



# **PeopleSoft v9.2 HCM Instructor Demonstration Agenda Recruiting**

**Contact Information:**

SpearMC Consulting, Inc.  
1-866-SPEARMC  
info@spearmc.com  
www.spearmc.com

# PeopleSoft HCM Instructor Demonstration Agenda

Purpose: This instructor demonstration provides a high-level overview of design, configuration and set-up aspects of the Recruiting module in PeopleSoft HCM.

## Recruiting (2 Days)

### Day 1\*:

#### 9:00 – 12:00

- Business Process Overview
- Setting Up Recruiting Solutions
- Setting Up Candidate Gateway
- Setting Up Recruitment Templates

#### 12:00 – 1:00 Lunch Break

#### 1:00 – 5:30

- Using the Recruiting Home
- Setting Up Definitions for Job Openings
- Creating and Managing Job Openings
- Managing Job Postings

*\*There will be a 10 minute break in the morning and afternoon at instructor discretion.*

### Day 2\*:

#### 9:00 – 12:00

- Entering Applicant Data
- Using Applicant Self-Service to Apply for Jobs
- Searching for Applicants
- Managing Applicants and Applications
- Screening and Routing Applicants

#### 12:00 – 1:00 Lunch Break

## 1:00 – 5:30

- Interviewing Applicants
- Making Offers
- Hiring Applicants
- Using Candidate Gateway
- Using Flexible Processes
- Administering Employee Referral Programs and Hot Jobs

*\*There will be a 10 minute break in the morning and afternoon at instructor discretion.*