



Functional Course

PeopleSoft v9.2 Recruiting Talent Acquisition and Candidate Gateway

Human Capital Management (HCM)

Developed for implementation team members and functional end users, PeopleSoft Recruiting and Candidate Gateway for 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