

Recruiting Solutions Business Processes

	processes
	not using
	Phase 2
	Phase 3

Installation Setup

- Segment Type jobcode
- Recruiting Installation
- Template setup
- Calendar integration

Create Job Openings

- Type of job openings
- Continuous job opening
- open/close, no continuous
- Enter primary job opening data based on segment
- Enter job opening details
 - job information
 - job description
 - job qualifications
 - screening levels and criteria
 - Define screening points
 - create job posting
 - identify hiring team
 - Track expenses testing, advertising, travel, etc
- Approve job openings
- no workflow
- Submit the job opening

Managing Job Openings

- Search for job openings

Creating and Managing Applicants

- View applicants
- Find applicants
- Screen Applicants
- Interview schedule
- no integration of calendars
- Applicant Expenses
- <-- associating with posting
- Applicant contact notes
- Applicant Eligibility and Identity Data
- Process duplicant applicant records
- Merge duplicate applicant records
- Add Person of Interest
- not using POI
- Change Applicant Status
- Forward Applicant
- Link Applicant to Job
- Reject Applicant
- Print Applicant Details
- Send Correspondence

Post Job Openings

- build job posting index
- applicant facing job posting searches
- recruiter facing job posting searches
- Manage external postings

Enter Applicant Data

- Add new applicant
- HR enter job application
- Job search online
- pre application questions HR does the first screening
- Apply online
 - personal information
 - work experience
 - areas of study
 - compentencies
 - degrees
 - school educations
 - special projects
 - memberships
 - tests and exams
 - questionnaire
 - etc
- Refer a friend
- What attachment types?
 - cover letter
 - resume
 - references
 - other (misc)
 - Vet Pref Points

build applicant search index

Screen Applicants

- Prescreening
 - Online Screening Preliminary HR prequalify
 - Evaluate questionnaire and open ended questions
 - Determine screening levels %, Pass/Fail, points, etc
 - Create screening criteria for each screening level
 - Run screening level
 - View screening results
 - Apply results

Route Applicants

- Route applicants to users
- Routing response
- Routing status

Interview Applicants

- Schedule interviews
- Send interview letters
- Enter in interview team
- Review interview schedules
- Calendar integration - full, partial, or none
- complete interview evaluations
- Send interview evaluation reminders
- Review interview evaluations
- Mark interviews complete
- make final recommendations

no calendar
by email

Make Offers

- Prepare and Submit Job Offer
- Does offer need to be approved?
- Generate offer letter
- Accept job offer
- Post Online Job Offer

more of a workflow process question. In order for it to work, do we have to
*won't use, but will need to figure out how it works with the process so that hires flow smoothly to Manage Hires

Hire Applicants

- Preemployment checks
- HR data transfer - manage hire setup
- Submit Hire request
- Withdraw Hire request

in person (DMV, CDL, background)

Candidate Gateway

- Career page for applying for job
- Applicants apply through external facing pages
- Application without job
- Request to complete online questionnaire
- Reference request
- Interview schedule notifications
- Online job offer notification
- Job Agent Notification
- Referral process
- Configure text in candidate gateway

Employee Referral Programs and Hot Jobs

- Open integration framework
- setup steps for referral programs

referral methods
employee eligibility rules
award category rules
define employee referral programs
Create hot job id
build sql selection statements
view job requisitions that meet criteria
define award amounts and timing

Security

Who has access to what sections?

HR - all

Recruiters -??

Interviewers - ??

Hire Managers

Screeners

Applicants

those that
have a status
of 'interview'
and only for
the posting
they are