

# Applicant Tracking Guide

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*new world ERP – Human Resources: Applicant Tracking*



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## VALIDATION SETS AND EMPLOYEE ATTRIBUTES

### VALIDATION SETS

Validation Set Number and Name	Description
<b>18-Certification unit of measure</b>	Used to measure how a certificate is earned.
<b>19-Skill unit of measure</b>	Used to measure how a skill is earned.
<b>20-Equipment/Application</b>	Equipment used for the skill acquired.
<b>43-Job Miscellaneous</b>	Examples: Veteran, Military Experience, Gun permit.
<b>49-Job Posting Documentation</b>	Used to list documentation that applicants are required to provide, such as Driver's License, Social Security Card, etc. Do not confuse this with Document Processing – the setup is not actual documents. (However they may choose to scan in the required documentation and attach that document to the Applicant).
<b>50-Job Posting Location</b>	Used to list all possible locations where a Job Posting may be posted (such as the local newspaper, lunchroom, monster.com, etc.).
<b>51-Job Posting Date Type</b>	Lists the various key Date Types they may want to track about a Job Posting, such as Posted Date, Targeted Hire Date, Interview Start Date, etc.
<b>52-Rejected Reason</b>	Reasons why an Applicant was rejected for a Job Posting. This may include Not Qualified, Not Selected, No Longer Interested, Accepted Other Position, etc.
<b>72-Education Majors</b>	Business, Finance, Urban Planning, Education, Criminal Justice etc.
<b>188-Job Posting Status Reason</b>	Reasons why the Job Posting's status was set to what it is. Examples may be Awaiting Council Approval, Hiring Freeze, Applicant Hired, or List Expired.

Validation Set Number and Name	Description
<b>190-Applicant Activity Type</b>	Defines the categories of Activity Types that may occur, such as Exams.
<b>194-Applicant Referral</b>	Places that an Applicant might have heard about the Job Posting, or working for the city in general. These might include the Newspaper, Web Site, or an Employee.
<b>195-Applicant Status Reason</b>	Reason why the Applicant is in their current status. Values may include Applied, Not Selected, Hired, and Withdrew Application.
<b>199-Job Posting Position Status Reason</b>	Reasons why the Position tied to the Job Posting is in its current status. Values may include Awaiting Approval, Approved, Hiring Freeze and Applicant Hired.
<b>201-Applicant Reference Type</b>	Various types of References an Applicant may submit, such as Personal or Professional.
<b>204-Job Posting Applicant Reason</b>	Reasons why the Applicant's status on a Job Posting is what it is. Examples might be Applied, Not Qualified, Not Hired, or Withdrew.
<b>71-Employee Education</b>	Use this list to enter Education Types that might be required or desired for an applicant to obtain, or the Education Types an Applicant might possess.
<b>43-Position Miscellaneous</b>	Use this to list any other items that might be required for a Position, or that an Applicant might possess. This can range from Military Veteran (bonus points) to Former Employee.

## EMPLOYEE ATTRIBUTES

Attribute	Description
<b>Certification</b>	Use this to list the Certifications that are required or desired for a Position, or that an Applicant might possess.
<b>Skills</b>	Use this to list any other Skills that the Position might require, or that might want to be tracked on an Applicant.

## APPLICANT TRACKING ACTIVITY

Applicant Tracking Activity allows organizations to define and maintain the various activities that occur during the application process. Through the Applicant Tracking Activity function, the user also has the ability to associate various activities with specific job postings.

During the hiring process, applicants may be required to perform a number of activities. These activities include items such as exams, interviews, and physical tests. This section allows the users to define the activities that will be used. Activities are then associated to positions and job postings. This lets users know what activities an applicant needs to perform for a specific job posting.

An activity may have a set period of time that it is effective. It is necessary and possible to redo the activity only after it expires. If the same activity is tied to multiple job postings, the applicant needs to perform the activity only once, as their result will apply to all job postings.

## ACTIVITY LIST

The Activity List page, accessed from the Maintenance menu (**Maintenance > Human Resources > Applicant Tracking > Applicant Activity**), allows authorized users to maintain existing activities and add new activities.



Active	Activity	Activity Type	Effective Period
✓	64-108 Police Exam	State Exam	12
✓	66-306 Social Welfare Examiner	State Exam	12
✓	66-735 Firefighter/EMT	State Exam	12
✓	66-741 Firefighter Exam	State Exam	12
✓	Application Review	Prelim Eval	12
✓	Background Check	Post-Offer	
✓	Departmental Interview	Interview	
✓	Drug Test	Post-Offer	
✓	Human Resource Interview	Interview	
✓	Oral Panel Exam	Interview	12
✓	Police Office Fitness	Physical Exam	18

New Delete Refresh Print



## ADD OR EDIT APPLICANT ACTIVITIES

The Activity page, accessed by clicking the **New** button or an Activity hyperlink on the Activity List page, allows authorized users to create or edit activities used by their organization. To edit an existing activity, click on the Activity's hyperlink on the Activity List page. To add or edit information found in the *Activity Type* field, please see **validation set #190**.

The screenshot shows the 'Applicant Activity' form in the New World Systems application. The form has a header with the logo and navigation links. Below the header, there are input fields for 'Activity', 'Active' (a checkbox), 'Activity Type' (a dropdown menu), and 'Effective Period (Months)'. At the bottom of the form are four buttons: 'Save', 'Save/New', 'Delete', and 'Reset'.

## PRINTING APPLICANT ACTIVITIES

The **Print** button at the bottom Applicant Activity Listing pop-up page, allows the user to generate a listing of Applicant Activities selected by their associate *Activity Type*. the report generated will be sent to myReports and will include the effective period of the activity.

The screenshot shows the 'Applicant Activity List' page. It features a table with columns: Active, Activity, Activity Type, and Effective Period. The table lists various activities such as '64-106 Police Exam', '66-306 Social Welfare Examiner', '66-735 Firefighter/EMT', '66-741 Firefighter Exam', 'Application Review', 'Background Check', 'Departmental Interview', 'Drug Test', 'Human Resource Interview', 'Oral Panel Exam', and 'Police Office Fitness'. Below the table are buttons for 'New', 'Delete', 'Refresh', and 'Print'. A blue callout box points to the 'Print' button, showing a 'Tax Listing -- Webpage Dialog' window. This dialog box contains the 'Applicant Activity Listing' form, which is identical to the one shown in the first screenshot, but with the 'Active' checkbox checked and the 'Activity Type' dropdown set to 'State Exam - State Exam'.

Active	Activity	Activity Type	Effective Period
✓	64-106 Police Exam	State Exam	12
✓	66-306 Social Welfare Examiner	State Exam	12
✓	66-735 Firefighter/EMT	State Exam	12
✓	66-741 Firefighter Exam	State Exam	12
✓	Application Review	Prelim Eval	12
✓	Background Check	Post-Offer	
✓	Departmental Interview	Interview	
✓	Drug Test	Post-Offer	
✓	Human Resource Interview	Interview	
✓	Oral Panel Exam	Interview	12
✓	Police Office Fitness	Physical Exam	18

## NEW JOB POSTING

The Job Posting serves as the connection between Position Control and Applicant Tracking. A Job Posting in its simplest form is a piece of paper pinned to a bulletin board that lists a job opening. In more detail,

the posting includes information about the job (duties, requirements, and salary), how and when to apply for that job. Applicants are then associated with that Job Posting, are evaluated based on the requirements of the job, and one is selected.

The expected life-cycle of the Job Posting is as follows: A department head requests that an open position be filled. A list of requirements (education, certifications, skills) is created. The duties are agreed upon, and a salary range is determined. The Job Posting is created, and goes through an approval process to ensure that the city will finance the position and that the posting meets any regulatory standards. From there the posting is sent out to various locations to be publicized (web site, newspapers, bulletin boards). As applicants express interest, they are associated with the Job Posting. Using the definitions on the Job Posting, applicants are eliminated from consideration and the qualified ones are ranked. When an open position is associated with the Job Posting, an applicant can be hired for the position. The Job Posting can then be closed, or can remain open to allow additional open positions to be associated with it.

Licensing affects Job Postings because they are related to both Position Control and Applicant Tracking, and neither of those modules is required. *If Applicant Tracking is not licensed*, the user *will not* have access to Job Postings or Applicants. Applicant Tracking must be licensed for access to Job Postings and Applicants. The software's function will be maximized if both modules are licensed.

The New Job Posting allows authorized users to go through the workflow steps necessary to create a job posting. The New Job Posting interface consists of the following pages:

1. General Page allows authorized users to add basic information about the job posting.
2. Job Description Page allows authorized users to enter text about the position.
3. Education allows authorized users to create and maintain the educational requirements of the job posting.
4. Certification allows authorized users to create and maintain the certification requirements of the job posting.
5. Skills allow authorized users to create and maintain the skill requirements of the job posting.
6. Miscellaneous allows authorized users to add or maintain any additional qualifications that do not fit into Education, Skills, or Certification.
7. Activities allow authorized users to add or maintain any events (e.g., tests) that are used to measure an applicant's competence in a particular area.
8. Tracking Dates allow authorized users to view the key dates associated with this posting.
9. Required Forms allow authorized users to select the forms (e.g., application) the applicant will be required to complete to be considered for the position.
10. Required Documentation allows authorized users to select the documentation that the applicant must provide to be considered for the job posting.
11. Job Posting Education allows authorized users to add documents to a job posting.
12. Job Posting Education allows authorized users to add or maintain an education type defined for a particular job posting.

13. Job Posting Certification allows authorized users to add or maintain a certification defined for a particular job posting.
14. Job Posting Skill allows authorized users to add or maintain a skill defined for a particular job posting.
15. Job Posting Miscellaneous Type allows authorized users to add or maintain any additional qualifications.
16. Job Posting Activity allows authorized users to add or maintain an activity (such as a test) that measures a particular skill.
17. Job Posting Tracking Date allows authorized users to add or maintain a tracking date for events (e.g., Posted Date) pertaining to a job posting.
18. Job Posting Preview allows authorized users to view a formatted job posting that can be printed and displayed, copied and pasted into job search Web sites, or copied to word or Web design software for additional editing.

## CREATING A NEW JOB POSTING

The New Job Posting functionality, accessed from the Human Resources menu (**Human Resources > Applicant Tracking > New Job Posting**), or by clicking the **Save/New** button on a current job posting that was created and is ready to be saved.



The screenshot shows the 'New Job Posting' form. At the top is a blue header with the title 'New Job Posting'. Below the header is a row of icons. The form fields are as follows:

- Job Posting Number:** A text input field.
- Based On Position:** A dropdown menu showing '-01 - Chief Administrative Officer' with a close button (X) and a dropdown arrow.
- Description:** A text input field containing 'Chief Administrative Officer'.
- Position Currently Open:** A checkbox that is checked.
- Department:** A dropdown menu showing 'ADMIN - ADMINISTRATION' with a dropdown arrow.
- Internal Only:** A checkbox that is unchecked.
- Posting Comments:** A large text area.

At the bottom of the form are four buttons: 'Save', 'Save/New', 'Save/Next', and 'Reset'.

## GENERAL

The General page allows authorized users to add basic information about the job posting. It must be completed before the other workflow items can be accessed.

**New Job Posting**

**General**

Job Posting Number

Posting Date

Based On Position

Close Application Date

Description

Posting Expires

Position Currently Open ☒

Expiration Date

Department

Recruitment Costs

Internal Only ☐

Referral Bonus

Posting Comments

Save Save/New Save/Next Reset

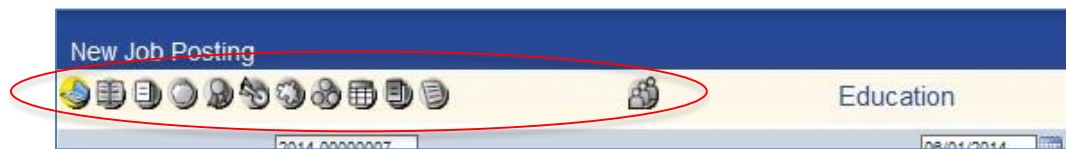
#### General: Entry Control Descriptions

1. **Job Posting Number** - This control is required. It contains the code that will uniquely identify this job posting. A year-based number will be supplied automatically. This control may contain 13 characters. It is disabled in EDIT mode.
2. **Based on Position** -This control is required. It contains the position in the organization to which the posting applies. All postings must be based on a position.
3. **Description** - This control is required. This control may contain 32 characters. The entry selected determines the approval process. If the system is interfaced with Position Control, the entry is defaulted from the selected position.
4. **Position Currently Open** -This control indicates whether this position is currently open. No would indicate that, while the position is not currently open, applications are being accepted. The default is selected.
5. **Department** - This control is required. It contains the department to which the position belongs. If the organization is licensed to Position Control, the department value will be defaulted in this control.
6. **Internal Only** - This control indicates whether this position should be filled internally. The organization may post internally first and then widen the search if an appropriate applicant is not found. Some positions (e.g., Police Sergeant) may be a promotion that requires the job go to an existing employee. The control default is deselected.
7. **Posting Comments** - This control contains any additional comments that may give more information about the posting. It may contain 1024 characters.
8. **Posting Date** - This control is used for informational purposes only and represents the date of the job posting.

9. **Application Close Date** - This control contains the last date that applications will be accepted.
10. **Posting Expires (changing to Expiration Type)** - This control contains the condition under which the posting will expire: when it is filled, as of a selected date, or user entry (when it is manually closed). The default is When Filled.
11. **Expiration Date** - Enabled and required when the user selects *Selected Date* for Posting Expires, this controls the expiration date of the posting. This date may be changed.
12. **Recruitment Costs**- This control contains any costs associated with recruiting an employee to fill this position.
13. **Referral Bonus** - This control contains the amount of the bonus paid to an employee who referred someone who was ultimately hired to fill the position.

#### **Workflow Command Buttons**

The workflow command buttons are available once the General screen has been completed. These buttons allow the user to move easily among the components that can be defined for the posting. (It is recommended that the typical information for the position job posting be completed on the position prior to creating the job posting so that the defaults will be populated.)



*Workflow Command Button Key:*

<b>General</b>	
<b>Description</b>	
<b>Documents</b>	
<b>Education</b>	
<b>Certification</b>	
<b>Skills</b>	
<b>Miscellaneous</b>	
<b>Activities</b>	
<b>Tracking Dates</b>	
<b>Required Documentation</b>	
<b>Required Forms</b>	
<b>Preview</b>	

## JOB DESCRIPTION

The **Job Description** workflow page allows authorized users to enter text about the position. This text will be visible to the public. Information may include, job duties, requirements (e.g., must be able to lift 50 pounds), shift information, etc. If setup on the position, this information will default.

**New Job Posting**

Job Posting Number: 2014-00000007    Description: Account Clerk III  
 Based on Position: 00-01 - Account Clerk III    Department: 04.101 - Finance Department.Accounting

Job Posting Description

Save   Save/New   Save/Next   Reset

## DOCUMENTATION

The **Documentation** workflow page allows authorized users to add documents to a job posting. These documents may include notes from the department head, a comment from the review board, etc. Click the **New** button at the bottom of the screen to add a document.

**New Job Posting**

Job Posting Number: 2014-00000007    Description: Account Clerk III  
 Based on Position: 00-01 - Account Clerk III    Department: 04.101 - Finance Department.Accounting

Status	Description	File Type	Created By	Date Created	Changed By	Date Changed	Checked Out By	Date Checked Out
--------	-------------	-----------	------------	--------------	------------	--------------	----------------	------------------

View   Open   New   Delete   Detail   Permissions   Finalize   Check In   Undo Check Out

New Job Posting   Next

## EDUCATION

The **Education** workflow page allows authorized users to create and maintain the educational requirements of the job posting. If desired, the *Points* field allows the user to be able to assign point values to each line item. These points can then be awarded to an applicant based on eligibility. If not using a ranking based applicant tracking process, the *Points* field can be left at zero or blank.

---

**Note:** to add or edit an existing education type, see **validation set #71**.

---

The **Job Posting Education** popup page allows authorized users to add or maintain an education type defined for a particular job posting. To add an Education Type:

1. Click the **New** button on the job posting **Education** workflow page. To Edit or Maintain an Education Type:
2. Click the *Education Type* hyperlink on the job posting **Education** workflow page.

The screenshot displays the 'New Job Posting' interface with the 'Education' tab selected. A table lists education types: 'Undergraduate Degree - Bachelor's', 'High School Grad', and 'Graduate Degree - Master's Degree'. Two callout boxes show the 'Job Posting Education' popup. The top callout shows the 'Edit' button circled in red, and the bottom callout shows the 'New' button circled in red.

## CERTIFICATION

The **Certification** workflow page allows authorized users to create and maintain the certification requirements of the job posting. If desired, the *Points* field allows the user to be able to assign point values to each line item. These points can then be awarded to an applicant based on eligibility. If not using a ranking based applicant tracking process, the *Points* field can be left at zero or blank.

---

**Note:** Certifications must first be setup through the Maintenance Menu (**Maintenance>Human Resources>Employee Attributes>Certifications**).

---

The **Job Posting Certification** pop-up page allows authorized users to add or maintain a certification defined for a particular job posting.

To add a certification: Click the **New** button on the Certification workflow page.

To maintain a certification: Click the *Certification* hyperlink on the job posting Certification workflow page.



**New Job Posting**

Job Posting Number: 2014-00000002      Description: Main Street Secretary  
 Based on Position: 10121-10-03 - Main Street Secretary      Department: ADMIN - ADMINISTRATION

Certification	Required	Points
CDL		

**Job Posting Certification**

Certification Type: CDL - CDL

Required: ☐

Points:

**Edit**

OK Cancel

**Job Posting Certification**

Certification Type: CDL - CDL

Required: ☐

Points:

**New**

OK Cancel

New Delete Refresh Next New Job Posting

## SKILLS

The **Skills** workflow page allows authorized users to create and maintain the skill requirements of the job posting. Assessing mastery of a skill usually involves some unit of measure (e.g., typing might be measured at 70 words per minute). Users taking an applicant's data can either take the applicant's word about their mastery of a skill, or set up an activity designed to measure the skill. If desired, the *Points* field allows the user to be able to assign point values to each line item. These points can then be awarded to an applicant based on eligibility. If not using a ranking based applicant tracking process, the *Points* field can be left at zero or blank.

---

**Note:** Skills must first be setup through the Maintenance Menu (**Maintenance>Human Resources>Employee Attributes>Skills**).

---

The **Job Posting Skill** popup page allows authorized users to add or maintain a skill defined for a particular job posting.

To add a new Skill: Click the **New** button on the job posting Skill workflow page.

To Edit or Maintain a Skill: Click the *Skill* hyperlink on the job posting Skill workflow page.

**New Job Posting**

Job Posting Number: 2014-00000002  
Based on Position: 10121-10-03 - Main Street Secretary

Description: Main Street Secretary  
Department: ADMIN - ADMINISTRATION

Skill	Required	Points
Bilingual		

**Job Posting Skill**

Skill Type: Bilingual - Bilingual  
Required: ☐  
Points:

**Edit**

**Job Posting Skill**

Skill Type: Bilingual - Bilingual  
Required: ☐  
Points:

**New**

**New Delete Refresh Next New Job Posting**

## MISCELLANEOUS

The **Miscellaneous** workflow page allows authorized users to add or maintain any additional qualifications that do not fit into Education, Skills, or Certification. If desired, the *Points* field allows the user to be able to assign point values to each line item. These points can then be awarded to an applicant based on eligibility. If not using a ranking based applicant tracking process, the *Points* field can be left at zero or blank.

To add or maintain any additional qualifications, this page may be accessed by clicking the following buttons or hyperlinks.

To add an additional qualification: Click the **New** button on the job posting Miscellaneous workflow page.

To edit or maintain an additional qualification: Click the *Miscellaneous* hyperlink on the job posting Miscellaneous workflow page.

**New Job Posting**

Job Posting Number: 2014-00000003      Description: HR Payroll Assistant  
 Based on Position: 10121-13-01 - HR Payroll Assistant      Department: ADMIN - ADMINISTRATION

Miscellaneous	Required	Points
Referral Program Candidate		

**Job Posting Miscellaneous Type**

Miscellaneous Type: Referral Program Candidate - Referral Progra

Required: ☐

Points:

**Edit**

**Job Posting Miscellaneous Type**

Miscellaneous Type: Referral Program Candidate - Referral Progra

Required: ☐

Points:

**New**

New Delete Refresh

## ACTIVITIES

The **Activities** workflow page allows authorized users to add or maintain any events (e.g., tests) that are used to measure an applicant's competence in a particular area. If desired, the *Minimum Score* field allows the user to be able to assign a minimum score to each line item. Applicant scores can then be awarded to an applicant based on their eligibility. If not using a ranking based applicant tracking process, the *Minimum Score* field can be left at zero or blank.

---

**Note:** Activities must first be setup through the Maintenance Menu (**Maintenance>Human Resources>Applicant Tracking>Applicant Activity**).

---

To add or maintain an activity (such as a test) that measures a particular skill. This page may be accessed by clicking the following buttons or hyperlinks.

To add a new activity: Click the **New** button on the job posting Activities workflow page.

To edit or maintain an activity: Click the *Activity* hyperlink on the job posting Activities workflow page.

**New Job Posting**

Activities

Job Posting Number: 2014-00000003      Description: HR Payroll Assistant  
Based on Position: 10121-13-01 - HR Payroll Assistant      Department: ADMIN - ADMINISTRATION

Activity	Minimum Score	Date	Form
Background Check			

**Job Posting Activity**

Activity: Background Check

Minimum Score:

Date:

Form:  **Edit**

OK Cancel

**Job Posting Activity**

Activity: Background Check

Minimum Score:

Date:

Form:  **New**

OK Cancel

New Delete Refresh Next New Job Posting

## TRACKING DATES

The **Tracking Dates** workflow page allows authorized users to view the key dates associated with this posting. These dates will include items including the Posted Date, last date to accept applications, Activity dates, Selection date, etc.

---

**Note:** to add or edit an existing Tracking Date Type, see **validation set #51**.

---

The **Job Posting Tracking Date** popup page allows authorized users to add or maintain a tracking date for events (e.g., Posted Date) pertaining to a job posting.

To add a tracking date: Click the **New** button on the job posting Tracking Dates workflow page.

To edit or maintain a tracking date: Click the *Date Type* hyperlink on the job posting Tracking Dates workflow page.

**New Job Posting**

Tracking Dates

Job Posting Number: 2014-00000003  
Description: HR Payroll Assistant  
Based on Position: 10121-13-01 - HR Payroll Assistant  
Department: ADMIN - ADMINISTRATION

Date Type	Date
Posting Date	06/01/2014

**Job Posting Tracking Date**

Date Type: Posting Date - Posting Date  
Date: 6/1/2014  
**Edit**  
OK Cancel

**Job Posting Tracking Date**

Date Type: Posting Date - Posting Date  
Date: 6/1/2014  
**New**  
OK Cancel

New Delete Refresh Next New Job Posting

## REQUIRED DOCUMENTATION

The **Required Documentation** workflow page allows authorized users to select the documentation that the applicant must provide to be considered for the job posting. This may include items like a resume, proof of residency, etc. To add/edit documentation types, see **validation set #49**.

**New Job Posting**

Required Documentation

Job Posting Number: 2014-00000004  
Description: Main Street Secretary  
Based on Position: 10121-10-03 - Main Street Secretary  
Department: ADMIN - ADMINISTRATION

Available Documentation: 3

- I-9 (I-9)
- Proof of Residency (Proof of Residency)
- W-4 (W-4)

Assigned Documentation: 1

- Drivers License (Drivers License)

Save Save/New Save/Next Reset

## REQUIRED FORMS

The **Required Forms** workflow page allows authorized users to select the forms (e.g., application) the applicant will be required to complete to be considered for the position. All of the *Available Forms*

options displayed on this page have been checked into the Document Processing software. This procedure provides a central place to find these documents.

---

**Note:** Forms must first be uploaded through the Maintenance menu(**Maintenance> Human Resources>Positions>Job Posting Documents**).

---

The screenshot shows a web application titled "New Job Posting". At the top, there is a blue header bar with the title. Below the header is a navigation bar with several icons. The main content area is divided into two sections: "Required Forms" on the right and "Available Forms" on the left. The "Required Forms" section displays the following information: Job Posting Number: 2014-00000006, Description: Main Street Secretary, Based on Position: 10121-10-03 - Main Street Secretary, and Department: ADMIN - ADMINISTRATION. The "Available Forms" section shows a list of forms, with "New Hire Application" being the only one listed. Below the list of forms, there are four buttons: "Save", "Save/New", "Save/Preview", and "Reset".

## JOB POSTING PREVIEW

The **Job Posting Preview** page allows authorized users to view a formatted job posting that can be printed and displayed, copied and pasted into job search Web sites, and/or copied to Word or Web design software for additional editing.



New Job Posting

Preview

Position Description: Main Street Secretary

Position Number: 101211003

Description:

Main street secretary will report directly to the Mayor.

Duties:

-Answer and return phone calls for the Mayor  
 -Help Organize and Assist with Main Street Employee Events  
 -Act as a liaison between the public and the Mayor when working in office

Certification Requirements:

CDL

Reset

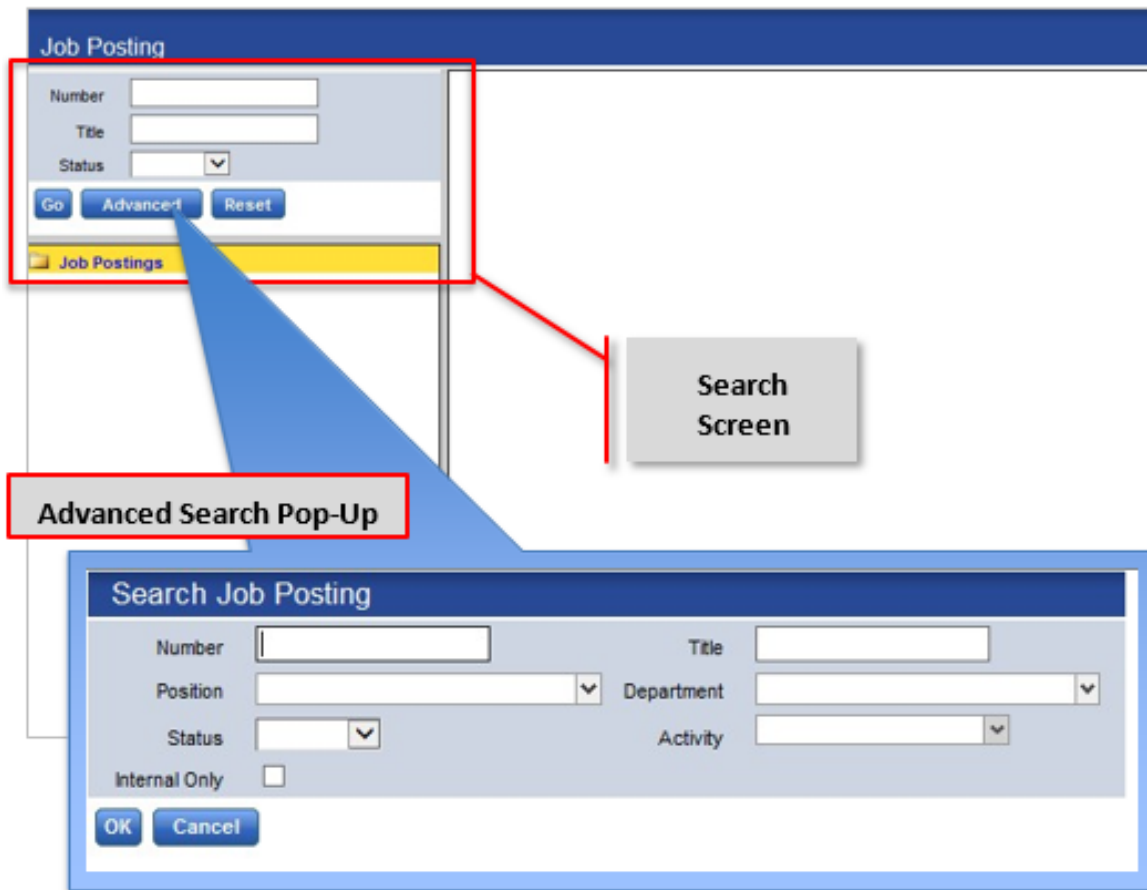
## JOB POSTING MAINTENANCE

The **Job Postings** page, accessed from the Human Resources menu (**Human Resources > Applicant Tracking > Job Postings**), allows authorized users to view and maintain details related to job postings.

## SEARCH SECTION

The Search section is located in the upper left hand corner of the page. The Search section contains controls that allow users to search for a range of postings or a specific posting. The results of the search display in the Results section.

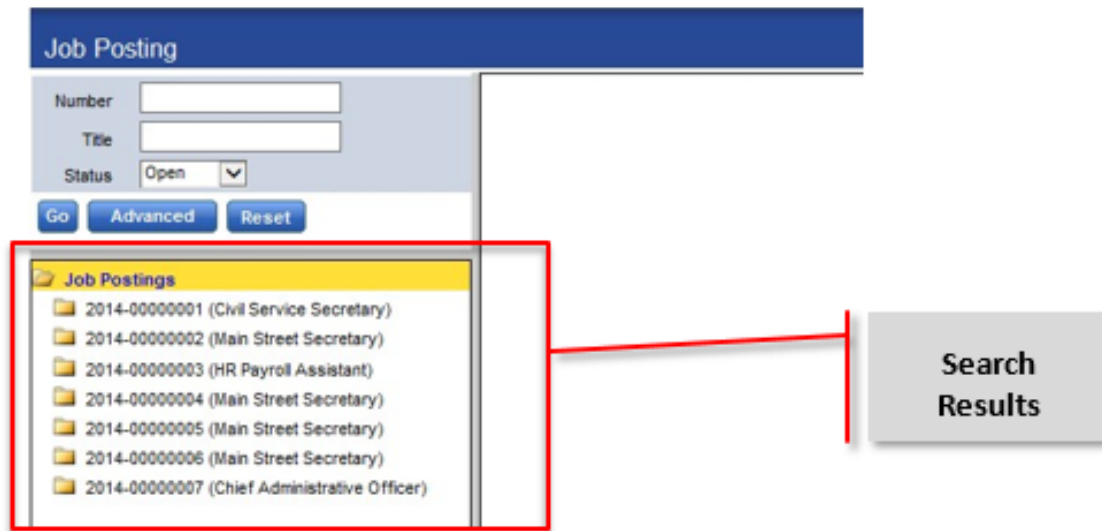
The Search Job Posting popup page, accessed by clicking the **Advanced** button on the Job Postings page, allows authorized users to perform an advanced search that utilizes additional controls to those on the Job Postings page.



## RESULTS SECTION

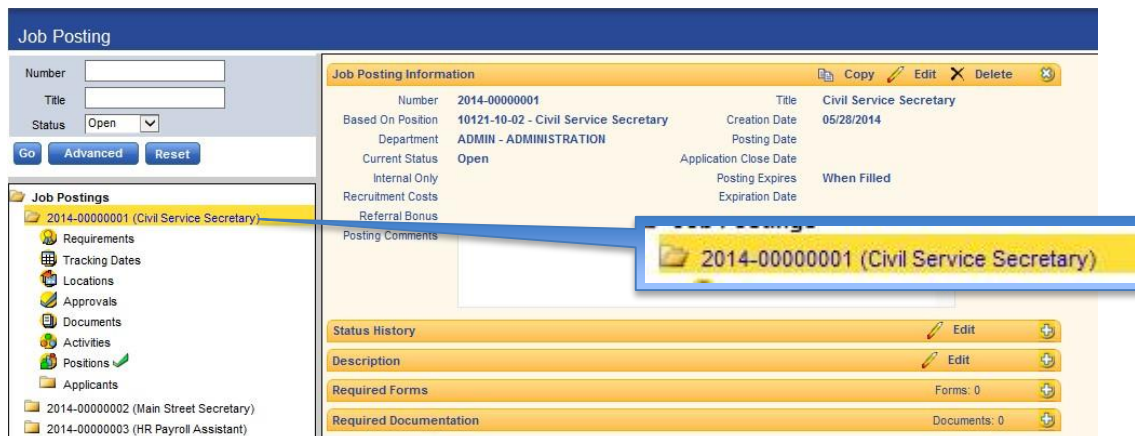
The Results section is located on the left side of the page under the Search section. The Results section displays the postings to which the user has authority. When a search is performed, the results section displays the postings that match the search criteria.





## INQUIRY SECTION

The inquiry section is located on the right side of the page. The information that displays in the inquiry section changes based on the selection made in the results section. To view additional job posting information, click the folder icon to the left of the job posting number. There are also **Edit** buttons throughout the Job Postings Information for fields that need to be maintained/edited after the initial job posting is completed.



## UPDATE JOB POSTING

The Update Job Posting pop-up page, accessed by clicking the **Edit** icon on the *Job Posting* title bar of the **Job Postings** page, allows authorized users to modify the job posting data.

## ATTRIBUTE: GENERAL

### TITLE BAR: JOB POSTING INFORMATION

When the user clicks on a posting at the highest level rather than on one of the posting's attributes, the general job posting information will display. This is a summary of the information entered on the first page of the New Job Posting process.

The screenshot shows the 'Job Posting Information' form. At the top, there is a title bar with 'Copy', 'Edit' (highlighted with a red box), and 'Delete' buttons. The form contains the following fields:

Number	2014-00000002	Title	Main Street Secretary
Based On Position	10121-10-03 - Main Street Secretary	Creation Date	05/28/2014
Department	ADMIN - ADMINISTRATION	Posting Date	
Current Status	Open	Application Close Date	
Internal Only		Posting Expires	When Filled
Recruitment Costs		Expiration Date	
Referral Bonus			
Posting Comments	<div></div>		

Below the form, there are two sections: 'Status History' and 'Description', each with an 'Edit' button.

The screenshot shows the 'Logos.NET -- Webpage Dialog' window. The 'Update Job Posting' dialog box is open, displaying the following fields:

Job Posting Number	2014-00000002	Recruitment Costs	
Based On Position	10121-10-03 - Main Street Secretary	Referral Bonus	
Job Posting Title	Main Street Secretary	Posting Date	
Department	ADMIN - ADMINISTRATION	Application Close Date	
Current Status	Open	Posting Expires	When Filled
Internal Only	<input type="checkbox"/>	Expiration Date	
Posting Comments	<div></div>		

The dialog box has 'OK' and 'Cancel' buttons at the bottom.

### TITLE BAR: DESCRIPTION

The Description title bar, displayed below the Status History title bar, allows users to view the text that was entered to give details about the position. The **Edit** button can be used to update any needed information.

### *TITLE BAR: REQUIRED FORMS*

The Required Forms title bar, displayed below the Job Description title bar, allows users to view the forms that applicants are required to fill out to be considered for this posting. The **Edit** button can be used to change required form selection.

### *TITLE BAR: REQUIRED DOCUMENTATION*

The Required Documentation title bar, displayed below the Required Forms title bar, allows users to view the documentation (e.g., resume, school transcripts, etc.) that applicants must present to be considered for this posting. The **Edit** button can be used to change required form selection.

### *ATTRIBUTE: REQUIREMENTS*

The Requirements attribute allows users to view everything that is required of an applicant (education, certification, skills, miscellaneous, documentation) to be considered for this posting. To see the requirement section, the user must click **Requirements** under the job posting number in the search results.



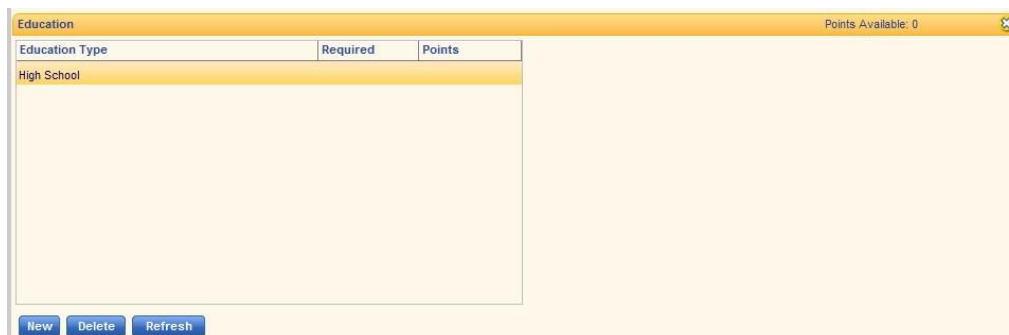
### TITLE BAR: JOB POSTING SUMMARY

The Job Posting Summary section allows users to view a summary of the information entered on the initial screen of the new job posting process. This information appears above the title bar for all attribute pages (not the Job Posting Information section above).



### TITLE BAR: EDUCATION

The Education requirements section allows users to view and maintain the education requirements of the job posting. The default sort order is by *Education Type* in ascending order. Click on an *Education Type* hyperlink to open the Job Posting Education popup page in EDIT mode, or the **New** button to add a new Education Type.



### TITLE BAR: CERTIFICATION

The Certification requirements section allows users to view and maintain the certifications required for applicants responding to this job posting. Click on a *Certification Type* hyperlink to open the Job Posting Certification pop-up page in EDIT mode, or the **New** button to add a certification.

Certification		Points Available: 0
Certification	Required	Points
Carnegie Training		

New Delete Refresh

### TITLE BAR: SKILLS

The Skills requirements section allows users to view and maintain the skills that applicants responding to this job posting must possess. Click on a *Skills Type* hyperlink to open the Job Posting Skills pop-up page in EDIT mode, or the **New** button to add a new skill.

Skills		Points Available: 0
Skill	Required	Points
Arbitration		

New Delete Refresh

### TITLE BAR: MISCELLANEOUS

The Miscellaneous requirements section allows users to view and maintain any additional qualifications that do not fit into Education, Skills, or Certification. Click on a *Miscellaneous Type* hyperlink to open the Job Posting Miscellaneous pop-up page in EDIT mode, or the **New** button to add a new Miscellaneous Type.

Miscellaneous		Points Available: 0
Miscellaneous Type	Required	Points
Personality Inventory		

New Delete Refresh

## ATTRIBUTE: TRACKING DATES

The Tracking Dates attribute allows users to view and maintain the key user-defined dates associated with this posting. To access Tracking Date information, **Tracking Dates** must be click under the job posting number in the search results. Click on an *Activity Date Type* hyperlink to open the Job Posting Activity Date Type pop-up page in EDIT mode, or the **New** button to add a new Activity Date Type.

Job Posting

Number
Title
Status
Open

Go
Advanced
Reset

Job Postings
2014-00000001 (Civil Service Secretary)
2014-00000002 (Main Street Secretary)
Requirements
Tracking Dates
Locations
Approvals
Documents
Activities
Positions
Applicants

Job Posting Tracking Date	
Date Type	Date
Approval	04/28/2004
Application Deadline	05/02/2004
Interview start	06/01/2004
Selected	07/01/2004
Hire	08/01/2004

[New](#)
[Delete](#)
[Refresh](#)

## ATTRIBUTE: LOCATIONS

The Locations attribute allows users to view and edit the locations where this job posting has been publicized. This includes newspapers, Web sites, city hall, e-mail list, etc. This attribute serves as a tool to evaluate recruitment success and expenses. To access Location information, **Locations** must be click under the job posting number in the search results.

Job Posting

Number   
Title   
Status Open   
[Go](#) [Advanced](#) [Reset](#)

Job Postings

2014-00000001 (Civil Service Secretary)

- Requirements
- Tracking Dates
- Locations**
- Approvals
- Documents
- Activities
- Positions
- Applicants

## JOB POSTING LOCATION

The user can add a new location by clicking the **New** button. To edit or maintain a location, the user can click on a *Locations* hyperlink.

**Note:** to add or maintain Location options, see **validation set #50**.

ATTRIBUTE: APPROVALS

**Note:** Applicant Tracking Approvals are setup for individual users and departments under the Process Manager process of **Payroll – Job Posting Process**.



The screenshot shows a web application interface for job postings. On the left is a sidebar menu with the following items: Requirements, Tracking Dates, Locations, Approvals (highlighted in yellow), Documents, Activities, Positions, and Applicants. The main content area has a blue header labeled 'Job Posting'. Below the header, there are input fields for 'Number', 'Title', and 'Status' (set to 'Open'), along with 'Go', 'Advanced', and 'Reset' buttons. To the right of these fields is a 'Job Posting Information' section with a table:

Number	2014-00000001	Number of Active Applicants	0
Title	Civil Service Secretary	Number of Open Positions	0
Status	Open		

Below the table is a 'Job Posting Approvals' section showing 'Dept Head (1)' with a user icon and 'Approve' and 'Deny' buttons. At the bottom left, there is a 'Job Postings' list with three entries: 2014-00000001 (Civil Service Secretary), 2014-00000002 (Main Street Secretary), and 2014-00000003 (HR Payroll Assistant). Each entry has a sub-menu with icons for Requirements, Tracking Dates, Locations, Approvals, Documents, Activities, Positions, and Applicants. The 'Approvals' item for the first entry is highlighted in yellow.

## ATTRIBUTE: DOCUMENTS

The Documents section allows users to attach additional information such as Word documents, scanned items, etc., to a posting. This attribute uses the Document Processing Control to maintain this information. To access Document information, click **Documents** under the job posting number in the search results.

This screenshot shows a list of job postings under the heading 'Job Postings'. The list includes three entries: 2014-00000001 (Civil Service Secretary), 2014-00000002 (Main Street Secretary), and 2014-00000003 (HR Payroll Assistant). Below each entry is a set of icons representing different attributes: Requirements, Tracking Dates, Locations, Approvals, Documents, Activities, Positions, and Applicants. The 'Documents' attribute for the first entry is highlighted in yellow.

To add a new document, click the **New** button under the Job Posting Document List. If the *Document* hyperlink is clicked, Logos will begin to download the associated document.

Job Posting Information

Number

2014-00000003

Title

HR Payroll Assistant

Status

Open

Number of Active Applicants

0

Number of Open Positions

0

Job Posting Documents

Status	Description	File Type	Created By	Date Created	Changed By	Date Changed	Checked Out By	Date Checked Out
	Application	doc	nws	5/28/2014 1:35:38 PM	nws		nws	05/28/2014 01:35:38 PM

View

Open

New

Delete

Detail

Permissions

Finalize

Check In

Undo Check Out

## ATTRIBUTE: ACTIVITIES

The Activities attribute allows users to view activities that have been set up for this job posting. Job Posting activities can be access by clicking on **Activities** under the job posting number in the search results.



To add a new Activity, click the **New** button. To maintain or edit associated Job Posting Activities, click on an *Activity* hyperlink.





## JOB POSTING POSITION

The Job Posting Position page allows authorized users to add and maintain positions on a job posting as well as approve a job posting. To access the position attribute, click on **Positions** under the job posting number in the search results.



To add a new position to the job posting, click **New**. To maintain or edit an existing position associated, click on the *position* hyperlink. The below is where the user can indicate if they want one job posting for many positions, one job posting per one position, or interchange positions based on new position vacancies in Logos.

Position				
Position	Open Date	Status	Total Openings	Applicants Under Consideration
101211301 - HR Payroll Assistant	05/28/2014	Proposed	1	0

New Delete Refresh

## TITLE BAR: APPLICATIONS

The Applicants section allows users to maintain the applicants that have applied for the position. To view, add and edit applicant information, open the **Applicants** folder under the job posting number in the search results. To view individual applicant and their status, click the **General** option under the Applicants folder.



From the Job Posting Applicants screen, the user can view applicants, delete applicants, and add new applicants to the job posting. Note: applicants must be set up prior to trying to add them to the listing **(Human Resources> Applicant Tracking>New Applicant)**.

Job Posting Applicants						
Applicant Number	Name	Date Applied	Status	Reason	Ranking	Points
2	Folse, Marcus H.	05/28/2014	Active			
1	Landry, Robbie L	05/28/2014	Active			
3	Robicheaux, Carolyn A.	05/28/2014	Active			

New Delete Refresh View Applicant

## TITLE BAR: STATUS

The Status section allows users to maintain the status that is assigned to the job posting. The job posting status bar can be accessed through the general job posting folder, found by click on the job posting number in the search results.



Status				Edit	
Status	Status Date	Comments	Reason		
Open	06/07/2004				
Proposed	04/01/2004				

## UPDATE JOB POSTING STATUS

The Update Job Posting Status pop-up page, accessed by clicking the **Edit** icon on the Status History title bar of the Job Postings page, allows authorized users to update the status of the job posting. Users can use the controls on this page to further explain why the status has changed, especially when a posting has been put on hold or closed.

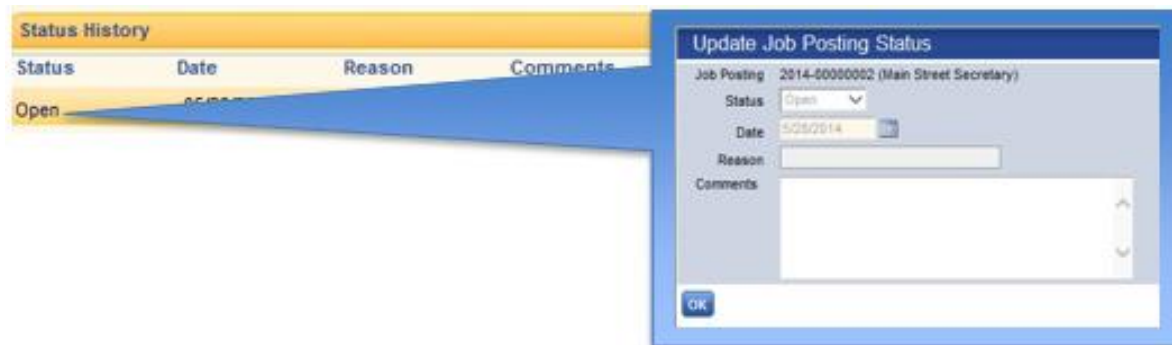
The screenshot shows a 'Status History' table with columns: Status, Date, Reason, and Comments. The first row shows 'Open' status on '05/28/2014'. A blue arrow points from the 'Edit' icon in the table's title bar to a pop-up window titled 'Update Job Posting Status'.

The 'Update Job Posting Status' pop-up window contains the following fields:

- Job Posting: 2014-00000002 (Main Street Secretary)
- Status:
- Date:
- Reason:
- Comments:
- Buttons: OK, Cancel

## JOB POSTING POSITION STATUS

The Job Posting Position Status pop-up page, accessed by clicking a *Status* hyperlink on the Status section of the Position attribute of the Job Postings page allows authorized users to manually update the status of a position on a job posting. The system will perform some updates automatically. This page will most commonly be used to change the status to Closed for a position that was not approved.



## JOB POSTING POSITION – APPLICANT

The Job Posting Position - Applicant popup page, accessed by clicking a *Name* hyperlink or the **New** button on the Applicant section of the Position attribute of the Job Postings page, allows authorized users to attach applicants to a specific open position. Note: the applicant must already be setup in the system for them to be available in the drop down.



Position				
Position	Open Date	Status	Total Openings	Applicants Under Consideration
101211003 - Main Street Secretary	05/28/2014	Proposed	1	1

## SELECT APPLICANT

The Select Applicant popup page, accessed by clicking the **Select** button on the Position attribute of the Job Postings page, allows authorized users to flag an applicant and indicate to the Human Resources department that this is someone they would like to hire.



Applicant Number	Name	Date	Selected	Hired	Status	Reason
1	Landry, Robbie L	05/28/2014	No	No	Active	

**Select Applicant**

Job Posting: 2014-00000002 (Main Street Secretary)

Position: 10121-10-03 (Main Street Secretary)

Date Opened: 5/28/2014

Number Open: 1

Applicant: 1 (Landry, Robbie L)

Comments:

OK Cancel

New Delete Refresh Add All Select

## HIRE APPLICANT

The Hire Applicant process, accessed by clicking the **Hire** button on the Positions attribute of the Job Postings page, allows authorized users to create an employee record from an applicant record once a decision has been made to hire the applicant. Additionally, applicant is hired for a position, not a job posting. Therefore, an applicant must be associated with a job posting position to be hired.

---

**Note:** the position must be in an open status for **Hire** button to become available.

---

Applicant Number	Name	Date	Selected	Hired	Status	Reason
1	Landry, Robbie L	05/28/2014	No	No	Active	

New Delete Refresh Add All Select Hire

### STEP 1

Once the applicant is selected for hire, the user will be redirected to the following page. This Step allows the user to review information about the applicant and make any necessary changes.

---

**Note:** to maintain and add values to the Job Posting Applicant Reason drop down (left side under Update Applicant Status for This Job Posting), see **validation set #204**.

---

To maintain and add values to the Applicant Status Reason drop down (right-side under Update Applicant Record), see **validation set #195**.

Job Posting  
Hire Applicant

1 2 3 4

Update hired applicant's status.

Applicant 1 - Landry, Robbie L Position 101211003 - Main Street Secretary  
Job Posting 2014-00000002 - Main Street Secretary

Hire Date 05/28/2014 x

**Update Applicant Status for This Job Posting**

Status *Inactive*

Date 05/28/2014

Reason

Comments Hired for Position 101211003 - Main Street Secretary

**Update Applicant Record**

Inactivate This Applicant ☒

Date 05/28/2014

Reason

Comments

< Back Next > Finish

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## STEP 2

This page allows users to update the statuses of the position and the related job posting.

**Note:** to maintain and add values to the Job Posting Position Status Reason drop down (left-side under Update Open Position), see **validation set #199**.

To maintain and add values to the Job Posting Status Reason drop down (right-side under Update Job Posting), see **validation set #188**.

Job Posting  
Hire Applicant

1 2 3 4

Update job posting information.

Applicant 1 - Landry, Robbie L Position 101211003 - Main Street Secretary  
Job Posting 2014-00000002 - Main Street Secretary

**Update Open Position**

Close This Open Position ☒

Date 05/28/2014

Reason

Comments Applicant 1 hired.

**Update Job Posting**

Close this Job Posting ☐

Date

Reason

Comments

< Back Next > Finish

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## STEP 3

This page allows the user to update the status of the applicants that were not hired for the position.

Job Posting  
Hire Applicant

1 2 3 4

Update applicants who were not hired.

Applicant 1 - Landry, Robbie L. Position 101211003 - Main Street Secretary  
Job Posting 2014-00000002 - Main Street Secretary

Cannot Inactivate Applicants or their Job Posting information if the Job Posting is not closed.

**Inactivate Applicants for This Job Posting**

Inactivate Applicants ☐

Date   
Reason   
Comments

< Back Next > Finish

## STEP 4

This page allows the user to preview missing required fields before creating an employee record based on the applicant record. Note: if the applicant is an employee, you will see a go to employee option which will allow you to update the employees record (screen shot below).

Job Posting  
Hire Applicant

1 2 3 4

Review data needed to create an employee.

Applicant 1 - Landry, Robbie L. Position 101211003 - Main Street Secretary  
Job Posting 2014-00000002 - Main Street Secretary

Click 'Go to Employee' to enter Workforce Administration and adjust the employee's Job manually.

< Back Next > Finish Go to Employee

## EVALUATE APPLICANTS

### STEP 1

The Evaluate Applicants page, accessed by clicking the **Evaluate Applicants** button on the Applicants attribute of the Job Postings page, allows authorized users to review active applicants' suitability for a

job posting based on selected criteria. Applicants can be evaluated with one of two goals in mind: eliminating unqualified applicants or ranking applicants.

Job Posting  
Evaluate Applicants

Job Posting 2005-00000009- Program Specialist II Active Applicants 1

1 2 3 4 5

Select the Evaluation Type and click Next.

Evaluation Type: Qualification  
Ranking Method: Leave Tied

< Back Next > Finish

## STEP 2

This page allows users to select which criteria, established on the job posting, will be used to evaluate the applicants. The values on this page will vary depending upon the evaluation type chosen on the previous page.

Job Posting  
Evaluate Applicants

Job Posting 2004-00000002- Meter Reader I Active Applicants 3

1 2 3 4 5

Select the Qualifications to check for.

Education Certification Skills Miscellaneous Activities

Available Education: 0 Selected Education: 1

High School - High School Grad

< Back Next > Finish

## TAB: EDUCATION

The Education tab allows authorized users to select education types to determine which levels of education are required or the education level for which ranking points should be tallied. This tab is shown by default under Step 2.

### *TAB: CERTIFICATION*

The Certification tab allows authorized users to select certification types to determine which kinds of certification are required or the certification type for which ranking points should be tallied.

### *TAB: SKILLS*

The Skills tab allows authorized users to select skill types to determine which kinds of skills are required or the skill type for which ranking points should be tallied.

### *TAB: MISCELLANEOUS*

The Miscellaneous tab allows authorized users to select other accomplishment types to determine which kinds of other accomplishments are required or the accomplishment type for which ranking points should be tallied.

### *TAB: ACTIVITIES*

The Activities tab allows authorized users to select activity types to determine which kinds of activities are required or the activity type for which ranking points should be tallied.

## **STEP 3**

This page previews the results of the evaluation. The user can review the data and go back to change anything as necessary.

Job Posting  
Evaluate Applicants

Job Posting 2004-00000002- Meter Reader I Active Applicants 3

1 2 3 4 5

Review the results. Click Next to continue or Back to modify the criteria.

Unqualified Applicants 1

Applicant Number	Name	Education
3	Hoipe, Mary	X

< Back Next > Finish

## **STEP 4**

This page allows the user to select what actions, if any, they want to take based on the results.

Job Posting

Evaluate Applicants

Job Posting 2004-00000002- Meter Reader I

Active Applicants 3

1

2

3

4

5

Select actions to perform.

Print Report ☐

Create Form Letters ☐

< Back

Next >

Finish

## REPORT OUTPUT

The Not Qualified Applicants Report (sent to myReports) prints a list of the applicants that the Evaluate Applicants process, using the Qualification evaluation type, has eliminated. The reasons the applicant is not qualified are also included. Sample report output appears below:

New World City Unqualified Applicants Report			
Applicant Name	Applicant Number	Reasons	Code
Holpe,Mary	3	Missing Education	High School

## ATTRIBUTE: APPLICANTS

The Applicants attribute allows users to display and maintain applicants associated with a particular job posting. The Applicants attribute is divided into two sub-attributes: General and Activity Result.

### *SUB-ATTRIBUTE: GENERAL*

The General sub-attribute provides basic information about the applicant as he or she relates to the job posting.

Job Posting Applicants						
Applicant Number	Name	Date Applied	Status	Reason	Ranking	Points
22	George, Randy	08/17/2007	Active			
3	Hoipe, Mary	07/12/2004	Active			
2	Martinez, Rao	05/12/2004	Active			

[New](#)[Delete](#)[Refresh](#)[View Applicant](#)[Evaluate Applicants](#)

### ***SUB-ATTRIBUTE: ACTIVITY RESULTS***

The Activity results sub-attribute allows users to view applicants based on their results on activities.

## **NEW APPLICANT**

The applicant section facilitates the hiring process by storing and providing access to the data relevant for each Job Posting for which the applicant applies. Other sections of the software will use this data to help evaluate applicants and choose qualified ones to hire.

Applicants may be used in a variety of ways. A single applicant record may be tied to each Job Posting applied for, or a separate applicant record may be created for each posting. Applications may be accepted only when a person is applying for specific Job Postings, or the city may accept applications at any point, and search those applications for qualified people when new Job Postings are created. The users may be required to enter all application data for each applicant, or they may wish to enter very basic information initially until the applicant has passed some activities and is considered to be a serious applicant. The Applicant Tracking system handles all of these conditions.

Most of the data initially collected on the applicant is basic common sense data: name, address, contact information, qualifications, job history, references, etc. The one special case is EEO data. Cities need to collect data such as race, gender, and age to verify that they are not discriminating in their hiring process, but applicants are not required to provide such data, and this sensitive data should not be accessible after it has been entered in the system. Security will be placed around these fields to allow users to see if data has been entered in them, to change the data, but never actually view the values in these fields.

During the hiring process, additional data will be collected and stored about the Applicant - Job Posting applied for, activity results, notes about the applicants, and so on. This data may be tied to a specific Job Posting as well as the applicant, so if an applicant applied for and failed to obtain one position, that data will not affect their chances to obtain a different position.

1. The New Applicant allows authorized users to go through the workflow steps necessary to enter an applicant into the system.

2. The General screen allows the user to enter the core information about the applicant.
3. Education allows authorized users to create and maintain the applicant's education history.
4. Certification allows authorized users to view certifications completed by the applicant.
5. Skills allows authorized users to view the skills the applicant possesses.
6. Miscellaneous allows authorized users to view any additional criteria which may apply to job postings that the applicant has an interest in but which do not fit under Education, Skills, or Certifications.
7. Job History allows authorized users to track an applicant's employment history.
8. References allows authorized users to track the people an applicant lists as individuals who can be contacted to give more information about the applicant.
9. User-Defined Fields allows authorized users to view the user-defined fields that have been set up to record additional information for applicants.
10. Job Posting allows authorized users to view and add job postings to an applicant.
11. Documents allows authorized users to attach documents to an applicant.
12. Applicant Education allows authorized users to add or maintain education types obtained by a particular applicant.
13. Applicant Certification allows authorized users to enter and maintain certifications earned by a particular applicant.
14. Applicant Skills allows authorized users to add or maintain a skill recorded for a particular applicant.
15. Applicant Miscellaneous allows authorized users to add or maintain any additional qualifications the applicant possesses.
16. Applicant Job History allows authorized users to add or maintain the applicant's job history.
17. Applicant References allows authorized users to enter and maintain the references the applicant provides.
18. The Applicant Job Posting screen allows authorized users to associate a job or jobs to the applicant.

## ENTERING A NEW APPLICANT

The New Applicant frame allows authorized users to go through the workflow steps necessary to enter an applicant into the system.

### GENERAL

The General page, accessed from the Human Resources menu (**Human Resources > Applicant Tracking > New Applicant**) or by clicking the **New** button on the Applicants page, allows authorized users to add



basic information about the applicant. It must be completed before the other workflow items can be accessed.











Field	Description
<b>Employee</b>	This control contains the name of an internal employee who is an applicant for the position. It is disabled in EDIT mode regardless of whether the applicant is an employee. If the user selects a value, the Name, Address, SSN, and EEO Information controls are populated automatically. Once populated, the Name and SSN controls are disabled.
<b>Last Name</b>	This control is required. It contains the last name of the applicant. This control may contain 50 characters.
<b>First Name</b>	This control is required. It contains the first name of the applicant. This control may contain 20 characters.
<b>Middle Name</b>	This control contains the middle name of the applicant. It may contain 20 characters.
<b>Suffix</b>	This control contains the applicant's name suffix (e.g., Jr., Sr., Ph.D., etc.).
<b>Social Security Number</b>	This control contains the applicant's social security number.
<b>Address</b>	This section organizes the address controls.

Field	Description
<b>Street</b>	This control is required. It contains the applicant's street address. The first line is required. Each line may contain 40 characters.
<b>Zip</b>	This control is required. It contains the applicant's Zip code. The <i>City</i> and <i>State</i> controls are populated based on this entry.
<b>City</b>	This control is required. It contains the city where the applicant lives. This control may contain 32 characters.
<b>State</b>	This control is required. It contains the state where the applicant lives.
<b>Job Posting</b>	This control contains the posting for which the applicant would like to be considered. It displays active postings by number and description. This control is disabled in EDIT mode.
<b>Contact</b>	This section organizes the controls that provide ways to contact the applicant.
<b>Primary Phone</b>	This control contains the phone number at which the applicant is most likely to be reached.
<b>Secondary Phone</b>	This control contains an alternate phone number for the applicant.
<b>Email</b>	This control contains the applicant's e-mail address. It may contain 64 characters.
<b>EEO Information</b>	This section organizes the controls that provide data to prove EEO compliance.
<b>Gender</b>	This control indicates whether the applicant is male or female.
<b>Race</b>	This control indicates the applicant's primary ethnicity.
<b>Date of Birth</b>	This control contains the date the applicant was born.
<b>Referral Information</b>	This section organizes the referral controls.
<b>Initial Referral</b>	This control indicates how the applicant first heard about the position.

Field	Description
<b>By Employee</b>	This control contains the name of the employee who referred the applicant, if applicable. This is frequently used for tracking referral bonuses.

## WORKFLOW COMMAND BUTTONS

The workflow command buttons are available once the General frame has been completed. These buttons allow the user to move easily among the components that can be defined for the posting.

<b>General</b>	
<b>Education</b>	
<b>Certification</b>	
<b>Skills</b>	
<b>Miscellaneous</b>	
<b>Job History</b>	
<b>References</b>	
<b>User-Defined Fields</b>	
<b>Job Posting</b>	
<b>Documents</b>	

## EDUCATION

The Education workflow page allows authorized users to create and maintain the applicant's education history.

Education Type	Institution	From Date	To Date
High School - High School Diploma	Troy High School	09/01/1996	06/01/2000

The Applicant Education popup page allows authorized users to add or maintain education types obtained by a particular applicant. This page may be accessed in the follow ways:

- **New** button on the Education workflow page.
- *Education Type* hyperlink on the Education workflow page.
- **New** button on the Education section on the Applicants page.
- *Education Type* hyperlink on the Education section on the Applicants page.

## CERTIFICATION

The Certification workflow page allows authorized users to view certifications completed by the applicant.

New Applicant

Certification

Applicant Number: 49      Status: Active  
Name: Jordan, Robert      Phone: (555)654-8789

Certification	Organization	Certification Date	Expiration Date
CPR - CPR training	American Red Cross	05/01/2001	05/01/2006

New   Save/Next   Delete   Refresh

The Applicant Certification popup page allows authorized users to enter and maintain certifications earned by a particular applicant. This page may be accessed in the following ways:

- **New** button on the Certification workflow page.
- *Certification* hyperlink on the Certification workflow page.
- **New** button on the Certification section on the Applicants page.
- *Certification* hyperlink on the Certification section on the Applicants page.

Applicant Certification

Certification:

Organization:

Certification Date:

Expiration Date:

OK   Cancel

## SKILLS

The Skills workflow page allows authorized users to view the skills the applicant possesses.

**New Applicant**

Applicant Number 49      Status Active  
 Name Jordan, Robert      Phone (555)654-8789

Skill	Measurement	Date Acquired
Truck License - Truck Driver License		09/05/1999

New   Save/Next   Delete   Refresh

The Applicant Skills popup page allows authorized users to add or maintain a skill recorded for a particular applicant. This page may be accessed in the following ways:

- **New** button on the Skills workflow page.
- *Skill* hyperlink on the Skills workflow page.
- **New** button on the Skill section on the Applicants page.
- *Skill* hyperlink on the Skill section on the Applicants page.

**Applicant Skills**

Skill

Measurement

Equipment Used

Date Acquired

OK   Cancel

## MISCELLANEOUS

The Miscellaneous workflow page allows authorized users to view any additional criteria which may apply to job postings that the applicant has an interest in but which do not fit under Education, Certifications, or Skills.

**New Applicant**

Applicant Number: 49      Status: Active  
 Name: Jordan, Robert      Phone: (555)654-8789

Miscellaneous Type	Description
21 Years Old - Must be 21 at time of hire	Over 21

Buttons: New, Save/Next, Delete, Refresh

The Applicant Miscellaneous popup page allows authorized users to add or maintain any additional qualifications the applicant possesses. This page may be accessed in the following ways

- **New** button on the Miscellaneous workflow page.
- *Miscellaneous Type* hyperlink on the Miscellaneous workflow page.
- **New** button on the Miscellaneous section on the Applicants page.
- *Miscellaneous Type* hyperlink on the Miscellaneous section on the Applicants page.

**Applicant Miscellaneous**

Miscellaneous Type:   
 Description:

Buttons: OK, Cancel

## JOB HISTORY

The Job History workflow page allows authorized users to track an applicant's employment history. This information can be used to judge the applicant's qualification for the position based on experience.

**New Applicant**

Applicant Number 49      Status Active  
 Name Jordan, Robert      Phone (555)654-8789

Start Date	End Date	Company	Title
01/01/2000		A-1 Security	Security Guard

New   Save/Next   Delete   Refresh

The Applicant Job History popup page allows authorized users to add or maintain the applicant's job history.

- **New** button on the Job History workflow page.
- *Company* hyperlink on the Job History workflow page.
- **New** button on the Job History section on the Applicants page.
- *Company* hyperlink on the Job History section on the Applicants page.

**Applicant Job History**

Start Date

End Date

Company

Title

Supervisor

Address

Zip

City

State

Duties

OK   Cancel



## REFERENCES

The References workflow page allows authorized users to track the people an applicant lists as individuals who can be contacted to give more information about the applicant. It displays the relevant data for each reference, as well as whether the reference has already been contacted.

The screenshot shows the 'New Applicant' References workflow page. At the top, there's a blue header bar with the text 'New Applicant'. Below it is a yellow bar with a row of icons and the word 'References'. Underneath, a light yellow box contains the following information: Applicant Number 49, Status Active, Name Jordan, Robert, and Phone (555)654-8789. Below this is a table with four columns: Name, Reference Type, Phone, and Contacted. The first row of the table has the values: Mark Smith, Personal, and a green checkmark in the Contacted column. At the bottom of the page, there are four buttons: New, Save/Next, Delete, and Refresh.

Name	Reference Type	Phone	Contacted
Mark Smith	Personal		✓

The Applicant References popup page allows authorized users to enter and maintain the references the applicant provides.

- **New** button on the References workflow page.
- *Name* hyperlink on the References workflow page.
- **New** button on the References section on the Applicants page.
- *Name* hyperlink on the References section on the Applicants page.

The screenshot shows the 'Applicant References' popup page. It has a blue header bar with the text 'Applicant References'. Below the header, there are several input fields: Name (a text box), Type (a dropdown menu), Phone (a text box), E-Mail (a text box), Contacted (a checkbox), and Comments (a large text area). At the bottom of the page, there are two buttons: OK and Cancel.

## USER-DEFINED FIELDS

The User-Defined Fields workflow page allows authorized users to view the user-defined fields that have been set up to record additional information for applicants.

**New Applicant**

Applicant Number 49 Status Active  
Name Jordan, Robert Phone (555)654-8789

Name	Value
Criminal History	none

Save Save/Next Reset

## JOB POSTING

The Job Posting workflow page allows authorized users to view and add job postings to an applicant.

**New Applicant**

Applicant Number 49 Status Active  
Name Jordan, Robert Phone (555)654-8789

Job Posting	Date Applied	Referral Location
2004-00000018	06/04/2004	City website

New Save/Next Delete Refresh

The Applicant Job Posting popup page allows authorized users to associate applicants to job postings.

- **New** button on the Job Posting workflow page.
- *Job Posting* hyperlink on the Job Posting workflow page.
- **New** button on the Job History section on the Applicants page.

- *Job Posting* hyperlink on the Job History section on the Applicants page.

## DOCUMENTS

The Documents page allows authorized users to attach documents to an applicant. These documents may include a scanned-in resume, notes from the interviewer, etc.

Status	Description	File Type	Created By	Date Created	Changed By	Date Changed	Checked Out By	Date Checked Out
	Letter of Reference	doc	smalley	6/4/2004 10:24:14 AM	smalley	6/4/2004 10:24:25 AM		

At the bottom of the page is a toolbar with buttons: View, Open, New, Delete, Detail, Permissions, Finalize, Check In, and Undo Check Out.

## ADD APPLICANT TO WORKFORCE

Once an applicant is entered in to Applicant Tracking, the applicant can be entered into Workforce from the Employee Search screen (**Human Resources > Workforce > Search**).

At the bottom of the results grid, click **Hired Applicants** for the Hired Applicant List to open.

Employee Search		
Hired Applicant List		
Applicant Number	Applicant Name ↑	Position ↑
4713	A&J NICELY INSULATION INC, KATHERINE BAILEY	48-029 - Lifeguard
4713	A&J NICELY INSULATION INC, KATHERINE BAILEY	48-030 - Lifeguard
4517	ACH DEVELOPMENT LLC, TOLGA	48-014 - Lifeguard
4517	ACH DEVELOPMENT LLC, TOLGA	48-066 - Lifeguard
2250	ADS SECURITY LP, SARAH ELIZABETH	48-027 - Lifeguard
4683	AJGRMS INC, JOSHUA AUSTIN	48-018 - Lifeguard
4690	ALCHEMY LLC, JOHN COLIN	42-026 - Athletic Staff Assist
4690	ALCHEMY LLC, JOHN COLIN	42-028 - Athletic Staff Assist
3335	ALEXANDER, CAITLIN MICHELLE	48-009 - Lifeguard
3822	ALLEN, ROGER MELVIN	41-032 - Park Ranger
2198	ARBYS # 6140, KEILIAH SHANIELLE	43-006 - Referee
3191	ARNOLD, ARIAL RENEE	48-016 - Lifeguard
331	AVDIC, WHITNEY GABRIELLE	41-027 - Park Ranger
331	AVDIC, WHITNEY GABRIELLE	48-008 - Recreation Staff As
331	AVDIC, WHITNEY GABRIELLE	48-008 - Recreation Staff As
4634	B & R USED CARS, DENZEL LAMAR	44-007 - Athletic Staff Assist
417	BATES, DORIS JEAN	48-002 - Lifeguard
417	BATES, DORIS JEAN	48-002 - Lifeguard
4598	BLICK, VERONICA LEA	48-053 - Athletic Staff Assist
3196	BRANDON KYI F EDWARD	48-057 - Lifeguard
<a href="#">+ Create Employee</a> <a href="#">Options</a>		

Highlight the applicant you want to add into Workforce and click **Create Employee** for the new hire pop up to appear prepopulated. Click **OK** and continue to enter in any additional fields in Workforce.

Create Employee

Employee

Employee #
Effective Date
04/14/2013

Name

Title
First Name
KATHERINE
Middle Name
Last Name
Smith
Suffix

Demographics

Social Security #
Date of Birth
05/13/1997
Gender
Female
Race
White (Not Hispanic or Latino)
Marital Status

Employment

Status
Status Event
Event Reason

Cancel

OK

## APPLICANTS

The Applicants page, accessed from the Human Resources menu (**Human Resources > Applicant Tracking > Applicant**), allows authorized users to view and maintain details related to applicants.

New World Systems

New World City

myFavorites | Financial Management | Human Resources | Utility Management | Community Development | Maintenance

Applicant

Number
Name
Job Posting
Status
Active

Go Advanced Reset

Applicants

## SEARCH SECTION

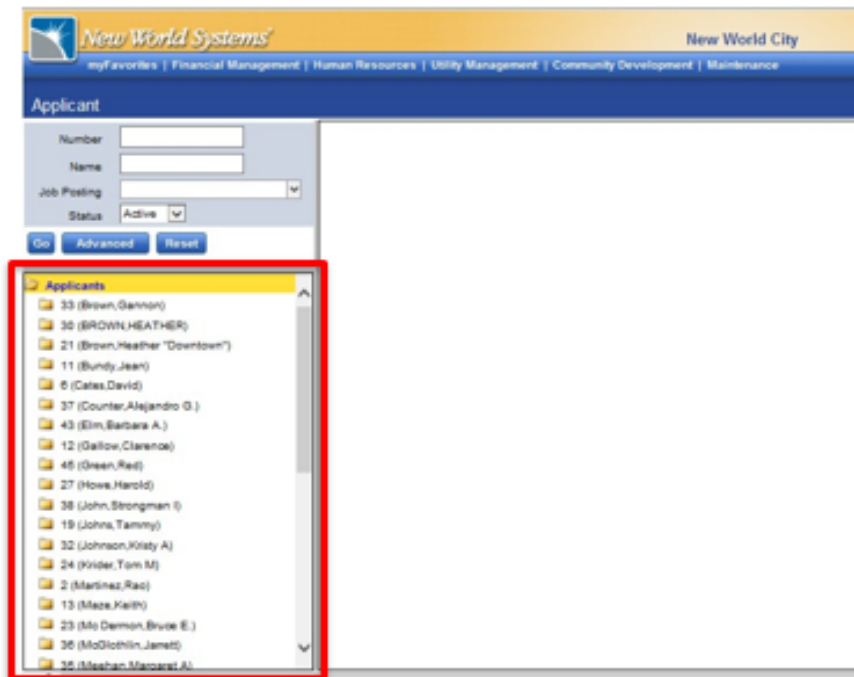
The Search section is located in the upper left hand corner of the page. The Search section contains controls that allow users to search for a range of applicants or a specific applicant. The results of the search display in the Results section.



The screenshot shows the 'Applicant' search interface. At the top is the 'New World Systems' logo and a navigation bar with links: 'myFavorites', 'Financial Management', 'Human Resources', 'Utility Management', and 'Community'. Below this is a blue header bar labeled 'Applicant'. The search form includes fields for 'Number', 'Name', 'Job Posting' (a dropdown menu), and 'Status' (a dropdown menu with 'Active' selected). Below the form are three buttons: 'Go', 'Advanced', and 'Reset'. A yellow tab labeled 'Applicants' is visible below the search form, indicating the search results section.

## RESULTS SECTION

The Results section is located on the left side of the page under the Search section. When a search is performed, the Results section displays the applicants that match the search criteria and to which the user has authority.



The screenshot shows the 'Applicant' search interface with the 'Applicants' tab selected. The search form is the same as in the previous screenshot. Below the form, a list of applicants is displayed, each preceded by a yellow folder icon. The list is enclosed in a red rectangular box. The applicants listed are:

- 33 (Brown, Gannon)
- 30 (BROWN, HEATHER)
- 21 (Brown, Heather "Downtown")
- 11 (Bundy, Jean)
- 6 (Cates, David)
- 37 (Counter, Alejandro G.)
- 43 (Elm, Barbara A.)
- 12 (Gallow, Clarence)
- 46 (Green, Reid)
- 27 (Howe, Harold)
- 38 (John, Strongman I)
- 19 (Johns, Tammy)
- 32 (Johnson, Kristy A)
- 24 (Krieger, Tom M)
- 2 (Martinez, Raci)
- 13 (Maze, Keith)
- 23 (Mc Derman, Bruce E.)
- 36 (McGlothlin, Jamett)
- 35 (Meahan, Margaret A.)

## INQUIRY SECTION

The Inquiry section is located on the right side of the page. The information that displays in the Inquiry section changes based on the selection made in the Results section.

**Applicant**

Number:   
Name:   
Job Posting:   
Status:  Active

**Applicants**

- 33 (Brown, Gannon)
- 21 (Brown, Heather "Downtown")
- 11 (Bundy, Jean)
- 6 (Cates, David)
- 37 (Counter, Alejandro G.)
- 43 (Elm, Barbara A.)
- 12 (Gallow, Clarence)
- 45 (Green, Red)
- 27 (Howe, Harold)
- 38 (John, Strongman I)

**Applicant Information**

Number: 33 Phone Number:   
Name: Brown, Gannon Date Entered: 2/11/2009 12:59:48 PM  
Status: Active Number of Job Postings: 1

**Education**

Education Type	Institution	From Date	To Date	Graduated
----------------	-------------	-----------	---------	-----------

**Certification**   
**Skills**   
**Miscellaneous**   
**Resume**

### TITLE BAR: APPLICANT INFORMATION

When the user clicks on an applicant at the highest level rather than on one of the applicant's attributes, the general applicant information will display. This is a summary of the information entered on the first page of the New Job Posting process.

**Applicant Information**

Number	17	Address	37 W. Jackson Dr
Name	Adams, Cheryl		MOUNT CLEMENS MI 48043
Social Security Number			
Employee			
Initial Referral		Primary Phone	
By Employee		Secondary Phone	
Current Status	Active	Email	
Date Entered	4/20/2004 4:28:15 PM	Date Last Changed	4/20/2004 4:28:15 PM

### TITLE BAR: EEO INFORMATION

The EEO Information title bar, located below the applicant information title bar, shows data required to prove EEO compliance.

**EEO Information**

Gender	Entered
Race	Entered
Date Of Birth	

### *TITLE BAR: STATUS HISTORY*

The Status History title bar, displayed below the EEO Information title bar, allows users to view the status changes that have occurred for this applicant, plus any reasons or comments regarding these changes.

Status History			
Status	Date	Reason	Comments
Active	01/01/2004		

### *TITLE BAR: APPLICANT SUMMARY*

The Applicant Summary section allows users to view a summary of the information entered on the initial screen of the new applicant process. This information appears above the title bar for all attribute pages.

Applicant Information			
Number	17	Phone Number	
Name	Adams, Cheryl	Date Entered	4/20/2004 4:28:15 PM
Status	Active	Number of Job Postings	1

### ATTRIBUTE: QUALIFICATIONS

The qualifications attribute allows authorized users to view and maintain the credentials an applicant possesses.

### *TITLE BAR: EDUCATION*

The Education qualifications section allows users to view and maintain the education the applicant has completed. The Education title bar is shown in the screen above.



Education Type	Institution	From Date	To Date	Graduated
High School Diploma	Berkley High School	9/1/1990	6/1/1994	

New Delete Refresh

Certification +

Skills +

Miscellaneous +

### *TITLE BAR: CERTIFICATION*

The Certification qualifications section allows users to view and maintain the certifications that the applicant has completed.

Certification	Organization	Certification Date	Expiration Date
CPR training	Red Cross	3/1/2003	3/1/2005

New Delete Refresh

### *TITLE BAR SKILLS*

The Skills qualifications section allows users to view and maintain the skills that the applicant possesses.

Skill	Measurement	Date Acquired
Visual Basic		4/1/1998

### *TITLE BAR: MISCELLANEOUS*

The Miscellaneous qualifications section allows users to view and maintain any additional qualifications that do not fit into Education, Skills, or Certification.

Miscellaneous Type	Description
Prior employee	Current or prior employee preferred

### ATTRIBUTE: JOB HISTORY

The Job History attribute allows authorized users to view and maintain the applicant's employment history.

Job History			
Start Date	End Date	Company	Title
10/15/1997		Tech Solutions	Developer
6/25/1994	10/14/1997	Tech Solutions	Jr. Developer
9/1/1992	6/1/1994	ABC Corp	Intern

## ATTRIBUTE: REFERENCES

The References attribute allows users to view a list of people who can be contacted to recommend the applicant.

References			
Name	Reference Type	Phone	Contacted

## ATTRIBUTE: USER-DEFINED FIELDS

The User-Defined attribute allows authorized users to maintain the user-defined information recorded for the applicant.

**User-Defined Fields**

Name	Value
Criminal History	none

Save Cancel

## ATTRIBUTE: DOCUMENTS

The Documents section allows users to attach additional information such as Word documents, scanned items, etc., to a posting. This attribute uses the Document Processing Control to maintain this information.

**Documents**

Account Number: 9000000001-001      Billing Profile: Section 01  
Service Address: 1500 W MAIN      Account Type: Residential  
TROY MI 48064      Class:  
Name: Mary Larson      Date Moved In: 11/1/2004  
Phone: (248) 555-6578      Number of Units: 1

Document Types: Documents

Status	Description	File Type	Created By	Date Create	Changed By	Date Change	Checked Out By	Date Check Out
✓	Account Activation Lett...			11/18/2004 11:32:44 AM				11/18/2004 11:32:44 AM

View Open New Delete Detail Permissions Finalize Check In Undo Check Out

## ATTRIBUTE: JOB POSTINGS

The Job Postings attribute allows users to see the postings for which an applicant has applied, plus information about status, documentation, and positions.

### *TITLE BAR: JOB POSTING*

The Job Posting title bar allows users to view the postings this applicant is associated with. The applicant's status for each posting is also displayed, as well as an explanation for any status changes.

Job Posting	Date Applied	Status	Reason	Ranking
2004-00000005 - Patrol officer	4/21/2004	Active		1

New Delete View Posting Refresh

### *TITLE BAR: STATUS*

The Status title bar allows users to view the various status changes of this applicant for this job posting. It is populated when a job posting is selected on the Job Posting title bar above.

Status	Date	Reason	Comments
Inactive	5/3/2004	Not Qualified for Posting	Evaluated as not qualified. Failed exam.
Active	4/21/2004		

Update

### *TITLE BAR: REQUIRED DOCUMENTATION*

The Required Documentation title bar allows users to view which documentation is required for this posting, and which pieces of documentation the applicant has or has not submitted. If the applicant is associated with multiple postings, documentation needs to be submitted only once to apply to all postings where it is required.

Documentation	Date Received	Comments
College Transcript		
Driver's License		
Social Security Card		

### TITLE BAR: POSITIONS

The Positions title bar allows users to view the actual positions tied to this job posting for which the applicant has been or is being considered. It can be used to see if an applicant has ever been considered for a position, how many positions the applicant has been considered for, or give the applicant the status of his or her application at their request.

Positions				
Position Number	Description	Date	Selected	Hired
702	Police Officer	4/22/2004		

### ATTRIBUTE: ACTIVITIES

The Activities attribute allows users to view activities that have been performed by this applicant. The user has the option of seeing only those activities that pertain to a particular job posting.

Activity

Activity	Date Performed	Result	Date Expires
64-108 Police Exam	04/23/2004	81	04/23/2005
64-108 Police Exam	04/22/2003	71	

New

Delete

Refresh

Activity By Job Posting

### *TITLE BAR: ACTIVITY BY JOB POSTING*

This section allows users to view activities for a single job posting.

Activity By Job Posting

Job Posting

Activity	Date Performed	Result	Date Expires
----------	----------------	--------	--------------

## SEARCH APPLICANT

The Search Applicant popup page, accessed by clicking the **Advanced** button on the Applicants page, allows authorized users to perform an advanced search that utilizes additional controls to those on the Applicants page.

**Search Applicant**

<b>Applicant</b>		<b>Job Posting</b>	
Number	<input type="text"/>	Job Posting	<input type="text"/>
Last Name	<input type="text"/>	Status On Posting	<input type="text"/>
First Name	<input type="text"/>	<b>Qualifications</b>	
Middle Name	<input type="text"/>	Education	<input type="text"/>
Suffix	<input type="text"/>	Certification	<input type="text"/>
Social Security Number	<input type="text"/>	Skill	<input type="text"/>
Status	<input type="text"/>	Miscellaneous	<input type="text"/>

OK Cancel

## UPDATE APPLICANT

The Update Applicant popup page, accessed by clicking an **Edit** icon on the Applicants page, allows authorized users to modify the applicant data.

**Applicant**

Number  Name  Job Posting  Status

Go Advanced Reset

Applicants

33 (Brown, Gannon)

**Applicant Information**

Number 33 Primary Address Type  Address 100 Main Street BON AIRE PA 15001

Initial Referral By Employee Current Status Active Date Entered 02/11/2009

**Edit** **Delete**

**Update Applicant**

Applicant Number 33

Last Name  First Name  Middle Name  Suffix  Social Security Number

Primary Address Type  Street  Zip  City  State

Primary Phone Type  Primary Phone  Secondary Phone Type  Secondary Phone  Email Type  Email

Initial Referral  By Employee

OK Cancel

## UPDATE APPLICANT EEO

The Update Applicant EEO popup page, accessed by clicking the **Edit** icon on the *EEO Information* title bar on the Applicants page, allows authorized users to enter and update EEO information.



**Update Applicant EEO**

Applicant 33 (Brown, Gannon )

Gender M - Male

Race 1 - White

Date of Birth 10/12/1985

OK Cancel

## UPDATE APPLICANT STATUS

The Update Applicant Status popup page, accessed by clicking the **Edit** icon on the Status History title bar, allows authorized users to update the status of the entire applicant record. The status might change due to an applicant's finding a different job, getting reactivated when she or he applies for a new position, or getting turned down for one of the positions for which she or he was being considered.

**Update Applicant Status**

Applicant 33 (Brown, Gannon )

Status Active

Date

Reason

Comments

OK Cancel

## APPLICANT ACTIVITY

The Applicant Activity popup page, accessed by clicking the **New** button or an *Activity* hyperlink on the Activity attribute of the Applicants page, allows authorized users to add and maintain applicant activities. This page can initially be used for scheduling purposes and later for recording results.

**Applicant Activity**

Applicant 33 (Brown, Gannon )

Activity 66-741 Firefighter Exam

Activity Date

Expiration Date

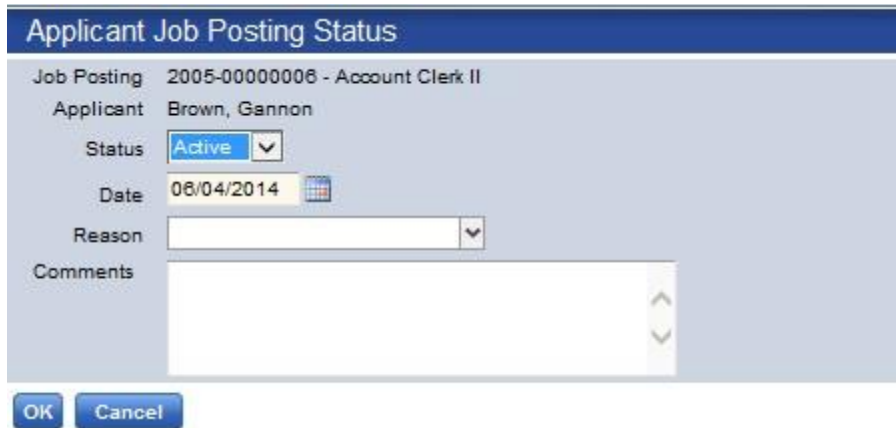
Result

Did Not Show ☐

OK Cancel

## APPLICANT JOB POSTING STATUS

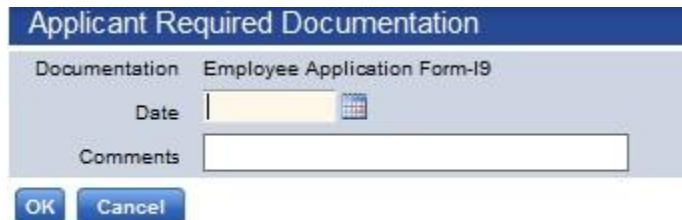
The Applicant Job Posting Status popup page, accessed by clicking the **Update** button on the Status title bar Job Postings attribute or a *Status* hyperlink on the Job Posting title bar Job Posting attribute of the Applicants page, allows authorized users to update the status of an applicant on a job posting. This status is specific to the job posting and does not affect the applicant's overall status.



The screenshot shows a web form titled "Applicant Job Posting Status". It contains the following fields: "Job Posting" with the value "2005-00000006 - Account Clerk II", "Applicant" with the value "Brown, Gannon", "Status" with a dropdown menu showing "Active", "Date" with a calendar icon and the value "08/04/2014", "Reason" with a dropdown menu, and "Comments" with a text area. At the bottom are "OK" and "Cancel" buttons.

## APPLICANT REQUIRED DOCUMENTATION

The Applicant Required Documentation popup page, accessed by clicking a *Documentation* hyperlink on the Job Posting title bar Required Documentation attribute of the Applicants page, allows authorized users to record the receipt of documentation (e.g., driver's license, school transcripts) that the applicant is required to provide to remain under active consideration for a posting.



The screenshot shows a web form titled "Applicant Required Documentation". It contains the following fields: "Documentation" with the value "Employee Application Form-I9", "Date" with a calendar icon, and "Comments" with a text area. At the bottom are "OK" and "Cancel" buttons.

## COPY APPLICANT

The Copy Applicant popup page, accessed by clicking the **Copy** command button on the Applicant Information title bar of the Applicants page, allows authorized users to create a new applicant record based on a prior applicant record. It is useful if the organization makes a practice of having one applicant record per job posting or if the applicant applies for a position after a prior applicant record has expired.



To create an employee record for an applicant, select the check box next to the appropriate *Applicant Number*, and click **Create Employee**. To delete someone who already is in the system as an employee, click **Delete**. If documents, such as a resume, certificate, letter of reference, are attached to the applicant, a Select Documents dialog will open. Select the documents to be imported with the rest of the applicant's data.

Click **Import Selected**. The Create Employee dialog will open. Fields on the dialog will be pre-populated with matching data from the third-party system.

Make any entries necessary in this dialog, and click **OK**. The Workforce page will open, and you may continue with the process of creating the employee's record.

## MASS INACTIVATE APPLICANTS

### OVERVIEW

Mass Inactivate Applicants allows authorized users to inactivate multiple applicants at once. This feature is useful for organizations who inactivate applicants after a set period of time or once a posting has been filled. It streamlines the task of keeping the system data at a reasonable amount.

The Mass Inactivate Applicants page, accessed from the Human Resources menu (**Human Resources > Applicant Tracking > Mass Inactivate Applicants**), allows authorized users to inactivate multiple applicants in the system.

**New World Systems** New World City

myFavorites | Financial Management | Human Resources | Utility Management | Community Development | Maintenance

### Mass Inactivate Applicants

Selection Parameters	Update Values
Date Entered Prior To <input type="text"/>	Inactive Date <input type="text" value="06/04/2014"/>
Last update Date Prior To <input type="text"/>	Reason <input type="text"/>
	Comments <input type="text"/>

**Preview**

Applicant	Notes
There are no items to show in this view	

**Update**

## SECURITY AND PROCESS MANAGER SETUP

### SECURITY

User Security is setup in the Permissions screens accessed Maintenance > Security> User Security / Security Template (which can then be applied to a user).

In the Permissions interface, there are four Permission Types

- Company Applications
- Non-Company Applications
- Company Documents and Notes
- Non-Company Documents and Notes

Feature Groups are defined permission groups pre- designed for Logos Modules. Applicant

Tracking is one of the Feature Groups. After selecting the Permission Type and the Feature Group the Granter can then assign the follow security

- Add: Allows a user to add an item

- **Change:** Allows a user to change an existing item
- **Delete:** Allows a user to delete an existing item. The delete function is limited to certain system restrictions.
- **View/Use:** Allows the user to view and use existing items.
- **Print:** Allows the user to print the items

The Select All Button at the bottom of the screen selects all filtered permissions.

## COMPANY APPLICATIONS

Permission Type		Company Applications	Feature Group	HR - Applicant Tracking	User Specific					
Application	Component	All	Add	Change	Delete	View/Use	Print			
Human Resources	Activity Roster Report									
Human Resources	Applicant Listing									
Human Resources	Applicant Tracking Activity									
Human Resources	Evaluate Applicants									
Human Resources	Hire Applicant									
Human Resources	Job Posting									
Human Resources	Job Posting Activity Entry									
Human Resources	Job Posting Activity List									
Human Resources	Job Posting Applicant Analysis									
Human Resources	Job Posting Applicant Entry									
Human Resources	Job Posting Applicant List									
Human Resources	Job Posting Applicant Ranking Report									
Human Resources	Job Posting List									
Human Resources	Job Posting Listing									
Human Resources	Job Posting Recruitment									
Current Page: 1		Total Number of Pages: 2			Total Records: 21					
Save	Check All	Clear All	Deny All	Inherit	User Based	< Prev	Next >			

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Permission Type		Company Applications	Feature Group	HR - Applicant Tracking	User Specific					
Application	Component	All	Add	Change	Delete	View/Use	Print			
Human Resources	Job Posting Required Documentation	✗		✗		✗				
Human Resources	Job Posting Required Forms	✗		✗		✗				
Human Resources	Mass Inactivate Applicants	✗	✗	✗	✗	✗	✗			
Human Resources	New Job Posting	✗	✗	✗	✗	✗				
Human Resources	Not Qualified Applicants Report	✗					✗			
Human Resources	Open Job Postings Report	✗					✗			
Current Page: 2		Total Number of Pages: 2				Total Records: 21				
Save	Check All	Clear All	Deny All	Inherit	User Based	< Prev	Next >			

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## NON-COMPANY APPLICATIONS

Permission Type		Non-Company Applications	Feature Group		HR - Applicant Tracking	User Specific		<input type="checkbox"/>
Application	Component	All	Add	Change	Delete	View/Use	Print	
Human Resources	Applicant	X	X	X	X	X		
Human Resources	Applicant EEO	X		X		X		

Current Page: 1      Total Number of Pages: 1      Total Records: 2

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## COMPANY DOCUMENTS AND NOTES

Permission Type		Company Documents and Notes	Feature Group		HR - Applicant Tracking	User Specific		<input type="checkbox"/>		
Application	Component	All	Add	Change	Delete	View/Use	Print	Undo Checkout	Finalize	Reminder
Human Resources	Job Posting Documents	X	X	X	X	X	X	X	X	X
Human Resources	Job Posting Setup Documents	X	X	X	X	X	X	X	X	X

Current Page: 1      Total Number of Pages: 1      Total Records: 2

[Save](#)
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## NON-COMPANY DOCUMENTS AND NOTES

Permission Type		Non-Company Documents and Notes	Feature Group		HR - Applicant Tracking		User Specific			
Application	Component	All	Add	Change	Delete	View/Use	Print	Undo Checkout	Finalize	Reminde
Human Resources	Applicant Documents	✗	✗	✗	✗	✗	✗	✗	✗	✗

Current Page: 1      Total Number of Pages: 1      Total Records: 1

Save   Check All   Clear All   Deny All   Inherit   User Based   < Prev   Next >

## PROCESS MANAGER

### Process Manager

Process

Effective Date 07/26/2013

- Miscellaneous Billing - Inquiry
- Miscellaneous Billing - Invoice Processing
- Miscellaneous Billing - Late Fee Finance Charge
- Payment Processing - 3rd Party Payment Batches
- Payment Processing - Payment Reconciliation Batches
- Payroll - Applicant Tracking**
- Payroll - Department Hours Entry
- Payroll - Department/Employee Inquiry
- Payroll - Employee Self Service
- Payroll - FMLA
- Payroll - Job Posting Position Process**
- Payroll - Job Posting Process**
- Payroll - Pension Loans
- Payroll - Personnel Action
- Payroll - Position Budgeting Process
- Permits - Journal Batch Processing
- Project Accounting - Inquiry

Set Up Departments   Process Maintenance   Approvals   Approval Users   Copy Effective Date   Delete   Refresh

The highlighted items in the screenshot above need to be setup in the process manager if the community needs to route the job posting process through an approval process.