



2024

# Recruiting (ORC) Admin Guide



**Camptra Technologies**  
1309 W 15<sup>th</sup> Street  
Suite 240  
Plano, TX 75075



[info@camptratech.com](mailto:info@camptratech.com)

V1

Camptra Technologies

1/1/2024

Guide Usage and Disclosures .....	2
Guide Information .....	2
How To Use This Guide .....	2
Overall Process Flow.....	3
Glossary of Terms .....	4
Admin Work Area Navigation .....	6
Create Job Requisition Templates.....	7
Create Job Requisition Custom Fields .....	12
Edit List of Values For Existing Custom Field .....	18
Create Content Library Item .....	23
Managing Career Site .....	28
Job Application Flow .....	31
Candidate Selection Process .....	36
Create Interview Templates.....	40
Manage Questionnaires.....	43
Managing Primary Locations/Geography Structures.....	54
Day-To-Day Work Area Navigation .....	57
View Open Requisitions.....	59
Create A Requisition Using A Template.....	60
Create A Requisition Using A Job/Position .....	68
Posting A Requisition In Draft Status .....	75
Posting A Requisition In Job Formatting In Progress Status .....	83
Posting A Requisition In Posting In Progress Status .....	93
External Candidate Application Process.....	104
Internal Candidate Application Process.....	107
Candidate Management- Create A Candidate .....	110
Managing The Candidate Profile .....	115
Candidate Quick Search.....	118
Create Candidate Pool .....	121
Review Candidate Files .....	124
Reject A Candidate .....	127
Progress Candidate From Candidate List .....	131

Offer Creation.....	133
Extend Offer To Candidate.....	137
Accept Offer On Behalf Of Candidate.....	140
Move Candidate To HR.....	142

## Guide Usage and Disclosures

### Guide Information

This guide is designed based on the Oracle Cloud HCM delivered setups; some fields may differ from your instance configurations. For example, some fields may be required in this guide that are not required in your instance. Additionally, some of the training topics discussed in this guide may not apply to your organization, but we know you'll find it helpful. If you would like a custom guide for your organization, please contact Megan Ketter at [mketter@camptratech.com](mailto:mketter@camptratech.com).

### How To Use This Guide

This guide is intended to assist Admin users with their day-to-day tasks in Oracle Cloud. A few notes before you begin:

1. Any fields with an asterisk are required fields.
2. Based on your configurations, approval workflows may in place for the training topics below; those tasks would need to be approved before the additions or updates are visible in your instance.

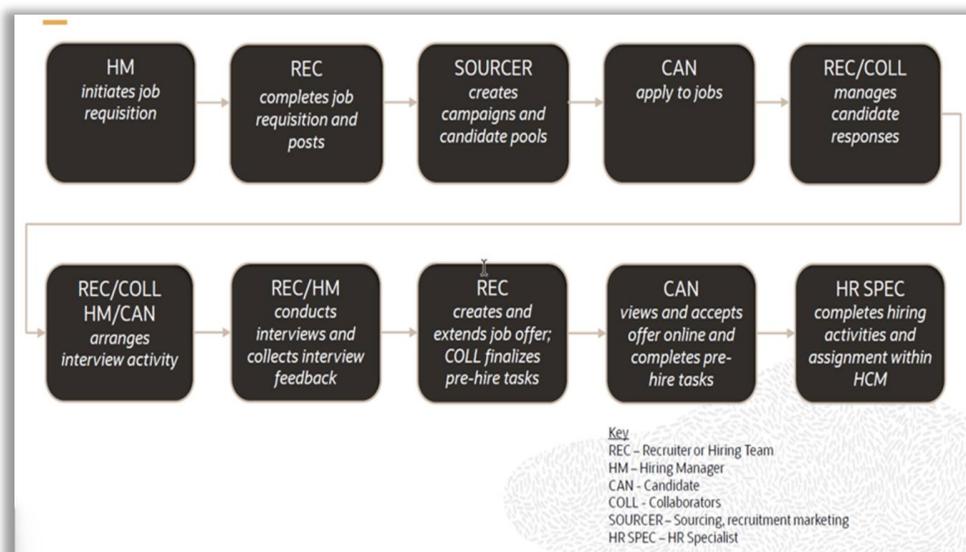
You may have specific flexfields in your instance that require inputs; this guide is a generic tool and will not include those specific flexfields. You will see those fields as a context segment or not visible at all in our Oracle instance.

## Overall Process Flow

Before we begin with the training content, it's important to understand the overall process flow of information in Oracle Cloud for the Recruiting module.

Oracle Recruiting Cloud provides a platform to recruiters and hiring managers to find the best candidates for a job. Recruiting provides tools to source and nurture candidates, create, and manage job requisitions, screen, and select candidates, create, and manage job offers, and onboard new employees into the organization. It also provides career sites for employees and external candidates to search, discover, and apply to jobs using a smooth application process.

For example, below is the 'Recruiting Process Life Cycle'



## Glossary of Terms

Here we've included common terms associated to the Recruiting module. Please review the terms below to familiarize yourself with the Oracle Cloud terms used throughout this guide.

### Candidate

- ❖ An individual who has applied for a job with the organization

### Candidate Profile

- ❖ A candidate profile contains information such as candidate personal information, work experience, employment preferences.

### Job Requisition Template

- ❖ A job requisition template provides a way to facilitate the creation of job requisitions by defaulting values in several fields. Job requisition templates contain the same fields as job requisitions. If a job requisition is created from a requisition template, all fields for which a value is set in the template will be defaulted with the template's value.

### Custom Fields

- ❖ Custom fields also known as descriptive flex fields within the application are additional set of fields that are created for capturing information that business needs for job requisition and/or job offer. These are used in addition to the seeded fields provide by oracle.

### Job Application Flow

- ❖ A job application flow is a sequence of pages that candidates complete when they apply for a job or when they provide additional information after they have applied to a job. A job application flow contains sections, and each section contains blocks of information.

### Candidate Selection Process

- ❖ The candidate selection process provides the framework to move candidates through the hiring process to evaluate and find the best candidates for a job.

### Career Site

- ❖ A career site is a website where an organization posts jobs for positions to be filled. External candidates interact with a career site when they search for jobs, apply for

jobs, create a profile, share job details, get referred for a job, manage their job applications and talent community settings.

## Prospects

- ◆ Prospects are people who were referred for a job requisition or added to a job requisition but who haven't yet completed their job application.

## Interview Templates

- ◆ Interview schedule templates are created to help recruiters and hiring managers save time when they create interview schedules for job requisitions. For example, you can specify a commonly used conference room or location or the URL and dial-in information.

## Questionnaires

- ◆ Questionnaires contain questions that can be attached to a job requisition and is available to candidates to answer when they apply for a job.

## Job Offer

- ◆ You create job offers by providing details such as proposed start date, job assignment, salary, or other compensation. You extend job offers to candidates. Candidates receive the offers, consider the content, and respond to the offers by either accepting or declining them.

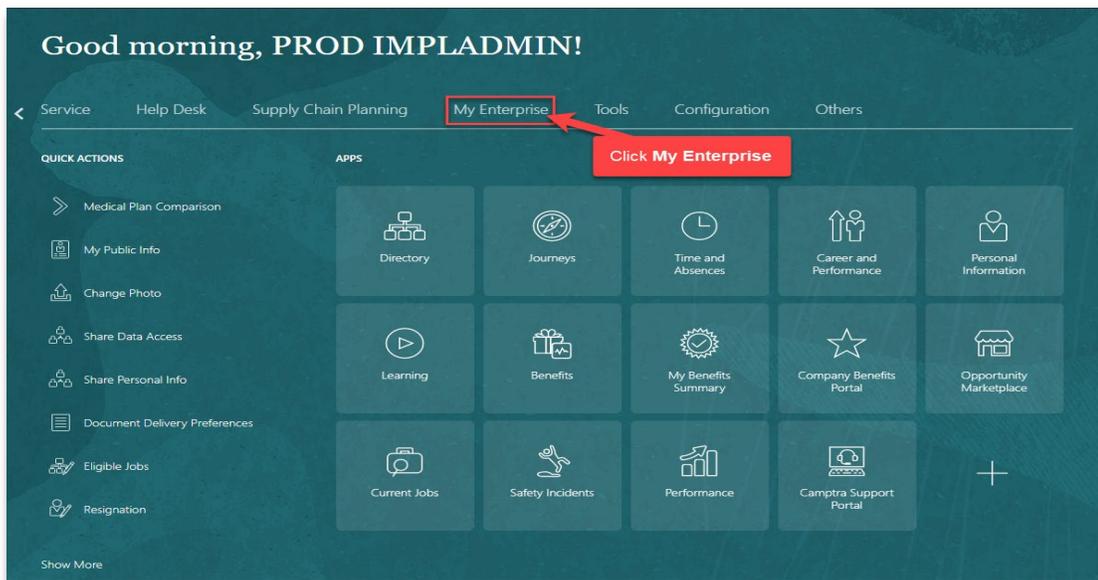
## Job Offer Template

- ◆ This template provides the formatting, branding, and most of the text that each candidate will see when they receive their offer letter.

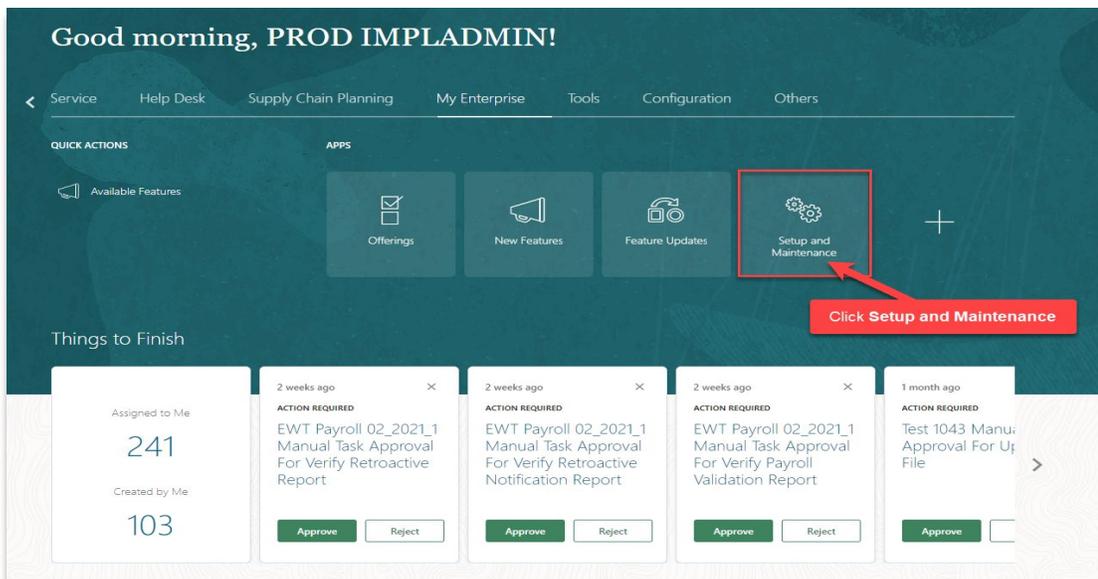
## Admin Work Area Navigation

Navigation: Home>My Enterprise>Setup and Maintenance>Recruiting and Candidate Experience>Functional Areas

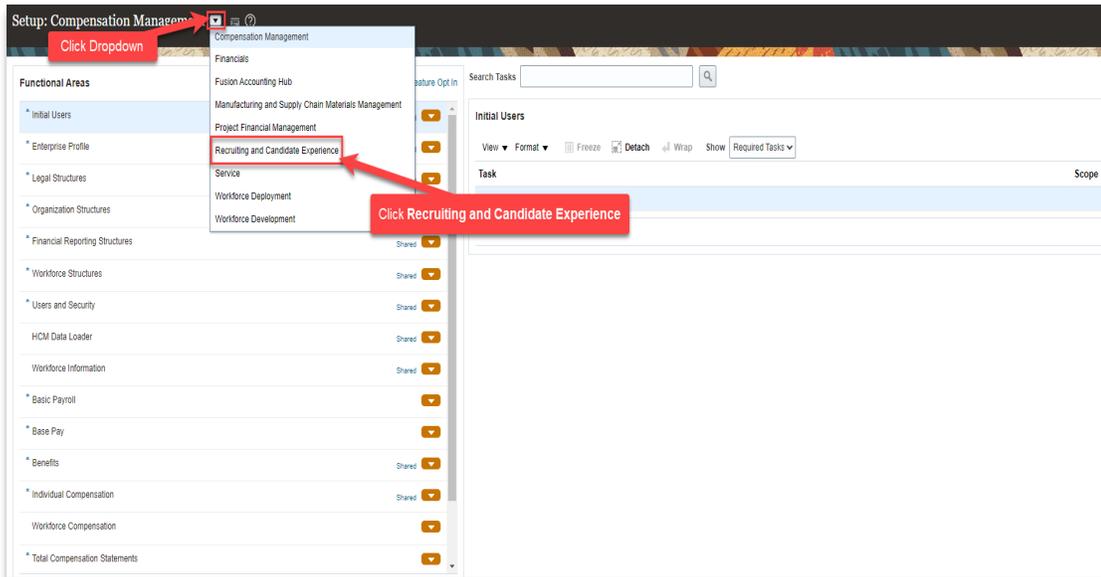
To manage activities related to Recruiting Administration, from the home screen, click **My Enterprise**



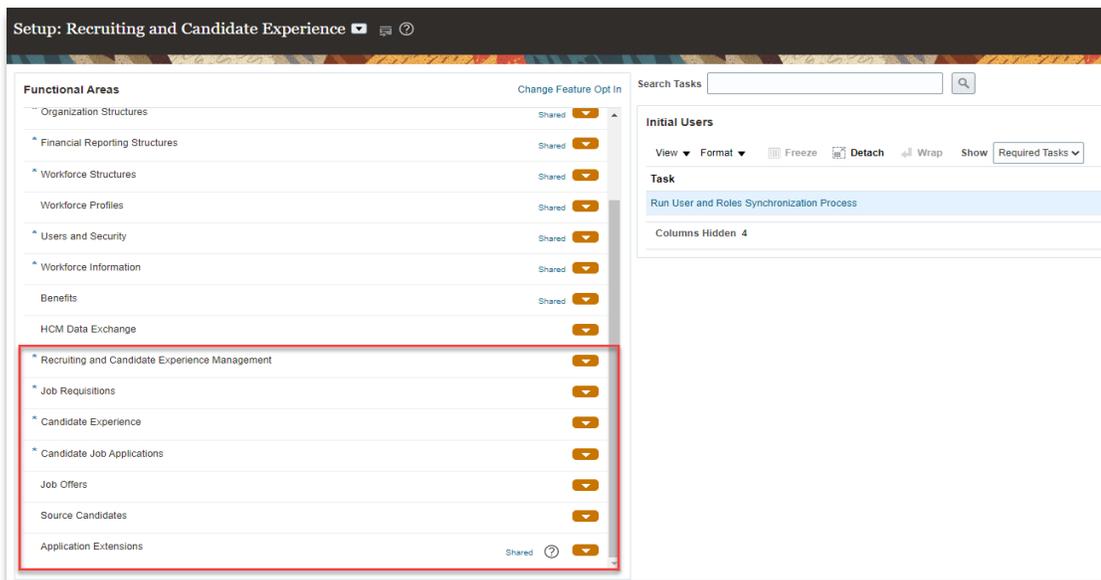
Click **Setup and Maintenance**



## Change setup to Recruiting and Candidate Experience



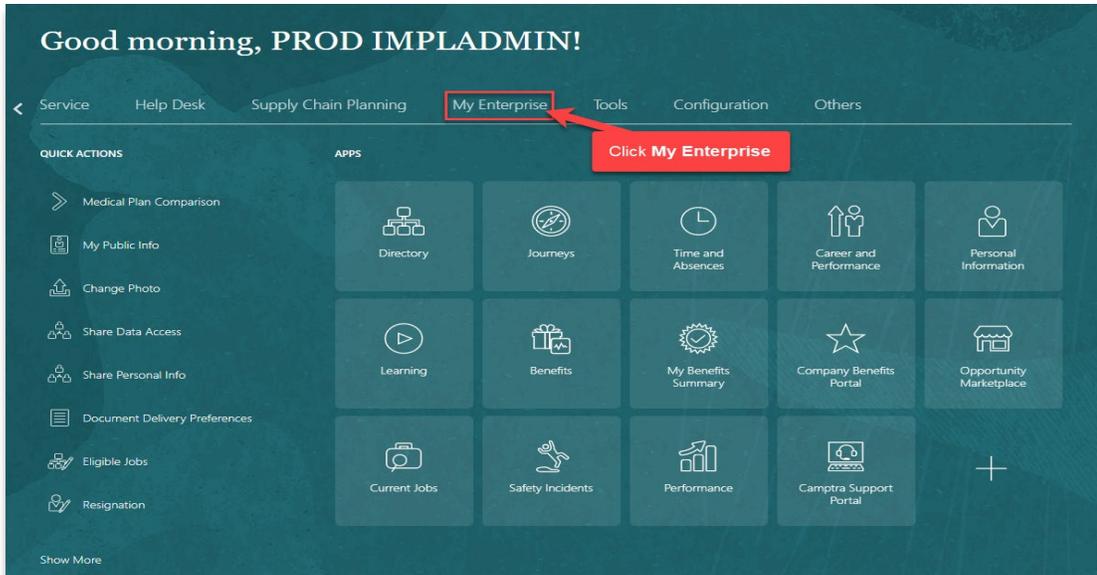
## All the tasks related to Recruiting Administration are now available



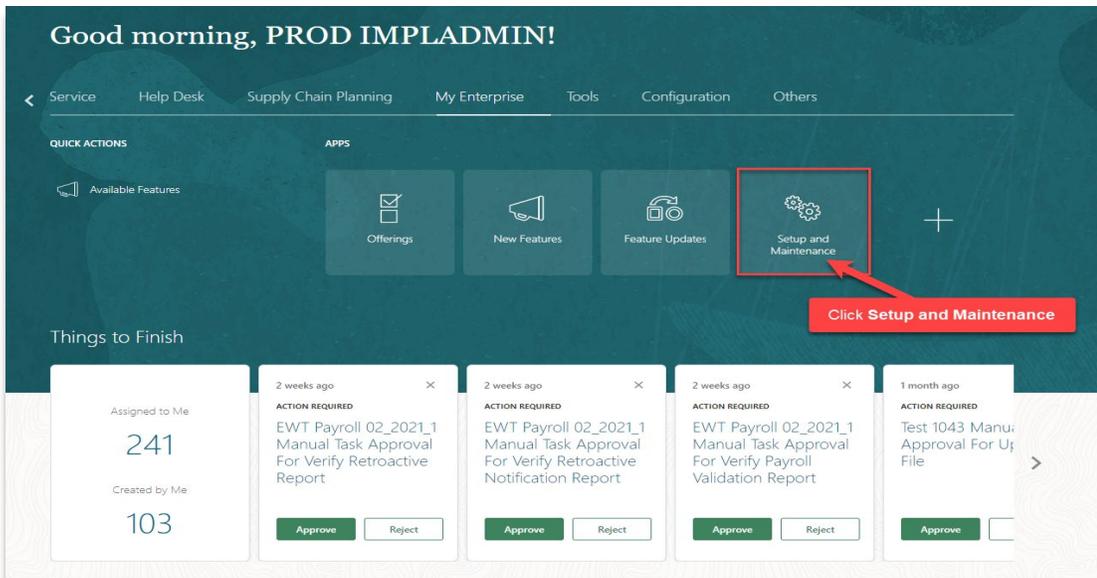
## Create Job Requisition Templates

Navigation: Home>My Enterprise>Setup and Maintenance>Recruiting and Candidate Experience>Functional Areas>Job Requisitions>Job Requisition Templates>Actions>Activate

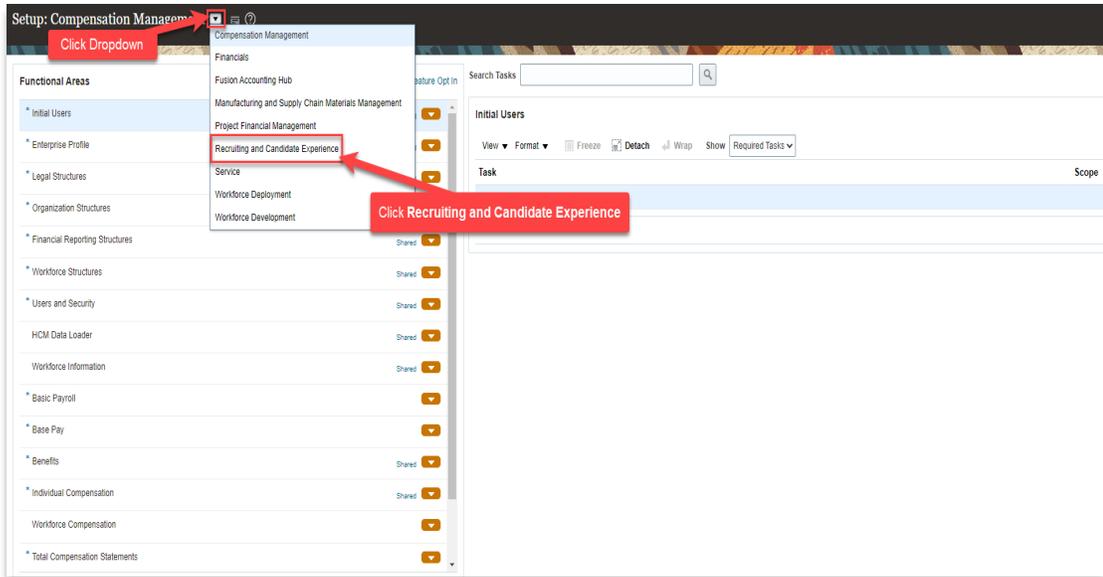
From the home screen, click **My Enterprise**



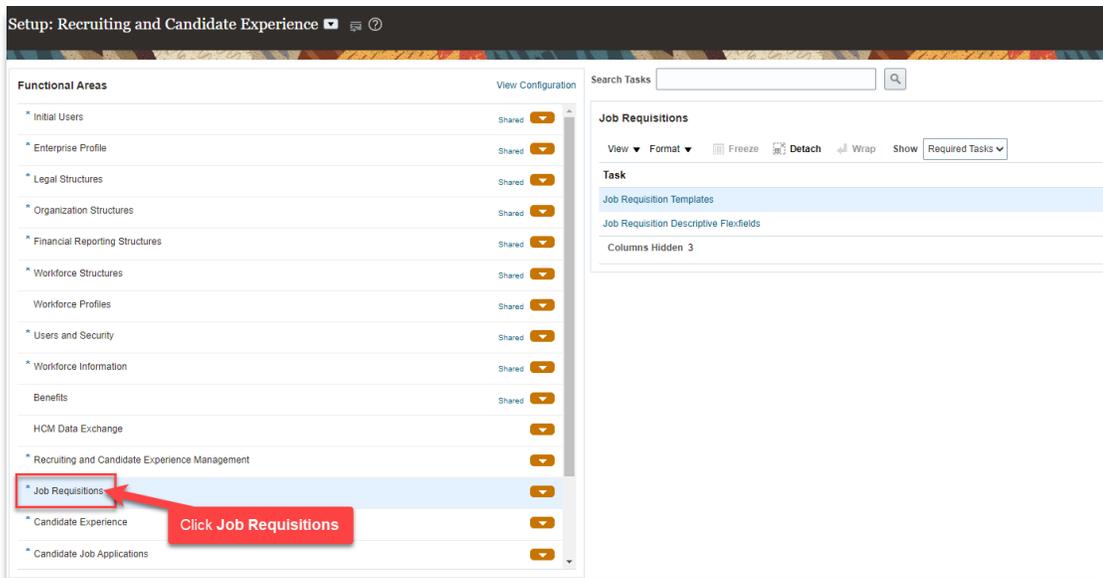
Click Setup and Maintenance



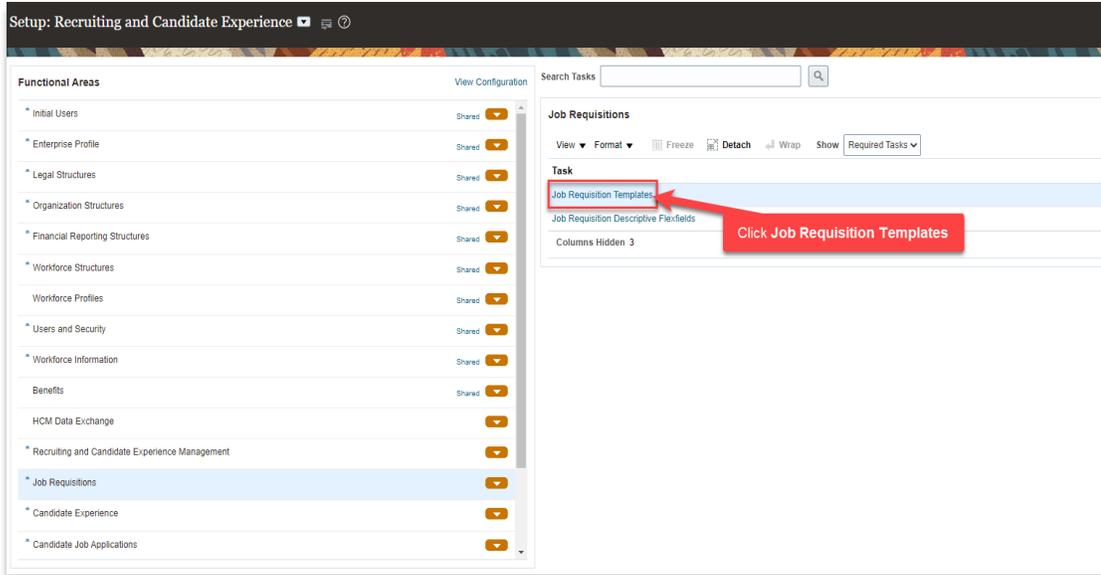
Change setup to Recruiting and Candidate Experience



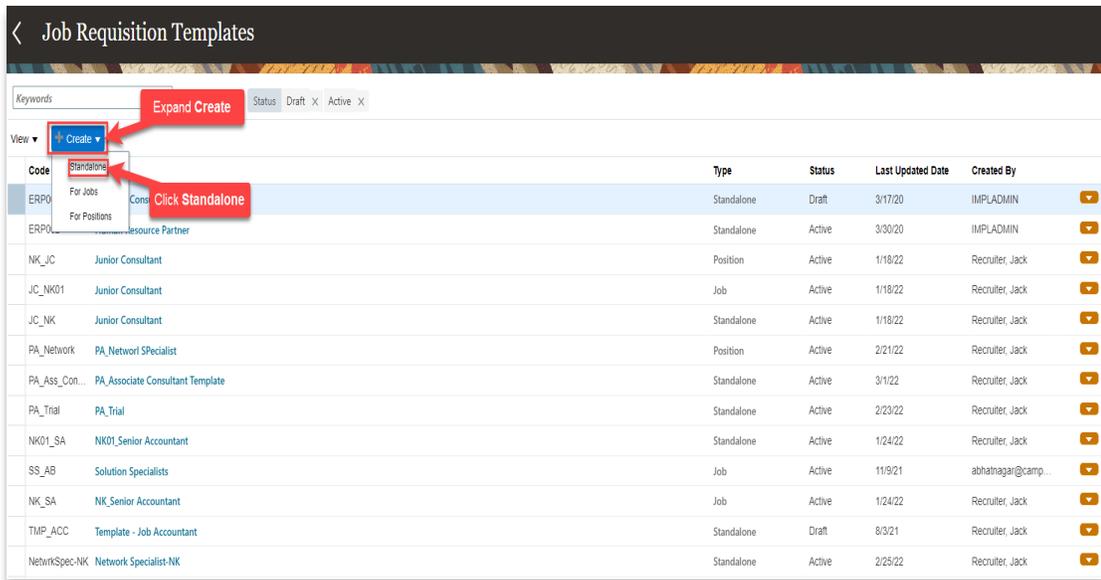
Under Functional Areas, click Job Requisitions



Next, click Job Requisition Templates



In this screen, we can review the existing templates and create a new template. To create a new job requisition, expand **Create** then, click **Standalone**



Enter the **Basic Info, Hiring Team, Posting Structure, Offer Info, Budget, Compensation, Job Profile, Additional Details, Posting Description, and Configuration** details

Create Job Requisition Template: Details

Save

Basic Info

Details

**Complete the information below**

Status Draft

Recruiting Type Professional

Business Unit Camptra US Business Unit

\*Code TMP\_HRD

\*Name Template - Job Human Resources Director

Requisition Title

Display in Organization Chart

Languages American English (Default)

Hiring Team

Hiring Manager Recruiter

Rakesh Jhindal Michael Burke

Add Collaborator Type

Posting Structure

Organization Camptra Org

Primary Location CA, United States

Other Locations + Add

Once the below information is entered, click **Save**

Create Job Requisition Template: Details

Save

Click Save

Basic Info

Details

Status Draft

Recruiting Type Professional

Business Unit Camptra US Business Unit

\*Code TMP\_HRD

\*Name Template - Job Human Resources Director

Requisition Title

Display in Organization Chart

Languages American English (Default)

Hiring Team

Hiring Manager Recruiter

Rakesh Jhindal Michael Burke

Add Collaborator Type

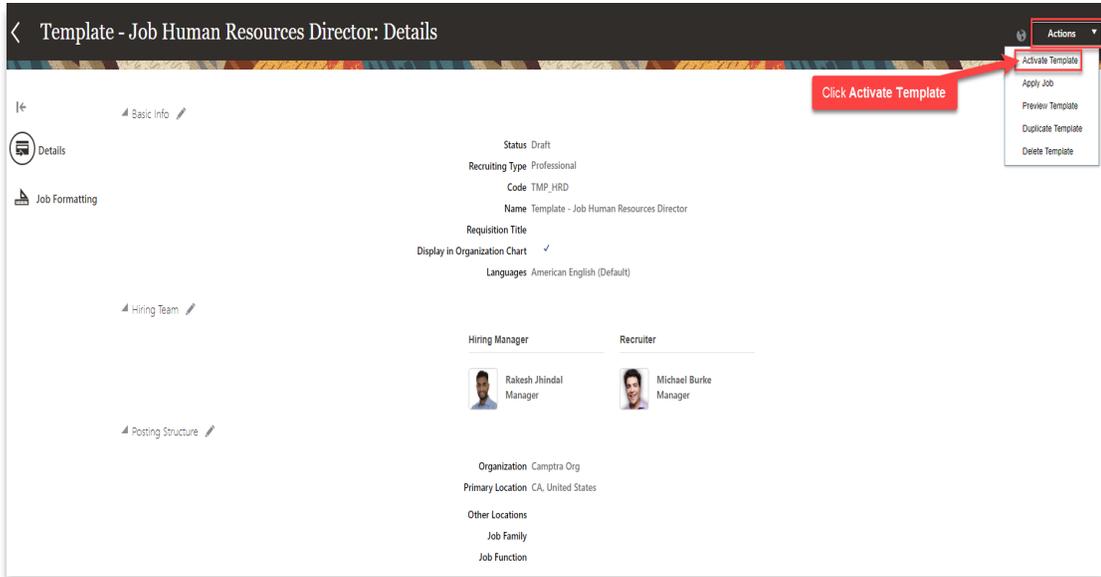
Posting Structure

Organization Camptra Org

Primary Location CA, United States

Other Locations + Add

The Job Requisition Template will be saved in **Draft** status. To activate the Job Requisition Template, expand **Actions**, click **Activate Template** then **Continue**

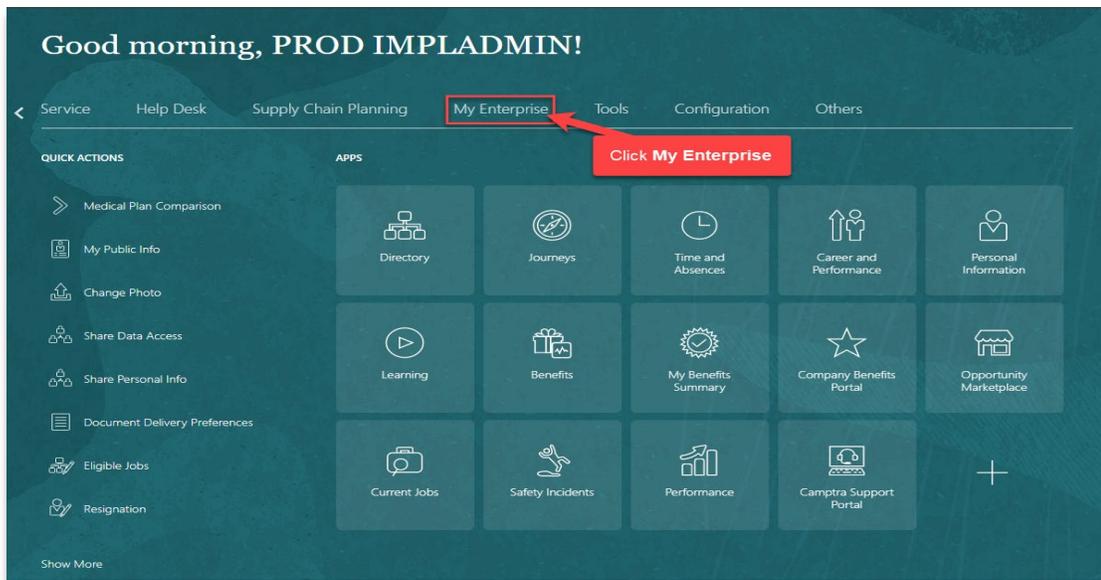


Now activated, the Job Requisition Template will be available to Hiring Managers and Recruiters to create Job Requisition(s). All the information in the template will be populated in the Job Requisition when the template is selected.

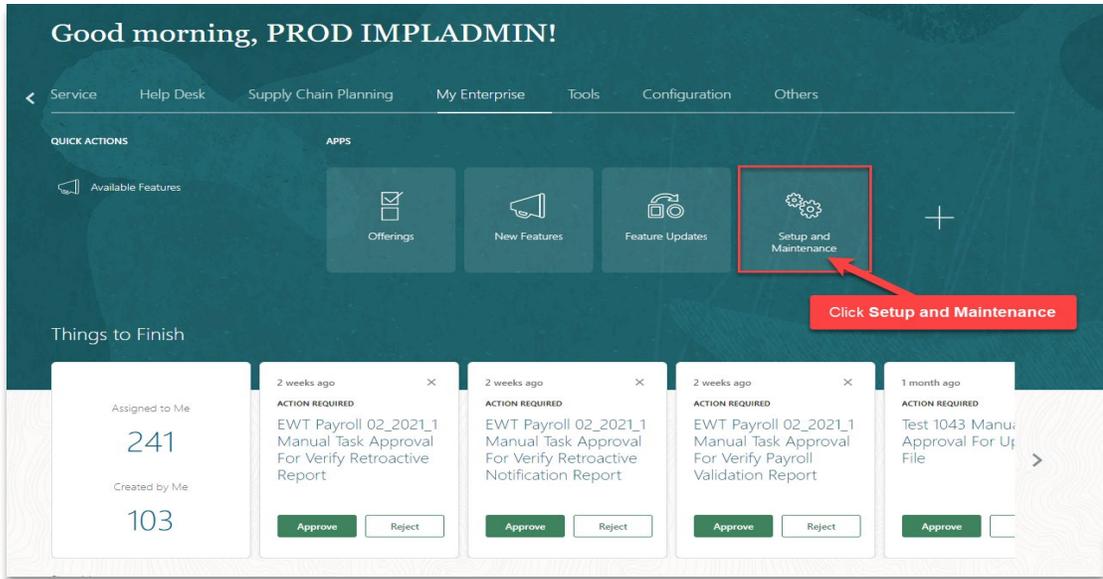
### Create Job Requisition Custom Fields

Navigation: Home>My Enterprise>Setup and Maintenance>Recruiting and Candidate Experience>Functional Areas>Job Requisitions>Job Requisition Descriptive Flexfields

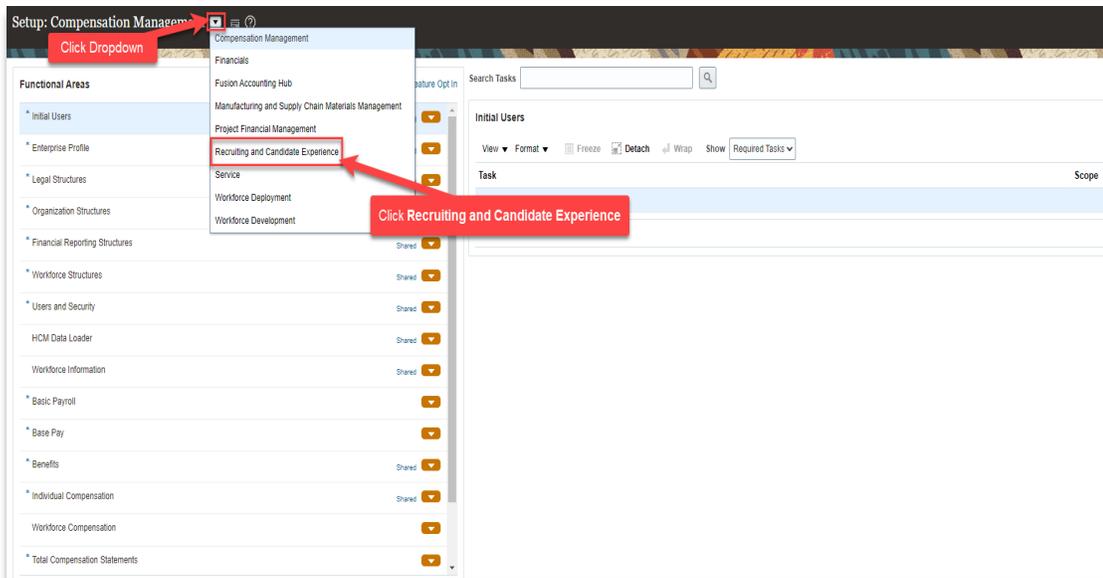
From the home screen, click **My Enterprise**



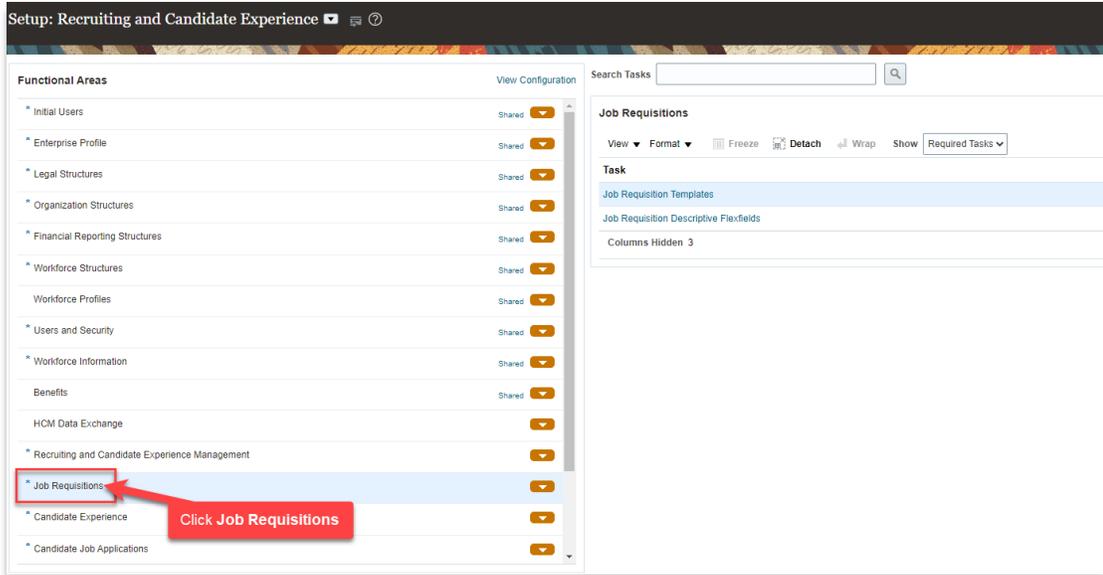
Click **Setup and Maintenance**



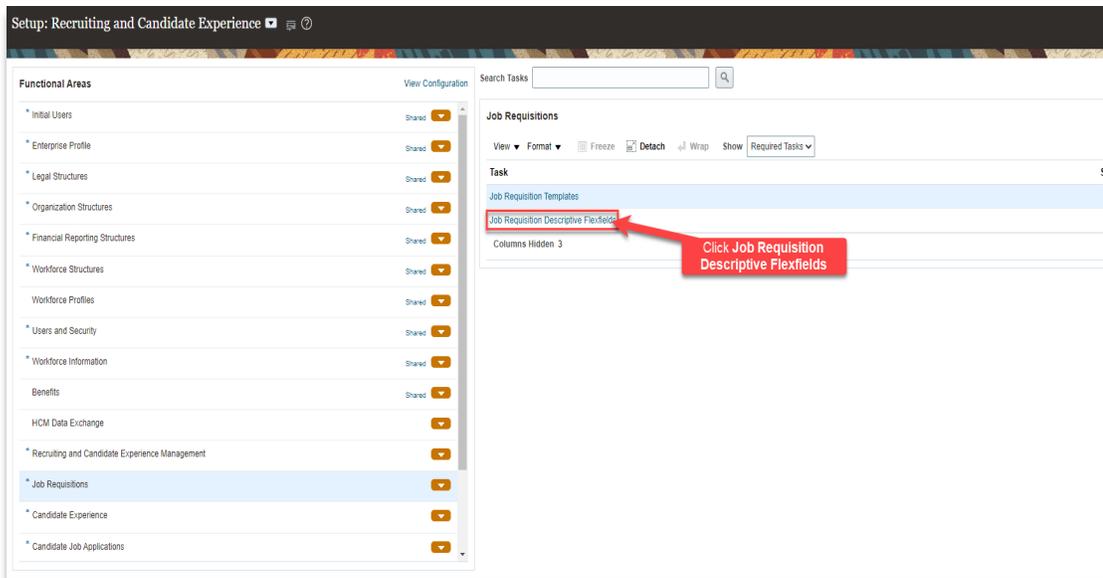
## Change setup to Recruiting and Candidate Experience



## Under Functional Areas, click Job Requisitions



Next, click **Job Requisition Descriptive Flexfields**



Next, click the **Pencil icon**

Job Requisition Descriptive Flexfields ⓘ

Search Results

Actions View Format  Freeze Detach Wrap Deploy Flexfield

Name	Type	Module	Flexfield Code	Entity Usages	Description	Deployment Status	Deployment Error Message	Deployment Date
Job Requisition Descripti...	Descriptive Flexfield	Job Requisitions Core	IRC_REQUISITIONS_DFF		Additional fields for requis...	✓		8/15/22 7:03 PM

Next, click the **Pencil icon**

Job Requisition Descriptive Flexfields ⓘ

Search Results

Actions View Format  Freeze Detach Wrap Deploy Flexfield

Name	Type	Module	Flexfield Code	Entity Usages	Description	Deployment Status	Deployment Error Message	Deployment Date
Job Requisition Descripti...	Descriptive Flexfield	Job Requisitions Core	IRC_REQUISITIONS_DFF		Additional fields for requis...	✓		8/15/22 7:03 PM

Click the **+** icon

Job Requisition Descriptive Flexfields

Name Job Requisition Descriptive Flexfield  
 Flexfield Code IRC\_REQUISITIONS\_DFF  
 Description Additional fields for requisition

Segment Separator  
 Application Recruiting  
 Module Job Requisitions Core

Global Segments

Actions View Format **+** Freeze Detach Wrap

* Sequence	Name	Table Column	Value Set	Prompt
10	Department	ATTRIBUTE_CHAR1	DPT_LOV	Department

Columns Hidden 9

Context Segment

\* Prompt Context Segment  
 API Name  
 Value Set  
 Default Type  
 Required  
 \* Display Type Hidden

BI Enabled  
 BI Label  
 Definition Help Text  
 Instruction Help Text

Context Sensitive Segments  
 Specify segments based on the defined context value.

Enter the information below and click **Create Value Set**

Create Segment

Flexfield Name Job Requisition Descriptive Flexfield  
 \* Name Referral Source  
 \* Code REF\_SRC  
 \* API Name referralSource

Flexfield Code IRC\_REQUISITIONS\_DFF  
 Description  
 Enabled

Column Assignment  
 \* Data Type Character  
 \* Table Column ATTRIBUTE\_CHAR2

Validation  
 \* Value Set  
 Value Set Description

Initial Default  
 Default Type

Display Properties  
 \* Prompt Referral Source  
 \* Display Type Text Area  
 Display Size  
 Display Height  
 Read-only

Business Intelligence  
 BI Enabled  
 BI Label

**Enter Information Below**

**Click Create Value Set**

View Value Set **Create Value Set**

Save Save and Close Cancel

Enter the **Value Set Code** and select **Recruiting** for the Module field

Create Value Set ?

Value Set Code: Referral Source

Description:

\* Module: Recruiting

\* Validation Type:

* Value Data Type	Recruiting	APPLICATION	IRC
AE Absences			HcmLocAEEmpmAbsences
AE Absences Common	LBA		HcmLocAEEAbsCommon
AE Absences In Lieu	LBA		HcmLocAEEAbsInLieu
AE Absences Maternity and Paternity	LBA		HcmLocAEEAbsMatPatAdop
AE Absences Military	LBA		HcmLocAEEAbsMilitary
AE Absences Others	LBA		HcmLocAEEAbsOther
AE Absences Parental	LBA		HcmLocAEEAbsParental

Search...

Buttons: Manage Values, Save, Save and Close, Cancel

Annotations: Enter Value Set Code (points to Value Set Code), Click Recruiting (points to Recruiting in table)

Enter the additional Information and click **Save and Close**

Create Value Set ?

Value Set Code: Referral Source

Description:

\* Module: Recruiting

\* Validation Type: Independent

\* Value Data Type: Character

Security enabled

Data Security Resource Name:  Edit Data Security

Definition

\* Value Subtype: Text

\* Maximum Length: 30

Minimum Value:

Maximum Value:

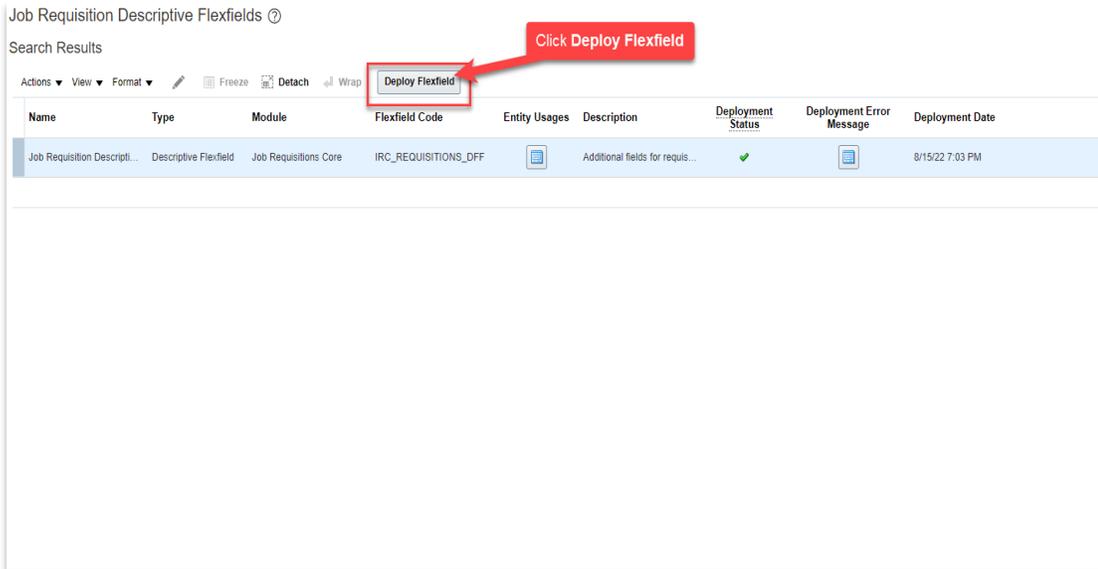
Uppercase only

Zero fill

Buttons: Manage Values, Save, Save and Close, Cancel

Annotation: Click Save and Close (points to Save and Close button)

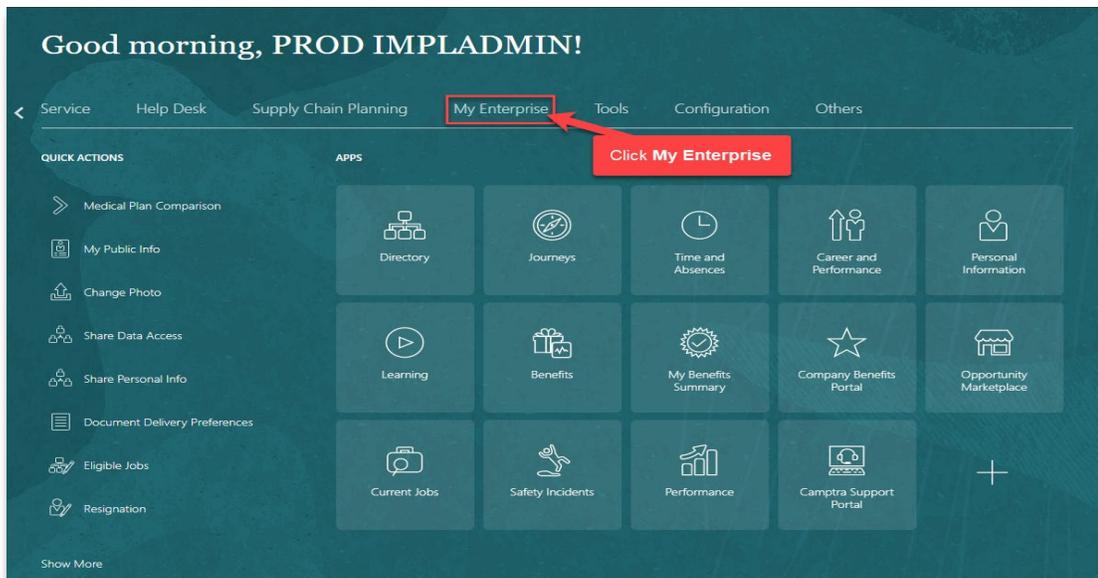
Lastly, from the Job Requisition Descriptive Flexfields home screen, click **Deploy Flexfield** to deploy the flexfield in the instance



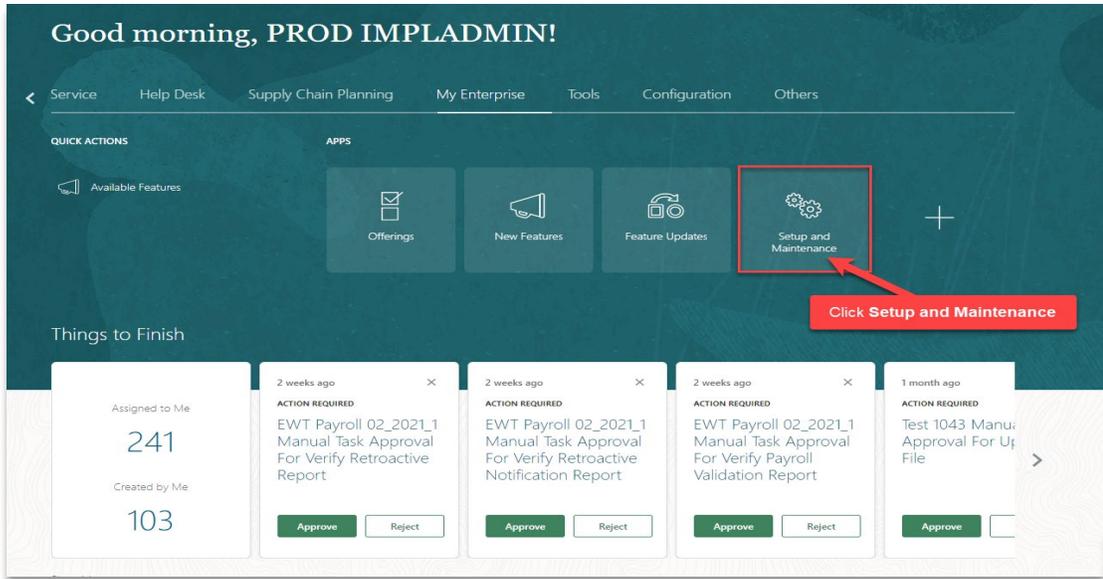
## Edit List of Values For Existing Custom Field

Navigation: Home>My Enterprise>Setup and Maintenance>Recruiting and Candidate Experience>Functional Areas>Job Requisitions>Job Requisition Descriptive Flexfields

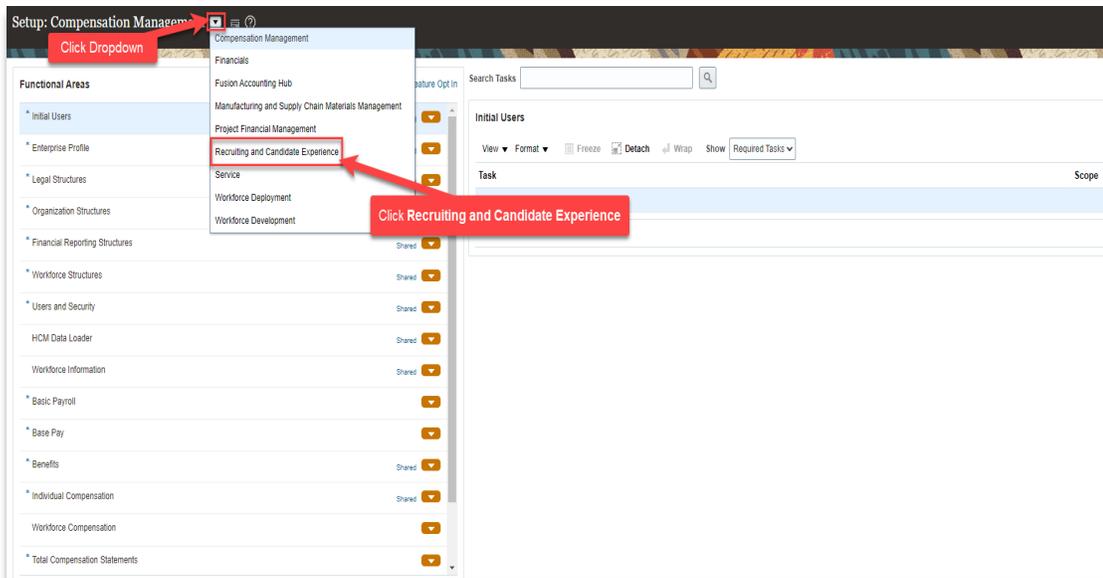
From the home screen, click **My Enterprise**



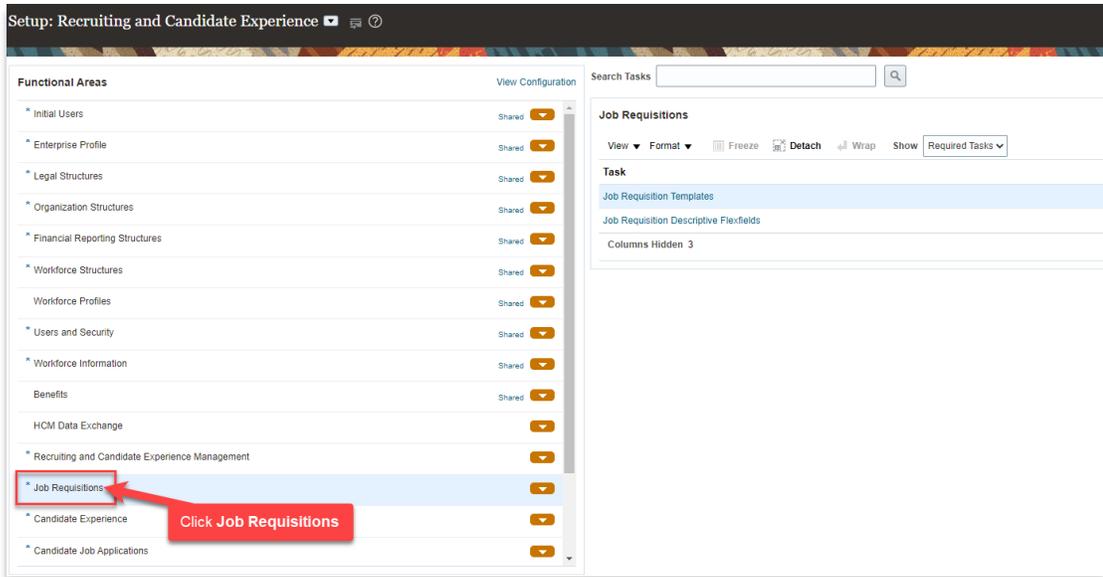
Click **Setup and Maintenance**



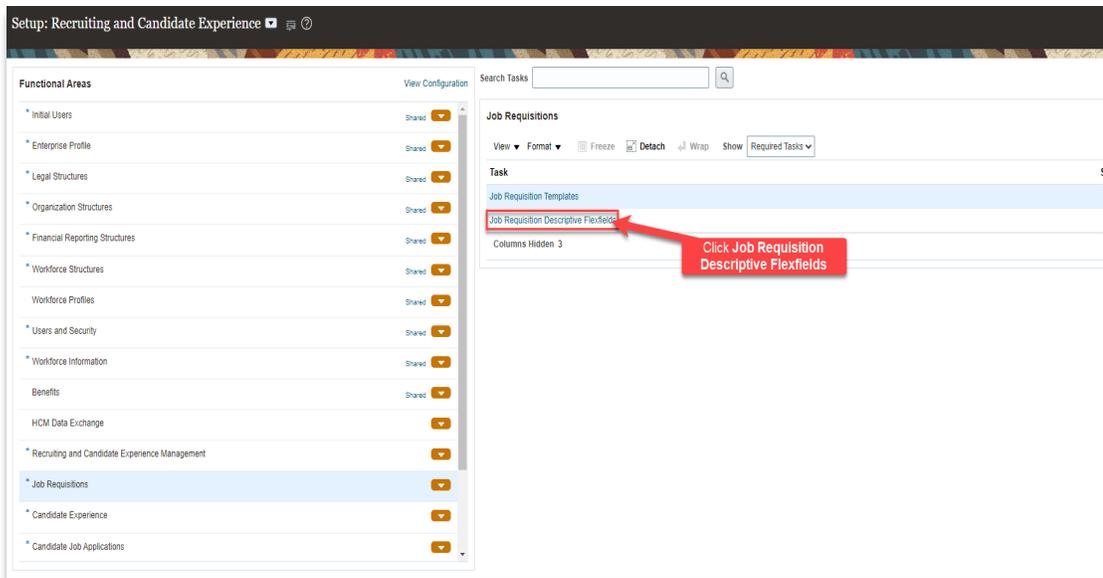
## Change setup to Recruiting and Candidate Experience



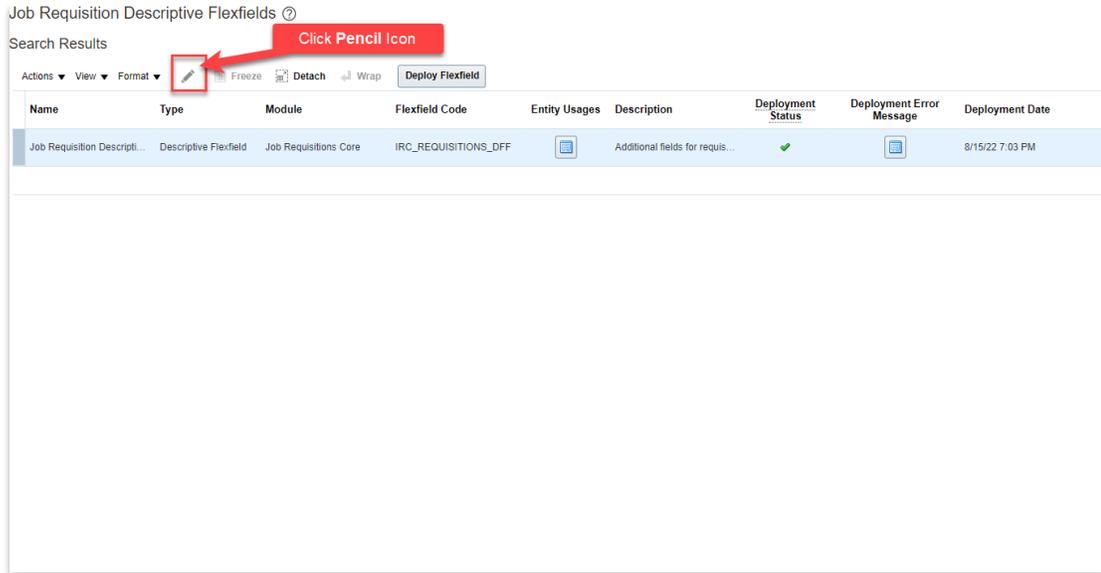
## Under Functional Areas, click Job Requisitions



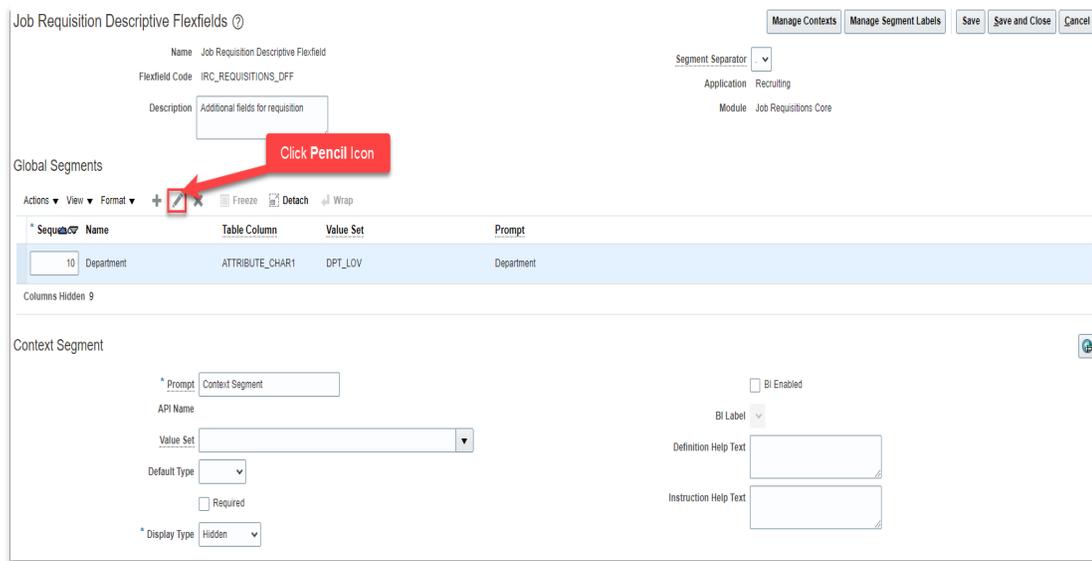
Next, click **Job Requisition Descriptive Flexfields**



Next, click the **Pencil icon**



Highlight the row for the items that needs edited and click the **Pencil** icon



Next, click **View Value Set**

Edit Segment Ⓞ Save Save and Close Cancel

Flexfield Name Job Requisition Descriptive Flexfield  
 \* Name Department  
 Code Department  
 \* API Name department

Column Assignment  
 Data Type Character

Validation  
 \* Value Set DPT\_LOV  
 Value Set Description Department Values

Initial Default  
 Default Type

Display Properties  
 \* Prompt Department  
 \* Display Type List of Values  
 Display Size  
 Display Height

Flexfield Code IRC\_REQUISITIONS\_DFF  
 Description  
 Enabled

Table Column ATTRIBUTE\_CHAR1  
 Range Type  
 Required

Definition Help Text  
 Instruction Help Text

View Value Set Create Value Set

Click View Value Set

Next, click **Manage Values**

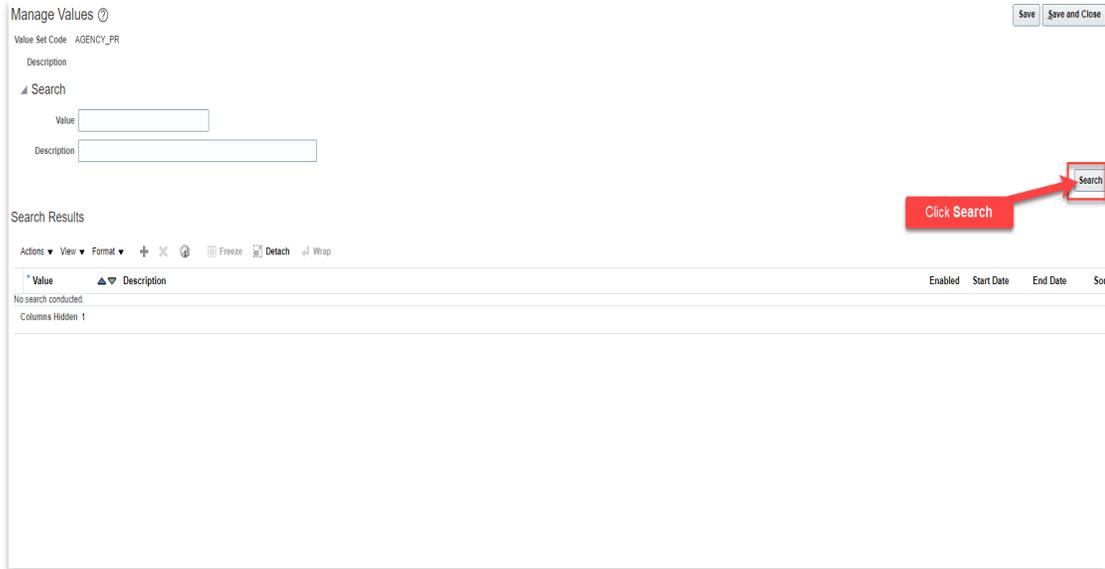
Edit Value Set: AGENCY\_PR Ⓞ Manage Values Save Save and Close Cancel

Value Set Code AGENCY\_FR  
 Description  
 \* Module HR Person Details  
 Validation Type Independent  
 Value Data Type Character  
 Security enabled  
 Data Security Resource Name Edit Data Security

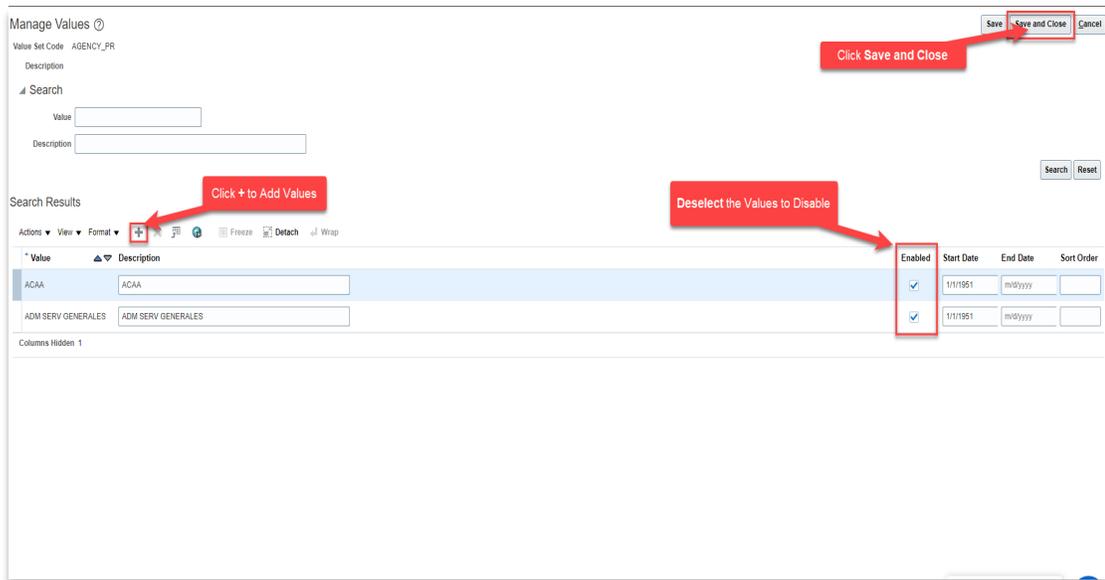
Definition  
 Value Subtype Text  
 \* Maximum Length 75  
 Minimum Value  
 Maximum Value  
 Uppercase only  
 Zero fill

Click Manage Values

Click **Search**



Here we can add new values by clicking the +. To disable existing values, uncheck **Enabled** checkbox. Once complete, click **Save and Close**



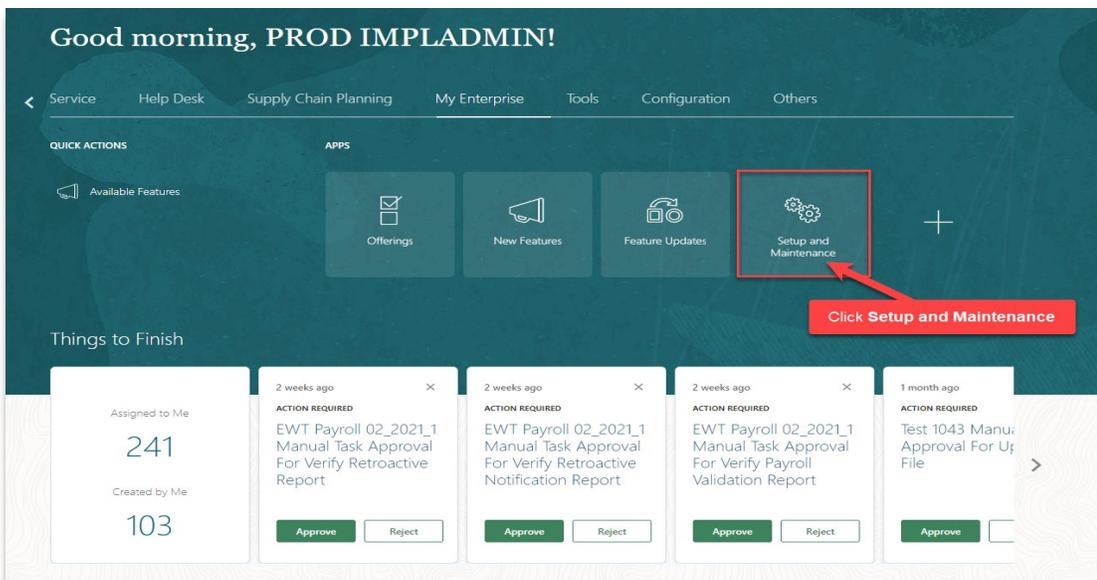
## Create Content Library Item

Navigation: Home>My Enterprise>Setup and Maintenance>Recruiting and Candidate Experience>Functional Areas>Recruiting and Candidate Experience Management>Recruiting Content Library>Create>Save and Close

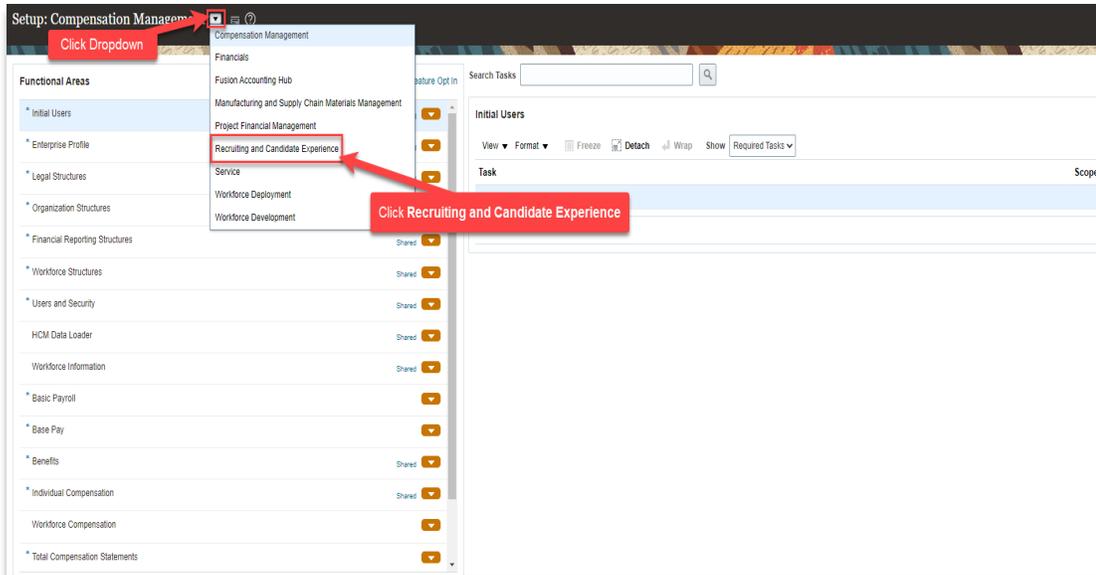
From the home screen, click **My Enterprise**



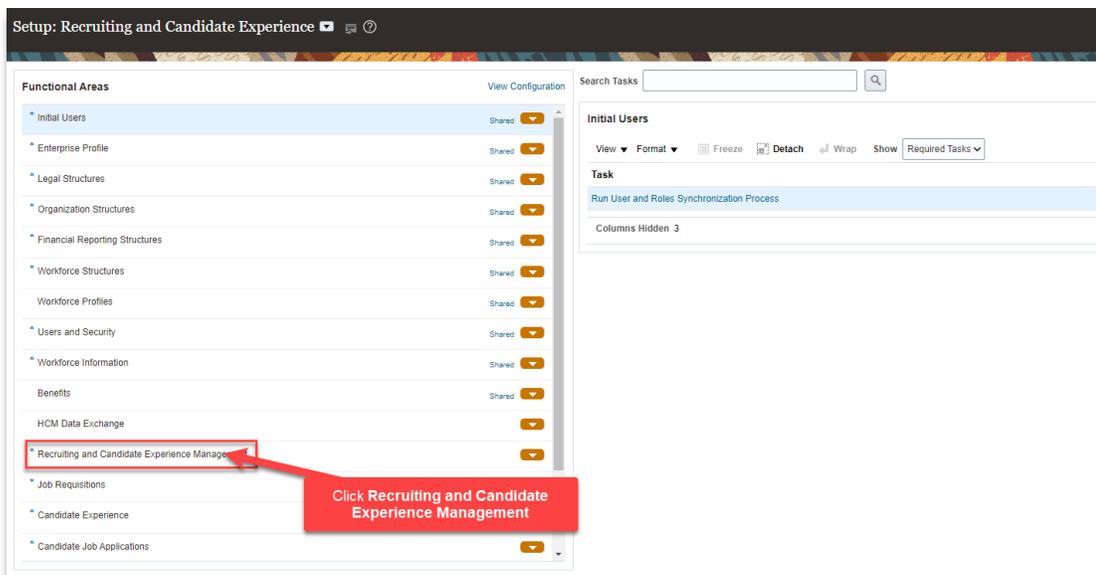
### Click Setup and Maintenance



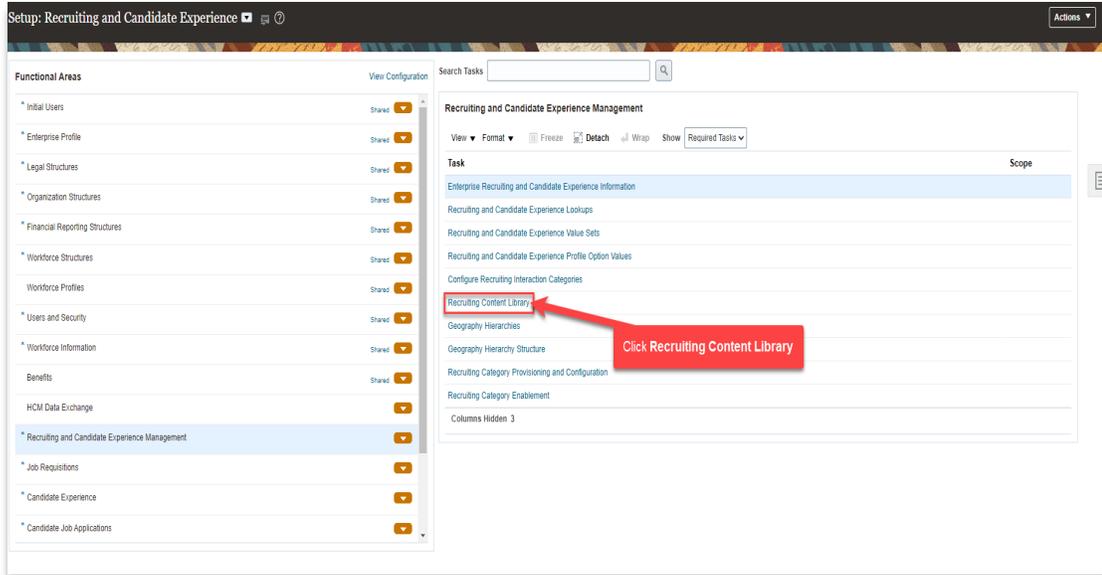
### Change setup to Recruiting and Candidate Experience



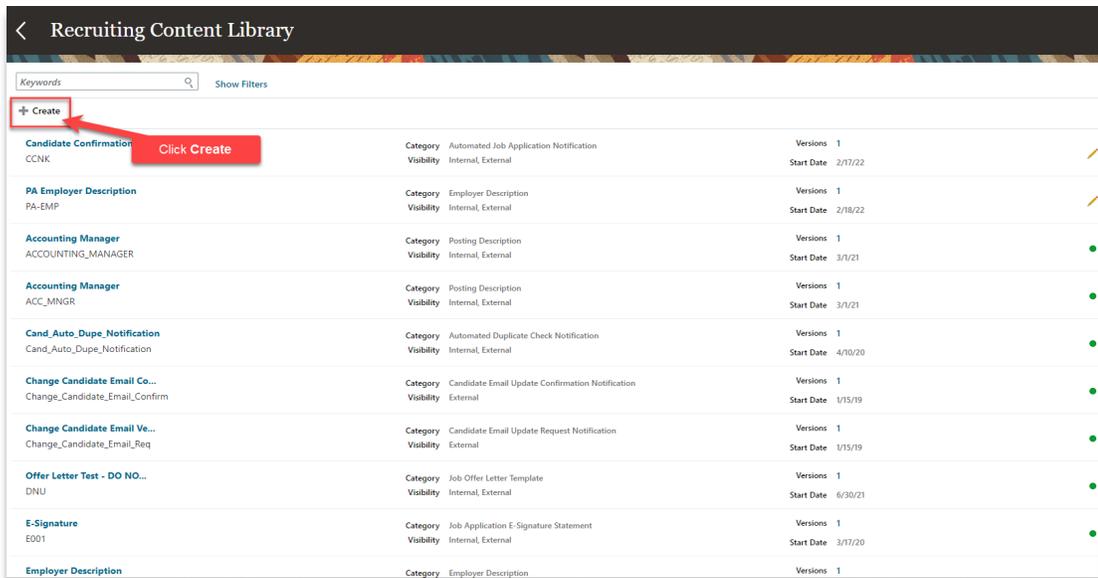
Under Functional Areas, click **Recruiting and Candidate Experience Management**



Next, click **Recruiting Content Library**



Next, click Create



Next, enter the Name, Code, and Category

### Create Content Item

**Content Item Details**

\*Name

\*Code

\*Category

\*Visibility

**Messaging**

Capture Message

Token

Message Content

**Version Details**

\*Start Date  (UTC+00:00) Coordinated Universal Time (UTC)

Start on Activation

Enter the information in the **Content** section

### Create Content Item

\*Category

\*Visibility

**Messaging**

Capture Message

Token

Message Content

**Version Details**

\*Start Date  (UTC+00:00) Coordinated Universal Time (UTC)

Start on Activation

\*Content 

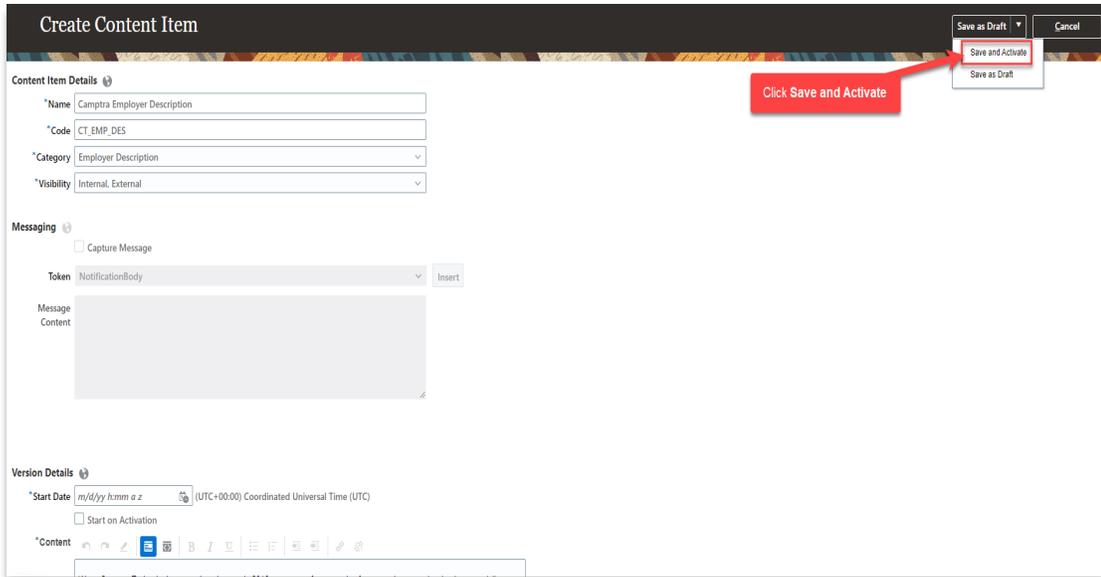
**Enter Content**

We at Camptra Technologies started our journey in 2016 as a team of seasoned software engineers and technology specialists. Today, we use our combined expertise to provide solutions that are not only optimal for your business but also cost-effective and people-oriented.

Our team of top-notch consultants have a combined experience of 75 years in the Oracle solution space. As trusted implementation partners for business, we believe that open communication with our clients is the key to developing relevant solutions. We focus, therefore, on working with you every step of the way to design solutions that are efficient, dynamic and scalable so that your business always keeps pace with industry changes.

Visit us at <https://camptratech.com/>.

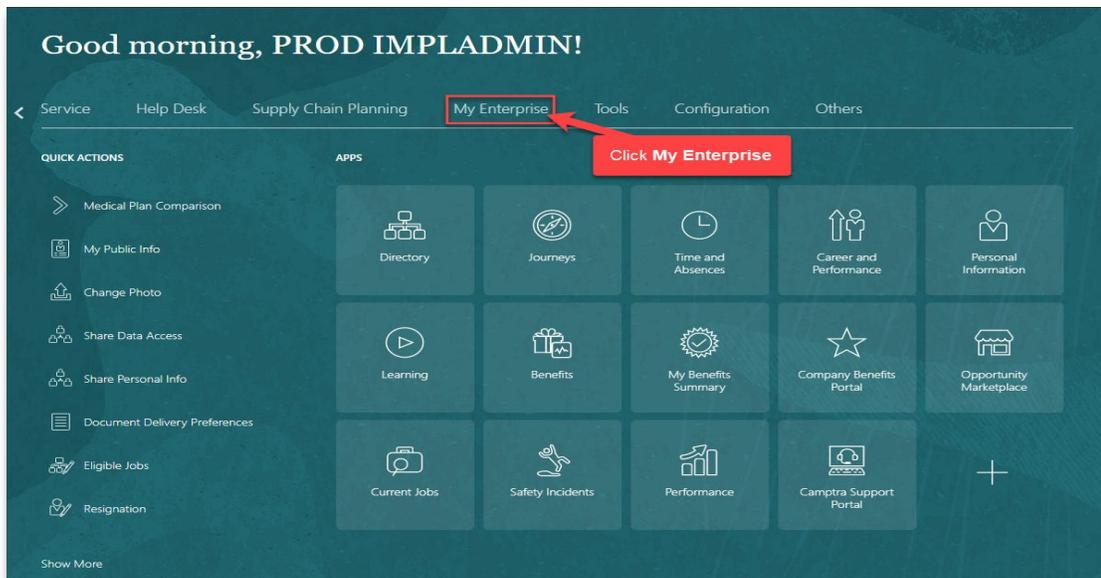
Lastly, click **Save and Activate**



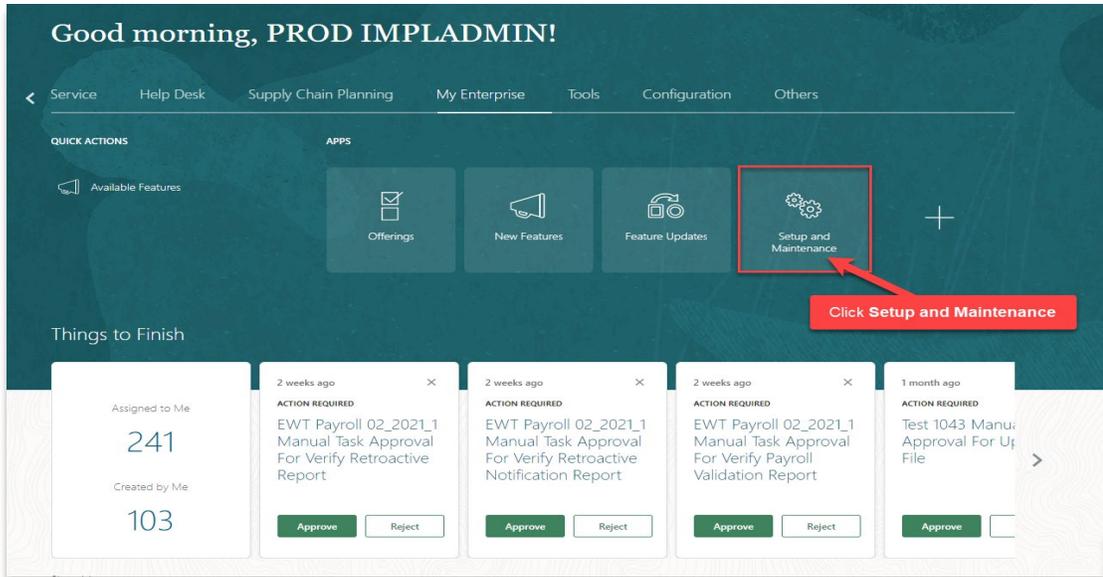
## Managing Career Site

Navigation: Home>My Enterprise>Setup and Maintenance>Recruiting and Candidate Experience>Functional Areas>Candidate Experience>Career Sites Configuration

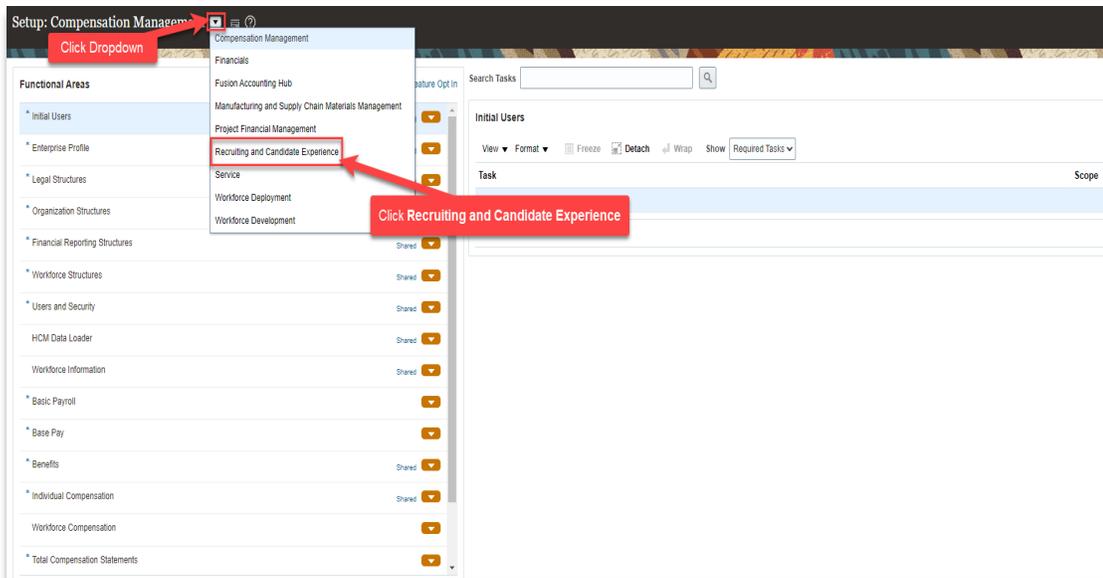
From the home screen, click **My Enterprise**



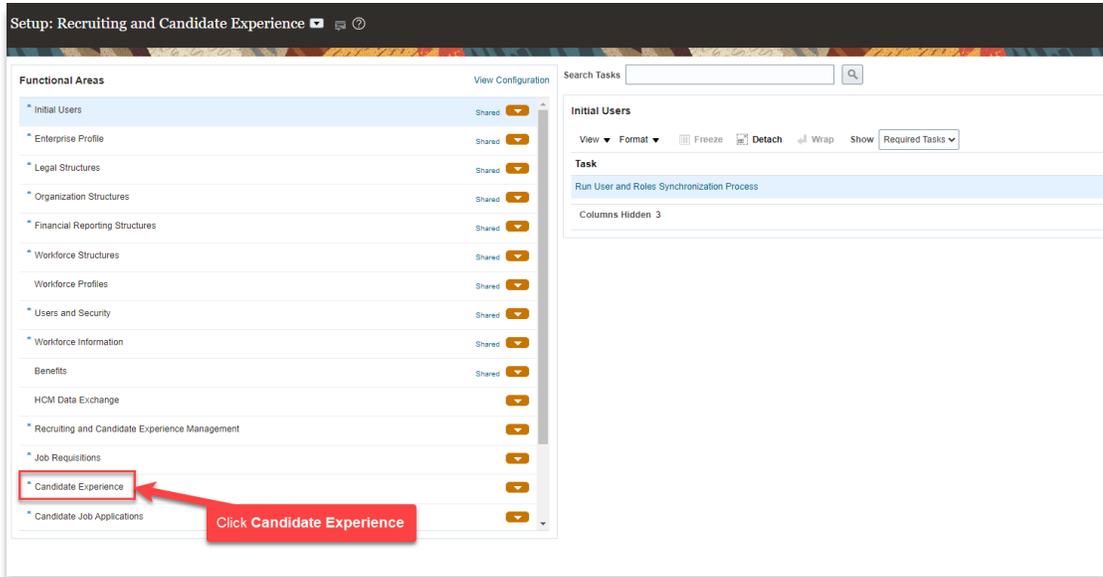
Click **Setup and Maintenance**



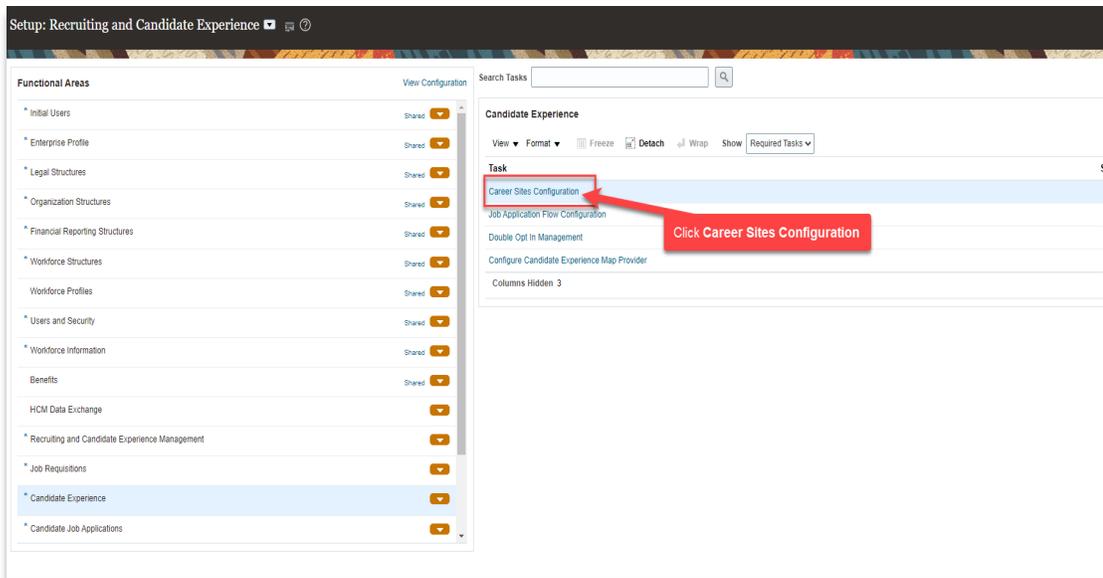
## Change setup to Recruiting and Candidate Experience



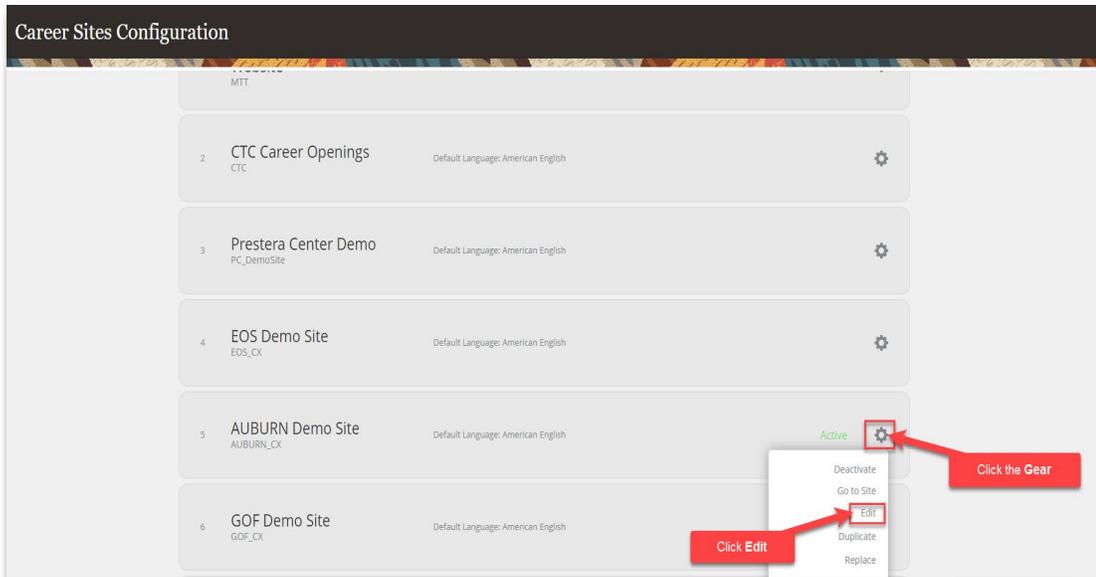
## Under Functional Areas, click Candidate Experience



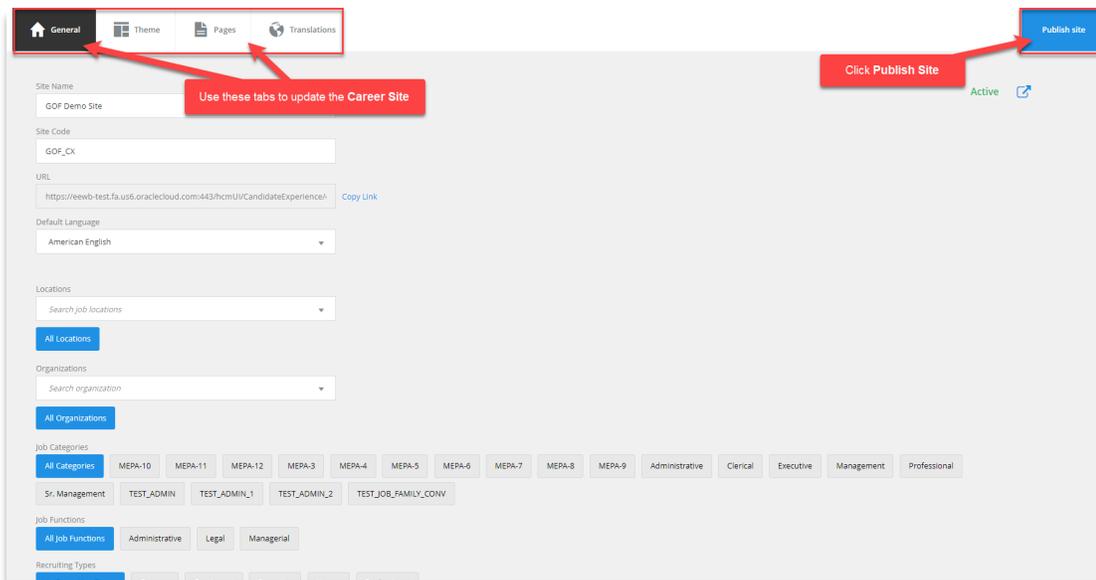
## Click Career Sites Configuration



Locate the company's website and click the **Gear** then **Edit**



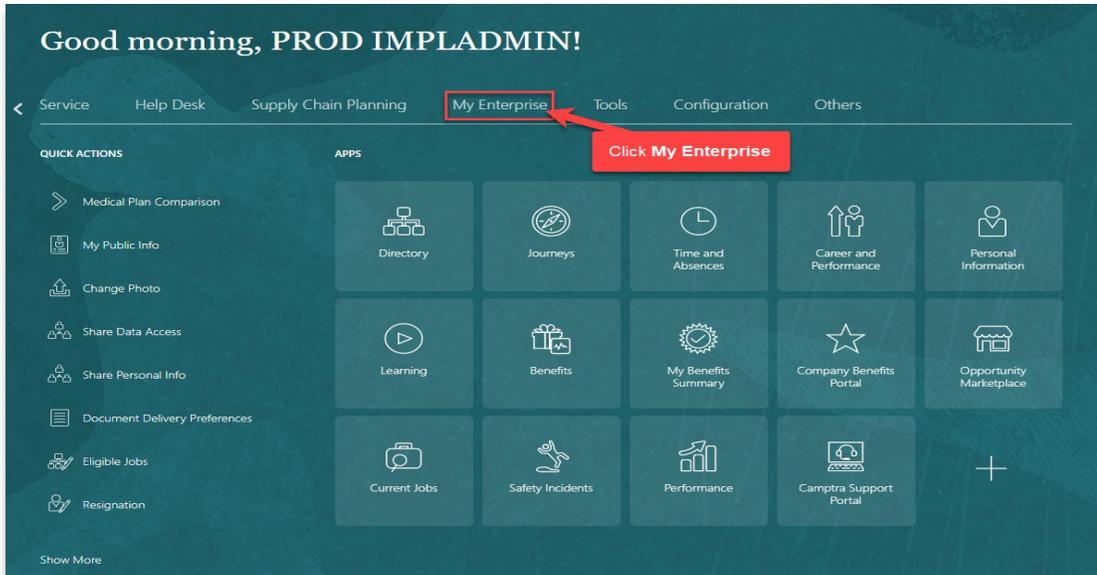
In this screen, we can verify and update the Career Site details through the various tabs. Once complete, click **Publish Site**



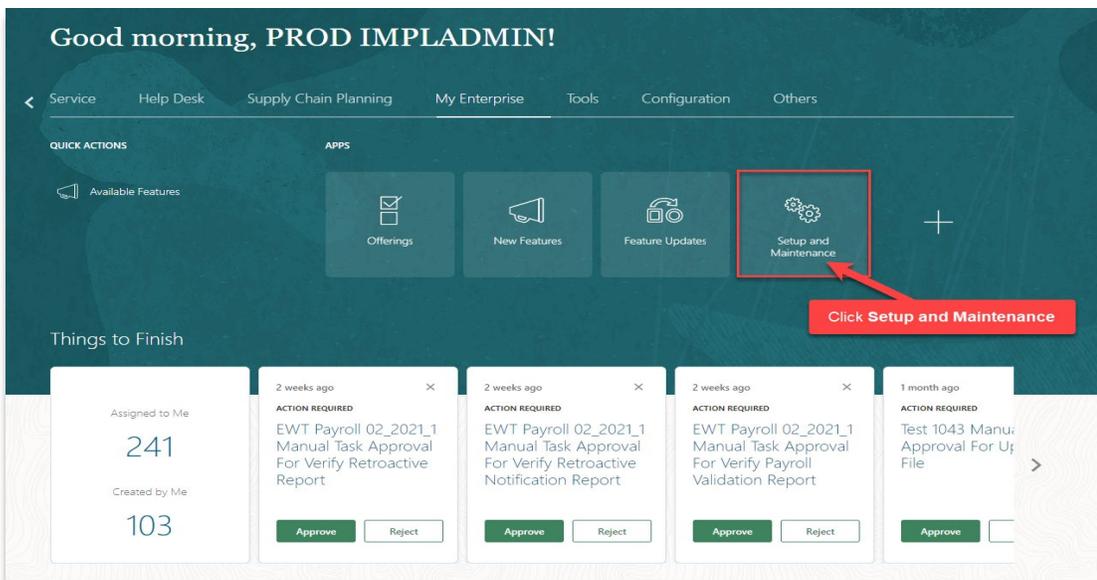
### Job Application Flow

Navigation: Home>My Enterprise>Setup and Maintenance>Recruiting and Candidate Experience>Functional Areas>Candidate Experience>Job Application Flow Configuration

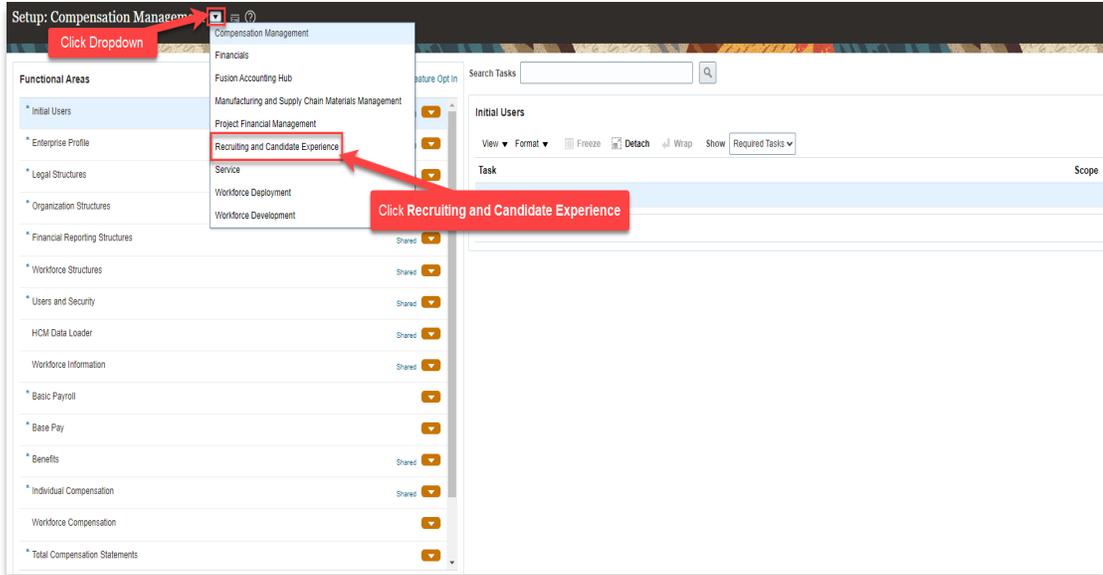
From the home screen, click **My Enterprise**



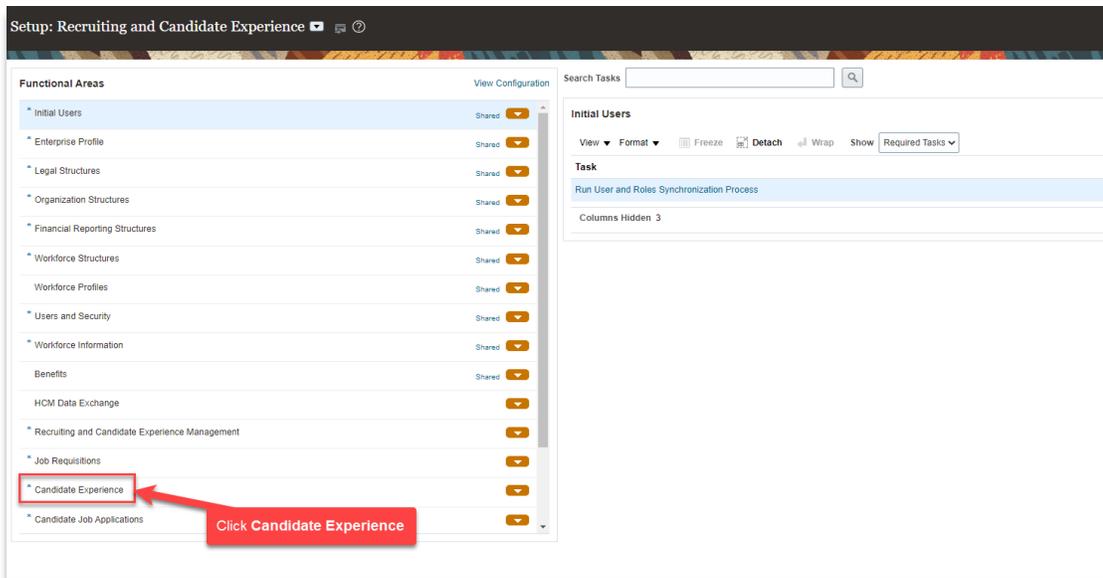
Click Setup and Maintenance



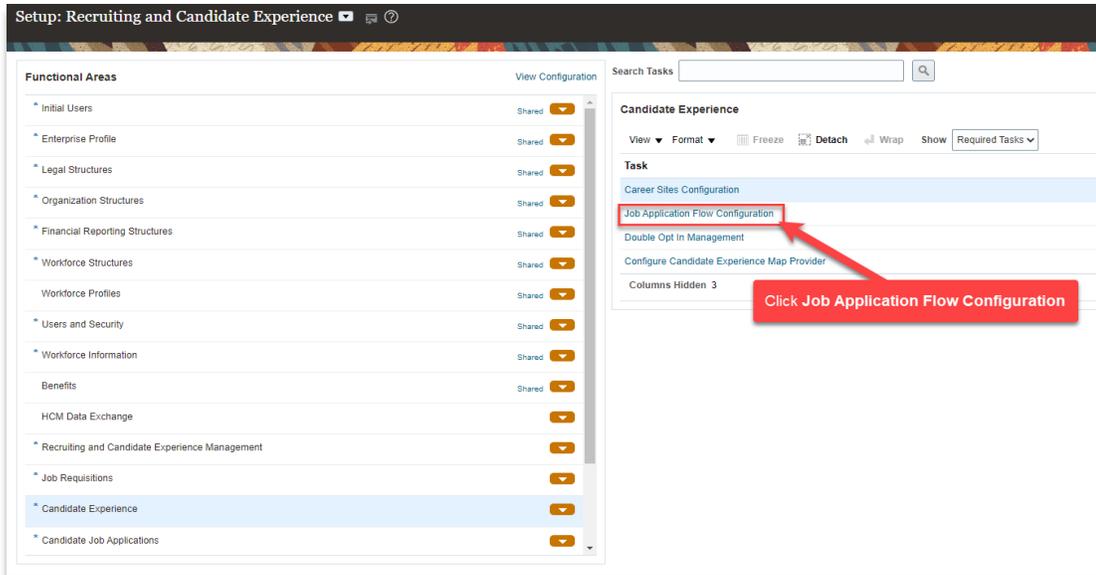
Change setup to Recruiting and Candidate Experience



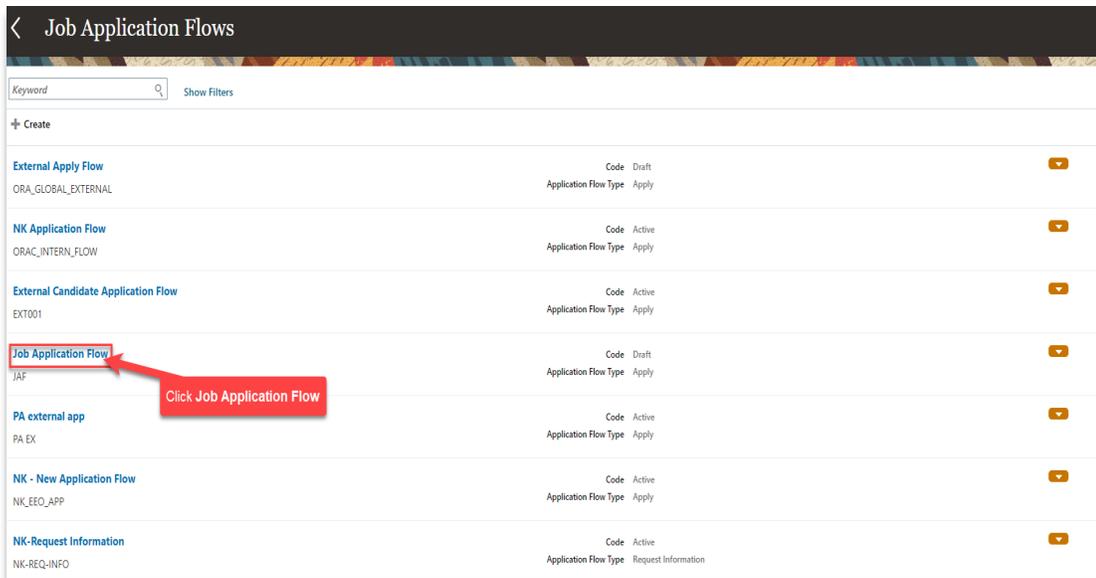
Under Functional Areas, click **Candidate Experience**



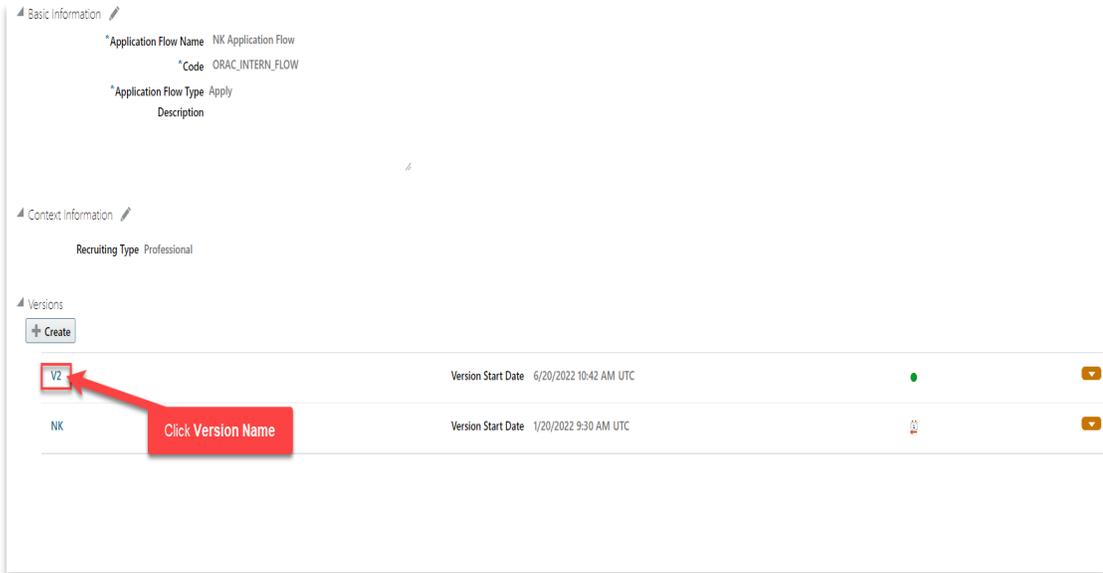
Click **Job Application Flow Configuration**



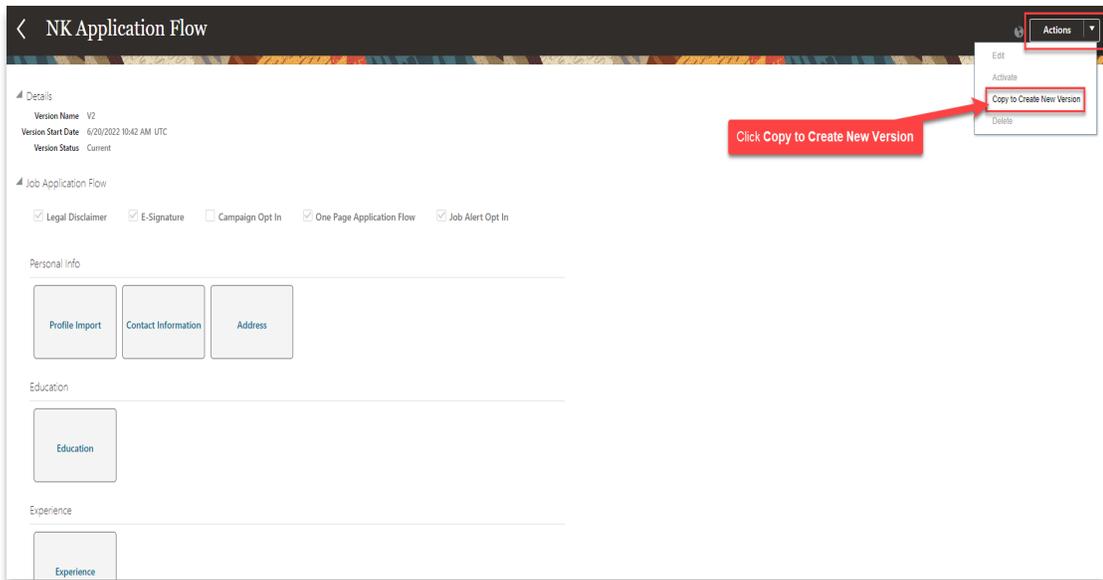
## Click Job Application Flow



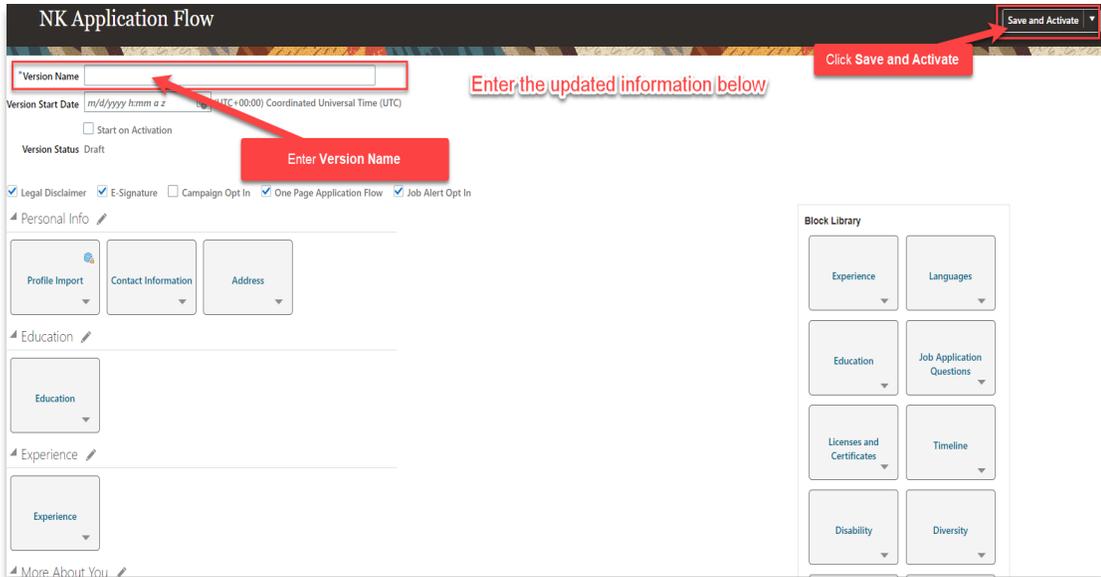
Click on the current version; this is indicated by the green dot across from **Version Start Date**



Review the current version. If updates are required, click **Actions**, then **Copy to Create New Version** then **OK**



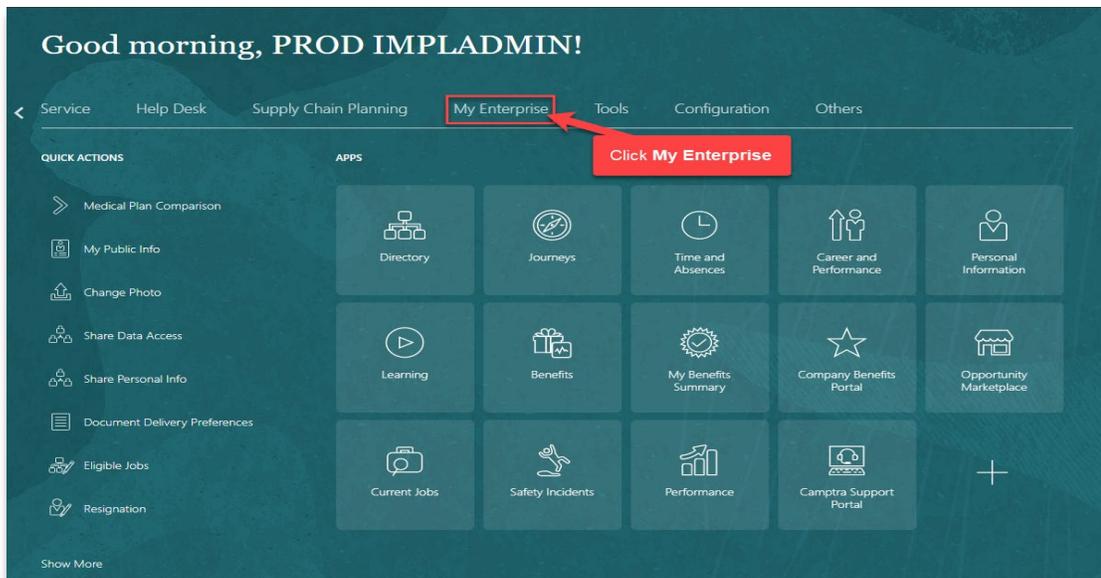
Updates can now be entered. Enter the new **Version Name** and the other applicable information. Once complete, click **Save and Activate**



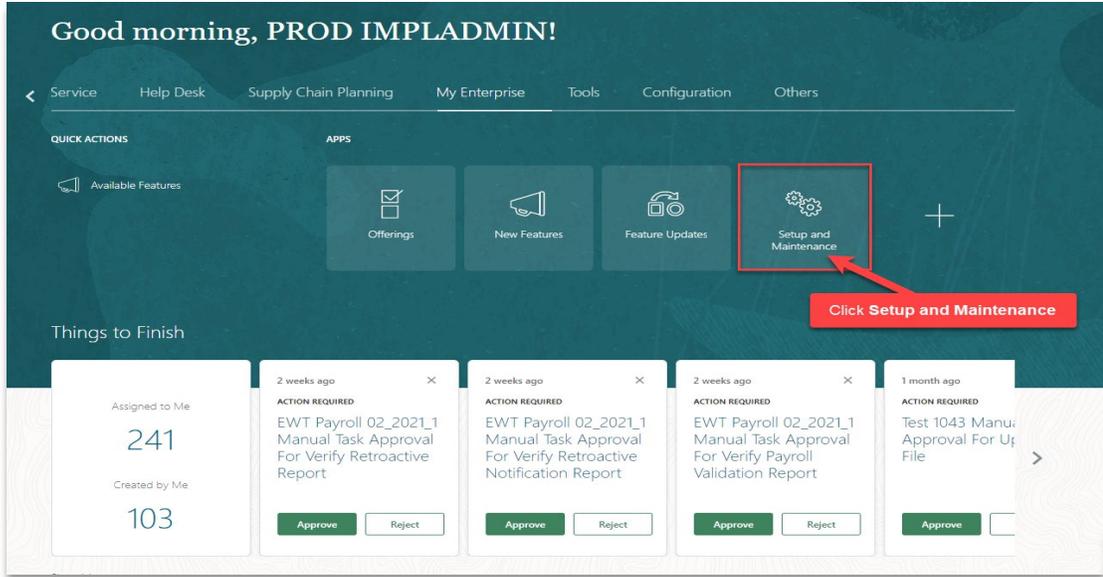
## Candidate Selection Process

Navigation: Home>My Enterprise>Setup and Maintenance>Recruiting and Candidate Experience>Functional Areas>Candidate Job Applications>Candidate Selection Process Configuration

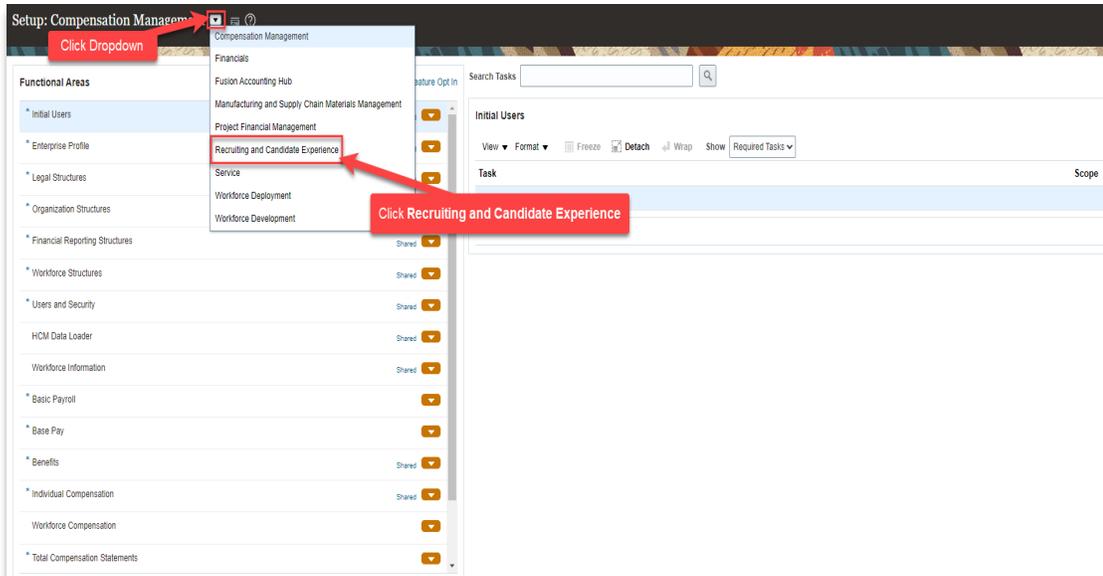
From the home screen, click **My Enterprise**



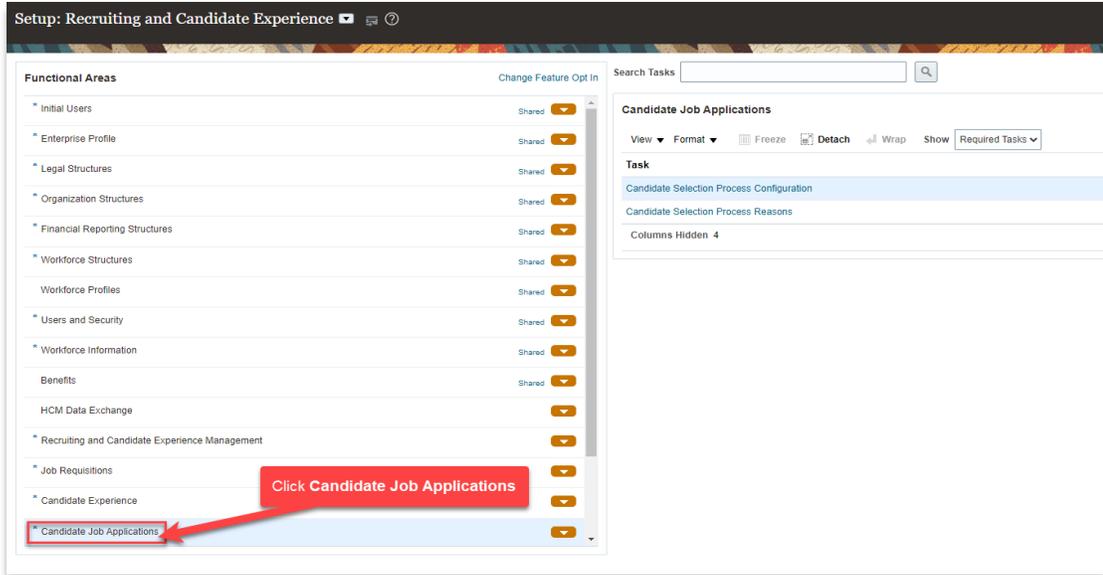
Click **Setup and Maintenance**



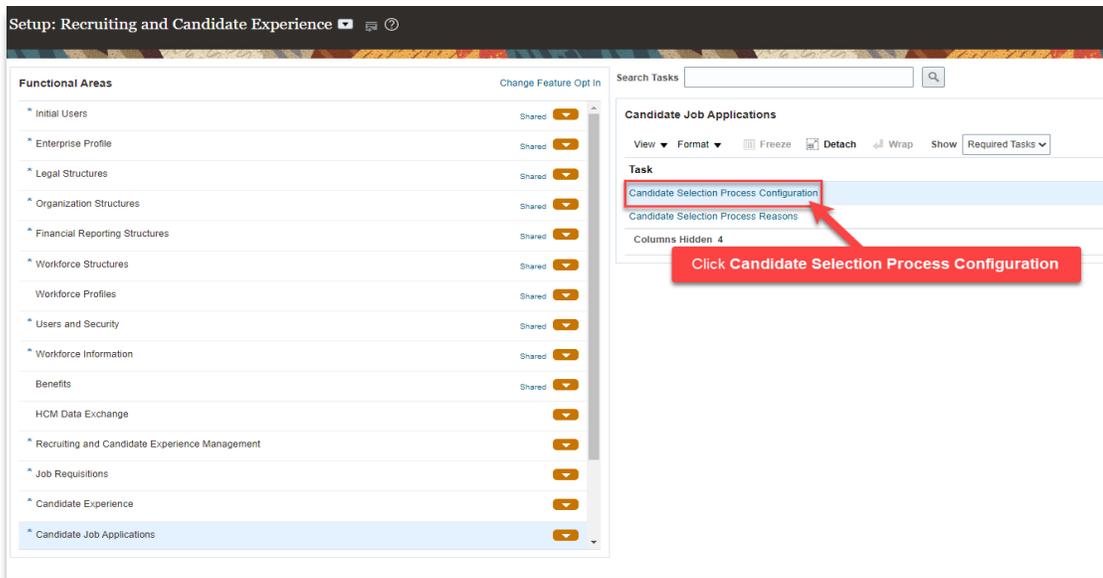
## Change setup to Recruiting and Candidate Experience



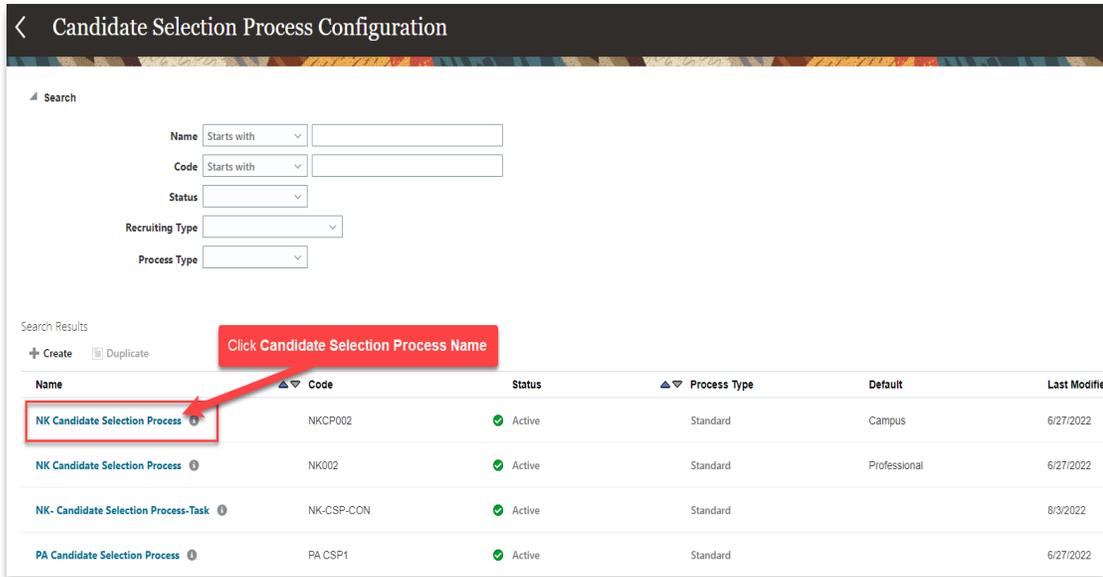
## Under Functional Areas, click Candidate Job Applications



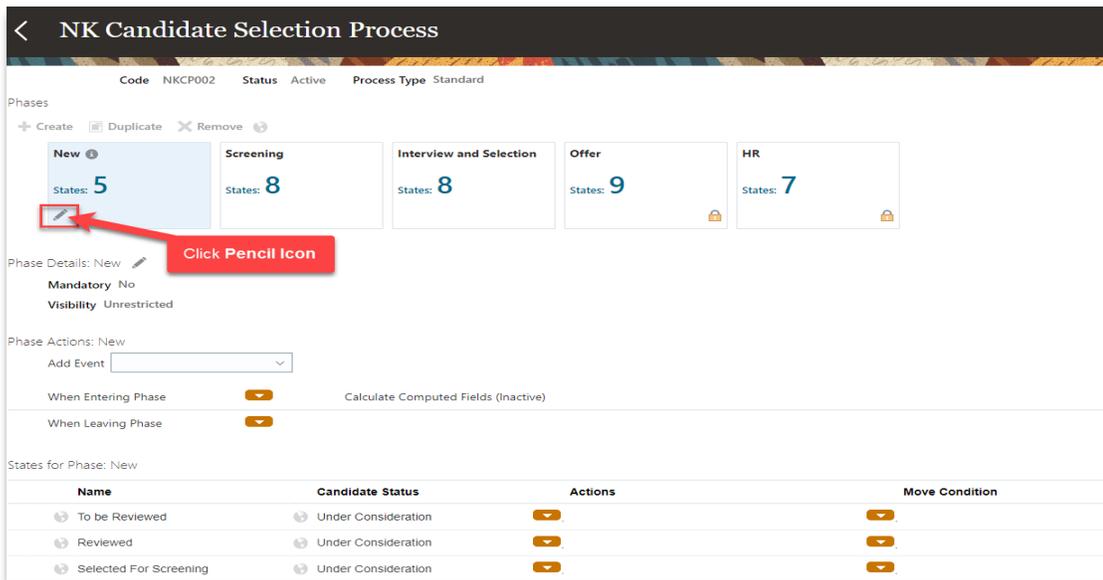
Click Candidate Selection Process Configuration



Click the Candidate Selection Process Name



In the candidate selection process screen, verify the **Phases** and the **States for Phase**. Click on the links in each phase to view their details. To edit, click the **Pencil Icon**



Once the updates have been made, click **Save and Close**

Edit Phase: New

Properties

Name New  
Description New phase.

States

+ Create

* Name	* Candidate Status	Order
To be Reviewed	<input type="text" value="Under Consideration"/>	
Reviewed	<input type="text" value="Under Consideration"/>	
Selected For Screening	<input type="text" value="Under Consideration"/>	
Withdrawn by Candidate	<input type="text" value="Withdrawn"/>	
Rejected by Employer	<input type="text" value="Not Retained"/>	

Click Save and Close

Save and Close

## Create Interview Templates

Navigation: Home>My Enterprise>Setup and Maintenance>Recruiting and Candidate Experience>Functional Areas>Job Requisitions>Interview Schedule Templates

From the home screen, click **My Enterprise**

Good morning, PROD IMPLADMIN!

Service Help Desk Supply Chain Planning **My Enterprise** Tools Configuration Others

QUICK ACTIONS

APPS

Click My Enterprise

Medical Plan Comparison  
My Public Info  
Change Photo  
Share Data Access  
Share Personal Info  
Document Delivery Preferences  
Eligible Jobs  
Resignation

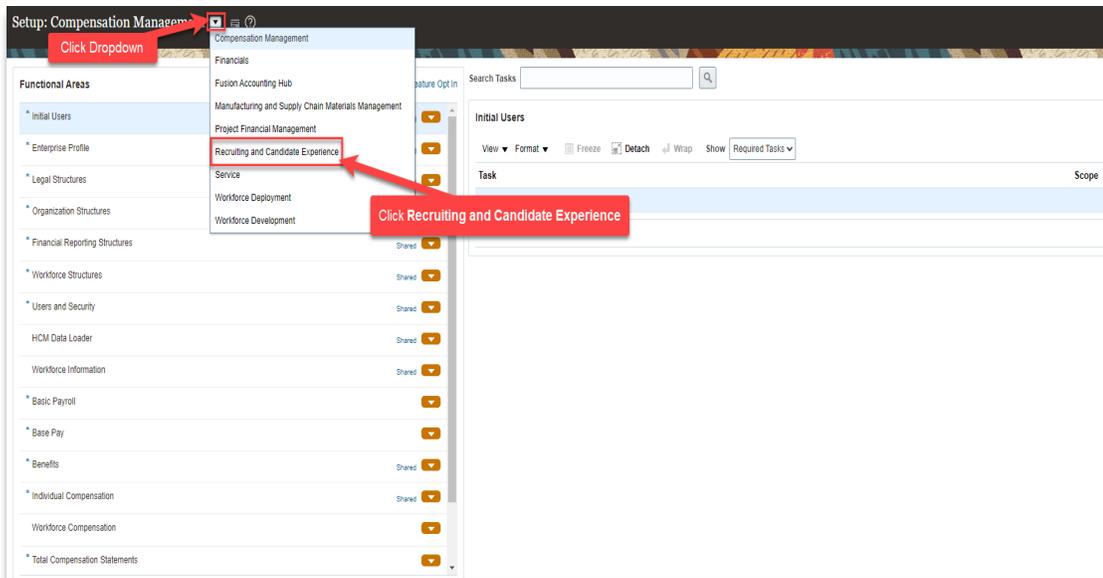
Directory  
Journeys  
Time and Absences  
Career and Performance  
Personal Information  
Learning  
Benefits  
My Benefits Summary  
Company Benefits Portal  
Opportunity Marketplace  
Current Jobs  
Safety Incidents  
Performance  
Campra Support Portal

Show More

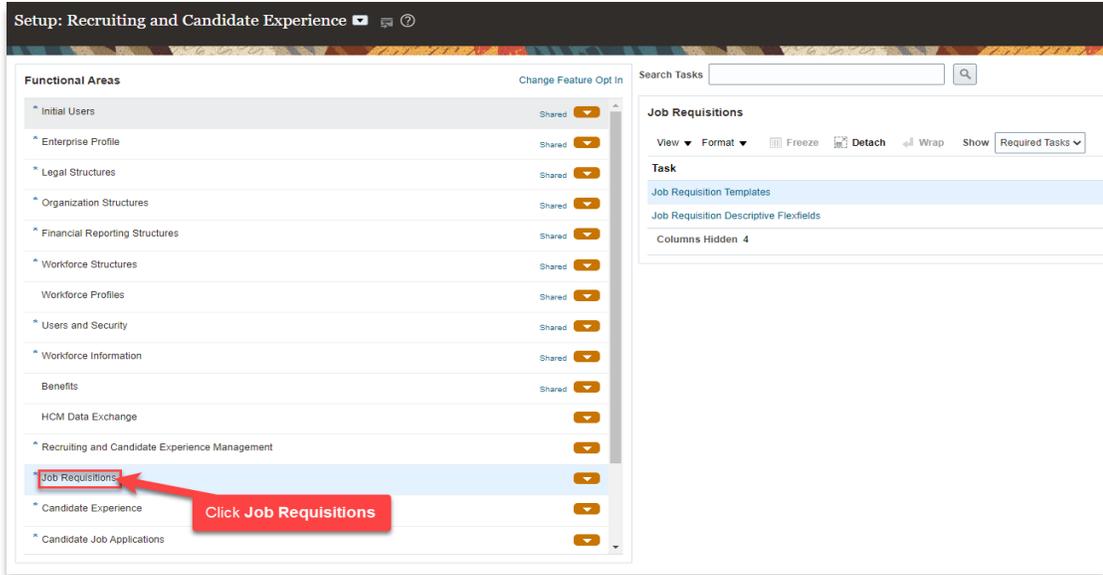
Click **Setup and Maintenance**



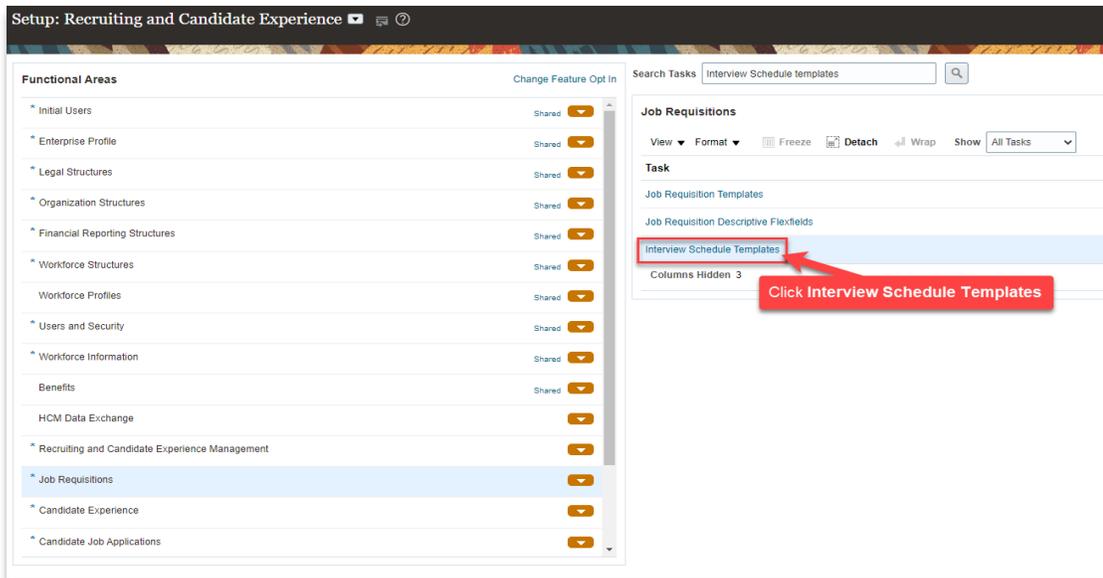
## Change setup to Recruiting and Candidate Experience



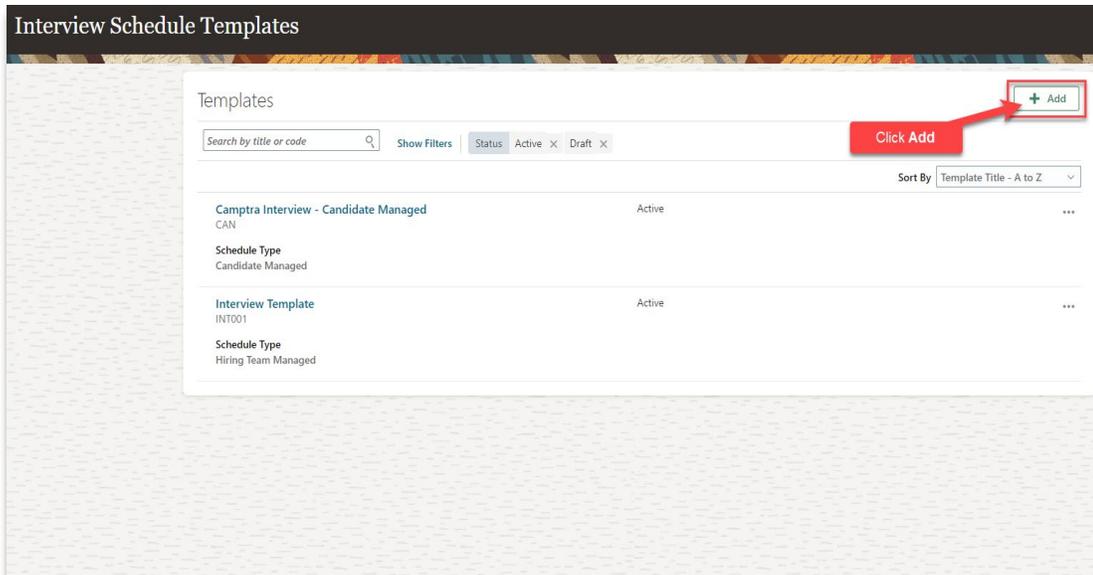
## Under Functional Areas, click Job Requisitions



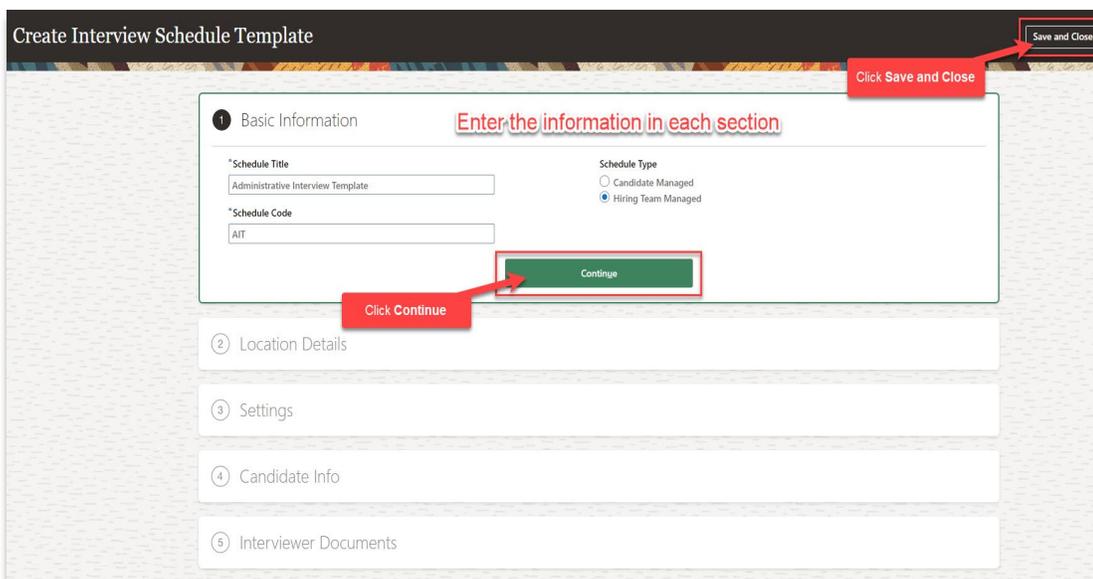
Under task, click **Interview Schedule Templates**. As a note, if this task does not appear, use **Search Tasks**



Click **Add**



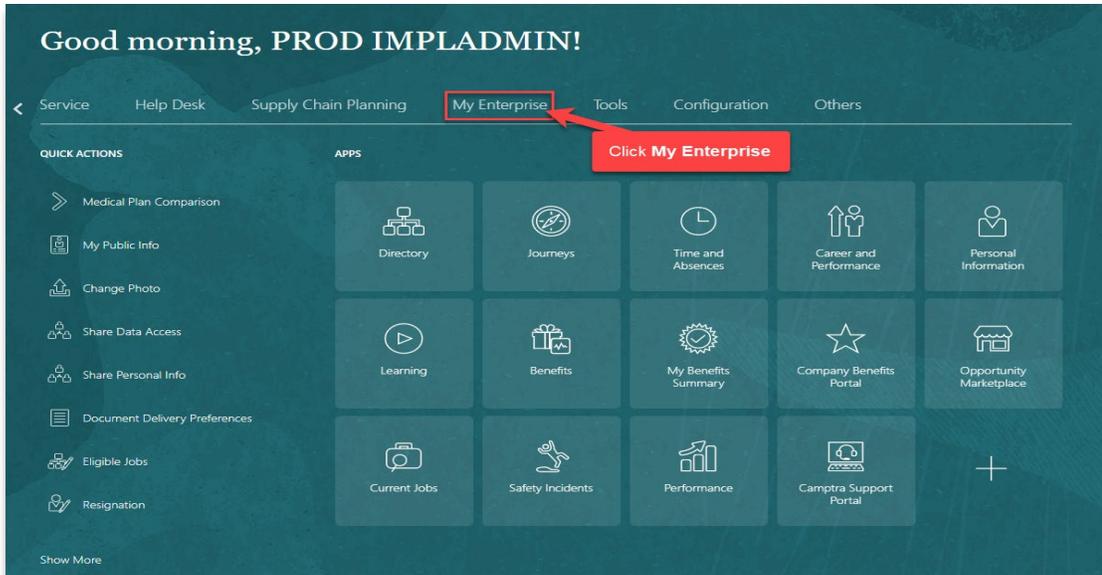
Enter the information into the below sections and click **Continue** to move to the next section. Once complete, click **Save and Close**



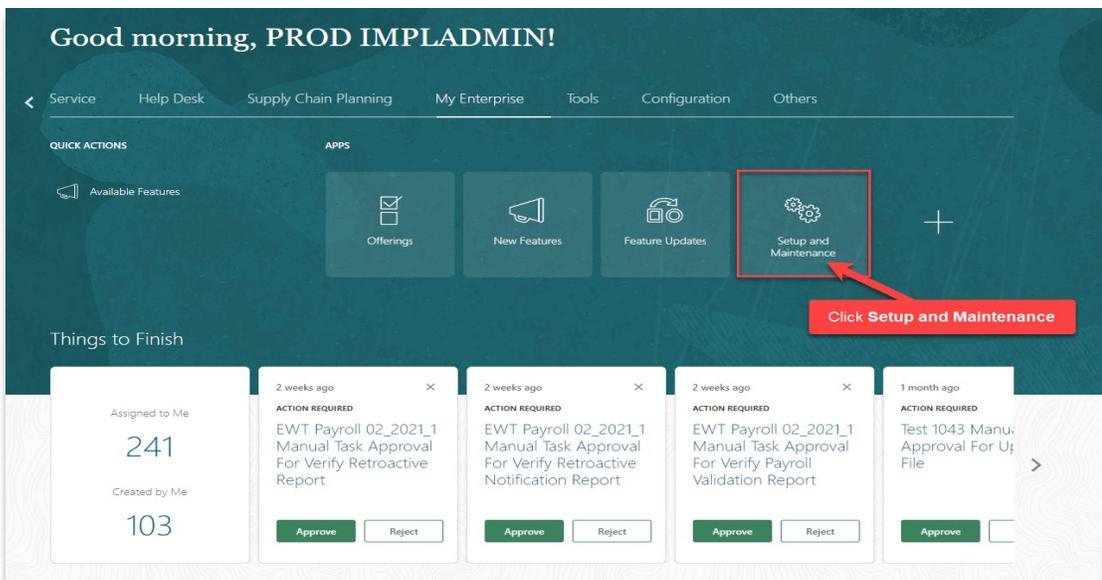
## Manage Questionnaires

Navigation: Home>My Enterprise>Setup and Maintenance>Recruiting and Candidate Experience>Functional Areas>Candidate Job Applications>Question Library>Create>Save and Close

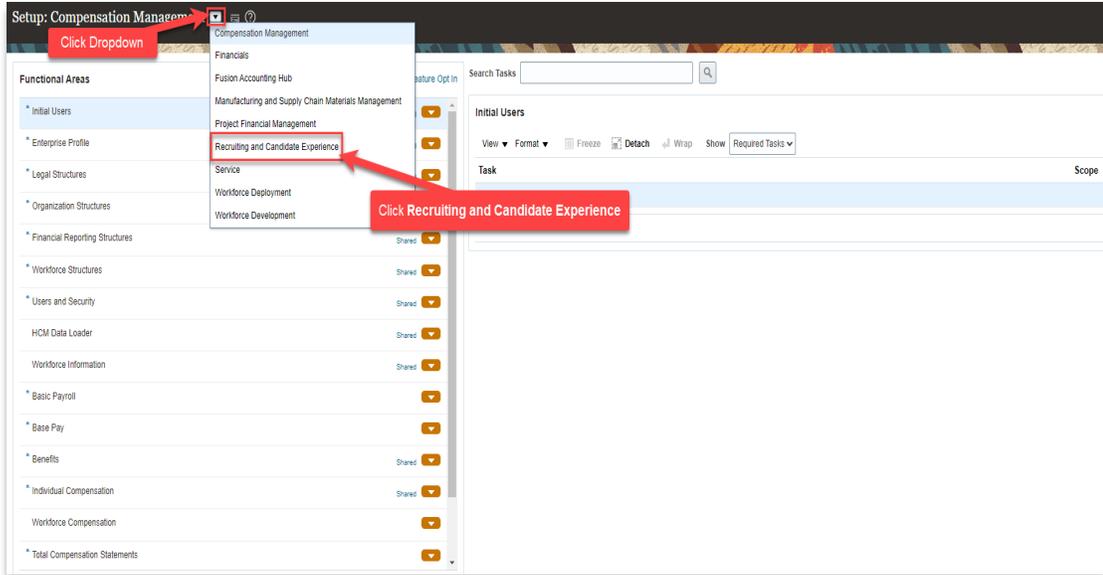
From the home screen, click **My Enterprise**



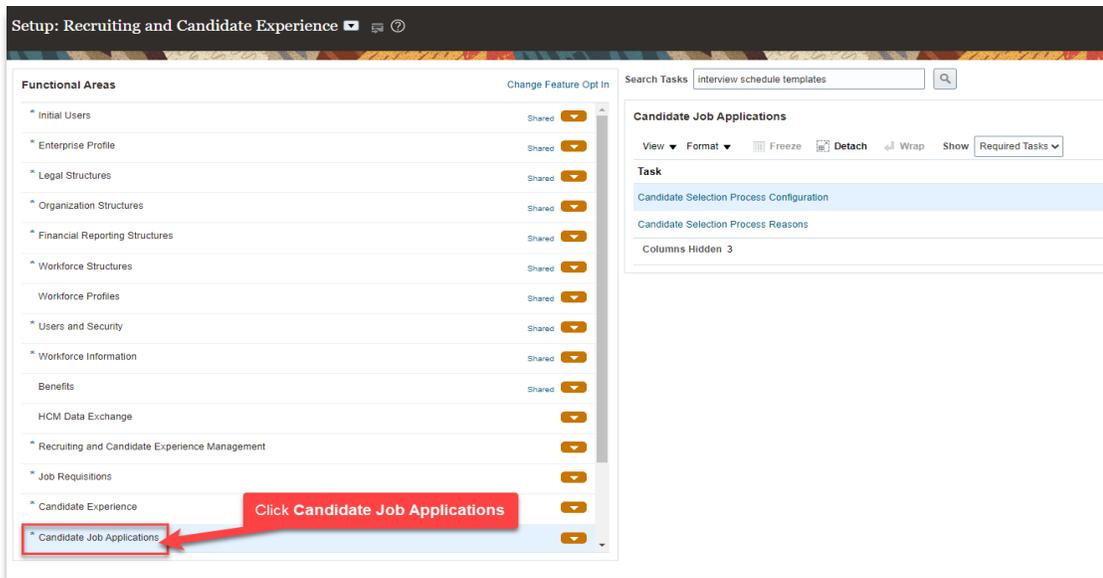
Click Setup and Maintenance



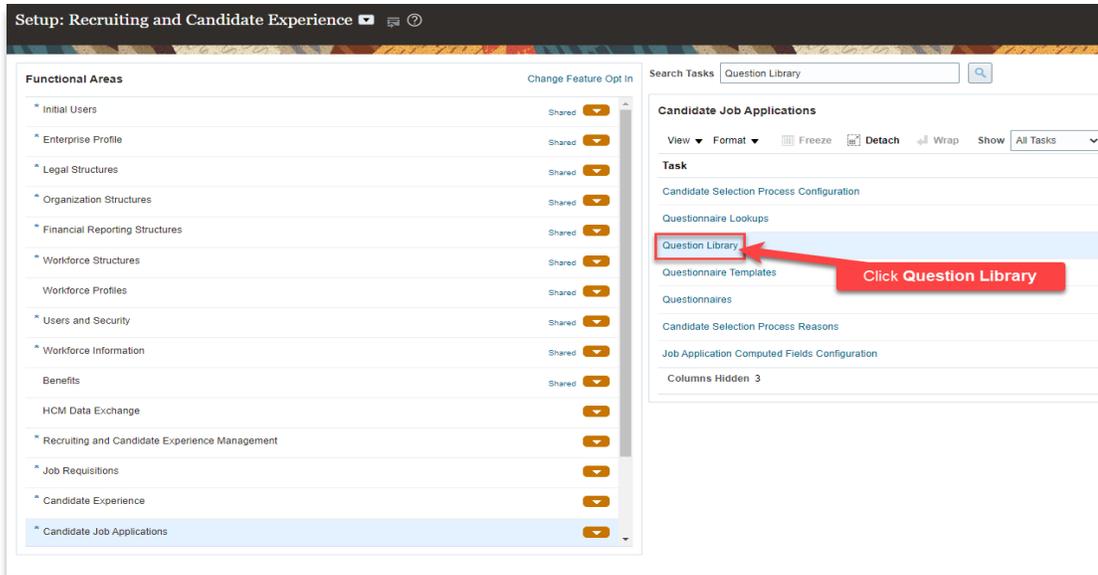
Change setup to Recruiting and Candidate Experience



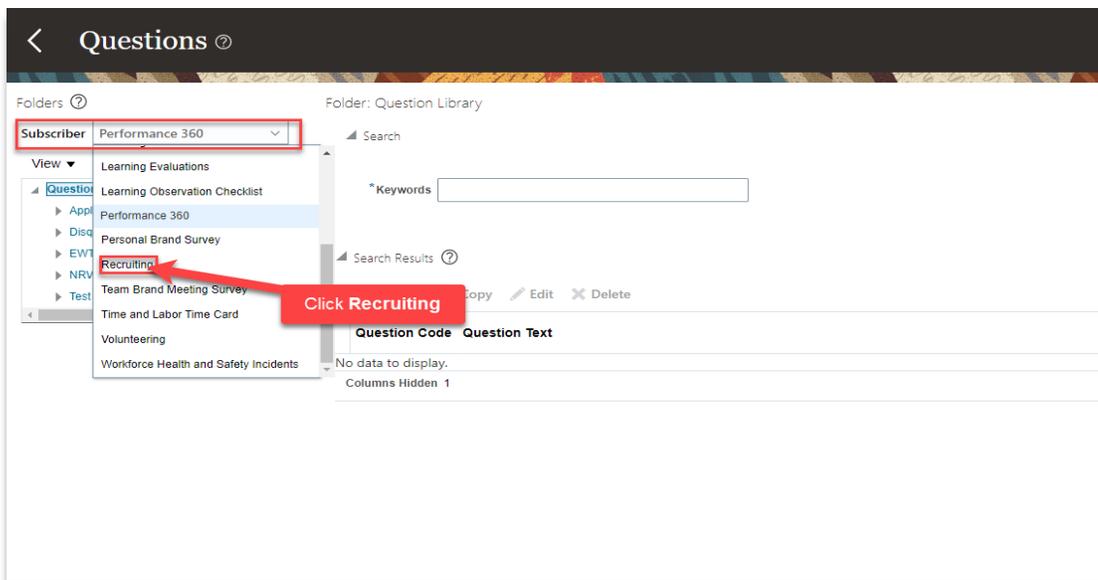
Under Functional Areas, click **Candidate Job Applications**



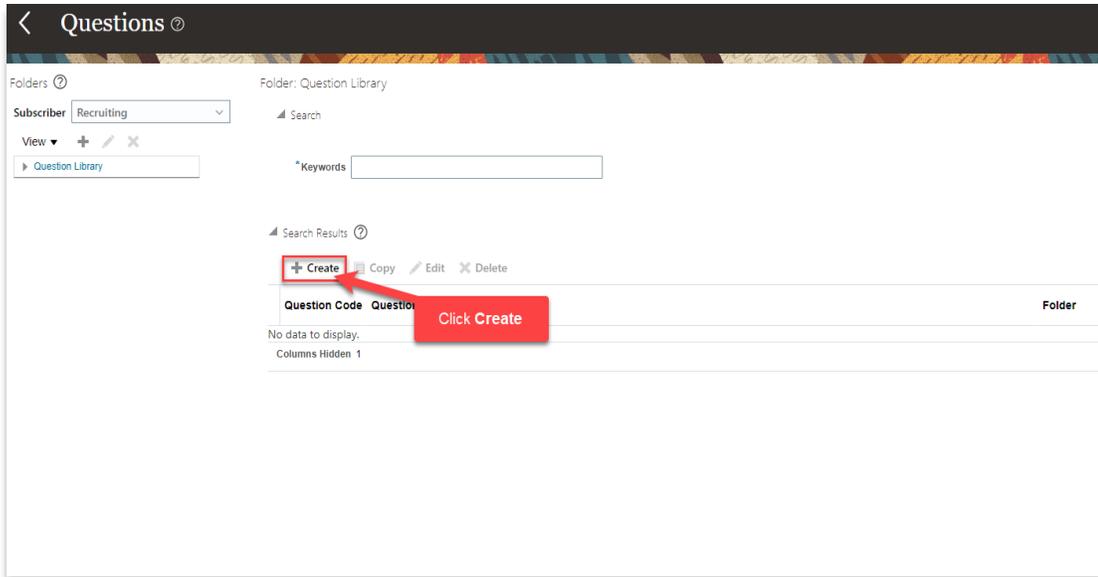
Under task, click **Question Library**. As a note, if this task does not appear, use **Search Tasks**



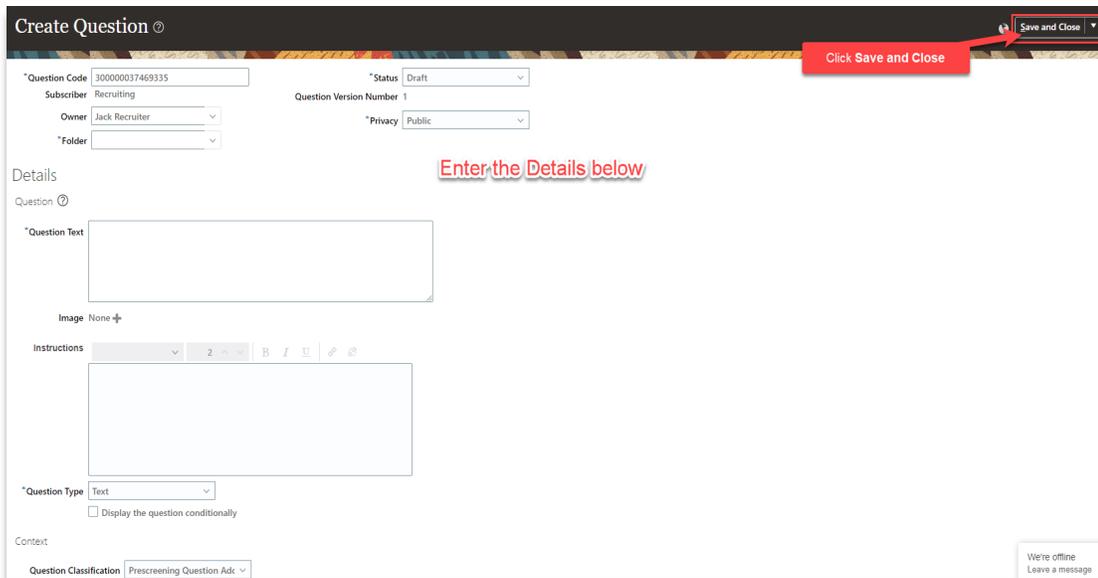
Next, from the dropdown select **Subscriber** as Recruiting



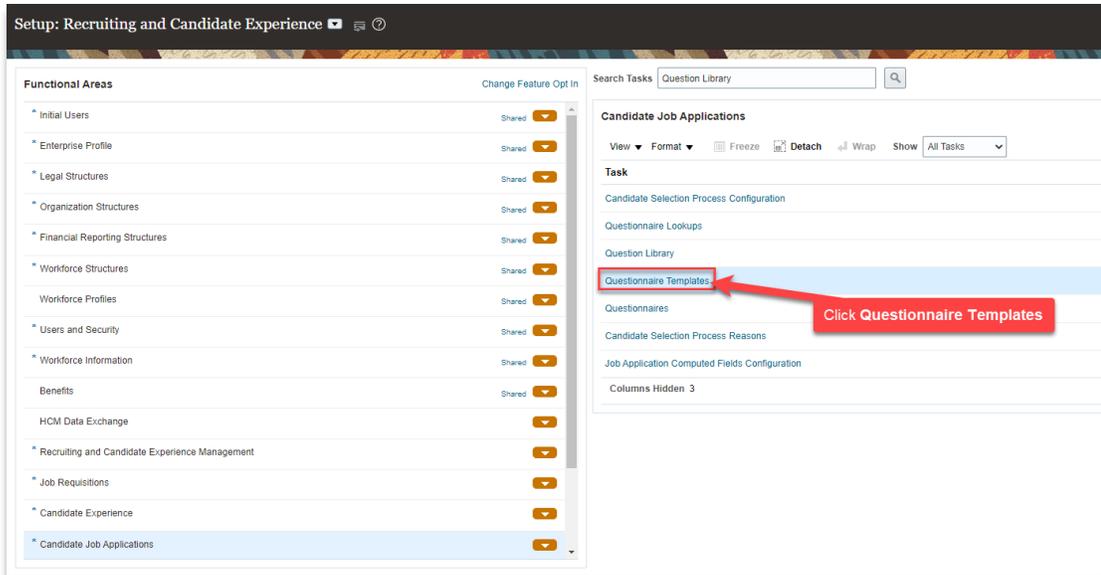
Click **Create**



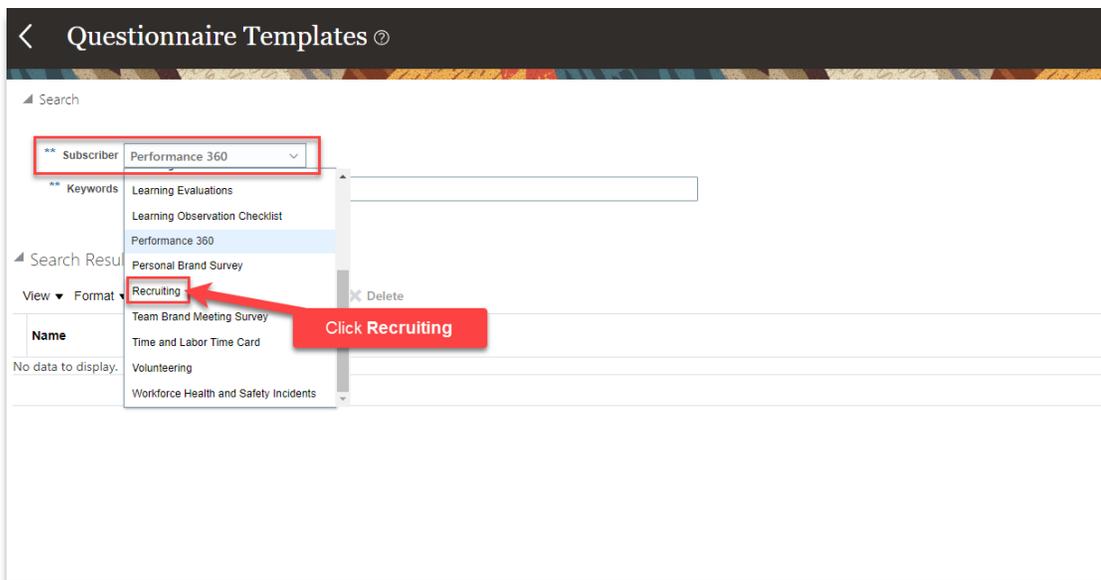
Enter the Details and click **Save and Close**



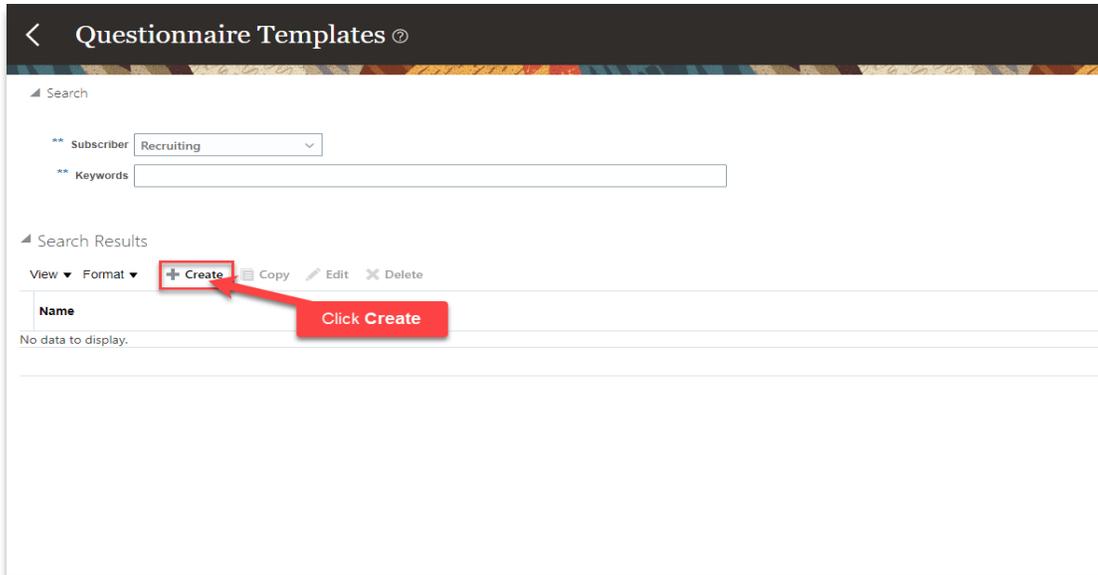
Next, navigate back to the tasks and click **Questionnaire Templates**



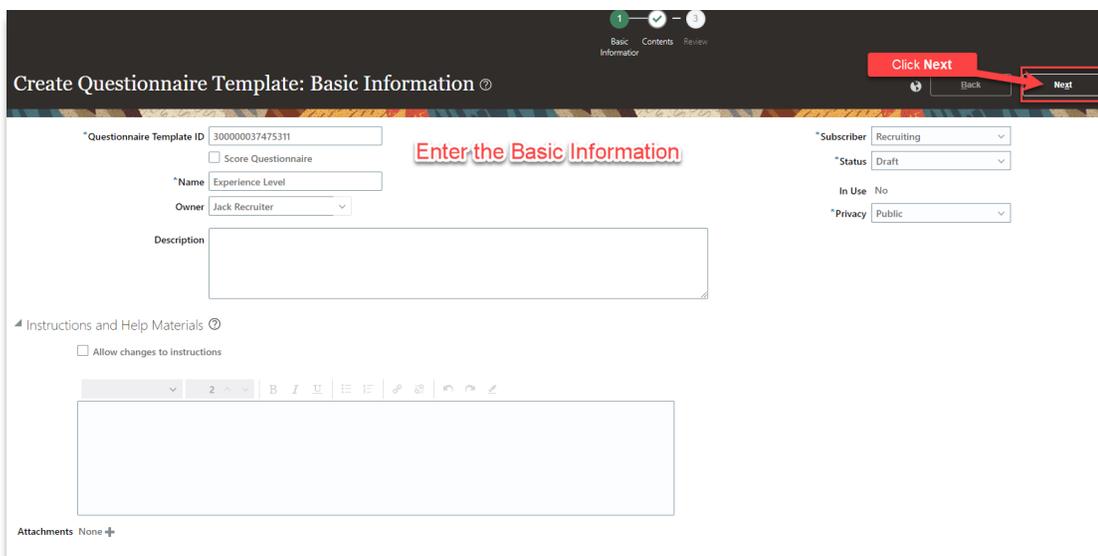
Next, from the dropdown select **Subscriber as Recruiting**



Click **Create**



Enter the **Basic Information** and click **Next**



Enter the **Contents** Information. Here we can add questions to the Questionnaire template. Click **Next**

Basic Information Contents **Review**

## Create Questionnaire Template: Contents

Back Next

Questionnaire Template ID 300000037475311

Score Questionnaire

Section Order Sequential

Section Presentation Stack Regions

Allow changes to format options

Allow changes to sections

Allowed Response Types All

Sections

View Format Create Edit Delete

Title	Allow Additional Questions	Description
1	<input type="checkbox"/>	
2	<input checked="" type="checkbox"/>	

1: Questions

Create Add Edit Remove

Question Code	Folder	Question Type	Response Type	Question Text	Response Order	Sample Size
---------------	--------	---------------	---------------	---------------	----------------	-------------

**Enter the Contents**

**Click Next**

Click Save and Close

Basic Information Contents **Review**

## Create Questionnaire Template: Review

Back Next Save and Close

Questionnaire Template ID 300000037475311

Score Questionnaire

Name Experience Level

Owner Jack Recruiter

Description

Subscriber Recruiting

Status Draft

In Use No

Privacy Public

Instructions and Help Materials

Introduction

Attachments None

Contents

Section Order Sequential

Section Presentation Stack Regions

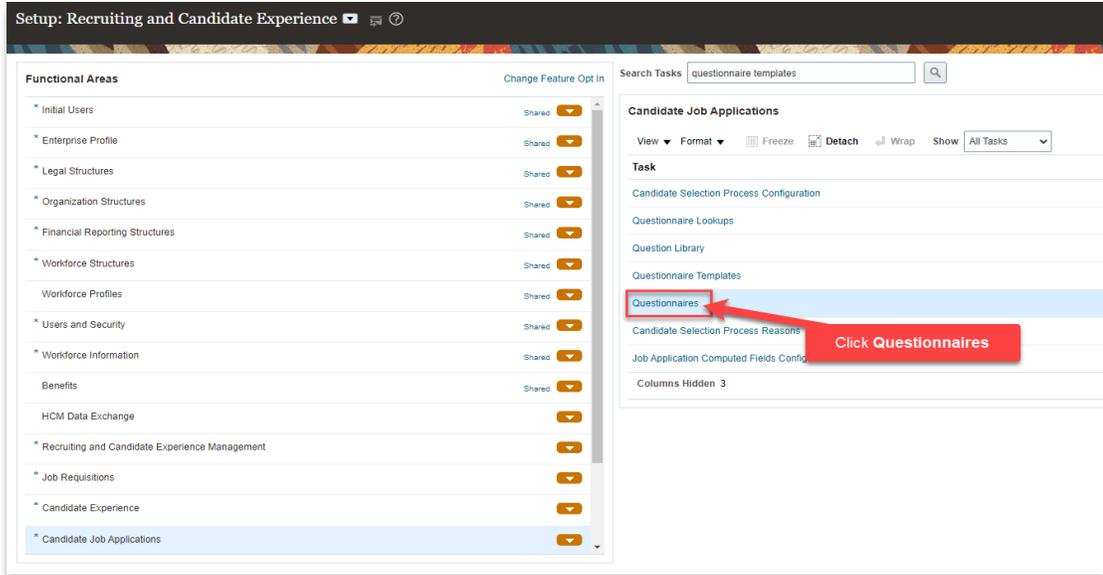
Sections

View Format

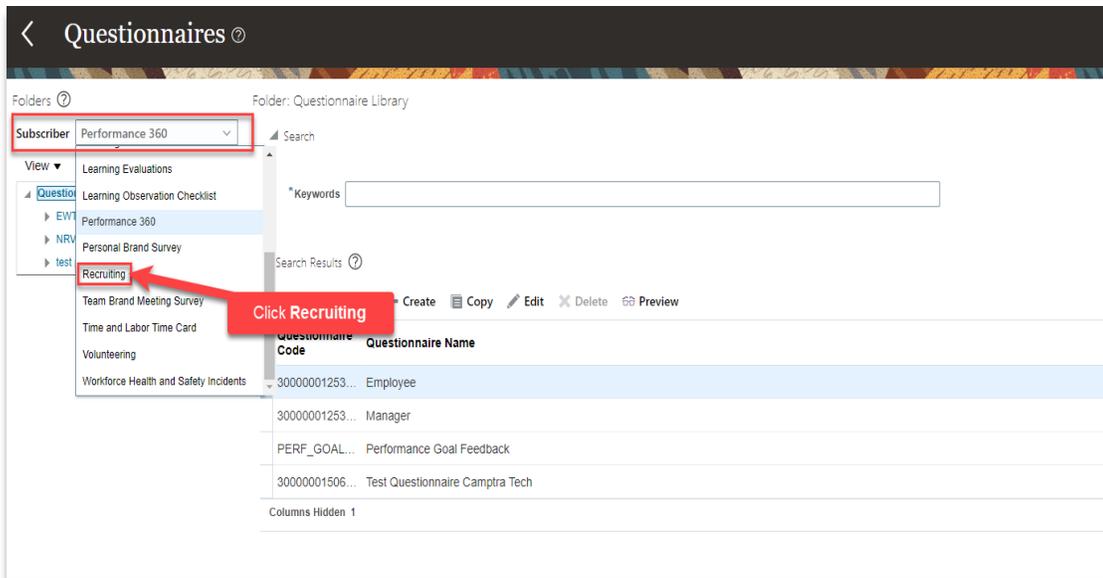
Title	Allow Additional Questions	Description	Question Order	Response Order
1	No		Vertical	Vertical

**Click Save and Close**

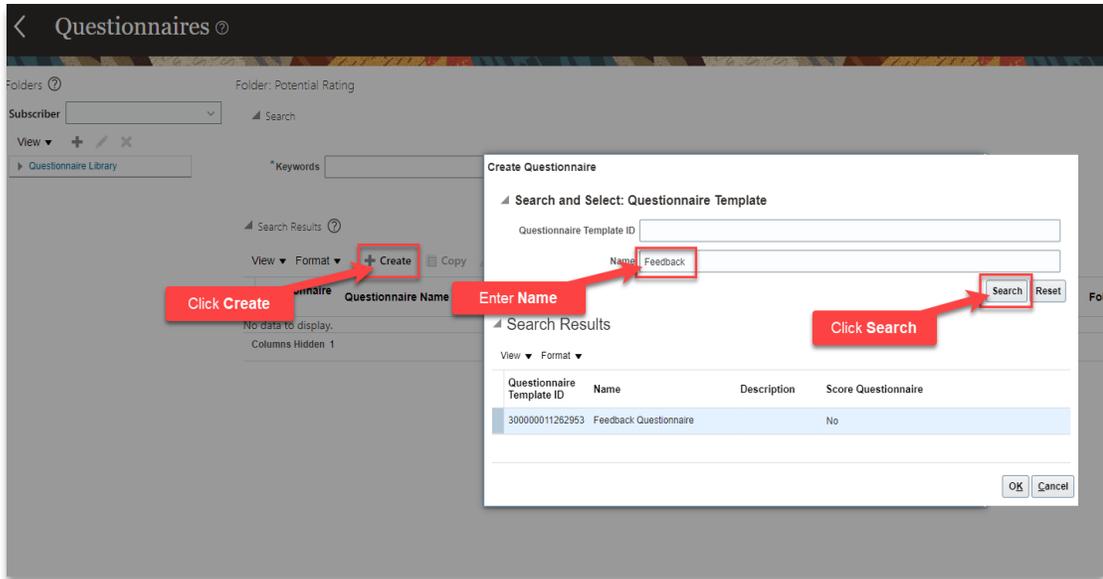
Next, navigate back to the tasks and click **Questionnaire**



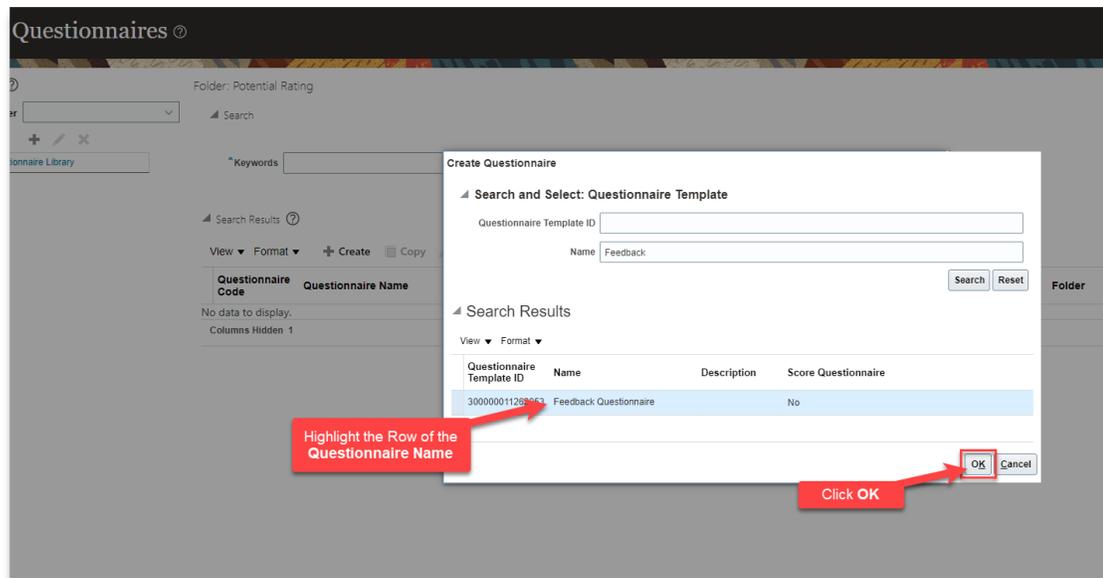
Next, from the dropdown select **Subscriber** as Recruiting



Click **Create**. Enter the **Questionnaire Template Name** and click **Search**



Select the Questionnaire Name and click **OK**



Enter the **Basic Information** and click **Next**

Informator

## Create Questionnaire: Basic Information

Back Next

Questionnaire Code: 300000037475326

Score Questionnaire

**Enter the Basic Information**

\*Name: Test Specify the folder the questionnaire is stored in

\*Folder: Questionnaire Library

Owner: Jack Recruiter

Description:

Subscriber: Res...

\*Status: Draft

Questionnaire Version Number: 1

In Use: No

\*Privacy: Public

Instructions and Help Materials

Attachments: None

Enter the **Contents** Information and click Next

Basic Contents Review

## Create Questionnaire: Contents

Back Next

Questionnaire Code: 300000037475326

Score Questionnaire

Section Order: Sequential

Section Presentation: Stack Regions

**Enter the Contents**

Sections

View Format Create Edit Delete

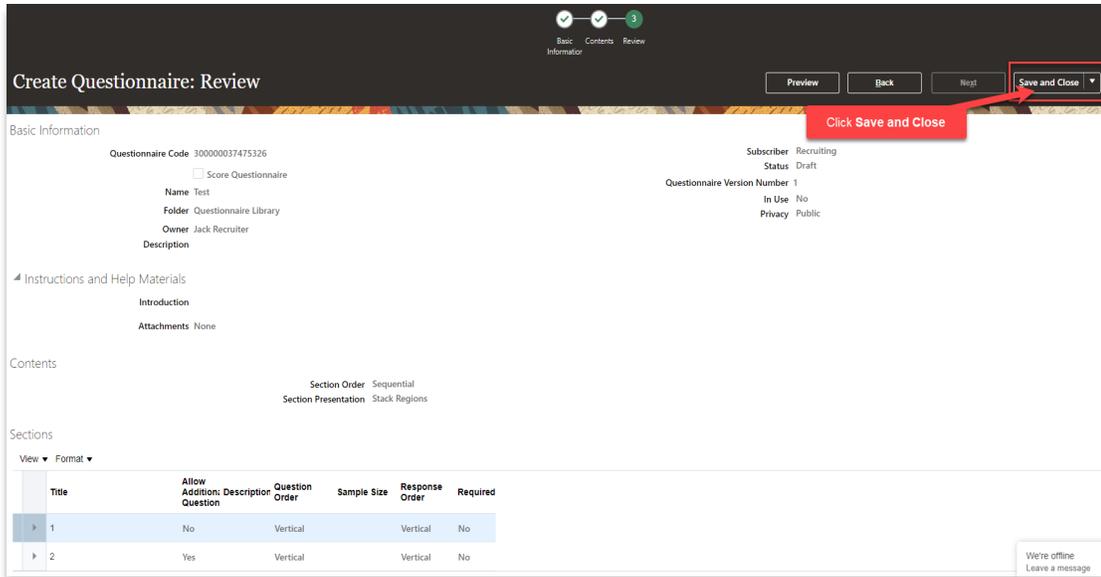
Title	Allow Additional Questions	Description	Question Order
1	No		Vertical
2	Yes		Vertical

1: Questions

Create Add Edit Delete

Question Code	Question Text	Folder	Question Type	Response Type	Response Order
30000001121...	How were the responses provided by the candidates (accuracy, fundamentals, etc)	Recruiting Lib...	Single Choice	Radio Butt	Vertical
30000001121...	Overall Performance (communication, skills, exposure, etc)	Recruiting Lib...	Single Choice	Radio Butt	Vertical

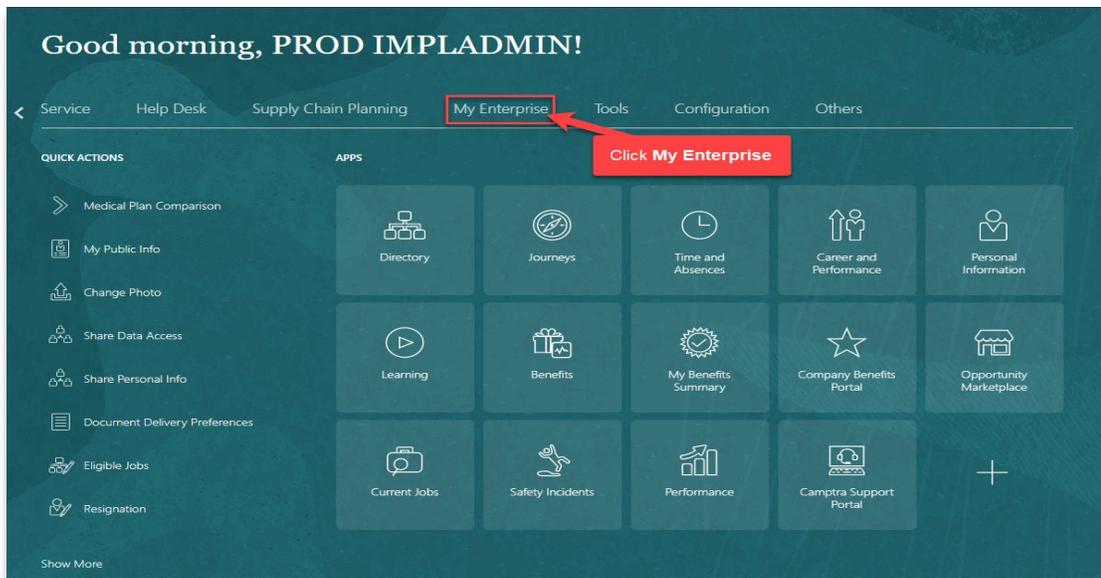
Click **Save** and **Close**



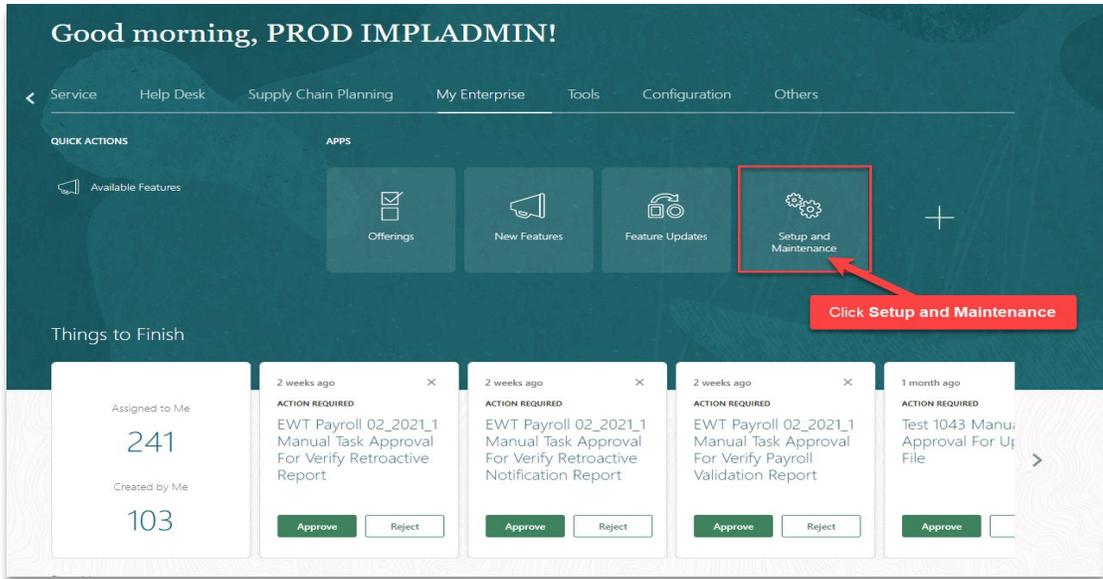
## Managing Primary Locations/Geography Structures

Navigation: Home>My Enterprise>Setup and Maintenance>Recruiting and Candidate Experience>Functional Areas>Recruiting and Candidate Experience Management>Geography Hierarchies>Actions>Update

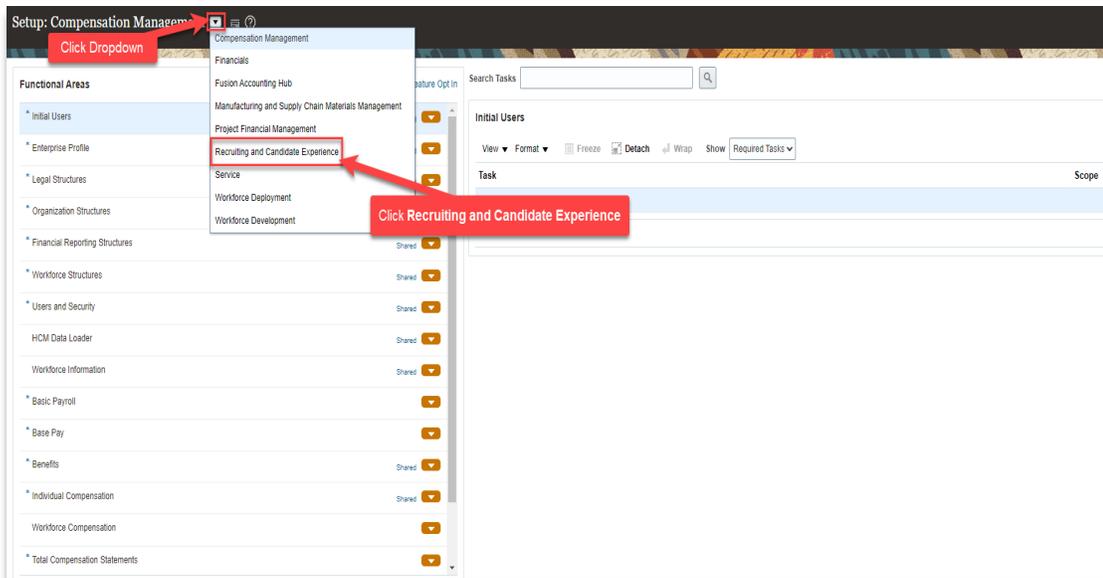
From the home screen, click **My Enterprise**



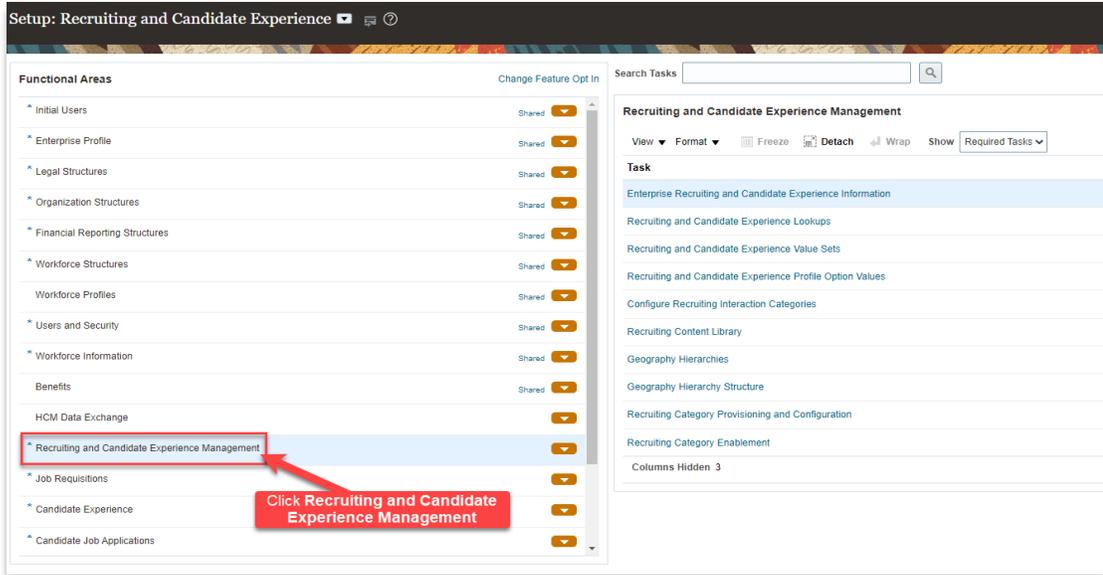
Click **Setup and Maintenance**



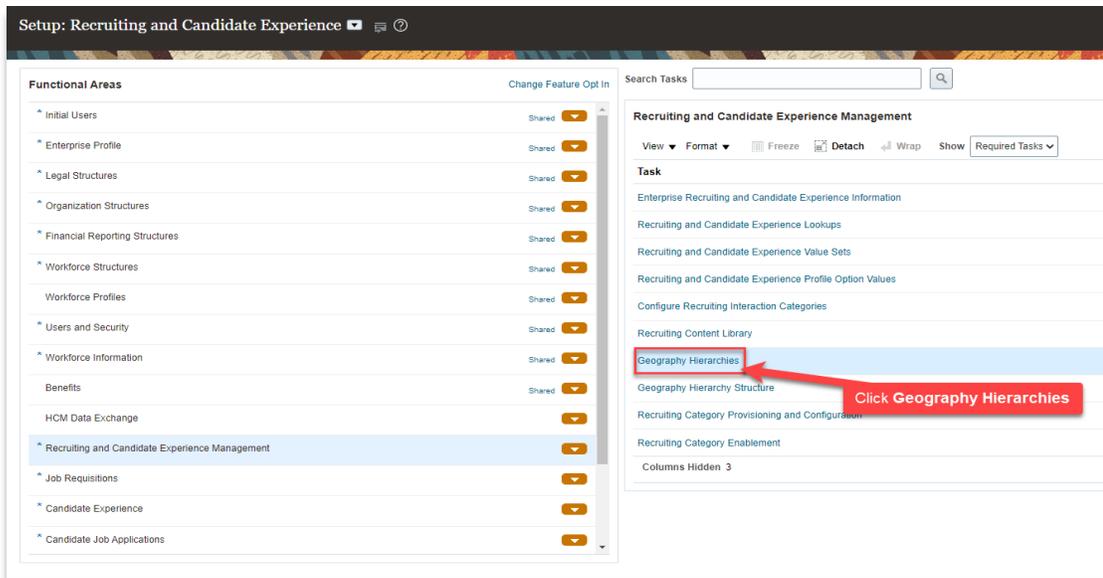
## Change setup to Recruiting and Candidate Experience



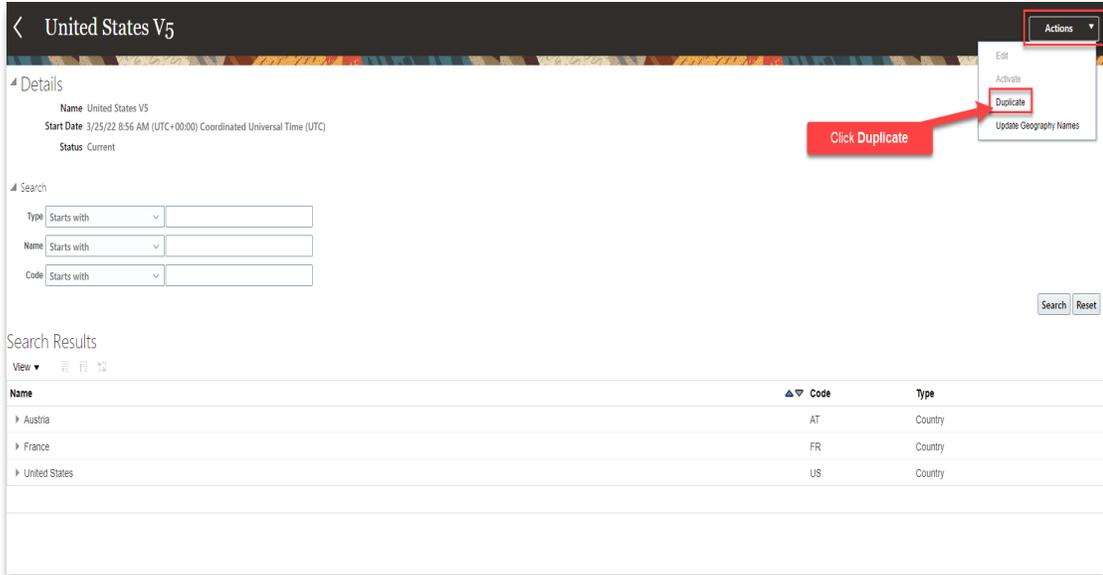
Under Functional Areas, click **Recruiting and Candidate Experience Management**



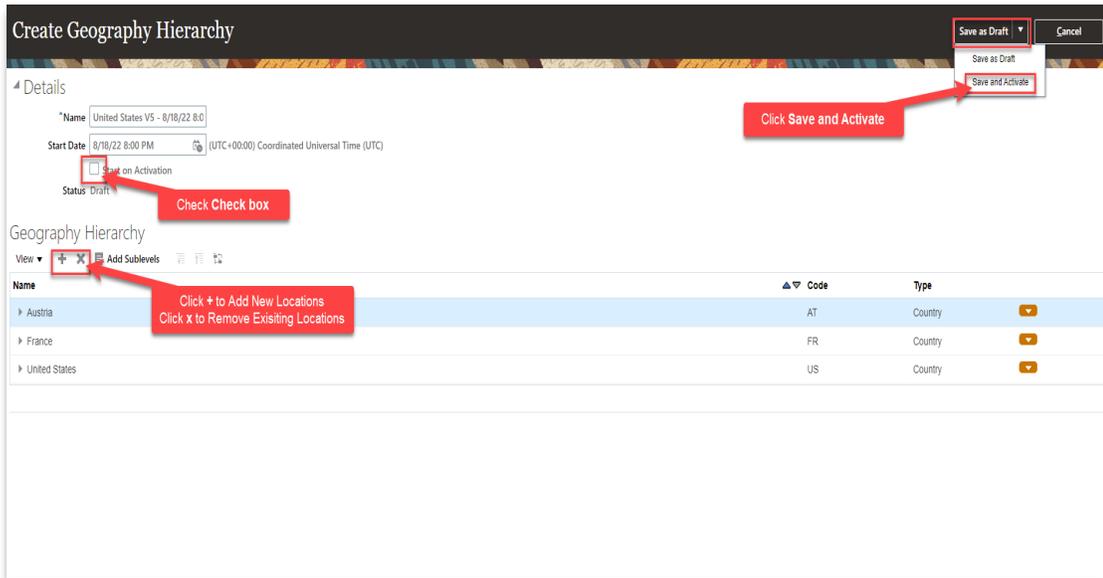
Click Geography Hierarchies



From the Actions dropdown, select Duplicate

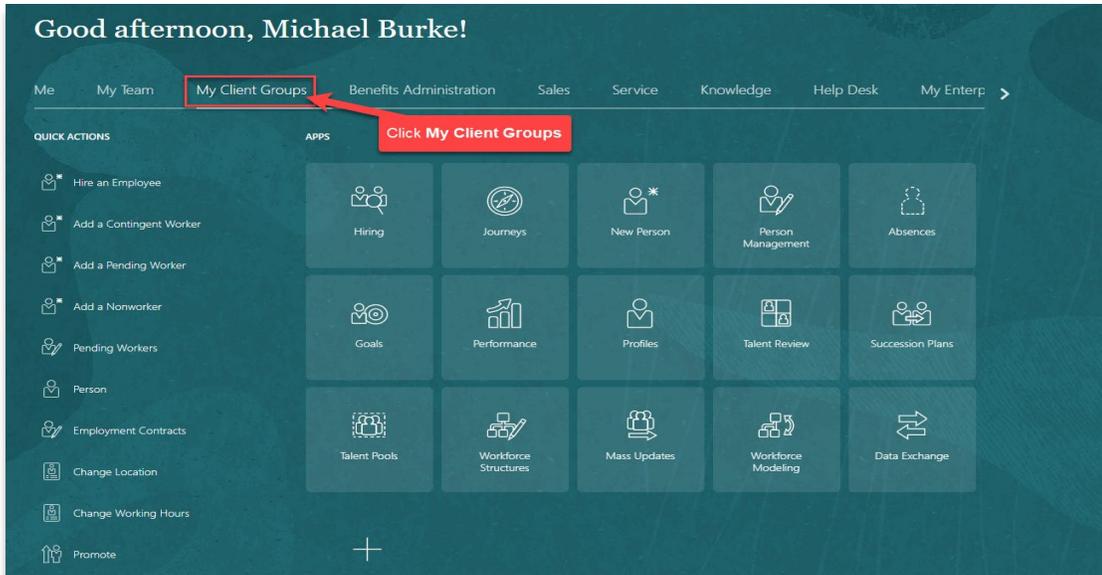


First, check the checkbox **Start on Activation**. Under Geography Hierarchy, click **+** to add a new location. Click **x** to remove an existing location. Once complete, from the **Save as Draft** dropdown, click **Save and Activate**

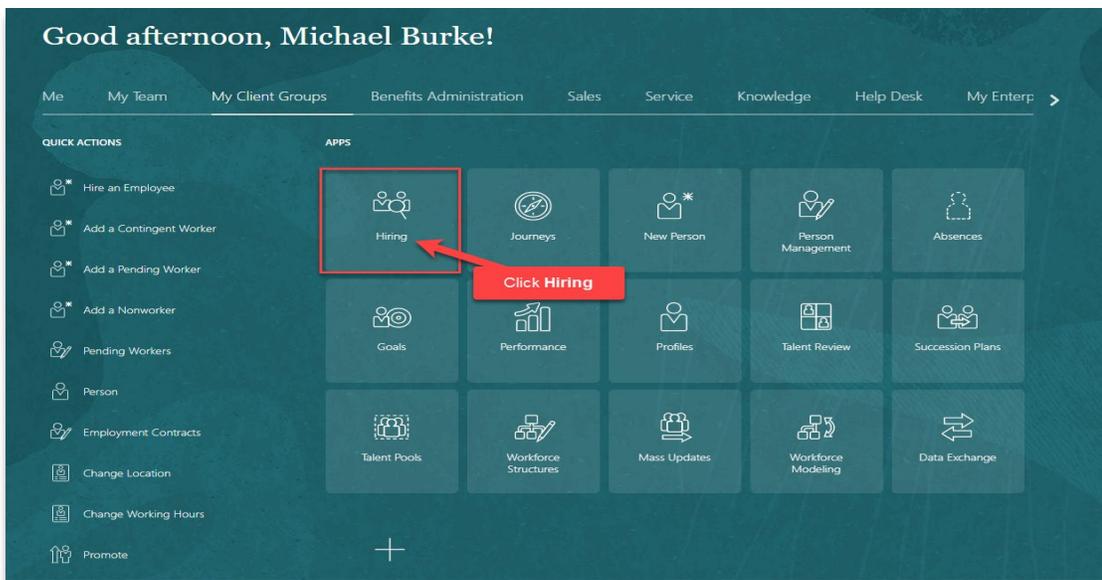


## Day-To-Day Work Area Navigation

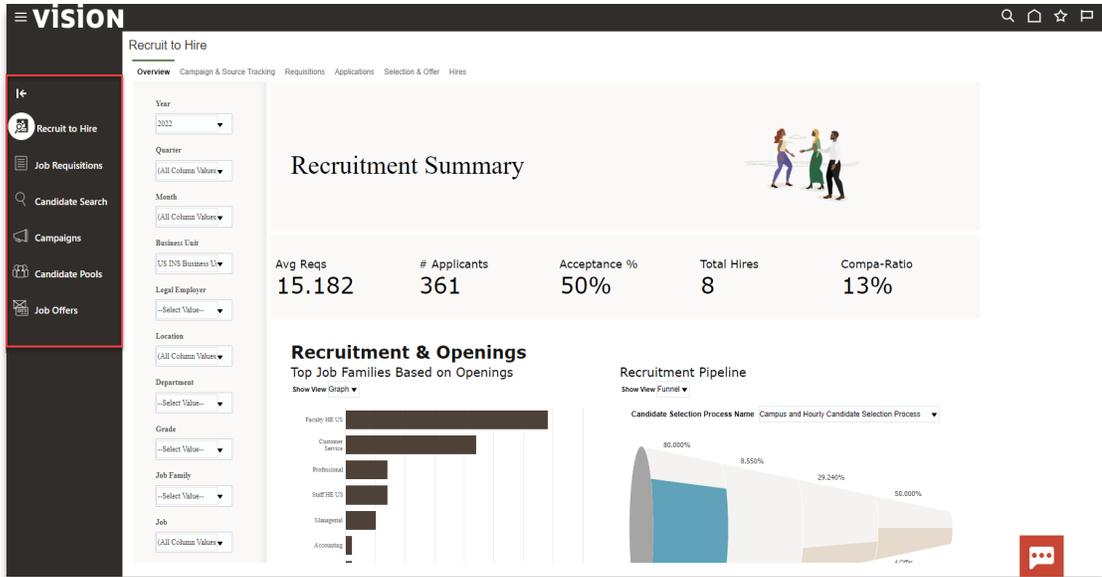
To manage activities related to Day-to-Day Administration, from the home screen, click **My Client Groups**



## Click Hiring



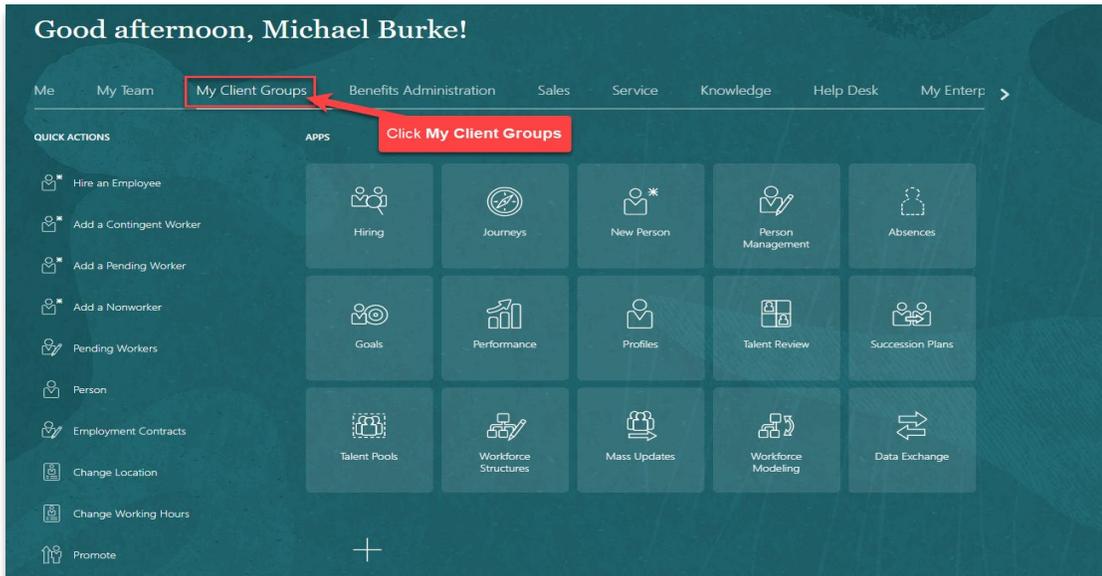
In this screen, we can manage **Requisitions**, manage **Candidates**, manage **Campaigns**, manage **Candidate Pools**, manage **Job Offers**, and review **Recruiting Analytics**



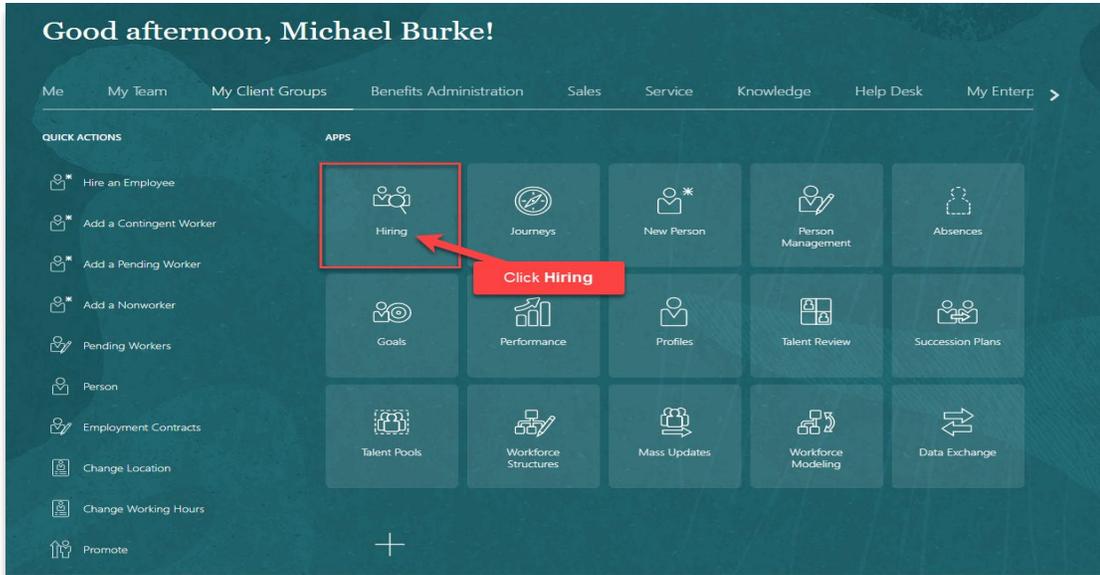
## View Open Requisitions

Navigation: My Client Groups>Hiring>View Open Requisitions

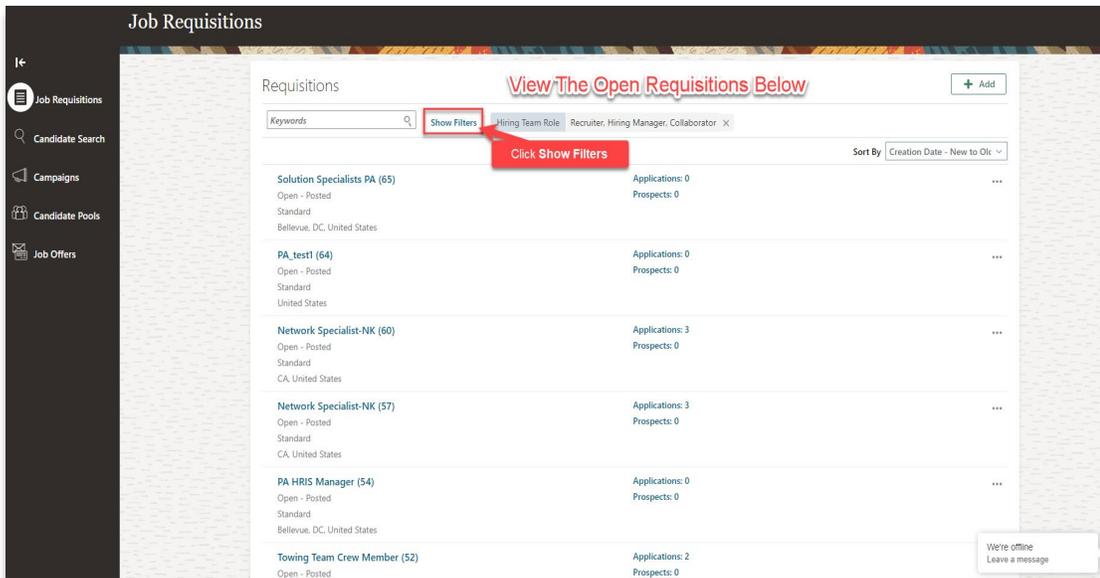
From the home screen, click **My Client Groups**



Click **Hiring**



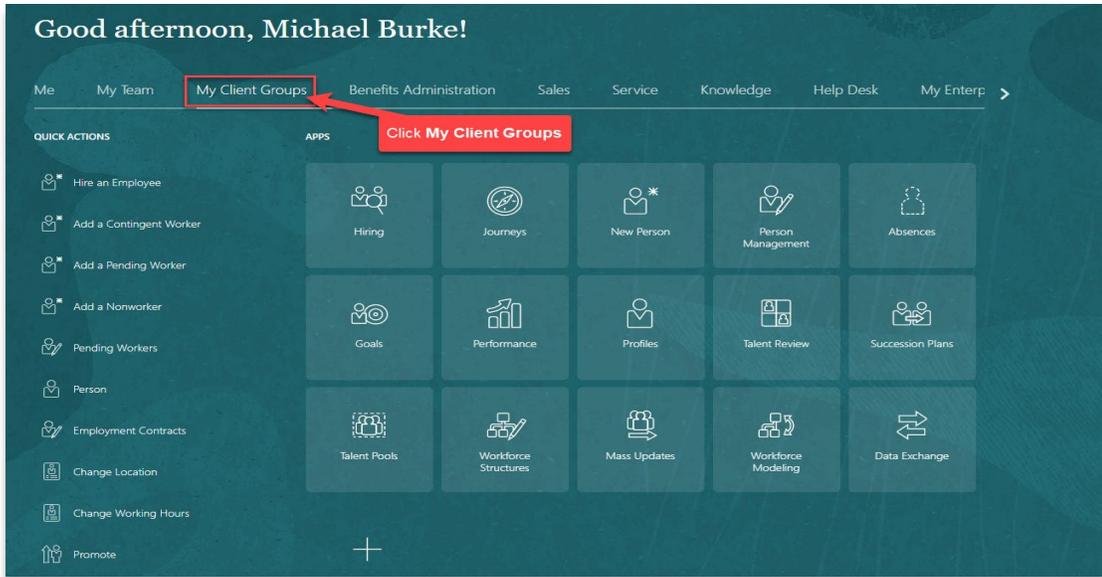
In this screen, we can view the **Open Requisitions**. We can filter the requisitions by using the filter. Click **Show Filters** to use the filters to sort the Requisitions



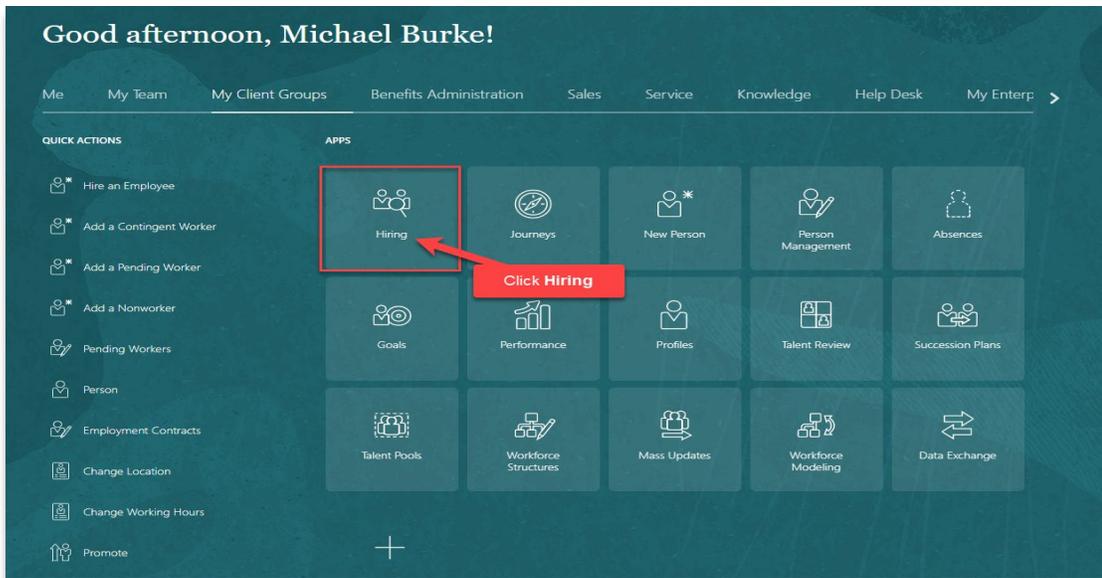
## Create A Requisition Using A Template

Navigation: My Client Groups>Hiring>Add>Submit

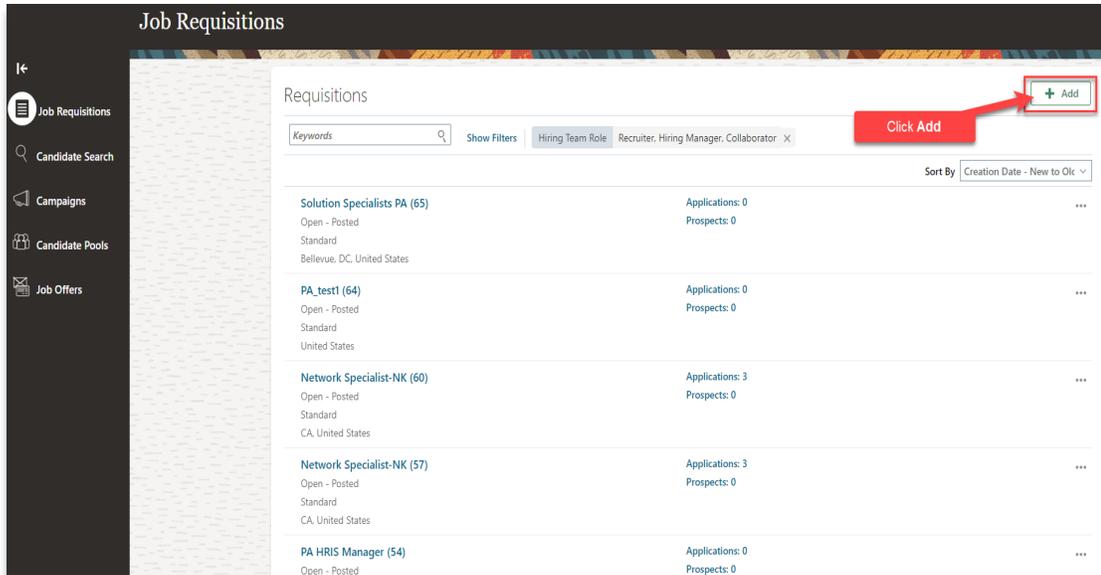
From the home screen, click **My Client Groups**



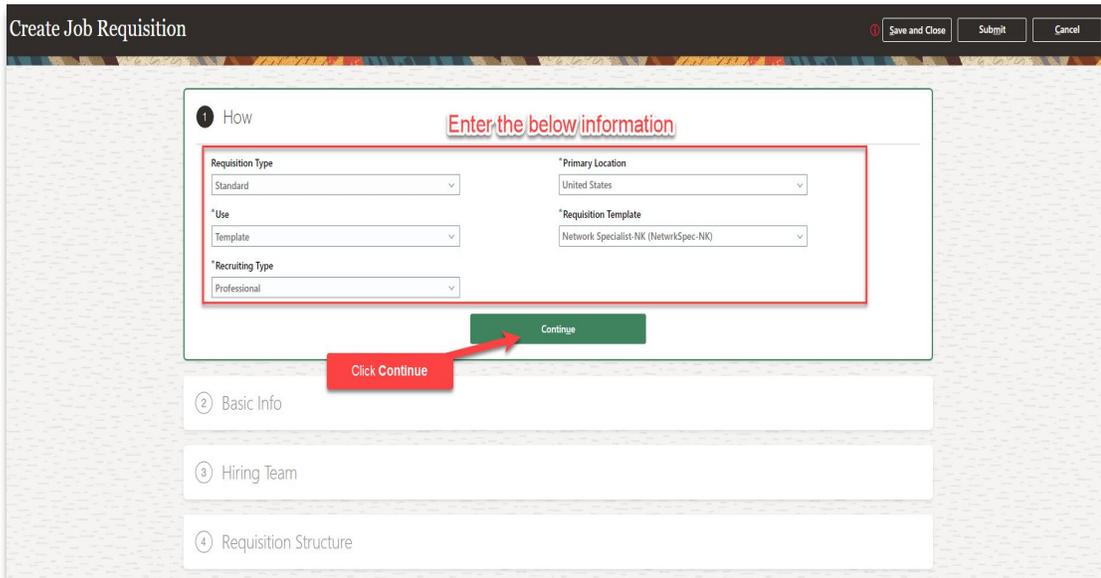
Click Hiring



Click Add



In the **How** section, select the **Requisition Type**; Standard will default. Under **Use**, select **Template**. Next, enter the **Recruiting Type**, **Primary Location**, and using the assistive search, enter the **Requisition Template**; this is the Template Name. Once the information is entered, click **Continue**



Next, in the **Basic Info** section, enter the **Requisition Title**, the **Number of Openings**, if greater than 1, the **Business Justification**, and the **Languages**, if applicable. Click **Continue**

Create Job Requisition Save and Close Submit

① How Edit

② Basic Info Edit

**Enter the below information**

Requisition Type Standard	Business Justification Select a value
*Requisition Title <input type="text"/>	Languages American English
*Number of Openings Limited <input type="text"/>	

Click Continue Continue

③ Hiring Team Edit

④ Requisition Structure Edit

Next, in the **Hiring Team** section, update the information below, if needed, and click **Continue**

Create Job Requisition Save and Close Submit

① How Edit

② Basic Info Edit

③ Hiring Team Edit

**Enter the below information**

*Hiring Manager Michael Burke Manager	*Recruiter Jack Recruiter Analyst
Add Collaborator Type <input type="text"/>	
Collaborator Jack Davies Consultant x	

Click Continue Continue

④ Requisition Structure Edit

Next, in the **Requisition Structure** section, update the information below, if needed, and click **Continue**

Create Job Requisition Save and Close Submit

1 How Edit

2 Basic Info Edit

3 Hiring Team Edit

4 Requisition Structure Enter the below information

Recruiting Type Professional	Other Locations Select a value <small>Add Another Location</small>
*Organization Camptra Org	
Primary Location United States	

Click Continue
Continue

Next, in the **Details** section, this information is present due to the use of a template. Update the information below, if needed, and click **Continue**

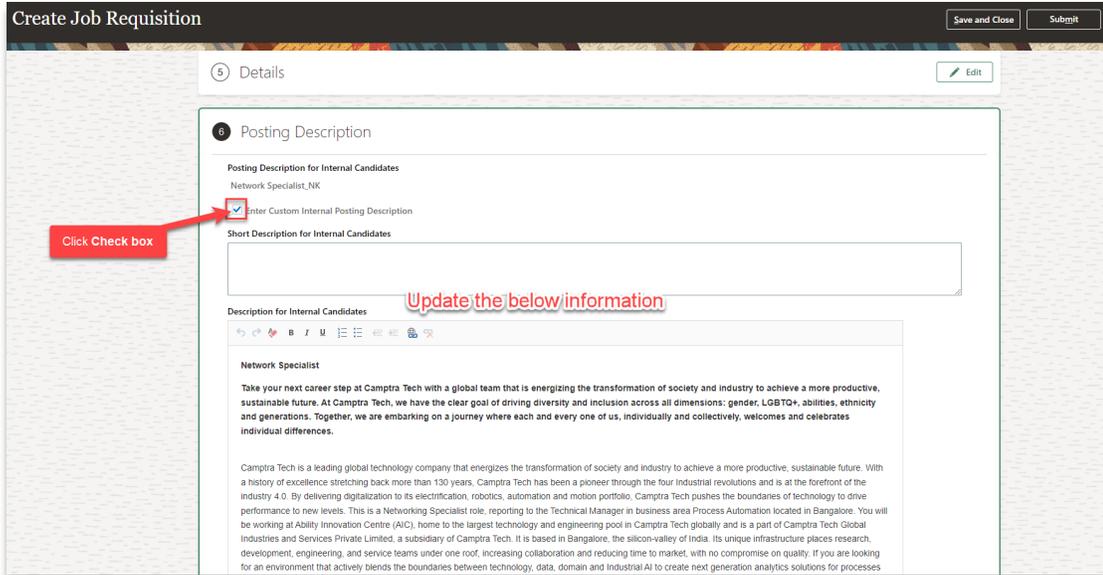
Create Job Requisition Save and Close Submit

5 Details Enter the below information

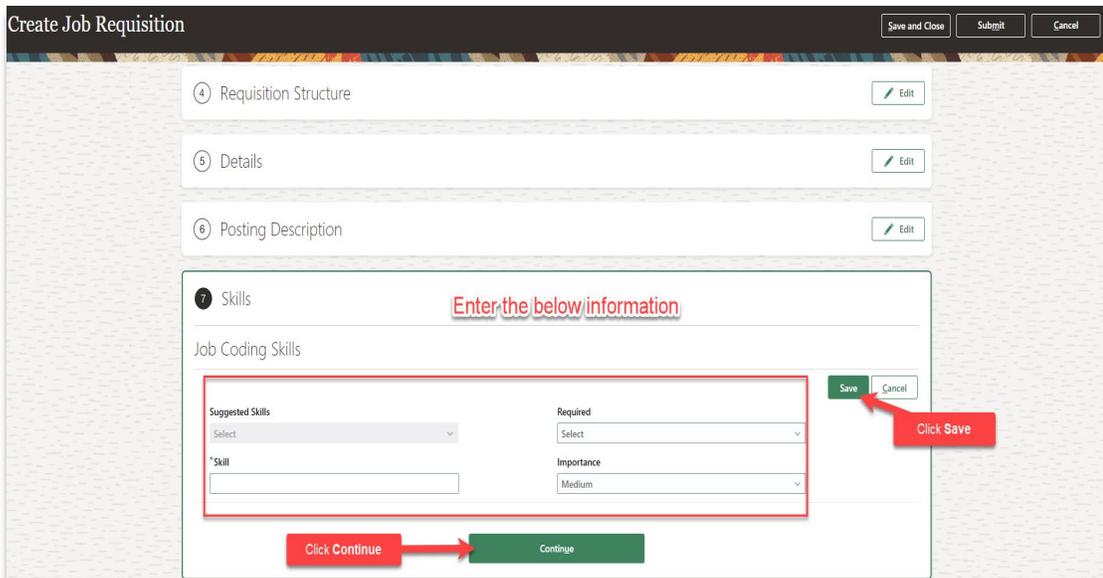
Full Time or Part Time Full time	Job Shift Day
Worker Type Employee	Job Type Standard
Regular or Temporary Regular	Education Level Post-First Professional
Management Level Senior manager	Maximum Salary 120,000
Compensation Currency US Dollar	Minimum Salary 90,000
Pay Frequency Annually	Travel Budget 1,500
Budget Currency US Dollar	Relocation Budget 500
Employee Referral Bonus 1,000	
Sourcing Budget 500	
*Department HR - Recruitment	

Click Continue
Continue

Next, in the **Posting Description** section, update the information below, if needed. To update, click **Enter Custom Internal Positing Description** to make this section editable and enter the applicable updates. Once complete, click **Continue**



Next, in the **Skills** section, click **Add** and enter the information. Click **Save** then, **Continue**



Next, in the **Offer Info** section, update the information, if applicable. Click **Continue**

Create Job Requisition Save and Close Submit

6 Posting Description Edit

7 Skills Edit

8 Offer Info **Update the below information, if applicable**

<b>Legal Employer</b> ERPWebTutor USA Inc.	<b>Primary Work Location</b> Corporate HQ
<b>Business Unit</b> Camptra US Business Unit	<b>Other Work Locations</b> Select a value
<b>Department</b> HR - Recruitment	<b>Job</b> Select a value

Click Continue → Continue

Next, in the **Attachments** section, upload an attachment, if applicable and click **Continue**

Create Job Requisition Save and Close Submit

5 Details Edit

6 Posting Description Edit

7 Skills Edit

8 Offer Info Edit

9 Attachments


Drag files here or click to add attachment

Click Continue → Continue

Next, in the **Configuration** section, update the **Candidate Selection Process**, **External Application Flow**, **Allow Candidates to Apply When Not Posted**, and **Automatically Fill Requisition**. Click **Continue**

Create Job Requisition Save and Close Submit

6 Posting Description Edit

7 Skills Edit

8 Offer Info Edit

9 Attachments Edit

10 Configuration Update the below information, if applicable

*Candidate Selection Process NK Candidate Selection Process - NKCP002	Allow Candidates to Apply When Not Posted Yes
*External Application Flow NK Application Flow - ORAC_INTERN_FLOW	Automatically Fill Requisition Yes

Continue

11 Questionnaires

Lastly, in the **Questionnaires** section, add an Internal or External prescreening question, if applicable. We can also attach an **Interview Questionnaire**.

Create Job Requisition Save and Close Submit

How will you rate your communication skills?  
Question Code: 300000011213057  
Question Type: Single Choice  
Question Classification: Prescreening Question Added Automatically  
Requires Response

How will you rate your technical skills?  
Question Code: 300000011213053  
Question Type: Single Choice  
Question Classification: Prescreening Question Added Automatically  
Requires Response

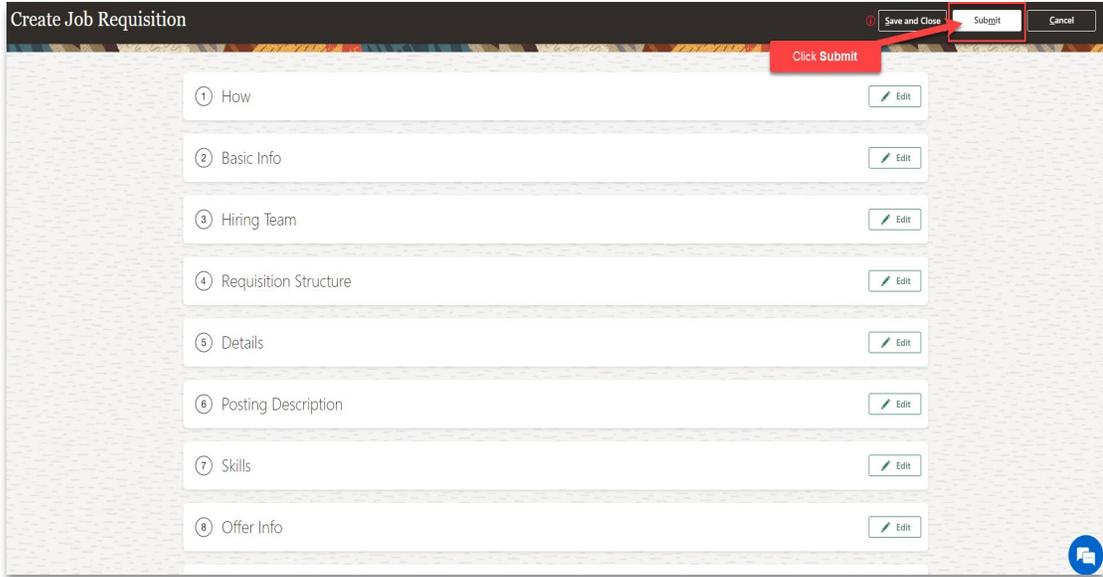
How many years of experience do you have in this field?  
Question Code: 300000011213043  
Question Type: Single Choice  
Question Classification: Prescreening Question Added Automatically  
Requires Response

Which of the following languages have you worked with for more than a year?  
Question Code: AQ\_NIK  
Question Type: Multiple Choice  
Question Classification: Prescreening Question Added by User  
Requires Response

Interview Questionnaires Maximum Possible Score 10

Add Questionnaire  
Select a value

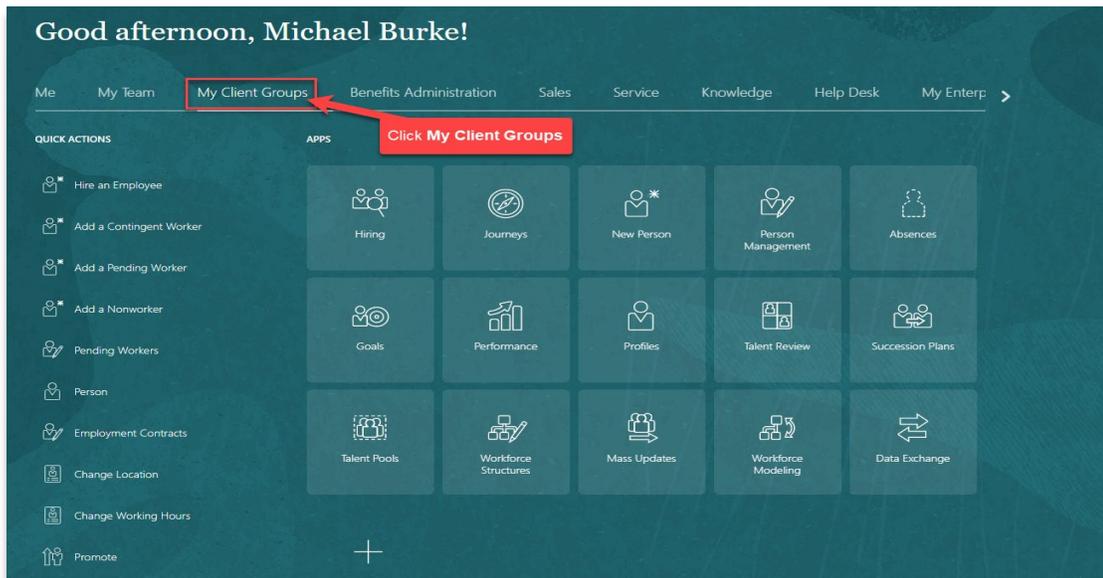
Click **Submit**



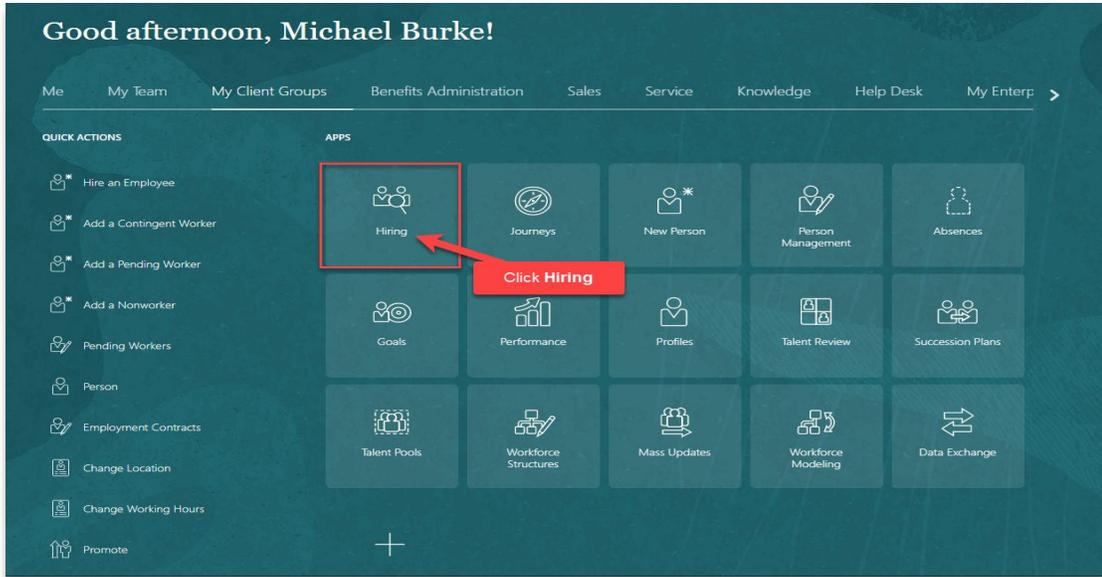
## Create A Requisition Using A Job/Position

Navigation: My Client Groups>Hiring>Add>Submit

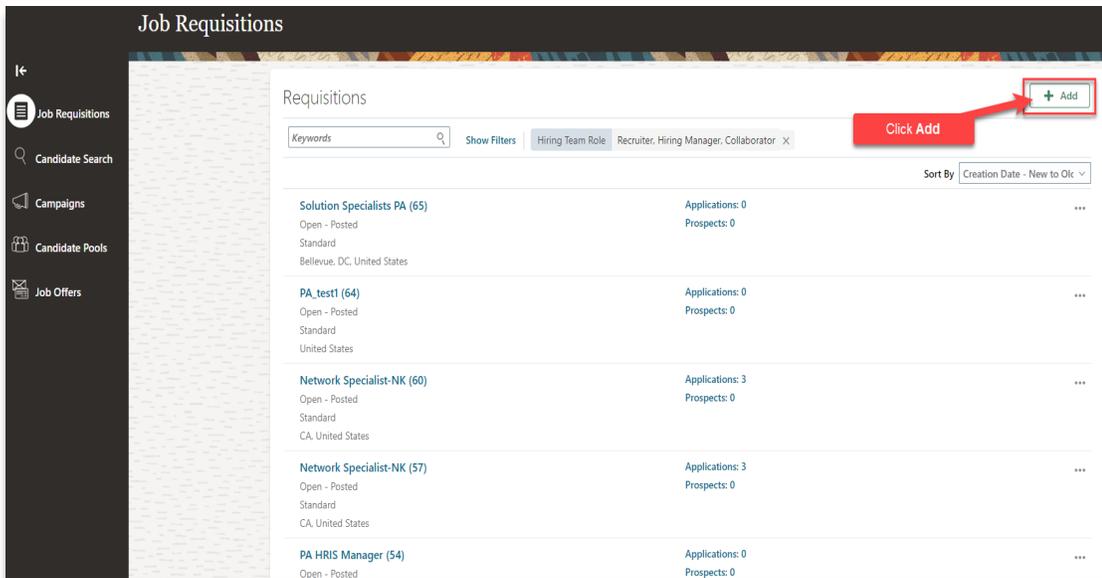
From the home screen, click **My Client Groups**



Click **Hiring**



## Click Add



In the **How** section, select the **Requisition Type**; Standard will default. Under **Use**, select **Job or Position**. Next, update the **Business Unit**, if applicable and using the assistive search, enter the **Job**. Once the information is entered, click **Continue**

1 How

Enter the below information

Requisition Type: Standard

Business Unit: Camptra US Business Unit

\*Use: Job

\*Job: Clerk

Continue

Click Continue

2 Basic Info

3 Hiring Team

4 Requisition Structure

Next, in the **Basic Info** section, enter the **Requisition Title**, the **Number of Openings**, if greater than 1, the **Business Justification**, and the **Languages**, if applicable. Click **Continue**

1 How

2 Basic Info

Enter the below information

Requisition Type: Standard

\*Requisition Title: [Text Input]

\*Number of Openings: Limited [1]

Business Justification: Select a value

Languages: American English

Continue

Click Continue

3 Hiring Team

4 Requisition Structure

Next, in the **Hiring Team** section, update or enter the information below, if needed, and click **Continue**

Create Job Requisition Save and Close Submit

① How Edit

② Basic Info Edit

③ Hiring Team Enter the below information

\*Hiring Manager: Michael Burke Manager

\*Recruiter: Jack Recruiter Analyst

Add Collaborator Type

Collaborator: Jack Davies Consultant x

Add Another Collaborator

Continue

Click Continue

④ Requisition Structure Edit

Next, in the **Requisition Structure** section, enter the information below, and click **Continue**

Create Job Requisition Save and Close Submit

① How Edit

② Basic Info Edit

③ Hiring Team Edit

④ Requisition Structure Enter the below information

Recruiting Type: Professional

\*Organization: Camptra Org

Primary Location: United States

Other Locations: Select a value

Add Another Location

Continue

Click Continue

Next, in the **Details** section, enter the information below and click **Continue**

Create Job Requisition Save and Close Submit

5 Details Enter the below information

Full Time or Part Time Full time	Job Shift Day
Worker Type Employee	Job Type Standard
Regular or Temporary Regular	Education Level Post-First Professional
Management Level Senior manager	Maximum Salary 120,000
Compensation Currency US Dollar	Minimum Salary 90,000
Pay Frequency Annually	Travel Budget 1,500
Budget Currency US Dollar	Relocation Budget 500
Employee Referral Bonus 1,000	
Sourcing Budget 500	
*Department HR - Recruitment	

Click Continue
Continue

Next, in the **Posting Description** section, enter the Posting Description for Internal Candidates; this is the job name. To update the posting description, click **Enter Custom Internal Posting Description** to make this section editable and enter the applicable updates. Once complete, click **Continue**

Create Job Requisition Save and Close Submit

5 Details Edit

6 Posting Description

Posting Description for Internal Candidates  
Network Specialist\_NK

Enter Custom Internal Posting Description Click Check box

Short Description for Internal Candidates

Update the below information

Description for Internal Candidates

**Network Specialist**

Take your next career step at Campra Tech with a global team that is energizing the transformation of society and industry to achieve a more productive, sustainable future. At Campra Tech, we have the clear goal of driving diversity and inclusion across all dimensions: gender, LGBTQ+, abilities, ethnicity and generations. Together, we are embarking on a journey where each and every one of us, individually and collectively, welcomes and celebrates individual differences.

Campra Tech is a leading global technology company that energizes the transformation of society and industry to achieve a more productive, sustainable future. With a history of excellence stretching back more than 130 years, Campra Tech has been a pioneer through the four industrial revolutions and is at the forefront of the industry 4.0. By delivering digitalization to its electrification, robotics, automation and motion portfolio, Campra Tech pushes the boundaries of technology to drive performance to new levels. This is a Networking Specialist role, reporting to the Technical Manager in business area Process Automation located in Bangalore. You will be working at Ability Innovation Centre (AIC), home to the largest technology and engineering pool in Campra Tech globally and is a part of Campra Tech Global Industries and Services Private Limited, a subsidiary of Campra Tech. It is based in Bangalore, the silicon-valley of India. Its unique infrastructure places research, development, engineering, and service teams under one roof, increasing collaboration and reducing time to market, with no compromise on quality. If you are looking for an environment that actively blends the boundaries between technology, data, domain and Industrial AI to create next generation analytics solutions for processes

Next, in the **Skills** section, click **Add** and enter the information. Click **Save** then, **Continue**

Create Job Requisition

Save and Close Submit Cancel

4 Requisition Structure Edit

5 Details Edit

6 Posting Description Edit

7 Skills **Enter the below information**

Job Coding Skills

Suggested Skills  
Select

Required  
Select

Skill  
Importance  
Medium

Save Cancel

Click Save

Click Continue

Continue

Next, in the **Offer Info** section, update the information, if applicable. Click **Continue**

Create Job Requisition

Save and Close Submit

6 Posting Description Edit

7 Skills Edit

8 Offer Info **Update the below information, if applicable**

Legal Employer  
ERPWebTutor USA Inc.

Primary Work Location  
Corporate HQ

Business Unit  
Camptra US Business Unit

Other Work Locations  
Select a value  
Add Another Work Location

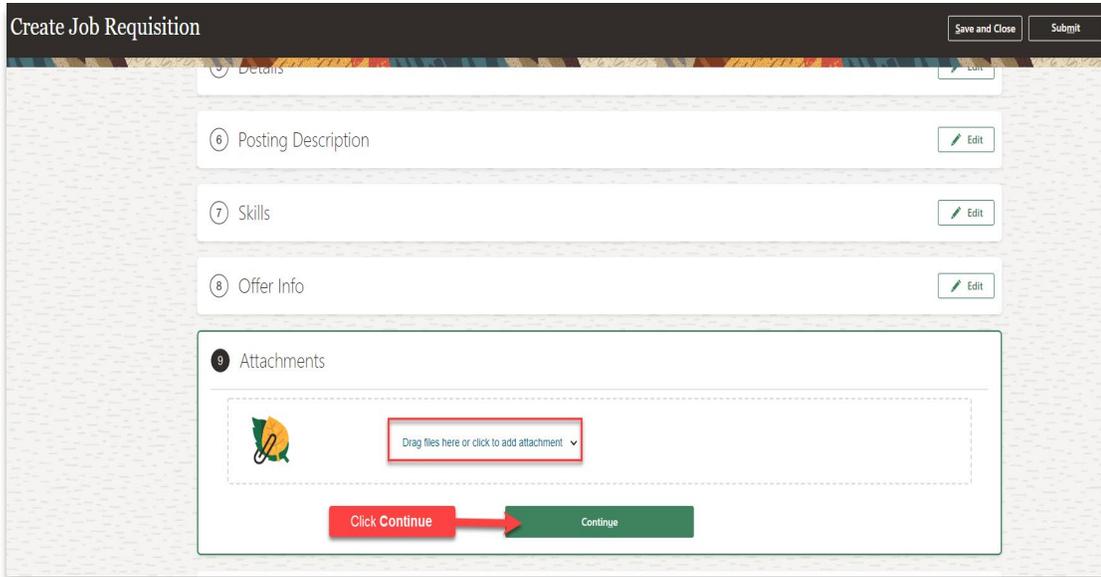
Department  
HR - Recruitment

Job  
Select a value

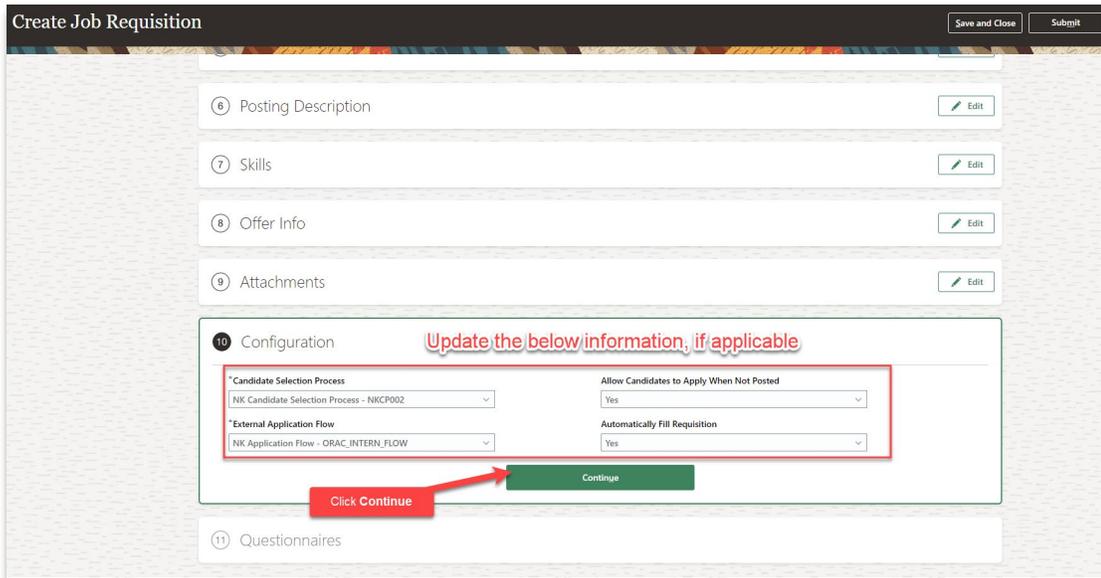
Click Continue

Continue

Next, in the **Attachments** section, upload an attachment, if applicable and click **Continue**



Next, in the **Configuration** section, enter the **Candidate Selection Process**, **External Application Flow**, **Allow Candidates to Apply When Not Posted**, and **Automatically Fill Requisition**. Click **Continue**



Lastly, in the **Questionnaires** section, add an Internal or External prescreening question, if applicable. We can also attach an **Interview Questionnaire**.

**Create Job Requisition** Save and Close Submit

<p><b>How will you rate your communication skills?</b></p> <p>Question Code 300000011213057</p> <p>Question Type Single Choice</p>	<p>Question Classification Prescreening Question Added Automatically</p> <p>✓ Requires Response</p>
<p><b>How will you rate your technical skills?</b></p> <p>Question Code 300000011213053</p> <p>Question Type Single Choice</p>	<p>Question Classification Prescreening Question Added Automatically</p> <p>✓ Requires Response</p>
<p><b>How many years of experience do you have in this field?</b></p> <p>Question Code 300000011213043</p> <p>Question Type Single Choice</p>	<p>Question Classification Prescreening Question Added Automatically</p> <p>✓ Requires Response</p>
<p><b>Which of the following languages have you worked with for more than a year?</b></p> <p>Question Code AQ_NK</p> <p>Question Type Multiple Choice</p>	<p>Question Classification Prescreening Question Added by User</p> <p>✓ Requires Response</p>

Maximum Possible Score 10

Interview Questionnaires

Add Questionnaire  
Select a value

**Click Dropdown to Add Questionnaire**

## Click Submit

**Create Job Requisition** Save and Close Submit Cancel

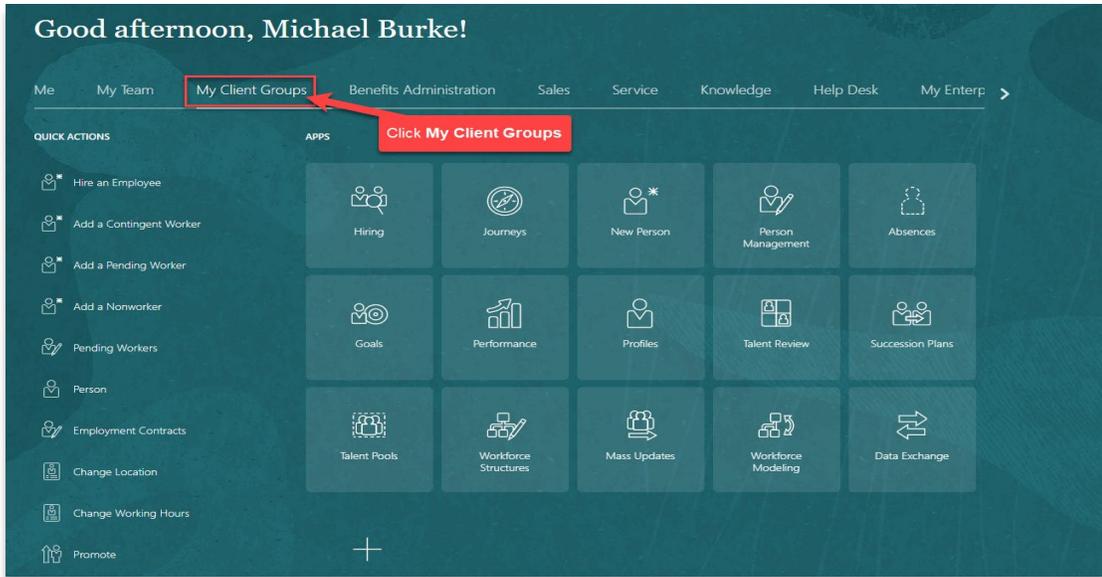
**Click Submit**

- How Edit
- Basic Info Edit
- Hiring Team Edit
- Requisition Structure Edit
- Details Edit
- Posting Description Edit
- Skills Edit
- Offer Info Edit

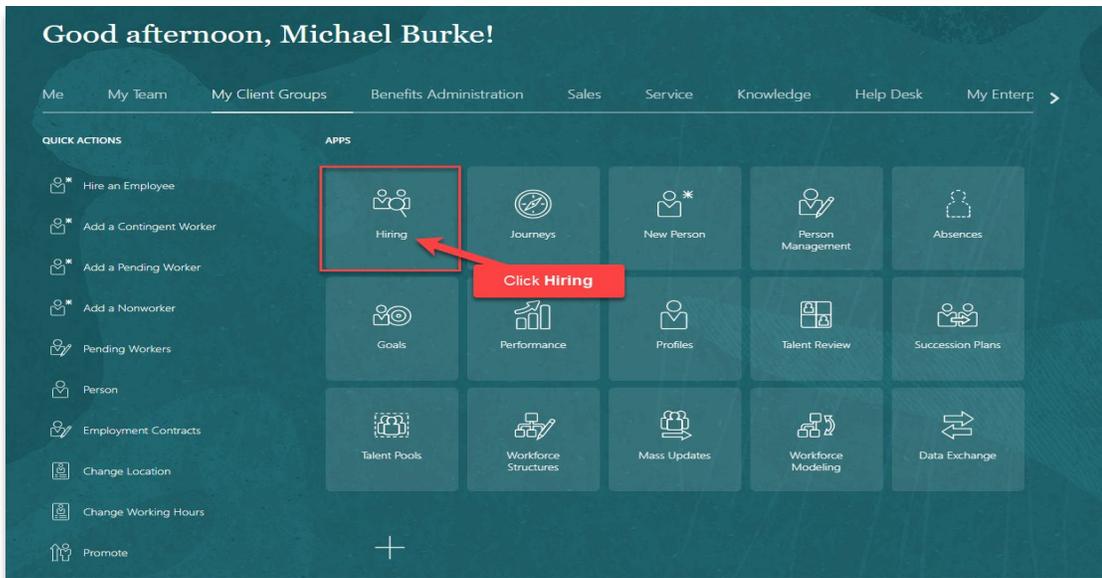
## Posting A Requisition In Draft Status

Navigation: My Client Groups>Hiring>Add>Save and Close

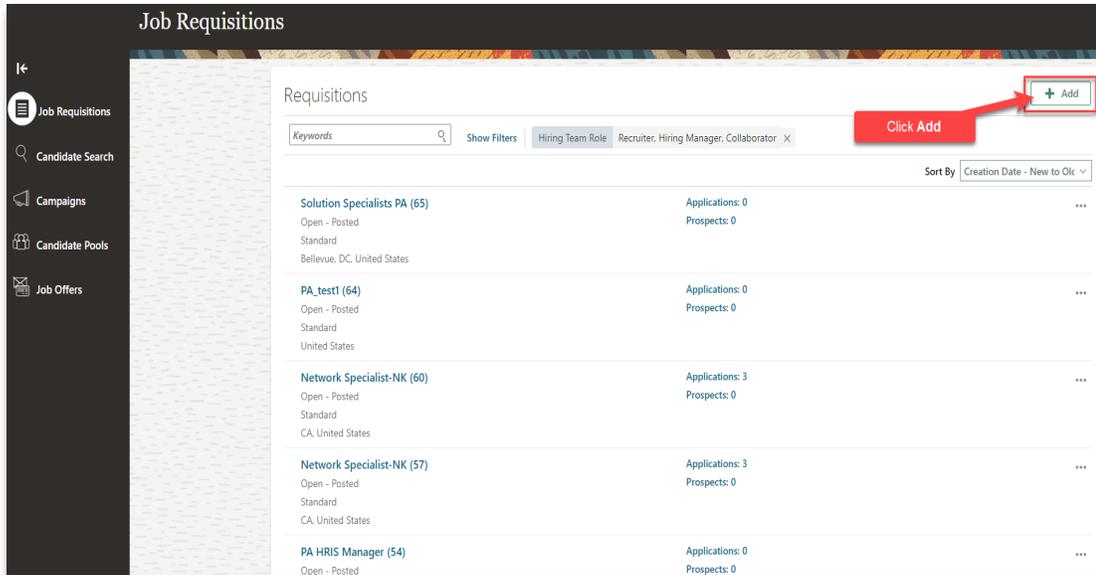
From the home screen, click **My Client Groups**



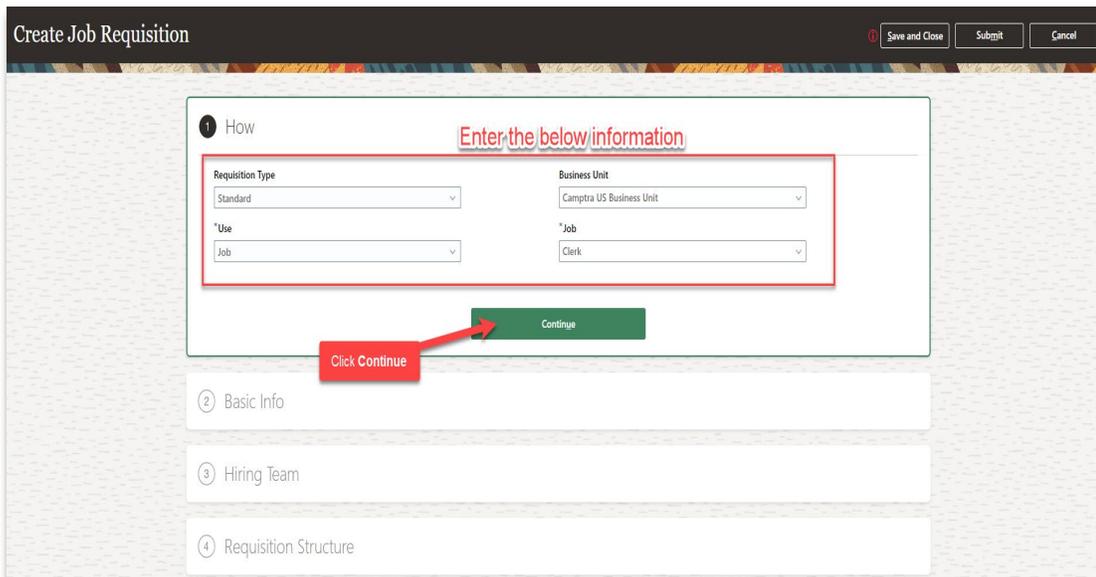
## Click Hiring



## Click Add



In the **How** section, select the **Requisition Type**; Standard will default. Under **Use**, select **Job** or **Position**. Next, update the **Business Unit**, if applicable and using the assistive search, enter the **Job**. Once the information is entered, click **Continue**



Next, in the **Basic Info** section, enter the **Requisition Title**, the **Number of Openings**, if greater than 1, the **Business Justification**, and the **Languages**, if applicable. Click **Continue**

Create Job Requisition Save and Close Submit

1 How Edit

2 Basic Info Edit

**Enter the below information**

Requisition Type Standard	Business Justification Select a value
*Requisition Title <input type="text"/>	Languages American English
*Number of Openings Limited <input type="text"/>	

Click Continue Continue

3 Hiring Team

4 Requisition Structure Edit

Next, in the **Hiring Team** section, update or enter the information below, if needed, and click **Continue**

Create Job Requisition Save and Close Submit

1 How Edit

2 Basic Info Edit

3 Hiring Team Edit

**Enter the below information**

*Hiring Manager Michael Burke Manager	*Recruiter Jack Recruiter Analyst
Add Collaborator Type <input type="text"/>	
Collaborator Jack Davies Consultant x	
Add Another Collaborator	

Click Continue Continue

4 Requisition Structure Edit

Next, in the **Requisition Structure** section, enter the information below, and click **Continue**

Create Job Requisition Save and Close Submit

① How Edit

② Basic Info Edit

③ Hiring Team Edit

④ Requisition Structure Enter the below information

<b>Recruiting Type</b> Professional	<b>Other Locations</b> Select a value <small>Add Another Location</small>
<b>*Organization</b> Campra Org	
<b>Primary Location</b> United States	

Click Continue
Continue

Next, in the **Details** section, enter the information below and click **Continue**

Create Job Requisition Save and Close Submit

⑤ Details Enter the below information

<b>Full Time or Part Time</b> Full time	<b>Job Shift</b> Day
<b>Worker Type</b> Employee	<b>Job Type</b> Standard
<b>Regular or Temporary</b> Regular	<b>Education Level</b> Post-First Professional
<b>Management Level</b> Senior manager	<b>Maximum Salary</b> 120,000
<b>Compensation Currency</b> US Dollar	<b>Minimum Salary</b> 90,000
<b>Pay Frequency</b> Annually	<b>Travel Budget</b> 1,500
<b>Budget Currency</b> US Dollar	<b>Relocation Budget</b> 500
<b>Employee Referral Bonus</b> 1,000	
<b>Sourcing Budget</b> 500	
<b>*Department</b> HR - Recruitment	

Click Continue
Continue

Next, in the **Posting Description** section, enter the Posting Description for Internal Candidates; this is the job name. To update the posting description, click **Enter Custom Internal Positioning Description** to make this section editable and enter the applicable updates. Once complete, click **Continue**

Create Job Requisition Save and Close Submit

5 Details Edit

6 Posting Description

Posting Description for Internal Candidates  
Network Specialist\_NK

Enter Custom Internal Posting Description

Short Description for Internal Candidates

Description for Internal Candidates Update the below information

Network Specialist

Take your next career step at Campra Tech with a global team that is energizing the transformation of society and industry to achieve a more productive, sustainable future. At Campra Tech, we have the clear goal of driving diversity and inclusion across all dimensions: gender, LGBTQ+, abilities, ethnicity and generations. Together, we are embarking on a journey where each and every one of us, individually and collectively, welcomes and celebrates individual differences.

Campra Tech is a leading global technology company that energizes the transformation of society and industry to achieve a more productive, sustainable future. With a history of excellence stretching back more than 130 years, Campra Tech has been a pioneer through the four industrial revolutions and is at the forefront of the industry 4.0. By delivering digitalization to its electrification, robotics, automation and motion portfolio, Campra Tech pushes the boundaries of technology to drive performance to new levels. This is a Networking Specialist role, reporting to the Technical Manager in business area Process Automation located in Bangalore. You will be working at Ability Innovation Centre (AIC), home to the largest technology and engineering pool in Campra Tech globally and is a part of Campra Tech Global Industries and Services Private Limited, a subsidiary of Campra Tech. It is based in Bangalore, the silicon-valley of india. Its unique infrastructure places research, development, engineering, and service teams under one roof, increasing collaboration and reducing time to market, with no compromise on quality. If you are looking for an environment that actively blends the boundaries between technology, data, domain and Industrial AI to create next generation analytics solutions for processes

Click Check box

Next, in the **Skills** section, click **Add** and enter the information. Click **Save** then, **Continue**

Create Job Requisition Save and Close Submit Cancel

4 Requisition Structure Edit

5 Details Edit

6 Posting Description Edit

7 Skills Enter the below information

Job Coding Skills

Suggested Skills Required

Select Select

\*Skill Importance

Medium

Save Cancel

Click Save

Click Continue Continue

Next, in the **Offer Info** section, update the information, if applicable. Click **Continue**

Create Job Requisition Save and Close Submit

6 Posting Description Edit

7 Skills Edit

8 Offer Info **Update the below information, if applicable**

<b>Legal Employer</b> ERPWebTutor USA Inc.	<b>Primary Work Location</b> Corporate HQ
<b>Business Unit</b> Camptra US Business Unit	<b>Other Work Locations</b> Select a value
<b>Department</b> HR - Recruitment	<b>Job</b> Select a value

Click Continue → Continue

Next, in the **Attachments** section, upload an attachment, if applicable and click **Continue**

Create Job Requisition Save and Close Submit

5 Details Edit

6 Posting Description Edit

7 Skills Edit

8 Offer Info Edit

9 Attachments


Drag files here or click to add attachment

Click Continue → Continue

Next, in the **Configuration** section, enter the **Candidate Selection Process**, **External Application Flow**, **Allow Candidates to Apply When Not Posted**, and **Automatically Fill Requisition**. Click **Continue**

**Create Job Requisition** Save and Close Submit

6 Posting Description Edit

7 Skills Edit

8 Offer Info Edit

9 Attachments Edit

10 Configuration Update the below information, if applicable

\*Candidate Selection Process  
 NK Candidate Selection Process - NKCP002 Allow Candidates to Apply When Not Posted  
 Yes

\*External Application Flow  
 NK Application Flow - ORAC\_INTERN\_FLOW Automatically Fill Requisition  
 Yes

Continue

11 Questionnaires

Lastly, in the **Questionnaires** section, add an Internal or External prescreening question, if applicable. We can also attach an **Interview Questionnaire**.

**Create Job Requisition** Save and Close Submit

How will you rate your communication skills?  
 Question Code: 300000011213057  
 Question Type: Single Choice  
 Question Classification: Prescreening Question Added Automatically  
 Requires Response

How will you rate your technical skills?  
 Question Code: 300000011213053  
 Question Type: Single Choice  
 Question Classification: Prescreening Question Added Automatically  
 Requires Response

How many years of experience do you have in this field?  
 Question Code: 300000011213043  
 Question Type: Single Choice  
 Question Classification: Prescreening Question Added Automatically  
 Requires Response

Which of the following languages have you worked with for more than a year?  
 Question Code: AQ\_NIK  
 Question Type: Multiple Choice  
 Question Classification: Prescreening Question Added by User  
 Requires Response

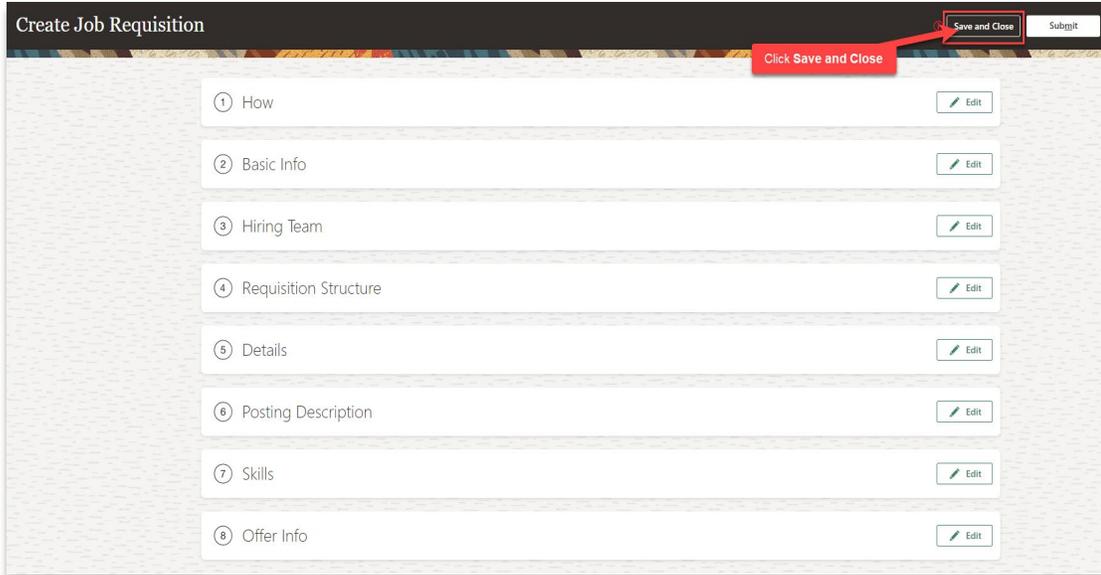
Maximum Possible Score: 10

Interview Questionnaires

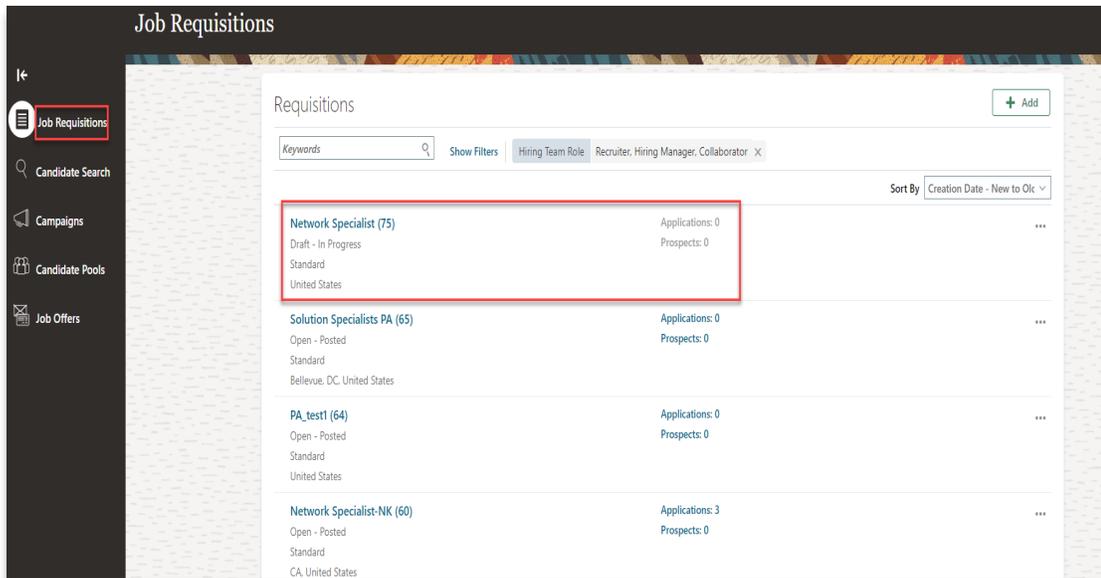
Add Questionnaire  
 Select a value

Click Dropdown to Add Questionnaire

Click **Save and Close**. The requisition will remain in draft status until the recruiter clicks **Submit**.



From the **Job Requisition** tab, we can view this requisition in **Draft - In Progress** status



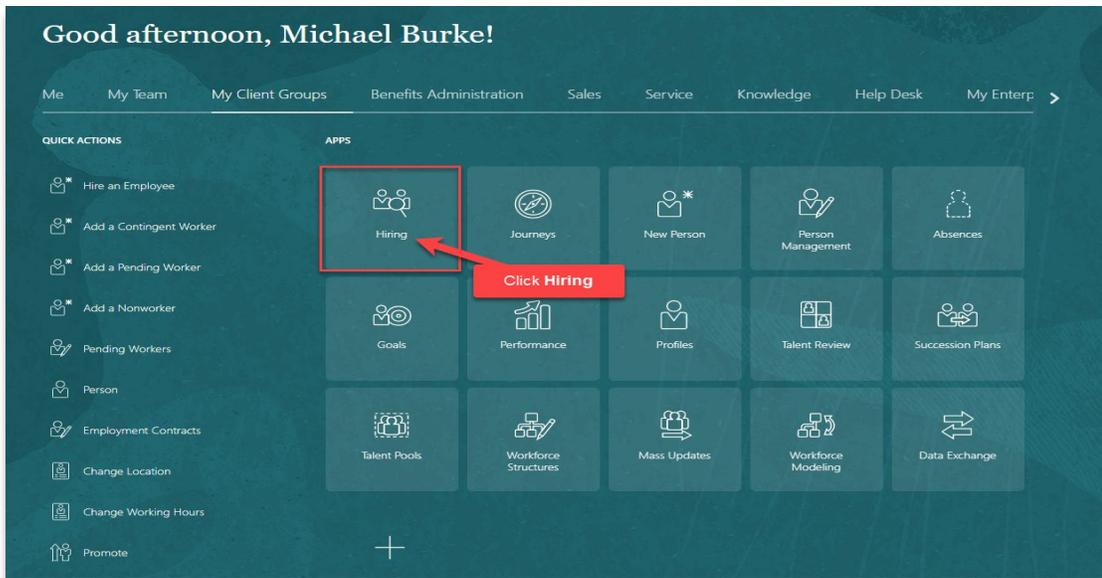
## Posting A Requisition In Job Formatting In Progress Status

Navigation: My Client Groups>Hiring>Add>Submit

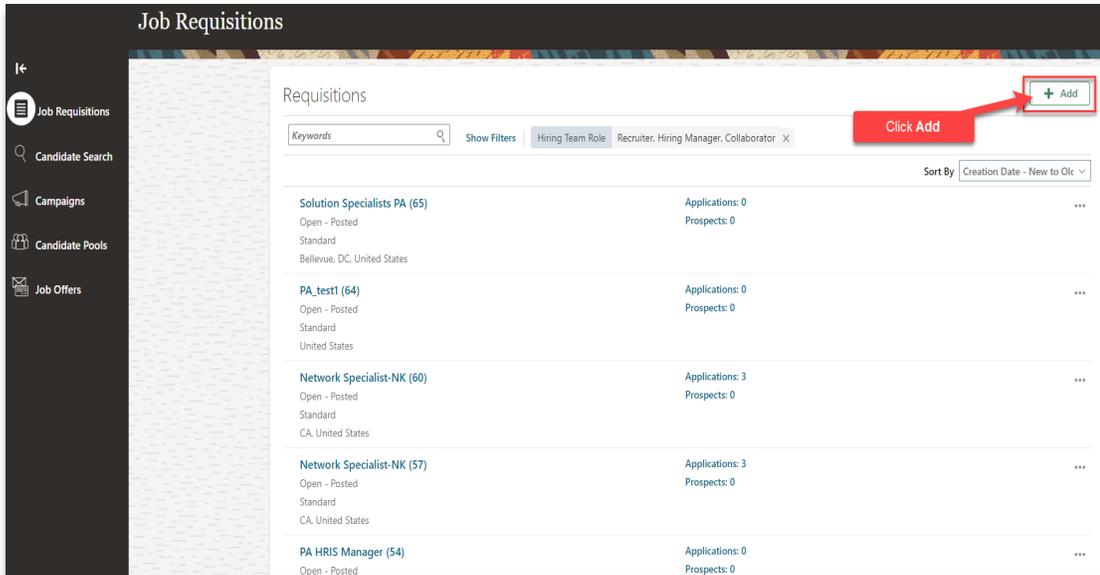
From the home screen, click **My Client Groups**



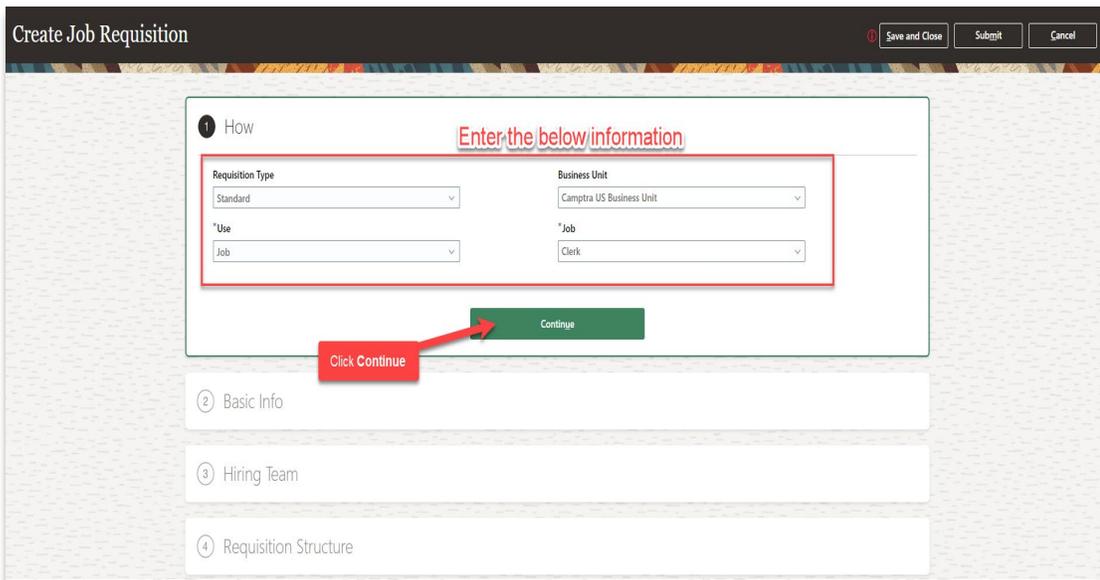
## Click Hiring



## Click Add



In the **How** section, select the **Requisition Type**; Standard will default. Under **Use**, select **Job or Position**. Next, update the **Business Unit**, if applicable and using the assistive search, enter the **Job**. Once the information is entered, click **Continue**



Next, in the **Basic Info** section, enter the **Requisition Title**, the **Number of Openings**, if greater than 1, the **Business Justification**, and the **Languages**, if applicable. Click **Continue**

Create Job Requisition Save and Close Submit

1 How Edit

2 Basic Info Edit

**Enter the below information**

Requisition Type Standard	Business Justification Select a value
*Requisition Title <input type="text"/>	Languages American English
*Number of Openings Limited <input type="text"/>	

Click Continue Continue

3 Hiring Team

4 Requisition Structure Edit

Next, in the **Hiring Team** section, update or enter the information below, if needed, and click **Continue**

Create Job Requisition Save and Close Submit

1 How Edit

2 Basic Info Edit

3 Hiring Team Edit

**Enter the below information**

*Hiring Manager Michael Burke Manager	*Recruiter Jack Recruiter Analyst
Add Collaborator Type <input type="text"/>	
Collaborator Jack Davies Consultant x	
Add Another Collaborator	

Click Continue Continue

4 Requisition Structure Edit

Next, in the **Requisition Structure** section, enter the information below, and click **Continue**

Create Job Requisition Save and Close Submit

① How Edit

② Basic Info Edit

③ Hiring Team Edit

④ Requisition Structure **Enter the below information**

<b>Recruiting Type</b> Professional	<b>Other Locations</b> Select a value <small>Add Another Location</small>
<b>*Organization</b> Campra Org	
<b>Primary Location</b> United States	

**Click Continue** → Continue

Next, in the **Details** section, enter the information below and click **Continue**

Create Job Requisition Save and Close Submit

⑤ **Details** **Enter the below information**

<b>Full Time or Part Time</b> Full time	<b>Job Shift</b> Day
<b>Worker Type</b> Employee	<b>Job Type</b> Standard
<b>Regular or Temporary</b> Regular	<b>Education Level</b> Post-First Professional
<b>Management Level</b> Senior manager	<b>Maximum Salary</b> 120,000
<b>Compensation Currency</b> US Dollar	<b>Minimum Salary</b> 90,000
<b>Pay Frequency</b> Annually	<b>Travel Budget</b> 1,500
<b>Budget Currency</b> US Dollar	<b>Relocation Budget</b> 500
<b>Employee Referral Bonus</b> 1,000	
<b>Sourcing Budget</b> 500	
<b>*Department</b> HR - Recruitment	

**Click Continue** → Continue

Next, in the **Posting Description** section, enter the Posting Description for Internal Candidates; this is the job name. To update the posting description, click **Enter Custom Internal Positioning Description** to make this section editable and enter the applicable updates. Once complete, click **Continue**

Create Job Requisition Save and Close Submit

5 Details Edit

6 Posting Description

Posting Description for Internal Candidates  
Network Specialist\_NK

Enter Custom Internal Posting Description

Short Description for Internal Candidates

Description for Internal Candidates **Update the below information**

Network Specialist

Take your next career step at Campra Tech with a global team that is energizing the transformation of society and industry to achieve a more productive, sustainable future. At Campra Tech, we have the clear goal of driving diversity and inclusion across all dimensions: gender, LGBTQ+, abilities, ethnicity and generations. Together, we are embarking on a journey where each and every one of us, individually and collectively, welcomes and celebrates individual differences.

Campra Tech is a leading global technology company that energizes the transformation of society and industry to achieve a more productive, sustainable future. With a history of excellence stretching back more than 130 years, Campra Tech has been a pioneer through the four industrial revolutions and is at the forefront of the industry 4.0. By delivering digitalization to its electrification, robotics, automation and motion portfolio, Campra Tech pushes the boundaries of technology to drive performance to new levels. This is a Networking Specialist role, reporting to the Technical Manager in business area Process Automation located in Bangalore. You will be working at Ability Innovation Centre (AIC), home to the largest technology and engineering pool in Campra Tech globally and is a part of Campra Tech Global Industries and Services Private Limited, a subsidiary of Campra Tech. It is based in Bangalore, the silicon-valley of india. Its unique infrastructure places research, development, engineering, and service teams under one roof, increasing collaboration and reducing time to market, with no compromise on quality. If you are looking for an environment that actively blends the boundaries between technology, data, domain and Industrial AI to create next generation analytics solutions for processes

**Click Check box**

Next, in the **Skills** section, click **Add** and enter the information. Click **Save** then, **Continue**

Create Job Requisition Save and Close Submit Cancel

4 Requisition Structure Edit

5 Details Edit

6 Posting Description Edit

7 Skills **Enter the below information**

Job Coding Skills

Suggested Skills Required

Select Select

\*Skill Importance

Medium

Save Cancel

**Click Save**

**Click Continue** Continue

Next, in the **Offer Info** section, update the information, if applicable. Click **Continue**

Create Job Requisition Save and Close Submit

6 Posting Description Edit

7 Skills Edit

8 Offer Info **Update the below information, if applicable**

<b>Legal Employer</b> ERPWebTutor USA Inc.	<b>Primary Work Location</b> Corporate HQ
<b>Business Unit</b> Camptra US Business Unit	<b>Other Work Locations</b> Select a value
<b>Department</b> HR - Recruitment	<b>Job</b> Select a value

Click Continue → Continue

Next, in the **Attachments** section, upload an attachment, if applicable and click **Continue**

Create Job Requisition Save and Close Submit

5 Details Edit

6 Posting Description Edit

7 Skills Edit

8 Offer Info Edit

9 Attachments


Drag files here or click to add attachment

Click Continue → Continue

Next, in the **Configuration** section, enter the **Candidate Selection Process**, **External Application Flow**, **Allow Candidates to Apply When Not Posted**, and **Automatically Fill Requisition**. Click **Continue**

6 Posting Description Edit

7 Skills Edit

8 Offer Info Edit

9 Attachments Edit

10 Configuration Update the below information, if applicable

\*Candidate Selection Process  
 NK Candidate Selection Process - NKCP002 Allow Candidates to Apply When Not Posted  
 Yes

\*External Application Flow  
 NK Application Flow - ORAC\_INTERN\_FLOW Automatically Fill Requisition  
 Yes

Click Continue Continue

11 Questionnaires

Lastly, in the **Questionnaires** section, add an Internal or External prescreening question, if applicable. We can also attach an **Interview Questionnaire**.

How will you rate your communication skills?  
 Question Code: 300000011213057  
 Question Type: Single Choice  
 Question Classification: Prescreening Question Added Automatically  
 Requires Response

How will you rate your technical skills?  
 Question Code: 300000011213053  
 Question Type: Single Choice  
 Question Classification: Prescreening Question Added Automatically  
 Requires Response

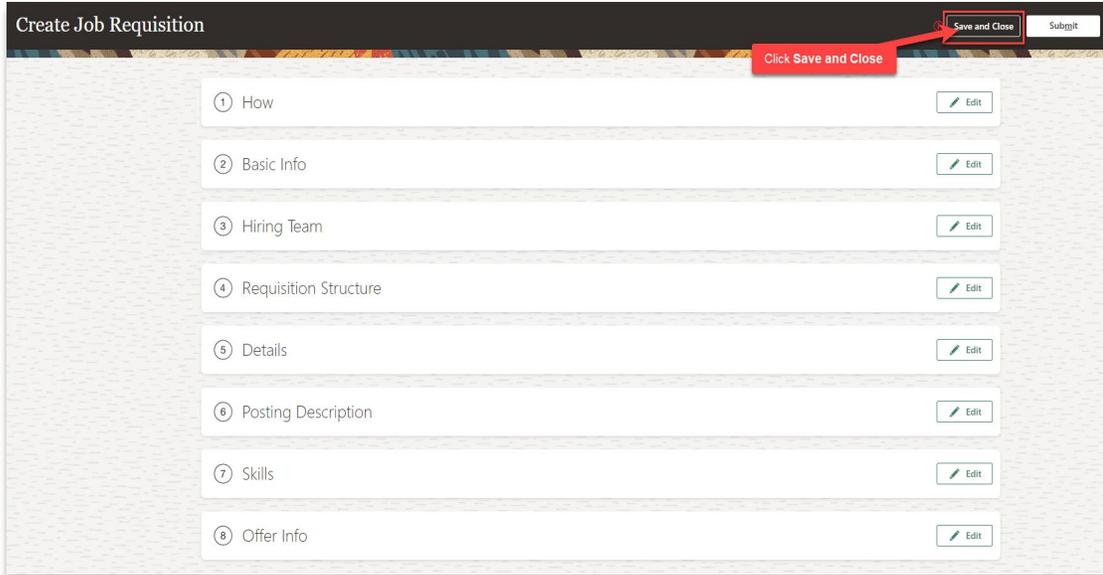
How many years of experience do you have in this field?  
 Question Code: 300000011213043  
 Question Type: Single Choice  
 Question Classification: Prescreening Question Added Automatically  
 Requires Response

Which of the following languages have you worked with for more than a year?  
 Question Code: AQ\_NIK  
 Question Type: Multiple Choice  
 Question Classification: Prescreening Question Added by User  
 Requires Response

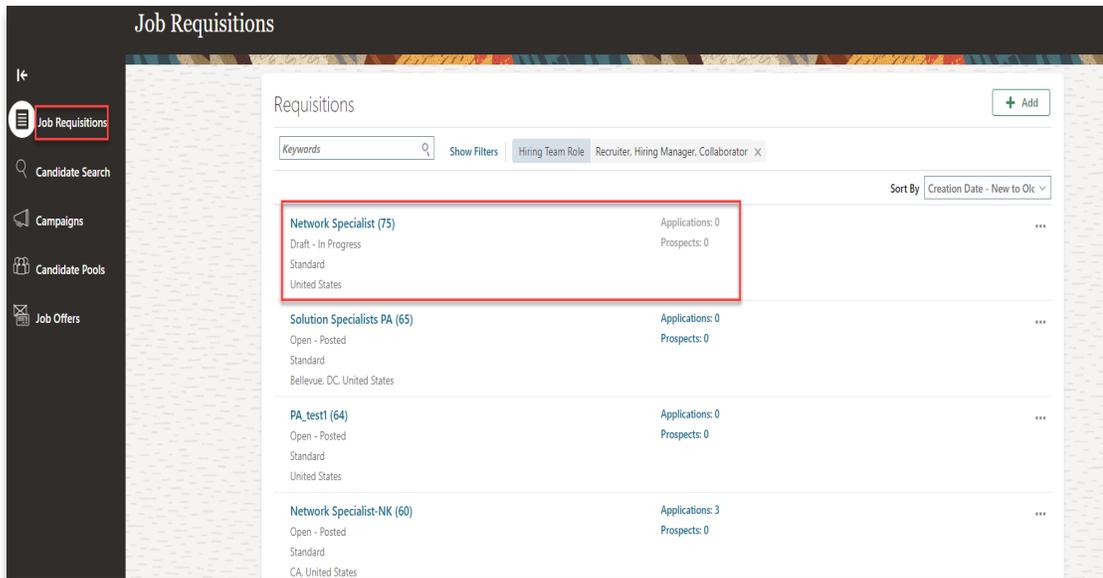
Interview Questionnaires Maximum Possible Score 10

Add Questionnaire  
 Select a value Click Dropdown to Add Questionnaire

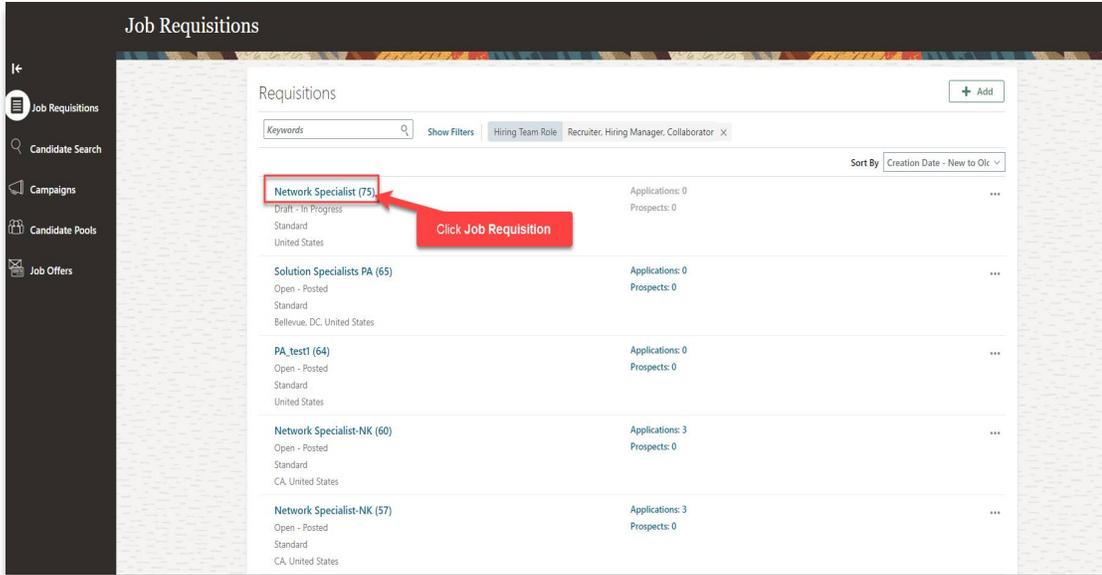
Click **Save and Close**. The requisition will remain in draft status until the recruiter clicks **Submit**.



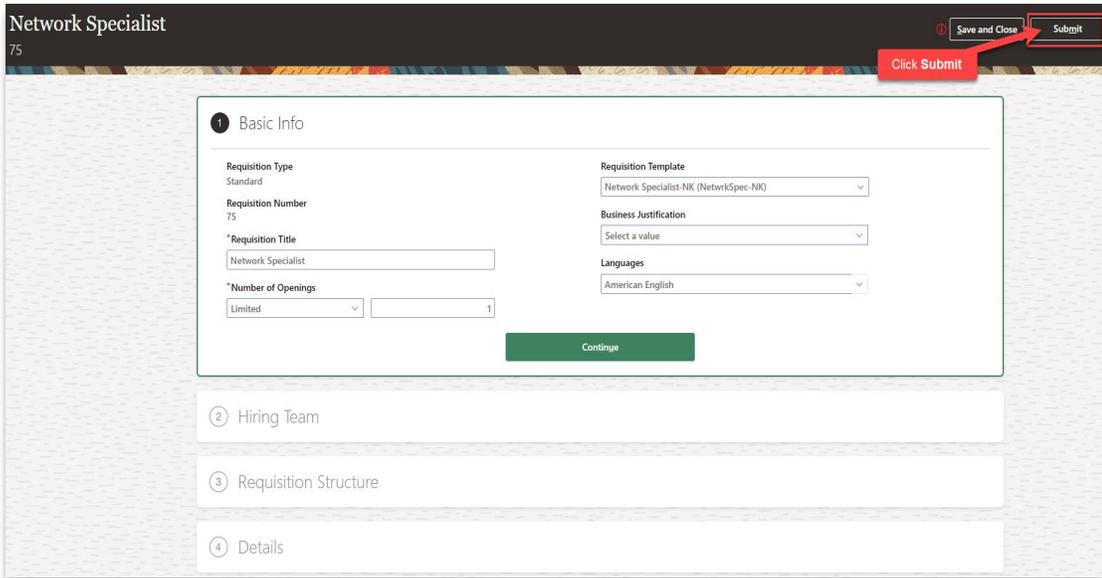
From the **Job Requisition** tab, we can view this requisition in **Draft - In Progress** status.



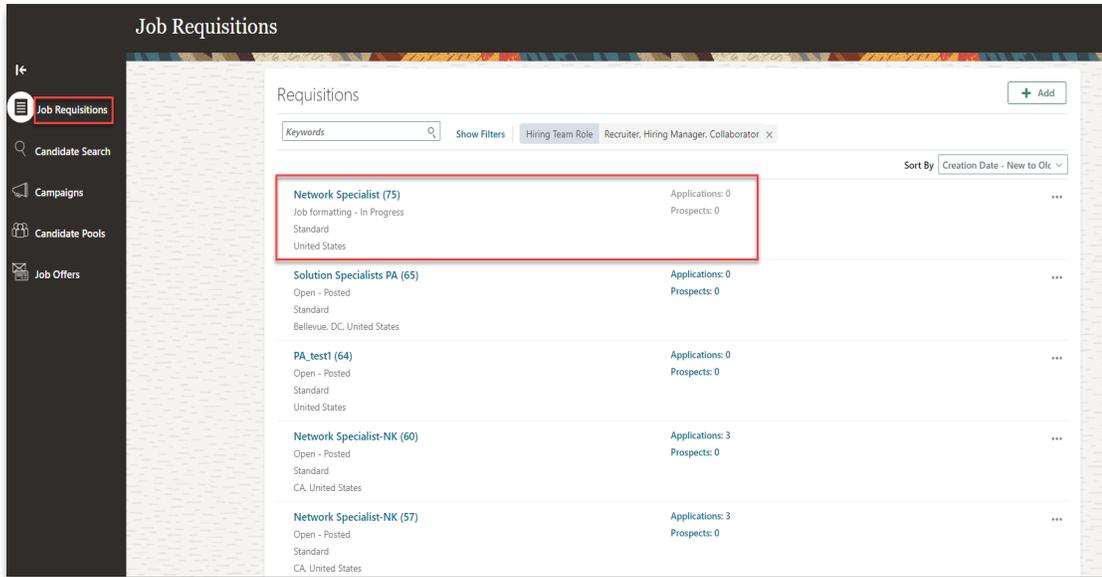
To post a Draft **Job Requisition**, select the Job Requisition Name



Click **Submit** to move the requisition from **Draft Status** to **Job formatting – In Progress**



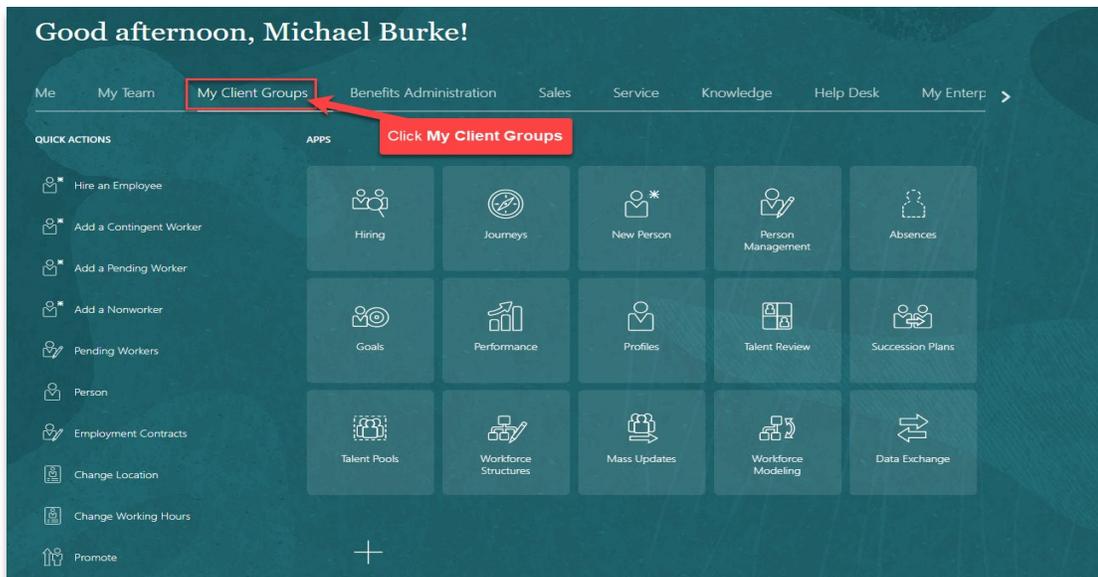
From the **Job Requisition** tab, we can view this requisition in **Job formatting – In Progress** status



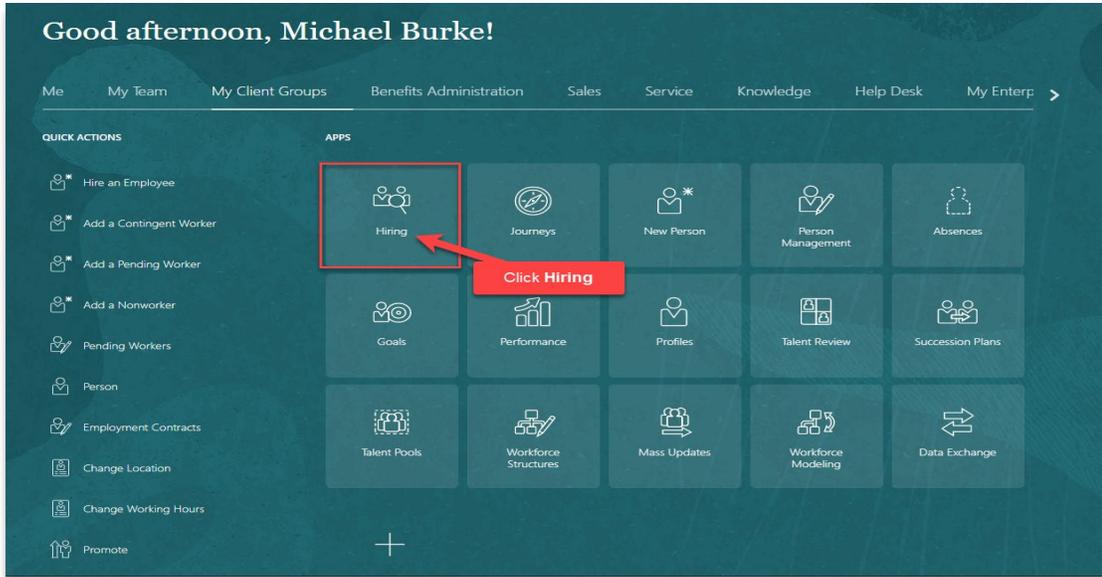
## Posting A Requisition In Posting In Progress Status

Navigation: My Client Groups>Hiring>Add>Submit>Job Formatting>Actions>Move to Posting

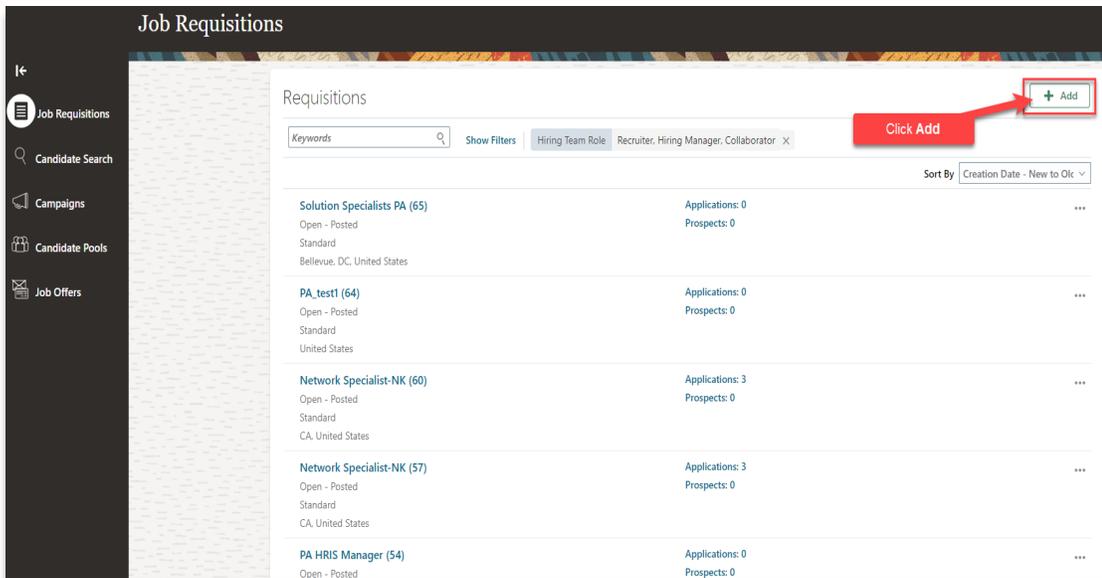
From the home screen, click **My Client Groups**



Click **Hiring**



## Click Add



In the **How** section, select the **Requisition Type**; Standard will default. Under **Use**, select **Job or Position**. Next, update the **Business Unit**, if applicable and using the assistive search, enter the **Job**. Once the information is entered, click **Continue**

Create Job Requisition Save and Close Submit Cancel

1 How Enter the below information

Requisition Type: Standard  
Business Unit: Camptra US Business Unit  
\*Use: Job  
\*Job: Clerk

Click Continue Continue

2 Basic Info  
3 Hiring Team  
4 Requisition Structure

Next, in the **Basic Info** section, enter the **Requisition Title**, the **Number of Openings**, if greater than 1, the **Business Justification**, and the **Languages**, if applicable. Click **Continue**

Create Job Requisition Save and Close Submit

1 How Edit

2 Basic Info Enter the below information

Requisition Type: Standard  
\*Requisition Title:   
\*Number of Openings: Limited, 1  
Business Justification: Select a value  
Languages: American English

Click Continue Continue

3 Hiring Team  
4 Requisition Structure

Next, in the **Hiring Team** section, update or enter the information below, if needed, and click **Continue**

Create Job Requisition Save and Close Submit

① How Edit

② Basic Info Edit

③ Hiring Team Enter the below information

\*Hiring Manager: Michael Burke Manager

\*Recruiter: Jack Recruiter Analyst

Add Collaborator Type

Collaborator: Jack Davies Consultant x

Add Another Collaborator

Continue

Click Continue

④ Requisition Structure Edit

Next, in the **Requisition Structure** section, enter the information below, and click **Continue**

Create Job Requisition Save and Close Submit

① How Edit

② Basic Info Edit

③ Hiring Team Edit

④ Requisition Structure Enter the below information

Recruiting Type: Professional

\*Organization: Camptra Org

Primary Location: United States

Other Locations: Select a value

Add Another Location

Continue

Click Continue

Next, in the **Details** section, enter the information below and click **Continue**

Create Job Requisition Save and Close Submit

5 Details Enter the below information

Full Time or Part Time Full time	Job Shift Day
Worker Type Employee	Job Type Standard
Regular or Temporary Regular	Education Level Post-First Professional
Management Level Senior manager	Maximum Salary 120,000
Compensation Currency US Dollar	Minimum Salary 90,000
Pay Frequency Annually	Travel Budget 1,500
Budget Currency US Dollar	Relocation Budget 500
Employee Referral Bonus 1,000	
Sourcing Budget 500	
*Department HR - Recruitment	

Click Continue → Continue

Next, in the **Posting Description** section, enter the Posting Description for Internal Candidates; this is the job name. To update the posting description, click **Enter Custom Internal Posting Description** to make this section editable and enter the applicable updates. Once complete, click **Continue**

Create Job Requisition Save and Close Submit

5 Details Edit

6 Posting Description

Posting Description for Internal Candidates  
Network Specialist\_NK

Enter Custom Internal Posting Description Click Check box

Short Description for Internal Candidates

Update the below information

Description for Internal Candidates

**Network Specialist**

Take your next career step at Campra Tech with a global team that is energizing the transformation of society and industry to achieve a more productive, sustainable future. At Campra Tech, we have the clear goal of driving diversity and inclusion across all dimensions: gender, LGBTQ+, abilities, ethnicity and generations. Together, we are embarking on a journey where each and every one of us, individually and collectively, welcomes and celebrates individual differences.

Campra Tech is a leading global technology company that energizes the transformation of society and industry to achieve a more productive, sustainable future. With a history of excellence stretching back more than 130 years, Campra Tech has been a pioneer through the four industrial revolutions and is at the forefront of the industry 4.0. By delivering digitalization to its electrification, robotics, automation and motion portfolio, Campra Tech pushes the boundaries of technology to drive performance to new levels. This is a Networking Specialist role, reporting to the Technical Manager in business area Process Automation located in Bangalore. You will be working at Ability Innovation Centre (AIC), home to the largest technology and engineering pool in Campra Tech globally and is a part of Campra Tech Global Industries and Services Private Limited, a subsidiary of Campra Tech. It is based in Bangalore, the silicon-valley of India. Its unique infrastructure places research, development, engineering, and service teams under one roof, increasing collaboration and reducing time to market, with no compromise on quality. If you are looking for an environment that actively blends the boundaries between technology, data, domain and Industrial AI to create next generation analytics solutions for processes

Next, in the **Skills** section, click **Add** and enter the information. Click **Save** then, **Continue**

Create Job Requisition

Save and Close Submit Cancel

4 Requisition Structure Edit

5 Details Edit

6 Posting Description Edit

7 Skills

Enter the below information

Job Coding Skills

Suggested Skills  
Select

Required  
Select

\*Skill

Importance  
Medium

Save Cancel

Click Save

Click Continue

Continue

Next, in the **Offer Info** section, update the information, if applicable. Click **Continue**

Create Job Requisition

Save and Close Submit

6 Posting Description Edit

7 Skills Edit

8 Offer Info

Update the below information, if applicable

Legal Employer  
ERPWebTutor USA Inc.

Primary Work Location  
Corporate HQ

Business Unit  
Camptra US Business Unit

Other Work Locations  
Select a value  
Add Another Work Location

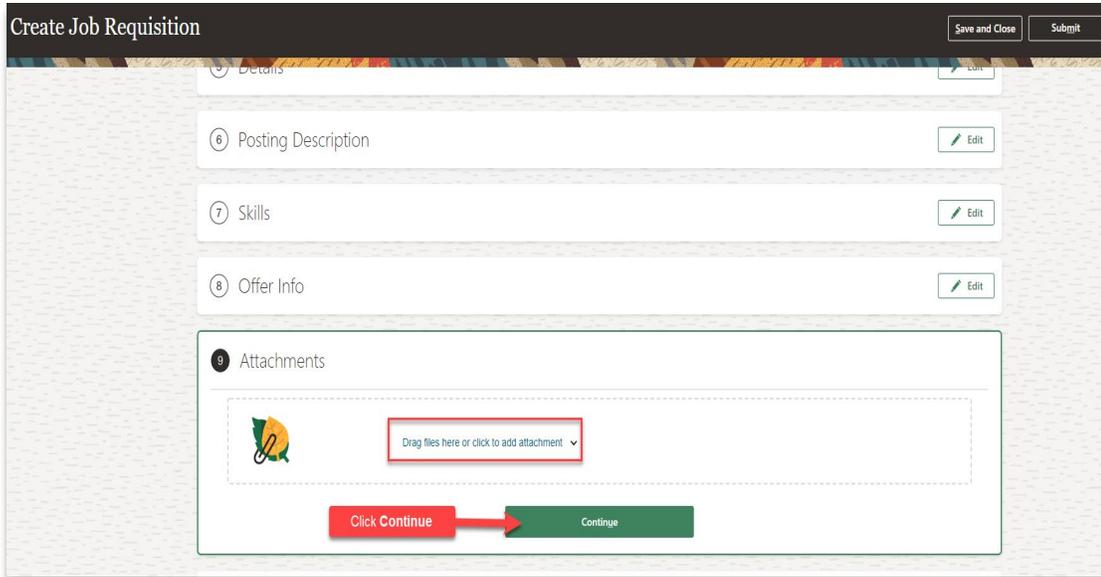
Department  
HR - Recruitment

Job  
Select a value

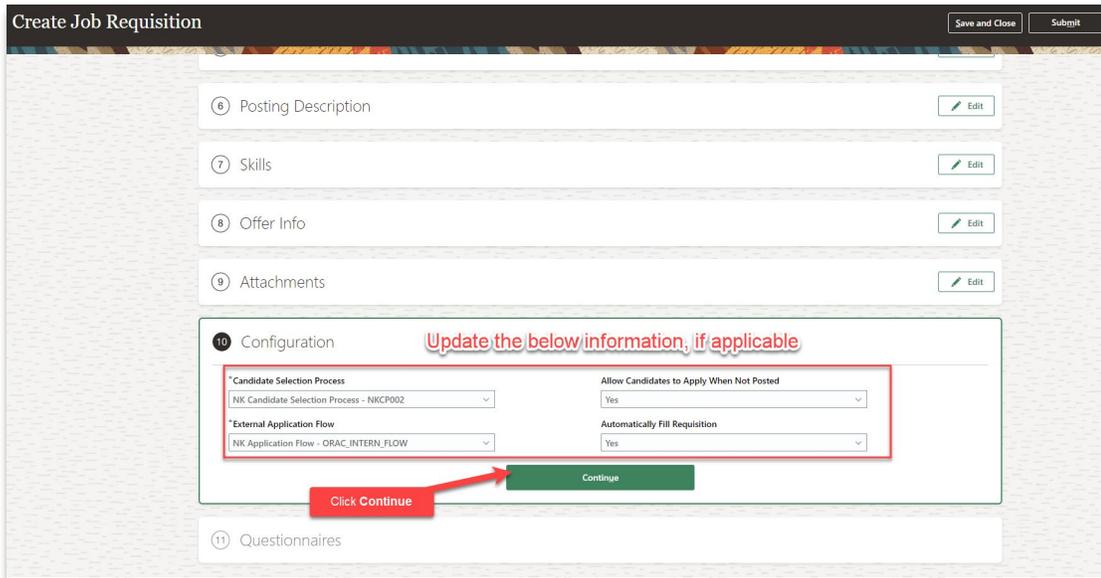
Click Continue

Continue

Next, in the **Attachments** section, upload an attachment, if applicable and click **Continue**



Next, in the **Configuration** section, enter the **Candidate Selection Process**, **External Application Flow**, **Allow Candidates to Apply When Not Posted**, and **Automatically Fill Requisition**. Click **Continue**



Lastly, in the **Questionnaires** section, add an Internal or External prescreening question, if applicable. We can also attach an **Interview Questionnaire**.

Create Job Requisition Save and Close Submit

<p><b>How will you rate your communication skills?</b></p> <p>Question Code 300000011213057</p> <p>Question Type Single Choice</p>	<p>Question Classification Prescreening Question Added Automatically</p> <p>✓ Requires Response</p>
<p><b>How will you rate your technical skills?</b></p> <p>Question Code 300000011213053</p> <p>Question Type Single Choice</p>	<p>Question Classification Prescreening Question Added Automatically</p> <p>✓ Requires Response</p>
<p><b>How many years of experience do you have in this field?</b></p> <p>Question Code 300000011213043</p> <p>Question Type Single Choice</p>	<p>Question Classification Prescreening Question Added Automatically</p> <p>✓ Requires Response</p>
<p><b>Which of the following languages have you worked with for more than a year?</b></p> <p>Question Code AQ_NK</p> <p>Question Type Multiple Choice</p>	<p>Question Classification Prescreening Question Added by User</p> <p>✓ Requires Response</p>

Maximum Possible Score 10

Interview Questionnaires

Add Questionnaire  
Select a value

Click Dropdown to Add Questionnaire

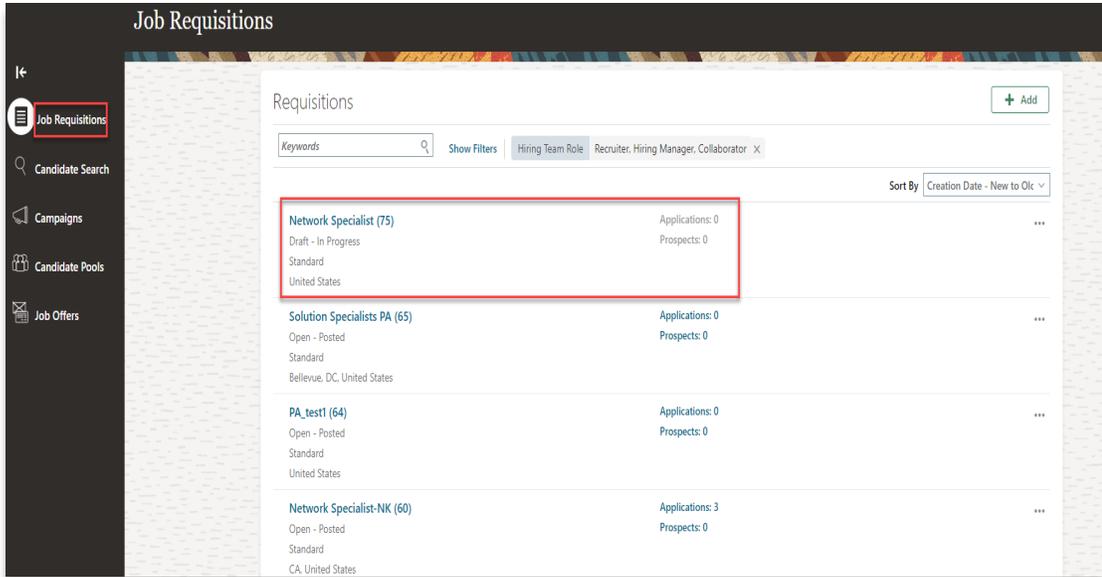
Click **Save and Close**. The requisition will remain in draft status until the recruiter clicks **Submit**.

Create Job Requisition Save and Close Submit

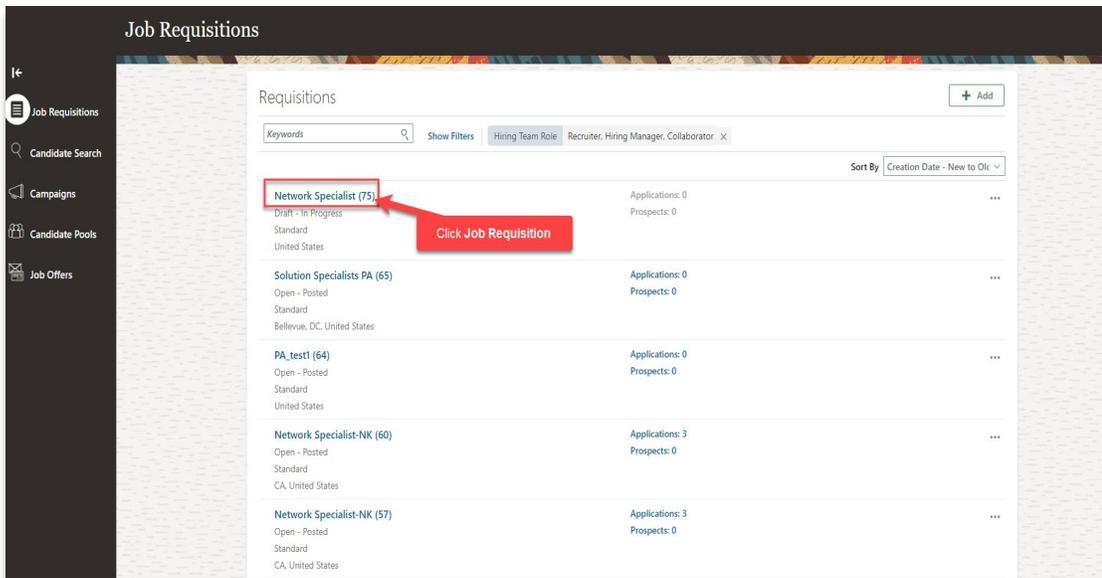
Click Save and Close

- 1 How Edit
- 2 Basic Info Edit
- 3 Hiring Team Edit
- 4 Requisition Structure Edit
- 5 Details Edit
- 6 Posting Description Edit
- 7 Skills Edit
- 8 Offer Info Edit

From the **Job Requisition** tab, we can view this requisition in **Draft - In Progress** status



To post a Draft **Job Requisition**, select the Job Requisition Name



Click **Submit** to move the requisition from **Draft Status** to **Job formatting – In Progress**

Network Specialist  
75

Save and Close Submit

Click Submit

1 Basic Info

Requisition Type  
Standard

Requisition Number  
75

\*Requisition Title  
Network Specialist

\*Number of Openings  
Limited 1

Requisition Template  
Network Specialist-NK (NetworkSpec-NK)

Business Justification  
Select a value

Languages  
American English

Continue

2 Hiring Team

3 Requisition Structure

4 Details

From the **Job Requisition** tab, we can view this requisition in **Job formatting – In Progress** status

Job Requisitions

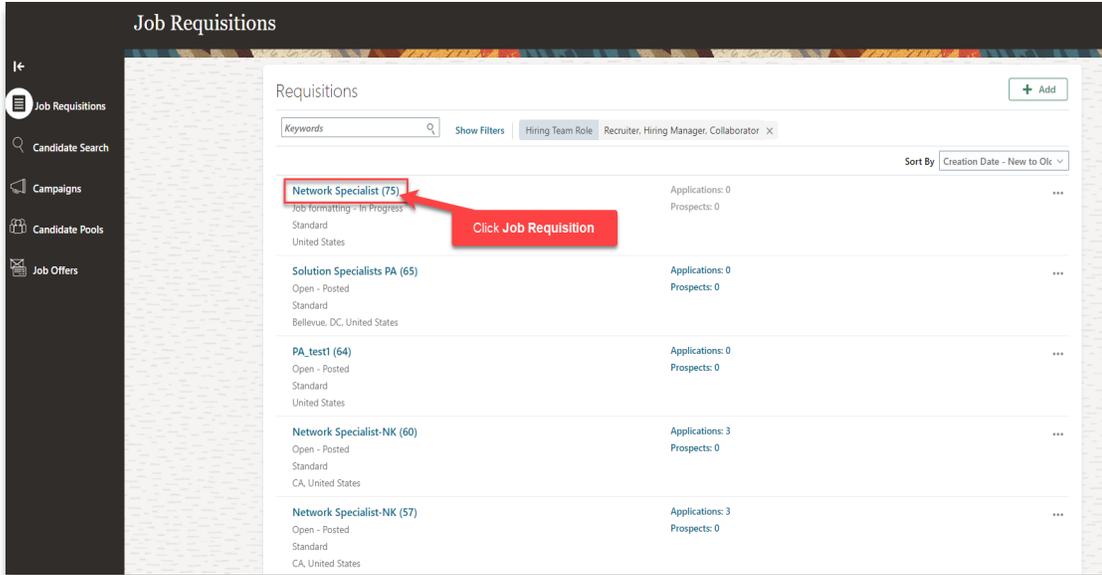
Requisitions

Keywords  Show Filters Hiring Team Role Recruiter, Hiring Manager, Collaborator

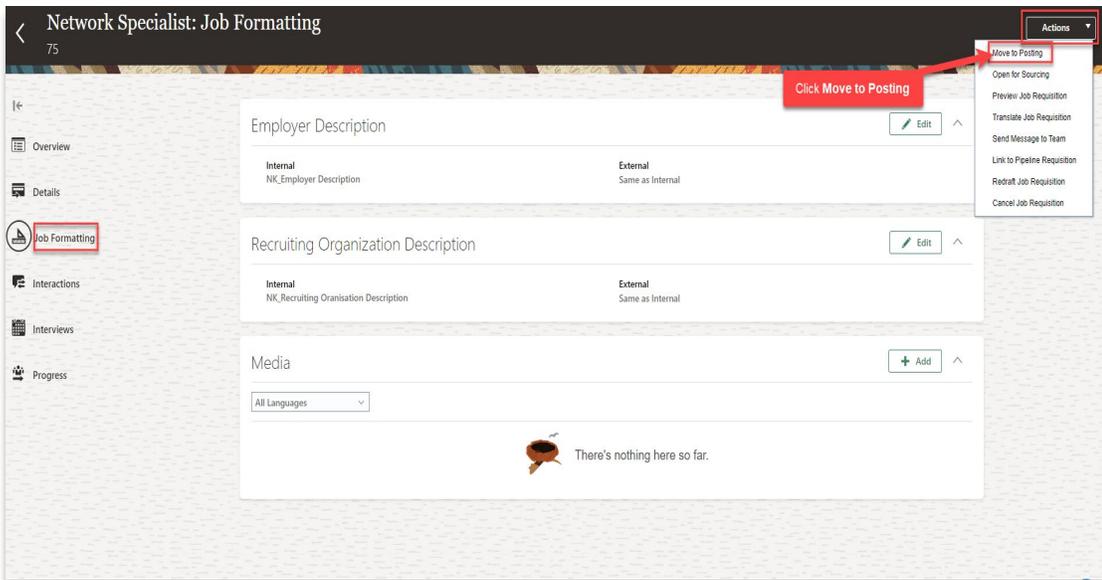
Sort By Creation Date - New to Old

<b>Network Specialist (75)</b> Job formatting - In Progress Standard United States	Applications: 0 Prospects: 0	...
<b>Solution Specialists PA (65)</b> Open - Posted Standard Bellevue, DC, United States	Applications: 0 Prospects: 0	...
<b>PA_test1 (64)</b> Open - Posted Standard United States	Applications: 0 Prospects: 0	...
<b>Network Specialist-NK (60)</b> Open - Posted Standard CA, United States	Applications: 3 Prospects: 0	...
<b>Network Specialist-NK (57)</b> Open - Posted Standard CA, United States	Applications: 3 Prospects: 0	...

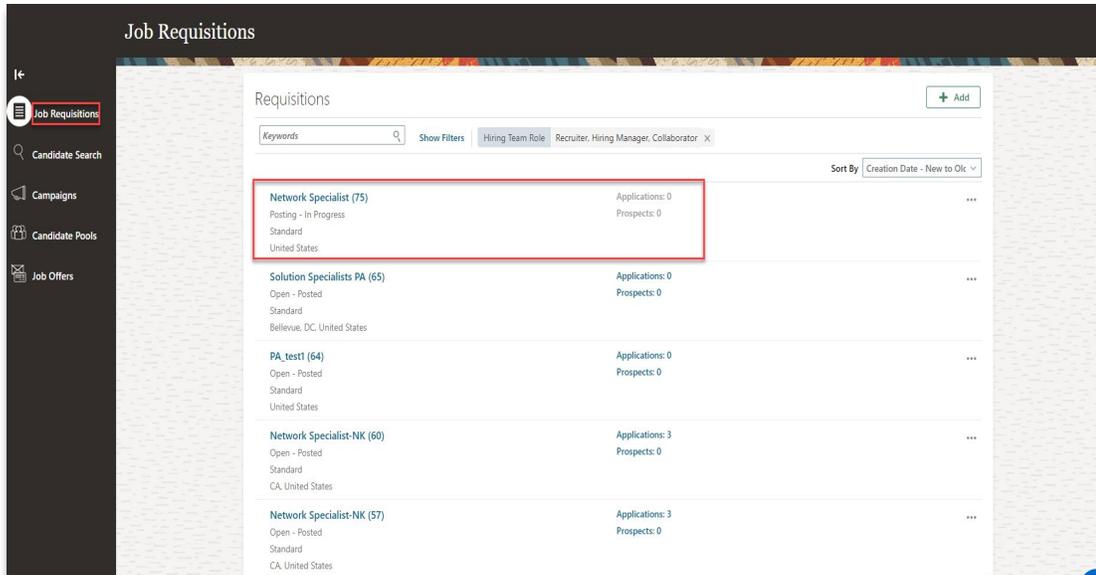
To move the requisition to **Posting In Progress** status, click **Job Requisition**



From the **Job Formatting** tab, click **Actions** then **Move to Posting**



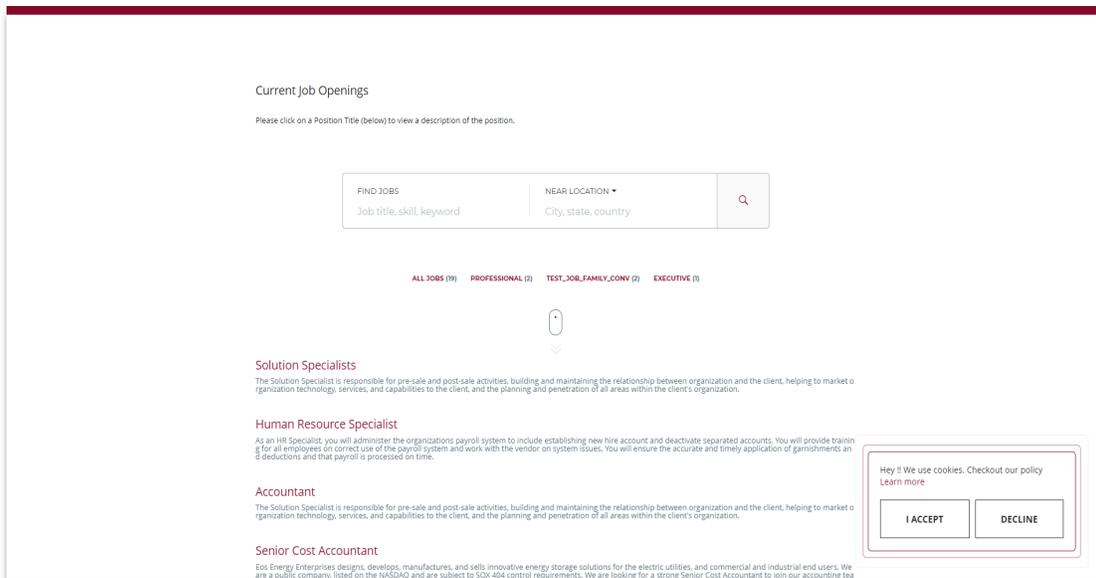
From the **Job Requisition** tab, we can view this requisition in **Posting – In Progress** status



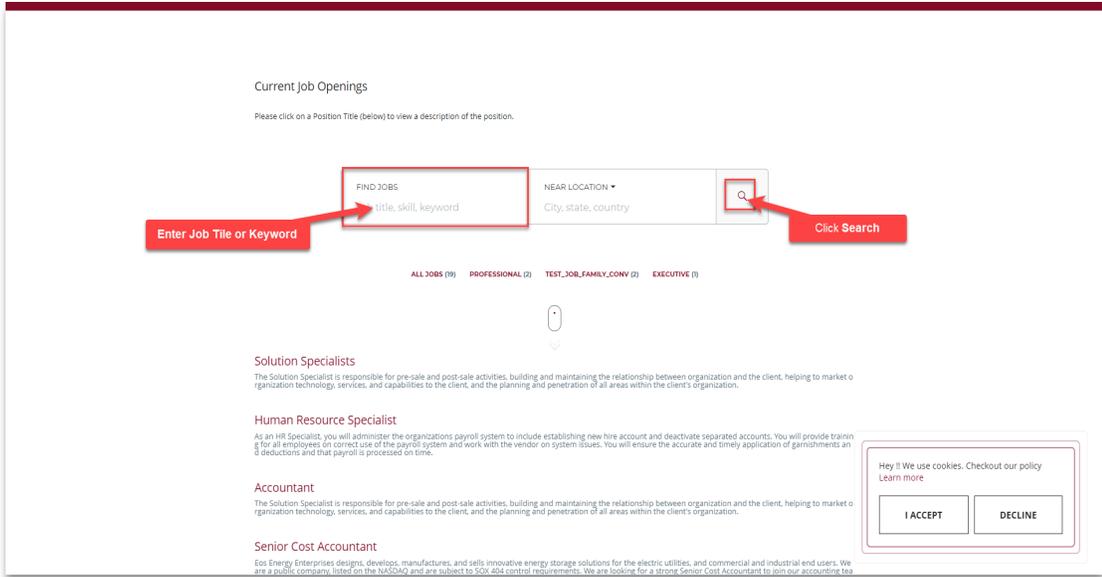
## External Candidate Application Process

Navigation: Career Site>Search for a Job>Apply for a Job>Submit

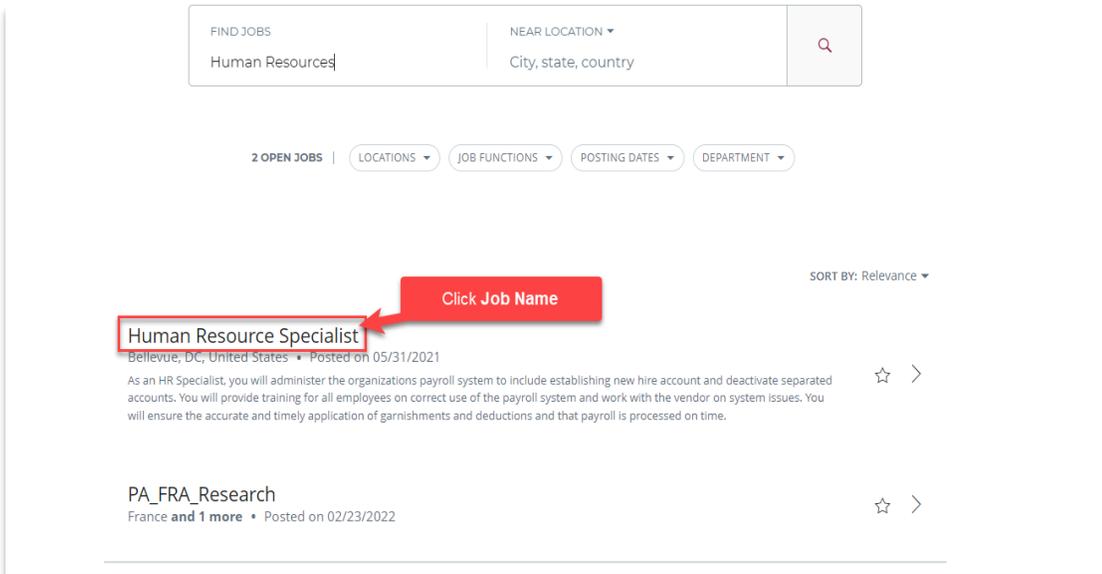
From a browser, navigate to the **Career Site**



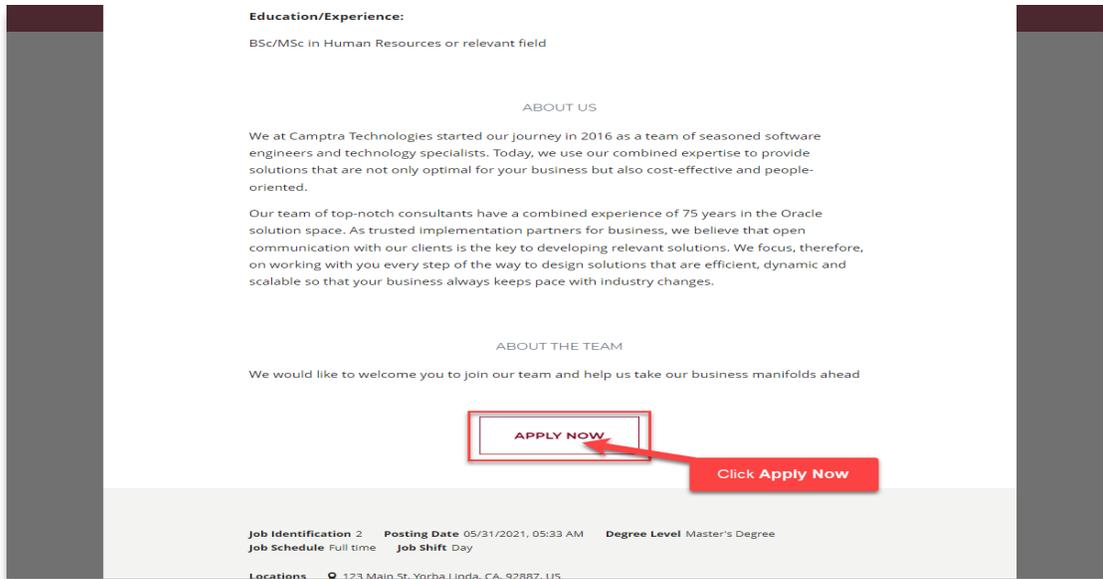
From the **Career Site**, a candidate can view the available jobs below or the candidate can search for a job using the search under **Find Jobs**



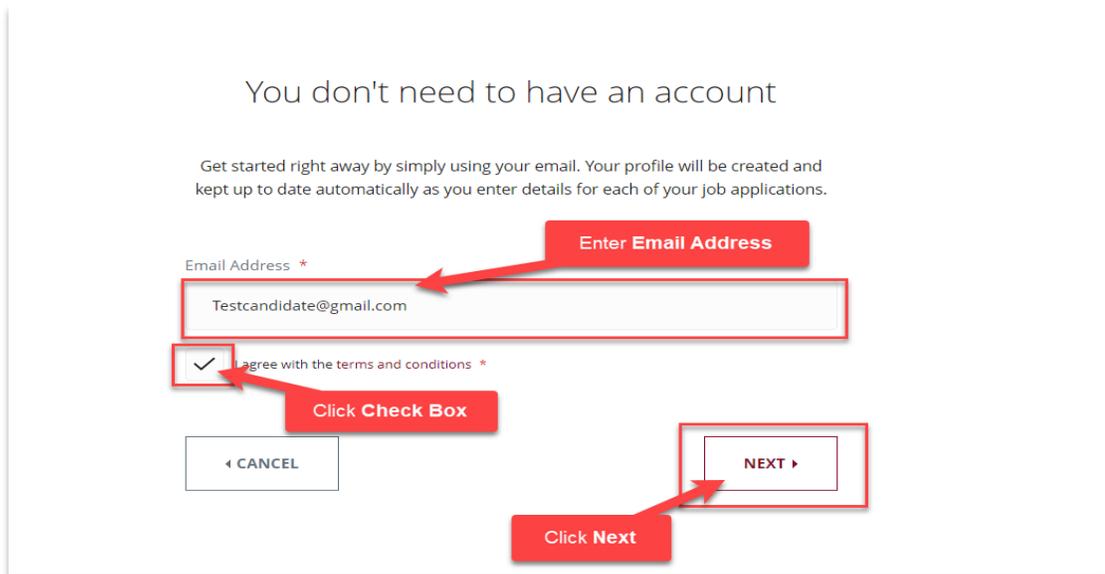
Next, the candidate should select the job to apply



Scroll down and click **Apply Now**



The candidate will enter their email address, agree with the terms and conditions, and click **Next**



The candidate will enter the information below and click **Submit**

Human Resource Specialist 4 / 4

**LANGUAGES**  
Please indicate which languages you speak.

ADD LANGUAGE

I agree to receive updates about new job opportunities.

I agree to receive marketing communications.

**E-SIGNATURE**  
Please fill in your full name.

Please type your full legal name. \*

Test Candidate

SUBMIT ▶

Enter Full Legal Name

Click Submit

## Internal Candidate Application Process

Navigation: Me>Current Jobs>Search>Submit

From the home screen, click **Me**

Good afternoon, Michael Burke!

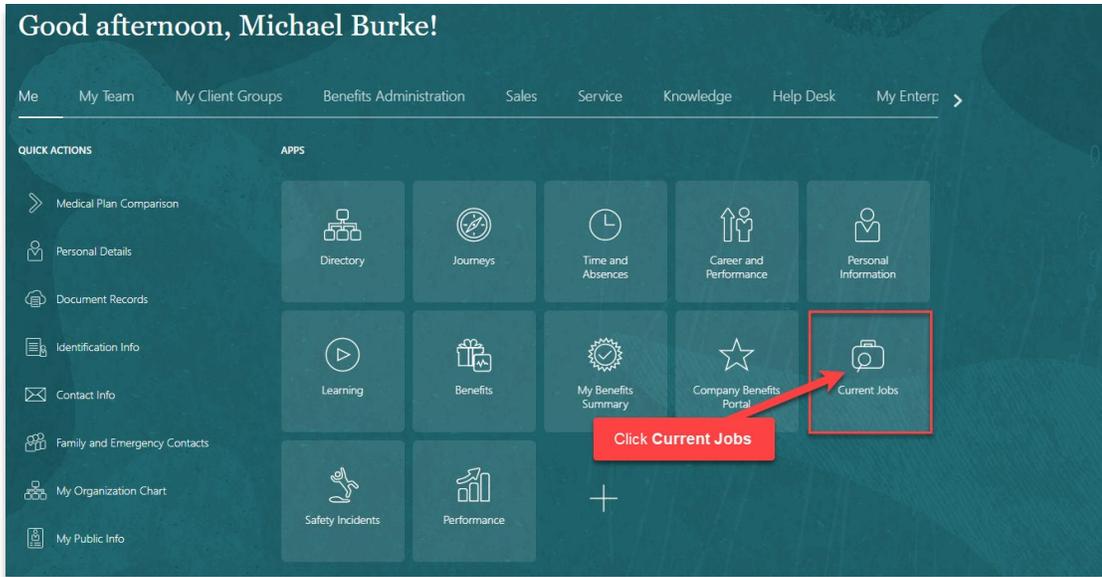
Me My Team My Client Groups Benefits Administration Sales Service Knowledge Help Desk My Enterp >

QUICK ACTIONS **Click Me**

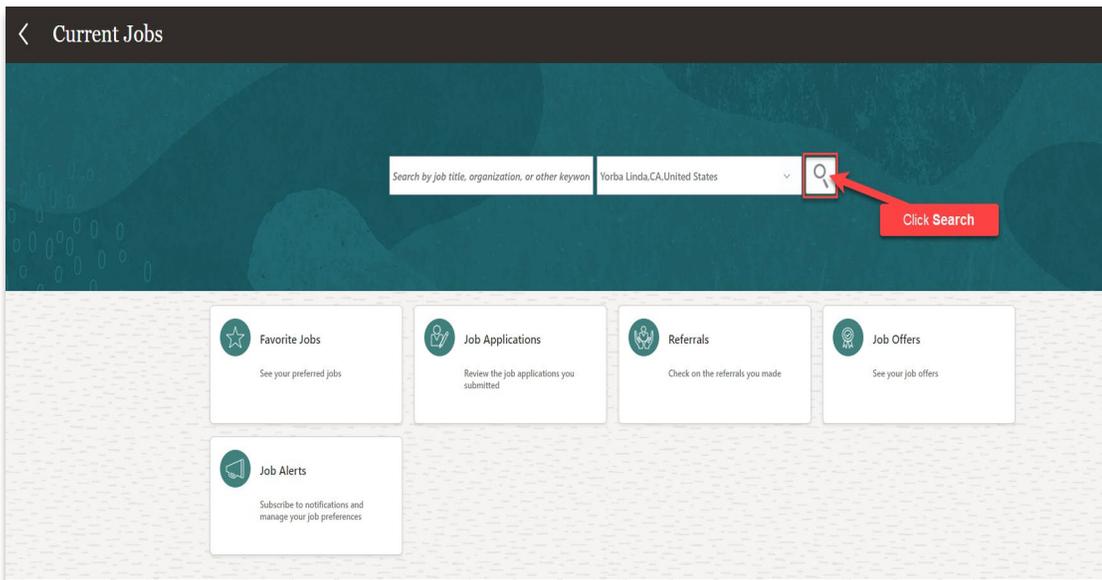
APPS

Medical Plan Comparison	Directory	Journeys	Time and Absences	Career and Performance	Personal Information
Personal Details	Learning	Benefits	My Benefits Summary	Company Benefits Portal	Current Jobs
Document Records	Safety Incidents	Performance	+		
Identification Info					
Contact Info					
Family and Emergency Contacts					
My Organization Chart					
My Public Info					

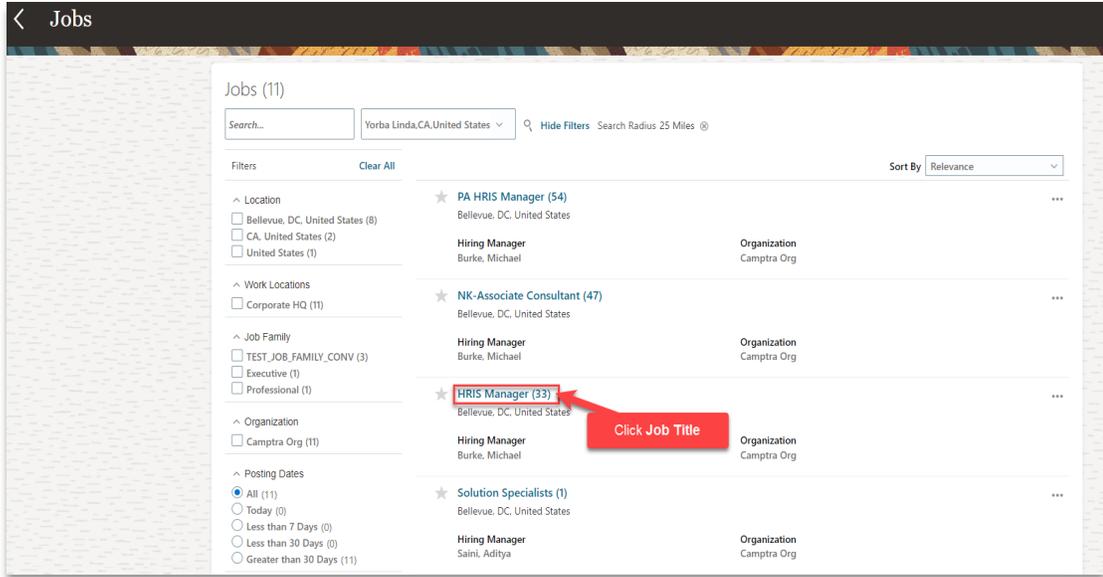
Click **Current Jobs**



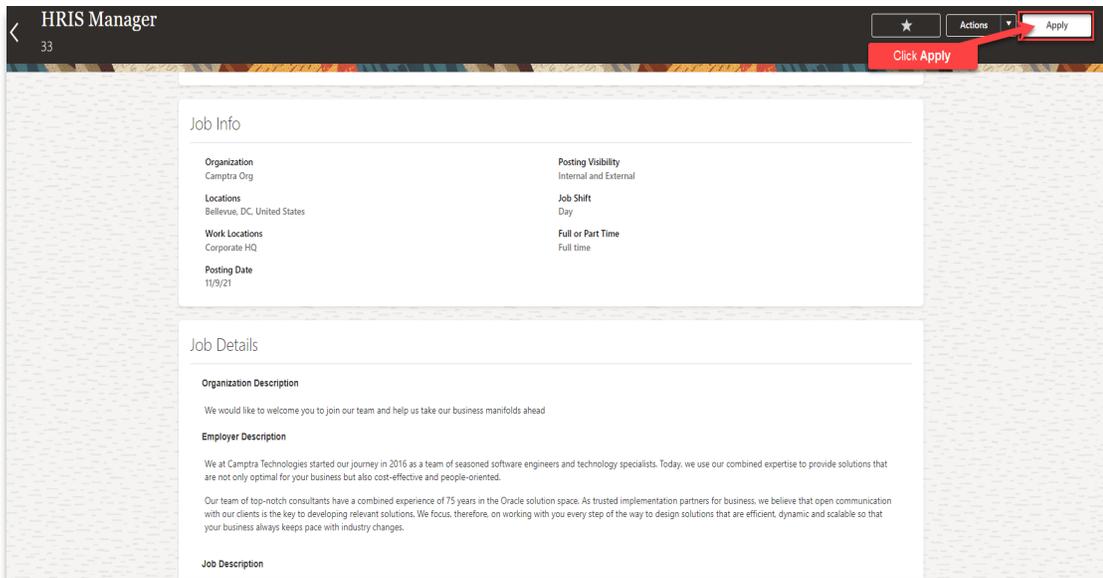
From the **Current Jobs** screen, the employee can search for open internal jobs, review job applications, etc. To apply for an internal job, enter the **Job Title** and **Search**. To search for all internal jobs, do not enter a Job Title and click **Search**



This list contains the internal Jobs. To apply for an internal job, click the **Job Title**



Here the employee can view the Job Details. To apply, click **Apply**



Enter the requested information in each section and click **Continue**

**Complete Job Application**  
HRIS Manager, 33

1 A copy of your skills and qualifications will be included with your job application.  
[Review Skills and Qualifications](#)

1 Job Application Questions  
**Enter the below information**

\* Do you have a working visa?  
 Yes  
 No

\* How will you rate your communication skills?  
 Excellent  
 Mediocre  
 Novice

\* How will you rate your technical skills?  
 Excellent  
 Average  
 Beginner

\* How many years of experience do you have in this field?  
 Less Than 5 Years  
 5-10 Years  
 More Than 10 Years

[Continue](#) [Click Continue](#)

## Click Submit

**Complete Job Application**  
HRIS Manager, 33

1 A copy of your skills and qualifications will be included with your job application.  
[Review Skills and Qualifications](#)

1 Job Application Questions [Edit](#)

2 Supporting Documents [Edit](#)

3 E-Signature

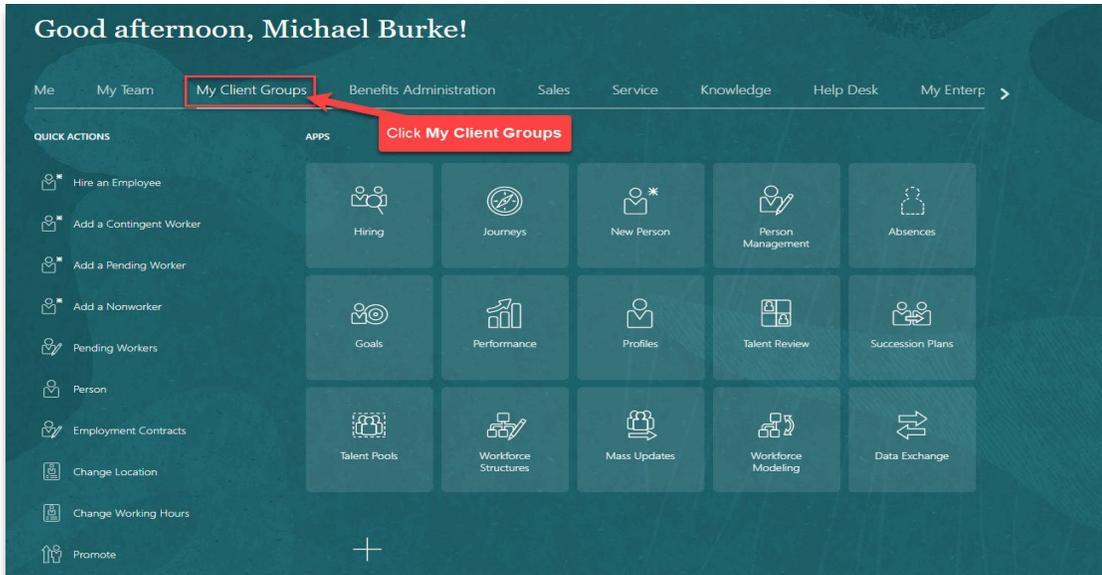
Please fill in your full name.  
 \*Employee Name

[Click Submit](#) [Submit](#)

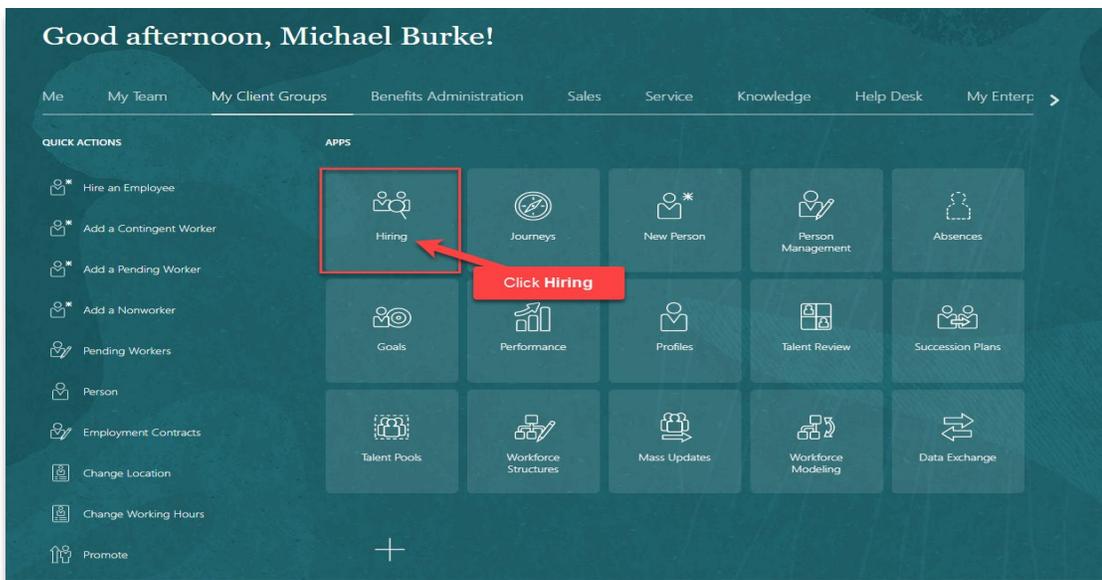
## Candidate Management- Create A Candidate

Navigation: My Client Groups>Hiring>Candidate Search>Add>Submit

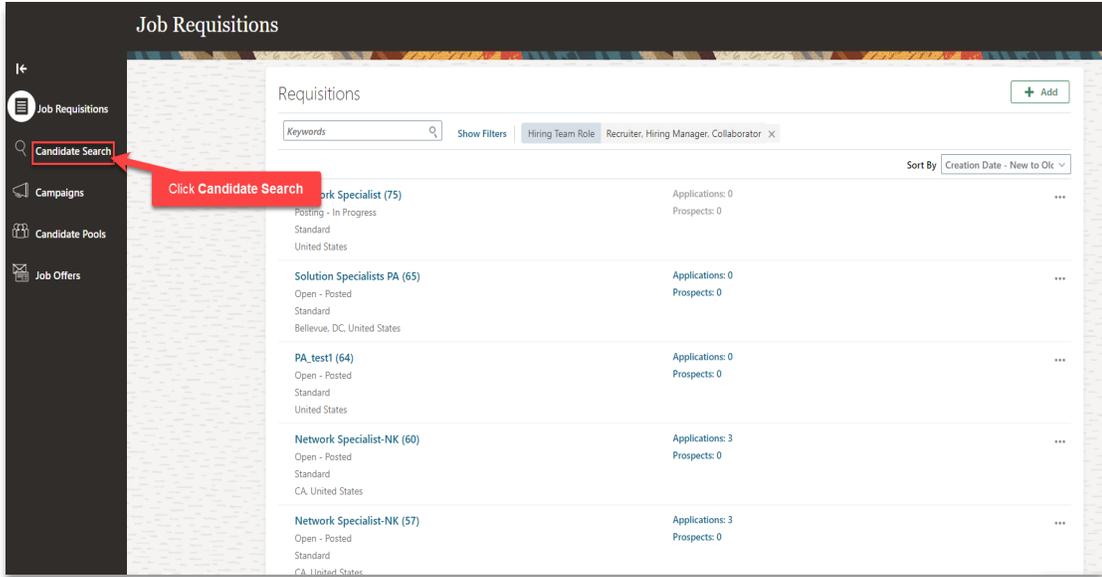
From the home screen, click **My Client Groups**



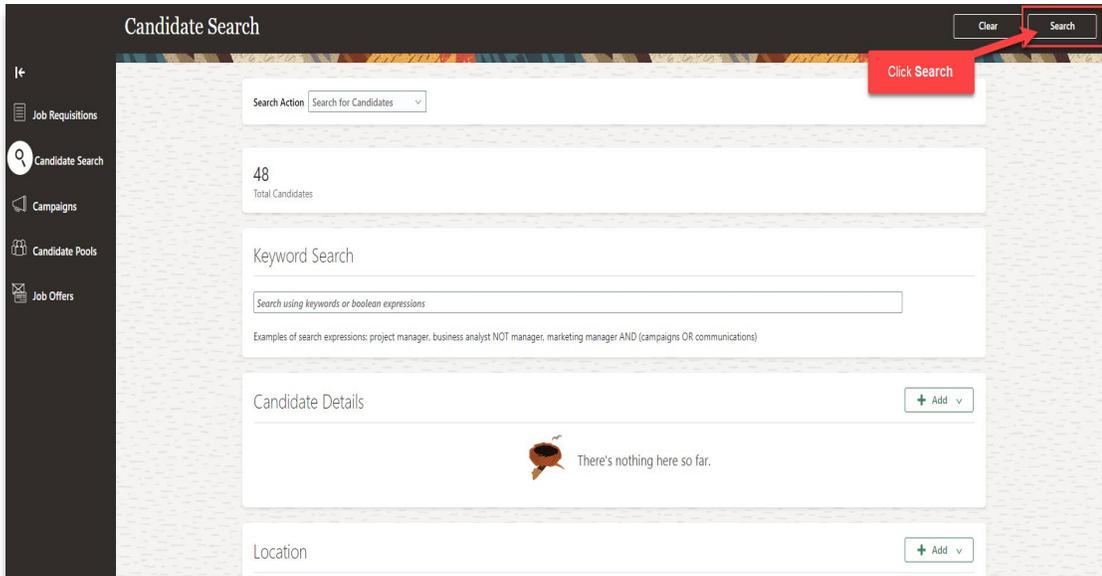
## Click Hiring



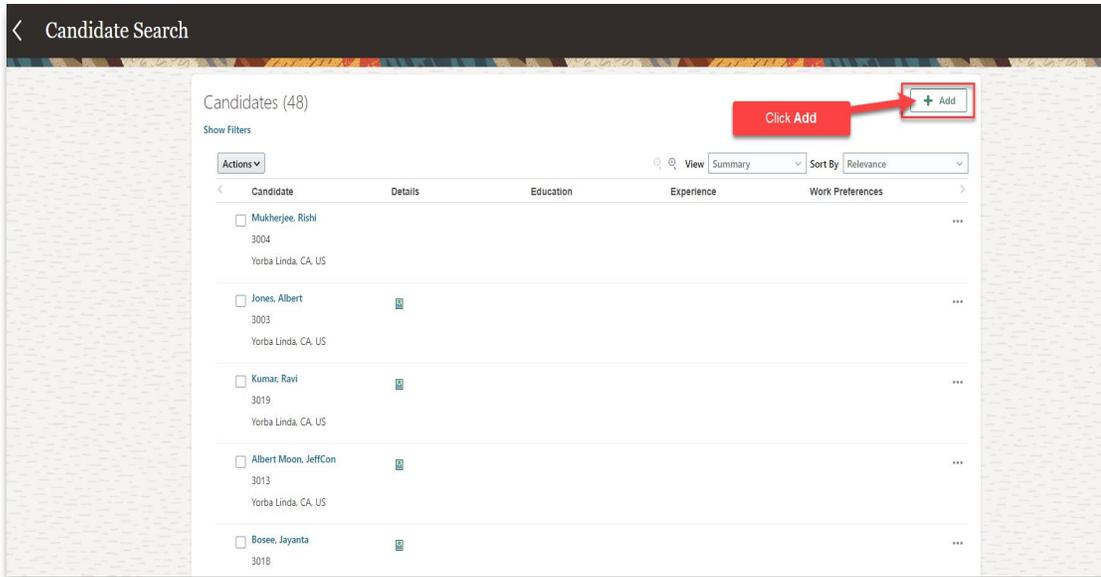
## Click Candidate Search



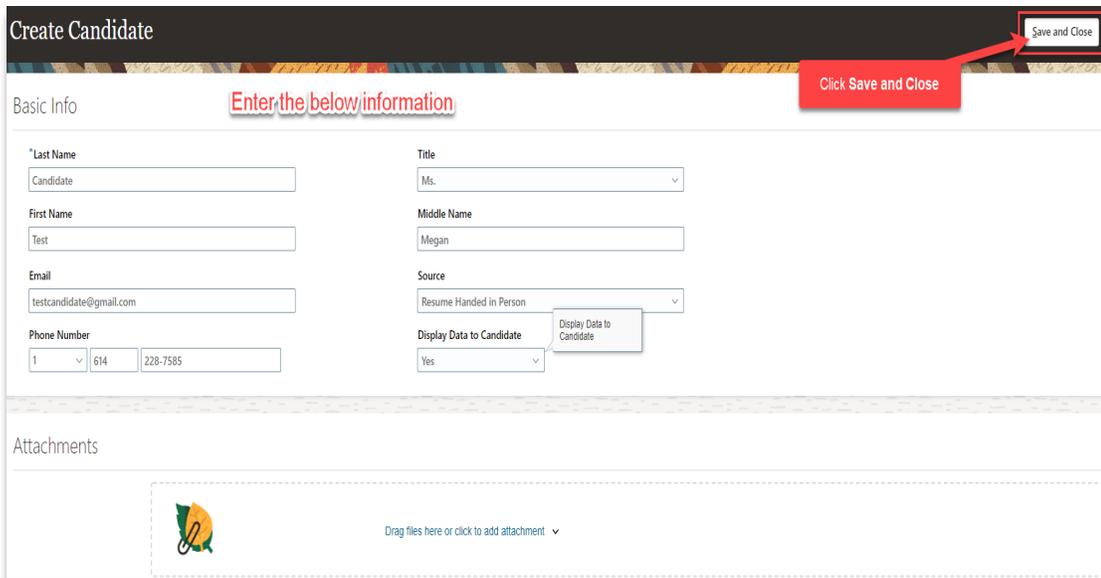
## Click Search



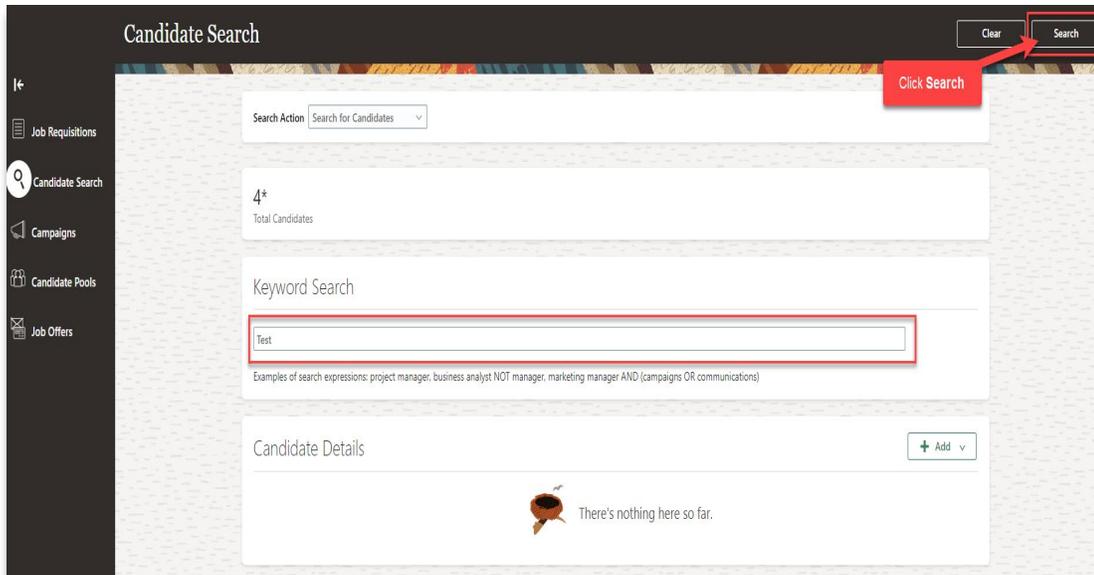
## Click Add



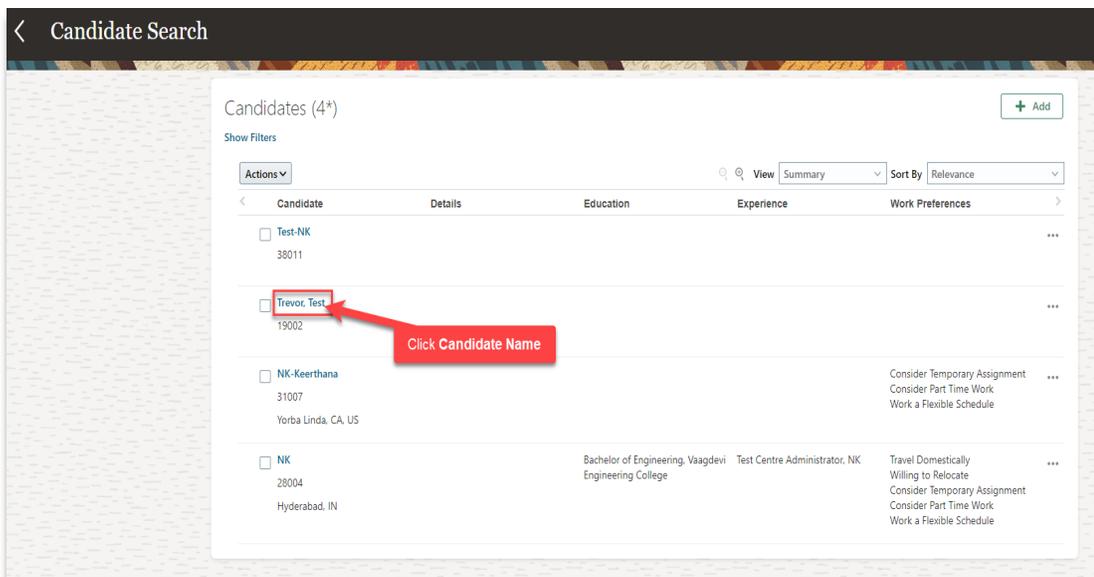
Enter the **Basic Information** and click **Save and Close**



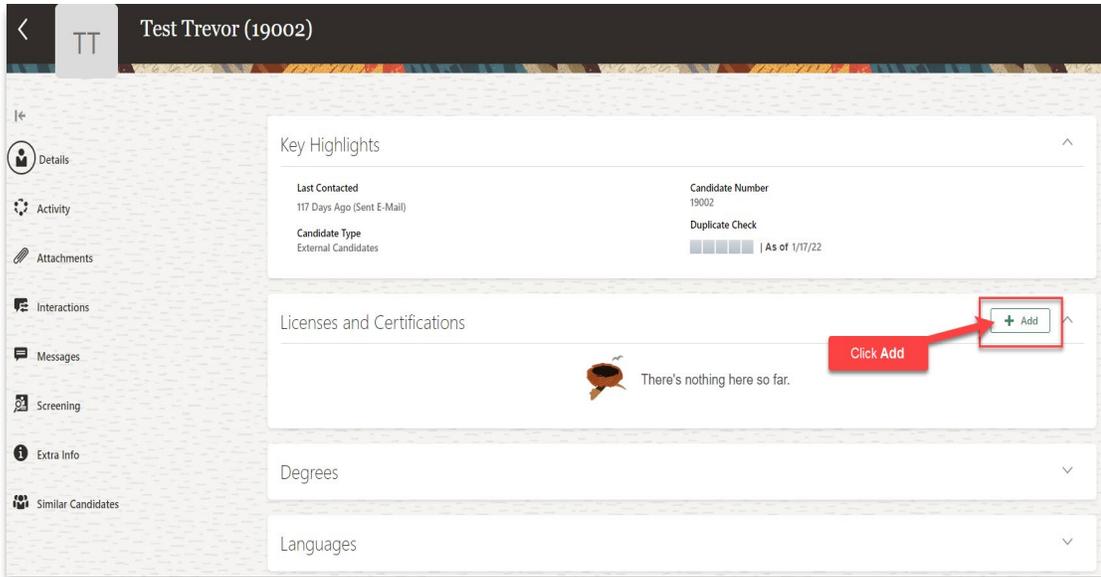
Enter the candidate's name in the **Keyword Search** and click **Search**



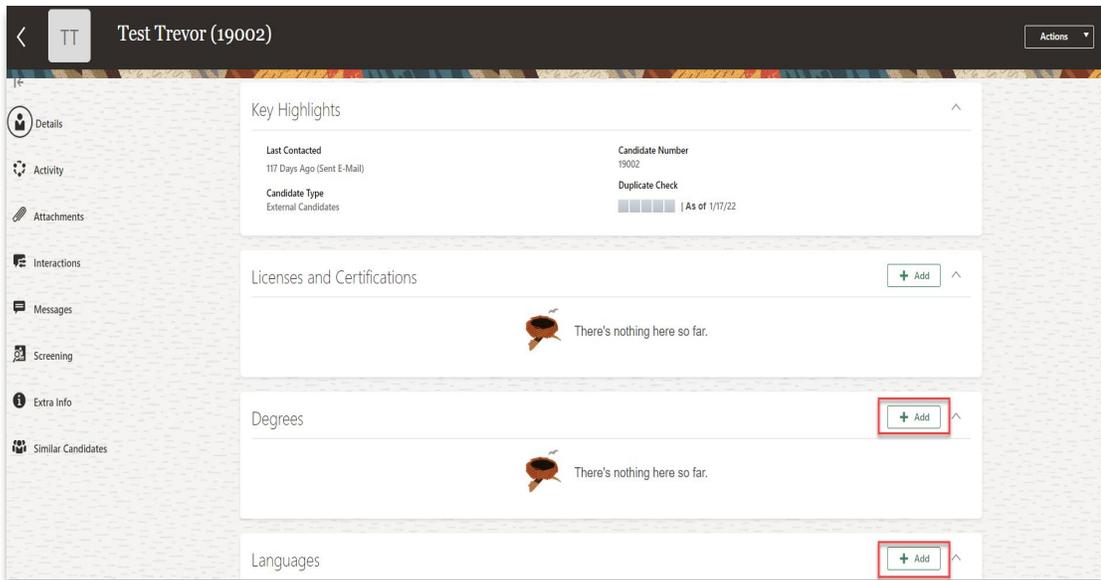
Click the **Candidate Name**



Click **Add** to add the details of each section



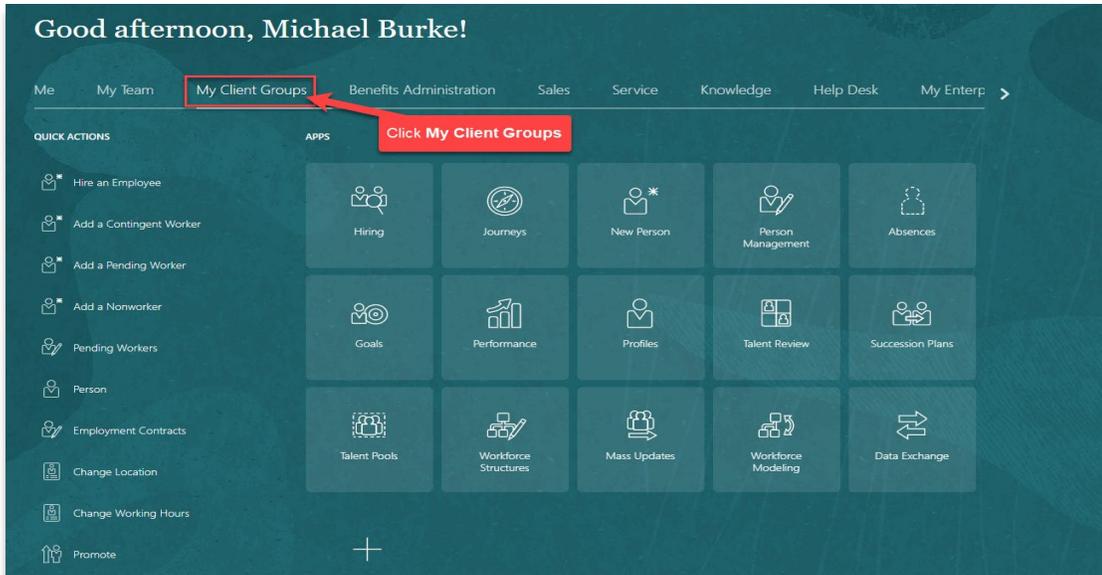
Follow this same process to complete each section of the **Details** to create the **Candidate Profile**



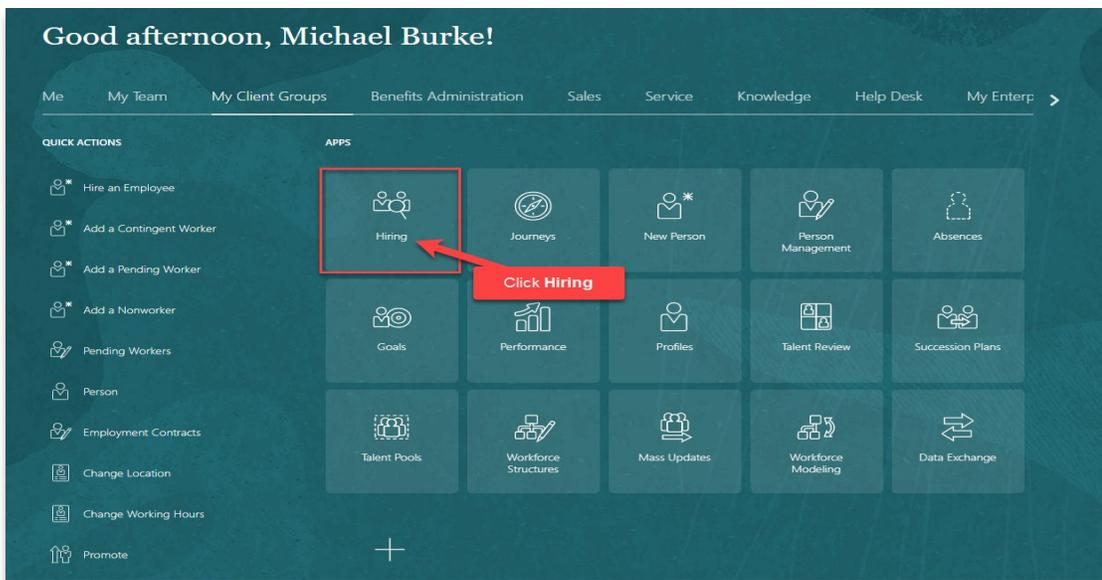
## Managing The Candidate Profile

Navigation: My Client Groups>Hiring>Candidate Search>Select Candidate>View and Update Candidate Profile

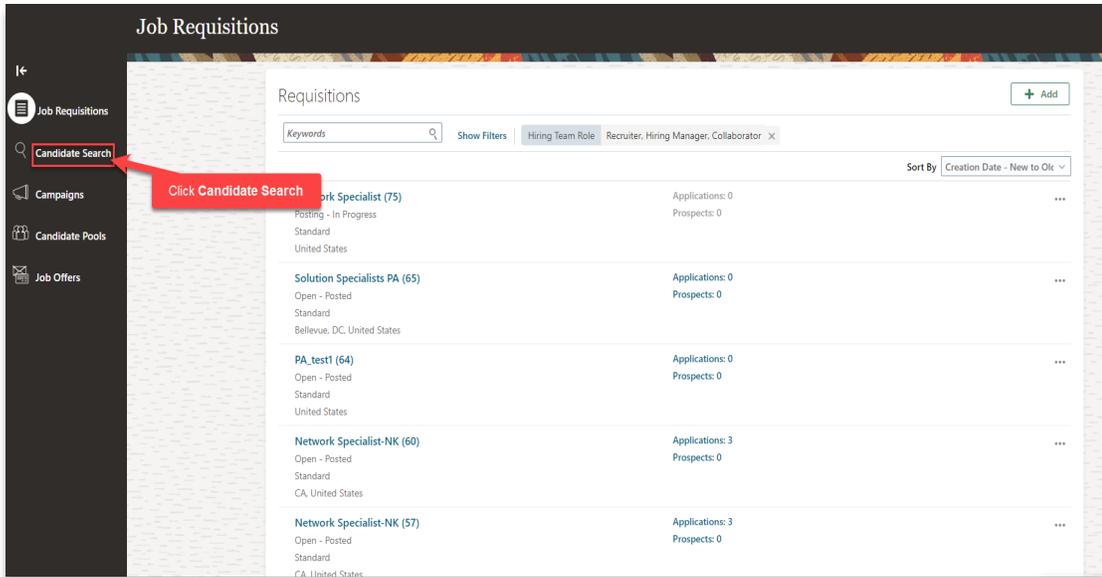
From the home screen, click **My Client Groups**



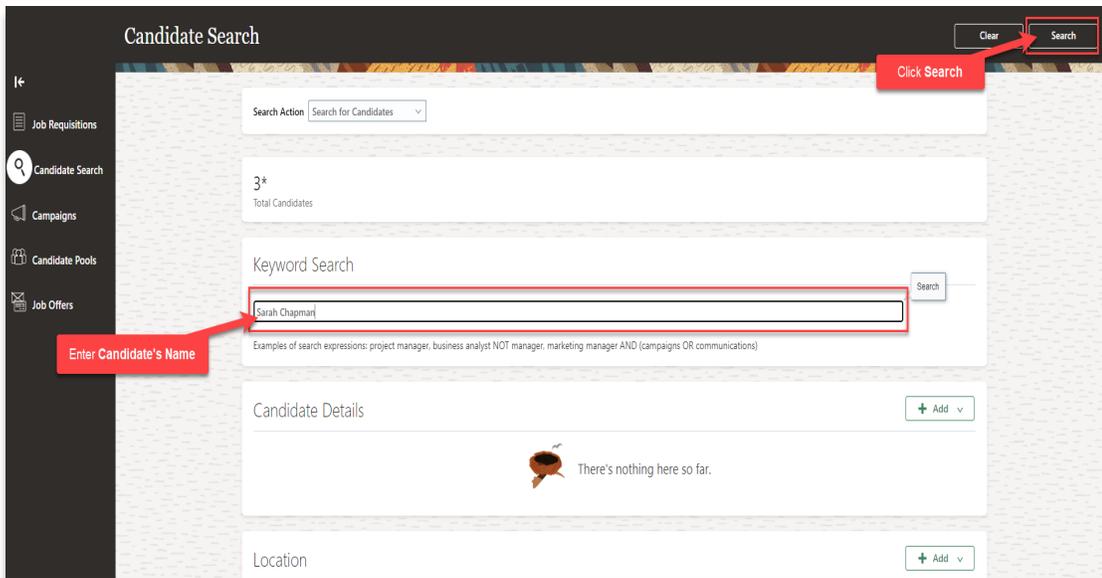
## Click Hiring



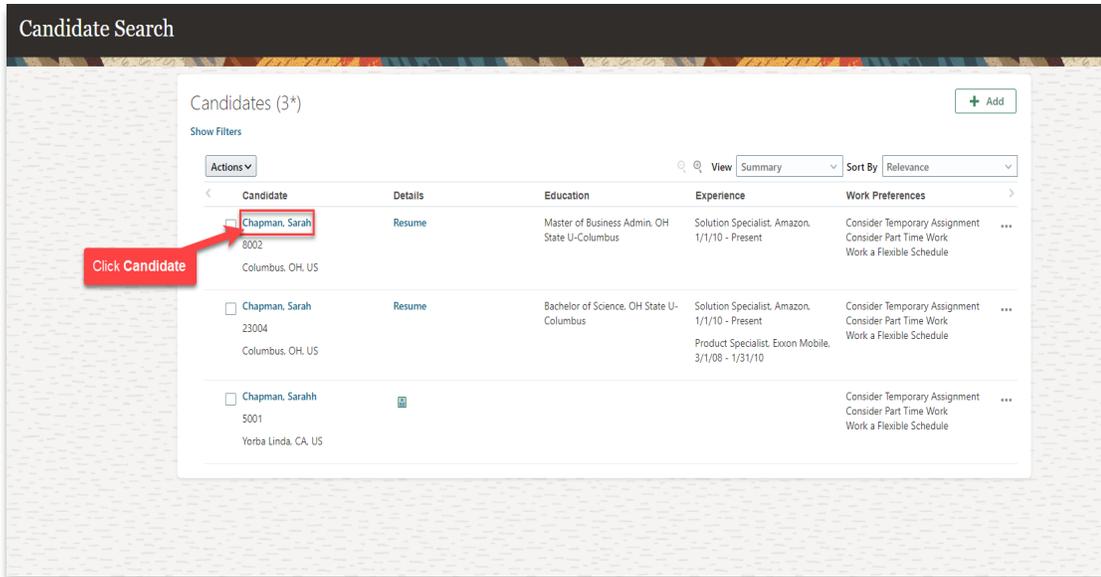
## Click Candidate Search



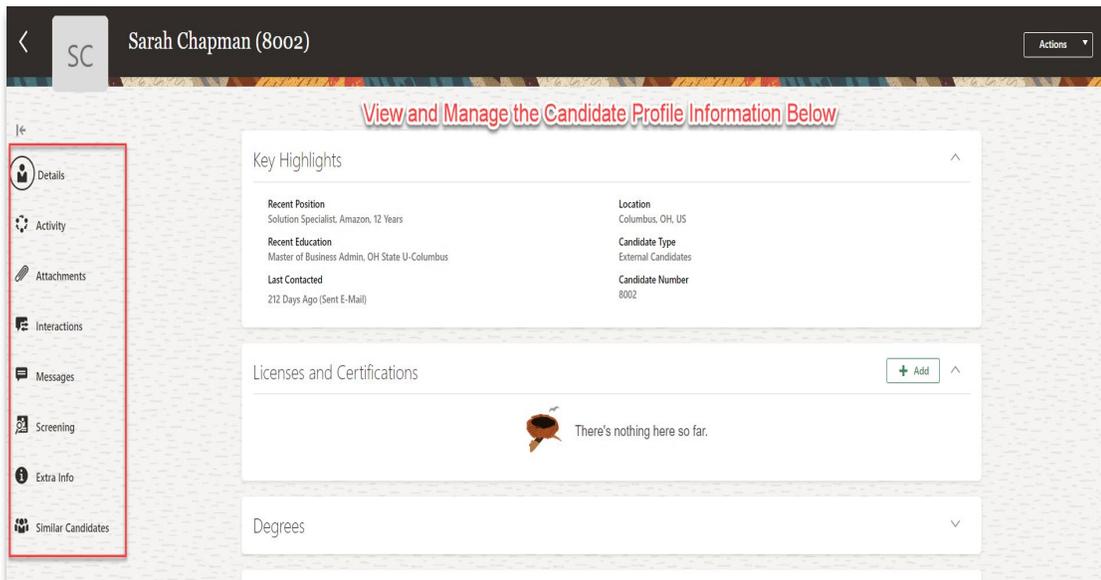
Enter the Candidate's name and Click Search



Click Candidate



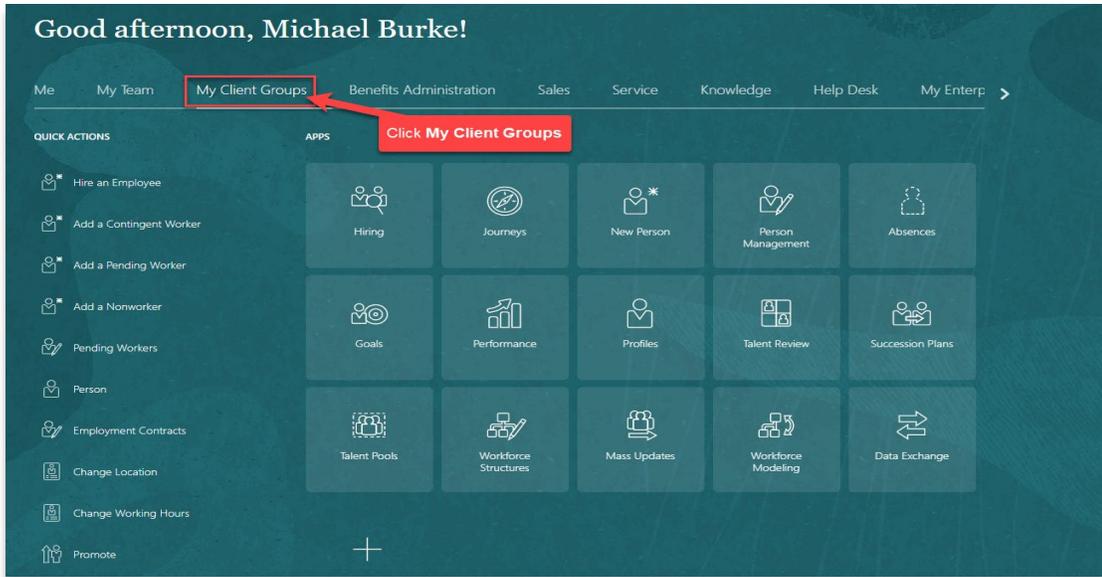
We are now in the Candidate Profile screen. On the left, we can view the Candidate's details, applicant activity, attachments, etc. Once we select a tab, the information within the tab will populate on the screen. We can view and manage the information by clicking **Add** or the **Pencil Icon** to Edit



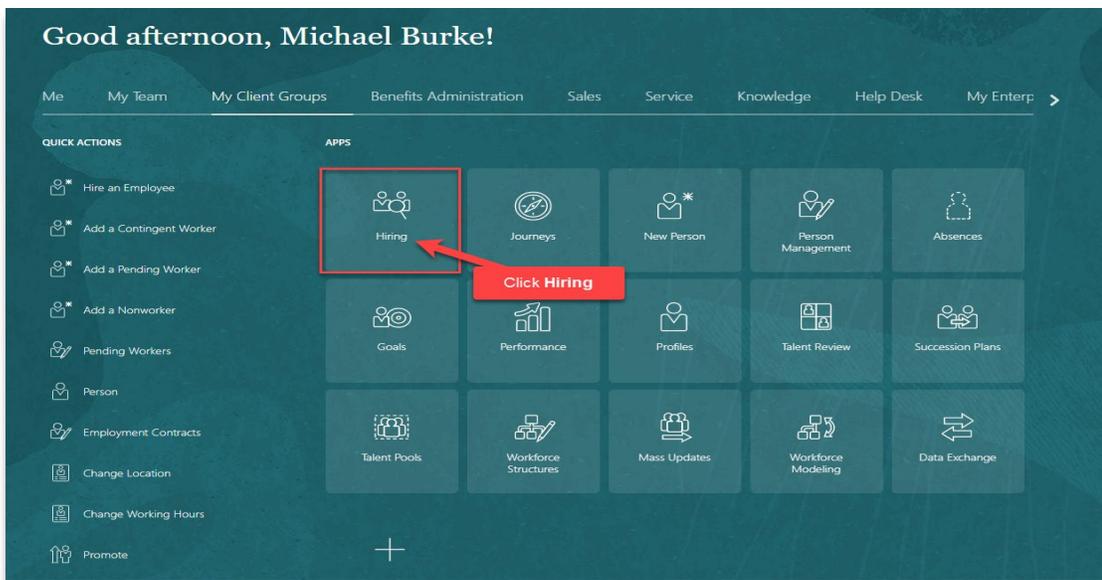
## Candidate Quick Search

Navigation: My Client Groups>Hiring>Candidate Search>Enter Candidate Name

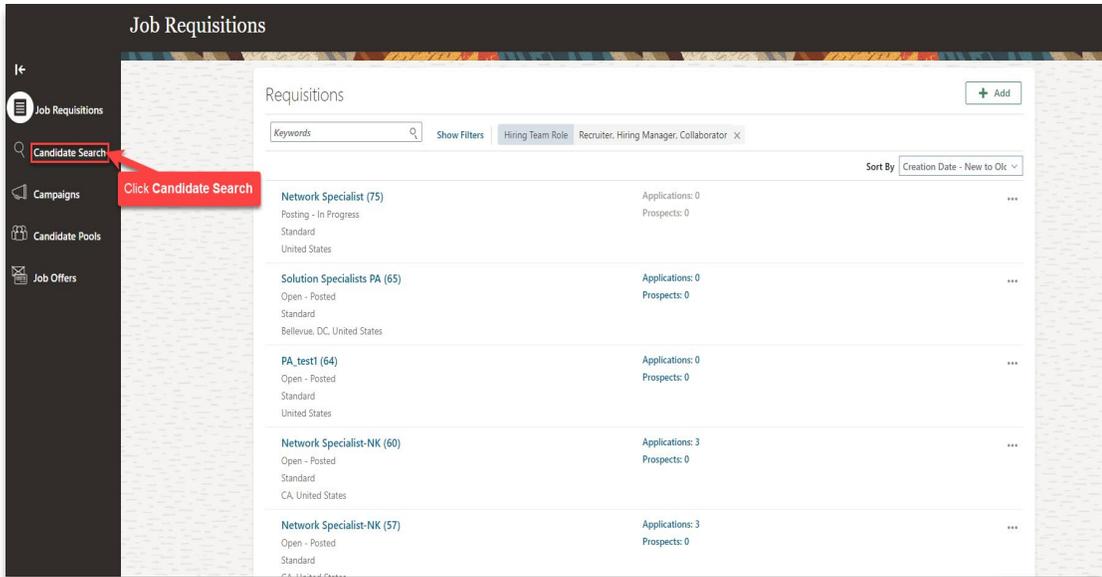
From the home screen, click **My Client Groups**



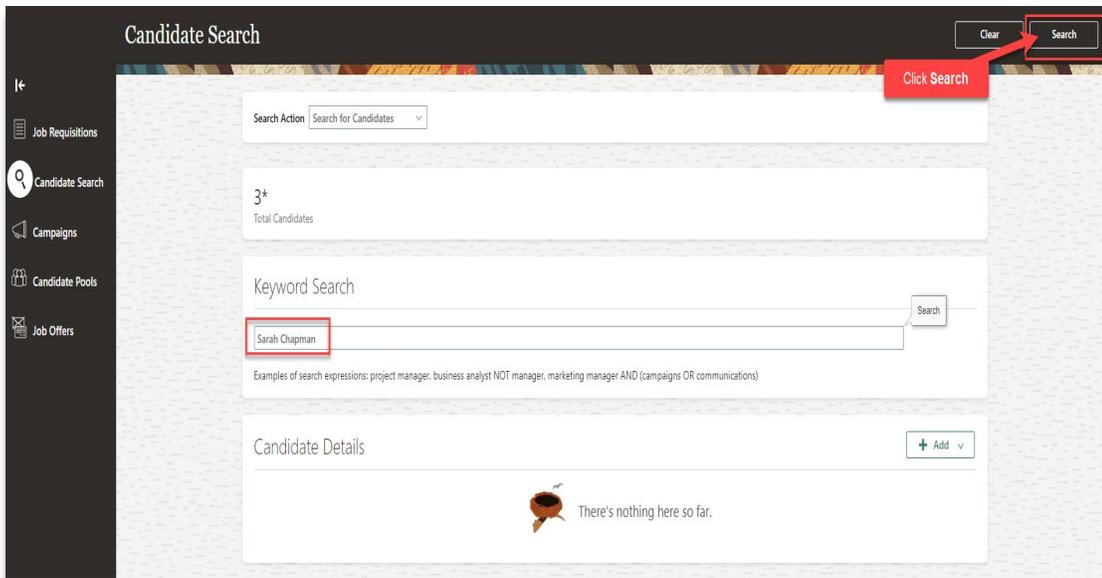
## Click Hiring



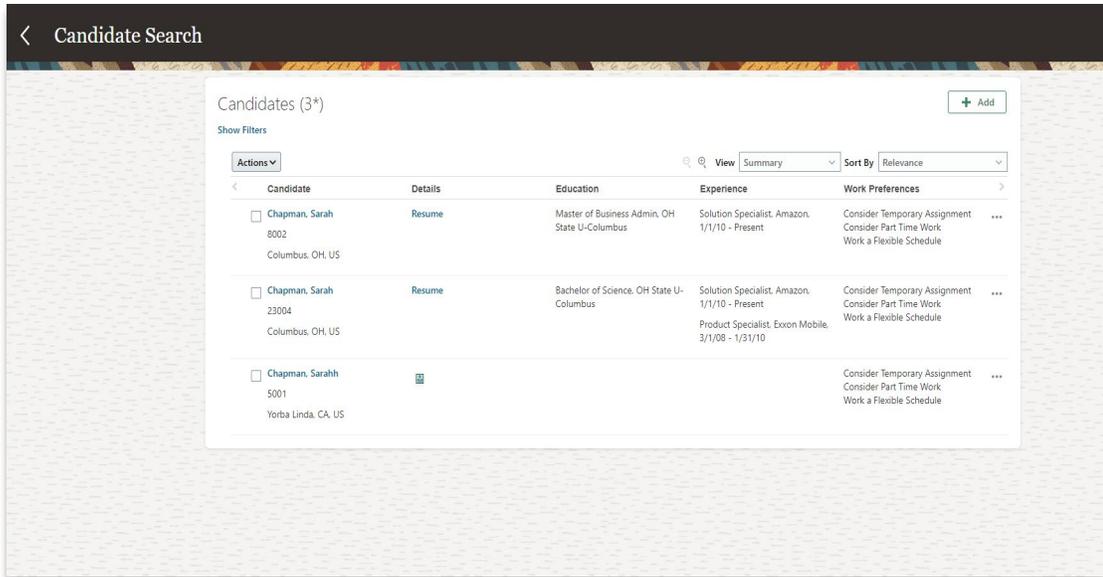
## Click Candidate Search



Enter the candidate's name in the **Keyword Search** box and click **Search**



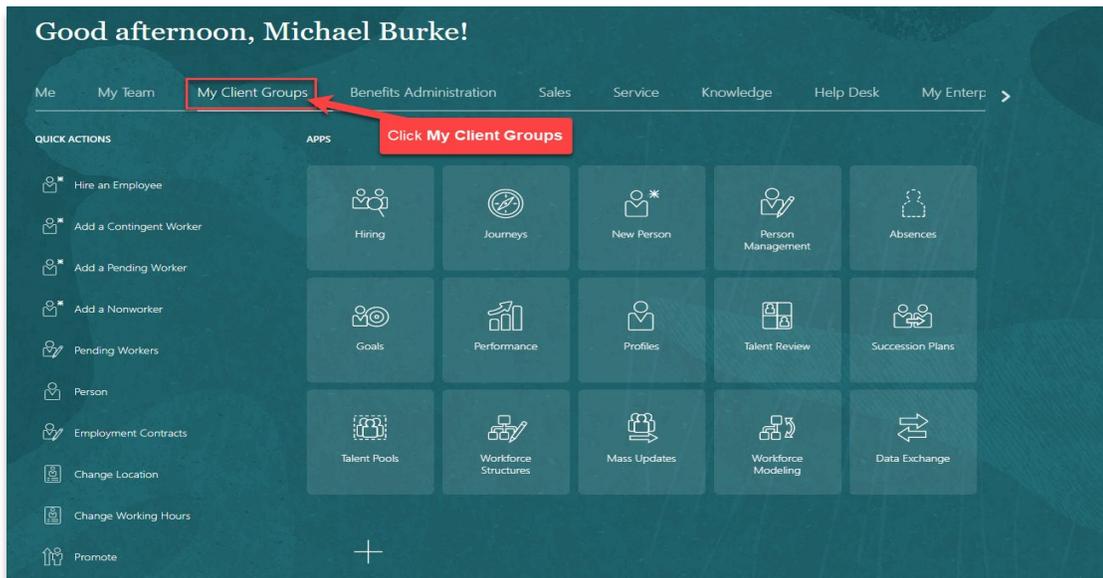
Here we can view the results of the **Candidate Search**



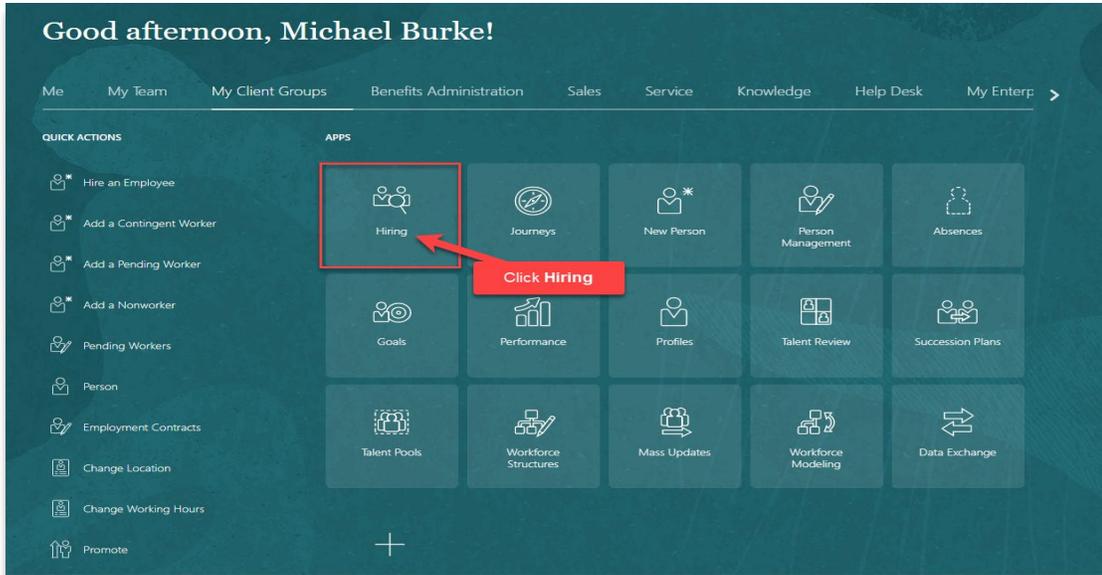
## Create Candidate Pool

Navigation: My Client Groups>Hiring>Candidate Pools>Add>Save and Close

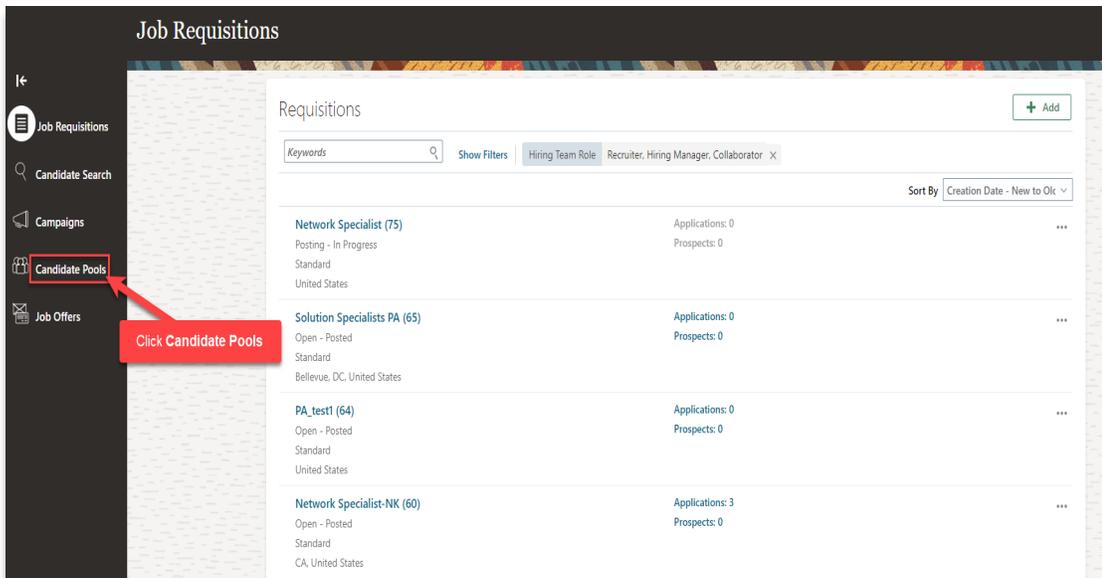
From the home screen, click **My Client Groups**



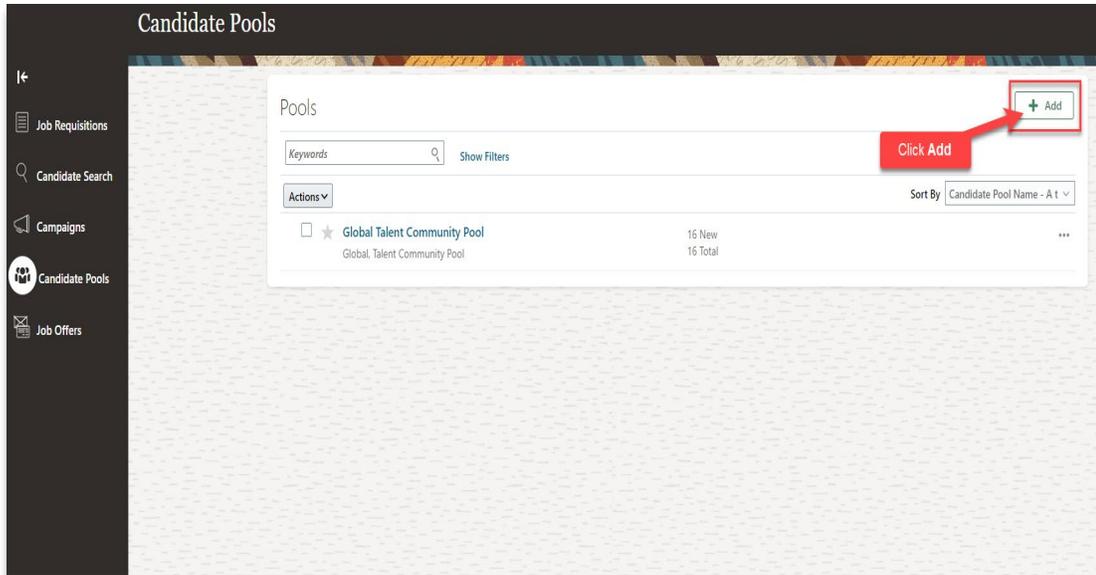
Click **Hiring**



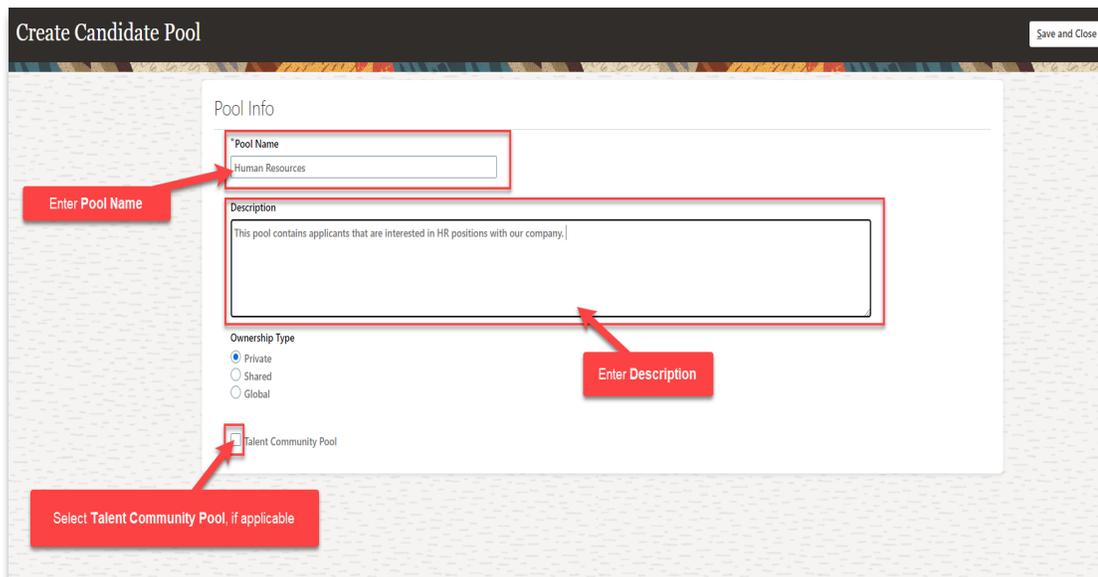
## Click Candidate Pools



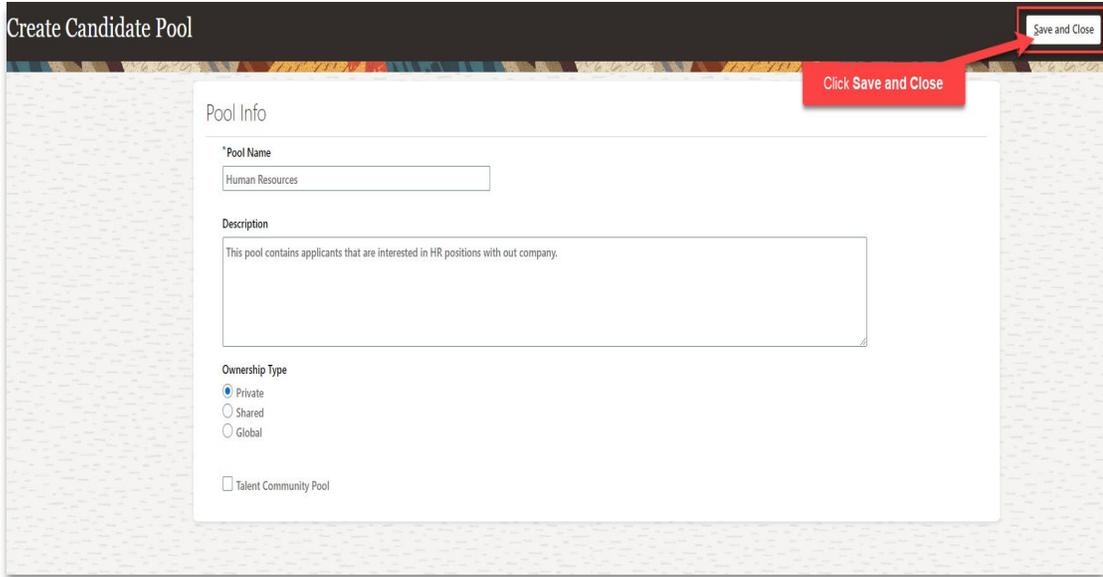
## Click Add



Enter the **Pool Name**, **Description**, and **Ownership Type**. If the Ownership Type of private is selected, only the owner of the Candidate Pool can access the pool. If the Ownership Type of shared is selected, other users can access the Candidate Pool and take action. If we select the checkbox for **Talent Community Pool**, as candidates apply, they will be automatically added to this pool based on location, job family, or candidate type. If we do not select the check box, candidates will need to be added manually to the Candidate Pool



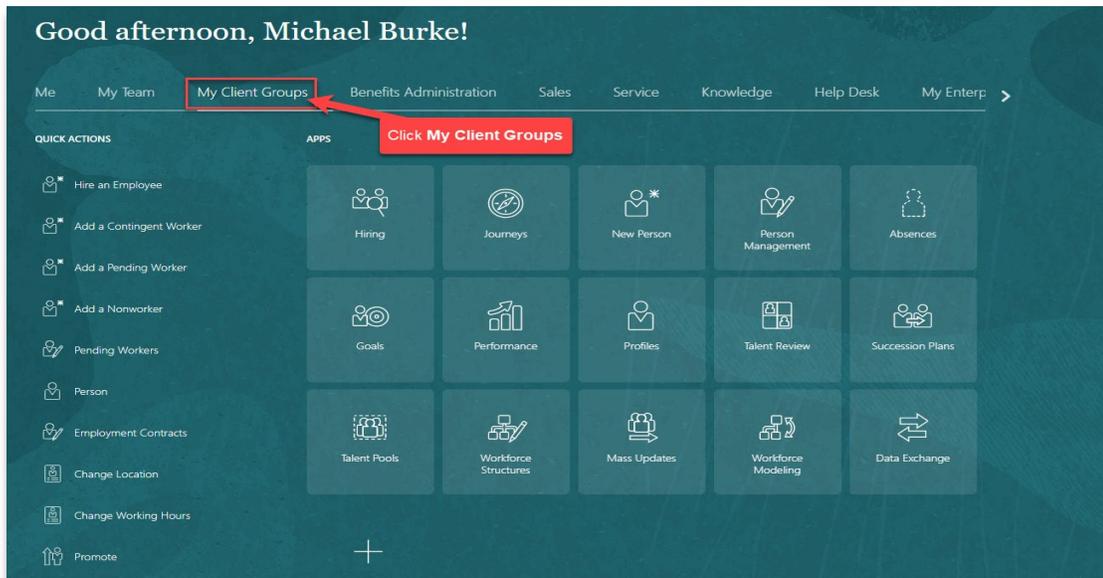
Once complete, click **Save and Close**



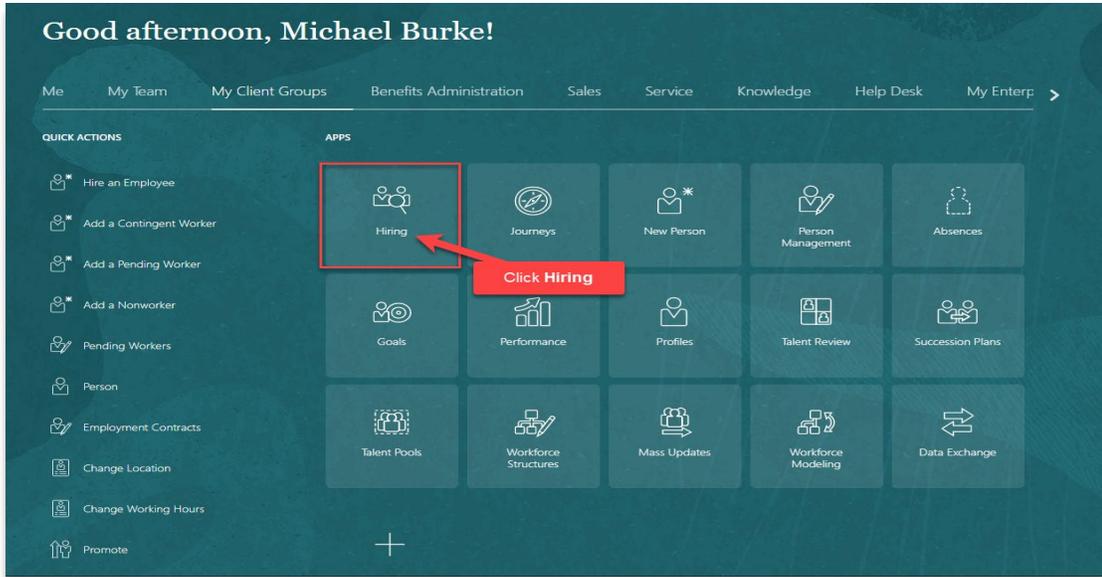
## Review Candidate Files

Navigation: My Client Groups>Hiring>Candidate Search>Select Candidate>Attachments

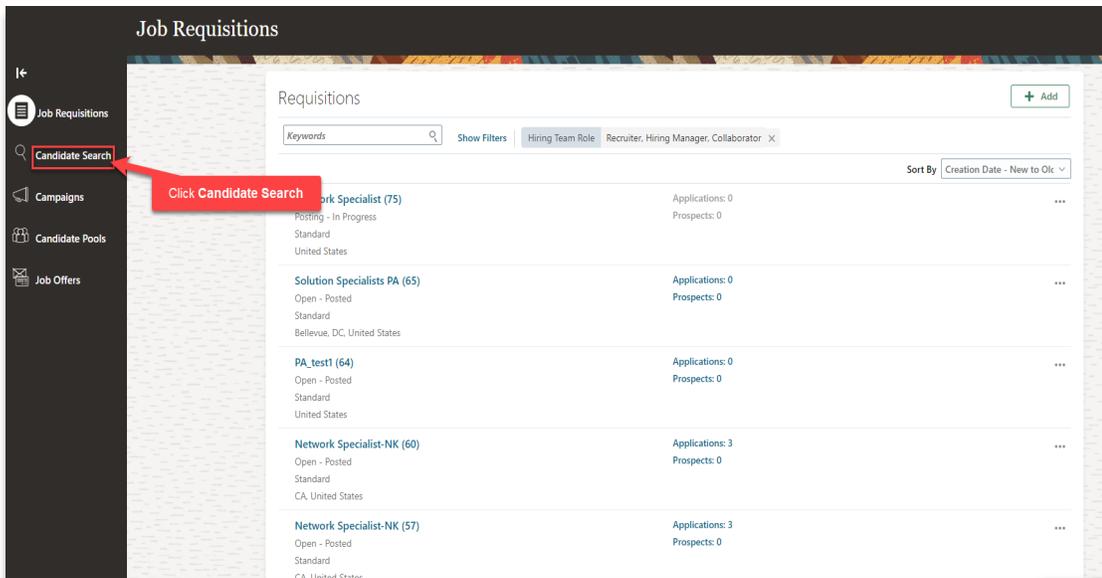
From the home screen, click **My Client Groups**



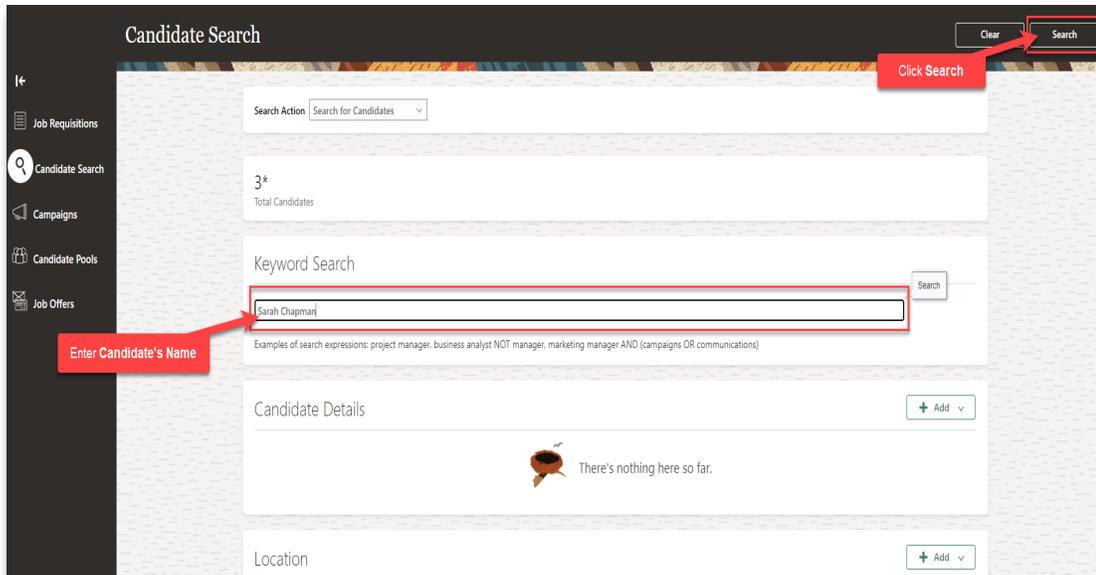
Click **Hiring**



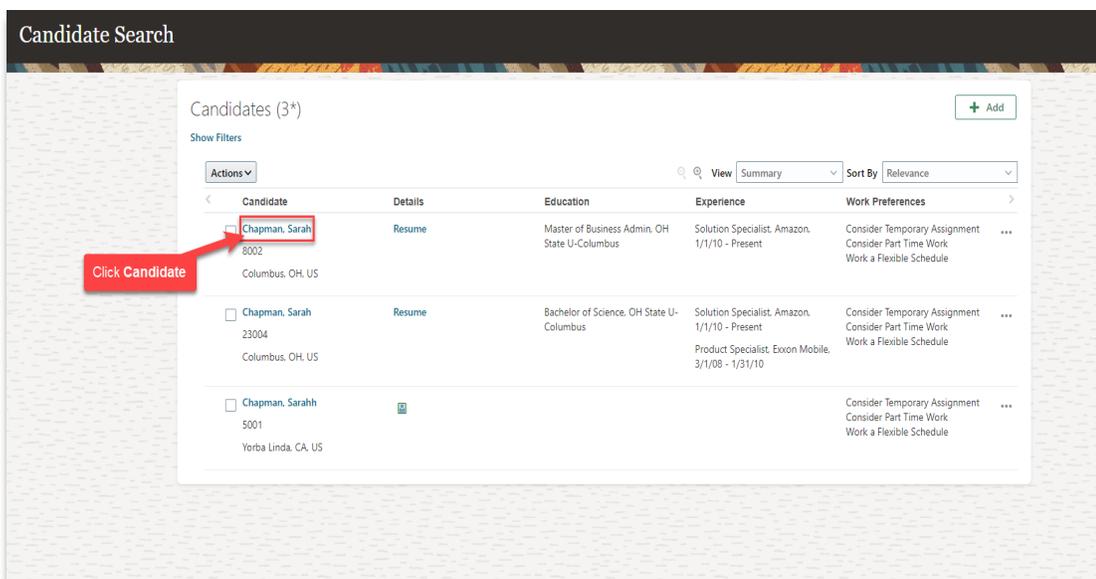
## Click Candidate Search



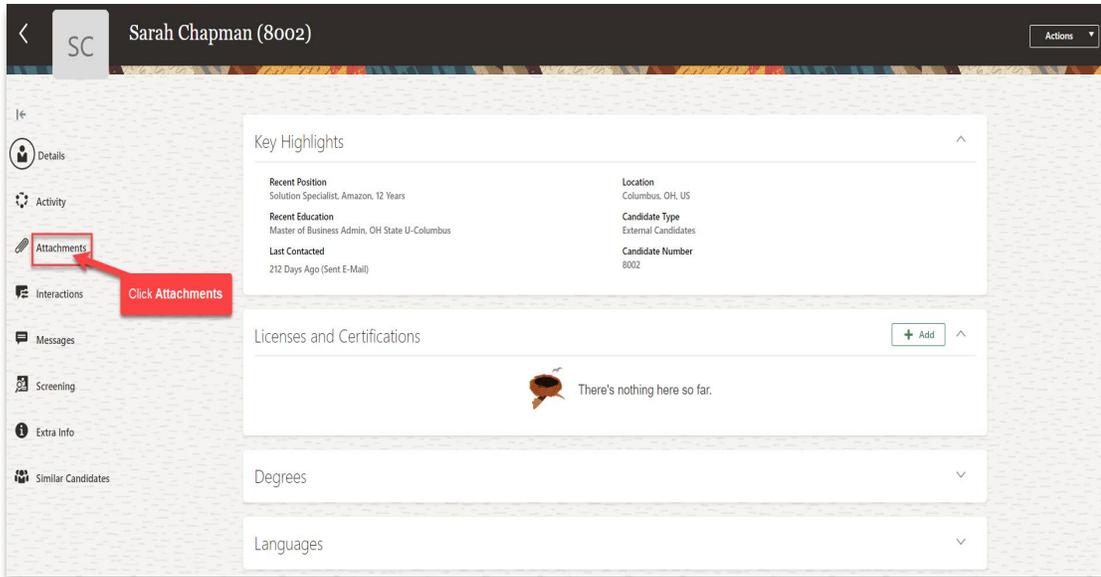
## Enter the Candidate's name and Click Search



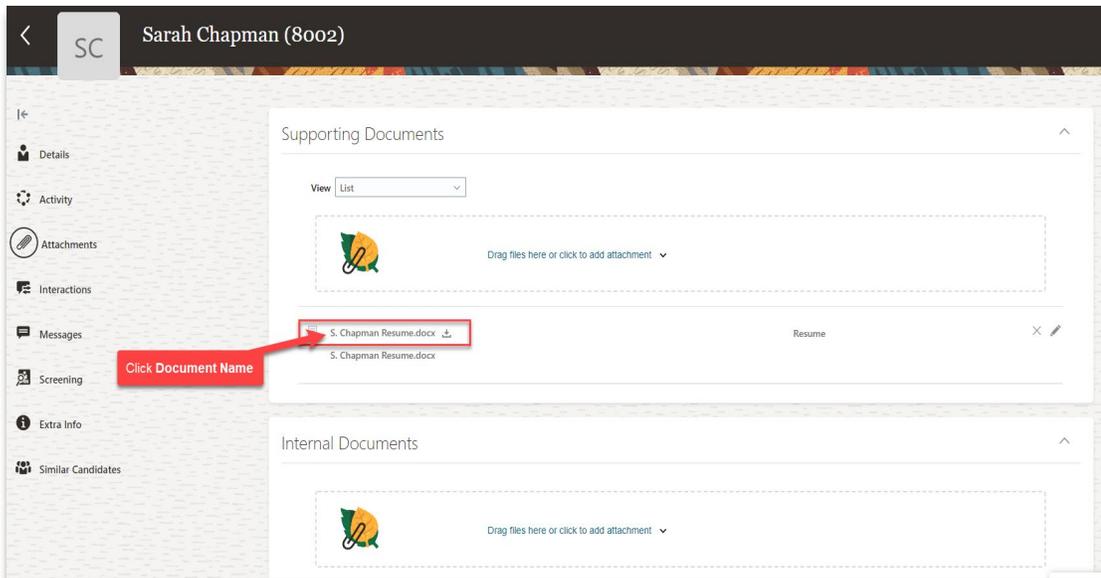
## Click Candidate



We are now in the Candidate Profile screen. On the left, we can view the Candidate's details, applicant activity, attachments, etc. To view the candidate's files, click **Attachments**



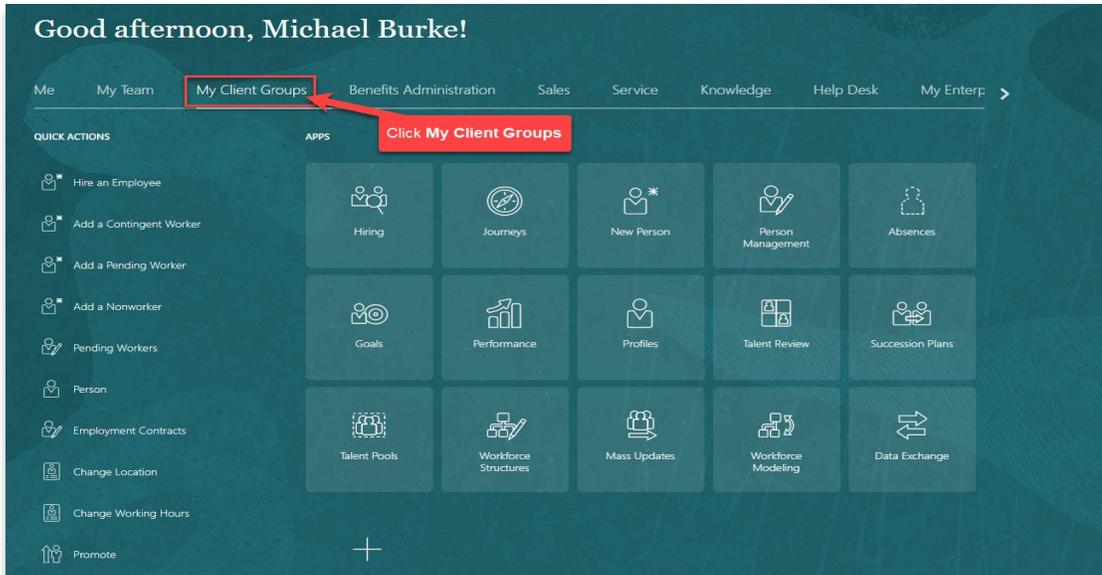
We can now view the Candidate Files. To view a file, click **Document Name** and we can view the file



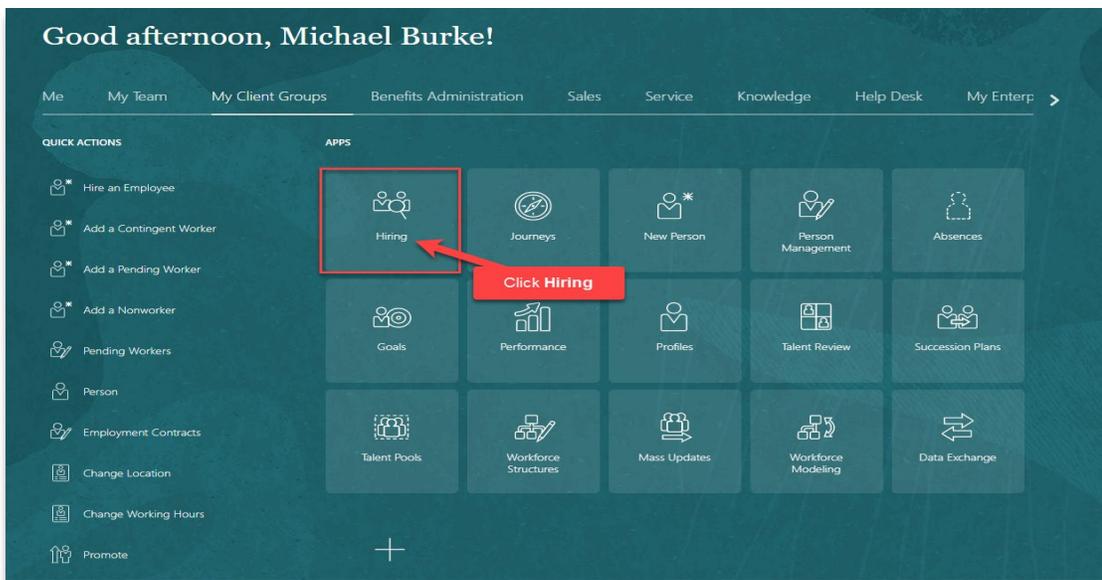
## Reject A Candidate

Navigation: My Client Groups>Hiring>Select Applications>Select Candidate>Move>Reject

From the home screen, click **My Client Groups**



Click Hiring



Click Applications across from the Requisition

**Job Requisitions**

Requisitions + Add

Keywords  Show Filters Hiring Team Role Recruiter, Hiring Manager, Collaborator X

Sort By Creation Date - New to Old

Requisition Title	Applications	Prospects	More
<b>Network Specialist (75)</b> Posting - In Progress Standard United States	0	0	...
<b>Solution Specialists PA (65)</b> Open - Posted Standard Bellevue, DC, United States	0	0	...
<b>PA_test1 (64)</b> Open - Posted Standard United States	0	0	...
<b>Network Specialist-NK (60)</b> Open - Posted Standard CA, United States	3	0	...
<b>Network Specialist-NK (57)</b> Open - Posted Standard CA, United States	3	0	...

**Click Applications** (Red arrow pointing to the '3' in the Applications column for Network Specialist-NK (60))

**Click Candidate Name**

Network Specialist-NK (60)

Job Applications

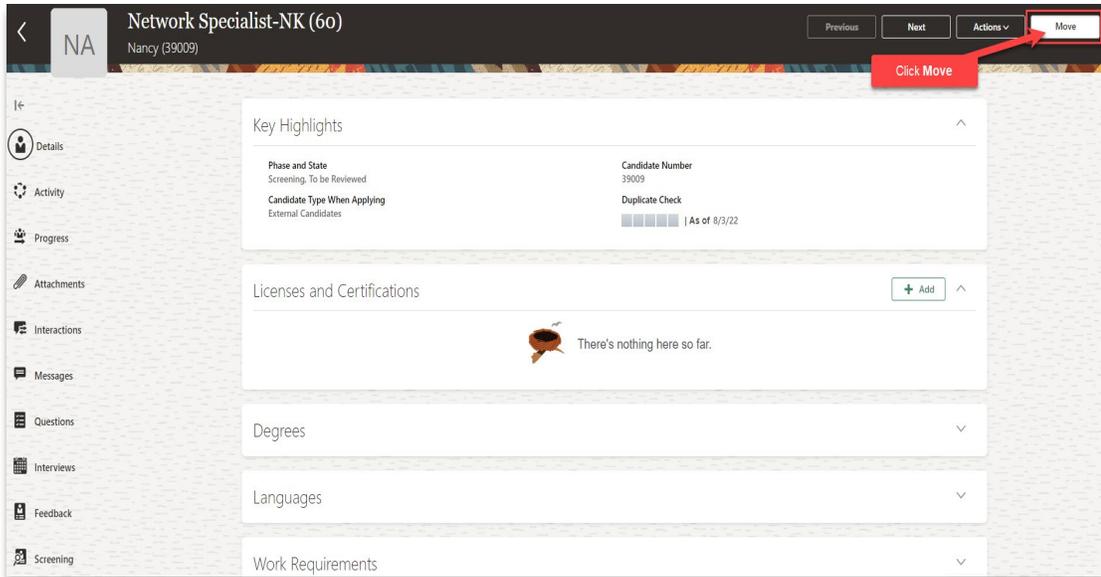
Candidate Name or Number  Show Filters Application Details Active X

Actions View Summary Sort By Create Date - New to Old

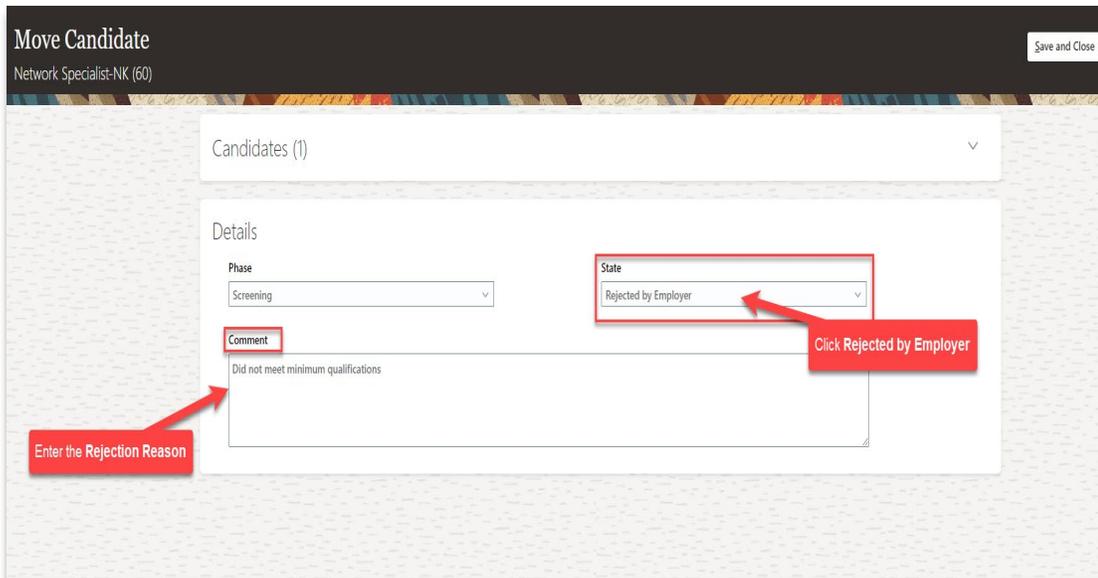
Candidate	Details	Status	Education	Experience	More
<input type="checkbox"/> <b>Nancy</b> 39009		Screening, To be Reviewed	Bachelor of Science	Network Consultant, Infosys	...
<input type="checkbox"/> <b>Keerthi-01</b> 36025 Dorrington, CA, US		Offer, Accepted Prescreening score: 10 out of 10	Master of Science, California State University	Network Consultant, Tata Consultant Service, 9/1/16 - Present	...
<input type="checkbox"/> <b>NK-Keerthana</b> 31007 Yorba Linda, CA, US		Offer, Accepted	Master of Science	Tata Consultant Service - Present	...

**Click Candidate Name** (Red arrow pointing to the name 'Nancy' in the first row)

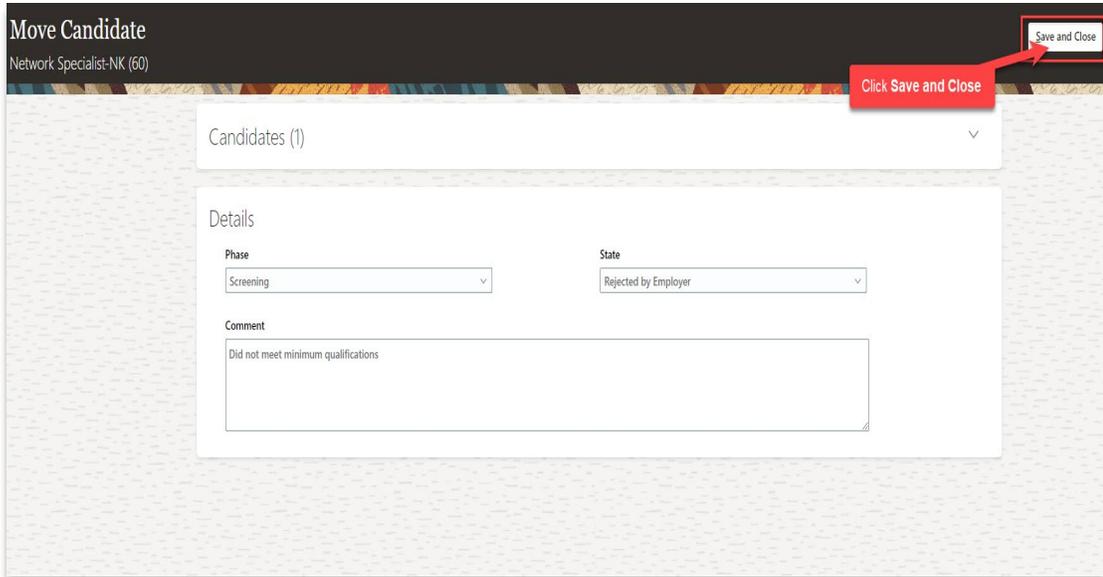
**Click Move**



From the **State** dropdown, click **Rejected by Employer** and enter the **Rejection Reason**



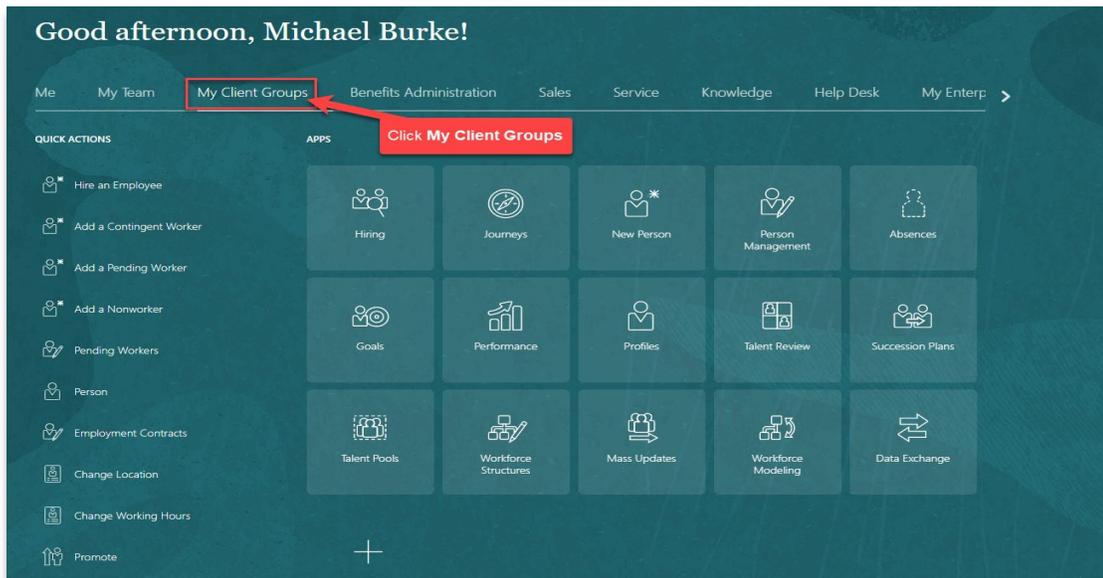
Click **Save and Close**



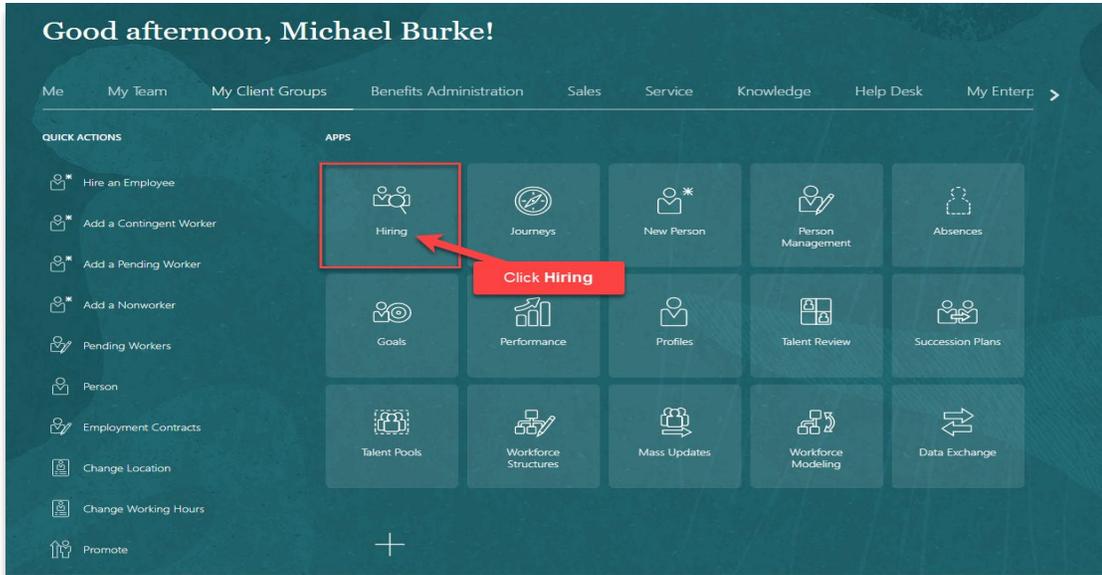
## Progress Candidate From Candidate List

Navigation: My Client Groups>Hiring>Select Requisition>Select Candidate>Move

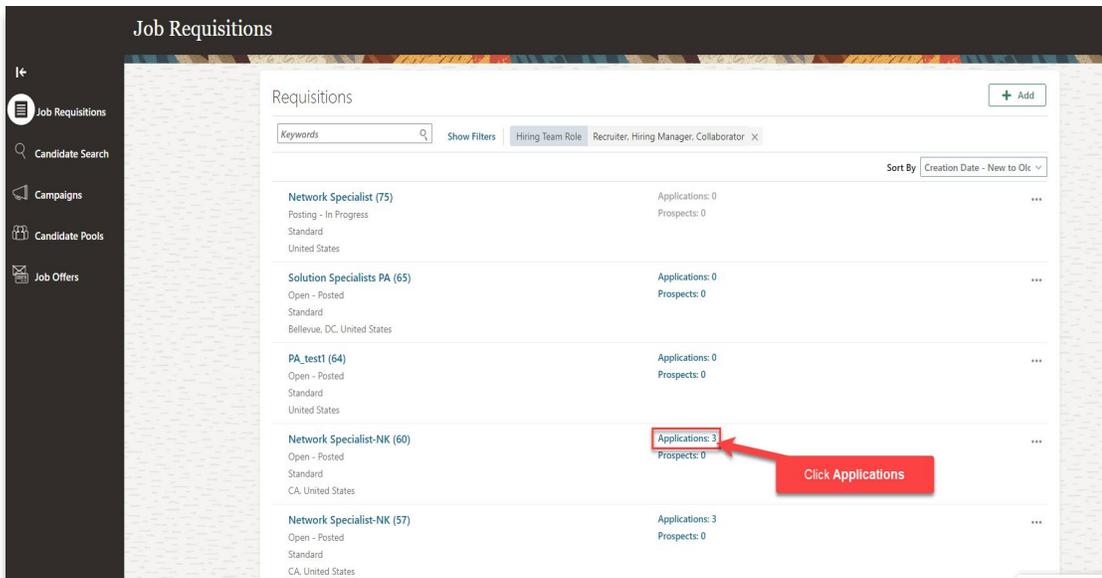
From the home screen, click **My Client Groups**



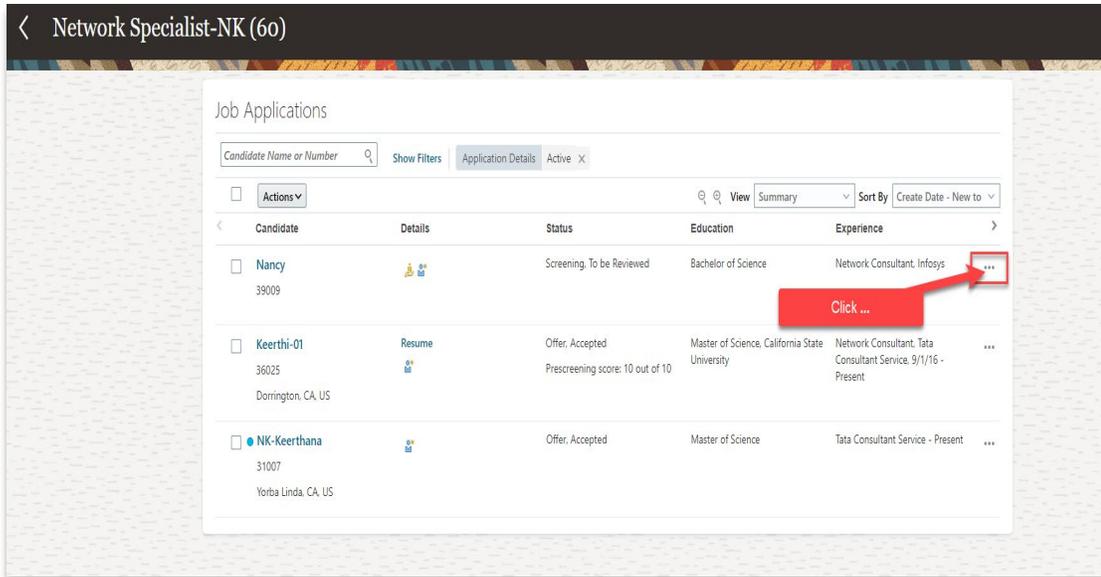
Click **Hiring**



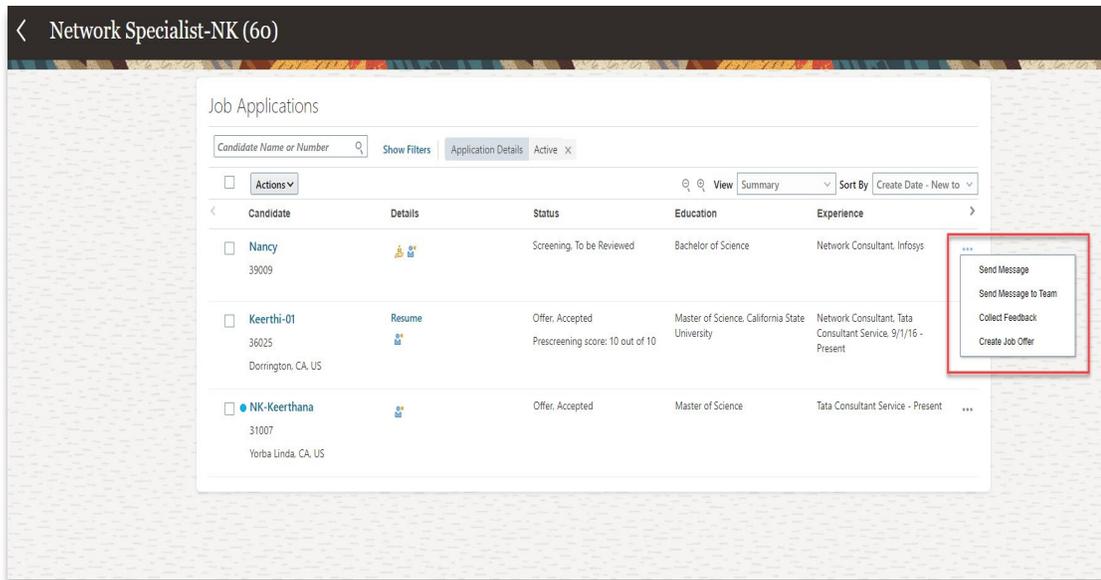
Click **Applications** across from the Requisition



Click (...) across from the Candidate we wish to progress to the next step



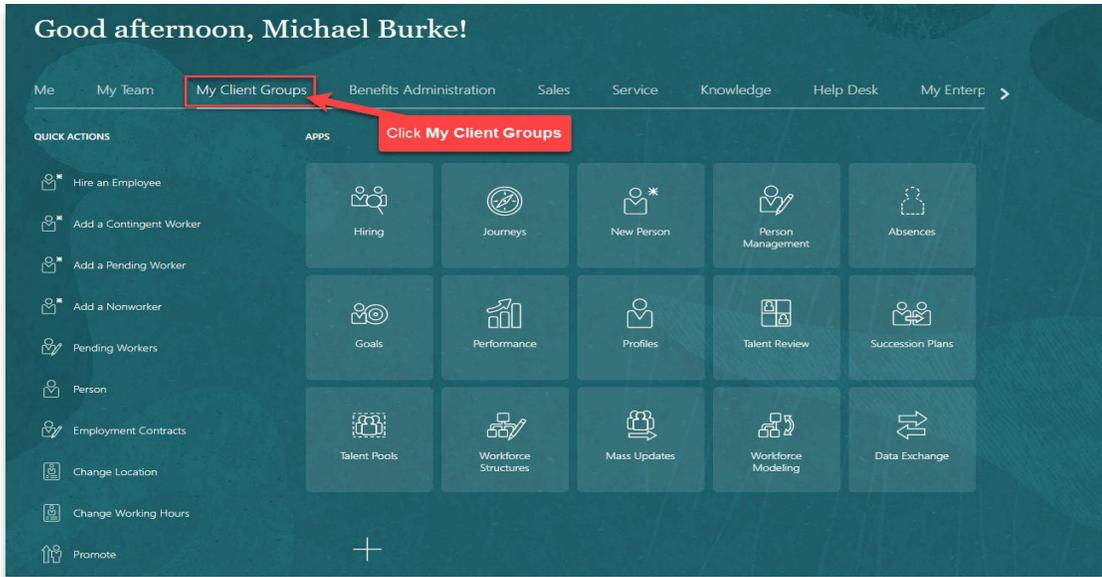
From the dropdown, we can progress the Candidates by selecting the next step in the process and following the applicable steps



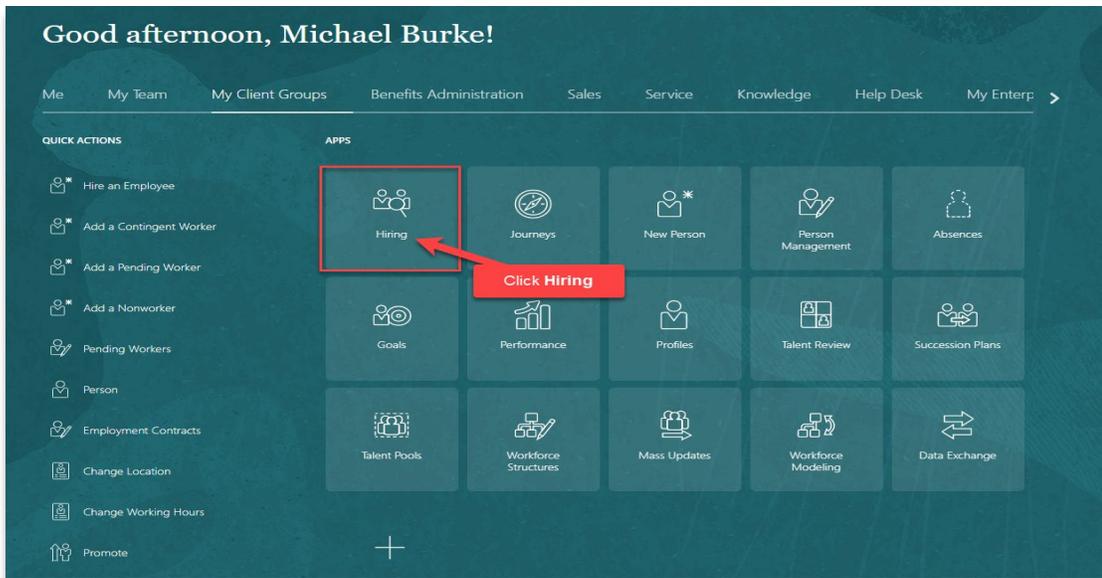
## Offer Creation

Navigation: My Client Groups>Hiring>Select Applications>Select Candidate>Actions>Create Job Offer

From the home screen, click **My Client Groups**



Click Hiring



Click Applications across from the Requisition

**Job Requisitions**

Requisitions + Add

Keywords  Show Filters Hiring Team Role Recruiter, Hiring Manager, Collaborator X

Sort By Creation Date - New to Old

Job Title	Applications	Prospects	More
<b>Network Specialist (75)</b> Posting - In Progress Standard United States	0	0	...
<b>Solution Specialists PA (65)</b> Open - Posted Standard Bellevue, DC, United States	0	0	...
<b>PA_test1 (64)</b> Open - Posted Standard United States	0	0	...
<b>Network Specialist-NK (60)</b> Open - Posted Standard CA, United States	3	0	...
<b>Network Specialist-NK (57)</b> Open - Posted Standard CA, United States	3	0	...

**Click Applications** (arrow pointing to 'Applications: 3' in the Network Specialist-NK (60) row)

**Click Candidate Name**

Network Specialist-NK (60)

Job Applications

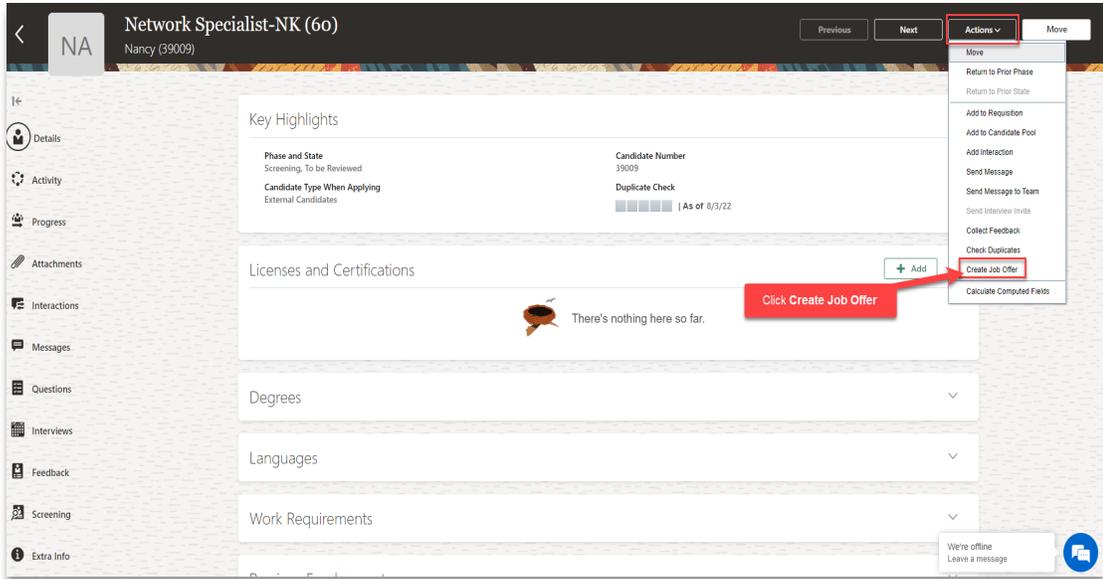
Candidate Name or Number  Show Filters Application Details Active X

Actions View Summary Sort By Create Date - New to Old

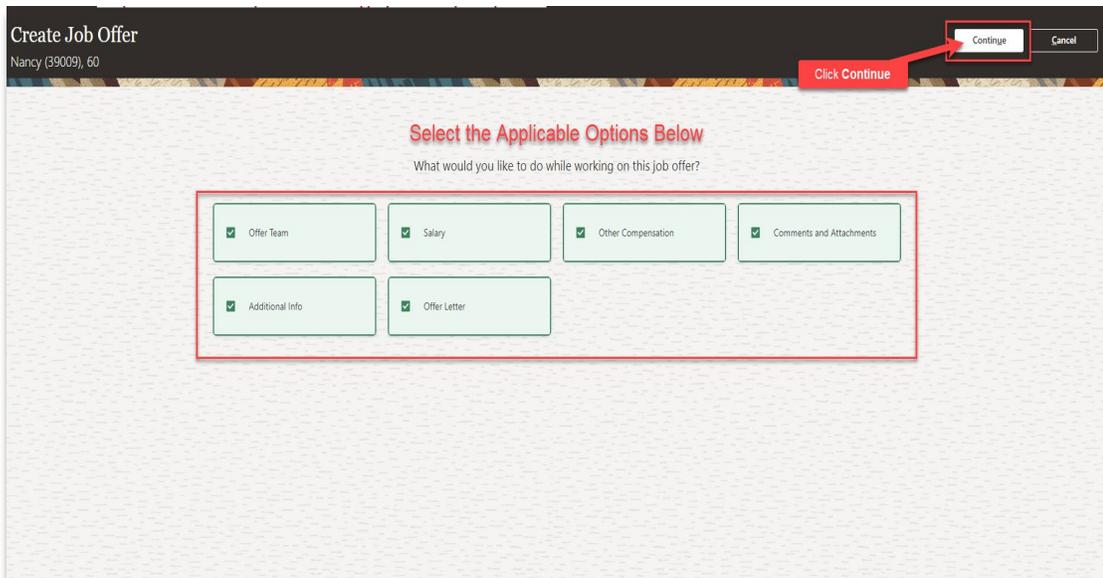
Candidate	Details	Status	Education	Experience	More
<input type="checkbox"/> <b>Nancy</b> 39009		Screening, To be Reviewed	Bachelor of Science	Network Consultant, Infosys	...
<input type="checkbox"/> <b>Keerthi-01</b> 36025 Dorrington, CA, US		Offer, Accepted Prescreening score: 10 out of 10	Master of Science, California State University	Network Consultant, Tata Consultant Service, 9/1/16 - Present	...
<input type="checkbox"/> <b>NK-Keerthana</b> 31007 Yorba Linda, CA, US		Offer, Accepted	Master of Science	Tata Consultant Service - Present	...

**Click Candidate Name** (arrow pointing to 'Nancy' in the first row)

**Click Actions and Create Job Offer**



Select the applicable options and click **Continue**



Enter the **When** and **Why** details and click **Continue**

Create Job Offer  
Nancy (39009), 60

Save and Close Submit

1 When and Why **Enter the Below Information**

\*When is the employee start date? 8/26/22 \*Action Add Pending Worker

\*Legal Employer ERPWebTutor USA Inc.

\*Worker Type Employee

Continue

Click Continue

2 Assignment Info

3 Offer Team

4 Salary

5 Other Compensation

Follow this same progress through the remaining sections and click **Submit**

Create Job Offer  
Nancy (39009), 60

Save and Close Submit

7 Additional Info Edit

8 Offer Letter

Offer Letter  
Offer Letter Template

Download

Drag files here or click to add attachment

Candidate Job Application Language American English Expiration Date m/d/yy

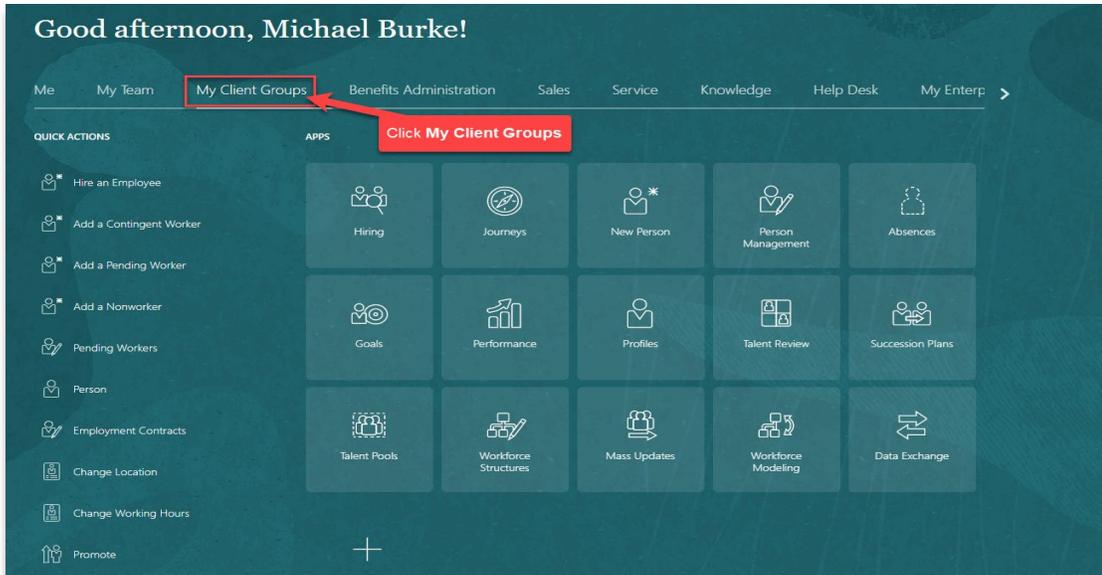
Additional Text 1

Click Submit

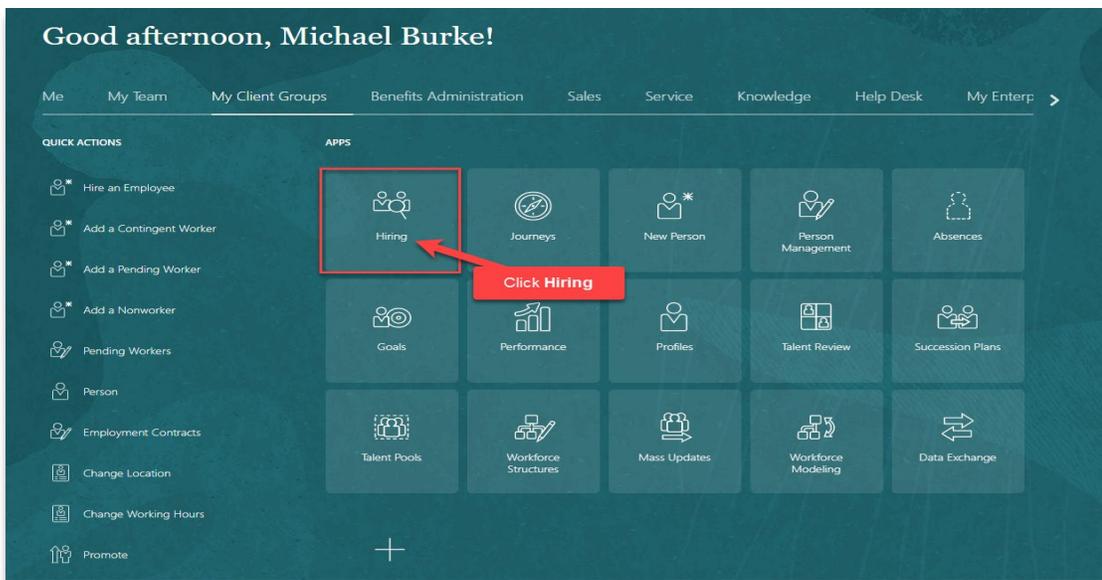
## Extend Offer To Candidate

Navigation: My Client Groups>Hiring>Select Applications>Select Candidate>Actions>Extend Offer

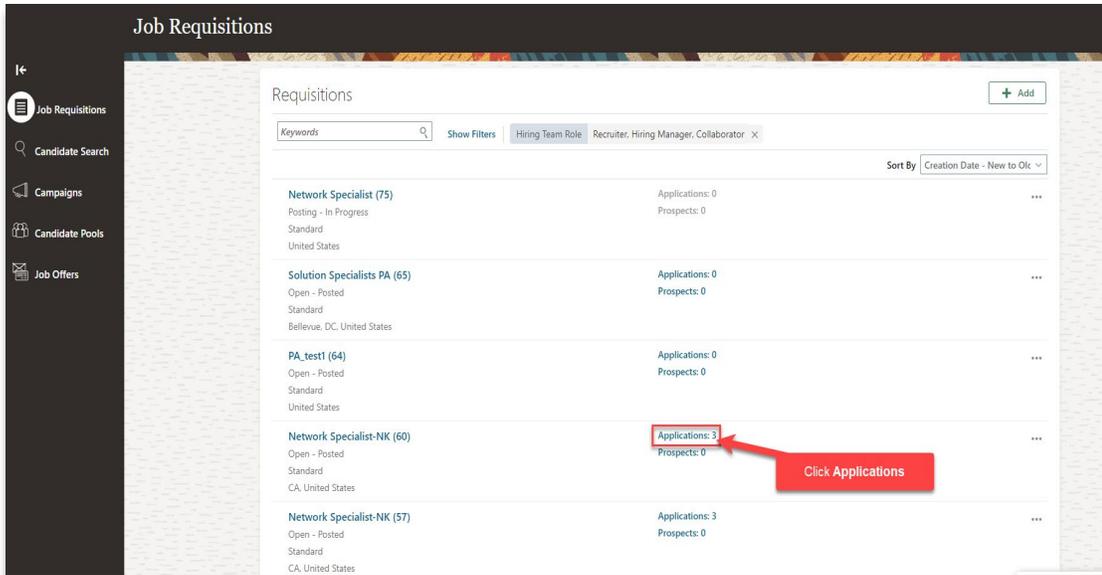
From the home screen, click **My Client Groups**



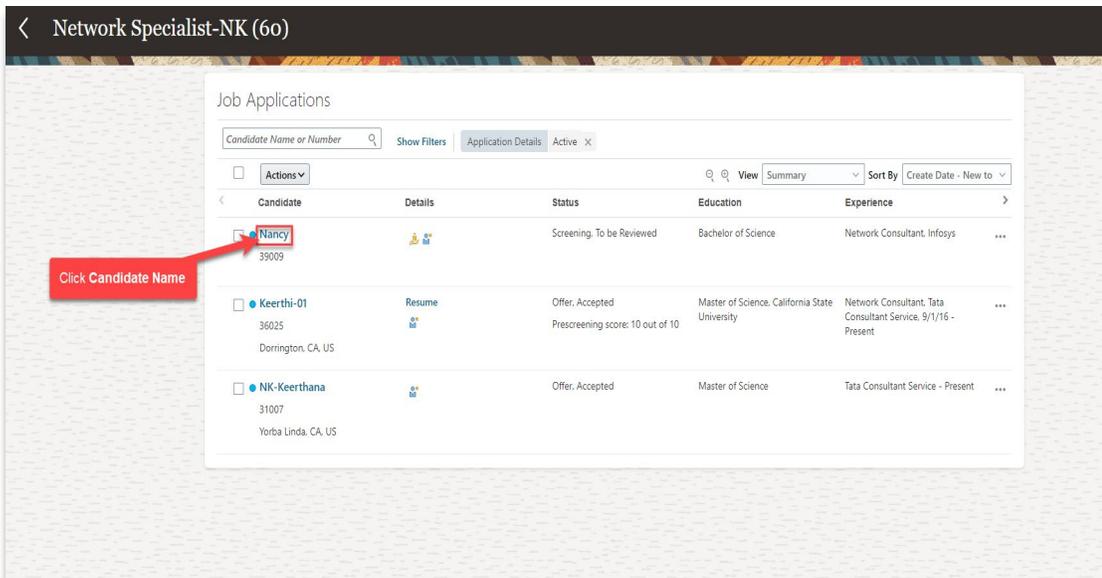
Click Hiring



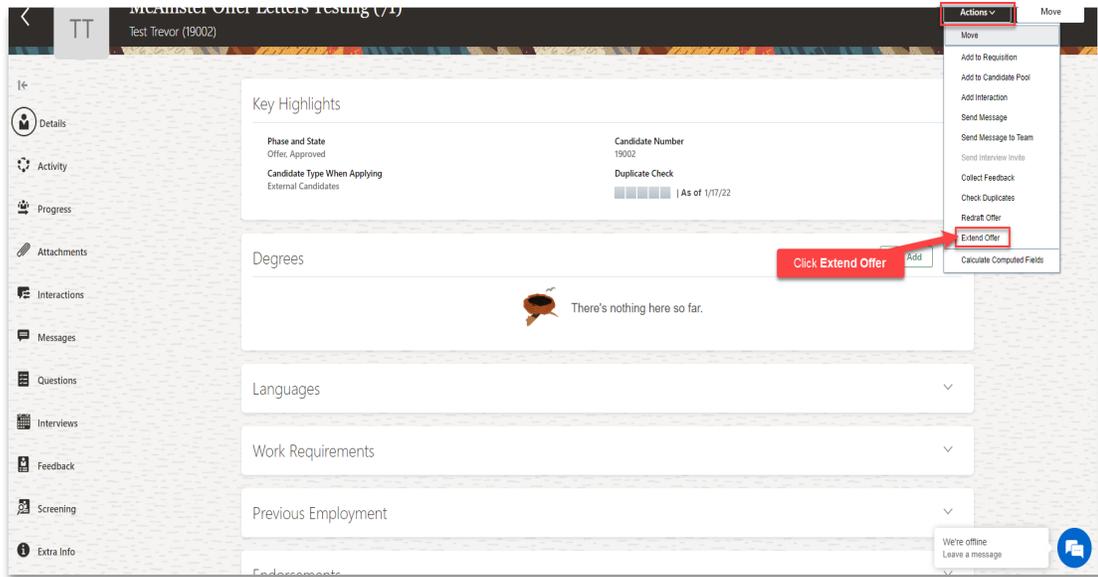
Click Applications across from the Requisition



### Click Candidate Name



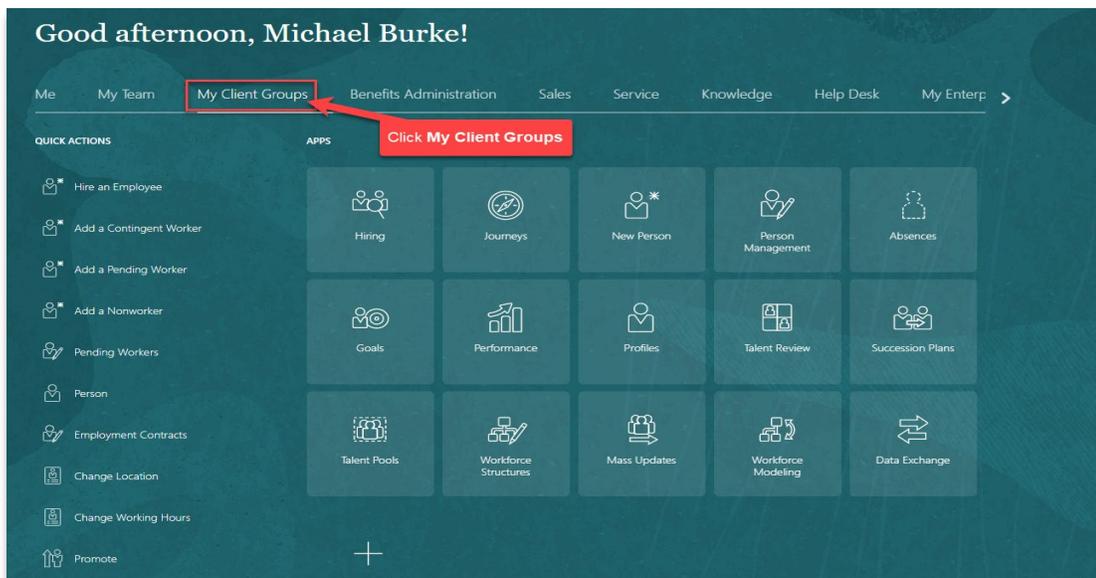
### Click Actions and Extend Offer



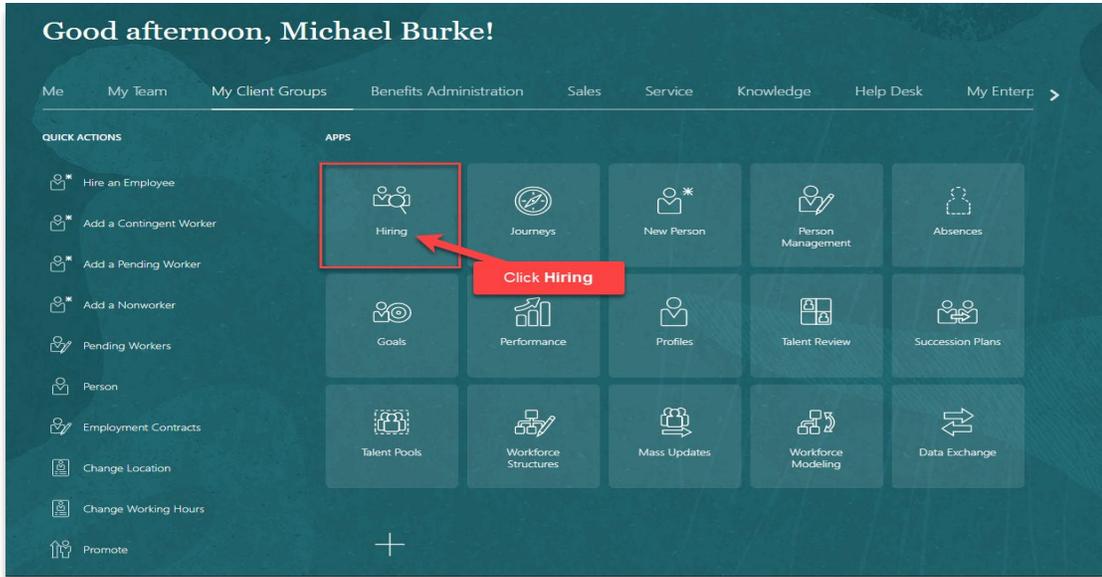
## Accept Offer On Behalf Of Candidate

Navigation: My Client Groups>Hiring>Select Applications>Select Candidate>Actions>Accept Offer

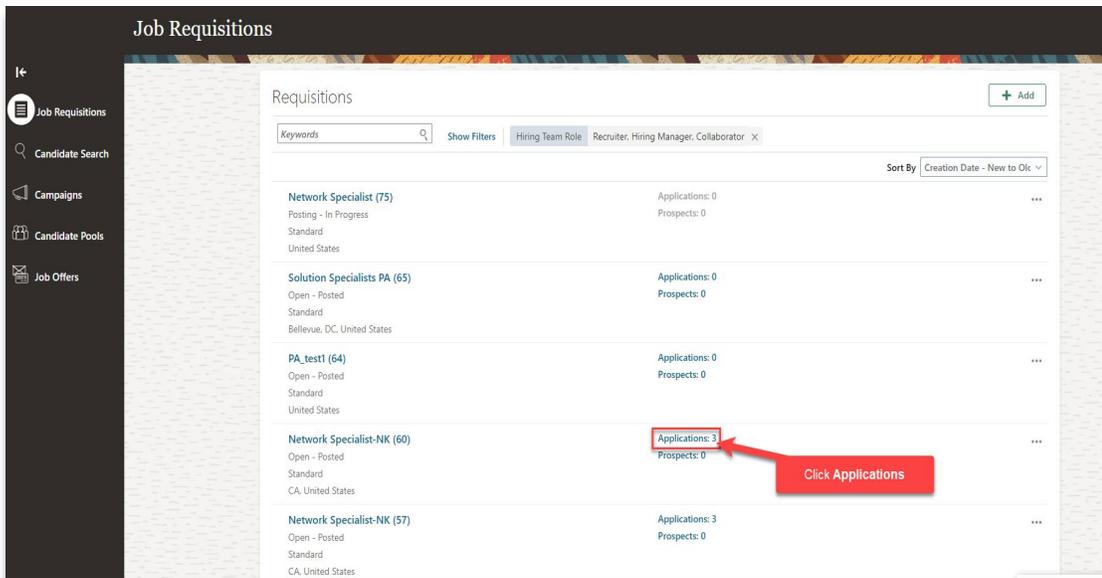
From the home screen, click **My Client Groups**



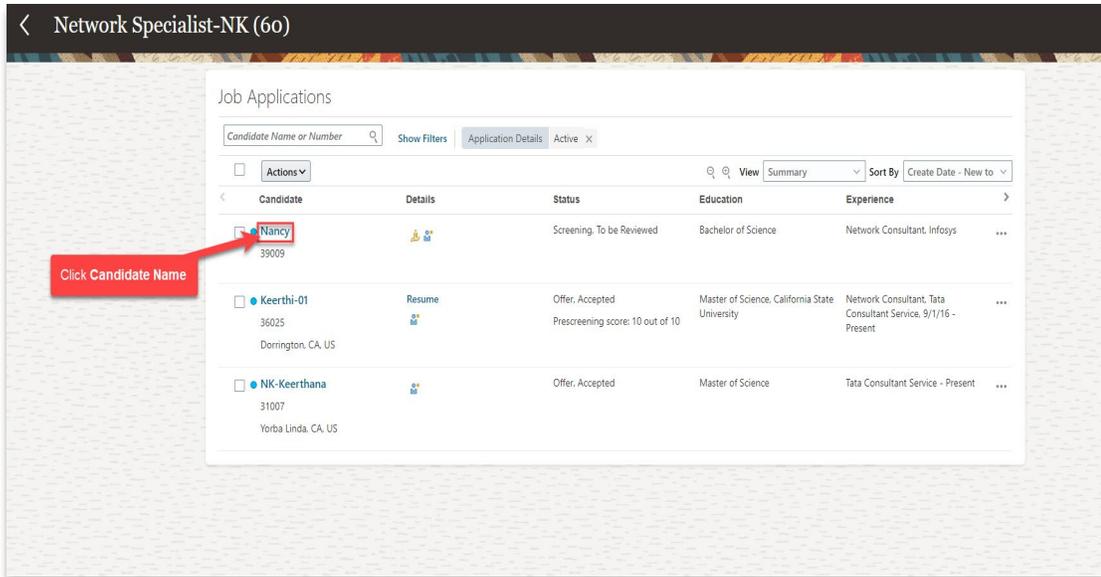
Click **Hiring**



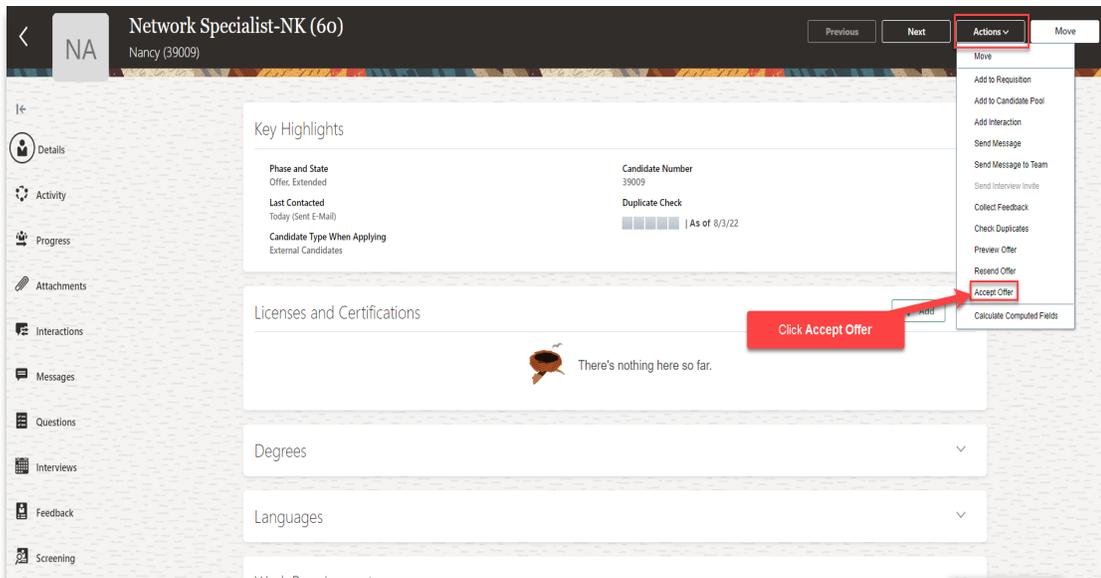
Click **Applications** across from the Requisition



Click **Candidate Name**



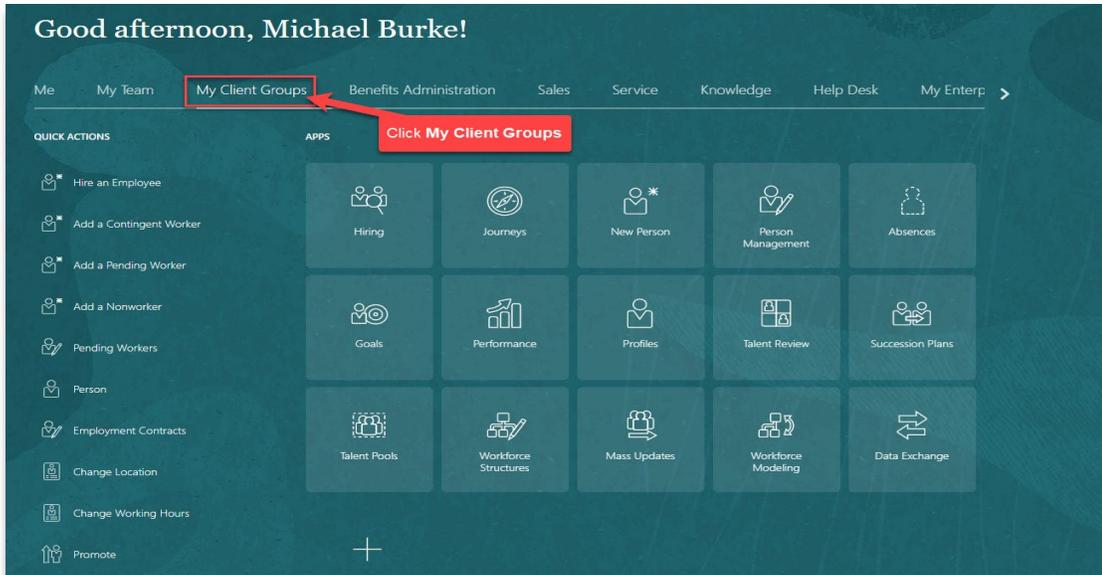
## Click Actions and Accept Offer



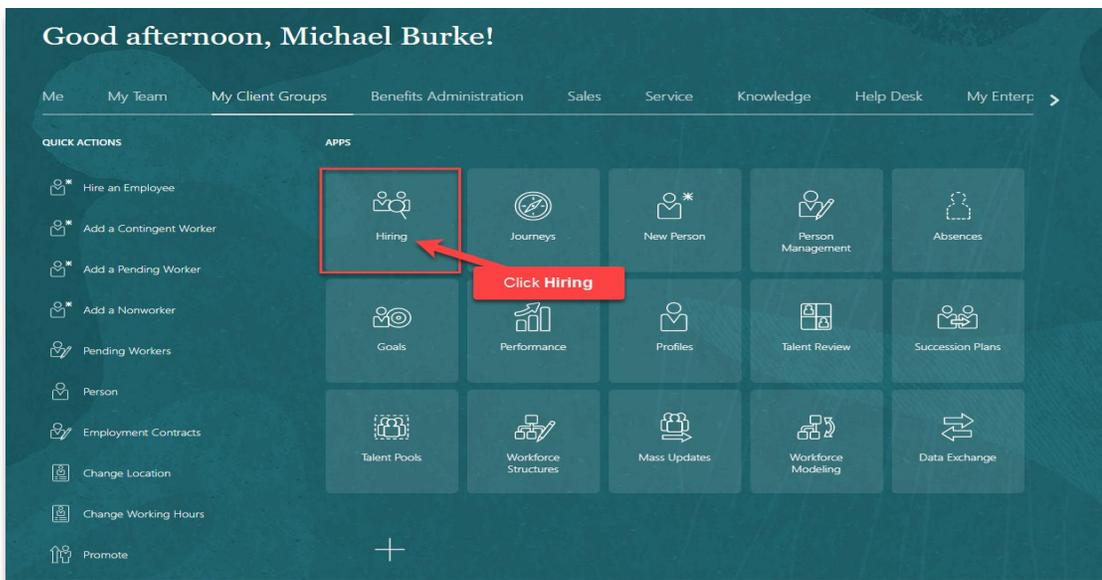
## Move Candidate To HR

Navigation: My Client Groups>Hiring>Select Applications>Select Candidate>Actions>Move to HR

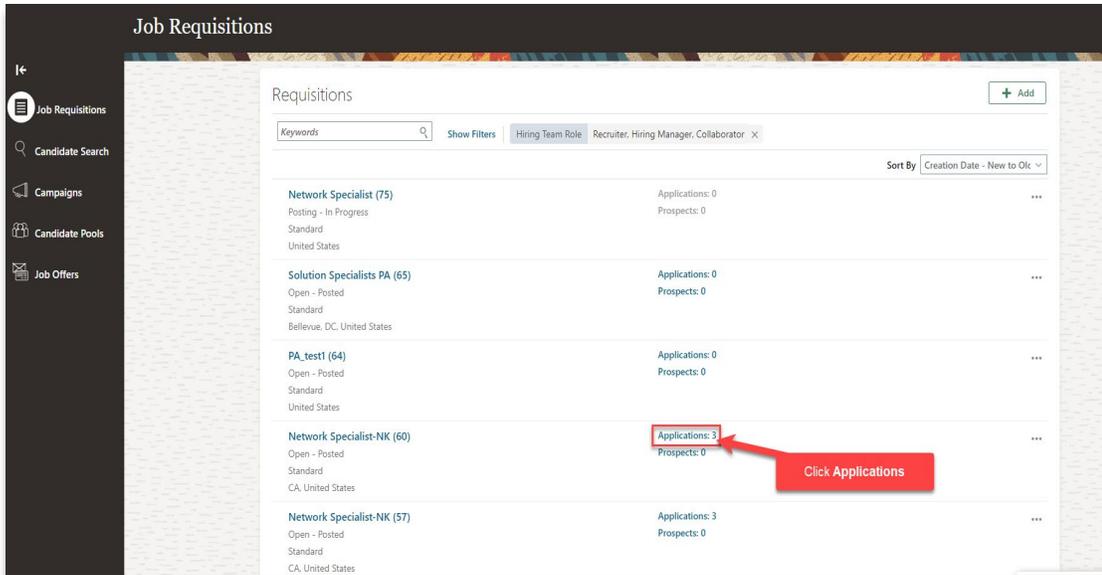
From the home screen, click **My Client Groups**



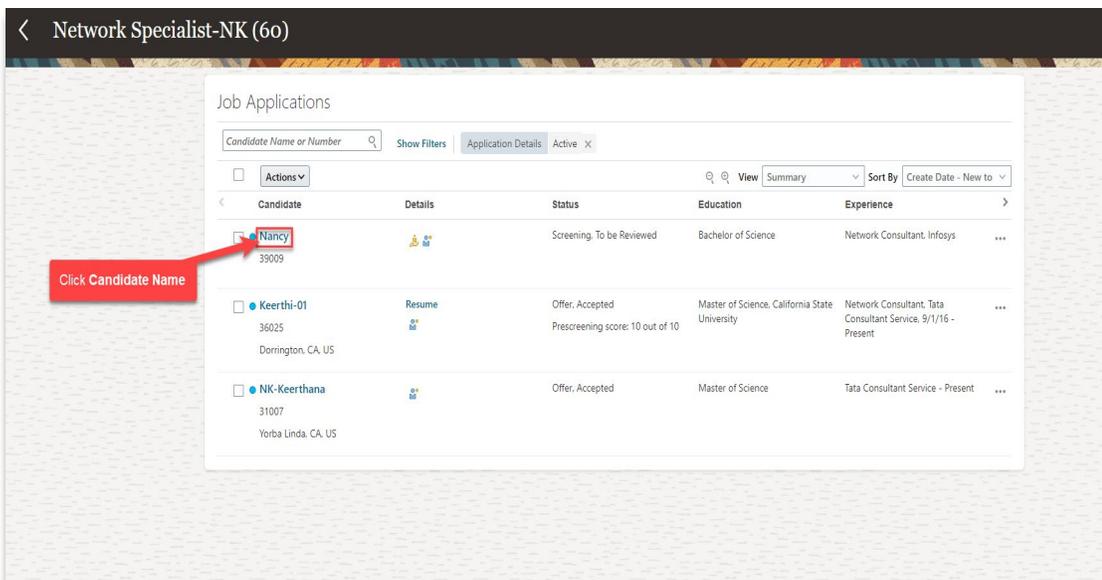
Click Hiring



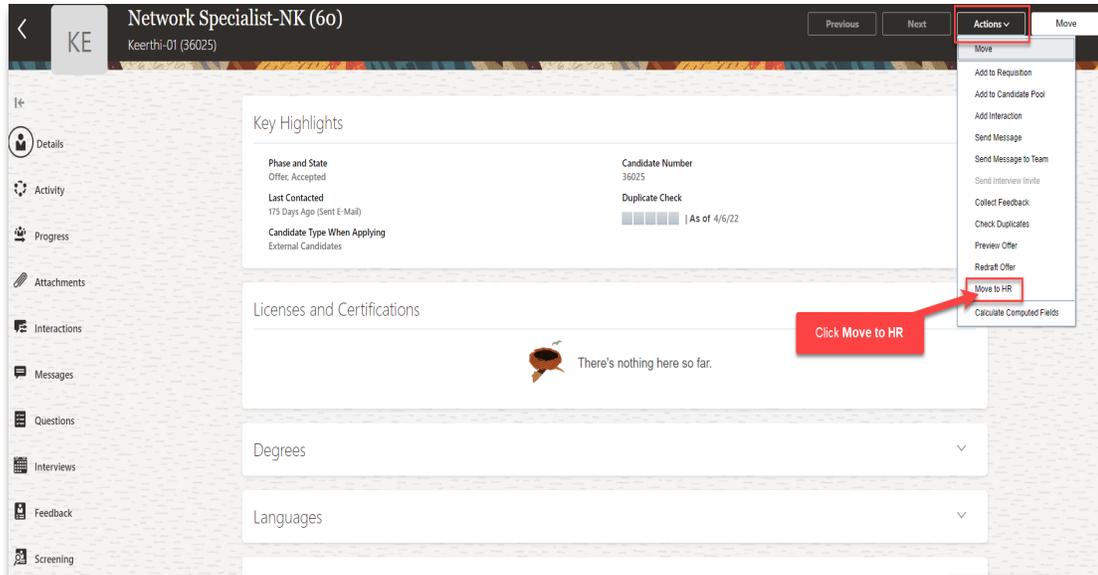
Click Applications across from the Requisition



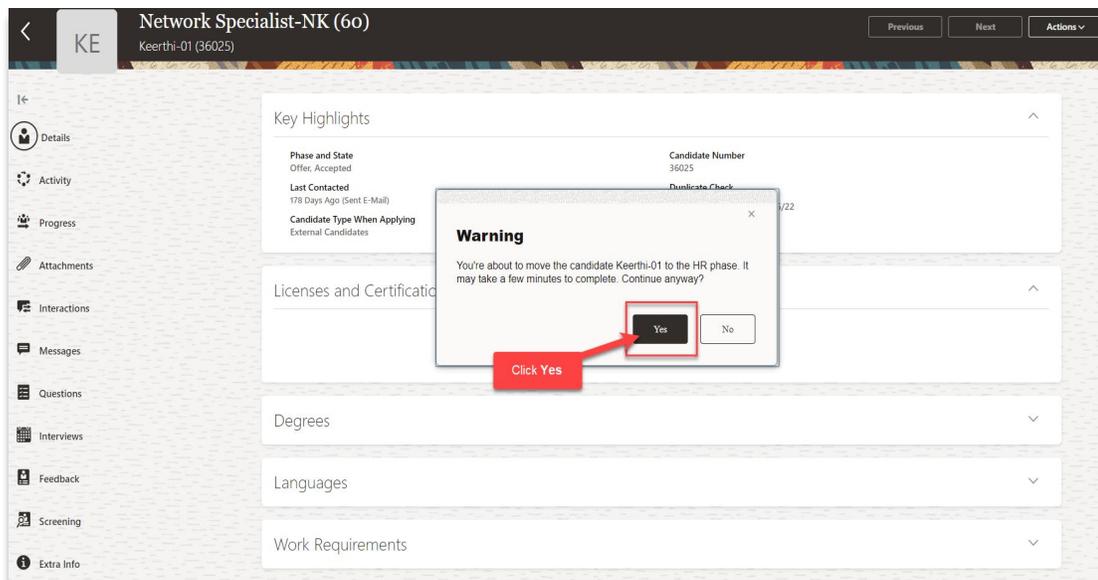
Click Candidate Name



Click Actions and Move to HR



## Click Yes



Candidate will be successfully transitioned to HR and can be managed through quick actions or person management

Thank you for reviewing and using our guide; we hope you have found it helpful. If you have any questions on the content included in this guide, please contact our Training & Learning team at [learn@camptratech.com](mailto:learn@camptratech.com)

Version History	Revision Date	Author	Changes
Version 1.0		Megan Ketter	Initial Version

