Applicant Tracking Guide

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Contents

VALIDATION SETS AND EMPLOYEE ATTRIBUTES

VALIDATION SETS

Validation Set Number and Name	Description
18-Certification unit of measure	Used to measure how a certificate is earned.
19-Skill unit of measure	Used to measure how a skill is earned.
20-Equipment/Application	Equipment used for the skill acquired.
43-Job Miscellaneous	Examples: Veteran, Military Experience, Gun permit.
49-Job Posting Documentation	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).
50-Job Posting Location	Used to list all possible locations where a Job Posting may be posted (such as the local newspaper, lunchroom, monster.com, etc.).
51-Job Posting Date Type	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.
52-Rejected Reason	Reasons why an Applicant was rejected for a Job Posting. This may include Not Qualified, Not Selected, No Longer Interested, Accepted Other Position, etc.
72-Education Majors	Business, Finance, Urban Planning, Education, Criminal Justice etc.
188-Job Posting Status Reason	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.

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Validation Set Number and Name	Description
190-Applicant Activity Type	Defines the categories of Activity Types that may occur, such as Exams.
194-Applicant Referral	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.
195-Applicant Status Reason	Reason why the Applicant is in their current status. Values may include Applied, Not Selected, Hired, and Withdrew Application.
199-Job Posting Position Status Reason	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.
201-Applicant Reference Type	Various types of References an Applicant may submit, such as Personal or Professional.
204-Job Posting Applicant Reason	Reasons why the Applicant's status on a Job Posting is what it is. Examples might be Applied, Not Qualified, Not Hired, or Withdrew.
71-Employee Education	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.
43-Position Miscellaneous	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
Certification	Use this to list the Certifications that are required or desired for a Position, or that an Applicant might possess.
Skills	Use this to list any other Skills that the Position might require, or that might want to be tracked on an Applicant.

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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.

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**.

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.

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.

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.

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.)
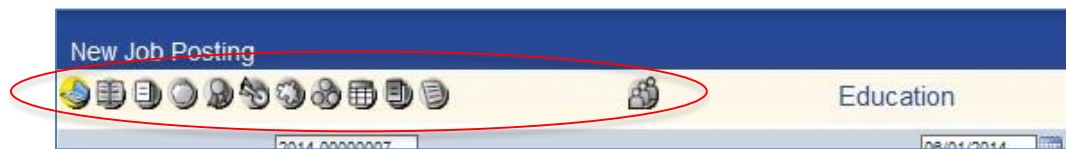
Workflow Command Button Key:

General

Description

Documents

Education

Certification

Skills

Miscellaneous

Activities

Tracking Dates

Required Documentation

Required Forms

Preview

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.

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 form the review board, etc. Click the **New** button at the bottom of the screen to add a document.

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**.

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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.

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.

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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.

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.

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.

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.

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**.

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).**

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.

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.
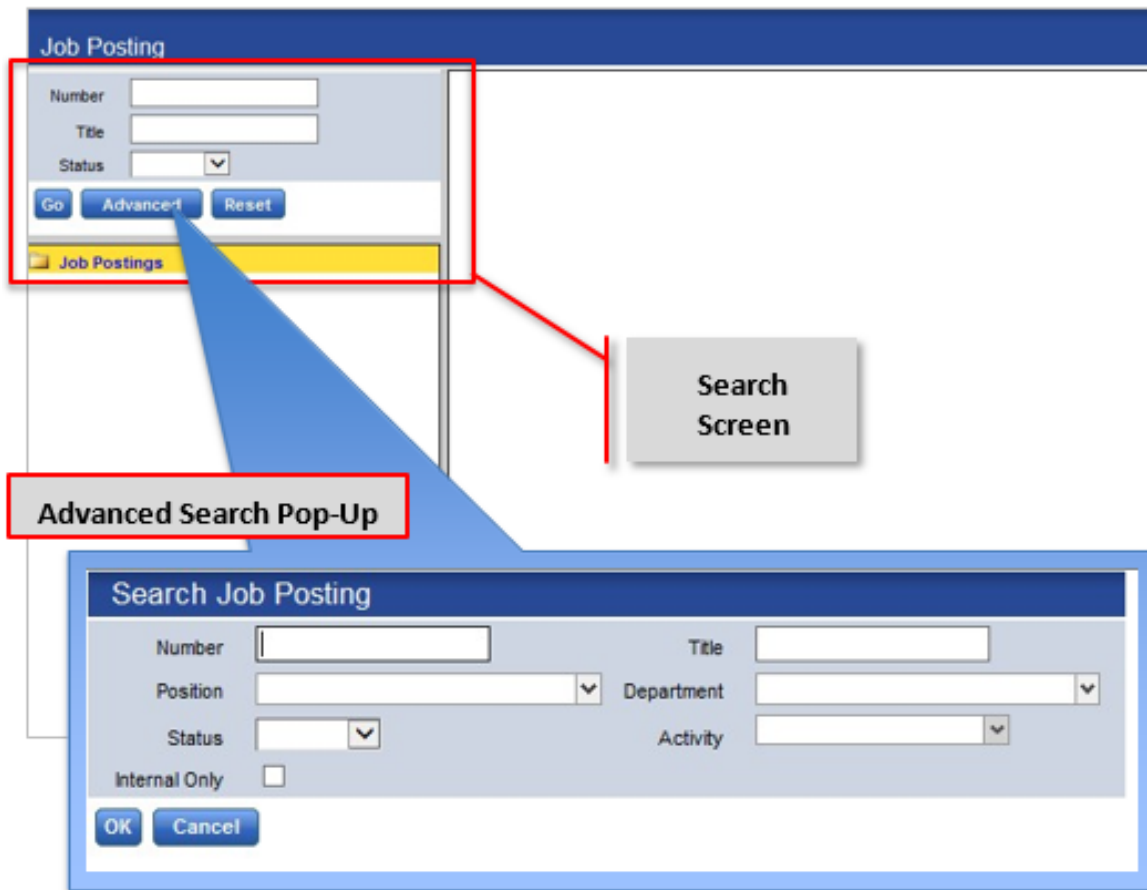
RESULTS SECTION

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.
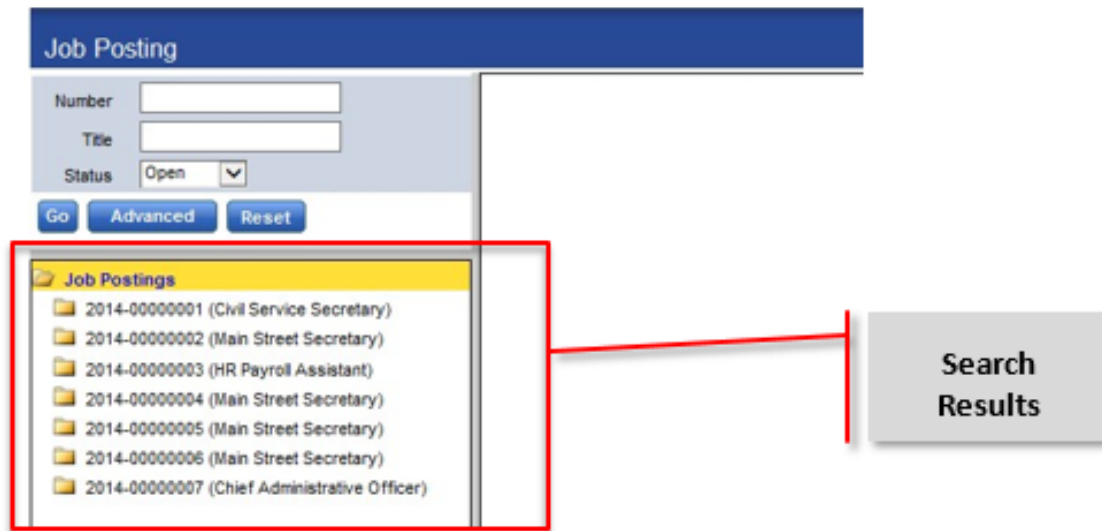
INQUIRY SECTION

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.
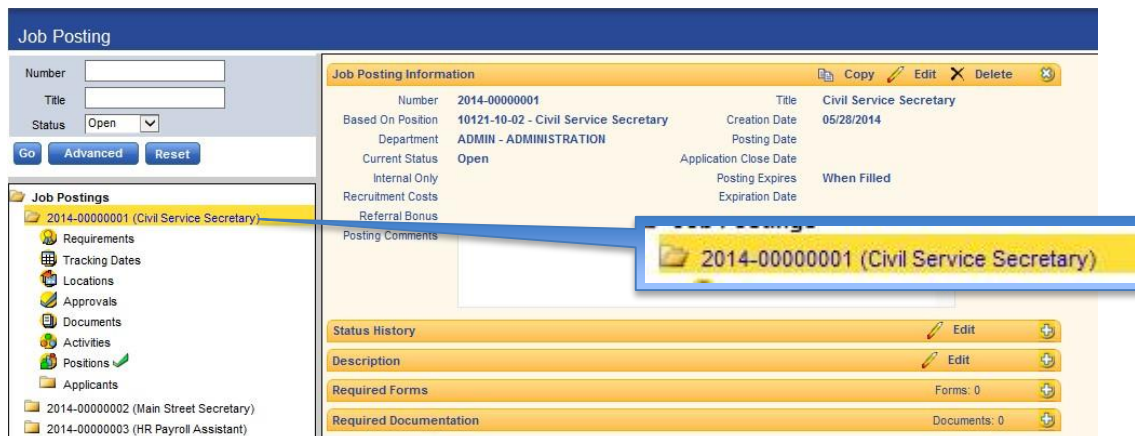

UPDATE JOB POSTING

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.

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.
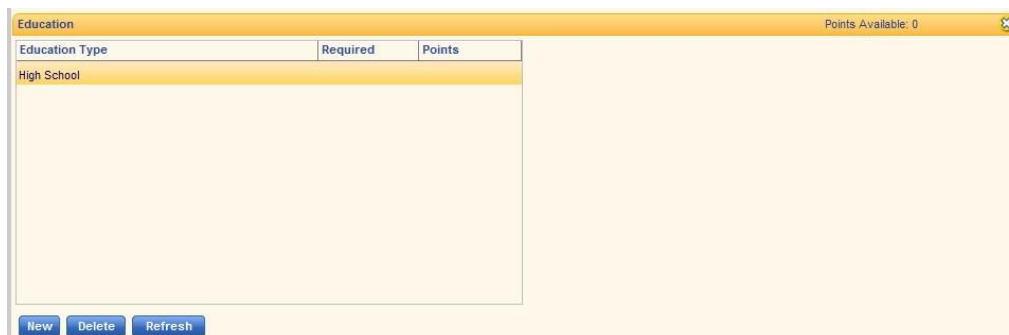
TITLE BAR: CERTIFICATION

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.

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.

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.

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.

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 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*.*

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

ATTRIBUTE: APPROVALS

Before a posting can be made active, it must be approved by a variety of individuals and agencies to make sure that the data is correct, that it meets any regulations, etc. Job posting approvals can be completed and viewed by clicking **Approvals** under the job posting number in the search results.

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

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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.

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.

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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 ACTIVITY RESULTS

The Job Posting Activity Results page allows authorized users to enter results for the activities applicants are required to perform. Additionally, there is an option to add results on individual applicant records, but this may be impractical in cases where results must be entered for many applicants (e.g., following an initial test required of all applicants). To access the Job Posting Activity Results, you must click **Activity Results** under the applicant folder in the job posting number in the search results.

To enter results, click the **Enter Results** button after selecting the appropriate Applicant

Activity from the drop-down menu. From there the user will be redirected to the Job Posting Activity Results Screen.

Note: only applicants that have already been assigned to the associated Job Posting will appear in the applicant listing shown below.

ATTRIBUTE: POSITIONS

The Positions attribute allows authorized users to assign and view positions attached to a job posting and applicants being actively considered for that posting. The user can associate applicants with a specific position and determine when a departmental user can view what applicant data and for what applicants.

This attribute addresses three ways that a job posting is used to fill a position in an organization:

- One Posting, One Position. This situation is used for positions that are not open frequently. The position is most likely open when the posting is created. The posting will be closed when the position is full. An example of this type of position would be a police or fire chief

- One Posting, Many Positions. This option is used for situations such as hiring summer help, where there are many positions open at one time. The posting will stay open until all positions are filled.

- Eligibility List. For some positions, the organization expects a certain number of openings during a set period of time (e.g., fire fighters and police officers). There may be no positions open when the posting is created. However, as positions open, they will be attached to the posting, and applicants will be selected from the existing list.

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.

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).**

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.

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.
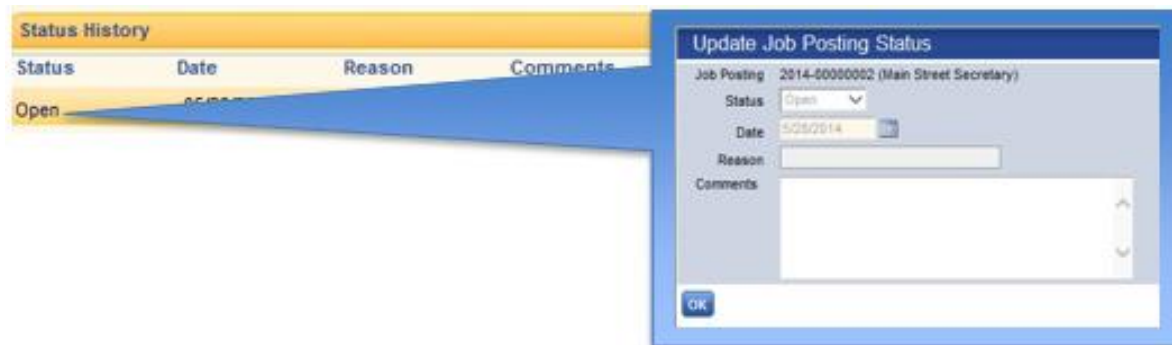

JOB POSTING POSITION STATUS

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.

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.

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 most be in an open status for **Hire** button to become available.

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**.

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**.

STEP 3

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

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).

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.

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.

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.

STEP 4

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

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:

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.

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
Employee	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.
Last Name	This control is required. It contains the last name of the applicant. This control may contain 50 characters.
First Name	This control is required. It contains the first name of the applicant. This control may contain 20 characters.
Middle Name	This control contains the middle name of the applicant. It may contain 20 characters.
Suffix	This control contains the applicant's name suffix (e.g., Jr., Sr., Ph.D., etc.).
Social Security Number	This control contains the applicant's social security number.
Address	This section organizes the address controls.

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

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Field	Description
By Employee	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.

General

Education

Certification

Skills

Miscellaneous

Job History

References

User-Defined
Fields

Job Posting

Documents

EDUCATION

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

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.

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.

SKILLS

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

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.

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.

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.

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.

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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.

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 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.

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.

JOB POSTING

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

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.

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, KYLE EDWARD	48-057 - Lifeguard

● Create Employee   ▣ Options

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.

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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.
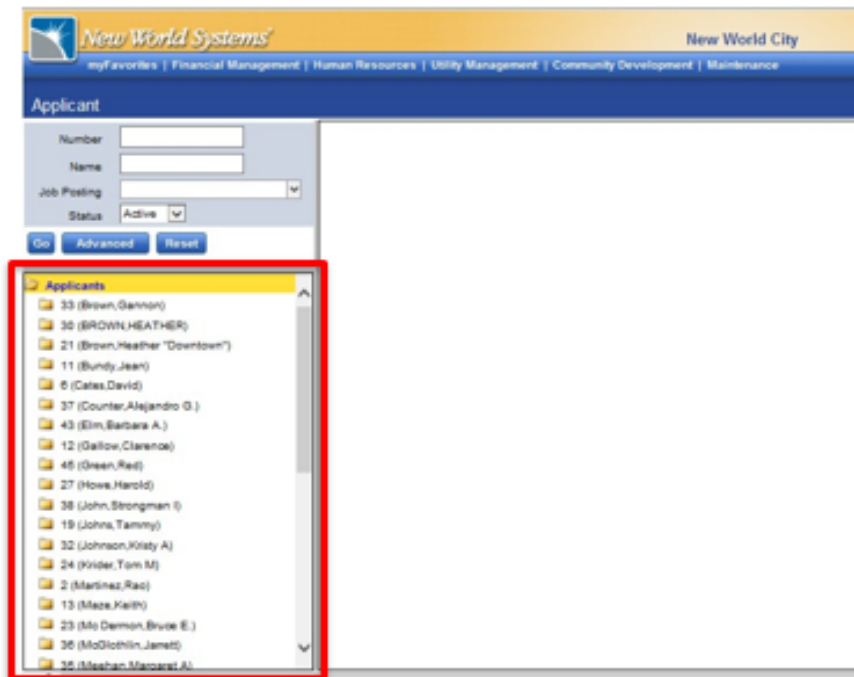
SEARCH SECTION

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.

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.

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.

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.

TITLE BAR: EEO INFORMATION

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

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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.

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.

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.

TITLE BAR: CERTIFICATION

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

TITLE BAR SKILLS

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

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.

ATTRIBUTE: JOB HISTORY

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

ATTRIBUTE: REFERENCES

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

ATTRIBUTE: USER-DEFINED FIELDS

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

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.

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.

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.

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.

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.

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.

TITLE BAR: ACTIVITY BY JOB POSTING

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

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.

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.

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 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.

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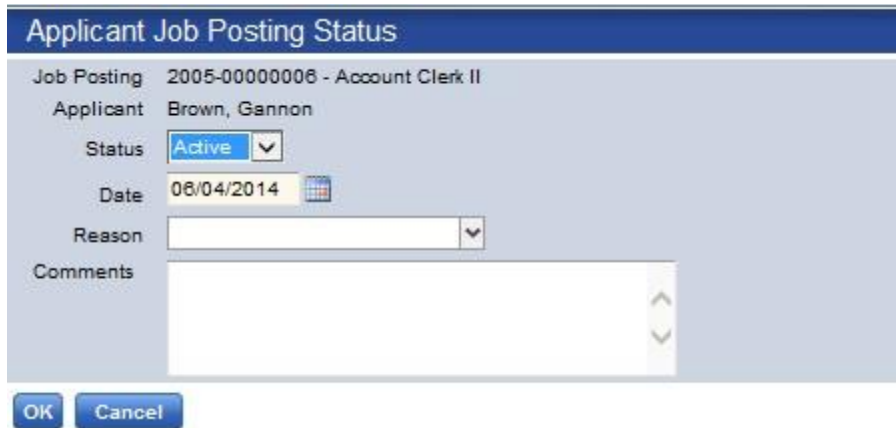
APPLICANT JOB POSTING STATUS
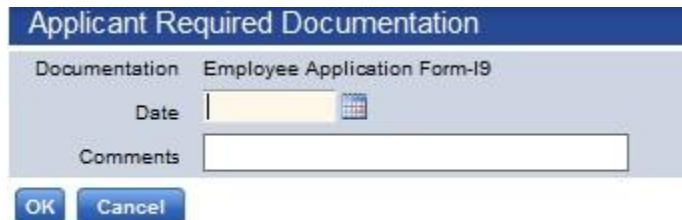
The Applicant Job Posting Status popup page, accessed by clicking the **Update** button on the Status title bar Job Postings attribute or a *Status* hyperlink on the Job Posting title bar Job Posting attribute of the Applicants page, allows authorized users to update the status of an applicant on a job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

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.

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.

IMPORT HIRED APPLICANT

To import applicant data to Workforce, navigate to Human Resources > Workforce Administration > Search, and click the **Hired Applicants** button.

New world ERP will communicate with the third-party system, and if it finds and hired applicants, it will import them to new world ERP. After the data has been imported, the Imported Applicant List page will open, containing a grid of the applicants who have been imported.

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.

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

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	✖					✖

Permission Type: Company Applications Feature Group: HR - Applicant Tracking User Specific ☐

Current Page: 1 Total Number of Pages: 2 Total Records: 21

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

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 ☐					

Application △	Component	All	Add	Change	Delete	View/Use	Print
Human Resources	Applicant	✖	✖	✖	✖	✖	
Human Resources	Applicant EEO	✖		✖		✖	

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

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

COMPANY DOCUMENTS AND NOTES

Permission Type	Company Documents and Notes ▼	Feature Group	HR - Applicant Tracking ▼	User Specific ☐

Application △	Component	All	Add	Change	Delete	View/Use	Print	Undo Checkout	Finalize	Reminder
Human Resources	Job Posting Documents	✖	✖	✖	✖	✖	✖	✖	✖	✖
Human Resources	Job Posting Setup Documents	✖	✖	✖	✖	✖	✖	✖	✖	✖

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

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

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NON-COMPANY DOCUMENTS AND NOTES

PROCESS MANAGER

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.