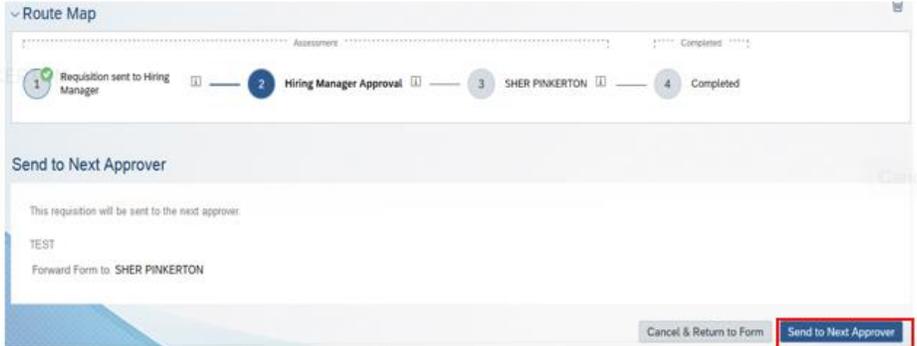
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24.	The Recruiting Approvals tile will be updated or removed in the To Do section. Note: If you added an approver, selecting the Recruiting tile in the My Resources section, then the applicable requisition will show the requisition's status.

My Requisitions	PERSONNEL TECHNICIAN III - STAFFING - 60009697 ✕
Requisitions Awaiting Approval (1) **PERSONNEL TECHNICIAN III - STAFFING - 60009697**	Waiting for approval from SHER PINKERTON 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** 👤→ **1** 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. Route Map Assessment — Completed 1 ✓ Requisition sent to Hiring Manager — 2 ✓ Requisition sent to approver — 3 SHER PINKERTON — 4 Completed Next Step Not Used External Posting Preview * Announcement Type Open Competitive ▾ 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 To confirm, select Send to Next Step again (or Send to Previous Step if sending to the previous step).
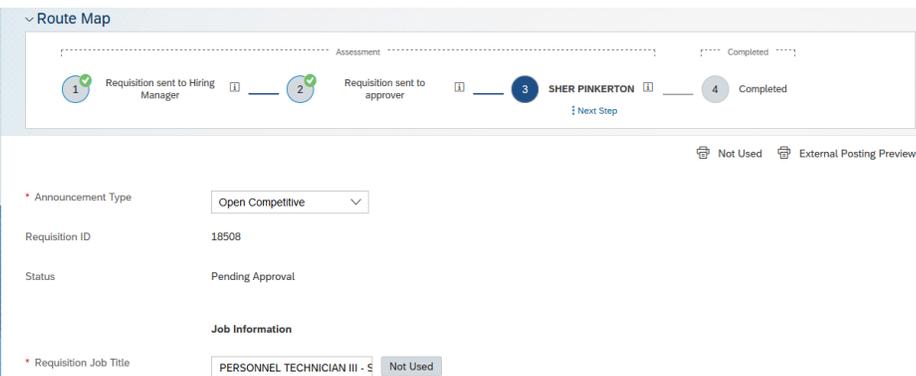
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The Recruiting Approvals tile will be updated or removed in the To Do section.

Post the Requisition

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

Posting the Requisition

The Service Center will follow the steps below prior to posting the requisition.

Steps	
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 Candidates

Introduction

Once candidates begin applying for your vacancy, you can begin reviewing their submitted information.

Getting Started

Follow the path to review the candidates.

Your path is…
People First login page> Landing Page > Talent Management tile > Talent Management home page > My Resources section > Recruiting tile

Reviewing the Candidates

Follow the steps below to review the candidates.

Steps	
1.	Select the Recruiting tile in the My Resources section.
2.	Select the number link in the Candidates column for the applicable requisition on the Job Requisitions page.
3.	The Talent Pipeline allows you to categorize candidates easily. Some may be categorized automatically when applying. For example, if you use a disqualifier question(s) and the candidate's answer does not match the required answer, he or she will automatically be placed in the Automatic Disqualified status category.
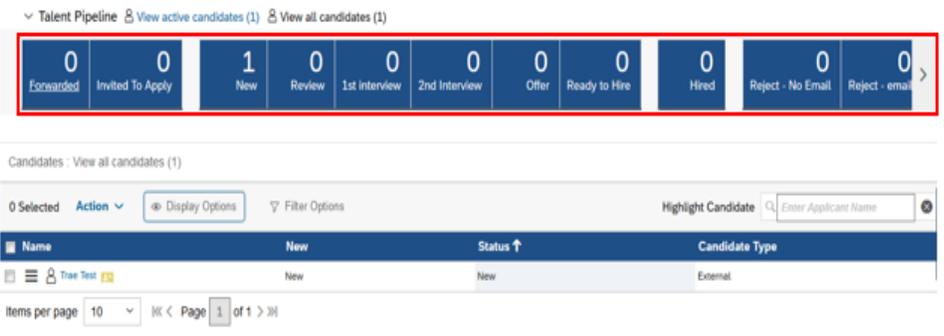
		Notes:
		
		   ▪ Moving candidates to the following categories will trigger disposition emails:
		
		      o Any candidate who is automatically disqualified as a result of qualifying questions or not meeting the Required Score will automatically be dispositioned as soon as they apply. No additional disposition emails will be sent to this candidate unless manually triggered by the agency.
		
		      o Once the number of vacancies matches the number of candidates hired, the remaining candidates will automatically be dispositioned by the system (unless they are in the Automatic Disqualified category or have been placed in the Reject – No Email category).
		
		      o When a candidate is moved to the status category of Reject – Email, he or she will automatically be dispositioned by the system.
		
		      o When a candidate is moved to the status of Requisition Closed, he or she will automatically be dispositioned by the system.
		
		      o If having the requisition cancelled, move all candidates Requisition Cancelled status prior to requesting the service center to change the status of the requisition to canceled.
		
		   ▪ Moving candidates to the status category of Reject – No Email will prevent them from receiving a disposition email (e.g., candidates who were interviewed and not offered the position, but the agency would like to send a personal notice to). Moving candidates to any other category status will not generate a disposition email until the number of vacancies matches the number of candidates placed in the hired category.

	4.	To view an individual candidate, select his or her name in the list of candidates.

	5.	Review the candidate's details.
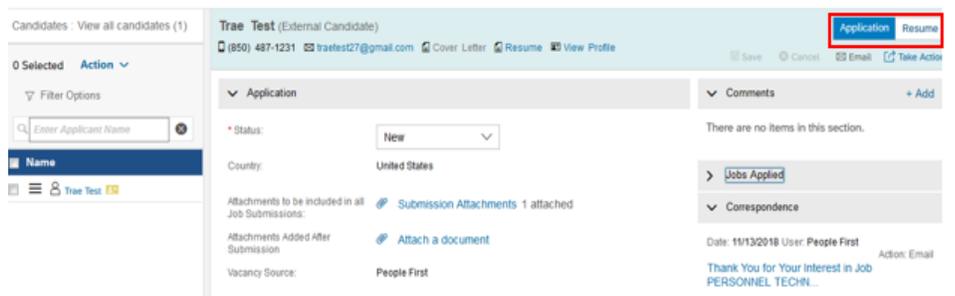		
		Notes:
		
		   ▪ You have the option to toggle to the resume or back to the application.
		   ▪ To review the resume, select Resume.
		   ▪ To return to the application, select Application.

		▪ The application includes any attachments from the candidate's profile, along with answers provided to qualifying questions.
6.		Take action. To move the candidate to a different status category, select Move Candidate. Note: To remove a candidate from consideration, select the Close From Consideration. This feature will highlight the candidate's name in the Candidate Grid and decrease the View Active Candidate's count. Select the candidate's new status. Enter any optional comment (which will be included on the candidate's submission) and select Apply Updates. The candidate will be moved to the selected category.

Note: You also have the option of moving an individual candidate to a different category by clicking the ☰ icon and dragging him or her to a new category.

| 7. | To take bulk actions on a candidate, select the appropriate candidates by placing a checkmark next to their names and then choosing your selection from the action menu. |

Select the Action dropdown, then select your action.

- ▪ Notes:
- ▪ Bulk actions include print preview and bulk printing.
- ▪ Print preview can be used to view the candidates' profile/application.
- ▪ When bulk printing, the candidates' profiles, which include their resumes, cover letters, applications and qualifying questions, will be included. Bulk printing is limited to 50 candidates at one time. If your requisition includes more than 50 candidates, change the candidate view to 50 per page prior to bulk printing. Select the check all box to select the first 50 candidates to print. Repeat the print step for the remaining pages.
- ▪ Attachments are not included in the bulk printing functionality. The number of attachments will be displayed in each profile, but if printing

		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

Closing out the Requisition

Follow the steps below to close out the requisition.

Steps
1.	To indicate the hired candidate, place a checkmark next to the candidate's name.
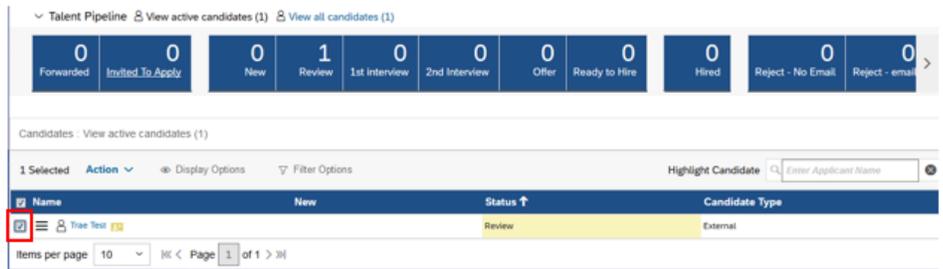
Select the Action dropdown and then select Move Candidate.
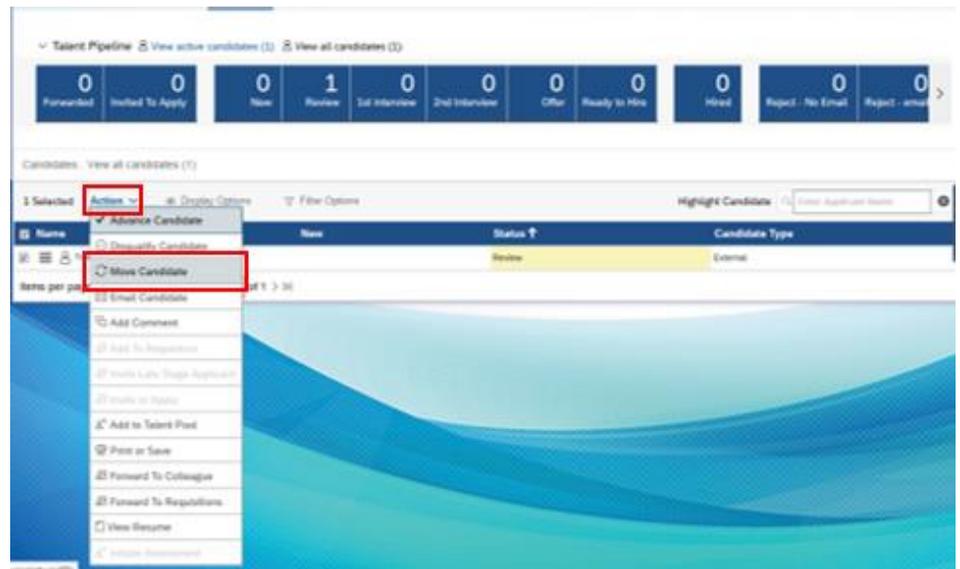
Select Apply Updates. |

Move Candidate

Candidates

Trae Test

Select status to move candidate(s) to:

Hired

Please comment on the status change (optional):

Cancel   **Apply Updates**

Note: You also have the option of moving an individual candidate to a Hired category by clicking the ≡ icon and dragging the candidate to that category.

2.	A warning message will appear indicating that the requisition will be closed and that there will not be any openings for other candidates. Select OK.
	When you complete this action there will be no openings remaining on this requisition and the requisition will be closed. Do you want to proceed?
	OK Cancel
	Note: This message is presented only when the number of vacancies notated in the requisition details matches the number of hired candidates. If the number of vacancies needs to be updated, ask your assigned staffing specialist for assistance.
3.	The Progress column shows as completed.
	The Requisition status is updated to filled.

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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 path is…
People First login pages > Landing Page > Talent Management tile > Talent Management home page > My Resources section > Recruiting tile > Preferences

Creating a Library of Qualifying Questions   Follow the steps below to create requisition preferences.

Steps
1.	From the My Saved Questions section, select Show create section. Enter the question, answer format and correct answer you wish to save; then select the Add button and then the Save button.
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. Note: Preferences are for individual use only and cannot be set or shared at an agency level.
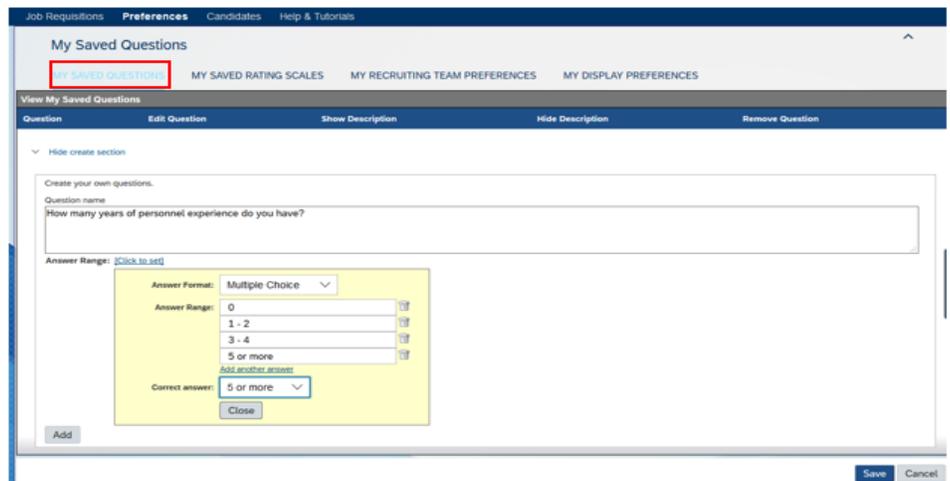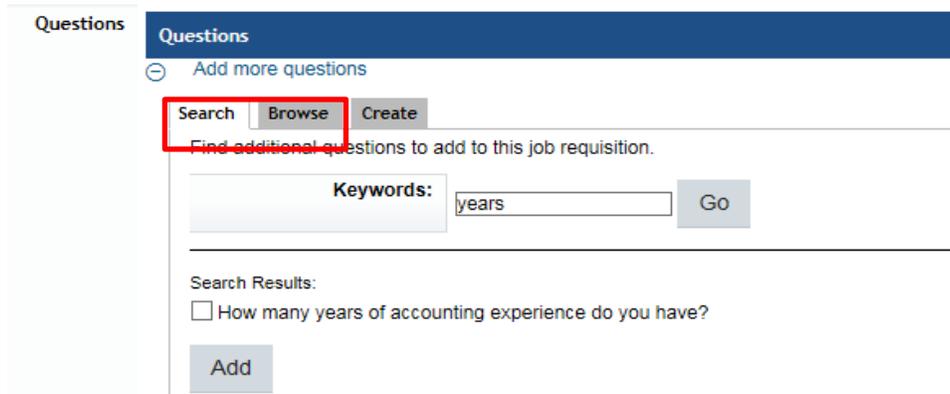
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Creating a My Recruiting Team Preference

	1.	From the My Recruiting Team Preferences screen, enter the name of each team member you would like to include on your recruiting team; then select the Save button.
	2.	After the preferences team has been added, they can be retrieved by the hiring manager by selecting the Re-apply personal preference option. It will be notated that your team member preference was added above the field where additional team members can be added. Note: Preferences are for individual use only and cannot be set or shared at an agency level.

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Appendix

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

[People First logo]	**People First logo** appears in the header of each screen and, if selected, returns you to the home page.
[Home button icon]	**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.
🔍 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 alert icon with 4] To Do Review Performance ... 3 Reviews Due Anytime Recruiting Approvals ... 1 Approval Due Anytime	**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.
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.