



PeopleSoft Enterprise Upgrade

Global HCM v9.2 HCM Recruiting Day 1

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Paradigm for TAM/ CG

TAM /CG for was envisioned for rapid identification and capture of capable people to fill a role.

Organization internal processes would be applied to vet and refine who is chosen.

The vanilla version accomplishes this.



Class Agenda: Day 1

1. Business Process Overview
2. Setting Up Recruiting Solutions
3. Setting Up Candidate Gateway
4. Setting Up Recruitment Templates
5. Using the Recruiting Home
6. Setting Up Definitions for Job Openings
7. Creating and Managing Job Openings
8. Managing Job Postings

Class Agenda: Day 2

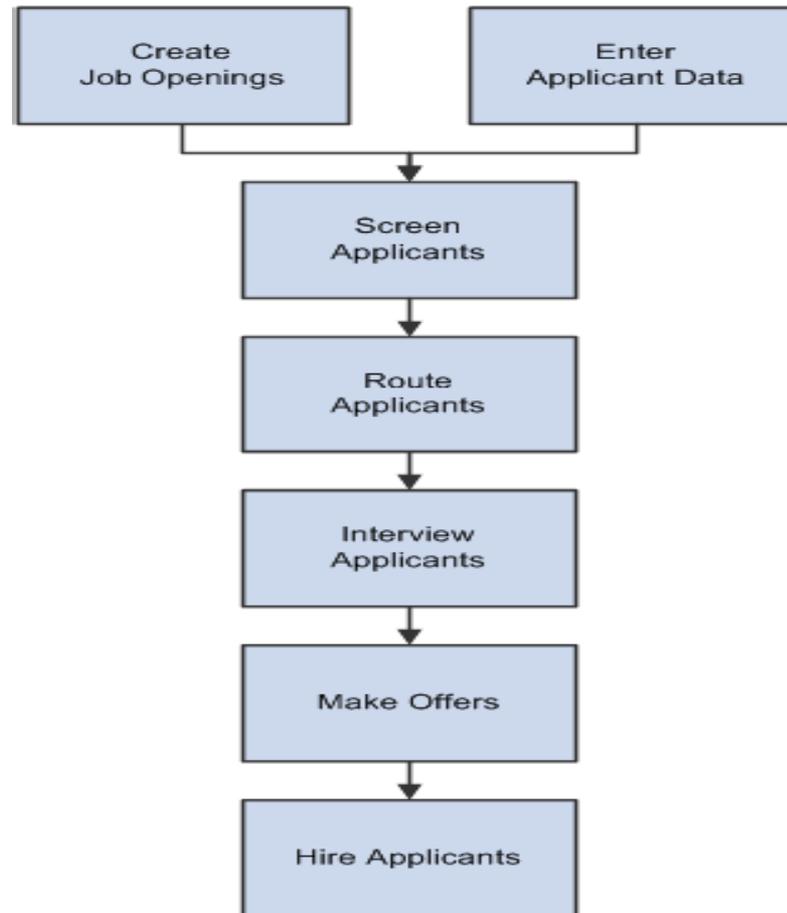
1. Entering Applicant Data
2. Using Applicant Self-Service to Apply for Jobs
3. Searching for and Managing Applicants
4. Searching for and Managing Applications
5. Screening and Routing Applicants
6. Interviewing Applicants
7. Making Offers
8. Hiring Applicants
9. Using Candidate Gateway
10. Using Flexible Processes
11. Administering Employee Referral Programs and Hot Jobs



Business Process Overview 1

TAM Business Process Overview

Talent Acquisition Manager is an integrated system that enables organizations to effectively manage workforce acquisition across all employment categories.



TAM Business Process Overview

With TAM, you can:

- Create and manage job openings.
- Enter and manage applicant information.
- Manage job postings.
- Search for job openings and applicants.
- Screen applicants.
- Route applicants.
- Manage applicant interviews.
- Manage offers.
- Prepare applicants for hire.

Business Process Overview: Sources of Applicants

- ❑ Internal sources to fill positions
 - ✓ Promotion from within.
 - ✓ Job posting.
 - ✓ Contacts and referrals

- ❑ External sources to fill positions
 - ✓ High Schools and Vocational Schools
 - ✓ Community Colleges
 - ✓ Colleges and Universities
 - ✓ Competitors and other Firms
 - ✓ Unemployed
 - ✓ Self-Employed Workers
 - ✓ Staffing Vendors

Business Process Overview: Cyber Recruiting

Organizations can use web sites and internet sources to recruit people, obtain applications, obtain references, educational and work history, test, and screen online.

Quantity of the Applicants: The Recruitment process can be evaluated by the number of applicants who have applied for the job. The greater the number of applications, the greater will be the chance to select best people from available pool.

Quality of the Applicants: Quality can be assessed by the education, skills, capabilities and competencies of the applicants.



Delivered TAM Recruitment Sources

Recruitment sources represent avenues for finding applicants for your job openings. TAN uses recruitment sources in two ways:

- ❑ Posting Destinations are places where you publish information about your job openings.
- ❑ Referral Sources are places where applicants learn about job openings.

PeopleSoft delivers four types of recruitment sources.

- ✓ Your organization's own Candidate Gateway job sites,
- ✓ Third-party vendors
- ✓ Places where you advertise job openings. internet or email advertisements, print advertisements, and job fairs.
- ✓ Employee referrals.

Business Process Overview: High Volume of Applicant Responses

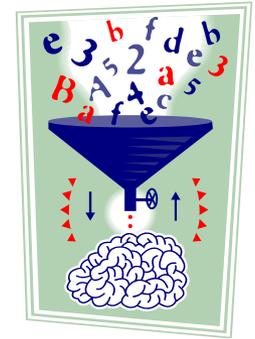
Because anybody in the world with Internet access could potentially see your job posting, you may be inundated with responses, many of them from unqualified candidates. You'll have to take time that you may not really have to wade through each application. (approximately 45,000 lawyers graduate annually)

To avoid unwanted applications, you'll need to be careful wording job postings, as specific as possible describing the job duties and clear about the qualification requirements.

Business Process Overview: The Hiring Funnel

The “hiring funnel” :

- 1,000 individuals will see a job post,
- 200 will begin the application process,
- 100 will complete the application,
- 75 of those 100 resumes will be screened out by a recruiter,
- 25 resumes will be seen by the hiring manager,
- 4 to 6 will be invited for an interview,
- 1 to 3 of them will be invited back for final interview,
- 1 will be offered that job and 80 percent of those receiving an offer will accept it



Thoughts before configuring CG/TAM

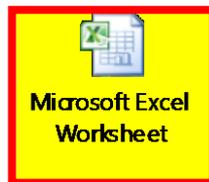
- How many open positions does the organization fill annually
- In addition to internet solutions, what recruiting methods are typically used to fill positions by role
- What is the volume of applicants
- Are some roles very very very difficult to fill
- Are there criteria for some roles that significantly limit the candidate pool: age, school degree, extracurricular activities, specific work experience, previous work experience, address, religion, employer or candidate salary expectations
- How much internal HR staff time/ cost is reasonable to allocate to recruiting activities
- Is there an external focus on the organization's recruiting activities

Highlights of TAM New Features

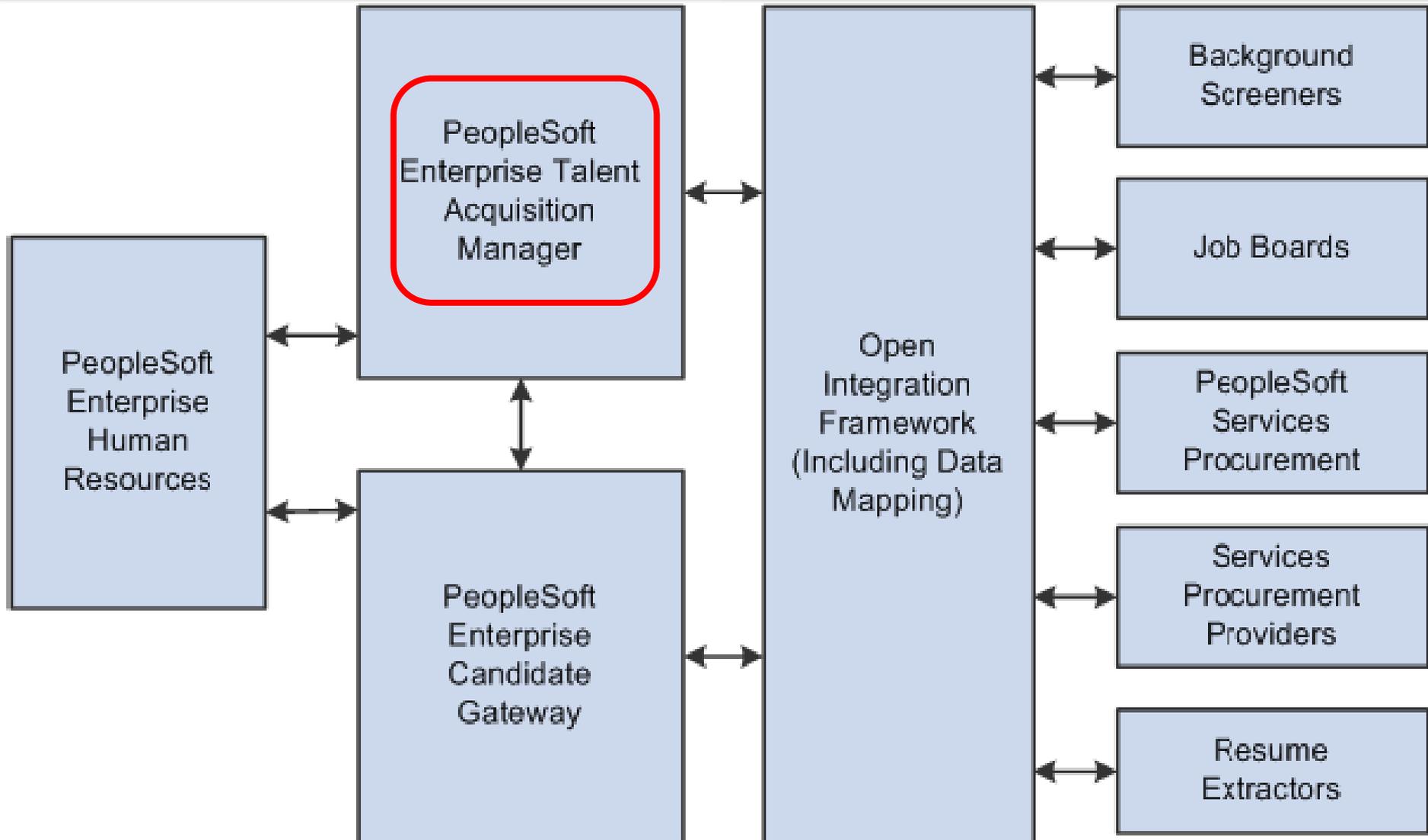
- ❑ Applicant, interview, and offer letters can be generated, edited online, and printed immediately, providing significant flexibility and ease of use.
- ❑ Attachments such as interview guidelines can be attached to interview notes. If each interviewer is asking the same question, the hiring manager and recruiter will be able to compare feedback from each interview.
- ❑ Posting online job offers
- ❑ Posting online job offers. Online job offer capabilities enable user the ability to post job offers to Candidate Gateway. The posted offers can include both the offer letter as well as any other applicant-specific or general-purpose attachments that you choose. Applicants are notified via email when an offer is posted, and they can review the offer details and accept or reject the offer online. You control how long the online offer is valid, and you can unpost any offer that has not yet been accepted.

Highlights of TAM New Features

- ❑ TAM provides greater flexibility in creating candidate screening questionnaires.
- ❑ Recruiter Alerts. New recruiter alerts provide information about unconfirmed interviews, expiring online job offers, unevaluated responses
- ❑ Withdraw from hire action. Hiring requests can now be withdrawn via the new Withdraw From Hire action.
- ❑ The new Recruiting Home gives recruiters, recruiting managers, and hiring managers a central dashboard for launching and performing recruiting activities.
- ❑ The Manage Job Opening page has significant productivity enhancements. The numbers of applicants in each phase of the recruiting process are prominently displayed in a phase progression bar.



Talent Acquisition Manager Integrations



Delivered CI's for Loading Data into TAM

PeopleSoft Talent Acquisition Manager also provides component interfaces that help load data from your existing system into PeopleSoft Talent Acquisition Manager Integrations tables. Use the Excel to Component Interface utility with the component interfaces to populate the tables.

<i>Component</i>	<i>Component Interface</i>	<i>References</i>
HRS_QSTN_SET_DEF	HRS_QSTN_SET_DEF_CI	See Question Set Definition Page .
HRS_QSTN_DEF	HRS_QSTN_DEF_CI	See Question Definition Page .
HRS_LOCATION	HRS_LOCATION_CI	See Setting Up Recruiting Locations .

- Question Set Code Enter a code that identifies this question set. This code appears only on search pages and lookup dialog boxes
- Question Code Enter a code that identifies the question. This code appears only on search pages and lookup dialog boxes.
- To set up recruiting locations, use the Recruiting Locations (HRS_LOCATION) component.



Setting Up Recruiting Solutions 2

Setup Topics for TAM

- HCM foundation data
- Profile Integration for TAM
- Additional TAM recruiting-specific configuration
- Setting Up Recruiting Statuses
- Setting Up Screening Processes
- Row-Level Security for Recruiting
- Administrator Privileges
- Setting Up Recruiting Locations
- Job Posting Description Library
- Third Party Integrations
- Resume Extractor Setup
- Third Party Integrations

HCM Foundation Data for (TAM):

HCM foundation data and HCM common frameworks that are used in PeopleSoft Recruiting Solutions (TAM):

- The HCM installation table.
- HCM foundation tables
- Human Resources profile data
- PeopleSoft HCM common frameworks.
- Optional Human Resources definitions.

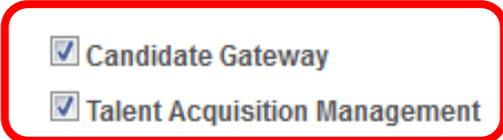
The HCM Installation Table for TAM

The HCM installation table includes a variety of system-wide settings that affect PeopleSoft Recruiting Solutions. Use this component to:

- Identify the installed applications for your PeopleSoft implementation.
- Define whether your system uses full, partial, or no position management.
- Choose whether to collect applicant ethnicity information in the older one-question format or the newer two-question format.

The HCM Installation Table

Products	HCM Options	Product Specific	Country Specific	Last ID Assigned	Third Party/System	Alternate Character
Installed Products						
<input checked="" type="checkbox"/> Human Resources			<input type="checkbox"/> Education and Government			<input type="checkbox"/> Enterprise Learning Management
<input checked="" type="checkbox"/> Benefits Administration			<input type="checkbox"/> Federal			
<input type="checkbox"/> Succession Planning			<input type="checkbox"/> Military			<input checked="" type="checkbox"/> Candidate Gateway
			<input type="checkbox"/> French Public Sector			<input checked="" type="checkbox"/> Talent Acquisition Management
			<input type="checkbox"/> German Public Sector			
<input checked="" type="checkbox"/> Pension Administration						<input checked="" type="checkbox"/> eBenefits
<input checked="" type="checkbox"/> Stock Administration			<input checked="" type="checkbox"/> Currency Conversion Utility			<input checked="" type="checkbox"/> eDevelopment
<input checked="" type="checkbox"/> Time and Labor			<input checked="" type="checkbox"/> Pay/Bill Management			<input checked="" type="checkbox"/> eCompensation
			<input checked="" type="checkbox"/> Directory Interface			<input checked="" type="checkbox"/> eCompensation Manager
<input checked="" type="checkbox"/> Absence Management						<input checked="" type="checkbox"/> ePay
<input checked="" type="checkbox"/> Payroll for North America			<input checked="" type="checkbox"/> HRMS Portal Pack			<input checked="" type="checkbox"/> ePerformance
<input checked="" type="checkbox"/> Payroll Interface			<input checked="" type="checkbox"/> General Ledger			<input checked="" type="checkbox"/> eProfile
<input checked="" type="checkbox"/> Global Payroll Core			<input type="checkbox"/> Project Costing			<input checked="" type="checkbox"/> eProfile Manager
Installed GP Countries			<input type="checkbox"/> Receivables			
Installed Integration Products			<input type="checkbox"/> Student Administration			



The HCM Installation Table

Products | HCM Options | Product Specific | Country Specific | Last ID Assigned | Third Party/System | Alternate Character

HCM Defaults

Company Global Business Institute

Standard Hours

Min Standard Hours

Max Standard Hours

*Default Standard Hours

Work Period Weekly

Position Management Option

Full Position Management

Partial Position Management

No Position Management

Online Update Incumbent Limit

Compensation Rate Codes

*Default Comp Frequency Monthly

Use Rate Code Groups

Use Salary Points

Multi-Step Grade

Currency

Multi-Currency

*Base Currency

Rate Type

The HCM Installation Table

Products	HCM Options	Product Specific	Country Specific	Last ID Assigned	Third Party/System	Alternate Character
Country						
Country		USA	USA	Installed HR Countries		
Language Code		ENG	English			
Canadian Parameters						
*Census Metro Area		Not Applicable				
*Industrial Sector		999-Not Applicable				
Australian Parameters						
		<input type="checkbox"/> Education & Government				
Japanese Parameters						
		<input checked="" type="checkbox"/> Additional Appointment Enabled				
USA Parameters						
		<input type="checkbox"/> Two-Question Format(Ethnicity)				

The HCM Installation Table

Vendor Related Counters

Integration ID	<input type="text"/>	Transaction Group ID	<input type="text" value="3"/>
Vendor-Transaction ID	<input type="text"/>	Vendor ID	<input type="text"/>
Source ID	<input type="text" value="38"/>	SubSource ID	<input type="text" value="12"/>
Log ID	<input type="text"/>	Extractor Log ID	<input type="text" value="52"/>
Notification Log ID	<input type="text"/>	Resolution Log ID	<input type="text" value="80"/>
Data mapping ID	<input type="text"/>	Assigned Mapping ID	<input type="text" value="3"/>
Resume Management ID	<input type="text" value="485"/>	Resume ID	<input type="text"/>
Resume Load ID	<input type="text" value="1"/>	Email Setup ID	<input type="text" value="2"/>
Screening ID	<input type="text" value="2"/>	Key ID	<input type="text" value="1"/>
XSLT ID	<input type="text"/>	XML ID	<input type="text" value="52"/>
External Posting ID	<input type="text" value="5"/>	Category ID	<input type="text" value="11"/>
Contact ID	<input type="text" value="5"/>	Pre-Employment Person ID	<input type="text"/>
Log Sequence	<input type="text" value="1071"/>		

Click to synchronize the counter with the actual values in the recruiting database. The system searches for the maximum value being used and resets the counter to that value. This prevents duplicate ID errors

Other Counters

Letter ID	<input type="text" value="1033"/>	Search ID	<input type="text" value="1030"/>
Prepare For Hire ID	<input type="text" value="1091"/>		

Fix Counters

HCM foundation tables for TAM

HCM foundation tables:

- business units,
- companies
- departments
- locations.
- job codes
- job families.
- currency codes.

Profile Integration for TAM

- ❑ Profiles are widely used by organizations to describe the attributes of jobs or individuals. Typically, profiles summarize the competencies, qualifications, and skills of a job or a person.
- ❑ During the recruitment process, PeopleSoft Talent Acquisition Manager uses profiles to capture job requirements and applicant qualifications.
- ❑ To set up the primary person profile type for recruiting, use the Assign Default Profile Types component.
- ❑ The delivered primary person profile type is *PERSON*.
- ❑ Using the primary person profile type ensures that applicant profile data is stored in a format that is compatible with employee profile data and that profile data can follow those applicants who become *employees*.

Additional TAM recruiting-specific configuration

Additional recruiting-specific configuration enables you to choose which content items to use in job openings, during screening, and for the online application form in Candidate Gateway:

- ❑ The Content Section Configuration page controls which content types are available to use in job openings and for screening. This page also controls the presentation of profile data in job openings and in Candidate Gateway.
- ❑ Job opening templates control which of the content types appear on the Job Opening page.
- ❑ Resume templates control which of the content types appear to applicants who apply online using Candidate Gateway.

TAM Content Section Configuration

Licenses and Certifications

Status Date 

Applicant may add items

Properties Personalize | Find |  |  First 1-10 of 10 Last

Field Name	Label Text	Required	Summary	Detail	Use in Screening	Default
EFFDT	Issue Date	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
JPM_CAT_ITEM_ID	License	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
COUNTRY	Country	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
STATE	State	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
JPM_YN_1	Renewal Required	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
JPM_YN_2	Renewal In Progress	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
JPM_YN_3	License Verified	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
JPM_DATE_3	Expiration Date	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
JPM_TEXT254_2	License/Certification Number	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
JPM_TEXT254_4	Issued By	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

TAM Job opening templates

Job Opening

[Save and Open](#) | [Save as Draft](#) | [Start Over](#)

Job Opening ID NEW
Job Posting Title Administrator
Job Code 120000 (Administrator)

Status 035 Draft
Business Unit GBIBU (Global Business Institute BU)
Job Family KADMIN (Administrative Support)

[Job Details](#) | [Qualifications](#) | [Screening](#) | [Job Postings](#) | [Hiring Team](#)

[Opening Information](#) ?

Manage Job Opening

[Save](#) | [Return](#) | [Recruiting Home](#) | [Search Job Openings](#) | [Create New](#) | [Clone](#) | [Add Note](#) | [No Category](#)

Job Opening ID 300273
Job Posting Title Administrator
Job Code 120000 (Administrator)

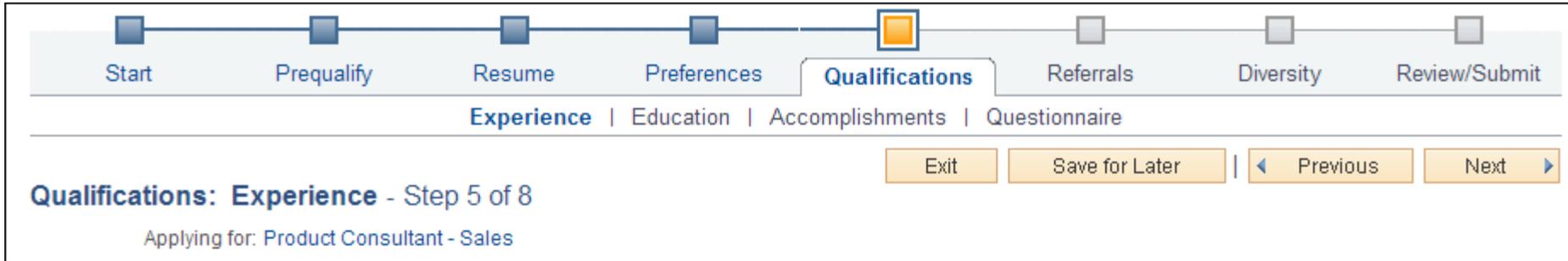
Status 010 Open
Business Unit GBIBU (Global Business Institute BU)
Job Family KADMIN (Administrative Support)

[Applicants](#) | [Applicant Search](#) | [Applicant Screening](#) | [Activity & Attachments](#) | [Details](#)

[Job Details](#) | [Qualifications](#) | [Screening](#) | [Job Postings](#) | [Hiring Team](#)

[Opening Information](#) ?

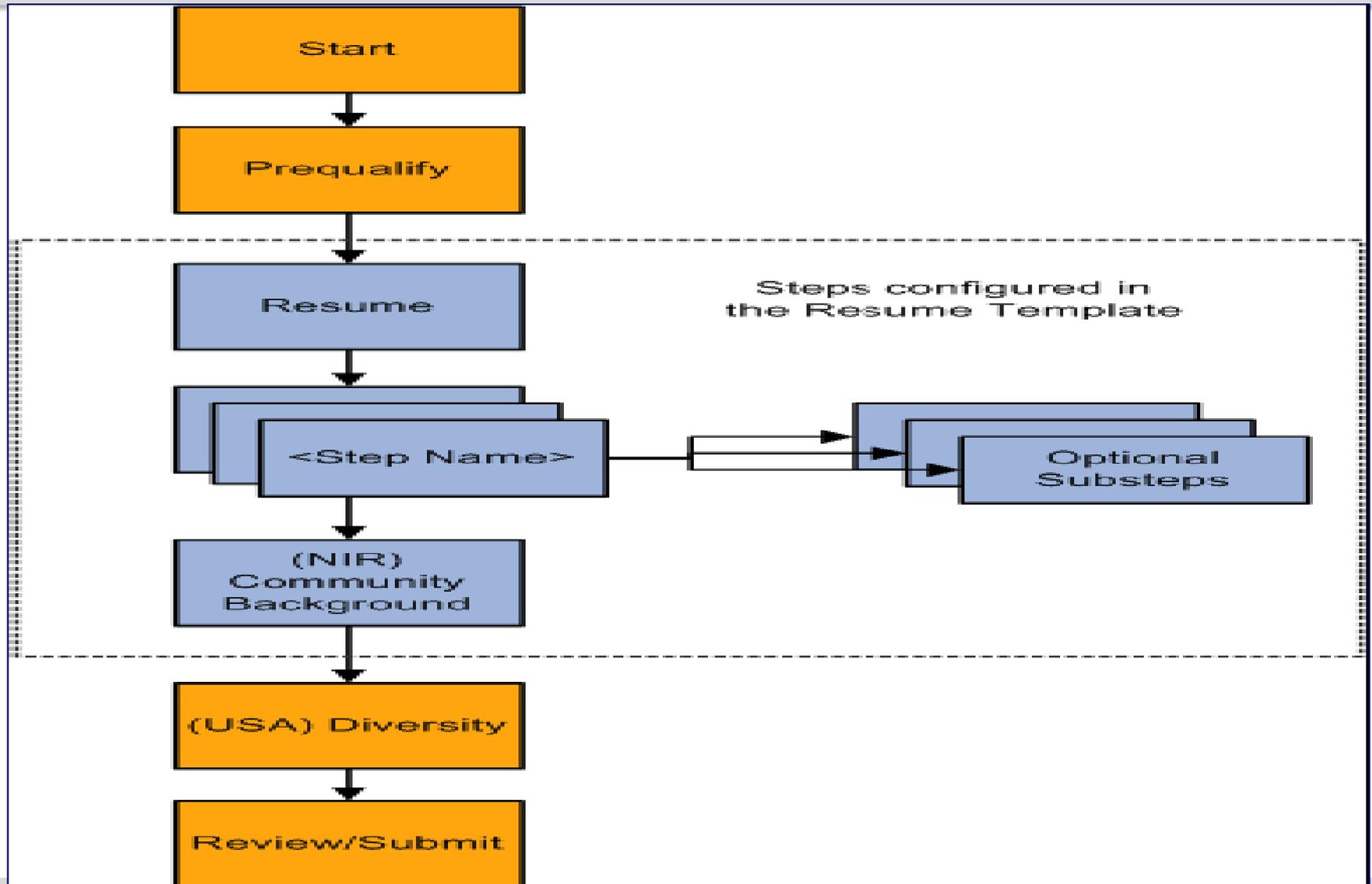
CG Resume templates



Resume templates define and organize the information that Candidate Gateway collects from applicants during the online job application process. Candidate Gateway provides applicants with a guided application process represented by a horizontal bar that graphically displays the steps in the application process.

Within the template, these steps are defined as template pages. In the example above, the resume template includes three template pages: Preferences, Qualifications, and Referrals. The Qualifications step has four substeps.

This diagram illustrates the online job application process and identifies the steps that are controlled by the resume template.



Setting Up Recruiting Statuses

Recruiting statuses help a recruiter identify the circumstances of an applicant and job opening. PeopleSoft Talent Acquisition Manager has six areas (known as recruitment areas) in which statuses are tracked:

- ❑ **Job Openings:** helps identify where to focus efforts regarding a job opening. For example, the job opening status can indicate whether a job opening is Pending Approval, Open, or Filled/Closed.
- ❑ **Applicants:** helps identify who to act on, and what actions to take. For example, the applicant status can indicate whether the applicant is Active, Inactive, or Hired.
- ❑ **Recruitment Summary:** indicates an applicant's overall status with regards to a particular job opening. For example, the recruitment summary status can indicate that an applicant has Applied, been Reviewed, been Screened, been Interviewed, received an Offer, or been Hired or Rejected.

Setting Up Recruiting Statuses

On recruiting pages, the status in this area is called the applicant's disposition. Although the disposition is specific to a single job opening, applicants can also apply without identifying any job openings. The "no job selected" application also has a disposition.

- ❑ **Route:** indicates the options for further steps to take for an applicant after screening or other preliminary assessment.
- ❑ **Interview:** identifies the progress of an applicant within the interview stage and the options for further steps to take for the applicant.
- ❑ **Offer:** identifies the progress of an applicant within the offer stage.

Status codes within the recruiting areas provide a convenient way to assign consistent business rules to your recruiting activities. For example, when you hire an applicant into a job opening, you can set the status of the applicant to Hired. the status of the job opening to Filled/Closed.

Setting Up Recruiting Statuses

Dispositions and Phases

The statuses in the Recruitment Summary area track the progress of an applicant through the entire recruiting process. On the Manage Job Opening page: Applicants tab, you can filter the list of applicants based on these phases. The predefined phases are, in order:

- 1. Applied** When managing an applicant's interview, the interview statuses are used in two ways.
 - 2. Reviewed**
 - 3. Screen**
 - 4. Route**
 - 5. Interview**
 - 6. Offer**
 - 7. Hire**
 - 8. Hold**
 - 9. Reject**
- First**, the statuses are available in the interview evaluation form, where interviewers select a status to indicate what action they recommend. Recommending a status does not update the status, it simply provides feedback to the recruiter who eventually does update the status.
- Second**, the statuses are available as choices when the recruiter selects a final recommendation after all interviews are complete.

Setting Up Recruiting Statuses

To set up recruiting statuses:

Use the Statuses and Reasons Code page to define status codes and associated reasons for each of the six recruitment areas. The system includes a comprehensive set of codes and associated status processing rules. Oracle recommends that you use these delivered statuses and rules rather than setting up your own.

Status Progression:

For each status code, you can define the progression from one status code to another by indicating the statuses that typically occur after the current status. For example, the next status for a job opening with a status of Open might be Hold, Filled/Closed, or Canceled. If a user manually updates the status to one that is not configured as a successor, the system displays a warning. The user can choose to ignore the warning and save the new status anyway.

Setting Up Recruiting Statuses

Delivered Dispositions By Phase:

Phase	Dispositions
None	Draft
1 - Applied	Applied Linked Linked Questionnaire
2 - Reviewed	2 - Reviewed
3 - Screen	3 - Screen
4 - Route	4 - Route
5 - Interview	5 - Interview

Setting Up Recruiting Statuses

Delivered Dispositions By Phase:

Phase	Dispositions
6 - Offer	Preliminary Offer Decided Offer Offer Accepted Preliminary Offer Notified Preliminary Offer Accepted Preliminary Offer Rejected
7 - Hire	Hire Decided Ready to Hire Hired
8 - Hold	Hold
9 - Reject	Reject Failed Prescreening Reject Online Screening Withdrawn Inactive

Setting Up Recruiting Statuses

Delivered Status Codes and Reasons. The following table identifies the statuses that are delivered with the system:

Recruitment Area	Status Code
Job Opening	Draft Pending Approval Denied Open Hold Filled/Closed Canceled
Applicant	Active Hired Inactive Queued
Route	Routed Invite for Interview Hold Reject Withdrawn

Setting Up Recruiting Statuses

Delivered Status Codes and Reasons. The following table identifies the statuses that are delivered with the system:

Recruitment Area	Status Code
Interview	Interview Make Offer Hold Reject Withdrawn
Offer	Draft Pending Approval Denied Extend Accept Acceptance Withdrawn Hold Offer Rejected Offer Withdrawn

Configurable Status Processing

Oracle recommends that you do not change the delivered status codes because the system contains many non-configurable references to specific codes.

By providing a configurable status framework, Oracle enables you to add additional statuses to meet your organization's need. The system also allows you to change the delivered statuses, but use extreme caution if you do so. The system has non-configurable references to many of the delivered status codes, so be sure to thoroughly test any changes you make.

Setting Up Screening Processes

- ❑ **Screening** is the process used by recruiters to evaluate a list of potential candidates and narrow the list to a few qualified applicants that can be interviewed or hired.
- ❑ **Prescreening** is a special use of screening that can filter out applicants even before they submit an application.
- ❑ **Screening criteria** refers to the specific attributes that are desirable in an applicant. During screening, the system compares applicant attributes to job opening attributes to determine how well applicants meet the job requirements.
- ❑ **Recruiters establish a job opening's criteria** from within the Job Opening component, on the Job Opening - Screening Criteria page. This page presents a list of job attributes so that the recruiter can choose which ones to use.

Setting Up Screening Processes

There are four types of job opening attributes that can be used as screening criteria:

General requirements.

General requirements from the job opening page include regular/ temporary, full-time/part-time, start date, standard hours, shift, travel percent, minimum and maximum age, sex, citizenship status, and recruiting location. General requirements from the salary information section of the job opening page include minimum salary and minimum grade.

Education and experience.

Education and experience requirements indicate the number of years of experience required for applicants with various levels of education. To meet education and experience screening criteria, the applicant must have both the education level and the minimum amount of experience required for that level.

Setting Up Screening Processes

There are four types of job opening attributes that can be used as screening criteria:

Screening questions.

Screening questions enable you to ask multiple-choice or open-ended questions to applicants who apply online. If a job opening includes screening questions, the system makes all of the questions available for use during screening.

Profile content types.

The Manage Profiles module in PeopleSoft Human Resources provides a flexible architecture for describing the attributes of jobs and individuals. Content type is a generic term for an attribute that can be part of a profile. In the context of the recruiting process, content types are attributes that are used to describe job qualifications and the corresponding applicant attributes.

Setting Up Screening Processes

All types of screening criteria are available only if the job opening template and resume template include the corresponding sections.

For example, to screen applicants based on education and experience, the job opening template must include the Education and Experience section and the resume template must contain both the Education History and Work History sections.

To set up screening questions, you create reusable question definitions containing the text of the question. Question definitions can be multiple choice or open-ended. Multiple-choice questions reference one or more separately-defined answers. Open-ended questions are not associated with answer definitions; applicants enter freeform text answers.

Setting Up Screening Processes

To set up screening questions:

- ❑ Create an answer definition for each answer.
- ❑ Create a question definition for each question and, if the question is not open-ended, link answers to the question.
- ❑ During this step, you also assign default points for each of the possible answers to the question.
- ❑ To configure the system to support screening questions, your resume templates and job opening templates must include sections for questions.
- ❑ To configure the system to support screening questions, your resume templates and job opening templates must include sections for questions.

Setting Up Screening Processes

- ❑ If you use questions for screening, the only way for applicants to provide answers to screening questions is through CG. Applicants who send their resumes through a job board or email address, or whose applications are entered by a recruiter or administrator do not see the questionnaire at the time they apply.
- ❑ if you use the Link Applicant to Job action to associate an applicant to a job opening that includes questions, the system sends the applicant an email asking that the applicant go to CG and answer the question.

Row-Level Security for Recruiting

The following people have access to job openings:

- The creator of a job opening
- Users who have access to the job opening's department through the department security tree.
- Approvers
- The recruiting team, consisting of the people (recruiters, hiring managers, interviewers, interested parties, and screening team members) who are individually identified in the job opening.
- When a member of the recruiting team for a particular job opening accesses the job opening, the system determines if the user has a permission list with recruiting team access before granting access to the opening.

Access to Applicant Data

- ❑ Users with access to the Find Applicant pages can access data for all applicants. When searching for applicants, users can select the “Search My Applicants” check box to filter the search results to include only applicants who are associated with the user’s jobs.
- ❑ Users who do not have access to the Search Applicant pages can still access applicant data using links on the Job Opening page. Thus, the data of applicants who are associated with a job opening is available to those with access to the job opening.

Roles and Permission Lists

- ❑ Standard PeopleSoft security gives users access to pages and data through the use of roles and permission lists.
- ❑ By associating standard PeopleTools roles with recruiting role types, you can grant users additional recruiting-specific privileges.
- ❑ Some privileges are granted to users with any recruiting role type, while others are granted to users with particular role types.
- ❑ There are seven predefined recruiting role types,

Administrator Privileges

Users who are associated with the Recruitment Administrator recruiting role type are the only users who can:

- Access the eligibility & identity information for applicants.
- Change the status of draft applicants.
- Access a comprehensive list of person profiles in a job opening. Other users can only access their own profile or the profiles of their direct reports.
- Change the recruitment template on a job opening.
- Edit job opening details when the job opening status is Hold, Cancelled, or Closed.
- Override the status of a job opening.
- Take action on other users' pending approvals.
- Access private job opening notes and attachments.
- Flexible processing definitions that limit the activities of recruiters and managers do not affect recruiting administrators.

Setting Up Recruiting Locations

- ❑ Recruiting locations enable you to classify jobs geographically in the way that makes the most sense to your recruiting process. Recruiting locations can be as broad or narrow as you like.
- ❑ When jobs are posted to Candidate Gateway, the recruiting location is visible to applicants, and applicants can search for jobs based on recruiting location.
- ❑ Applicants can also specify recruiting location preferences in their applications, and recruiters can then use that as search criteria when searching for applicants.
- ❑ Recruiting locations can also be associated with physical locations that you set up in your core Human Resources tables.

Setting Up Recruiting Locations

Use the Recruiting Locations page (HRS_LOCATION) to define the geographical categories that will be exposed to applicants,

Recruiting Locations

Location Details

Recruiting Location 1005

*Status

*Description

Short Description

Location

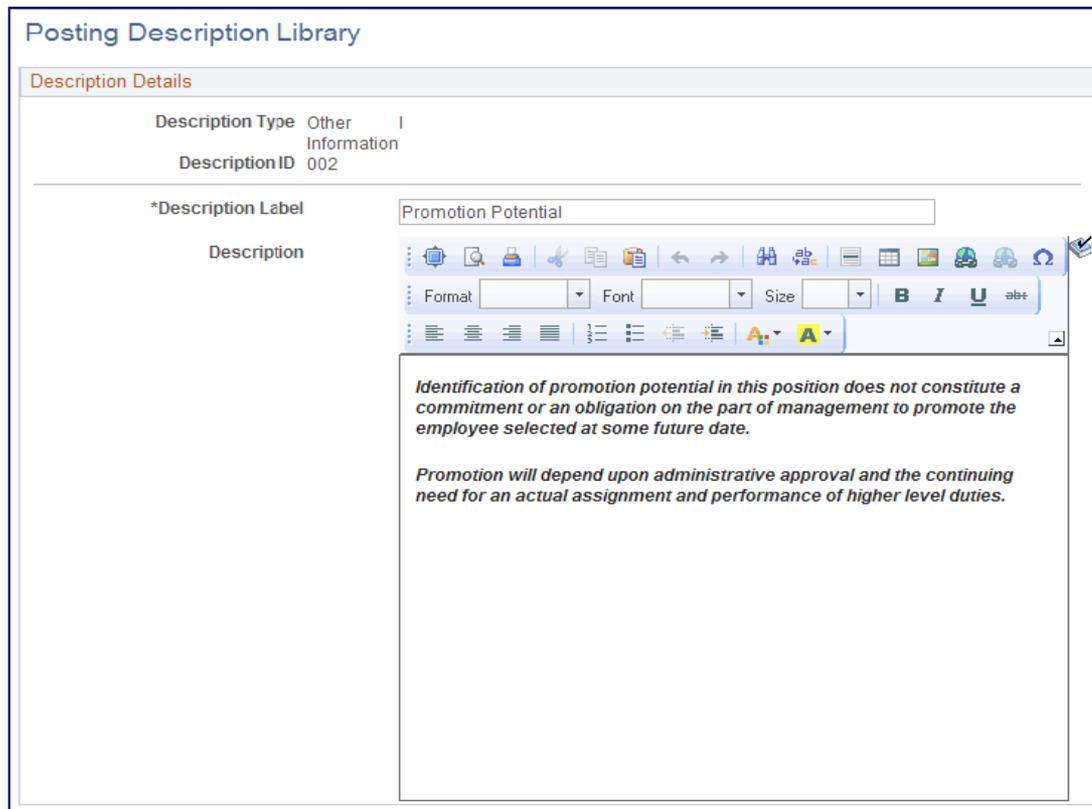
Personalize | Find |  |  First  1-3 of 3  Last

	Location	Description	Recruiting Location	Description		
1	<input type="text"/>		<input type="text" value="1120"/>	West	<input type="button" value="+"/>	<input type="button" value="-"/>
2	<input type="text"/>		<input type="text" value="1125"/>	Midwest	<input type="button" value="+"/>	<input type="button" value="-"/>
3	<input type="text"/>		<input type="text" value="1130"/>	East	<input type="button" value="+"/>	<input type="button" value="-"/>

Job Posting Description Library

Job postings that are posted to a job board or intranet include a description of the job opening. Using content from the library enables you to standardize job posting content.

This example illustrates the Posting Description Library page.



The screenshot displays the 'Posting Description Library' interface. At the top, the title 'Posting Description Library' is visible. Below it, the 'Description Details' section shows 'Description Type' as 'Other Information' and 'Description ID' as '002'. The '*Description Label' field contains 'Promotion Potential'. The 'Description' field is a rich text editor with a toolbar containing icons for undo, redo, bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, and image. The text in the description field is formatted as follows:

Identification of promotion potential in this position does not constitute a commitment or an obligation on the part of management to promote the employee selected at some future date.

Promotion will depend upon administrative approval and the continuing need for an actual assignment and performance of higher level duties.

Enter content for this library entry. Content can include text and graphics, and can be formatted to enhance the presentation of your content.

Third Party Integrations

□ The Open Integration Framework

Sharing job opening and candidate information is essential to the success of the recruitment process.

PeopleSoft provides an open integration framework that enables you to integrate with:

- Staffing suppliers.
- Resume extractors.
- Background screening providers.