



Recruiting (ORC) Admin Guide



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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 <u>mketter@camptratech.com</u>.

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.

ΗМ REC SOURCER CAN initiates job creates apply to jobs completes job requisition campaigns and requisition and candidate pools posts

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

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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 dialin 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

Service Help Desk	Supply Chain Planning My	Enterprise Tool	s Confi	iguration	Others		
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Change setup to Recruiting and Candidate Experience

All the tasks related to Recruiting Administration are now available

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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

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Under Functional Areas, click Job Requisitions

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* Recruiting and Candidate Experience Management	
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* Candidate Experience Click Job Requisitions	
* Candidate Job Applications	

Next, click Job Requisition Templates

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HCM Data Exchange		
* Recruiting and Candidate Experience Management		
* Job Requisitions		
* Candidate Experience		
* Candidate Job Applications	Ξ.	

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**

✓ Job Requisition Templates							
Keywords Expand Create Status Draft × Active ×							
Vew • + Create •							
Code Standatone	Туре	Status	Last Updated Date	Created By			
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ERP0esource Partner	Standalone	Active	3/30/20	IMPLADMIN			
NK_JC Junior Consultant	Position	Active	1/18/22	Recruiter, Jack			
JC_NK01 Junior Consultant	Job	Active	1/18/22	Recruiter, Jack			
JC_NK Junior Consultant	Standalone	Active	1/18/22	Recruiter, Jack			
PA_Network PA_Networl SPecialist	Position	Active	2/21/22	Recruiter, Jack			
PA_Ass_Con PA_Associate Consultant Template	Standalone	Active	3/1/22	Recruiter, Jack			
PA_Trial PA_Trial	Standalone	Active	2/23/22	Recruiter, Jack			
NK01_SA NK01_Senior Accountant	Standalone	Active	1/24/22	Recruiter, Jack			
SS_AB Solution Specialists	Job	Active	11/9/21	abhatnagar@camp 🔽			
NK_SA NK_Senior Accountant	Job	Active	1/24/22	Recruiter, Jack			
TMP_ACC Template - Job Accountant	Standalone	Draft	8/3/21	Recruiter, Jack			
Netwri/Spec-NK Network Specialist-NK	Standalone	Active	2/25/22	Recruiter, Jack			

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	6 <u> </u>	i <u>a</u> ve
I ¢	4 Basic Info	Complete the information below	
Details		Status Draft Recruiting Type Professional	
		Business Unit Camptra US Business Unit	
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		Requisition Title	
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	4 Hiring Team	Languages American English (Version) ya	
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Once the below information is entered, click Save

Creat	e Job Requisition T	emplate: Details	6 Save
		Click Save	
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The Job Requisition Template will be saved in **Draft** status. To activate the Job Requisition Template, expand **Actions**, click **Activate Template** then **Continue**

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	+ 103 (3), 03 (3)	A Static Info Click Activate Template	Apply Job Preview Template Duplicate Template
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		Primary Location CA, United States	
		Other Locations Job Family Job Function	

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

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From the home screen, click My Enterprise

Click Setup and Maintenance

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Under Functional Areas, click Job Requisitions

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Click the + icon

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

Enter the information below and click Create Value Set

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

Value Set Code	Referral Source			
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	AE Absences Maternity and Paternity	LBA	HcmLocAEAbsMatPatAdop	
	AE Absences Military	LBA	HcmLocAEAbsMilitary	
	AE Absences Others	LBA	HcmLocAEAbsOther	
	AE Absences Parental	LBA	HcmLocAEAbsParental	-
	Search			

Enter the additional Information and click Save and Close

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* Value Set Code	Referral Source	Click Save and Close	
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Lastly, from the Job Requisition Descriptive Flexfields home screen, click **Deploy Flexfield** to deploy the flexfield in the instance

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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

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Click Setup and Maintenance

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Change setup to Recruiting and Candidate Experience

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Under Functional Areas, click Job Requisitions

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HCM Data Exchange		
Recruiting and Candidate Experience Management	•	
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Candidate Experience		
Canonate son Apprications	• .	

Next, click the Pencil icon

Jo Si	bb Requisition Des earch Results Actions ▼ View ▼ Format	criptive Flexfiel	Click Pencil	Con Deploy Flexfield					
ľ	Name	Туре	Module	Flexfield Code	Entity Usages	Description	Deployment Status	Deployment Error Message	Deployment Date
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Highlight the row for the items that needs edited and click the Pencil icon

Job Requisition Descriptive Flex	fields ⑦				Manage Contexts Manage Segment Labels Save Save and Close Save Save and Close Save Save Save Save Save Save Save Sav	;ancel
Name Flexfield Code Description	Job Requisition Descriptive Flext IRC_REQUISITIONS_DFF Additional fields for requisition	ield			Segment Separator . Application Recruiting Module Job Requisitions Core	
Global Segments Actions ▼ View ▼ Format ▼ +	Click I	Pencil Icon				
* Sequescr Name	Table Column	Value Set		Prompt		
10 Department	ATTRIBUTE_CHAR1	DPT_LOV		Department		
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Next, click View Value Set

Edit Segment ⑦			Bave and Close Cancel
4			
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Next, click Manage Values

Edit Value Set: AGEN	NCY_PR ()	Manage Values	Save Save and Close	Cancel
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Click Search

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Manage Values ③	Save §	ave and Close
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Here we can add new values by clicking the +. To disable existing values, uncheck **Enabled** checkbox. Once complete, click **Save and Close**

Manage Values (*) Value skit Code AGENCY_FR Description	and Clos	se	Save and C	Close Cancel
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Search Results Click + to Add Values Deselect the Values to Disable Actions • Vew • Format • + R = 1 @ G = Freeze @ Detach al Weap			Si	earch Reset
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Columns Hidden 1				

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

Service Help Desk	Supply Chain	Planning My	Enterprise Too	s Config	juration (Others		
QUICK ACTIONS	АР	PS						
Available Features		Offerings	New Features	Feature Upo) dates	^క ్రోస్టర్తు Setup and	+	
						laintenance		
Things to Finish	2 weeks ago	×	2 weeks ago	×	2 weeks ago	laintenance Click S	Setup and Maintena	anc
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Change setup to Recruiting and Candidate Experience

Setup: Compensation Managem	र ल Compensation Management Financials	197.)	
Functional Areas	Fusion Accounting Hub	eature Opt In	Search Tasks Q
* Initial Users	Manufacturing and Supply Chain Materials Management Project Financial Management		Initial Users
* Enterprise Profile	Recruiting and Candidate Experience		View 🔻 Format 🗨 🏢 Freeze 🔛 Detach 🚽 Wrap Show Required Tasks 🗸
* Legal Structures	Service		Task Scope
* Organization Structures	Workforce Deployment Workforce Development Click	Recruiting	and Candidate Experience
* Financial Reporting Structures	Sha	ed 🔽	
* Workforce Structures	Sha	red 🔽	
* Users and Security	Sha	ed 🔽	
HCM Data Loader	Sha	ed 🔽	
Workforce Information	Sha	red 🔽	
* Basic Payroll			
* Base Pay			
* Benefits	Sha	red 🔽	
* Individual Compensation	Sha	ed 🔽	
Workforce Compensation			
* Total Compensation Statements		-	

Under Functional Areas, click Recruiting and Candidate Experience Management

Setup: Recruiting and Candidate Experien	ce 🔽 📮 🕐	
Functional Areas	View Configuration	Search Tasks
* Initial Users	Shared 💌 📩	Initial Users
* Enterprise Profile	Shared 💌	View View Format View Format
* Legal Structures	Shared 🤝	Task
* Organization Structures	Shared 🔽	Run User and Roles Synchronization Process
* Financial Reporting Structures	Shared 💌	Columns Hidden 3
* Workforce Structures	Shared 💌	
Workforce Profiles	Shared 💌	
* Users and Security	Shared 🔽	
* Workforce Information	Shared 🤝	
Benefits	Shared 🔽	
HCM Data Exchange	•	
* Recruiting and Candidate Experience Manager 1	0	
* Job Requisitions	Click Recruiting and Candidate	
* Candidate Experience	Experience Management	
* Candidate Job Applications	☑.	-

Next, click Recruiting Content Library

Setup: Recruiting and Candidate Experience 📼 📮 🗇		Actions *
Functional Areas	View Configuration	Search Tasis
* Initial Users	Shared 🔽 🕯	Recruiting and Candidate Experience Management
* Enterprise Profile	Shared 🔽	View 🔻 Format 💌 🔟 Freeze 🔛 Detach 📣 Wrap Show Required Tasks 🕶
* Legal Structures	Shared 🔽	Task Scope
* Organization Structures	Shared 🔽	Enterprise Recruiting and Candidate Experience Information
* Financial Reporting Structures	Shared 🔽	Recruiting and Candidate Experience Lookupo
* Workforce Structures	Shared 🔽	Recruiting and Candidate Experience Profile Option Values
Workforce Profiles	Shared 🔽	Configure Recruiting Interaction Categories
* Users and Security	Shared 🔽	Recruing Content Lbrary
* Workforce Information	Shared 🔽	Geography Hierarchy Structure Click Recruiting Content Library
Benefits	Shared 🔽	Recruiting Category Provisioning and Configuration
HCM Data Exchange		Recruiting Category Enablement
* Recruiting and Candidate Experience Management		Columns Haden 3
* Job Requisitions		
* Candidate Experience		
* Candidate Job Applications		
	•	

Next, click Create

< Recruiting Content Library		
Keywords Q Show Filters		
+ Create		
Candidate Confirmation Click Create	Category Automated Job Application Notification Visibility Internal, External	Versions 1 Start Date 2/17/22
PA Employer Description PA-EMP	Category Employer Description Visibility Internal External	Versions 1 Start Date 2/18/22
Accounting Manager ACCOUNTING_MANAGER	Category Posting Description Visibility Internal External	Versions 1 Start Date 3/1/21
Accounting Manager ACC_MNGR	Category Posting Description Visibility Internal, External	Versions 1 Start Date 3/1/21
Cand_Auto_Dupe_Notification Cand_Auto_Dupe_Notification	Category Automated Duplicate Check Notification Visibility Internal, External	Versions 1 Start Date 4/10/20
Change Candidate Email Co Change_Candidate_Email_Confirm	Category Candidate Email Update Confirmation Notification Visibility External	Versions 1 Start Date 1/15/19
Change Candidate Email Ve Change_Candidate_Email_Req	Category Candidate Email Update Request Notification Visibility External	Versions 1 Start Date 1/15/19
Offer Letter Test - DO NO DNU	Category Job Offer Letter Template Visibility Internal, External	Versions 1 Start Date 6/30/21
E-Signature E001	Category Job Application E-Signature Statement Visibility Internal, External	Versions 1 Start Date 3/17/20
Employer Description	Category Employer Description	Versions 1

Next, enter the Name, Code, and Category

Cre	ate Content Item	
Content Item	Details 🚷	
"Nam	e Camptra Employer Description	
*Cod	e CT_EMP_DES	
*Categor	y Employer Description V	Enter Name, Code, and Category
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Messag Conter	e It	
Version Deta	is 🚱	
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Enter the information in the **Content** section

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Message Content		
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[°] Content	We at Camptra Technologies started our journey in 2016 as a team of seasoned software engineers and Today we use our combined expertise to provide solutions that are not only optimal for your business by people-oriented. Our team of top-notch consultants have a combined experience of 75 years in the Oracle solution space partners for business, we ballow that open communication with our clients is the kay to developing relier therefore, on working with you every step of the way to design solutions that are efficient, dynamic and s business always keeps pace with industry changes. Visit us at https://camptratech.com/.	d technology specialists ut also cost-effective and e. As trusted implementation vant solutions. Vo focus, scalable so that your

Lastly, click Save and Activate

Crea	ate Content Item	Save as Draft V Cancel
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Managing Career Site

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

Good morning, PR	OD IMPLA	DMIN!			
Service Help Desk Supply C	hain Planning My	/ Enterprise Tool:	s Configuration	Others	
QUICK ACTIONS	APPS	С	lick My Enterprise		
Medical Plan Comparison	P			ሰራ	8
巴 My Public Info	Directory	Journeys	Time and Absences	Career and Performance	Personal Information
င်္က Change Photo					
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Document Delivery Preferences					
品。 Eligible Jobs					
Resignation	Current Jobs	Salety Incidents	Performance	Portal	
Show More					

From the home screen, click My Enterprise

Click Setup and Maintenance

Service Help Desk	Supply Chain Plar	nning My	/Enterprise Too	s Confi	iguration	Others		
QUICK ACTIONS	APPS							
🥁 Available Features		Offerings	New Features	Feature Up	1 D pdates	နိုင်နိုင်ငှိနှ Setup and Maintenance	+	
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Change setup to Recruiting and Candidate Experience

Setup: Compensation Managem	Compensation Management		
	Financials	10.1	
Functional Areas	Fusion Accounting Hub	eature Opt In	Search Tasks
* Initial Users	Manufacturing and Supply Chain Materials Management		Initial Users
*** · · * *	Project Financial Management		
" Enterprise Profile	Recruiting and Candidate Experience		View v Format v 🔟 Freeze 🙀 Detach 🚽 Wrap Show Required Tasks v
* Legal Structures	Service	2	Task Sco
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T manual reporting of actailed	Sha	ed 🔛	
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* Basic Payroll			
* Base Pay			
* Benefits	Sha	w 🔽	
* Individual Compensation	Sha	wi 🔽 📕	
Workforce Compensation			
* Total Compensation Statements			

Under Functional Areas, click Candidate Experience

Setup: Recruiting and Candidate Experience 🗖 📮 🕐		
Functional Areas	View Configuration	Search Tasks
* Initial Users	Shared 🔽 🔒	Initial Users
* Enterprise Profile	Shared 🔽	View v Format v in Freeze 🙀 Detach 📣 Wrap Show Required Tasks v
* Legal Structures	Shared 🔽	Task
* Organization Structures	Shared 🔽	Run User and Roles Synchronization Process
* Financial Reporting Structures	Shared 🔽	Columns Hidden 3
* Workforce Structures	Shared 🔽	
Workforce Profiles	Shared 🔽	
* Users and Security	Shared 🔽	
* Workforce Information	Shared 🔽	
Benefits	Shared 🔽	
HCM Data Exchange		
* Recruiting and Candidate Experience Management		
* Job Requisitions		
* Candidate Experience		
* Candidate Job Applications Click Candidate Experience	•	

Click Career Sites Configuration

unctional Areas	View Configuration	Search Tasks
Initial Users	Shared 🔽 📩	Candidate Experience
Enterprise Profile	Shared 🔽	View 🔻 Format 💌 🏢 Freeze 🔛 Detach 🚽 Wrap Show Required Tasks 🗸
Legal Structures	Shared 💌	Task
Organization Structures	Shared 🔽	Career Sites Configuration
* Financial Reporting Structures	Shared 🔽	Double Opt In Management Click Career Sites Configuration
Workforce Structures	Shared 💌	Configure Candidate Experience Map Provider
Workforce Profiles	Shared 💌	Columns Hidden 3
* Users and Security	Shared 🤝	
Workforce Information	Shared 💌	
Benefits	Shared 💌	
HCM Data Exchange	•	
Recruiting and Candidate Experience Management	•	
* Job Requisitions	•	
Candidate Experience	•	
* Candidate Job Applications	•	

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

Career Sites Configu	ration	
	МТ	
	2 CTC Career Openings Default Language: American English CTC	٥
	3 Prestera Center Demo Default Language: American English PC, DemoSite	¢
	4 EOS Demo Site Default Language: American English EOS_CX	¢
	5 AUBURN Demo Site Default Language: American English AUBURN_CX	Active Click the Gear
	6 GOF Demo Site Default Language: American English Click Ed	Go to Site Edit Duplicate Replace

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

General Theme Pages 🔇	Translations						Publi
ite Name Use these tabs to	o update the Career Site				Click Publish Site	Active	
to Code							
GOF_CX							
/RL							
https://eewb-test.fa.us6.oraclecloud.com:443/hcmUI/CandidateE	Experience/ Copy Link						
Jefault Language							
American English	¥						
Search job locations All Locations Irganizations	*						
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ob Categories							
All Categories MEPA-10 MEPA-11 MEPA-12	MEPA-3 MEPA-4 MEPA-5 MEP	PA-6 MEPA-7 MEPA-8	MEPA-9 Administrative	Clerical Executive	Management Professional		
Sr. Management TEST_ADMIN TEST_ADMIN_1 TE	EST_ADMIN_2 TEST_JOB_FAMILY_CONV						
b Functions							
All Job Functions Administrative Legal Manageria	al						

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

Service Help Desk	Supply Chain	Planning My	Enterprise Too	s Config	juration (Others		
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Change setup to Recruiting and Candidate Experience

Setup: Compensation Managem Click Dropdown Functional Areas * Initial Users * Enterprise Profile	Compensation Management Compensation Management Financials Fusion Accounting Hub Manufacturing and Supply Chain Materials Management Project Financial Management Project Financial Management Project Financial Management	eature Opt In	Search Tasks
* Legal Structures	Service		Task Scope
* Organization Structures	Workforce Deployment Workforce Development Click	Recruiting	and Candidate Experience
* Financial Reporting Structures	Sha	ed 🔽 🚺	
* Workforce Structures	Shar	ed 🔽	
* Users and Security	Sha	ed 🔽	
HCM Data Loader	Sha	ed 🔽	
Workforce Information	Sha	ed 🔽	
* Basic Payroll			
* Base Pay			
* Benefits	Sha	ed 🔽	
* Individual Compensation	Sha	ed 🔽	
Workforce Compensation			
* Total Compensation Statements		•	

Under Functional Areas, click Candidate Experience

Setup: Recruiting and Candidate Experience 🗖 ᇘ ⊘	
Functional Areas	View Configuration Search Tasks
* Initial Users	Shared 🔽 📩 Initial Users
* Enterprise Profile	Shared Shared View V Format V III Freeze III Detach del Wrap Show Required Tasks V
* Legal Structures	Shared 🔽 Task
* Organization Structures	Run User and Roles Synchronization Process
* Financial Reporting Structures	Shared Columns Hidden 3
* Workforce Structures	Shared 💌
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* Users and Security	Shared 💌
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HCM Data Exchange	
* Recruiting and Candidate Experience Management	
* Job Requisitions	
* Candidate Experience	
* Candidate Job Applications Click Candidate Experience	

Click Job Application Flow Configuration

inctional Areas	View Configuration Search Tasks
[*] Initial Users	Shared 💌 🗧 Candidate Experience
Enterprise Profile	Shared 🔽 View 🔻 Format 👻 🦷 Freeze 📓 Detach 🚽 Wrap Show Required Tasks 🗸
Legal Structures	Shared 🔽 Task
Organization Structures	Shared Career Sites Configuration
Financial Reporting Structures	Job Application Flow Configuration
Workforce Structures	Shared Configure Candidate Experience Map Provider
Workforce Profiles	Shared Columns Hidden 3
Users and Security	Shared 🔽
Workforce Information	Shared 💌
Benefits	Shared 💌
HCM Data Exchange	
Recruiting and Candidate Experience Management	
Job Requisitions	
Candidate Experience	

Click Job Application Flow

< → Job Application Flows	
Keyword O Show Filters	n de la van de la versen de la ve
+ Create	
External Apply Flow ORA, GLOBAL, EXTERNAL	Code Draft Application Row Type Apply
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Job Application Flow	Code Draft 🔽 🔽
PA external app PA EX	Code Active 💌
NK - New Application Flow NK_EEQ.APP	Code Active 💌
NK-Request Information NK-REQ-INFO	Code Active Application Row Type Request Information

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

▲ Basic Information 🖋			
*Application Flow Name NK Application Flow			
*Code ORAC_INTERN_FLOW			
*Application Flow Type Apply			
Description			
	h		
Activity of A			
Context Information			
Recruiting Type Professional			
Versions			
+ Create			
V2	Version Start Date 6/20/2022 10:42 AM UTC	•	
		•	_
NK Click Version Name	Version Start Date 1/20/2022 9:30 AM UTC	۵	

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

K Application Flow		Actions 🔻
		Edit 5
d Details Vesion Name V2 V2 Vesion Status 6 4702022 10x2 AM UTC Vesion Status Current	Click Copy to Create New Version	Copy to Create New Version Delete
Job Application Flow		
🗹 Legal Disclaimer 🛛 🗹 E-Signature 🗌 Campaign Opt In 🚽 One Page Application Flow 🗹 Job Alert Opt In		
Personal Info		
Profile Import Contact Information Address		
Education		
Education		
Experience		
Experience		

Updates can now be entered. Enter the new **Version Name** and the other applicable information. Once complete, click **Save and Activate**
NK Application Flow	Save and Activate	
Version Name Enter the updated information below Version Start Date m/d/pypy kmm a z true (UTC)	Click Save and Activate	9
Start on Activation Version Status Draft Enter Version Name		
🗹 Legal Disclaimer 🗹 E-Signature 🗌 Campaign Opt In 🗹 One Page Application Flow 🗹 Job Alert Opt In		
🔺 Personal Info 🖋	Block Library	
Profile Import	Experience	
Education	Education Use Section Questions	
Experience	Licenses and Certificates	
Experience	Disability	

Candidate Selection Process

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

Good morning, PROD IMPLADMIN! My Enterprise Tools < Service Click My Enterprise QUICK ACTIONS APPS 600 Ø îμ My Public Info Time and Absences Personal Information Career and Performance 企 Change Photo And Share Data Access ΰħ Ô F 525 Benefits My Benefit Opportunity Marketplace 60 Ø Z By Eligible Jobs Resignation

From the home screen, click My Enterprise

Click Setup and Maintenance

Service Help Desk	Supply Chain Plannin	ig My	Enterprise Tool	s Confi	iguration	Others		
QUICK ACTIONS	APPS							
💭 Available Features	[Ř	New Features	Feature U	1	ිදිදු Setup and	+	
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Change setup to Recruiting and Candidate Experience

Setup: Compensation Manageme	Compensation Management		
	Financials	14.1	
Functional Areas	Fusion Accounting Hub	eature Opt In	Search Tasks
* Initial Users	Manufacturing and Supply Chain Materials Management	C 2 🔒	Initial Users
* Enterprise Profile	Recruiting and Candidate Experience		Vew 🔻 Format 👻 🔢 Freeze 📓 Detach 🚽 Wrap Show Required Tasks 🗸
* Legal Structures	Service		Task Scr
* Organization Structures	Workforce Deployment Workforce Development Click I	Recruitin	g and Candidate Experience
* Financial Reporting Structures	Shar	. 🔽	
* Workforce Structures	Shar	ed 🔽	
* Users and Security	Shar	ed 🔽	
HCM Data Loader	Shar	ed 🔽	
Workforce Information	Shar	ed 🔽	
* Basic Payroll			
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* Individual Compensation	Shar	ed 🔽	
Workforce Compensation			
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Under Functional Areas, click Candidate Job Applications

etup: Recruiting and Candidate Experience 🔽	a 0
Functional Areas	Change Feature Opt In Search Tasks
* Initial Users	Shared Candidate Job Applications
* Enterprise Profile	Shared 🔽 View 🔻 Format 🔻 🏢 Freeze 🙀 Detach 🚽 Wrap Show Required Tasks 🗸
* Legal Structures	Shared 🔽 Task
* Organization Structures	Shared Candidate Selection Process Configuration
* Financial Reporting Structures	Shared Columns Hidden 4
* Workforce Structures	Shared 🔽
Workforce Profiles	Shared 😎
* Users and Security	Shared 💌
* Workforce Information	Shared 💌
Benefits	Shared 🔽
HCM Data Exchange	
* Recruiting and Candidate Experience Management	
* Job Requisitions	
* Candidate Experience	
* Candidate Job Applications	

Click Candidate Selection Process Configuration

tup: Recruiting and Candidate Experience 🔽 👳		
unctional Areas	Change Feature Opt In Search Tasks	
* Initial Users	Shared Candidate Job Applications	
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* Legal Structures	Shared Task	
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* Financial Reporting Structures	Shared Columns Hidden 4	
* Workforce Structures	Shared 🗨 Click Candidate Selection Process Config	uration
Workforce Profiles	Shared 💌	
* Users and Security	Shared 💌	
* Workforce Information	Shared 💌	
Benefits	Shared 💌	
HCM Data Exchange		
* Recruiting and Candidate Experience Management		
* Job Requisitions		
* Candidate Experience		
* Candidate Job Applications		

Click the Candidate Selection Process Name

Candidate Selection 1	Process Configurati	on			
✓ Search					
Name Starts wi	th v				
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Status	~				
Recruiting Type	~				
Process Type	~				
Search Results	ck Candidate Selection Proc	ess Name			
Name	▲⊽ Code	Status	▲♥ Process Type	Default	Last Modifie
NK Candidate Selection Process	NKCP002	Active	Standard	Campus	6/27/2022
NK Candidate Selection Process	NK002	Active	Standard	Professional	6/27/2022
NK- Candidate Selection Process-Task 🚯	NK-CSP-CON	Active	Standard		8/3/2022
PA Candidate Selection Process ()	PA CSP1	Active	Standard		6/27/2022

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

< NK Candio	date Selection P	rocess			
Code NK	CR002 Status Astivo P	respective Standard			
Phases	CPOUZ Status Active P	ocess type Standard			
+ Create Duplicate	K Remove				
New 🚯	Screening	Interview and Selection	Offer	HR	
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1			A	A	
Phase Details: New 🖌	Click Pencil Icon				
Mandatory No					
Visibility Unrestricted					
Phase Actions: New					
Add Event	\sim				
When Entering Phase	Cal	culate Computed Fields (Inactive)			
When Leaving Phase					
States for Phase: New					
Name	Candida	ate Status	Actions		Move Condition
To be Reviewed	🕑 Under C	onsideration).
Reviewed	🕑 Under C	consideration	•		
Selected For Screet	ening 🚯 Under C	consideration		•).

Once the updates have been made, click Save and Close

Edit Phase: New		Save and Close
Properties Name New Description New phase.		Click Save and Close
/ States + Create		
* Name	* Candidate Status	Order
To be Reviewed	Under Consideration	
Reviewed	Under Consideration	
Selected For Screening	Under Consideration	
Withdrawn by Candidate	Withdrawn	
Rejected by Employer	Not Retained	

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, PRC	D IMPLA	DMIN!			
Service Help Desk Supply Cha	in Planning My	enterprise Tools	s Configuration	Others	
QUICK ACTIONS	APPS	C	lick My Enterprise		
Medical Plan Comparison		(internet)		ሰዮ	[∞]
ម្ព័្យ My Public Info	Directory	Journeys	Time and Absences	Career and Performance	Personal Information
டி Change Photo					
යුරු Share Data Access	\bigcirc		Ô	\overleftrightarrow	
ഫ്ഫ Share Personal Info	Learning	Benefits	My Benefits Summary	Company Benefits Portal	Opportunity Marketplace
Document Delivery Preferences		<i>l</i> lo-	570		
品/ Eligible Jobs	Current Jobs	Safety Incidents	Performance	Camptra Support	+
				Portal	
Show More					

Click Setup and Maintenance

Service Help Desk	Supply Chain Plar	nning My	/Enterprise Too	s Confi	iguration	Others		
QUICK ACTIONS	APPS							
🥁 Available Features		Offerings	New Features	Feature Up	1 D pdates	နိုင်နိုင်ငှိနှ Setup and Maintenance	+	
Things to Finish	2 weeks app	×	2 weeks app	×	2 weeks app	Click	Setup and Maintena	anc
Things to Finish	2 weeks ago ACTION REQUIRED	×	2 weeks ago ACTION REQUIRED	×	2 weeks age ACTION REQL	Click S	Setup and Maintena 1 month ago ACTION REQUIRED	and

Change setup to Recruiting and Candidate Experience

Setup: Compensation Manageme	Compensation Management		
	Financials	14.1	
Functional Areas	Fusion Accounting Hub	eature Opt In	Search Tasks
* Initial Users	Manufacturing and Supply Chain Materials Management	C 2 🔒	Initial Users
* Enterprise Profile	Recruiting and Candidate Experience		Vew 🔻 Format 👻 🔢 Freeze 📓 Detach 🚽 Wrap Show Required Tasks 🗸
* Legal Structures	Service		Task Scr
* Organization Structures	Workforce Deployment Workforce Development Click I	Recruitin	g and Candidate Experience
* Financial Reporting Structures	Shar	. 🖸 🗍	
* Workforce Structures	Shar	ed 🔽	
* Users and Security	Shar	ed 🔽	
HCM Data Loader	Shar	ed 🔽	
Workforce Information	Shar	ed 🔽	
* Basic Payroll			
* Base Pay			
* Benefits	Shar	ed 🔽	
* Individual Compensation	Shar	ed 🔽	
Workforce Compensation			
* Total Compensation Statements		-	

Under Functional Areas, click Job Requisitions

Setup: Recruiting and Candidate Experience 🗖 📮 🕐	
Functional Areas	Change Feature Opt In Search Tasks
* Initial Users	Shared 💌 📋 Job Requisitions
* Enterprise Profile	Shared 🔽 View 🔻 Format 👻 🔟 Freeze 📆 Detach 🚽 Wrap Show Required Tasks 🛩
* Legal Structures	Shared 🔽 Task
* Organization Structures	Job Requisition Templates
* Einspeial Papartina Structurae	Job Requisition Descriptive Flexfields
	Shared Columns Hidden 4
* Workforce Structures	Shared 🔽
Workforce Profiles	Shared 🔽
* Users and Security	Shared 💌
* Workforce Information	Shared
Benefits	Shared 🔽
HCM Data Exchange	
* Recruiting and Candidate Experience Management	
Job Requisitions	
* Candidate Experience Click Job Requisitions	
* Candidate Job Applications	

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

etup: Recruiting and Candidate Experience 🔽 👔	a (?)
unctional Areas	Change Feature Opt In Search Tasks Interview Schedule templates
* Initial Users	Shared 🔽 🎽 Job Requisitions
* Enterprise Profile	Shared 🔽 View 🔻 Format 💌 🦷 Freeze 💮 Detach 📣 Wrap Show All Tasks
* Legal Structures	Shared Task
* Organization Structures	Shared Sh
* Financial Reporting Structures	Shared Shared
* Workforce Structures	Shared Columns Hidden 3
Workforce Profiles	Shared Click Interview Schedule Templates
* Users and Security	Shared 🔽
* Workforce Information	Shared 💌
Benefits	Shared 🤝
HCM Data Exchange	
* Recruiting and Candidate Experience Management	
* Job Requisitions	
* Candidate Experience	
* Candidate Job Applications	

Click Add

Interview Schedule	e Templates			
			6.0.0	
	Templates			+ Add
	Search by title or code Q Sho	w Filters Status Active × Draft ×		Click Add
				Sort By Template Title - A to Z
	Camptra Interview - Candidate Manag CAN	ed	Active	
	Schedule Type Candidate Managed			
	Interview Template		Active	
	Schedule Type Hiring Team Managed			
		(anti-stated)	하는 모님 전쟁이	

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

Basic Information	Enter the information in each section	
*Schedule Title Administrative interview Templat *Schedule Code AIT	e Candidate Managed	
 (2) Location Details 	Click Continue	
③ Settings		
④ Candidate Info		
5 Interviewer Docum	nents	

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

Service Help Desk	Supply Chain	Planning My	Enterprise Too	s Config	juration (Others		
QUICK ACTIONS	АР	PS						
Available Features		Offerings	New Features	Feature Upo) dates	^క ్రోస్టర్తు Setup and	+	
						laintenance		
Things to Finish	2 weeks ago	×	2 weeks ago	×	2 weeks ago	laintenance Click S	Setup and Maintena	anc
Things to Finish	2 weeks ago ACTION REQUI	×	2 weeks ago Action Required	×	2 weeks ago ACTION REQUIRED	Click S	Setup and Maintena I month ago ACTION REQUIRED	anc

Change setup to Recruiting and Candidate Experience

Setup: Compensation Management	Compensation Management		
Functional Areas	Financials Fusion Accounting Hub	eature Opt In	Search Tesks Q
* Initial Users	Manufacturing and Supply Chain Materials Management Project Financial Management		Initial Users
* Enterprise Profile	Recruiting and Candidate Experience		View 🔻 Format 👻 🔟 Freeze 📓 Detach 🚽 Wrap Show Required Tasks 🗸
* Legal Structures	Service	2	Task Sco
* Organization Structures	Workforce Development Click	Recruitin	g and Candidate Experience
* Financial Reporting Structures	Sha	red 🔽	
* Workforce Structures	Sha	red 🔽	
* Users and Security	Sha	red 🔽	
HCM Data Loader	Sha	red 🔽	
Workforce Information	Sha	red 🔽	
* Basic Payroll			
* Base Pay			
* Benefits	Sha	red 🔽	
* Individual Compensation	Sha	red 🔽	
Workforce Compensation			
* Total Compensation Statements		•	

Under Functional Areas, click Candidate Job Applications

Setup: Recruiting and Candidate Experience 🗖 📮 🕐		
Functional Areas	Change Feature Opt In	Search Tasks interview schedule templates
* Initial Users	Shared 🔽 📩	Candidate Job Applications
* Enterprise Profile	Shared	View 🔻 Format 🗨 🔟 Freeze 🙀 Detach 🚽 Wrap Show Required Tasks 🗸
* Legal Structures	Shared 🔽	Task
* Organization Structures	Shared	Candidate Selection Process Configuration
* Financial Reporting Structures		Candidate Selection Process Reasons
· · · · · · · · · · · · · · · · · · ·	Shared	Columns Hidden 3
* Workforce Structures	Shared	
Workforce Profiles	Shared	
* Users and Security	Shared	
* Workforce Information	Shared	
Benefits	Shared	
HCM Data Exchange	•	
* Recruiting and Candidate Experience Management	•	
* Job Requisitions		
* Candidate Experience Click Candidate Job Application	is 📼	
* Candidate Job Applications	- .	

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

unctional Areas	Change Feature Opt In Search Tasks Question Library
* Initial Users	Shared Candidate Job Applications
* Enterprise Profile	Shared 🔽 View 🔻 Format 👻 🏢 Freeze 🔛 Detach 📣 Wrap Show All Tasks
* Legal Structures	Shared 🔽 Task
* Organization Structures	Shared Candidate Selection Process Configuration
* Financial Reporting Structures	Shared
* Workforce Structures	Shared Cuestion Library
Workforce Profiles	Shared Questionnaires Click Question Library Ouestionnaires
* Users and Security	Shared Candidate Selection Process Reasons
* Workforce Information	Shared 🔽 Job Application Computed Fields Configuration
Benefits	Shared Columns Hidden 3
HCM Data Exchange	
* Recruiting and Candidate Experience Management	
* Job Requisitions	
* Candidate Experience	
* Candidate Job Applications	

Next, from the dropdown select Subscriber as Recruiting

<	uestions ©	
10. 1000. 10.		
Folders ⑦		Folder: Question Library
Subscriber	Performance 360 V	A Search
View 🔻	Learning Evaluations	
▲ Question	Learning Observation Checklist	*Keywords
Appl	Performance 360	
► Disq ► EW1	Personal Brand Survey	✓ Search Results ⑦
 NRV Test 	Team Brand Meeting Survey	Click Recruiting
•	Volunteering	Question Code Question Text
	Workforce Health and Safety Incidents	🖵 No data to display.
		Columns Hidden 1

Click Create

\triangleleft Questions \odot		
Folders () Subscriber Recruiting ~	Folder: Question Library	
View • + / X	*Keywords	
	▲ Search Results ⑦	
	+ Create Copy / Edit & Delete	older
	Click Create No data to display. Columns Hidden 1	

Enter the Details and click Save and Close

Create Qu	uestion ©		e [s	ive and Close 🔻
8 78 S 10 10	V-6640		Click Save and Close	V-6.640
*Question Code	30000037469335	*Status	Draft v	
Subscriber	Recruiting	Question Version Number	1	
Owner	Jack Recruiter V	*Privacy	Public V	
*Folder	~			
Details			Enter the Details below	
Question (2)				
*Question Text				
Image I	None 🕂			
Instructions	✓ 2 ^ ∨	BIUSS		
[
*Question Type	Text ~			
	Display the question conditionally			
Contest				
Context		-		We're offline
Question Classi	fication Prescreening Question Adc \vee			Leave a message

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

Setup: Recruiting and Candidate Experience 🔽	a (D)
Functional Areas	Change Feature Ord In Search Tasks Question Library
* Initial Users	Sweed Candidate Job Applications
* Enterprise Profile	shared 🔽 View 🔻 Format 👻 🏢 Freeze 🙀 Detach 🚽 Wrap Show All Tasks 🗸
* Legal Structures	Shared 🔽 Task
* Organization Structures	Shared Candidate Selection Process Configuration
* Financial Reporting Structures	Questionnaire Lookups
	Question Library
wondorce structures	Shared Questionnaire Templates
Workforce Profiles	Shared Click Questionnaires
* Users and Security	Shared Candidate Selection Process Reasons
* Workforce Information	Shared Shared Job Application Computed Fields Configuration
Benefits	Shared Columns Hidden 3
HCM Data Exchange	
* Recruiting and Candidate Experience Management	
* Job Requisitions	
* Candidate Experience	
* Candidate Job Applications	

Next, from the dropdown select Subscriber as Recruiting

< Que	stionnaire Templates ⊘
▲ Search	
** Subscriber	Performance 360 V
** Keywords	Learning Evaluations
	Learning Observation Checklist
	Performance 360
Search Result	Personal Brand Survey
View - Format	Recruiting Delete
	Team Brand Meeting Survey Click Rescripting
Name	Time and Labor Time Card
No data to display.	Volunteering
	Workforce Health and Safety Incidents

Click Create

< Questionnaire Templates ⊘
Search
** Subscriber Recruiting ~
** Keywords
▲ Search Results
View View Format View Edit Copy / Edit Delete
Name Click Create
No data to display.

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

		1 — 🕢 – 3 Basic Contents Revie			
	m 1. p ' t	Information		Click Next	
Create Questionnaire	e Template: Basic In	formation @		Back	Ne <u>x</u> t
*Questionnaire Template ID	30000037475311	Enter the Pasia Information	*Subscriber	Recruiting ~	
	Score Questionnaire	Enter the basic information	*Status	Draft ~	
"Name	Experience Level		In Use	No	
Owner			*Privacy	Public ~	
Description			di di seconda di second		
Instructions and Help Materials Allow changes to instruction	O				
~	2 ^ ~ B I <u>U</u> E E	8 in a 2			
Attachments None 🕂					

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

		Basic Contents Review	
Create Quest	ionnaire Template: Cont	ents @	Back Next
Questionnaire Template ID	300000037475311		Click Next
	Score Questionnaire	Enter the Contents	
Section Order	Sequential \vee		
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 Description Questions		Q
1			
2			
1: Questions ②			
+ Create + Add	🖉 Edit 🗙 Remove		
Question Code	Folder Question Type	Response Type Question Text	Response Order Sample Size

Click Save and Close

	Image: Contents Roview Basic Contents Roview
Create Questionnaire Template: Review	Back Negt Save and Close 🔻
Basic Information	Click Save and Close
Questionnaire Template ID 300000037475311	Subscriber Recruiting
Score Questionnaire	Status Draft
Name Experience Level	In Use No
Owner Jack Recruiter Description	Privacy Public
✓ Instructions and Help Materials	
Attachments None	
Contents	
Section Order Sequential Section Presentation Stack Regions	
Sections	
View View View	
Allow Title Addition: Description Question	Question Respon Order Order
▶ 1 No	Vertical Vertical

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

Inctional Areas	Change Feature Opt In Search Tasks questionnaire templates	
* Initial Users	Shared 😎 📫 Candidate Job Applications	
* Enterprise Profile	Shared 🔽 View 🔻 Format 🔻 🏢 Freeze 🙀 Detach 🚽 Wrap Show All Tasks	~
Legal Structures	Shared Task	
* Organization Structures	Shared Candidate Selection Process Configuration	
* Financial Reporting Structures	Questionnaire Lookups	
Workforce Structures	Question Library	
Workforce Profiles	Questionnaire Templates	
* Users and Security	Questionnaires	
* Workforce Information	Candidate Selection Process Reasons Click Questionnaires Click Questionnaires	
Benefits	Shared Columns Hidden 3	
HCM Data Exchange		
* Recruiting and Candidate Experience Management		
* Job Requisitions		
* Candidate Experience		
* Candidate Job Applications		

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

< (Questionnaires 🛛	
N. 1346. 1337		
Folders ⑦	1	older: Questionnaire Library
Subscriber	Performance 360 V	A Search
View ▼ ⊿ Question → EW	Learning Evaluations Learning Observation Checklist Performance 360	*Keywords
 NR\ test 	Personal Brand Survey Recruiting	Search Results 🕐
	Time and Labor Time Card	Cick Recruiting Questionnaire Name
	Workforce Health and Safety Incidents	- 3000001253 Employee
		30000001253 Manager
		PERF_GOAL Performance Goal Feedback
		30000001506 Test Questionnaire Camptra Tech
		Columns Hidden 1

Click Create. Enter the Questionnaire Template Name and click Search

< Questionnai	res @		
Folders ⑦ Subscriber View • + / ×	Folder: Potential Rating		
Questionnaire Library	*Keywords	Create Questionnaire	
	✓ Search Results ⑦ View ▼ Format ▼ + Create ■ Co rmaire	Questionnaire Template ID Name Feedback	Search Reset
-	Click Create No data to display. Columns Hidden 1	Search Results View Format	Click Search
		Questionnaire Template ID Name Description 300000011262953 Feedback Questionnaire	Score Questionnaire
		-	OK Cancel

Select the Questionnaire Name and click $\mathbf{O}\mathbf{K}$

Ouestionnaires	0		
2	Folder: Potential Rating		
- er	- Search		
+ / ×			
ionnaire Library	*Keywords	Create Questionnaire	
		✓ Search and Select: Questionnaire Template	
	▲ Search Results ⑦	Questionnaire Template ID	
	View 🔻 Format 👻 🕂 Create 🔲 Copy	Name Feedback	
	Questionnaire Code Questionnaire Name		Search Reset Folder
	No data to display.	✓ Search Results	
	Columns Hidden 1	View 👻 Format 👻	
		Questionnaire Template ID Name Description Score Questionnaire	_
		300000011269063, Feedback Questionnaire No	
	Highlight the Row of	the	
	Questionnaire Na	me	O <u>K</u> <u>C</u> ancel
		Click OK	

Enter the Basic Information and click Next

			Information			
Create Questionnaire:	: Basic Informa	tion ©			🚯 📴 Back	Ne <u>x</u> t
*Questionnaire Code	300000037475326	Entert	the Basic Information	Subscriber	Re Click Next	
*Name	Score Questionnaire	Specify the folder the questionnaire is stored in		"Status Questionnaire Version Number In Use	Draft 1 No	r
*Folder	Questionnaire Library			*Privacy	Public	r
Description						
Instructions and Help Materials (0		<u>_</u>			
Attachments	None					

Enter the **Contents** Information and click **Next**

		Contents Review				
Create Ques	tionnaire: Contents @				Back	Ne <u>x</u> t
Questionnaire Code 300 Section Order Se Section Presentation Sta	000037475326 Score Questionnaire quential ck Regions	Enter the Contents	A STOCKED AS	Click Next		
Sections ⑦ View ▼ Format ▼ Title	← Create ✓ Edit X Delete					Question Order
1	No					Vertical
1: Questions ⑦ + Create + Add	🖉 Edit 💥 Delete					
Question Code	Question Text		Folder	Question Type	Response Type	Response Order
> 30000001121 > 30000001121	How were the responses provided by the candidates (accuracy, fundation) Overall Performance (communication, skills, exposure, etc)	amentais, etc)	Recruiting Lib	Single Choice	Radio Butt ∨	Vertical Vertical

Click Save and Close

				©—⊙—3 Baic Contenta Reiew Information	
Create Questionnaire:	Review			Preview Back Negt	Save and Close 🔻
Basic Information				Click Save and Close	Verdeningen
Questionnaire Code 3 Name T Folder C Owner J Description Instructions and Help Materials Introduction	100000037475326 Score Questionnaire fest Questionnaire Library ack Recruiter			Subscriber Recruiting Status Draft Questionnaire Version Number 1 In Use No Privacy Public	
Attachments M Contents Sections View	None Sect Section Pre	on Order Sequential entation Stack Regions			
Title Allo Add Add Que 1 No 2	ww ittion: Description Question Order Vertical Vertical	Sample Size Respon Order Vertical	se Required		We're offline

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

Good morning, P	ROD IMPLA	DMIN!			
Service Help Desk Supp	y Chain Planning My	Enterprise Tool:	s Configuration	Others	
QUICK ACTIONS	APPS	C	lick My Enterprise		
Medical Plan Comparison	P			ሰዮ	0
빤 My Public Info	Directory	Journeys	Time and Absences	Career and Performance	Personal Information
企 Change Photo					
ය ය^ය Share Data Access		Ĩ		\$	
ය යු^ය Share Personal Info	Learning	Benefits	My Benefits Summary	Company Benefits Portal	Opportunity Marketplace
Document Delivery Preferences				<u> </u>	
品/ Eligible Jobs	Gurrant labr	Safaty Incidents		Commetra Sunnant	+
⊗∕⁄⁄⁄∕ Resignation	Current Jobs	salety incidents	Performance	Portal	
Show More					

From the home screen, click My Enterprise

Click Setup and Maintenance

Service Help Desk	Supply Chain Plannin	ig My	Enterprise Tool	s Confi	iguration	Others		
QUICK ACTIONS	APPS							
C Available Features	[Ř	New Features	Feature U	1	ිදිදු Setup and	+	
		rerings				Maintenance		
Things to Finish	Junite and	erings	2.010			Maintenance	Setup and Maintena	and
Things to Finish	2 weeks ago Action REQUIRED	×	2 weeks ago Action REQUIRED	×	2 weeks age ACTION REQ		Setup and Maintena 1 month ago ACTION REQUIRED	anc

Change setup to Recruiting and Candidate Experience

Click Dropdown	Compensation Management		
Click Diopdowin	Financials	M.I	
Functional Areas	Fusion Accounting Hub	eature Opt In	n Search Tasks
* Initial Users	Manufacturing and Supply Chain Materials Management	C	Initial Users
8 m · · · · · ·	Project Financial Management		
Enterprise Profile	Recruiting and Candidate Experience		View V Format V III Freeze In Detach of Wrap Show Required Tasks V
* Legal Structures	Service	2	Task Sco
* Organization Structures	Workforce Deployment	Recruitin	ng and Candidate Experience
* Einspeint Deporting Structures	Workforce Development		
r manual reporting or accurco	Shar		
* Workforce Structures	Shar	ed 🔽 📗	
* Users and Security	Shar	a 🔽 📗	
HCM Data Loader	Shar		
Workforce Information	Shar	ed 🔽	
* Basic Payroll			
* Base Pay			
* Benefits	Shar	et 🔽	
* Individual Compensation	Shar	ed 🔽	
Workforce Compensation			
* Total Compensation Statements			

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

Setup: Recruiting and Candidate Experience 🗖 ᇘ 🕐		
Functional Areas	Change Feature Opt In	Search Tasks
* Initial Users	Shared 🔽 📩	Recruiting and Candidate Experience Management
* Enterprise Profile	Shared	View 🔻 Format 👻 🏢 Freeze 🛗 Detach 🚽 Wrap Show Required Tasks 🗸
* Legal Structures	Shared 😎	Task
* Organization Structures	Shared	Enterprise Recruiting and Candidate Experience Information
* Financial Reporting Structures		Recruiting and Candidate Experience Lookups
	Shared	Recruiting and Candidate Experience Value Sets
" Workforce Structures	Shared 🔽	Recruiting and Candidate Experience Profile Option Values
Workforce Profiles	Shared 🔽	Configure Recruiting Interaction Categories
* Users and Security	Shared 🤛	Recruiting Content Library
* Workforce Information	Shared 🔽	Geography Hierarchies
Benefits	Shared	Geography Hierarchy Structure
HCM Data Exchange	C	Recruiting Category Provisioning and Configuration
* Recruiting and Candidate Experience Management		Recruiting Category Enablement
* Job Requisitions		Columns Hidden 3
* Candidate Experience Click Recruiting and Candidate Experience Management	e 📼	
* Candidate Job Applications	- • • •	

Click Geography Hierarchies

Setup: Recruiting and Candidate Experience 🗖 👼 🕐		
	THE REPAIR	
Functional Areas	Change Feature Opt In	Search Tasks
* Initial Users	Shared 🔽 📩	Recruiting and Candidate Experience Management
* Enterprise Profile	Shared 🔽	View 👻 Format 👻 🦷 Freeze 🔛 Detach 📣 Wrap Show Required Tasks 🗸
* Legal Structures	Shared 🔽	Task
* Organization Structures	Shared 😎	Enterprise Recruiting and Candidate Experience Information
* Financial Reporting Structures	Shared	Recruiting and Candidate Experience Lookups
* Workforce Structures	Shared	Recruiting and Candidate Experience Value Sets
Maddavan Drafilan		Recruiting and Candidate Experience Profile Option Values
	Shared	Configure Recruiting Interaction Categories
* Users and Security	Shared	Recruiting Content Library
* Workforce Information	Shared 🔽	Geography Hierarchies
Benefits	Shared 🔽	Geography Hierarchy Structure
HCM Data Exchange	•	Recruiting Category Provisioning and Configuration
* Recruiting and Candidate Experience Management	•	Recruiting Category Enablement
* Job Requisitions		Columns Hidden 3
* Candidate Experience		
* Candidate Job Applications	•	

From the Actions dropdown, select **Duplicate**

 ✓ United States V5 			Actions 🔻
Details Name United States VS Start Date 3/25/22.856 AM (UTC+00.00) Coordinated Universal Time (UTC) Satus Current	Click Duplicate		Activate Duplicate Update Geography Names
A Search Type Starts with Code Starts with Code Starts with Search Results Vew 「百日日コ			Search Reset
Name	7 Code	Туре	
▶ Austria	AT	Country	
→ France	FR	Country	
➤ United States	US	Country	

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**

Create Geography Hierarchy		Save as Dr	aft V <u>C</u> ancel
a na manana a mananana a mananana manana manana a manana	· · · · · · · · · · · · · · · · · · ·	Save as	Draft
▲ Details		Save an	d Activate
*Name United States V5 - 8/18/22 8:0	Click Save and Activate		
Start Date 8/18/22 8:00 PM 🙀 (UTC+00:00) Coordinated Universal Time (UTC)			
Status Dait Check Check box Geography Hierarchy			
View ▼ 🖡 🗙 🖳 Add Sublevels 🗧 🏗 😭			
Name	△ ▽ Code	Туре	
Click + to Add New Locations Austria Click x to Remove Exisiting Locations	AT	Country	
▶ France	FR	Country	
▶ United States	US	Country	

Day-To-Day Work Area Navigation

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

Good afternoon, Michael Burke!								
Me My Team My Client Group	ps Benefits Admi	nistration Sales		Knowledge Help	Desk My Enterp			
QUICK ACTIONS	APPS Click M	y Client Groups						
Hire an Employee	ന്പ	(A)	×	∽v⁄l				
හි [*] Add a Contingent Worker	Hiring	Journeys	New Person	Person Management	L] Absences			
හි [*] Add a Pending Worker								
ల్లో Add a Nonworker	<u>ස</u> ුම		\bigotimes		گھ			
Pending Workers	Goals	Performance	Profiles	Talent Review	Succession Plans			
Person	(225)		m		-			
C Employment Contracts	Talent Pools	Workforce	Mass Updates	금》 Workforce	Data Exchange			
P Change Location				Modeling				
P Change Working Hours								
ကြို Promote								

Click Hiring

Go	Good afternoon, Michael Burke!							
Me	My Team	My Client Groups	Benefits Adm		ales Service	Knowledge	Help Desk My Enter	P >
QUICK	ACTIONS	АРР:						
⊗*	Hire an Employee		സ്പ		×.	<i>∽</i> ⁄⁄		
⊗*	Add a Contingent Wo		Hiring	Journeys	New Person	Person Management	LJ Absences	
°€*	Add a Pending Worke	· L		Click Hirin	g			
≌*	Add a Nonworker		ජුම	ബ	රි	8	کھ ^ن	
2∕	Pending Workers		Goals	Performance	Profiles	Talent Review	Succession Plans	
8	Person							
2∕	Employment Contract:			æ/		<i>₽</i> >	创	
	Change Location		Talent Pools	Workforce Structures	Mass Updates	Workforce Modeling	Data Exchange	
ê	Change Working Hou							
îô	Promote		+					

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

■ VISION							오 습 ☆ ♬
	Recruit to Hire						
	Overview Campaign & Source Track	ing Requisitions Applications Se	lection & Offer Hires				
IC Recruit to Hire Job Requisitions	Vear 2022 • Quarter (All Column Values • All Column Values •	Recruitme	ent Summary		h	1,	
S. Campaigns	Business Unit US INS Business Uy Legal Employer Select Value	Avg Reqs 15.182	# Applicants 361	Acceptance % 50%	Total Hires 8	Compa-Ratio	
	Leardine (All Column Values* -Select Value- -Select Value- -Select Value- -Select Value- Job Lall Column Values*	Recruitmer Topoleo Families New Veo Galet • Parest 16 15 Beneral Bener	nt & Openings Based on Openings	Recruitm stouver Fun Candidate	net Pipeline Init • Stection Process Name Campus a 2.000%	nd Houry Candidate Selection Process	P

View Open Requisitions

Navigation: My Client Groups>Hiring>View Open Requisitions

From the home screen, click My Client Groups

Good afternoon,					
Me My Team My Client	Groups Benefits Admin	nistration Sales		Knowledge Hel	lp Desk My Enterp
QUICK ACTIONS	APPS Click M	y Client Groups			
Hire an Employee	ජීරා	(A)	×	N∕r∕r	
Add a Contingent Worker	Hiring	Journeys	New Person	Person Management	LJ Absences
Add a Pending Worker					
Add a Nonworker	ජුම	60	\bigotimes		res and a second
Pending Workers	Goals	Performance	Profiles	Talent Review	Succession Plans
Person			~		
Employment Contracts				<u> </u>	
က်ခြို့ Change Location	Talent Pools	Workforce Structures	Mass Updates	Workforce Modeling	Data Exchange
Change Working Hours					
ကြို Promote	+				

Click Hiring

Me My Team	My Client Groups	Benefits Admi	nistration Sales		Knowledge Help	Desk My Enter
QUICK ACTIONS	APPS					
or the an Employee ℃		സ്പ		<u></u> *	N 01	
Add a Contingent Wo	orker	Hiring	Journeys	New Person	Person Management	L] Absences
Add a Pending Worke	er		Click Hiring			
Add a Nonworker		පුම	<u>a</u>	Å	8 B	r R
		Goals	Performance	Profiles	Talent Review	Succession Plans
Person						
Employment Contract			æ/	Ð	a»	(A)
Change Location		Talent Pools	Workforce Structures	Mass Updates	Workforce Modeling	Data Exchange
P Change Working Hou						
ျက္ Promote		+				

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

	Job Requisition	15		
l÷				
Job Requisitions	강도난도단	Requisitions	View The Open Requisitions Below	+ Add
0		Keywords Q S	Show Filters Hiring Team Role Recruiter, Hiring Manager, Collaborator X	
└ Candidate Search			Click Show Filters	Sort By Creation Date - New to Olc \vee
Campaigns		Solution Specialists PA (65) Open - Posted	Applications: 0 Prospects: 0	
Candidate Pools		Standard Bellevue, DC, United States		
Job Offers		PA_test1 (64) Open - Posted Standard United States	Applications: 0 Prospects: 0	
		Network Specialist-NK (60) Open - Posted Standard CA. United States	Applications 3 Prospects: 0	
		Network Specialist-NK (57) Open - Posted Standard CA. United States	Applications: 3 Prospects: 0	
		PA HRIS Manager (54) Open - Posted Standard Bellevue. DC. United States	Applications 0 Prospects: 0	
		Towing Team Crew Member (52) Open - Posted	Applications: 2 Prospects: 0	We're Leave

Create A Requisition Using A Template

Navigation: My Client Groups>Hiring>Add>Submit

From the home screen, click My Client Groups

Me My Team My Client Groups Benefits Administration Sales			
		Knowledge Help	Desk My Enterp
QUICK ACTIONS APPS Click My Client Groups			
පී [*] Hire an Employee	×	∽v⁄ł	
암 Add a Contingent Worker Hiring Journeys	New Person	Person Management	LJ Absences
Add a Pending Worker			
°S [★] Add a Nonworker	\bigotimes		۲ ۲
2 Goals Performance	Profiles	Talent Review	Succession Plans
전 Person (2003) 모ァ	ሞጓ	무평	ţ
Employment Contracts Imployment Contracts Talent Pools Workforce Sinctrues	Mass Updates	Workforce Modeling	Data Exchange
Change Location			
19 Promote +			

Click Hiring

/le My Team My Client G	roups Benefits Adm	inistration Sales	Service	Knowledge Hel	p Desk My Enter
UICK ACTIONS	APPS				
Hire an Employee	സ്പ		<u></u> *		
ලි [#] Add a Contingent Worker	Hiring	Journeys	New Person	Person Management	Absences
တို [#] Add a Pending Worker		Click Hiring			
ලි [#] Add a Nonworker	පුම	副	Å		۲ ش
Pending Workers	Goals	Performance	Profiles	Talent Review	Succession Plans
Person					
		- Br/		£3)	(j)
E Change Location	Talent Pools	Workforce Structures	Mass Updates	Workforce Modeling	Data Exchange
P Change Working Hours					
ျိုိိ Promote	+				

Click Add

	Job Requisition	S		
۱ ۲				
		Requisitions		+ Add
Candidate Search		Keywords O Show Filters	Hiring Team Role Recruiter, Hiring Manager, Collaborator X	Click Add
				Sort By Creation Date - New to Olc $ \smallsetminus $
🖼 Campaigns		Solution Specialists PA (65) Open - Posted	Applications: 0 Prospects: 0	***
🛱 Candidate Pools		Standard Bellevue, DC, United States		
Job Offers		PA_test1 (64)	Applications: 0	
		Open - Posted Standard	Prospects: 0	
		United States	Applications: 2	
		Open - Posted	Prospects: 0	
		Standard CA, United States		
		Network Specialist-NK (57)	Applications: 3 Prospects: 0	
		Standard	Prospects. 0	
		CA, United States	Applications: 9	
		Open - Posted	Applications: 0 Prospects: 0	

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**

Create Job Requisition				0	Save and Close	Submit	Cancel
						196.690	
	How	Enter the be	lowinformation				
	Requisition Type		*Primary Location				
	Standard	~	United States	~	-1-		
	*Use		*Requisition Template				
	Template	~	Network Specialist-NK (NetwrkSpec-NK)	~			
	*Recruiting Type						
	Professional	~					
			Continue				
	Click Continue	124-2-23		1012-02-2			
	2) Basic Info						
(3) Hiring Team						
	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**

Job Requisition			Save and Close
(1) Ho	OW		🖉 Edit
2 Ba	asic Info	Enter the below information	
Requis Standa *Requ	sition Type ard isition Title	Business Justification Select a value	
*Numi	ed v	American English	
	Click Continue	Continue	
3 Hi	iring Team		
(4) Re	equisition Structure		

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

Create Job Requisition		() Save and Close	Sub <u>m</u> it
	() How	🖊 Edit	
	② Basic Info	🖉 Edit	
	Hiring Team Enter the below information		
	*Hiring Manager *Recruiter		
	Add Collaborator Type		
	Collaborator		
	Jack Davies Consultant ✓ × Add Another Collaborator		
	Click Continue		
	(4) Requisition Structure	🖋 Edit	

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

1 How		🖊 Edit
Basic Info		🖊 Edit
③ Hiring Team		🖉 Edit
Requisition Structure	Enter the below information	
Recruiting Type Professional *Organization Camptra Org	Other Locations Select a value Add Another Location	
Primary Location		

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**

Details	Enter the la	- Income the firm of the second	
	Enter the b	elow information	
Full Time or Part Time		Job Shift	
Full time	~	Day	· · · · · · · · · · · · · · · · · · ·
Worker Type		Job Type	
Employee	\sim	Standard	~
Regular or Temporary		Education Level	
Regular	\sim	Post-First Professional	~
Management Level			
Senior manager	\sim		
Compensation Currency		Maximum Salary	
US Dollar	~		120,000
Pay Frequency		Minimum Salary	
Annually	~		90,000
Budget Currency		Travel Budget	
US Dollar	~	-	1,500
Employee Referral Bonus		Relocation Budget	
	1.000		500
Sourcing Budget			
	500		
*Department			
UR Recruitment	×		

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**

Create Job Requisition	1	Save and Close	Sub <u>m</u> it
	6 Details	🖌 Edit	
	Posting Description		
	Posting Description for Internal Candidates Network Specialist, NK		
Click Check box	Short Description for Internal Candidates		
	Update the below information		
	Description for internal Lancades		
	Network Specialist Take your next career step at Camptra Tech with a global team that is energizing the transformation of society and industry to achieve a more productive, sustainable future. At Camptra Tech, we have the clear goal of driving diversity and inclusion across all dimensions: gender, LOBTQ+, 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.		
	Camptra 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, Camptra Tech has been a pioneer through the four industrial revolutions and is at the forefront of the industry to 40 yedienting dipatization to steelestication, robotics, aumotra Tech publics the four industrial revolutions and is at the forefront of the performance to new levels. This is a Networking Specialist role, reporting to the Technical Manager in business area Process Auronation horacted in Bangatore. You will be working at Ability invocution. Centric (AL), theme to the targest technicity and engineering pool in Camptra Tech (Data) and is a paid Camptra Tech II is based in Bangatore, the silicon-valley of Indust. This is a Networking Specialist role on the targest technicity, data. Ordina and in Industrial Ja Data (Technical Manager) and an and the silicon-valley of Indust. The analysis and a single strength Tech (Data) industries and Services Private Limited, a subsidiary of Camptra Tech. II is based in Bangatore, the silicon-valley of Indust. With no comprise on quality. If you are looking for an environment that actively beneds between technicity, data. Admain and Industrial AI to teration 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	Sub <u>m</u> it	Cancel
	(4) Requisition Structure				🖊 Edit		
	(5) Details				/ Edit		
	Posting Description				🖊 Edit		
	 Skills Job Coding Skills 	Enter the be	elowinformation				
	Suggested Skills Select *Skill	v	Required Select Importance Medium	× ×	<u>Cancel</u> Click Sa	ve	
	Click Continue	» 🔶	ontinge				

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

(6) Posting Description			🖋 Edit
() Skills			🖊 Edit
Offer Info	pdate the belo	w information, if applicable	
Legal Employer		Primary Work Location	
ERPWebTutor USA Inc.	~	Corporate HQ	~
Business Unit		Other Work Locations	
Camptra US Business Unit	~	Select a value	×
Department		Add Another Work Location	
HR - Recruitment	~	Job	
		Select a value	~

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

Create Job Requisition		Save and Close	Submit
J		Lunt	
6) Posting Description	/ Edit	
0) 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**

Posting Description		🖋 Edit
⑦ Skills		🖉 Edit
(a) Offer Info		🖉 Edit
(9) Attachments		🖉 Edit
Configuration	ne below information, if applicable	
Candidate Selection Process INK Candidate Selection Process - NKCP002 External Application Flow INK Application Flow VIK Application Flow - ORAC_INTERN_FLOW	Allow Candidates to Apply When Not Posted Yes Automatically Fill Requisition Yes	
Click Continue	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			Subm	it
	How will you rate your communication skills? Question Code 300000011213057 Question Type Single Choice	Cueston Classification Prescreening Question Added Automatically		
6	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 30000001121043 Question Type Single Choice	Question Classification Prescreening Question Added Automatically ✓ Requires Response		
	Which of the following languages have you worked with for Question Code AQ.NK Question Type Multiple Choice	r more than a year? Question Classification Prescreening Question Added by User	X	
Inte	erview Questionnaires dd Questionnaire Select a value ve	Click Dropdown to Add Questionnaire	ssible Score 10	

Click Submit

Create Job Requisition		Olisk Submit	Save and Close	Submit	<u>C</u> ancel
	① How		🖌 Edit		
	 Basic Info 		🖌 Edit		
	③ Hiring Team		/ Edit		
	(4) Requisition Structure		🖌 Edit		
	(5) Details		🖊 Edit		
	6 Posting Description		🖊 Edit		
	⑦ Skills		🖍 Edit		
	(3) Offer Info		🖊 Edit		6

Create A Requisition Using A Job/Position

Navigation: My Client Groups>Hiring>Add>Submit

From the home screen, click My Client Groups

Good afternoon, Michael Burke!					
Me My Team My Client	Groups Benefits Admin	nistration Sales		Knowledge Help	Desk My Enterp
QUICK ACTIONS	APPS Click M	y Client Groups			
⊖ [™] Hire an Employee	الكام الكام		&*	∽∕r⁄ł	
Add a Contingent Worker	Hiring	Journeys	New Person	Person Management	L] Absences
Add a Pending Worker					
Add a Nonworker	ජුම	<u>a</u>	\bigotimes		242 1
Pending Workers	Goals	Performance	Profiles	Talent Review	Succession Plans
Person	1999		ش	122	
Employment Contracts	Talent Pook	GG/	Mass Undates	A D	Data Evchange
ကြို Change Location	talent roots	Structures	wass opeares	Modeling	Bata Exchange
ମ୍ମି Change Working Hours					
ျိုကို Promote	+				

Click Hiring

le My Team My Client Group	os Benefits Adm	inistration Sales		Knowledge Help	Desk My Enterp
UICK ACTIONS	APPS				
og [#] Hire an Employee	ار مى		<u></u> *	North	
Add a Contingent Worker	Hiring	Journeys	New Person	Person Management	LJ Absences
ල් Add a Pending Worker		Click Hiring			
ල්* Add a Nonworker	පුම	ក៏រា	رم ا	8 8	کچک
Pending Workers	Goals	Performance	Profiles	Talent Review	Succession Plans
Person					
🖓 Employment Contracts		æ/	Ê	a)	创
E Change Location	Talent Pools	Workforce Structures	Mass Updates	Workforce Modeling	Data Exchange
Marking Hours					

Click Add

	Job Requisition			
l÷				
		Requisitions		+ Add
		Keywords Q Show Filters Hirring Team Role Recruiter	; Hiring Manager, Collaborator $ imes$	Click Add
♀ Candidate Search				Sort By Creation Date - New to Olc $ \lor $
Campaigns		Solution Specialists PA (65) Open - Posted	Applications: 0 Prospects: 0	***
Candidate Pools		Standard Bellevue, DC, United States		
Job Offers		PA_test1 (64) Open - Posted Standard United States	Applications: 0 Prospects: 0	
		Network Specialist-NK (60) Open - Posted Standard CA, United States	Applications: 3 Prospects: 0	
		Network Specialist-NK (57) Open - Posted Standard CA. United States	Applications: 3 Prospects: 0	
		PA HRIS Manager (54) Open - Posted	Applications: 0 Prospects: 0	

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**

e Job Requisition			Save and Close Submit	<u>C</u> ano
	• How	Enter the below information		
황령지만큼	Requisition Type	Business Unit		
	Standard V	Camptra US Business Unit $\qquad \lor$		
승규는 방문에 같다.	*Use	"Job		
	v dol	Clerk		
고고 문제 문제.			-5	
		Continue		
	Click Continue			
	Chek Contanue			
	(2) Basic Info			
	C Basic Into			
	(3) Hiring Team			
	0			
	(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		🖊 Edit
Basic Info	Enter the below information	
Requisition Type Standard *Requisition Title	Business Justification Select a value ~ Languages American English ~	
*Number of Openings	1 Continue	
(3) Hiring Team	Continue	

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

Basic Info Image: Image:	(1) How		🖋 Edit
Hiring Team Enter, the below information Information Information Information Ided Recruiter Analyst Ided Recruiter Analyst Ided Recruiter Collaborator Add Another Collaborator	Basic Info		🖊 Edit
*Hiring Manager *Recruiter Michael Burke Manager Jack Recruiter Analyst Add Colaborator Type	3 Hiring Team	Enter the below information	
Michael sume Manager Add Collaborator Type Collaborator Zollaborator Jack Beruiter Analyst Collaborator Jack Beruiter Analyst	[*] Hiring Manager	*Recruiter	
Collaborator Jack Davies Consultant	Add Collaborator Type	V Jack Kecruiter Analyst	
Collaborator Jack Davies Consultant Add Another Collaborator	×		
Add Another Collaborator	Collaborator		
	Add Another Collaborator	×	
	Click Continue		

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

() How		🖋 Edit
(2) Basic Info		🖋 Edit
(3) Hiring Team		🖋 Edit
Requisition Structure	Enter the below information	
Recruiting Type Professional *Organization	Other Locations Select a value v Add Another Location]
Camptra Org Primary Location United States	v	
	Continue	-

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

5 Details	Enter the b	elowinformation	
Full Time or Part Time		Job Shift	
Full time	~	Day	~
Wester Tone		leb Ture	
Employee		Job Type	
Employee	*	Standard	
Regular or Temporary		Education Level	
Regular	~	Post-First Professional	~
Management Level			
Senior manager	~		
Compensation Currency		Maximum Salary	
US Dollar	~		120,000
Pay Frequency		Minimum Salary	
Annually	~		90,000
Budget Currency		Travel Budget	
US Dollar	~		1,500
Employee Referral Bonur		Palocation Budget	
	1000	Relocation Dudget	500
	1000		
Sourcing Budget	500		
	500		
*Department			
HR - Recruitment	~		

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 Positing Description** to make this section editable and enter the applicable updates. Once complete, click **Continue**

Create Job Requisition	1	Save and Close Submit
	(5) Details	🖊 Edit
	Posting Description	
	Posting Description for Internal Candidates Network-Specialist, NK	
	The Custom Internal Posting Description	
Click Check box		
	Description for Internal Candidates	
	ちでゆ B T 単 臣 臣 臣 乞 勉 突 Network Specialist	
	Take your next career step at Camptra Tech with a global team that is energizing the transformation of society and industry to achieve a more productive, sustainable future. At Camptra Tech, we have the clear goal of driving diversity and inclusion across all dimensions: gender, LGBTG+, 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.	
	Camptra 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, Camptra Tech has been a poneer through the four industrial reductions and is at the forefront of the industry 4.0 By delivering digitalization to its electrification, robotics, automation and motion portfolio, Camptra 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 are process Automation located in Bangalore. You will be working at Ability innovation Centrie (AC), home to the largest technology and engineering pool in Camptra Tech globally and a part of Camptra Tech Global industries and Services Privale Limited, a substate to the largest technology of camptra Tech globally and a spart of Camptra Tech Global industries are an encoded and the start of the sta	
	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	l		Save and Close Submit Cancel
	(a) Requisition Structure		✓ Edit
	(5) Details		✓ Edit
	Posting Description		🖊 Edit
	Skills Job Coding Skills	Enter the below information	
	Suggested Skills Select *Skill	Required Select Importance Medium	Save Click Save
	Click Continue	Continue	

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

Create Job Requisition					Save and Close	e Sub <u>m</u> it
	 Posting Description 		ALENALEN I HENRY DOG V		🖌 Edit	
	⑦ Skills				🖊 Edit	
	Offer Info	te the below inf	ormation, if applicable			
	Legal Employer		Primary Work Location		-	
he set the set	ERPWebTutor USA Inc.	~	Corporate HQ	~	-	
	Business Unit		Other Work Locations		-	
	Camptra US Business Unit	~	Select a value	~		
	Denartment		Add Another Work Location			
	HR - Recruitment	~	Job			
			Select a value	~	-	
	Click Continue		ontinue			

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

Create Job Requisition		Save and Close Submit
		Lun
	(6) Posting Description	🖉 Edit
	(7) Skills	🖊 Edit
	(8) Offer Info	🖉 Edit
	Attachments	
	Drag files here or click to add attachment v	
	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**

te Job Requ		Save and Close
	Posting Description	🖉 Edit
	⑦ Skills	🖉 Edit
	Offer Info	🖉 Edit
	④ Attachments	🖉 Edit
	Configuration	
	*Candidate Selection Process Allow Candidates to Apply When Not Posted NK Candidate Selection Process - NKCP002 Yes *Esternal Application Flow Automatically Fill Requisition NK Application Flow - ORAC_INTERN_FLOW Yes	
	Click Continue (1) 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 Clo	se Sub <u>m</u> it
	How will you rate your communication skills?			
	Question Code	Question Classification		
	300000011213057	Prescreening Question Added Automatically		
	Question Type Single Choice	✓ Requires Response		
	How will you rate your technical skills?			
	How will you rate your technical skills:			
	Question Code	Question Classification		
	300000011213053	Prescreening Question Added Automatically		
	Question Type	Paguiros Pagnoneo		
	Single Choice	· Requires Response		
승규는 그 그 가지 않는 것 같아요.	5			
	How many years of experience do you have in this field?			
	Question Code	Question Classification		
	300000011213043	Prescreening Question Added Automatically	-	
	0			
	Question Type	 Requires Response 		
	Single Choice			
	Which of the following languages have you worked with for more than a yea	ar?	×	
	Ouestion Code	Question Classification		
	AO NK	Prescreening Ouestion Added by User		
	Question Type	Requires Response		
	Multiple Choice			
		Maximum Possi	ble Score 10	
and the second	view Overtienseine	Click Drondown to Add Questionnaire		
inter	view Questionnaires	onek bropdown to Add gdesuonnan e		
Add	d Questionnaire			
Sel	lect a value			
	T			

Click Submit

Create Job Requisition	1		<u>Save and Close</u>	Sub <u>m</u> it	<u>C</u> ancel
V 6 6 0	n an	Click Submit		e co co	
	1 How		/ Edit		
	② Basic Info		🖌 Edit		
	③ Hiring Team		🖌 Edit		
	(Requisition Structure		🖌 Edit		
	(5) Details		🖌 Edit		
	6 Posting Description		🖋 Edit		
	⑦ Skills		🖌 Edit		
	(8) Offer Info		✔ Edit		F

Posting A Requisition In Draft Status

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

From the home screen, click My Client Groups

Good afternoon, Michael Burke!					
Me My Team My Client Groups	Benefits Admi	nistration Sales		Knowledge Help	Desk My Enterp 🗲
QUICK ACTIONS		ly client Groups			
Hire an Employee	പ്പു		⊗*	∾⁄⁄	
Add a Contingent Worker	Hiring	Journeys	New Person	Person Management	LJ Absences
Add a Pending Worker				Management	
Add a Nonworker	MO	ണ	R	B A	r R R
Pending Workers	Goals	Performance	Profiles	Talent Review	Succession Plans
Person					
Employment Contracts	ß		 ₽	ÆD	
P Change Location	Talent Pools	Workforce Structures	Mass Updates	Workforce Modeling	Data Exchange
Change Working Hours					
ျိုဂို Promote	+				

Click Hiring

/le My Team My Client G	roups Benefits Adm	inistration Sales	Service	Knowledge Hel	p Desk My Enter
UICK ACTIONS	APPS				
Hire an Employee	സ്പ		<u></u> *		
ලි [#] Add a Contingent Worker	Hiring	Journeys	New Person	Person Management	Absences
တို [#] Add a Pending Worker		Click Hiring			
ලි [#] Add a Nonworker	පුම	副	Å		<u>ک</u>
Pending Workers	Goals	Performance	Profiles	Talent Review	Succession Plans
Person					
		- Br/		£3)	印
မြို့ Change Location	Talent Pools	Workforce Structures	Mass Updates	Workforce Modeling	Data Exchange
P Change Working Hours					
ျိုိိ Promote	+				

Click Add

	Job Requisitions	3		
I÷				
		Requisitions		+ Add
		Keywords Q Show Filters	Hiring Team Role Recruiter, Hiring Manager, Collaborator X	Click Add
✓ Candidate Search				Sort By Creation Date - New to Olc $$
Campaigns		Solution Specialists PA (65) Open - Posted	Applications: 0 Prospects: 0	
Candidate Pools		Standard Bellevue, DC, United States		
Job Offers		PA_test1 (64) Open - Posted Standard United States	Applications: 0 Prospects: 0	
		Network Specialist-NK (60) Open - Posted Standard CA, United States	Applications: 3 Prospects: 0	***
		Network Specialist-NK (57) Open - Posted Standard CA. United States	Applications: 3 Prospects: 0	
		PA HRIS Manager (54) Open - Posted	Applications: 0 Prospects: 0	

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		(<u>Save and Close</u>	Submit	Cancel
	How Enter the below information			
	Requisition Type Business Unit Standard "Ude "Job Job			
	Continue Click Continue			
	③ Hiring Team			
	(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		🖋 Edit
Basic Info	Enter the below information	
Requisition Type Standard *Requisition Title	Business Justification Select a value Languages	
*Number of Openings	American English	
	Click Continue	
③ Hiring Team		

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

eate Job Requisition		Save and Close Sult
	1 How	🖉 Edit
	(2) Basic Info	🖉 Edit
	Hiring Team Enter the below information	
	*Hiring Manager *Recruiter Mitchaal Rocke Manager	
	Add Collaborator Type	
	Collaborator	
	Jack Davies Consultant V X Add Another Collaborator	
	Click Continue	
	Requisition Structure	✓ Edit

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

1 How		🖍 Edit
2 Basic Info		🖉 Edit
③ Hiring Team		🖍 Edit
Requisition Structure	Enter/the/below/information	
Recruiting Type Professional "Organization Camptra Org	Other Locations Select a value Add Another Location	~

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

Details	Enter the b	elow information	
Full Time or Part Time		Job Shift	
Full time	~	Day	~
Worker Type		Job Type	
Employee	~	Standard	~
Demulae as Temperatur		Education Local	
Regular or temporary	~	Post-First Professional	
inc goild		1001107107001010	
Management Level			
Senior manager	Ŷ		
Compensation Currency		Maximum Salary	
US Dollar	~		120,000
Pay Frequency		Minimum Salary	
Annually	~		90,000
Budget Currency		Travel Budget	
US Dollar	~		1,500
Employee Referral Bonus		Relocation Budget	
	1.000		500
Sourcing Budget			
	500		
Department			
HR - Remultment	~		
I'm - merallinent	•		
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 Positing Description** to make this section editable and enter the applicable updates. Once complete, click **Continue**

Create Job Requisition	1	Save and Close	Sub <u>m</u> it
	6 Details	🖌 Edit	
	Posting Description		
	Posting Description for Internal Candidates Network Specialist, NK		
Click Check box	Short Description for Internal Candidates		
	Update the below information		
	Description for internal Lancades		
	Network Specialist Take your next career step at Camptra Tech with a global team that is energizing the transformation of society and industry to achieve a more productive, sustainable future. At Camptra Tech, we have the clear goal of driving diversity and inclusion across all dimensions: gender, LOBTQ+, 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.		
	Camptra 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, Camptra Tech has been a pioneer through the four industrial revolutions and is at the forefront of the industry to 40 yedienting dipatization to steelestication, robotics, aumotra Tech publics the four industrial revolutions and is at the forefront of the performance to new levels. This is a Networking Specialist role, reporting to the Technical Manager in business area Process Auronation horacted in Bangatore. You will be working at Ability involvation. Centric (AL), theme to the targest technology and engineering pool in Camptra Tech (bala) and is a paid Camptra Tech II is based in Bangatore, the silicon-valley of Indust. This is a Networking Specialist role on the targest technology and engineering pool in Camptra Tech (bala) the industries and Services Private Limited, a subsidiary of Camptra Tech. II is based in Bangatore, the silicon-valley of Indust. With no comprise on quality. If you are looking for an environment that actively blends the boundaries of being subsciencing, data, domain and Industrial AI to retain analysis. Sudinos for processes of the services private Limited is a subscience between technology, data, domain and Industrial AI to teration analysis. Sudinos for processes for an environment that actively blends the boundaries between technology, data, domain and Industrial AI to teration analysis. Sudinos for processes and the services service service service and the service service service service services and the service service service service services and the service service service service services services and the service service service service service services and the service service service service services service services services services services services ser		

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

Create Job Requisition					Save and Close	Sub <u>m</u> it	Cancel
	Requisition Structure				🖊 Edit		
	(5) Details				🖊 Edit		
	Posting Description				🖊 Edit		
	3 Skills	Enter the be	elow/information				
	Job Coding Skills						
	Suggested Skills Select *Skill	v	Required Select Importance		Click S	ave	
			Medium	×			
	Click Continue	 60	vntin <u>u</u> e		1 to 1		

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

(6) Posting Description			🖋 Edit
() Skills			🖊 Edit
Offer Info	pdate the belo	w information, if applicable	
Legal Employer		Primary Work Location	
ERPWebTutor USA Inc.	~	Corporate HQ	~
Business Unit		Other Work Locations	
Camptra US Business Unit	~	Select a value	×
Department		Add Another Work Location	
HR - Recruitment	~	Job	
		Select a value	×

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

Create Job Requisition		Save and Close	Submit
		Lun	N. 6. 10. 10.
	Posting Description	/ Edit	
	7) Skills	/ Edit	
	Offer Info	/ Edit	
	Attachments		
	Drag files here or click to add attachment v		
	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**

Posting Description		🖋 Edit
⑦ Skills		🖉 Edit
(8) Offer Info		🖉 Edit
(9) Attachments		🖉 Edit
Configuration	below information, if applicable	
*Candidate Selection Process	Allow Candidates to Apply When Not Posted	
NK Candidate Selection Process - NKCP002 V	Yes	
*External Application Flow	Automatically Fill Requisition	
	Continue	
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			Submit
	How will you rate your communication skills? Question Code 300000011213057 Question Type Course of the second seco	Question Classification Prescreening Question Added Automatically V Requires Response	
	Angle Choice Mow will you rate your technical skills? Question Code 30000001121053 Question Type Storke Choira	Question Classification Prescreening Question Added Automatically ✓ Requires Response	
	Constant of experience do you have in this field Constant Code 30000011213043 Question Type Single Choice	d? Question Classification Prescreening Question Added Automatically ✓ Requires Response	
	Which of the following languages have you worked wit Question Code AQ_NK Question Type	th for more than a year? Question Classification Prescreening Question Added by User Requires Response	×
	Interview Questionnaires Add Questionnaire	Click Dropdown to Add Questionnaire	ssible Score 10
	Select a value		

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

Create Job Requisitio	n Second and the second	Save and Close Submit
	() How	Edit
	(2) Basic Info	Edit
	③ Hiring Team	Edit
	④ Requisition Structure	Edit
	 Details 	Edit
	Posting Description	Edit
	⑦ Skills	Edit
	(a) Offer Info	Edit

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

	Job Requisition	S		
l ¢		Deminitiere		
Job Requisitions		Kequisitions Keywords Q Show Filters	Hiring Team Role Recruiter, Hiring Manager, Collaborator ×	
\mathbb{Q} Candidate Search				Sort By Creation Date - New to Olc V
Campaigns		Network Specialist (75) Draft - In Progress	Applications: 0 Prospects: 0	
Candidate Pools		Standard United States		
Job Offers		Solution Specialists PA (65) Open - Posted Standard Bellevue, DC, United States	Applications: 0 Prospects: 0	
		PA_test1 (64) Open - Posted Standard United States	Applications: 0 Prospects: 0	
		Network Specialist-NK (60) Open - Posted Standard CA. United States	Applications: 3 Prospects: 0	

Posting A Requisition In Job Formatting In Progress Status Navigation: My Client Groups>Hiring>Add>Submit

From the home screen, click My Client Groups

Good afternoon, Michael Burke!					
Me My Team My Client Groups	Benefits Admi	nistration Sales		Knowledge Help	Desk My Enterp 🗲
QUICK ACTIONS		ly client Groups			
Hire an Employee	പ്പു		⊗*	∾⁄⁄	
Add a Contingent Worker	Hiring	Journeys	New Person	Person Management	LJ Absences
Add a Pending Worker				Management	
Add a Nonworker	MO	ണ	R	B A	r R R
Pending Workers	Goals	Performance	Profiles	Talent Review	Succession Plans
Person					
Employment Contracts	ß		 ₽	ÆD	
P Change Location	Talent Pools	Workforce Structures	Mass Updates	Workforce Modeling	Data Exchange
Change Working Hours					
ျို် Promote	+				

Click Hiring

Me My Team	My Client Groups	Benefits Admi	nistration Sales	Service	Knowledge Help	Desk My Enter	
QUICK ACTIONS	APP:	5					
Hire an Employee		ന്പ		<u>~</u> *	N A		
ල් Add a Contingent Wo	orker	Hiring	Journeys	New Person	Person Management	L] Absences	
Add a Pending Worke	er 📃		Click Hiring				
Add a Nonworker		රුම	61	Å	8	کیا کیا	
Pending Workers		Goals	Performance	Profiles	Talent Review	Succession Plans	
Person							
Employment Contract			B)		a?)	ŶÛ	
Change Location		Talent Pools	Workforce Structures	Mass Updates	Workforce Modeling	Data Exchange	
Change Working Hou							
(한국 Change Working Hou)		+					

Click Add

	Job Requisition	3	
I c			
		Requisitions	+ Add
Candidate Search		Keywords Q Show Filters Hirring Team Role Recruiter, Hirring Manager, Collaborator ×	Click Add
			Sort By Creation Date - New to Olc \vee
💭 Campaigns		Solution Specialists PA (65) Applications: 0 Open - Posted Prospects: 0	•••
🛱 Candidate Pools		Standard Bellevue, DC, United States	
Job Offers		PA_test1 (64) Applications: 0 Open - Posted Prospects: 0	
		Standard United States	
		Network Specialist-NK (60) Applications: 3 Open - Posted Prospects: 0	
		Standard CA, United States	
		Network Specialist-NK (57) Applications: 3 Open - Posted Prospects: 0	
		Standard CA, United States	
		PA HRIS Manager (54) Applications: 0 Open - Posted Prospects: 0	

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		(<u>Save and Close</u>	Submit	Cancel
	How Enter the below information			
	Requisition Type Business Unit Standard "Ude "Job Job			
	Continue Click Continue			
	③ Hiring Team			
	(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		🖋 Edit
Basic Info	Enter the below information	
Requisition Type Standard *Requisition Title	Business Justification Select a value Languages	
*Number of Openings	American English	
	Click Continue	
③ Hiring Team		

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

reate Job Requisitio	n	Save and Close Submit
	() How	Edit
	 Basic Info 	🖉 Edit
	Hiring Team Enter the below information	
	*Hiring Manager *Recruiter Michael Burke Manager Jack Recruiter Analyst Add Collaborator Type	
	Collaborator Jack Davies Consultant Add Another Collaborator	
	Click Continue	
	Requisition Structure	🖋 Edit

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

1 How		🖊 Edit
Basic Info		🖉 Edit
③ Hiring Team		🖉 Edit
Requisition Structure	Enter the below information	
Recruiting Type Professional "Organization Camptra Org	Other Locations Select a value Add Another Location	v
Primary Location		

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

Details	Enter the b	elow information	
Full Time or Part Time		Job Shift	
Full time	~	Day	~
Worker Type		Job Type	
Employee	~	Standard	~
Demulae as Temperatur		Education Local	
Regular or temporary	~	Post-First Professional	
inc goild		1001107107001010	
Management Level			
Senior manager	Ŷ		
Compensation Currency		Maximum Salary	
US Dollar	~		120,000
Pay Frequency		Minimum Salary	
Annually	~		90,000
Budget Currency		Travel Budget	
US Dollar	~		1,500
Employee Referral Bonus		Relocation Budget	
	1.000		500
Sourcing Budget			
	500		
Department			
HR - Remultment	~		
I'm - merallinent	•		
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 Positing Description** to make this section editable and enter the applicable updates. Once complete, click **Continue**

Create Job Requisition	1	Save and Close	Sub <u>m</u> it
	6 Details	🖌 Edit	
	Posting Description		
	Posting Description for Internal Candidates Network Specialist, NK		
Click Check box	Short Description for Internal Candidates		
	Update the below information		
	Description for internal Lancades		
	Network Specialist Take your next career step at Camptra Tech with a global team that is energizing the transformation of society and industry to achieve a more productive, sustainable future. At Camptra Tech, we have the clear goal of driving diversity and inclusion across all dimensions: gender, LOBTQ+, 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.		
	Camptra 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, Camptra Tech has been a pioneer through the four industrial revolutions and is at the forefront of the industry to 40 yedienting dipatization to steelestication, robotics, aumotra Tech publics the four industrial revolutions and is at the forefront of the performance to new levels. This is a Networking Specialist role, reporting to the Technical Manager in business area Process Auronation horacted in Bangatore. You will be working at Ability invocution. Centric (AL), theme to the targest technology and engineering pool in Camptra Tech (bala) than its a part of camptra Tech. It is based in Bangatore, the silicon-valley of India. Its unique infrastructure places research, development, engineering, and service teams under one rook, increasing colaboration and reducing time to market, with no comprise on quality. If you are looking for an environment that actively bendes between technology, data. Comprian and Industrial JO coreation analysis exclusion soft processes.		

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

Create Job Requisition					Save and Close	Sub <u>m</u> it	Cancel
	(4) Requisition Structure				🖊 Edit		
	(5) Details				/ Edit		
	Posting Description				🖊 Edit		
	 Skills Job Coding Skills 	Enter the be	elowinformation				
	Suggested Skills Select *Skill	v	Required Select Importance Medium	× ×	<u>Cancel</u> Click Sa	ve	
	Click Continue	» 🔶	ontinge				

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

(6) Posting Description			🖋 Edit
() Skills			🖊 Edit
Offer Info	pdate the belo	w information, if applicable	
Legal Employer		Primary Work Location	
ERPWebTutor USA Inc.	~	Corporate HQ	~
Business Unit		Other Work Locations	
Camptra US Business Unit	~	Select a value	×
Department		Add Another Work Location	
HR - Recruitment	~	Job	
		Select a value	×

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

Create Job Requisition		Save and Close	Submit
		Lun	N. 6. 10. 10.
	Posting Description	/ Edit	
	7) Skills	/ Edit	
	Offer Info	/ Edit	
	Attachments		
	Drag files here or click to add attachment v		
	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**

Posting Description		🖋 Edit
⑦ Skills		🖉 Edit
(8) Offer Info		🖉 Edit
(9) Attachments		🖉 Edit
Configuration	below information, if applicable	
*Candidate Selection Process	Allow Candidates to Apply When Not Posted	
NK Candidate Selection Process - NKCP002 V	Yes	
*External Application Flow	Automatically Fill Requisition	
	Continue	
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			Submit
	How will you rate your communication skills? Question Code 300000011213057 Question Type Course of the second seco	Question Classification Prescreening Question Added Automatically V Requires Response	
	Angle Choice Mow will you rate your technical skills? Question Code 30000001121053 Question Type Storke Choira	Question Classification Prescreening Question Added Automatically ✓ Requires Response	
	Constant of experience do you have in this field Constant Code 30000011213043 Question Type Single Choice	d? Question Classification Prescreening Question Added Automatically ✓ Requires Response	
	Which of the following languages have you worked wit Question Code AQ_NK Question Type	th for more than a year? Question Classification Prescreening Question Added by User Requires Response	×
	Interview Questionnaires Add Questionnaire	Click Dropdown to Add Questionnaire	ssible Score 10
	Select a value		

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

Create Job Requisitio	n Second and the second	Save and Close Submit
	() How	Edit
	(2) Basic Info	Edit
	③ Hiring Team	Edit
	④ Requisition Structure	Edit
	 Details 	Edit
	Posting Description	Edit
	⑦ Skills	Edit
	(a) Offer Info	Edit

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

	Job Requisitions	3			
I ¢					
Job Requisitions		Requisitions		+ Add	
Candidate Search		Keywords Q Show Filters	Hiring Team Role Recruiter, Hiring Manager, Collaborator X		
		Network Specialist (75)	Applications: 0	Sort By Creation Date - New to Olc V	
		Draft - In Progress Standard	Prospects: 0		
Candidate Pools		United States			
🗎 Job Offers		Solution Specialists PA (65) Open - Posted	Applications: 0 Prospects: 0		
		Standard Bellevue, DC, United States			
		PA_test1 (64)	Applications: 0		
		Standard United States	, rospecta o		
		Network Specialist-NK (60)	Applications: 3		
		Open - Posted Standard	Prospects: 0		
		CA, United States			

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

	Job Requisitions
14	
	Requisitions + Add
	Keywords Q Show Filters Hiring Team Role Recruiter, Hiring Manager, Collaborator ×
	Sort By Creation Date - New to Ok <
1 Campaigns	Network Specialist (75) Applications: 0 Drait - In Progress Prospects: 0
🗋 Candidate Pools	Standard Click Job Requisition United States
Job Offers	Solution Specialitis PA (65) Applications: 0 Open - Posted Prospects: 0
	Standard Believue. DC. United States
	PA_test (64) Applications 0 Open - Posted Prospects: 0 Standard
	Network Specialist-NK (60) Applications 3 Open - Posted Prospects: 0
	Standard GA, United States
	Network Specialist-NK (57) Applications 3 Open - Posted Prospects 0 Standard
	CA, United States

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

Network Specialist			€ Save and Close Sub <u>m</u> it
75			Click Submit
	Basic Info		
	Requisition Type	Requisition Template	
	Standard	Network Specialist-NK (NetwrkSpec-NK)	
장님같다.	75	Business Justification	
Fair Head	*Requisition Title	Select a value 🗸	
8.78년 1111년 - 111	Network Specialist	Languages	
	*Number of Openings	American English V	
	Limited ~ 1		
김 관계 관광 관계		Continue	
	(2) Hiring Team		
	③ Requisition Structure		
	2		
	(4) Details		

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

	Job Requisition	s				
۱ ،		Requisitions			+ Add	
Candidate Search		Keywords Q	Show Filters Hiring Team Role	Recruiter, Hiring Manager, Collaborator	X	
Campaigns		Network Specialist (75) Job formatting - In Progress Standard		Applications: 0 Prospects: 0		
Job Offers		United States Solution Specialists PA (65) Open Particular		Applications: 0		
		Open - Posted Standard Bellevue, DC, United States		Prospects. 0		
		PA_test1 (64) Open - Posted Standard United States		Applications: 0 Prospects: 0		
		Network Specialist-NK (60) Open - Posted Standard CA. United States		Applications: 3 Prospects: 0		
		Network Specialist-NK (57) Open - Posted Standard CA, United States		Applications: 3 Prospects: 0		

Posting A Requisition In Posting In Progress Status

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

Good afternoon, Michael Burke!						
Me My Team My Client Group	s Benefits Admin	nistration Sales		(nowledge Help	Desk My Enterp	>
QUICK ACTIONS	APPS Click M	y Client Groups				
Hire an Employee	r R R		0*	Son		
Add a Contingent Worker	Hiring	Journeys	New Person	Person Managament	[] Absences	
Add a Pending Worker				Management		
ල් Add a Nonworker	රුම	60	R		کچک	
Pending Workers	Goals	Performance	Profiles	Talent Review	Succession Plans	
Person						
Employment Contracts	8			a»	创	
Change Location	Talent Pools	Workforce Structures	Mass Updates	Workforce Modeling	Data Exchange	
Change Working Hours						
ျိုကို Promote	+					

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

Click Hiring

le My Team My Client Group	os Benefits Adm	inistration Sales		Knowledge Help	Desk My Enterp
UICK ACTIONS	APPS				
og [#] Hire an Employee	ار مى		0.*	001	
Add a Contingent Worker	Hiring	Journeys	New Person	Person Management	LJ Absences
ල්* Add a Pending Worker		Click Hiring			
ලි ^{**} Add a Nonworker	ජුම	副	Š		۲ کیک
	Goals	Performance	Profiles	Talent Review	Succession Plans
Person					
Employment Contracts		æ/	Ë	£7	创
E Change Location	Talent Pools	Workforce Structures	Mass Updates	Workforce Modeling	Data Exchange

Click Add

	Job Requisitions	3			
l ¢					
		Requisitions			+ Add
		Keywords O	Show Filters Hiring Team Role	Recruiter, Hiring Manager, Collaborator \times	Click Add
└ Candidate Search					Sort By Creation Date - New to Olc $ \lor $
Campaigns		Solution Specialists PA (65)		Applications: 0	
Candidate Pools		Standard Bellevue, DC, United States		ropecta a	
Job Offers		PA_test1 (64) Open - Posted Standard United States		Applications: 0 Prospects: 0	***
		Network Specialist-NK (60) Open - Posted Standard CA, United States		Applications: 3 Prospects: 0	
		Network Specialist-NK (57) Open - Posted Standard CA, United States		Applications: 3 Prospects: 0	
		PA HRIS Manager (54) Open - Posted		Applications: 0 Prospects: 0	

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**

ate Job Requisition			Gereard Close Submit Can
	1 How	Enter, the below information	
공장자공	Requisition Type	Business Unit	
	Standard V	Camptra US Business Unit	
관련수는 것을	*Use	*Job	
	doL	Clerk	
상품관문문		Continue	
	Click Continue		
	(2) Basic Info		
	-		
	(3) Hiring Team		
	O minig idan		
	14.1 REPUBLICIAN NUMBER		

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**

e Job Requisiti	on		Save and Close
	() How		🖍 Edit
	2 Basic Info	Enter the below information	
	Requisition Type Standard *Requisition Title	Business Justification Select a value Languages	×
	*Number of Openings	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**

(1) How		🖉 Edit
(2) Basic Info		🖉 Edit
3 Hiring Team	Enter the below information	
*Hiring Manager	*Recruiter	
Add Collaborator Type	Jack keruter Analyst	V
Collaborator		
Jack Davies Consultant	~ X	
Add Another Collaborator	and the second sec	
Click Continu	e	
(A) Requisition Structure		A 1.00

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

b Requisition		Save and Close
1 How		🖉 Edit
Basic Info		🖋 Edit
③ Hiring Team		🖌 Edit
Requisition Structure	Enter the below information	
Recruiting Type Professional *Organization Camptra Org	Other Locations Select a value Add Another Location	
Primary Location United States	Continue	

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

Details	Enter the b	elow information	
Full Time or Part Time		Job Shift	
Full time	~	Day	~
Worker Type		Job Type	
Employee	~	Standard	~
Regular or Tomporaty		Education Loval	
Regular	~	Post-First Professional	~
Management Lovel			
Senior manager	~		
Componention Currency		Maximum Salary	
US Dollar	×	Maximum Salary	120.000
Des Comment		Minimum Colore	120,000
Pay Frequency		Minimum Salary	90.000
Annually			50,000
Budget Currency		Travel Budget	4.500
US Dollar	*		1,500
Employee Referral Bonus		Relocation Budget	
	1,000		500
Sourcing Budget			
	500		
*Department			
HR - Recruitment	~		

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 Positing Description** to make this section editable and enter the applicable updates. Once complete, click **Continue**

1	Save and Close Sub <u>m</u> it
6 Details	🖊 Edit
Posting Description	
Posting Description for Internal Candidates Network Specialist, NK	
Short Custom Internal Posting Description Short Description for Internal Candidates	
Network Specialist Take your next carreer step at Camptra Tech with a global team that is energizing the transformation of society and industry to achieve a more productive, sustainable future. At Camptra Tech, we have the clear goal of driving diversity and inclusion across all dimensions: gender, LOBTC+, 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.	
Camptra 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, Camptra 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 electricitation, rotocitics, automation and motion portolio, Camptra Tech pushes the bowdrakies of technology to drive performance to new levels. This is a Networking Specialist lole, reporting to the Technical Manager in business area Process Automation located in Bangaiore. You will be working al Ability innovation Centre (AIC), home to the largest lectunology and engineering pool in Camptra Tech globally and is a part of Camptra Tech global industries and Services Private Limited, a subsidiary of Camptra Tech. Its based in Bangaiore, the silicon-valley of India. Its imagest lectuality if you are looking development, engineering, and service teams under endor chine crisen global collaboration and reducting three transfer, within compromes on quality. If you are looking development, engineering, and service teams under endor chine. Technical bangaiore, within the compromes on quality. If you are looking development, engineering, and listic to endor the rest of the development and the service teams under endor chine. Technical bangaiore, within the compromes on quality. If you are looking development, engineering, and service teams under endor chines area and service teams under endor chines area and service teams under endor on the constraint on development.	
	 Image: Solution of a second se

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

Create Job Requisition	l		Save and Close Submit Cancel
	(a) Requisition Structure		✓ Edit
	(5) Details		✓ Edit
	Posting Description		🖊 Edit
	Skills Job Coding Skills	Enter the below information	
	Suggested Skills Select *Skill	Required Select Importance Medium	Save Click Save
	Click Continue	Continue	

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

Create Job Requisition	1		Submit Submit
	Posting Description		✓ Edit
	7 Skills		🖊 Edit
	Offer Info Update the belo	winformation, if applicable	
	Legal Employer	Primary Work Location	
	ERPWebTutor USA Inc.	Corporate HQ V	
	Business Unit	Other Work Locations	
	Camptra US Business Unit	Select a value v	
		Add Another Work Location	
	HP. Requitment	Job	
	The recondition	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
		Lun
	(6) Posting Description	🖉 Edit
	(7) Skills	🖊 Edit
	(8) Offer Info	🖉 Edit
	Attachments	
	Drag files here or click to add attachment v	
	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**

te Job Requ		Save and Close
	Posting Description	🖉 Edit
	⑦ Skills	🖉 Edit
	Offer Info	🖉 Edit
	④ Attachments	🖉 Edit
	Configuration	
	*Candidate Selection Process Allow Candidates to Apply When Not Posted NK Candidate Selection Process - NKCP002 Yes *Esternal Application Flow Automatically Fill Requisition NK Application Flow - ORAC_INTERN_FLOW Yes	
	Click Continue (1) 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 3000001121057 Question Type Single Choice How will you rate your technical skills? Question Code 3000001121053 Question Type	Cuestion Classification Prescreening Question Added Automatically	
A	Single Choice How many years of experience do you have in this field? Question Code 30000007121043 Question Type Single Choice	Question Classification Prescreening Question Added Automatically ✓ Requires Response	
	Which of the following languages have you worked with for more Question Code AQ_NK Question Type Multiple Choice	than a yea? Question Classification Prescreening Question Added by User C Requires Response	×
Inte Ad	rview Questionnaires	Click Dropdown to Add Questionnaire	ble Score 10

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

Create Job Requisition	n	Save and Close Submit
	Click Save and Close	
	1 How	🖉 Edit
	Basic Info	Edit
	 Hiring Team 	🖉 Edit
	(4) Requisition Structure	🖉 Edit
	(6) Details	Edit
	Posting Description	🖉 Edit
	(7) Skills	🖍 Edit
	Offer Info	🖉 Edit

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

	Job Requisition	S		
l÷		6 6 9 9 N		
Job Requisitions		Requisitions		+ Add
Candidate Search		Keywords Q Show Filters	Hiring Team Role Recruiter, Hiring Manager, Collaborator	r X
Campaigns		Network Specialist (75)	Applications: 0	sort by Creation Date - new to Oit *
Candidate Pools		Draft - In Progress Standard United States	Prospects: U	
Job Offers		Solution Specialists PA (65) Open - Posted	Applications: 0 Prospects: 0	
		Standard Bellevue, DC, United States		
		PA_test1 (64) Open - Posted	Applications: 0 Prospects: 0	
		Standard United States		
		Network Specialist-NK (60) Open - Posted	Applications: 3 Prospects: 0	
		Standard CA, United States		

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

Job	uisitions
I c	
	Requisitions
	Keywords Q Show Filters Hiring Team Role Recruiter, Hiring Manager, Collaborator X
Candidate Search	Sort By \Box Creation Date - New to Ok \vee
Campaigns	Network Specialist (75). Applications: 0 *** Daft In Progress Prospects: 0
Candidate Pools	Standard Click Job Regulsition United States
Job Offers	Solution Specialists PA (65) Applications: 0 Open - Postod Prospects: 0 Standard Belevue, DC, United States
	PA_test1(64) Applications 0 Open - Posted Prospects: 0 Standard United State
	Network Specialist-NK (60) Applications 3 Open - Posted Prospects: 0 Standard CA. United States
	Network Specialist-NK (57) Applications 3 Open - Posted Prospects: 0 Standard CA United States

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

lectalist	0 [sn	ve and Clos
	Click Submit	as and
Basic Info		-
Requisition Type	Requisition Template	
Standard	Network Specialist-NK (NetwrkSpec-NK) V	
Requisition Number	Business Justification	-
	Solart a value	
Requisition Little		
retwork specialist	Languages	
*Number of Openings	American English V	
Limited V 1		
HTELE CHE	Castinus	
	Continge	
(2) Hiring leam		
(3) Requisition Structure		
(4) Details		

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

	Job Requisition	S			
I← Job Requisitions		Requisitions	Show Filters Hiring Team Role Recruiter, Hiring Manager, Collabor	Add stor × Sort By Creation Date - New to Ok ✓	
Campaigns		Network Specialist (75) Job formatting - In Progress Standard United States	Applications: 0 Prospects: 0		
Job Offers		Solution Specialists PA (65) Open - Posted Standard Bellevue, DC. United States	Applications: 0 Prospects: 0		
		PA_test1 (64) Open - Posted Standard United States	Applications: 0 Prospects: 0		
		Network Specialist-NK (60) Open - Posted Standard CA, United States	Applications: 3 Prospects: 0		
		Network Specialist-NK (57) Open - Posted Standard CA, United States	Applications: 3 Prospects: 0		

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

	Job Requisition	s		
I c				
Job Requisitions		Requisitions		+ Add
Constitute Court		Keywords Q Show Filters	Hiring Team Role $\hfill Recruiter, Hiring Manager, Collaborator \hfill \times$	
				Sort By Creation Date - New to Olc $ \smallsetminus $
되 Campaigns		Network Specialist (75) Job formatting - In Progress	Applications: 0 Prospects: 0	
Candidate Pools		Standard Click Jo United States	bb Requisition	
Job Offers		Solution Specialists PA (65) Open - Posted Standard Bellerve, DC, United States	Applications: 0 Prospects: 0	
		PA_test1 (64) Open - Posted Standard United States	Applications: 0 Prospects: 0	
		Network Specialist-NK (60) Open - Posted Standard CA. United States	Applications: 3 Prospects: 0	
		Network Specialist-NK (57) Open - Posted Standard CA, United States	Applications: 3 Prospects: 0	

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

< Network Specialist: Jo	ob Formatting			Actions •
lé II Overview Details	Employer Description Internal NK.Employer Description	Extenal Same as Internal	Click Move to Posting	Open for Sourcing Preview Job Requisition Translate Job Requisition Send Message to Team Link to Pipeline Requisition Redraft Job Requisition Cancel Job Requisition
bob Formatting	Recruiting Organization Description	Esternal Same as Internal	🖉 Edit 🔨	
Interviews Progress	Media Atl Languages V		+ Add \	
		There's nothing here so far.		

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

	Job Requisitions	3			
I ¢					
Job Requisitions	화관관과	Requisitions		+ Add	
		Keywords Q Show Fil	ters Hiring Team Role Recruiter, Hiring Manager, Collaborator	<	
				Sort By Creation Date - New to Olc 🗸	
Campaigns		Network Specialist (75) Posting - In Progress	Applications: 0 Prospects: 0		
Candidate Pools		Standard United States			
Job Offers		Solution Specialists PA (65) Open - Posted	Applications: 0 Prospects: 0		
		Standard Bellevue, DC, United States			
		PA_test1 (64) Open - Posted Standard United States	Applications: 0 Prospects: 0		
		Network Specialist-NK (60) Open - Posted Standard CA. United States	Applications: 3 Prospects: 0		
		Network Specialist-NK (57) Open - Posted Standard	Applications: 3 Prospects: 0		
		CA, United States			

External Candidate Application Process

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

From a browser, navigate to the Career Site

Current Job Ope	nings					
Please click on a Position	Title (below) to view a description of the position.					
	FIND JOBS	NEAR LOCATION ¥	0			
	Job title, skill, keyword	City, state, country	ų			
	ALL JOBS (9) PROFESSIONA	L (2) TEST_JOB_FAMILY_CONV (2) EXECUTIVE (1)				
		\bigcirc				
Solution Speciali	sts					
The Solution Specialist is rganization technology, s	responsible for pre-sale and post-sale activities, bu ervices, and capabilities to the client, and the plann	ilding and maintaining the relationship between organiz ing and penetration of all areas within the client's organ	ation and the o ization.	lient, helping to market o		
Human Resource As an H8 Specialist, you e for all employment	Specialist will administer the organizations payroll system to i cert use of the nauroll system and work with the v	nclude establishing new hire account and deactivate sep ander on system source. You will accurate an	arated account	ts. You will provide trainin		
d deductions and that pa	yroll is processed on time.	,		0	Hey II We use of Learn more	ookies. Checkout our policy
The Solution Specialist is rganization technology. s	responsible for pre-sale and post-sale activities, bu ervices, and capabilities to the client, and the plann	Iding and maintaining the relationship between organiz ing and penetration of all areas within the client's organ	ation and the c ization.	lient, helping to market o	I ACCEP	T DECLINE
Senior Cost Acco	untant					
Eos Energy Enterprises d are a public company, lis	esigns, develops, manufactures, and sells innovativ red on the NASDAQ and are subject to SOX 404 con	e energy storage solutions for the electric utilities, and o trol requirements. We are looking for a strong Senior Co	ommercial and st Accountant I	l industrial end users. We to join our accounting tea		

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**

Current Job Openings	
Please click on a Position Title (below) to view a description of the position.	
FIND DOBS	NEAR LOCATION •
title, skill, keyword	City, state, country
Enter Job Tile or Keyword	Click Search
ALL 2085 (7) PROFESSIONAL	2) TEST_JOR_FAMILY_CONV (2) EXECUTIVE (1)
	0
Solution Specialists	
The Solution Specialist is responsible for pre-sale and post-sale activities, built rganization technology, services, and capabilities to the client, and the plannin	ding and maintaining the relationship between organization and the client, helping to market o g and penetration of all areas within the client's organization.
Human Resource Specialist As an aft specialize you will administer the organizations payrell system to use	Nucle stability of the scource and directivate sequence directions. You will provide town in the scource and t
d deductions and that payroll is processed on time.	Hey II We use cookies. Checkout our policy Learn more
Accountant The Solution Specialist is responsible for pre-aile and post-sale address, built rganization technology, services, and capabilities to the client, and the plannin	ding and maintaining the relationship between organization and the client, helping to market o g and penetration of all areas within the client's organization.
Senior Cost Accountant	
Eos Energy Enterprises designs, develops, manufactures, and sells innovative are a public company, listed on the NASDAQ and are subject to SOX 404 contro	energy storage solutions for the electric utilities, and commercial and industrial end users. We of requirements. We are looking for a strong Senior Cost Accountant to join our accounting tea

Next, the candidate should select the job to apply

	FIND JOBS Human Resources	NEAR LOCATION ¥ City, state, country	Q	
	2 OPEN JOBS LOCATIONS	JOB FUNCTIONS POSTING DATES	DEPARTMENT -	
		Click Job Name	SORT BY: Relevan	nce 🔻
Humai Bellevue, As an HR S	Resource Specialist DC, United States Posted on 05/31/20 pedalist, you will administer the organizations p in until provide training for all employees on co	121 Dayroll system to include establishing new hire account	t and deactivate separated	>
iccounter i	the accurate and timely application of garnishn	nents and deductions and that payroll is processed on	time.	
will ensure				

Scroll down and click Apply Now



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

	You don't need to have an account
	Get started right away by simply using your email. Your profile will be created and kept up to date automatically as you enter details for each of your job applications.
	Email Address *
	Testcandidate@gmail.com
[Click Check Box
	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.	
	Lagree to receive marketing communications	
	E-SIGNATURE	
	Please fill in your full name.	
	Please type your full legal name *	
	Test Candidate	
Enter Full Legal Name		
	Click Submit	

Internal Candidate Application Process

Navigation: Me>Current Jobs>Search>Submit

From the home screen, click **Me**

Good	afternoon, Mic	hael Burk	e!				
Me My	Team My Client Groups	Benefits Admir	nistration Sales	Service K	nowledge Help I	Desk My Enterp	>
QUICK ACTIONS	Click Me	PPS					
> Medical I	Plan Comparison	<u> </u>			<u>ش</u>	<u>~~</u>	
Personal	Details	Directory	Journeys	Time and Absences	Career and Performance	Personal Information	
Docume	nt Records						
🕞 dentifica	tion Info	\bigcirc		Õ		Ģ	
Contact	info	Learning	Benefits	My Benefits Summary	Company Benefits Portal	Current Jobs	
Family ar	nd Emergency Contacts						
🖧 My Orga	nization Chart			+			
My Publi	c Info	Satety Incidents	Performance				
and the second second second	A STREET STRE						

Click Current Jobs
Me My Team My Client Groups	Benefits Admi	nistration Sales	Service	Knowledae Help	Desk My Enterc 💊
uick actions ai	PPS				
Medical Plan Comparison	<u> </u>	(A)		<u>ش</u>	R
Personal Details	Directory	Journeys	Time and Absences	Career and Performance	Personal Information
Document Records					
	\bigcirc		Ô		
Contact Info	Learning	Benefits	My Benefits Summary	Company Benefits Portal	Current Jobs
Family and Emergency Contacts			Click Cl	urrent Jobs	
	Stor 1	á	47		
My Public Info	Safety Incidents	Performance			

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

Jobs (11)		1 / 14 A 16	V 6 0 0				
Search	Yorba Linda,C	CA,United States $$	G Hide Filters Search Radius 25 Miles ⊗				
Filters	Clear All				Sort By	Relevance	~
 Location Bellevue, DC, United State CA, United States (2) United States (1) 	tes (8)	PA HRIS Ma Bellevue, DC, Hiring Manag Burke, Micha	inager (54) United States ger el	Organization Camptra Org			
 Work Locations Corporate HQ (11) 		NK-Associa Bellevue, DC.	te Consultant (47) United States				
Job Family TEST_JOB_FAMILY_CON Executive (1)	/ (3)	Hiring Manag Burke, Micha	jer el	Organization Camptra Org			
Professional (1) Organization		HRIS Manage Bellevue, DC,	ger (33) United States Click Job Title				
Camptra Org (11) Posting Dates		Hiring Manag Burke, Micha	el	Organization Camptra Org			
All (11) Today (0)		Solution Sp Bellevue, DC,	ecialists (1) United States				
Less than 7 Days (0) Less than 30 Days (0) Creater than 30 Days (1)	0	Hiring Manag Saini, Aditya	jer	Organization Camptra Org			

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

HRIS Manager			Actions Apply
` 33			Click Apply
	Job Info		
	Organization Camptra Org	Posting Visibility Internal and External	
	Locations Bellevue, DC, United States	Job Shift Day	
	Work Locations Corporate HQ	Full or Part Time Full time	
	Posting Date 11/9/21		
	Job Details		
	Organization Description		
	We would like to welcome you to join our team and help us take our busin	iess manifolds ahead	
	Employer Description		
	We at Camptra Technologies started our journey in 2016 as a team of seas are not only optimal for your business but also cost-effective and people-	oned software engineers and technology specialists. Today, we use our combined expertise to provide solutions priented.	; that
	Our team of top-notch consultants have a combined experience of 75 yea with our clients is the key to developing relevant solutions. We focus, there your business always keeps pace with industry changes.	rs in the Oracle solution space. As trusted implementation partners for business, we believe that open communi- sfore, on working with you every step of the way to design solutions that are efficient, dynamic and scalable so	cation that
	Job Description		

Enter the requested information in each section and click Continue

Complete Job Applica HRIS Manager, 33	tion
	A copy of your skills and qualifications will be included with your job application. Review Skills and Qualifications
	Job Application Questions
	Enter-the below/information
	* Do you have a working visa?
	* Here will use only one composition shifts?
	How will you lake your communication skins:
	Mediotre Model
	* How will you rate your technical skills?
	○ Excellent
	O Average
	O Beginner
	* How many years of experience do you have in this field?
	Clear Contraction Clear Contraction
	O Mere Then 10 Years
	Continue

Click Submit

Complete Job Applicat HRIS Manager, 33	tion Click Submit	Submit
	A copy of your skills and qualifications will be included with your job application. Review Skills and Qualifications	
	1 Job Application Questions	
	② Supporting Documents	
	E-Signature	
	Please fil in your full name. *Employee Name Test Employee	
		민준이 관리는

Candidate Management- Create A Candidate

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

From the home screen, click My Client Groups

Me My Team My Client Groups Benefits Administration Sales			
		Knowledge Help	Desk My Enterp
QUICK ACTIONS APPS Click My Client Groups			
පී [*] Hire an Employee	×	∽v⁄ł	
암 Add a Contingent Worker Hiring Journeys	New Person	Person Management	LJ Absences
Add a Pending Worker			
°S [★] Add a Nonworker	\bigotimes		۲ ۲
2 Goals Performance	Profiles	Talent Review	Succession Plans
전 Person (2003) 모ァ	ሞጓ	무평	ţ
Employment Contracts Imployment Contracts Talent Pools Workforce Sinctrues	Mass Updates	Workforce Modeling	Data Exchange
Operation Subscription Image Location Subscription			
19 Promote +			

Click Hiring

Good afternoon, Michael Burke!							1	
Me	My Team	My Client Groups	Benefits Adm	inistration Sales	Service	Knowledge Helj	p Desk My Enter	F >
QUICK	ACTIONS	APPS						
⊗*	Hire an Employee		ന്പ		*	₽v⁄ł		
⊗*	Add a Contingent Wo	rker	Hiring	Journeys	New Person	Person Management	() Absences	
⊗*	Add a Pending Worke	r L		Click Hiring				
⊗*	Add a Nonworker		රුම	ബ	Å		کچک	
21	Pending Workers		Goals	Performance	Profiles	Talent Review	Succession Plans	
⊗	Person							
81	Employment Contract			66/		<u>a</u> 22		
	Change Location		lalent Pools	Workforce Structures	Mass Updates	Workforce Modeling	Data Exchange	
	Change Working Hou							
îr	Promote		+					

Click Candidate Search

ſ

	Job Requisition	s					
l≮ ■ Job Requisitions		Requisitions	Show Filters	Hiring Team Role Recruiter, Hir	ring Manager, Collaborator, X	+ Add	
Q Candidate Search						Sort By $\begin{tabular}{ c c c c c c c c c c c c c c c c c c c$	j
Campaigns	Click Candidate S	earch Posting - In Progress Standard United States			Applications: 0 Prospects: 0		
Job Offers		Solution Specialists PA (65) Open - Posted Standard Bellevue, DC, United States			Applications: 0 Prospects: 0		
		PA_test1 (64) Open - Posted Standard United States			Applications: 0 Prospects: 0		
		Network Specialist-NK (60) Open - Posted Standard CA. United States			Applications: 3 Prospects: 0		
		Network Specialist-NK (57) Open - Posted Standard CA United States			Applications: 3 Prospects: 0		

Click Search

	Candidate Search	C	lear Search
l ¢		Click Search	
Job Requisitions	Search Action Search for Candidates		
Candidate Search	48 Total Candidates		
Candidate Pools	Keyword Search		
Job Offers	Search using keywords or boolean expressions Examples of search expressions: project manager, business analyst NOT manager, marketing manager AND (campaigns OR communications)		
	Candidate Details	+ Add v	
	There's nothing here so far.		
	Location	+ Add v	

Click Add

< Candidate Search €							
	Candidates (48) Show Filters				Click Add	+ Add	
	Actions ~			୍ ଡ୍ View Summary	V Sort By Relevance	×	
	< Candidate	Details	Education	Experience	Work Preferences	>	
	Mukherjee, Rishi 3004 Yorba Linda, CA, US						
	Jones, Albert 3003 Yorba Linda, CA, US						
	Kumar, Ravi 3019 Yorba Linda, CA, US						
	Albert Moon, JeffCon 3013 Yorba Linda, CA, US						
	Bosee, Jayanta 3018						

Enter the Basic Information and click Save and Close

Create Candidate	Save and Close
Basic Info Enter t	ne below information
*Last Name Candidate	Title Ms.
First Name Test	Middle Name Megan
Email testcandidate@gmail.com	Source Resume Handed in Person
Phone Number 1 514 228-7585	Display Data to Candidate Ves
Attachments	n her og dan en norsen de her og det som de dan en set og det som og som en som en som en som en som en som en I som en som e
	Drag files here or click to add attachment 🐱

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

	Candidate Search	ar Search
l÷	Click Search	
Job Requisitions	Search Action Search for Candidates V	
Candidate Search	4*	
💭 Campaigns	Total Candidates	
🛱 Candidate Pools	Keyword Search	
Job Offers	Test	
	Examples of search expressions project manager, business analyst NOT manager, marketing manager AND (campaigns OR communications)	
	Candidate Details	
	There's nothing here so far.	

Click the Candidate Name

		N 1 1 1 6 6 7 6 1			
Candidates (4*) Show Filters				+ /	٨dd
Actions ¥			• View Summary	Sort By Relevance	
< Candidate	Details	Education	Experience	Work Preferences	
Test-NK 38011					•
Trevor, Test	Click Candidate Name				•
NK-Keerthana 31007 Yorba Linda, CA, US				Consider Temporary Assignment Consider Part Time Work Work a Flexible Schedule	
NK 28004 Hyderabad, IN		Bachelor of Engineering, Vaagdevi Engineering College	i Test Centre Administrator, NK	Travel Domestically Willing to Relocate Consider Temporary Assignment Consider Part Time Work Work a Flexible Schedule	••

Click Add to add the details of each section

≺ TT Test Tr	evor (19002)	
Ié Details Activity Attachments	Key Highlights Last Contacted 117 Days Ago (Sent E-Mail) Candidate Type External Candidates	Candidate Number 19002 Duplicate Check As of 1/17/22
 Interactions Messages Screening 	Licenses and Certifications	Click Add
Extra Info	Degrees	~
	Languages	v

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

ζ ΤΤ Ί	t Trevor (19002)	Actions
J← Details	Key Highlights	
Activity Attachments	Last Contacted Candidate Number 117 Days Ago (Sent E-Mail) 1902 Candidate Type Duplicate Check External Candidates As of 1/17/22	
Interactions	Licenses and Certifications	
P Messages	There's nothing here so far.	
Screening		
Extra Info	Degrees Add	
Similar Candidates	There's nothing here so far.	
	Languages	

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

Me My Team My Client Groups Benefits Administration Sales			
		Knowledge Help	Desk My Enterp
QUICK ACTIONS APPS Click My Client Groups			
පී [*] Hire an Employee	×	∽v⁄ł	
암 Add a Contingent Worker Hiring Journeys	New Person	Person Management	LJ Absences
Add a Pending Worker			
°S [★] Add a Nonworker	\bigotimes		۲ میں
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Click Hiring

Good afternoon, Michael Burke!							1	
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Click Candidate Search

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Job Offers		Solution Specialists PA (65) Open - Posted Standard Bellevue, DC, United States	Applications: 0 Prospects: 0	
		PA_test1 (64) Open - Posted Standard United States	Applications: 0 Prospects: 0	··· · · · · · · · · · · · · · · · · ·
		Network Specialist-NK (60) Open - Posted Standard CA. United States	Applications: 3 Prospects: 0	
		Network Specialist-NK (57) Open - Posted Standard CA United States	Applications: 3 Prospects: 0	

Enter the Candidate's name and Click Search

	Candidate Sear	ch		Clear Search
l ¢			Click Search	
Job Requisitio	ons	Search Action Search for Candidates v		
Candidate Se	earch	3* Total Candidates		
Candidate Po	sloc	Keyword Search	Search	
Job Offers		Sarah Chapman		
Ent	ter Candidate's Name	Examples of search expressions: project manager, business analyst NOT manager, marketing manager AND (campaigns OR communications)		
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		There's nothing here so far.		
		Location	+ Add v	

Click Candidate

	Candi Show Filte	idates (3*) ers				+	Add
	Actic	ons∨ Candidate	Dataile	G	Image: Open state Summary Eventioned Summary	Sort By Relevance	
Click Candidate		Chapman, Sarah 8002 Columbus, OH, US	Resume	Master of Business Admin, OH State U-Columbus	Solution Specialist, Amazon, 1/1/10 - Present	Consider Temporary Assignment Consider Part Time Work Work a Flexible Schedule	
		Chapman, Sarah 23004 Columbus, OH, US	Resume	Bachelor of Science, OH State U- Columbus	Solution Specialist, Amazon, 1/1/10 - Present Product Specialist, Eixon Mobile, 3/1/08 - 1/31/10	Consider Temporary Assignment Consider Part Time Work Work a Flexible Schedule	
		Chapman, Sarahh 5001 Yorba Linda, CA, US	۵			Consider Temporary Assignment Consider Part Time Work Work a Flexible Schedule	

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

< SC Sa	rah Chapman (8002)			Actions 🔻
+	View and Manage	the Candidate Profile Information Be	low	
Details	Key Highlights		^	
C Activity	Recent Position Solution Specialist, Amazon, 12 Years Recent Education	Location Columbus, OH, US Candidate Type		
Attachments	Master of Business Admin, OH State U-Columbus Last Contacted 212 Days Ago (Sent E-Mail)	External Candidates Candidate Number 8002		
E Interactions				
Messages	Licenses and Certifications		+ Add ^	
Screening		There's nothing here so far.		
Extra Info				
Similar Candidates	Degrees		~	

Candidate Quick Search

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

From the home screen, click My Client Groups

Me My Team My Client Groups Benefits Administration Sales			
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QUICK ACTIONS APPS Click My Client Groups			
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Click Hiring

Good afternoon, Michael Burke!							1	
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Click Candidate Search

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Candidate Search				Sort By Creation Date - New to OIc $ \lor $	
Campaigns	Click Candidate Search	Network Specialist (75) Posting - In Progress Standard United States	Applications: 0 Prospects: 0		
Job Offers		Solution Specialists PA (65) Open - Posted Standard Bellevue, DC, United States	Applications: 0 Prospects: 0		
		PA_test1 (64) Open - Posted Standard United States	Applications: 0 Prospects: 0		
		Network Specialist-NK (60) Open – Posted Standard CA, United States	Applications: 3 Prospects: 0		
		Network Specialist-NK (57) Open - Posted Standard	Applications: 3 Prospects: 0		

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

	Candidate Search	Clear Search
ŀ	Click Search	
Job Requisitions	Search Action Search for Candidates 🗸	
Q Candidate Search	3*	
<section-header> Campaigns</section-header>	lotal Candidates	
Candidate Pools	Keyword Search	
Job Offers	Sarah Chapman	
	Examples of search expressions: project manager, business analyst NOT manager, marketing manager AND (campaigns OR communications)	
	Candidate Details + Add v	
	There's nothing here so far.	

Here we can view the results of the Candidate Search

Candidates (3*) Show Filters				+ Ad
Actions 🗸			C View Summary	Sort By Relevance
< Candidate	Details	Education	Experience	Work Preferences
Chapman, Sarah 8002 Columbus, OH, US	Resume	Master of Business Admin, OH State U-Columbus	Solution Specialist. Amazon. 1/1/10 - Present	Consider Temporary Assignment Consider Part Time Work Work a Flexible Schedule
Chapman, Sarah 23004 Columbus, OH, US	Resume	Bachelor of Science. OH State U- Columbus	Solution Specialist. Amazon. 1/1/10 - Present Product Specialist. Exxon Mobile. 3/1/08 - 1/31/10	Consider Temporary Assignment Consider Part Time Work Work a Flexible Schedule
Chapman, Sarahh 5001 Yorba Linda, CA, US				Consider Temporary Assignment Consider Part Time Work Work a Flexible Schedule

Create Candidate Pool

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

From the home screen, click My Client Groups

Good afternoon,						
Me My Team My Client	t Groups Benefits Admin	nistration Sales		Knowledge Help	Desk My Enterp	
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Click Hiring

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Click Candidate Pools

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Campaigns		Network Specialist (75) Posting - In Progress Standard United States	Applications: 0 Prospects: 0	
Job Offers	Click Candidate Pools	Solution Specialists PA (65) Open - Posted Standard Bellevue, DC, United States	Applications: 0 Prospects: 0	
		PA_test1 (64) Open - Posted Standard United States	Applications: 0 Prospects: 0	
		Network Specialist-NK (60) Open - Posted Standard CA; United States	Applications: 3 Prospects: 0	

Click Add

	Candidate Pools			
l t				
Job Requisitions		Pools		+ Add
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💭 Campaigns		Global Talent Community Pool	16 New 16 Tetal	
Candidate Pools		Global, Ialent Community Pool	10 10141	
Job Offers				

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

Create Candidate Poo	ol		Save and Close
	Pool Info *Pool Name Human Resources		
Enter Pool Name	Description This pool contains applicants that are interested in HR positio	ons with our company.	
	Ownership Type Private Shared Global	Enter Description	
Select Talent Communit	ty Pool, if applicable		

Once complete, click **Save and Close**

N. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1.	ANYA MINISHING RALING AN ANALANYA MINISHING RALING	Click Save and Close	
	Pool Info		
	*Pool Name		
	Human Resources		
	Description		
	This pool contains applicants that are interested in HR positions with out company.		
	Ownership Type		
	Private Shared Global		
	Talent Community Pool		

Review Candidate Files

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

From the home screen, click My Client Groups

Good afternoon,						
Me My Team My Client	Groups Benefits Admi	nistration Sales		(nowledge Help	Desk My Enterp	>
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Click Hiring

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	Goals	Performance	Profiles	Talent Review	Succession Plans	
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Click Candidate Search

	Job Requisitions					
L.				9 8 8 HT)		
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Candidate Pools		Standard United States				
Job Offers		Solution Specialists PA (65) Open - Posted Standard Bellevue, DC, United States			Applications: 0 Prospects: 0	··· · · · · · · · · · · · · · · · · ·
		PA_test1 (64) Open - Posted Standard United States			Applications: 0 Prospects: 0	
		Network Specialist-NK (60) Open - Posted Standard CA. United States			Applications: 3 Prospects: 0	10 10 10 10 10 10 10 10 10 10 10 10 10 1
		Network Specialist-NK (57) Open - Posted Standard CA United States			Applications: 3 Prospects: 0	

Enter the Candidate's name and Click Search

	Candidate Sear	ch		Clear Search
I ¢			Click Search	
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Candidate	e Search	3*		
🗐 Campaign	s	Total Candidates		
🛱 Candidate	Pools	Keyword Search	Courth	
Job Offers		Sarah Chapman	Search	
	Enter Candidate's Name	Examples of search expressions: project manager, business analyst NOT manager, marketing manager AND (campaigns OR communications)		
		Candidate Details	+ Add ∨	
		There's nothing here so far.		
		Location	+ Add v	

Click Candidate

ndidate Search						
	Candidates (3*) ihow Filters Actions 🗸			୍ ତ୍ View Summary 🗸	/ Sort By Relevance	Add
	< Candidate	Details	Education	Experience	Work Preferences	> -
Click Candidate	Chapman, Sarah 8002 Columbus, OH, US	Resume	Master of Business Admin, OH State U-Columbus	Solution Specialist, Amazon, 1/1/10 - Present	Consider Temporary Assignment Consider Part Time Work Work a Flexible Schedule	
	Chapman, Sarah 23004 Columbus, OH, US	Resume	Bachelor of Science, OH State U- Columbus	Solution Specialist, Amazon, 1/1/10 - Present Product Specialist, Exxon Mobile, 3/1/08 - 1/31/10	Consider Temporary Assignment Consider Part Time Work Work a Flexible Schedule	
	Chapman, Sarahh 5001 Yorba Linda, CA, US				Consider Temporary Assignment Consider Part Time Work Work a Flexible Schedule	

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**

< SC Sarah C	hapman (8002)			Actions
Ife Details Activity Attachments Interactions Click Attach	Key Highlights Recent Position Solution Specialist, Amazon, 12 Years Recent Education Master of Business Admin, OH State U-Columbus Master of Business Admin, OH State U-Columbus Last Contacted 212 Days Ago (Sent E-Mail)	Location Columbus, OH, US Candidate Type External Candidates Candidate Number 8002		
Messages Screening Extra Info	Licenses and Certifications	There's nothing here so far.	+ Add ^	
Similar Candidates	Degrees Languages		v	

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

< sc	Sarah Chapman (8002)	VALABLE
l← ▲ Details • Activity	Supporting Documents	^
Attachments	Drag files here or click to add attachment v	
Messages	S. Chapman Resume docx	
Extra Info Similar Candidates	Internal Documents	^
	Drag files here or click to add attachment 🐱	and the state of t

Reject A Candidate

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

From the home screen, click My Client Groups

Good afternoon, Michael Burke!						
Me My Team My Client Group	ps Benefits Admi	nistration Sales		Knowledge Help	Desk My Enterp	
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Pending Workers	Goals	Performance	Profiles	Talent Review	Succession Plans	
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C Employment Contracts	Talent Pools	Workforce	Mass Updates	금》 Workforce	Data Exchange	
P Change Location				Modeling		
P Change Working Hours						
ကြို Promote						

Click Hiring

APPS Iter an Employee APPS Iter an Employee Iter an Employee Add a Contingent Worker Itering Add a Ponding Worker Itering Add a Ponding Worker Itering Add a Nonworker Itering Performance Performance Performance Itering Performance Itering <tr< th=""><th>Ле</th><th>My Team My Clier</th><th>nt Groups</th><th>Benefits Admi</th><th>nistration Sales</th><th>Service</th><th>Knowledge He</th><th>elp Desk My Enterp</th></tr<>	Ле	My Team My Clier	nt Groups	Benefits Admi	nistration Sales	Service	Knowledge He	elp Desk My Enterp
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Image: Model a Contingent Worker Hiring Journeys New Person Person Add a Contingent Worker Image: Add a Pending Worker Image: Click Hiring Image: Click Hiring Image: Click Hiring Image: Click Hiring Image: Morkers Image: Click Hiring Image: Click Hiring Image: Click Hiring Image: Click Hiring Image: Person Image: Click Hiring Image: Click Hiring Image: Click Hiring Image: Click Hiring Image: Workers Image: Click Hiring Image: Click Hiring Image: Click Hiring Image: Click Hiring Image: Workers Image: Click Hiring Image: Click Hiring Image: Click Hiring Image: Click Hiring Image: Workers Image: Click Hiring Image: Click Hiring Image: Click Hiring Image: Click Hiring Image: Workers Image: Click Hiring Image: Click Hiring Image: Click Hiring Image: Click Hiring Image: Workers Image: Click Hiring Image: Click Hiring Image: Click Hiring Image: Click Hiring Image: Person Image: Click Hiring Image: Click Hiring Image: Click Hiring Image: Click Hiring Image: Person Image: Click Hiring Image: Click Hiring Image: Click Hiring Image: Click Hiring Image: Person Image: Click Hiring Image: Click Hiring	⊗ * Hin	e an Employee		പ്പു	(A)	 &*	N/	
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Click Applications across from the Requisition

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Job Requisitions		Requisitions			+ Add	
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Campaigns		Network Specialist (75) Posting - In Progress		Applications: 0 Prospects: 0		
Candidate Pools		Standard United States				
Job Offers		Solution Specialists PA (65) Open - Posted Standard Bellevue, DC, United States		Applications: 0 Prospects: 0		
		PA_test1 (64) Open - Posted Standard United States		Applications: 0 Prospects: 0		
		Network Specialist-NK (60) Open - Posted Standard CA, United States		Applications: 3 Prospects: 0	Click Applications	
		Network Specialist-NK (57) Open - Posted Standard CA, United States		Applications: 3 Prospects: 0		

Click Candidate Name

Candidate Name or Number Q Show Filters Application Details Active × Actions Q Q View Summary Sort By Create Date - New to Candidate Details Status Education Experience Nancy Sorte Screening. To be Reviewed Bachelor of Science Network Consultant. Infosys Status Consultant Science Offer. Accepted Master of Science. California State Network Consultant. Tata Sto225 S Prescreening score: 10 out of 10 University Present Present		11				
Actions Q Q View Summary Sort By Create Date - New to Candidate Details Status Education Experience Name Name Screening. To be Reviewed Bachelor of Science. Network Consultant. Infogys Asta Source View Summary Screening. To be Reviewed Bachelor of Science. Network Consultant. Infogys Asta Source Prescreening score: 10 out of 10 Master of Science. California State Network. Consultant. Tata Consultant. Service. 9/1/16 Present Dorrington. CA US University Present Present	Ca	adidate Name or Number 🤍	Show Filters Application Detail	s Active X		
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• Keerthi-01 Resume Offer, Accepted Master of Science, California State Network Consultant, Tata 36025 Dorrington, CA, U5 Prescreening score: 10 out of 10 University Consultant Service, 9/1/16 - Present		39009				
36025 Prescreening score: 10 out of 10 University Consultant Service. 9/1/16 - Dorrington, CA, US		• Keerthi-01	Resume	Offer, Accepted	Master of Science, California State	Network Consultant, Tata
Dorrington, CA, US	-	36025	8 *	Prescreening score: 10 out of 10	University	Consultant Service, 9/1/16 - Present
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Click Move

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14	Key Highlights	
Activity Progress	Phase and State Candidate Number Screening, To be Reviewed 39009 Candidate Type When Applying Duplicate Check External Candidates 4.5 of 8/3/22	
Attachments	Licenses and Certifications	
Interactions	There's nothing here so far.	
Messages		
Questions	Degrees	
Interviews		
Feedback	Languages ~	
Screening	Work Requirements ~	

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

Move Candidate Network Specialist-NK (60)			Save and Close
	Candidates (1)	v	
Enter the Rejection Reason	Details Phase Screening Comment Did not meet minimum qualifications	Click Rejected by Employer	

Click Save and Close

Move Candidate					Save and Close
Network Specialist-NK (60)			6.670	Click Save and Close	Marene
	Candidates (1)			V	
	Details				
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	Comment				
	Did not meet minimum qualifications				

Progress Candidate From Candidate List

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

Good afternoon, Michael Burke! My Client Groups Benefits Administration Sales Click My Client Groups QUICK ACTIONS APPS \mathbb{A} ළුරු Ø Person Management °₽° Profiles ß ß &⊅ ₩/ Employment Contracts

From the home screen, click My Client Groups

Click Hiring

vle My Team	My Client Groups	Benefits Admi	inistration Sales		Knowledge Help	Desk My Enterp	
QUICK ACTIONS	АРР:	5					
Hire an Employee		ന്ന്		<u>~</u> *	∽⁄1		
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Person							
Employment Contrac		<u>8</u>	B/		æ"	创	
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Click Applications across from the Requisition

Job I	quisitions
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	Keywords Q Show Filters Hiring Team Role Recruiter, Hiring Manager, Collaborator X
♀ Candidate Search	Sort By Creation Date - New to Olc \checkmark
Campaigns	Network Specialist (75) Applications: 0 Posting - In Progress Prospects: 0
	United States
Job Offers	Solution Specialists PA (65) Applications: 0 Open - Posted Prospects: 0 Standard Bellevue, DC, United States
	PA_test1 (64) Applications: 0 Open-Posted Prospects: 0 Standard United States
	Network Specialist-NK (60) Applications: 3 Open - Posted Prospects: 0 Click Applications Standard CA, United States Click Applications
	Network Specialist- NK (57) Applications: 3 Open - Posted Prospects: 0 Standard

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

Job	Applications				
Cana	lidate Name or Number	O_ Show Filters Applic	ation Details Active ×		
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	NK-Keerthana 31007 Yorba Linda, CA, US	<u>e</u> r	Offer, Accepted	Master of Science	Tata Consultant Service - Present

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

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	• NK-Keerthana 31007 Yorba Linda, CA, US	<u>8</u> *	Offer, Accepted	Master of Science	Tata Consultant Service - Present	•••

Offer Creation

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

From the home screen, click My Client Groups

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Click Hiring

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Click Applications across from the Requisition

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	PA_test (64) Applications 0 Open - Posted Prospects: 0 Standard United States
	Network Specialist-NK (60) Applications 3 Open - Posted Prospects: 0 Click Applications Standard CA, United States Click Applications
	Network Specialist-NK (57) Applications 3 Open - Posted Prospects: 0 Standard

Click Candidate Name

Image: Condidate Name or Number Q Show Filters Application Details Active × Image: Condidate Name Image: Condidate Name Q Q View Sort By Create Date - New to v Image: Condidate Name Candidate Details Status Education Experience > Image: Condidate Name Other, Accepted Bachelor of Science Network Consultant, Infosys Image: Condidate Name Other, Accepted Master of Science Network Consultant, Intage Image: Consultant Service - Present Image: Consultant Service - Present Image: Consultant Service - Present Consultant Service - Present Image: Consultant Service - Present Image: Consultant Service - Present Image: Consultant Service - Present Image: Consultant Service - Present Image: Consultant Service - Present <t< th=""><th></th><th></th><th></th><th></th><th></th><th></th><th></th></t<>							
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NK-Keerthana Offer, Accepted Master of Science Tata Consultant Service - Present 31007 Yorba Linda, CA, US		36025 Dorrington, CA, US	8 *	Prescreening score: 10 out of 10	University	Consultant Service, 9/ Present	/1/16 -
		NK-Keerthana 31007 Yorba Linda, CA, US	8* M	Offer, Accepted	Master of Science	Tata Consultant Servis	ce - Present ***

Click Actions and Create Job Offer

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I¢	Key Highlights			Add to Requisition Add to Candidate Pool
Activity Progress	Pluse and State Screening, To be Reviewed Candidate Type When Applying External Candidates	Candidate Number 39009 Duplicate Check As of 8/3/22		Add Interaction Send Message Send Message to Team Send Interview Invite Collect Feedback
Attachments	Licenses and Certifications		+ Add	Check Duplicates Create Job Offer Calculate Computed Fields
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1 Extra Info				We're offline Leave a message

Select the applicable options and click Continue

Create Job Offer Nancy (39009), 60				Click Continue	Continue Cancel
	Voffer Team	Salany	Other Compensation	Comments and Attachments]
	Additional Info	Offer Letter			

Enter the When and Why details and click Continue

Create Job Offer ancy (39009), 60			Submit
	When and Why Enter the Be	low Information	
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	(4) Salary		
	5 Other Compensation		

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

Create Job Offer			Save and Close Submit
	 Additional Info 		Click Submit
	Offer Letter		
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Extend Offer To Candidate

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

From the home screen, click My Client Groups

Good afternoon, Michael Burke!						
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Click Hiring

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Click Applications across from the Requisition

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Job Requisitions		Requisitions			+ Ad	d
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	12222				Sort By Creation Date - New to Old	*
Campaigns		Network Specialist (75) Posting - In Progress		Applications: 0 Prospects: 0		
Candidate Pools		Standard United States				
Job Offers		Solution Specialists PA (65) Open - Posted Standard Bellevue, DC, United States		Applications: 0 Prospects: 0		
		PA_test1 (64) Open - Posted Standard United States		Applications: 0 Prospects: 0		
		Network Specialist-NK (60) Open - Posted Standard CA, United States		Applications: 3 Prospects: 0	Click Applications	
		Network Specialist-NK (57) Open - Posted Standard CA, United States		Applications: 3 Prospects: 0		

Click Candidate Name

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didate Name	Keerthi-01	Resume	Offer, Accepted	Master of Science, California State	Network Consultant, Tata	
	36025 Dorrington, CA, US	<u>8</u>	Prescreening score: 10 out of 10	University	Consultant Service, 9/1/16 - Present	
	NK-Keerthana 31007 Yorba Linda, CA, US	0* M	Offer, Accepted	Master of Science	Tata Consultant Service - Preser	nt

Click Actions and Extend Offer

Test Tre	vor (19002)		Move
			Add to Requisition
			Add to Candidate Pool
	Key Highlights		Add Interaction
Details			Send Message
	Phase and State	Candidate Number	Send Message to Team
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			We're offline

Accept Offer On Behalf Of Candidate

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

Me My Team My Client Groups Benefits Administration Sales Service Knowledge Help Desk My Enterpression OULC Ares Click My Client Groups Desk Click My Client Groups Provide Provide </th <th colspan="7">Good afternoon, Michael Burke!</th>	Good afternoon, Michael Burke!						
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From the home screen, click **My Client Groups**

Click Hiring

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Click Applications across from the Requisition

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Candidate Pools		Standard United States		
Job Offers		Solution Specialists PA (65) Open - Posted Standard Bellevue, DC. United States	Applications: 0 Prospects: 0	
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		Network Specialist-NK (60) Open - Posted Standard CA, United States	Application: 3 Prospects: 0 Click App	lications
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Click Candidate Name

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Name	• Keerthi-01	Resume	Offer, Accepted	Master of Science, California State	Network Consultant, Tata
	36025 Dorrington, CA, US	<u>8</u> *	Prescreening score: 10 out of 10	University	Consultant Service, 9/1/16 - Present
	• NK-Keerthana 31007	0* M	Offer, Accepted	Master of Science	Tata Consultant Service - Present
	Yorba Linda, CA, US				

Click Actions and Accept Offer

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C Activity		Offer, Extended	39009			Send Interview Invite	
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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

Good afternoon, Michael Burke!							
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Click Hiring

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Click Applications across from the Requisition
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Job Offers		Solution Specialists PA (65) Open - Posted Standard Bellevue, DC, United States		Applications: 0 Prospects: 0		
		PA_test1 (64) Open - Posted Standard United States		Applications: 0 Prospects: 0		
		Network Specialist-NK (60) Open - Posted Standard CA, United States		Applications: 3 Prospects: 0	Click Applications	
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Click Candidate Name

	Candidate Name or Number	Show Filters Application D	etails Active X			
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	39009	<u>à</u> ä	Screening, To be Reviewed	Bachelor of Science	Network Consultant, Infosys	
Candidate Name	🗌 🖲 Keerthi-01	Resume	Offer, Accepted	Master of Science, California State	Network Consultant, Tata	
	36025 Dorrington, CA, US	<u>8</u>	Prescreening score: 10 out of 10	University	Consultant Service, 9/1/16 - Present	
	• NK-Keerthana 31007 Yorba Linda, CA, US	0° M	Offer, Accepted	Master of Science	Tata Consultant Service - Present	

Click Actions and Move to HR

< KE	Network Specialist-NK (60) Keerthi-01 (36025) Keerthi-04 (36025)	Actions ~ Move Add to Requisition	Move
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C Activity	Phase and State Candidate Number Offer, Accepted 36025 Lat Contacted Duplicate Check 175 Days App (Sent E-Mail) Lat Cold LKCP2	Send Interview Invite Collect Feedback	
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factorial Interactions	Click Move to HR		TIERUS
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Interviews			
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Click Yes

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InteractionsMessages			
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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 <u>learn@camptratech.com</u>

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

– [146 **)**––