



Functional Course

PeopleSoft v9.2 Recruiting

Human Capital Management (HCM)

Developed for implementation team members and functional end users, PeopleSoft Recruiting v9.2 training quickly introduces students to the set-up considerations, configuration, and transactional processing components of the Recruiting module. Through scenarios, real-world experiences from implementers, and hands-on activities, students gain an understanding of how to establish process and report on transactions.

Prerequisites:

- PeopleSoft v9.2 Foundations (HCM)

Business Process Overview

- TAM Business Process Overview
- Sources of Applicants
- Cyber Recruiting
- Delivered TAM Recruitment Sources
- High Volume of Applicant Responses
- The Hiring Funnel
- Highlights of TAM New Features
- Talent Acquisition Manager Integrations

Setting Up Recruiting Solutions

- 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

Setting Up Recruiting Solutions (cont'd)

- Resume Extractor Setup

Setting Up Candidate Gateway

- Candidate Gateway Integrations
- Candidate Gateway Overview
- Highlights of CG New Features
- Setting Up Candidate Gateway
- Posting Jobs to a CG Site

Setting Up Recruitment Templates

- Recruitment Templates
- Recruitment Templates and Job Openings

Using the Recruiting Home

- Personalizing the Recruiting Home Page
- The Recruiting Home

Setting Up Definitions for Job Openings

- Definitions for Job Openings

Agenda

Creating and Managing Job Openings

- Managing Job Openings
- Browse Job Openings
- Searching for Job Openings

Managing Job Postings

- Managing Job Postings
- Managing External Job Postings
- Managing External History Job Postings

Entering Applicant Data

- How Applicant records are Created
- Basic TAM Concepts and Definitions
- Entering Applicant Data
- More on Entering Reference Data
- Entering Application Details

Using Applicant Self-Service to Apply for Jobs

- The Job Application Process

Searching for and Managing Applicants

- Searching for Applicants
- Manage Applicant Page

Searching for and Managing Applications

- Manage Applications

Screening and Routing Applicants

- Screening Applicants
- Routing Applicants

Interviewing Applicants

- Interviewing Applicants Process
- Interviewing Applicants
- Scheduling and Interviewing Applicants

Making Offers

Hiring Applicants

Using Candidate Gateway

Using Flexible Processes

- Job Creation Process
- Recruiting

Administering Employee Referral Programs and Hot Jobs

- Employee Referral Programs
- Managing Hot Jobs
- The Employee Referral Program Process