# Recruiting (ORC) Admin Guide

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V1

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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 mketter@camptratech.com.

## How To Use This Guide

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

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

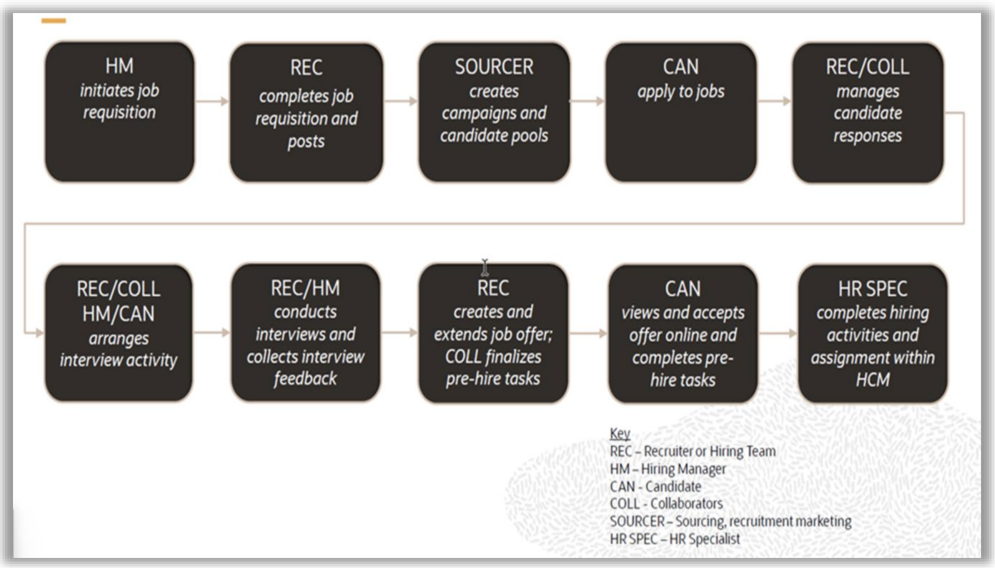
You may have specific flexfields in your instance that require inputs; this guide is a generic tool and will not include those specific flexfields. You will see those fields as a context segment or not visible at all in our Oracle instance.

## Overall Process Flow

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

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

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



## Glossary of Terms

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

**Candidate**

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

**Candidate Profile**

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

**Job Requisition Template**

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

**Custom Fields**

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

**Job Application Flow**

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

**Candidate Selection Process**

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

**Career Site**

- A career site is a website where an organization posts jobs for positions to be filled. External candidates interact with a career site when they search for jobs, apply for jobs, create a profile, share job details, get referred for a job, manage their job applications and talent community settings.

**Prospects**

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

**Interview Templates**

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

**Questionnaires**

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

**Job Offer**

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

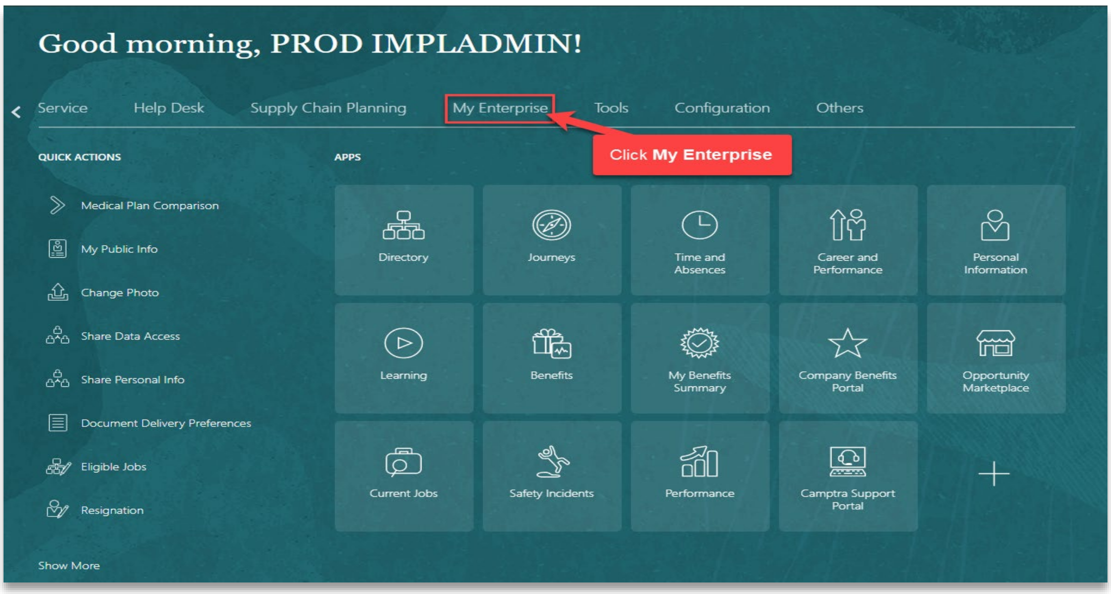
**Job Offer Template**

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

## Admin Work Area Navigation

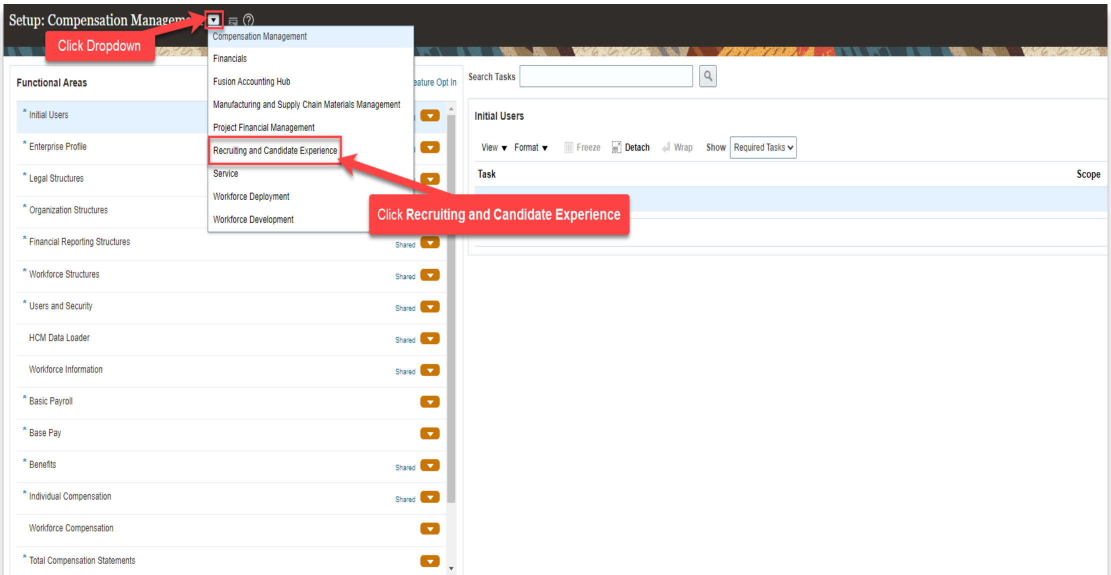
Navigation: Home>My Enterprise>Setup and Maintenance>Recruiting and Candidate Experience>Functional Areas

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

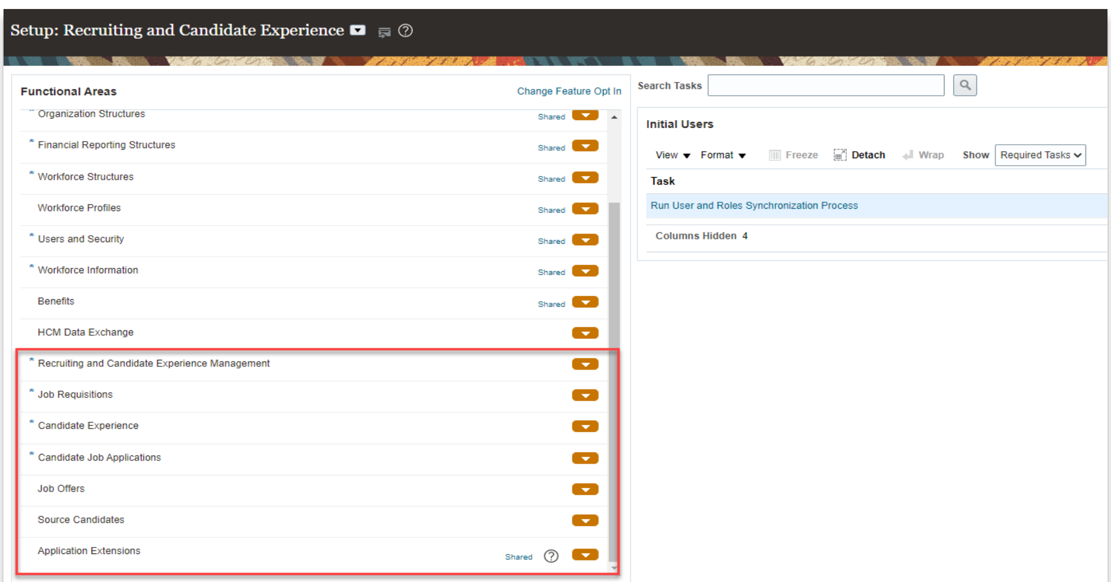



Click **Setup and Maintenance**

Change setup to **Recruiting and Candidate Experience**




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



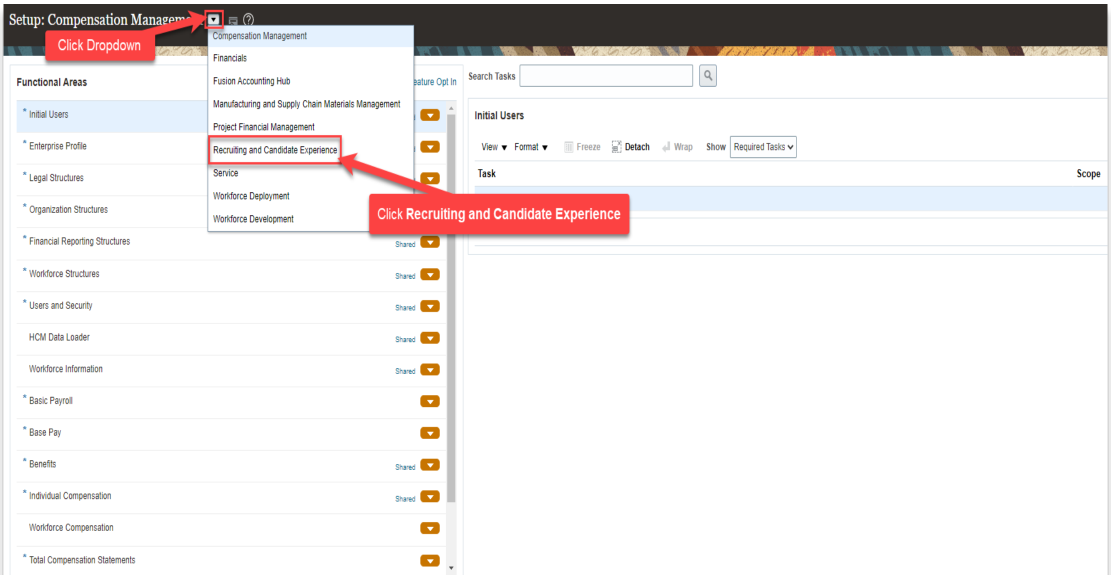

## Create Job Requisition Templates

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

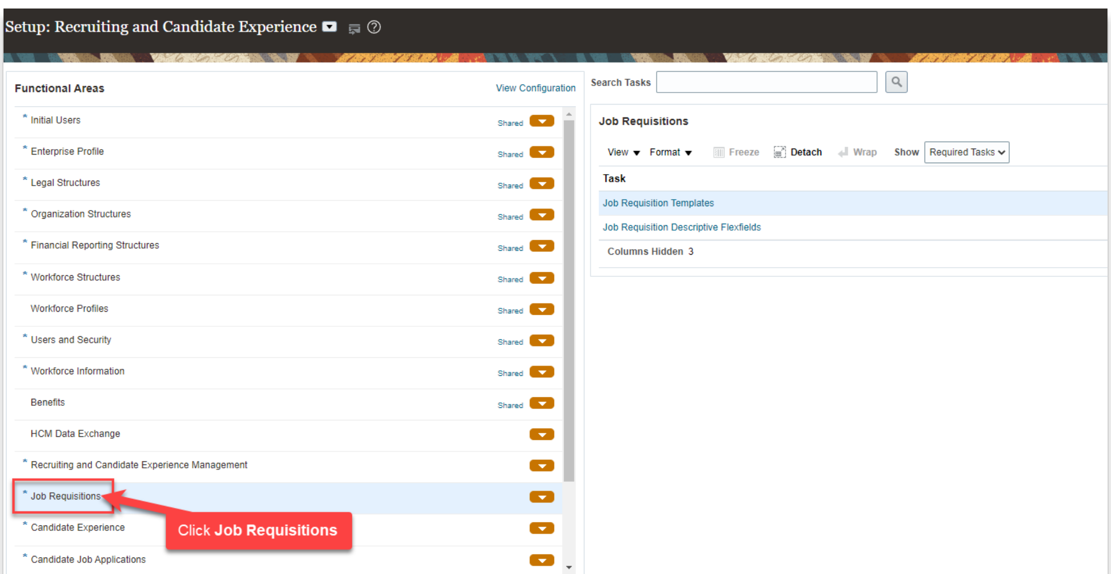
From the home screen, click **My Enterprise**


Click **Setup and Maintenance**

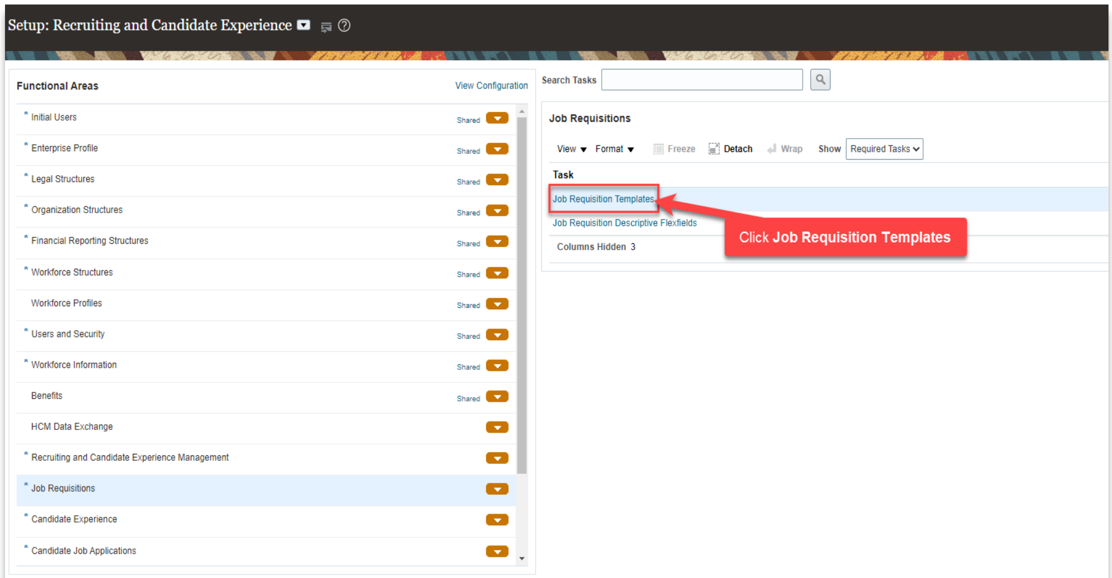

Change setup to **Recruiting and Candidate Experience**



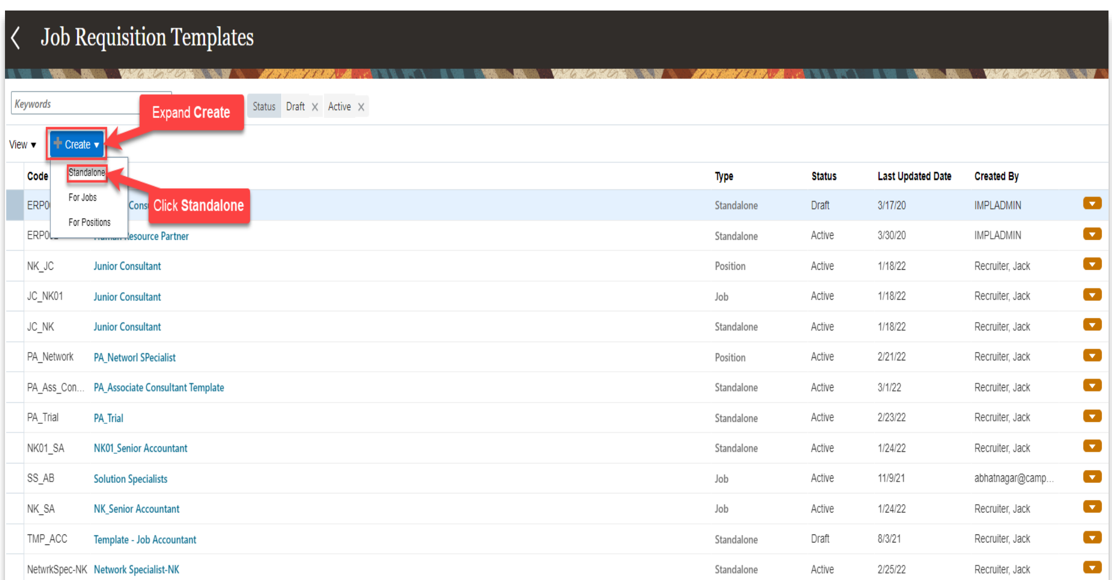

Under Functional Areas, click **Job Requisitions**



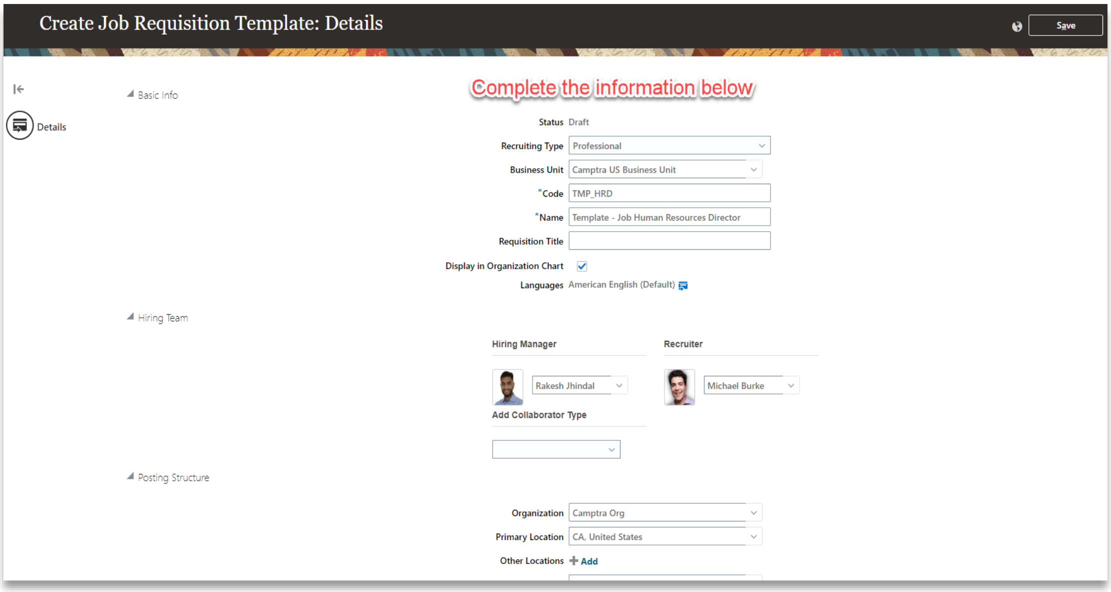

Next, click **Job Requisition Templates**



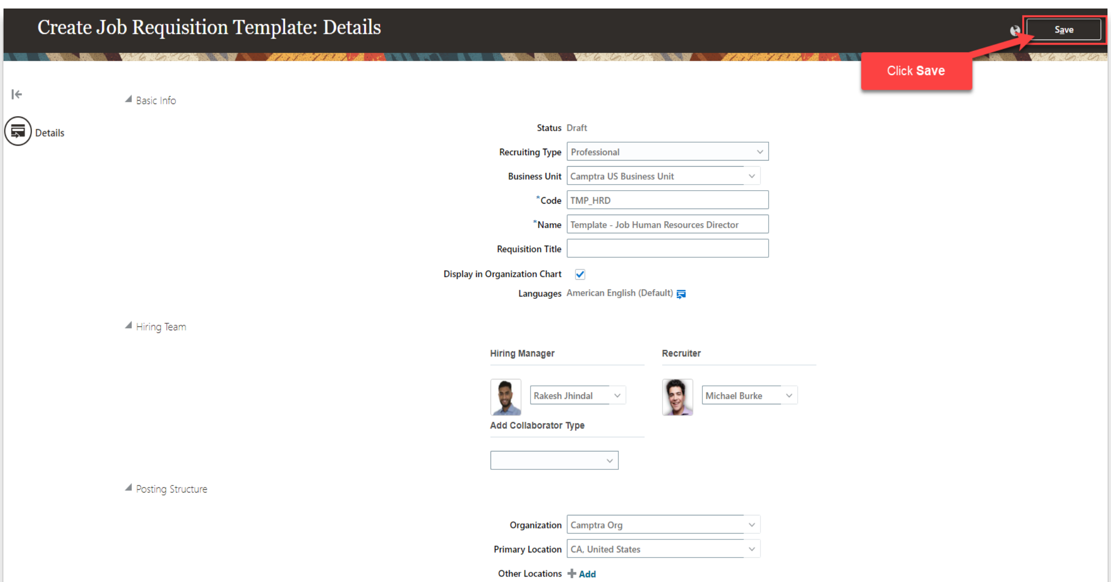

In this screen, we can review the existing templates and create a new template. To create a new job requisition, expand **Create** then, click **Standalone**



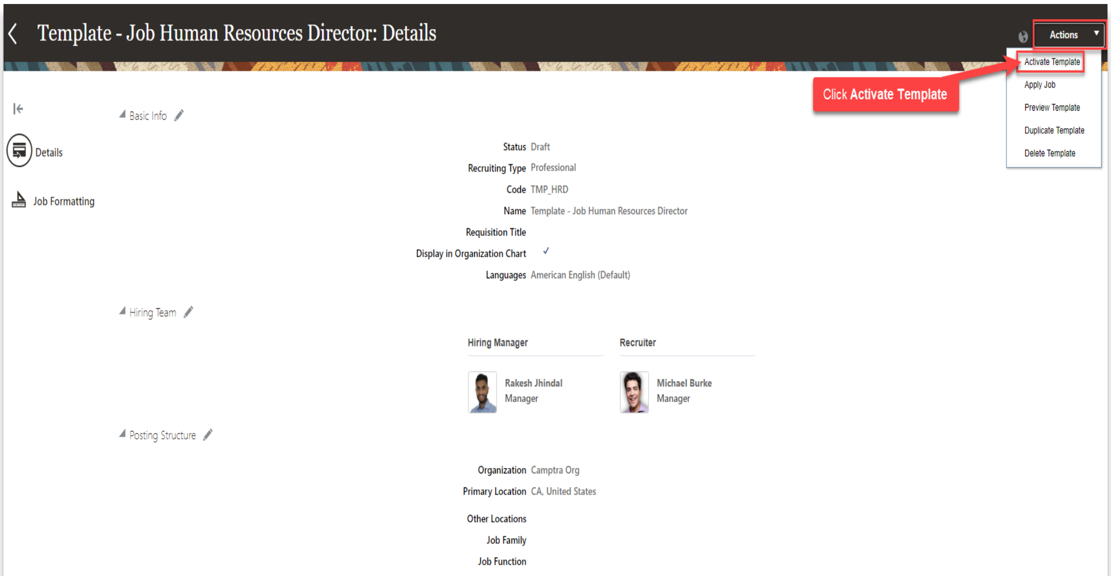

Enter the **Basic Info, Hiring Team, Posting Structure, Offer Info, Budget, Compensation, Job Profile, Additional Details, Posting Description,** and **Configuration** details




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




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

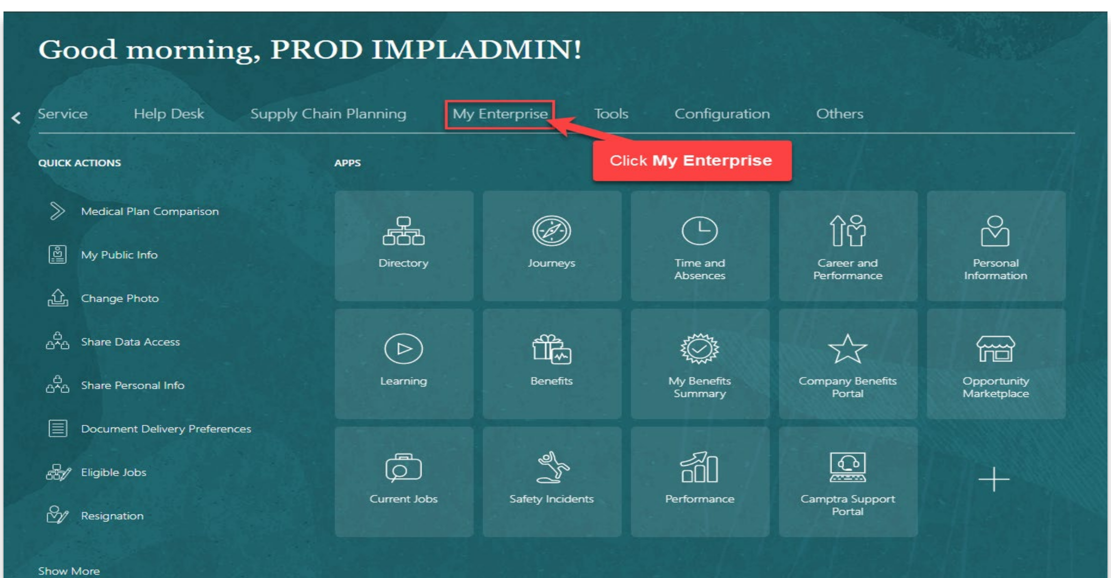



Now activated, the Job Requisition Template will be available to Hiring Managers and Recruiters to create Job Requisition(s). All the information in the template will be populated in the Job Requisition when the template is selected.

## Create Job Requisition Custom Fields

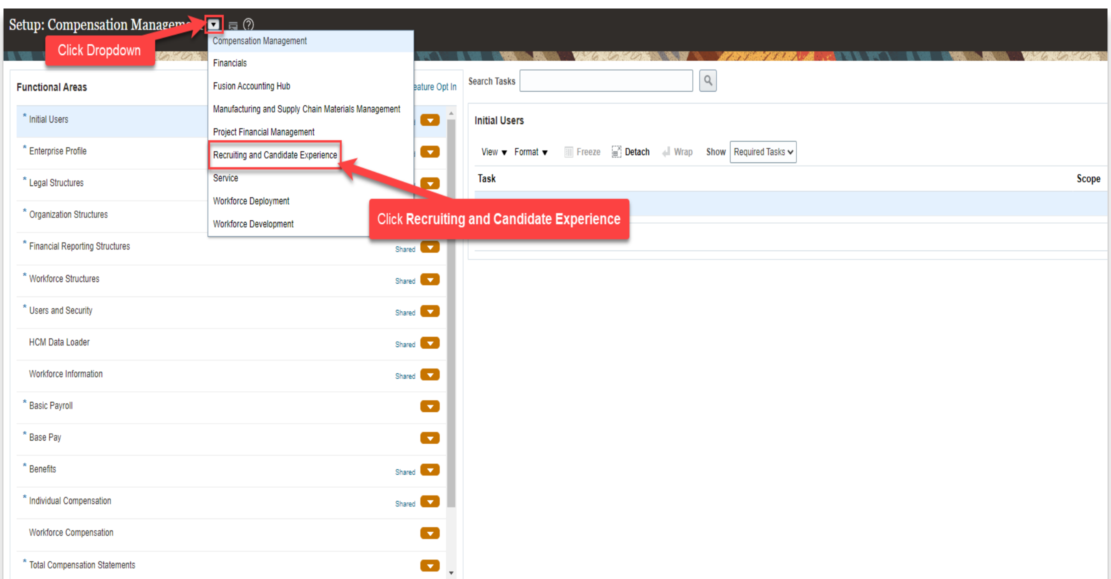
Navigation: Home>My Enterprise>Setup and Maintenance>Recruiting and Candidate Experience>Functional Areas>Job Requisitions>Job Requisition Descriptive Flexfields

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

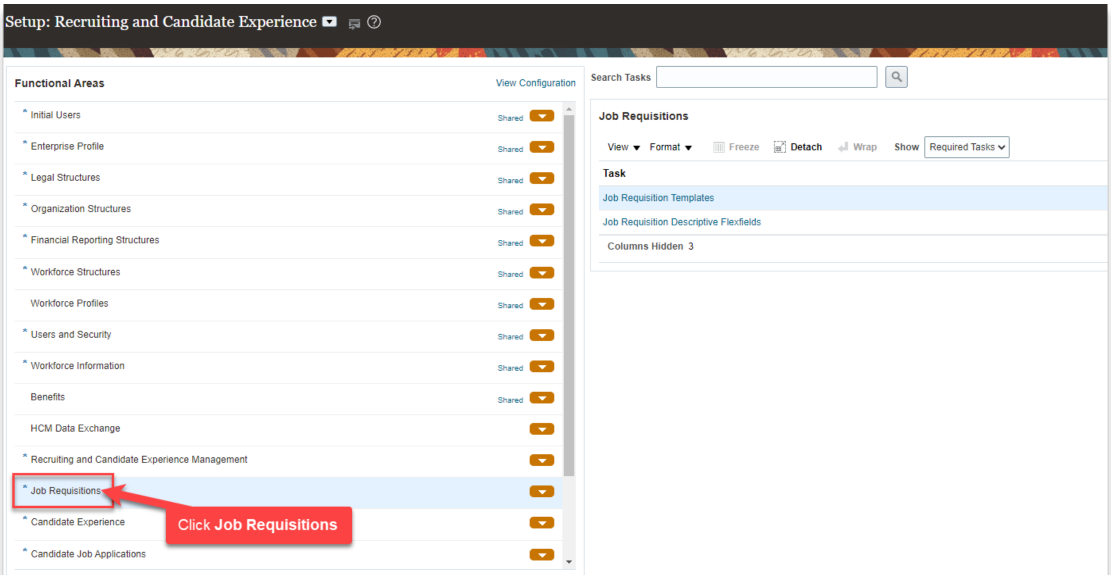



Click **Setup and Maintenance**

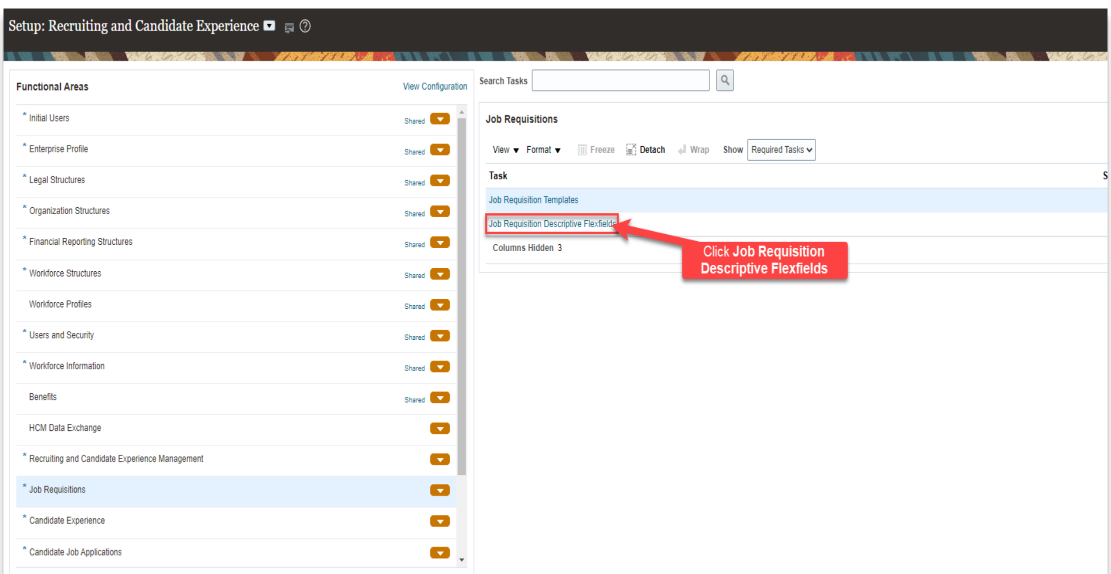

Change setup to **Recruiting and Candidate Experience**



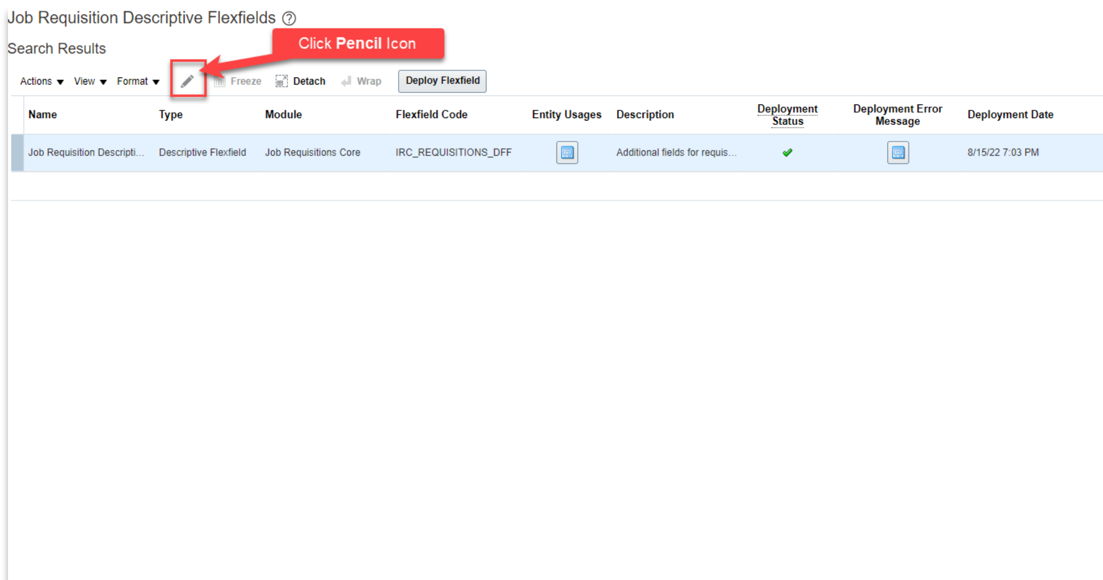

Under Functional Areas, click **Job Requisitions**



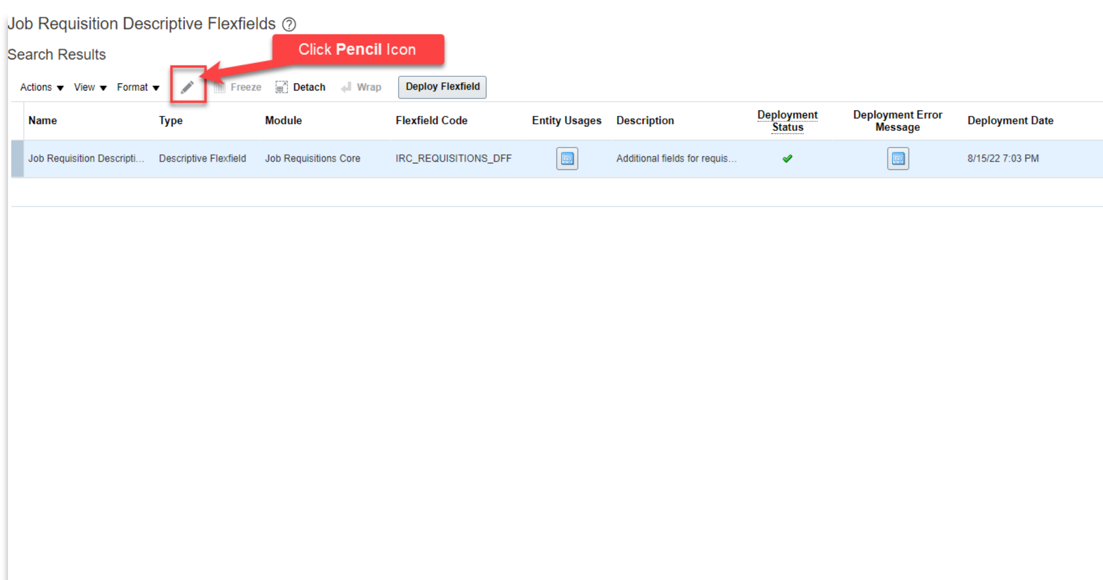

Next, click **Job Requisition Descriptive Flexfields**



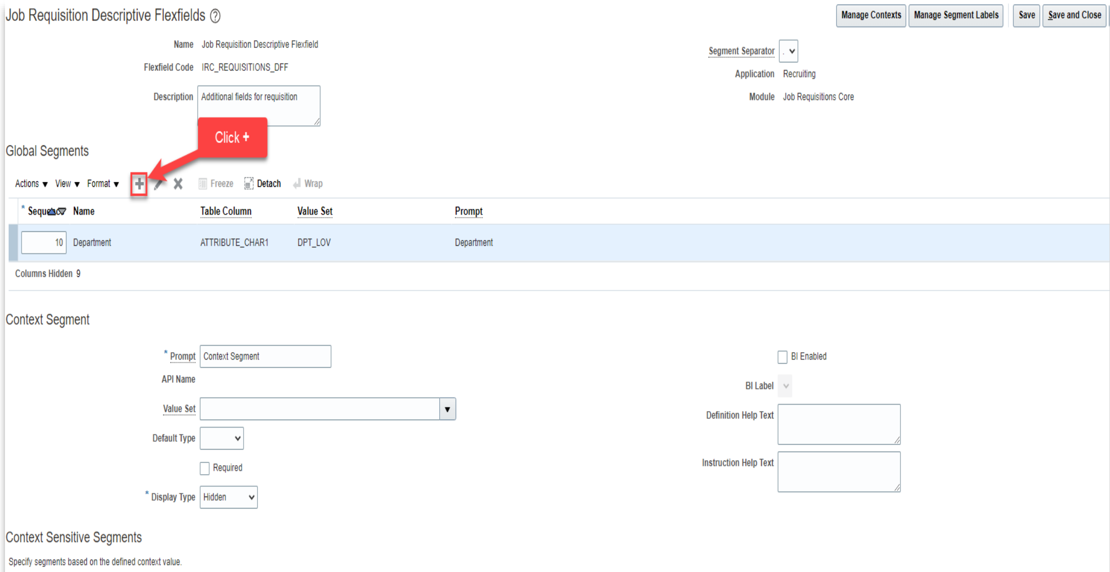

Next, click the **Pencil** icon



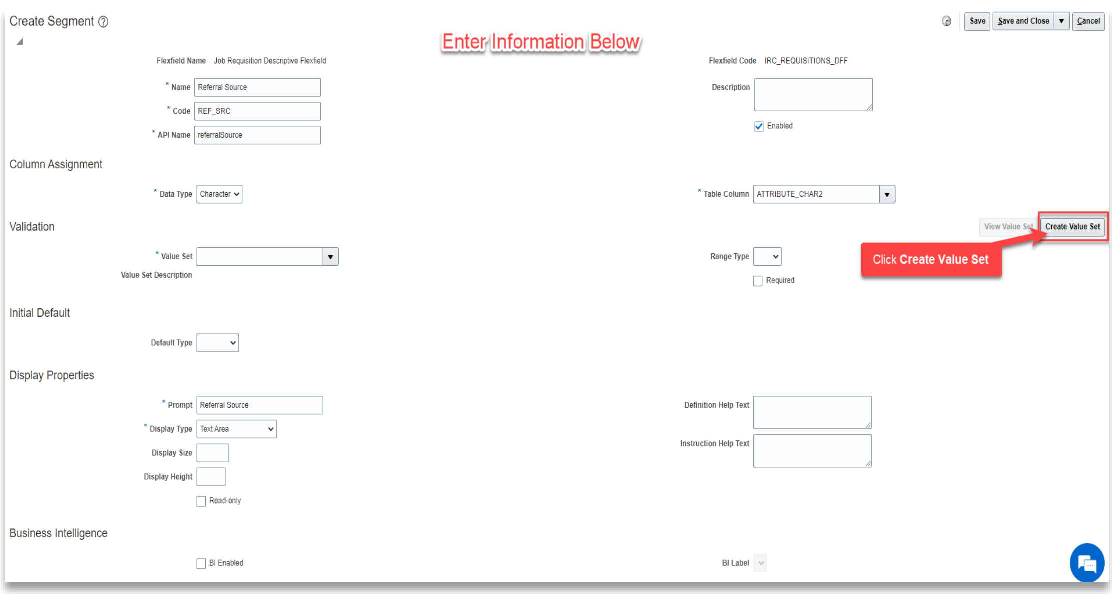

Next, click the **Pencil** icon



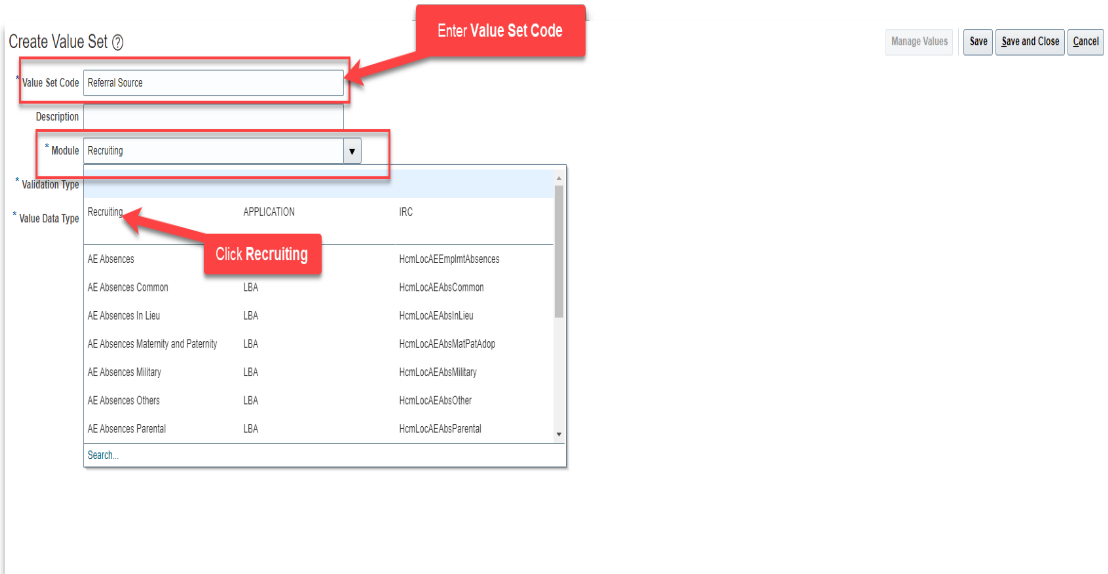

Click the **+** icon



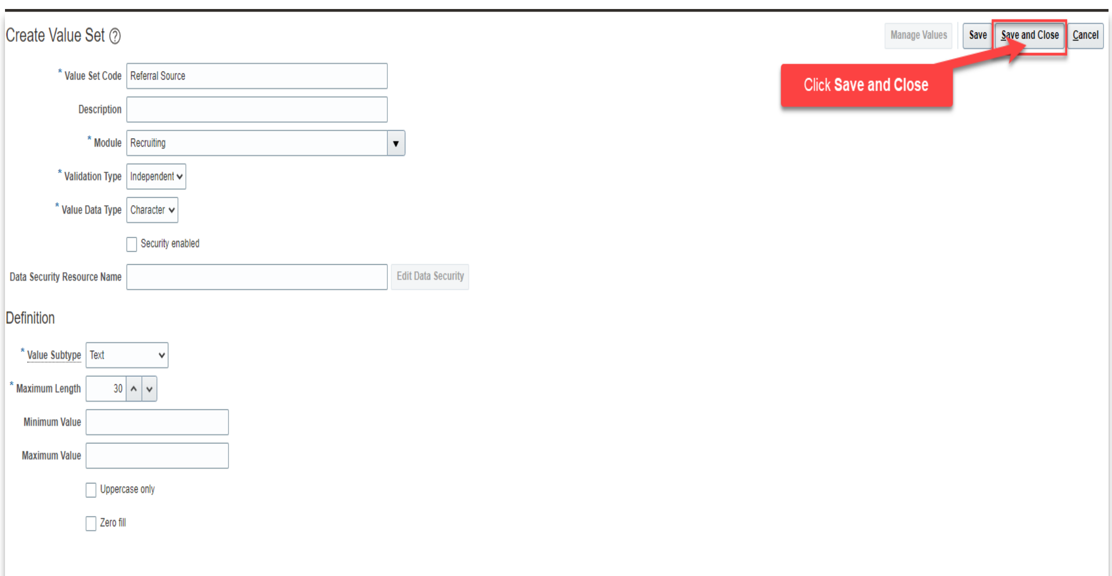

Enter the information below and click **Create Value Set**



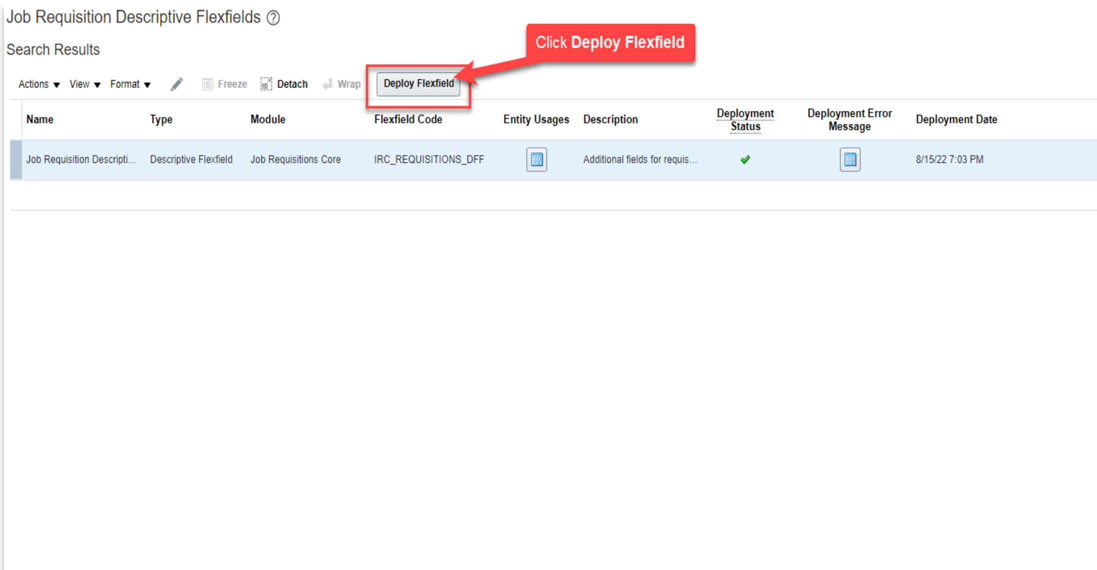

Enter the **Value Set Code** and select **Recruiting** for the Module field




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




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



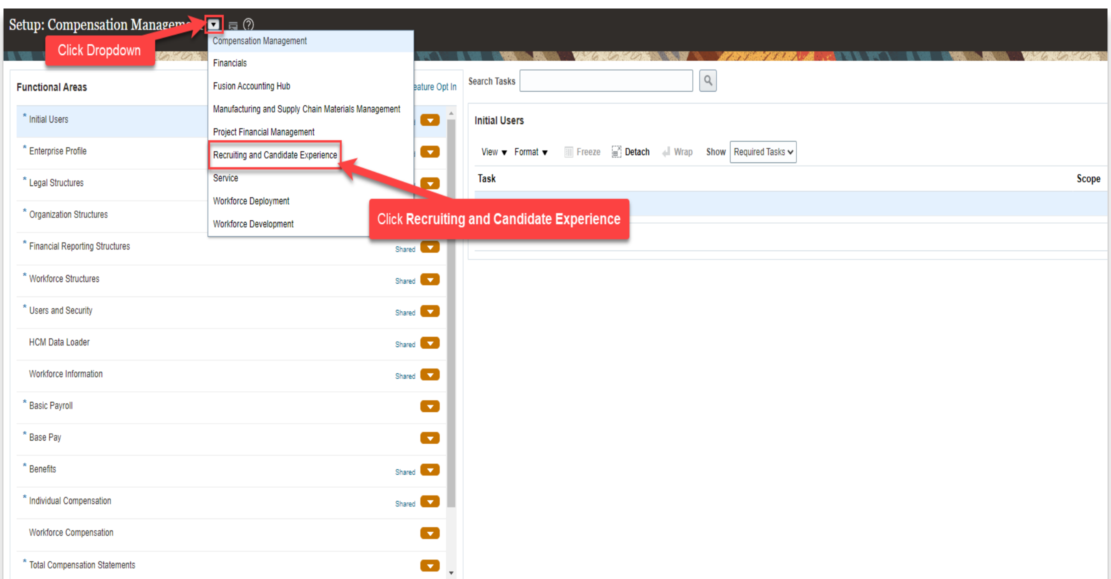

## Edit List of Values For Existing Custom Field

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

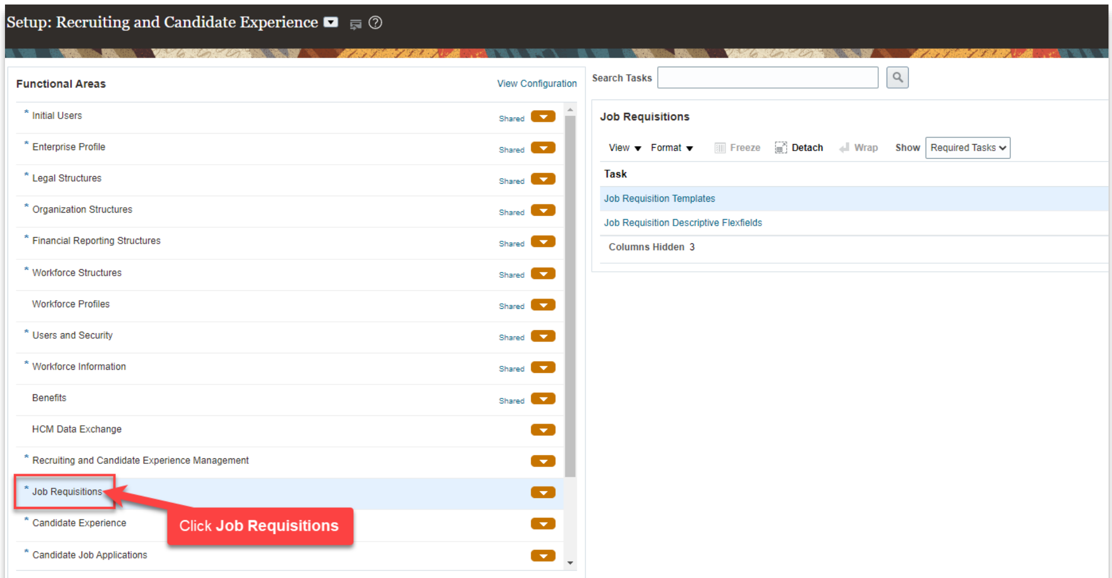
From the home screen, click **My Enterprise**


Click **Setup and Maintenance**

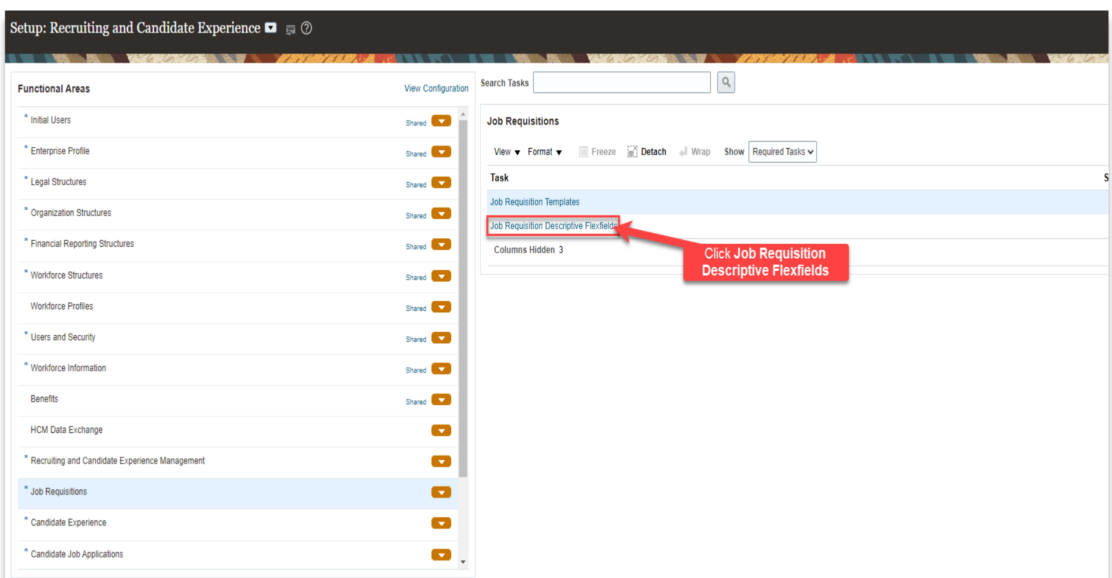

Change setup to **Recruiting and Candidate Experience**



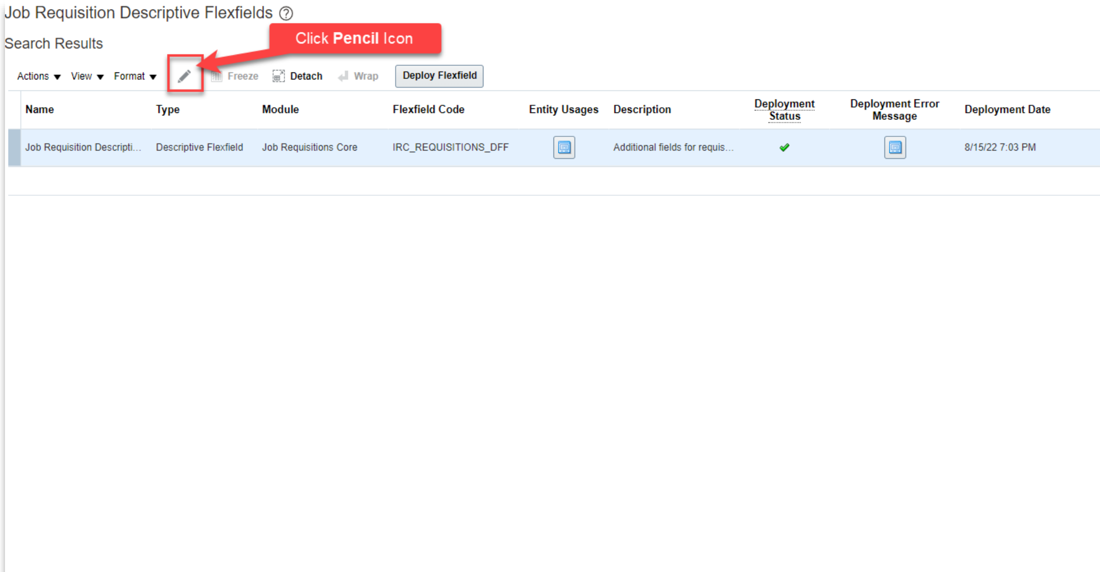

Under Functional Areas, click **Job Requisitions**



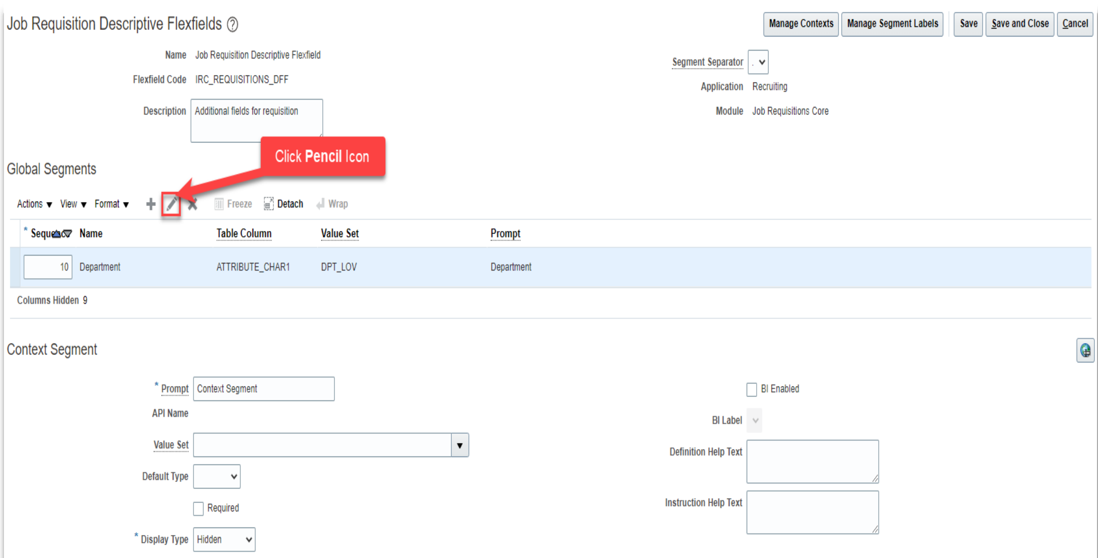

Next, click **Job Requisition Descriptive Flexfields**



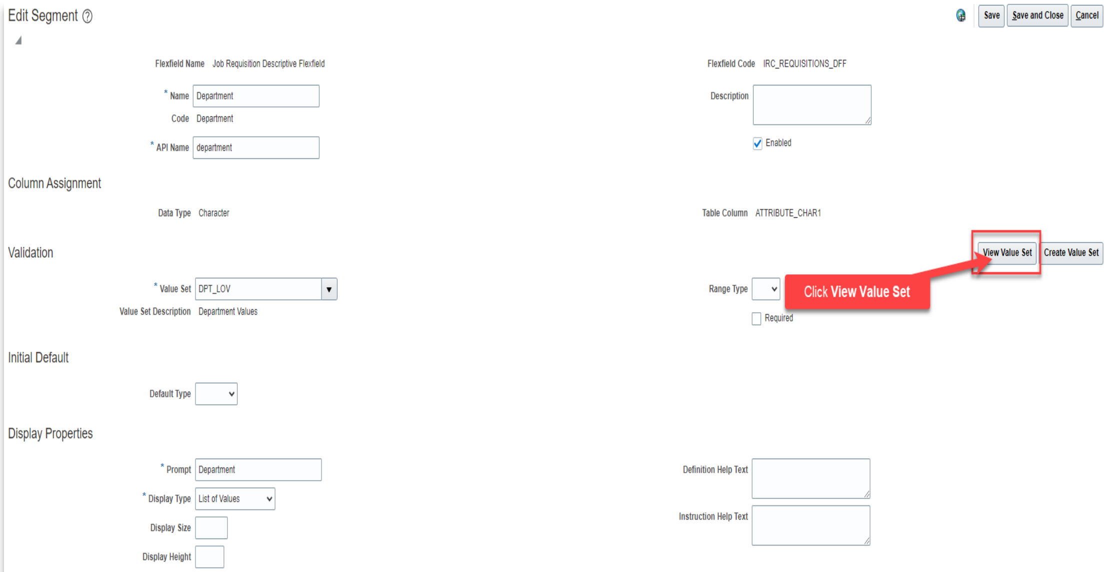

Next, click the **Pencil** icon



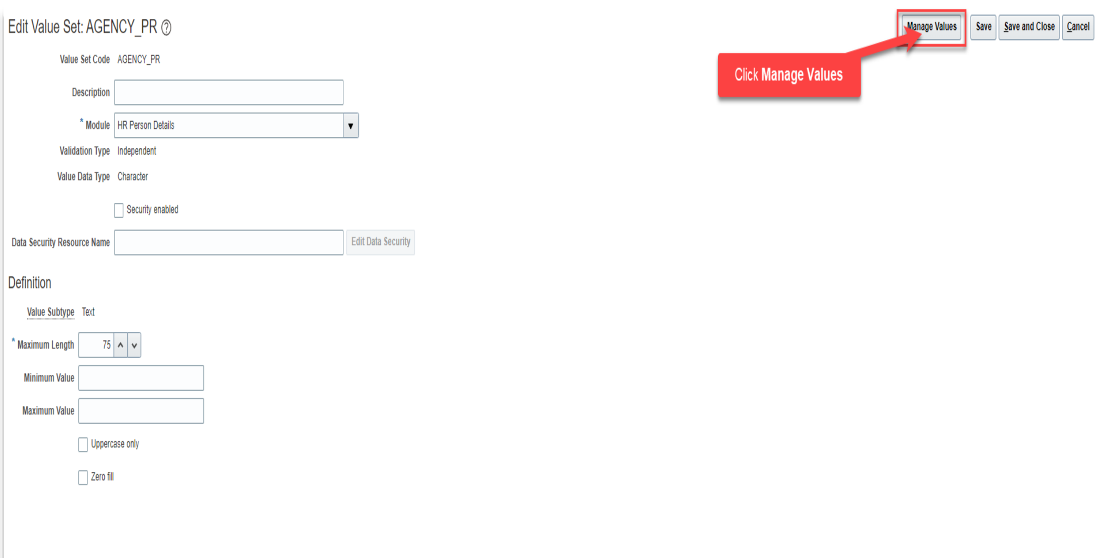

Highlight the row for the items that needs edited and click the **Pencil** icon



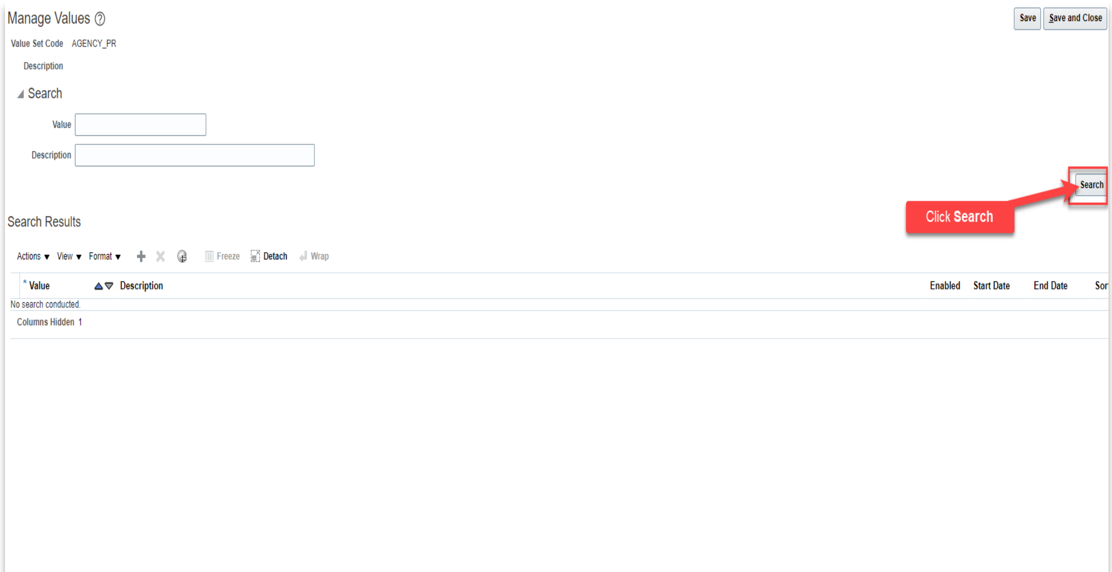

Next, click **View Value Set**



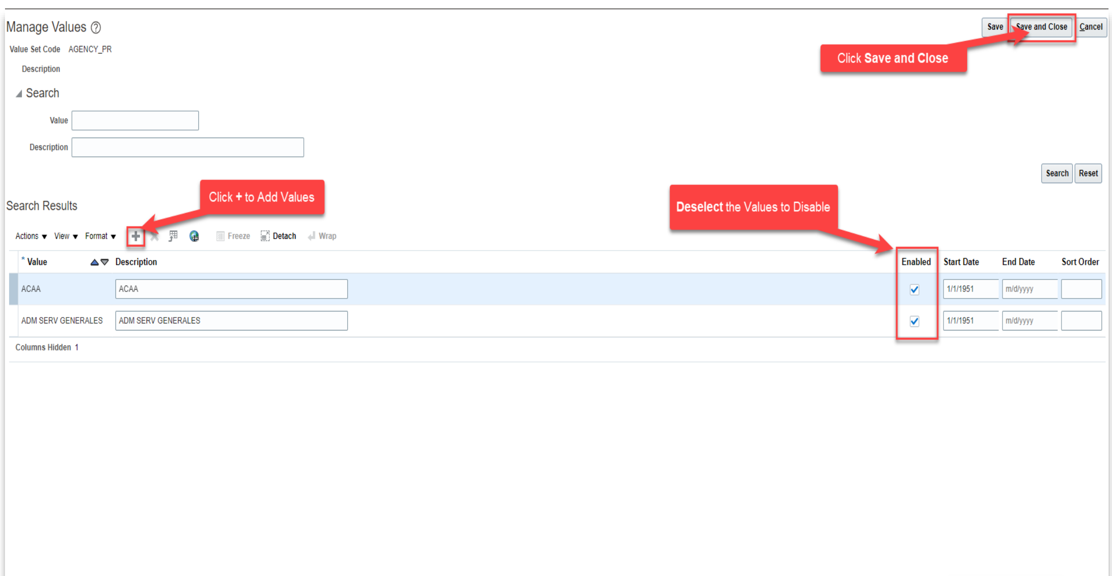

Next, click **Manage Values**




Click **Search**




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



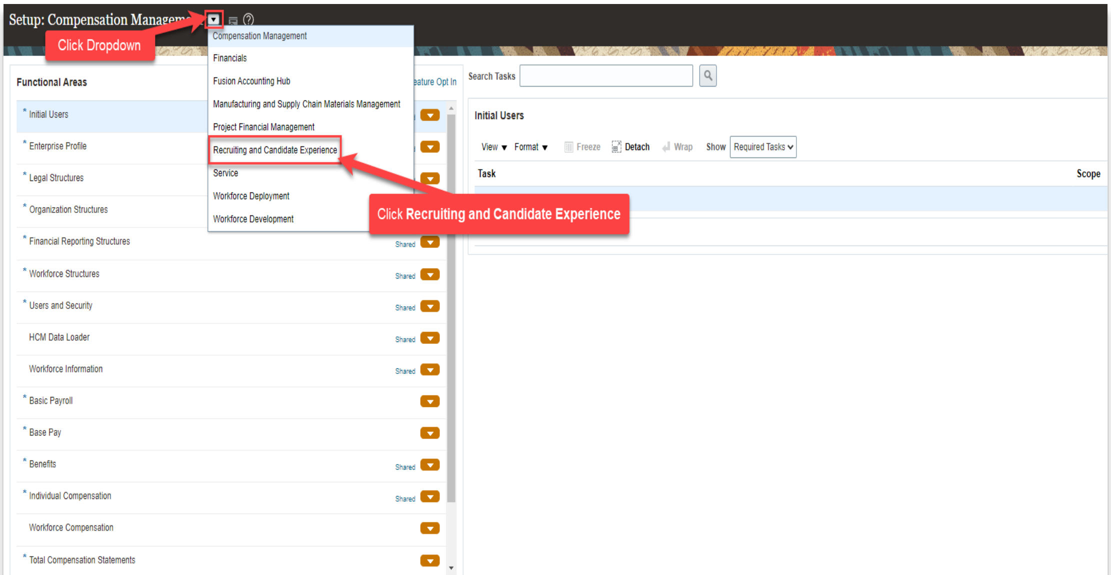

## Create Content Library Item

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

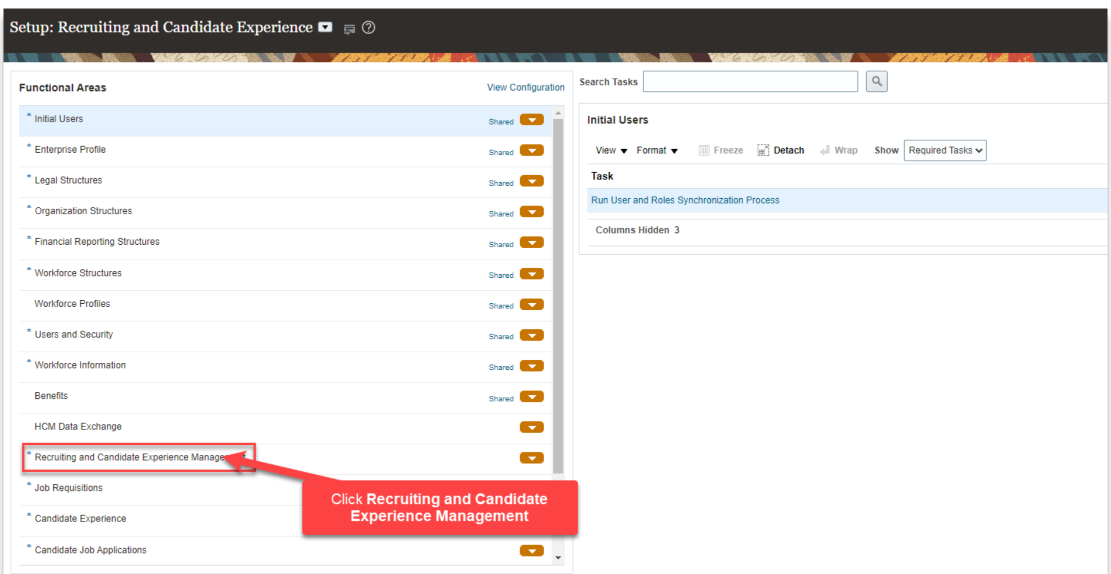
From the home screen, click **My Enterprise**


Click **Setup and Maintenance**

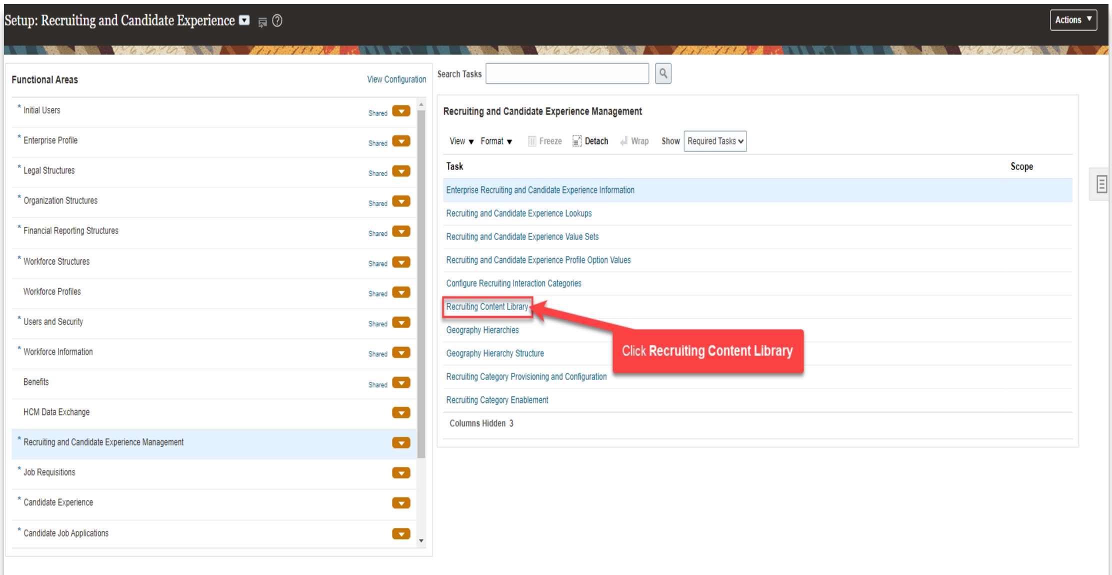

Change setup to **Recruiting and Candidate Experience**



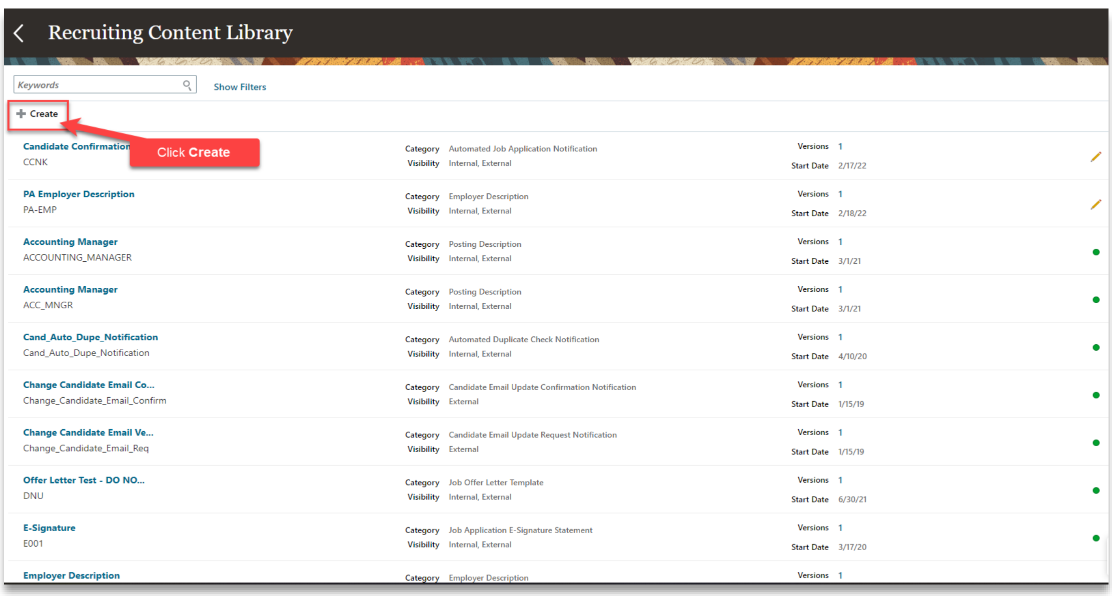

Under Functional Areas, click **Recruiting and Candidate Experience Management**



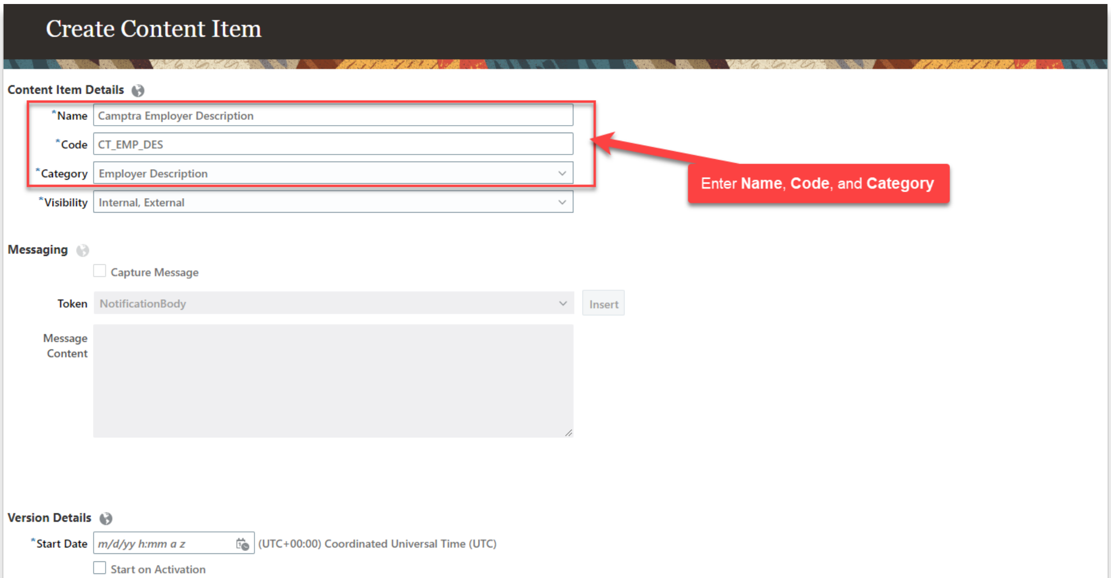

Next, click **Recruiting Content Library**



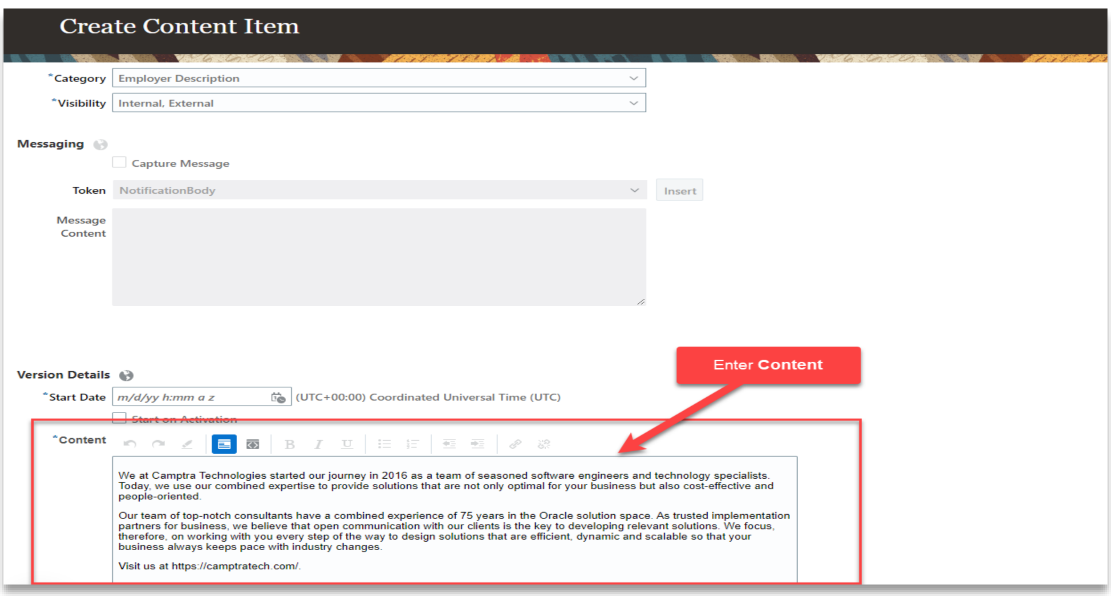

Next, click **Create**



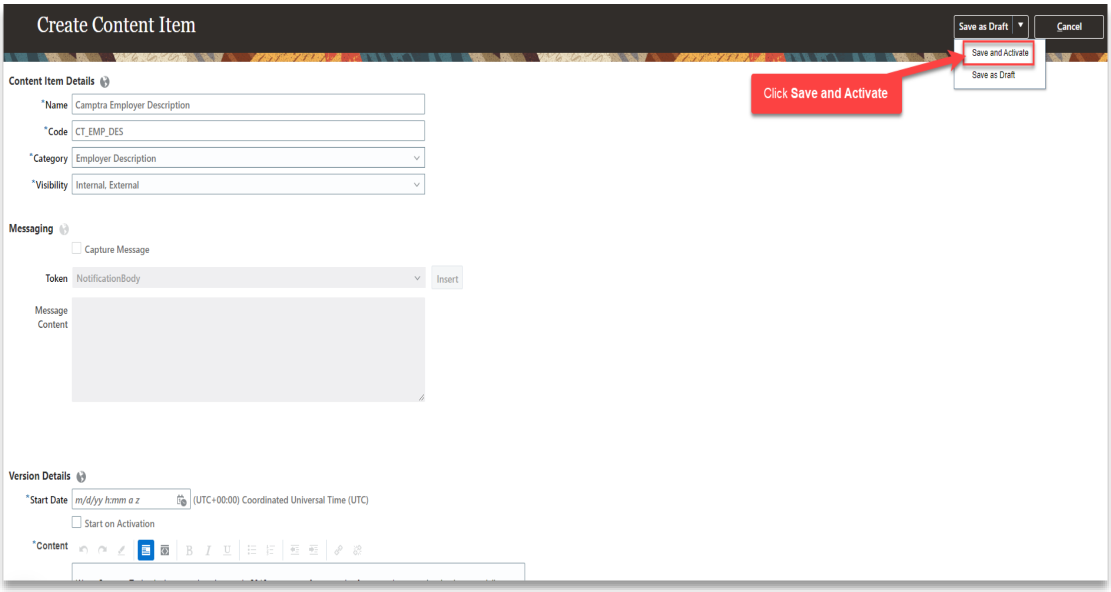

Next, enter the **Name**, **Code**, and **Category**




Enter the information in the **Content** section



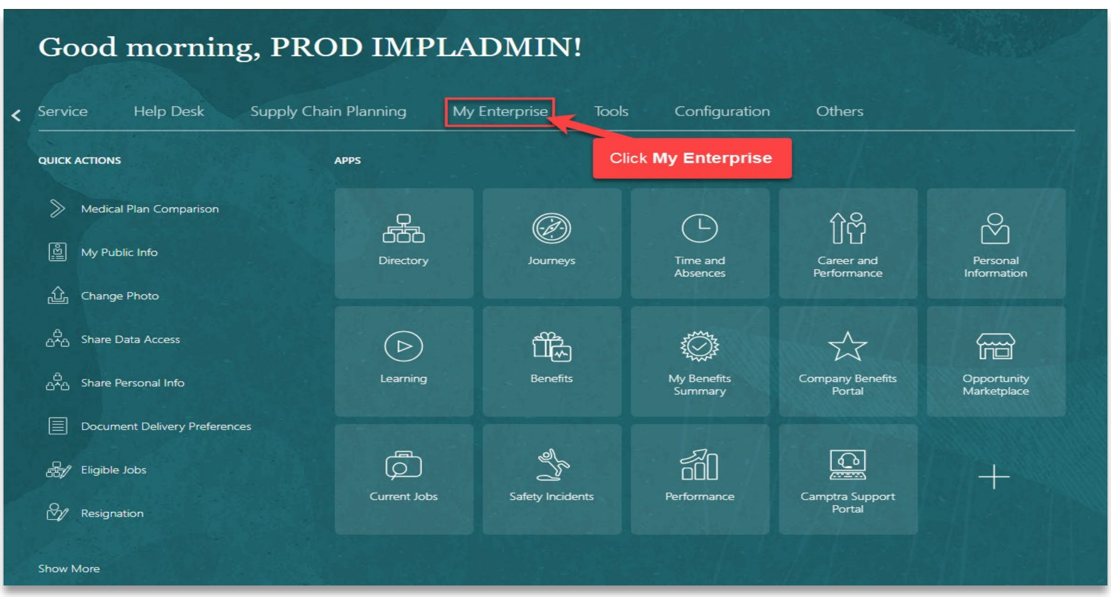

Lastly, click **Save and Activate**




## Managing Career Site

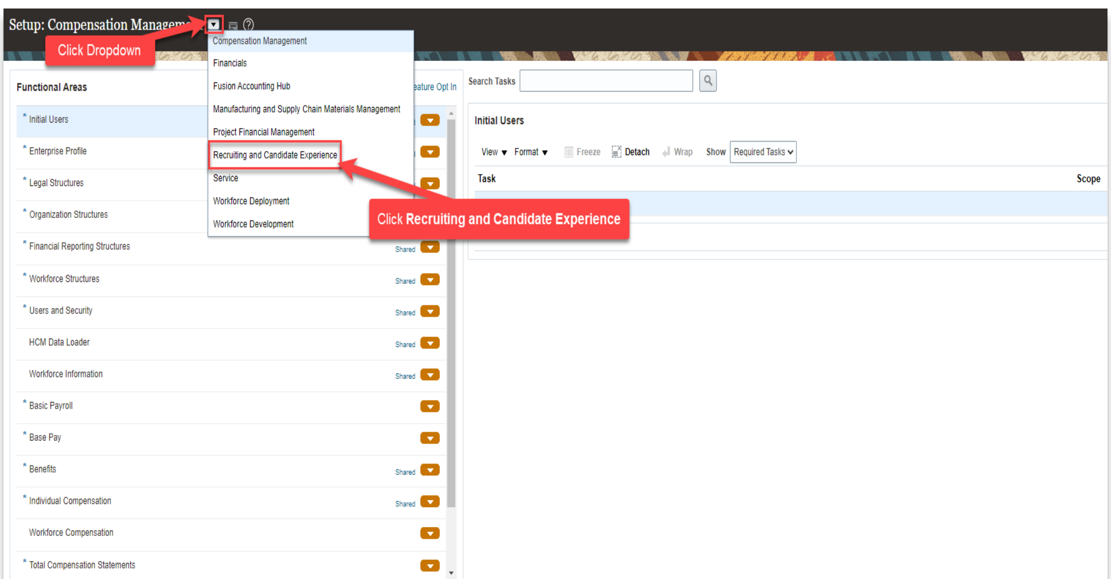
Navigation: Home>My Enterprise>Setup and Maintenance>Recruiting and Candidate Experience>Functional Areas>Candidate Experience>Career Sites Configuration

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

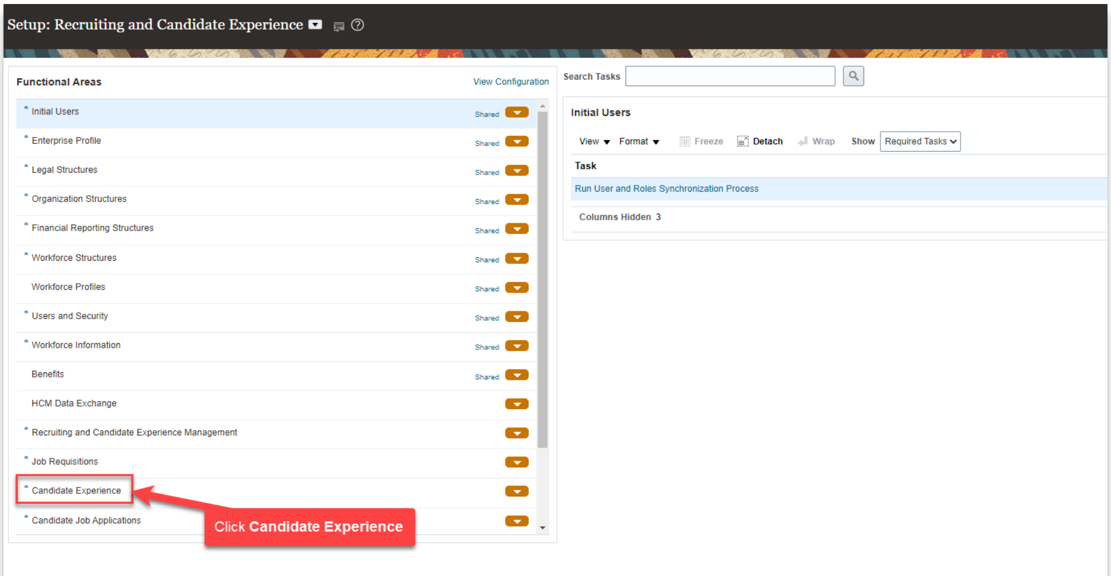



Click **Setup and Maintenance**

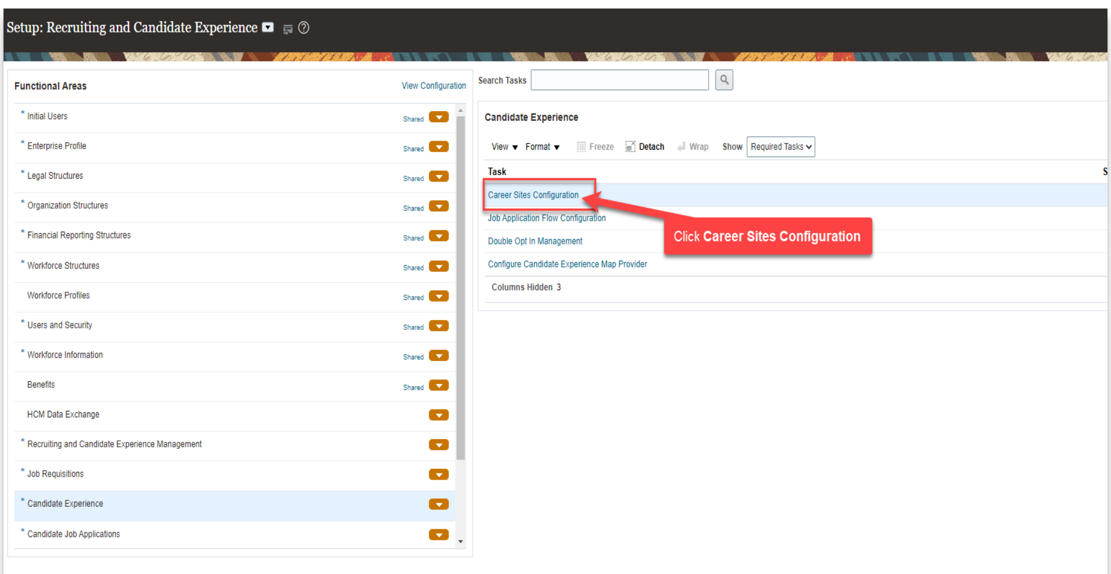

Change setup to **Recruiting and Candidate Experience**



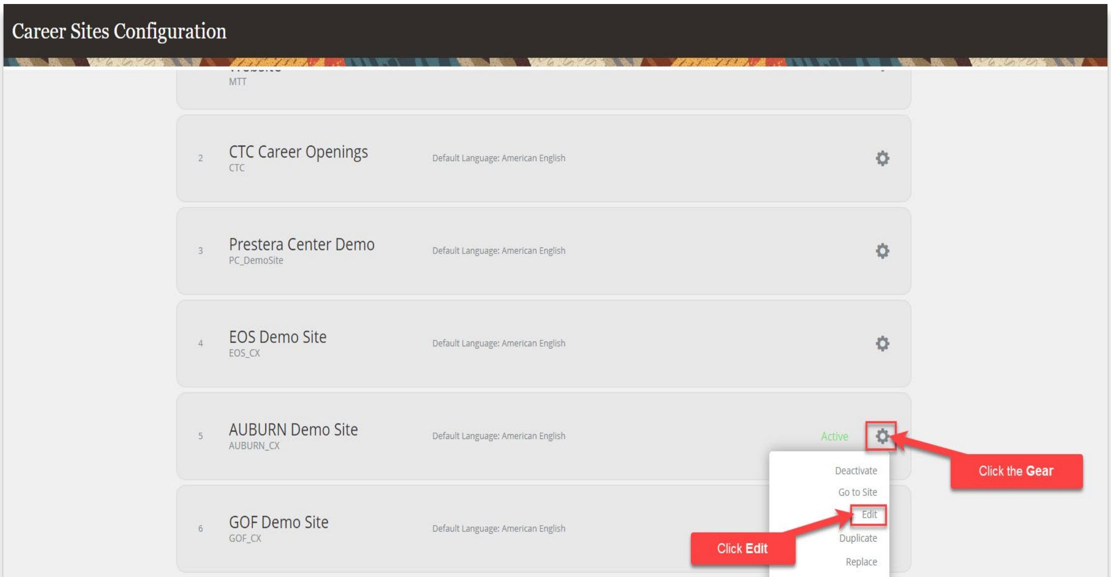

Under Functional Areas, click **Candidate Experience**



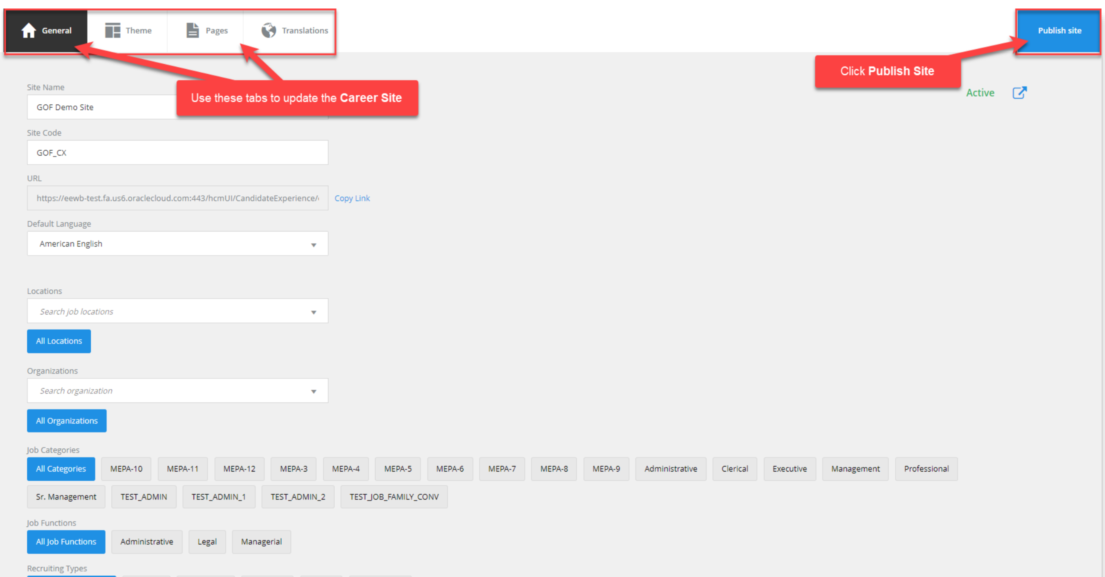

Click **Career Sites Configuration**




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




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



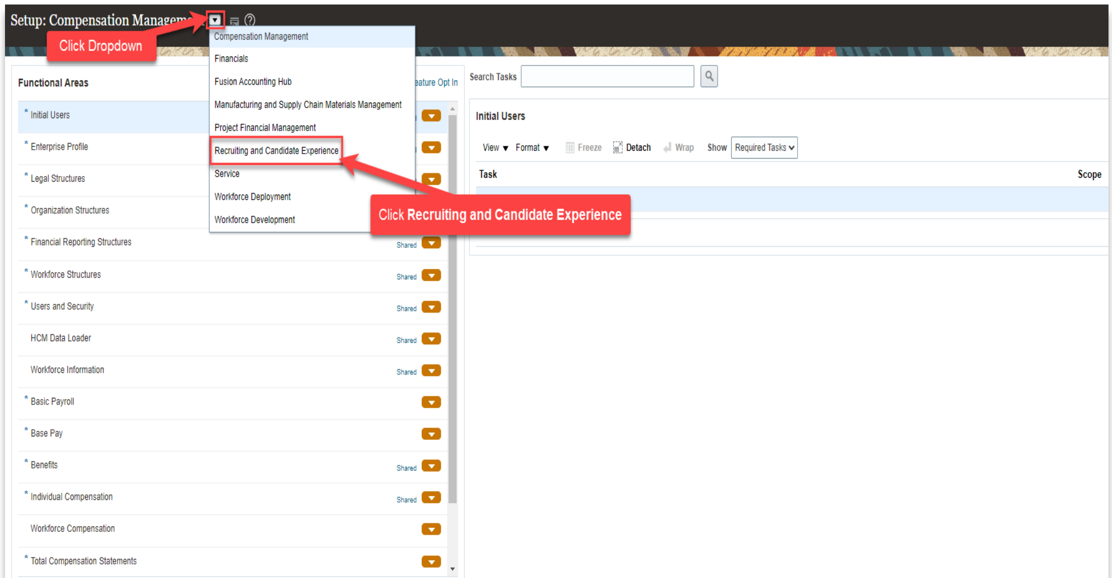

## Job Application Flow

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

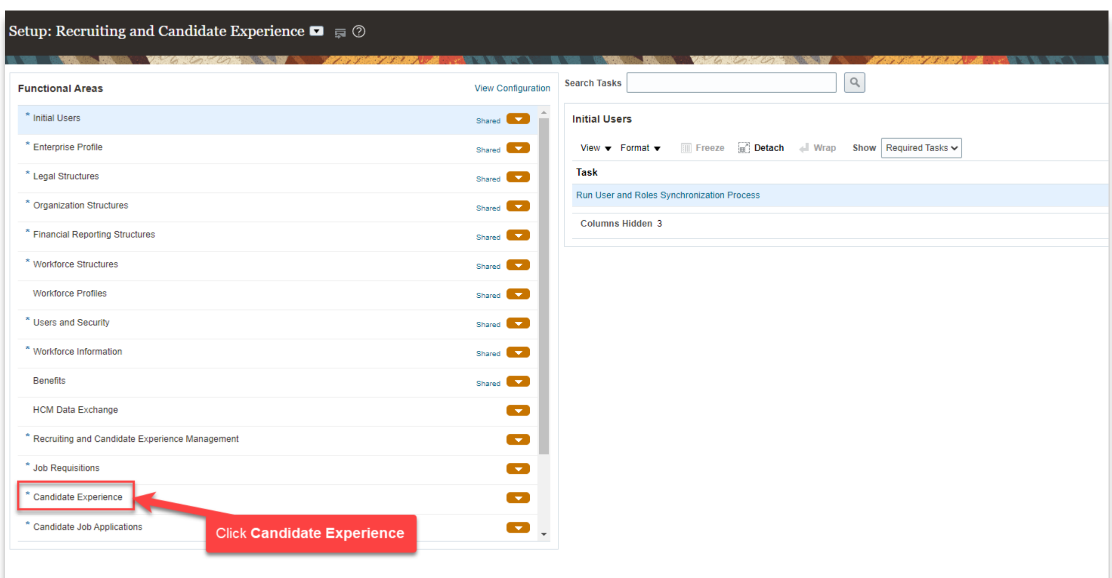
From the home screen, click **My Enterprise**


Click **Setup and Maintenance**

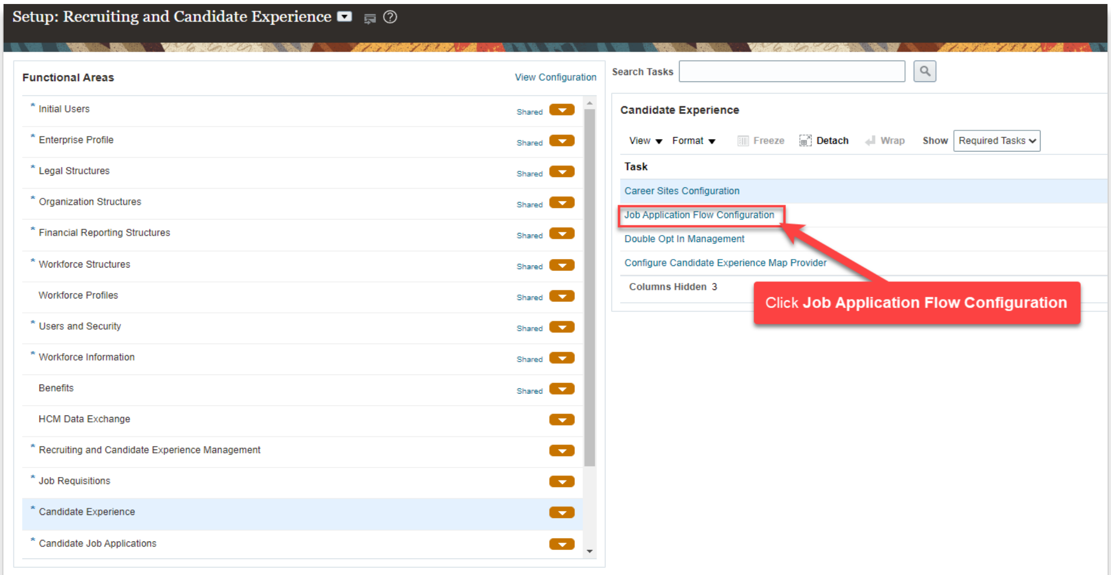

Change setup to **Recruiting and Candidate Experience**



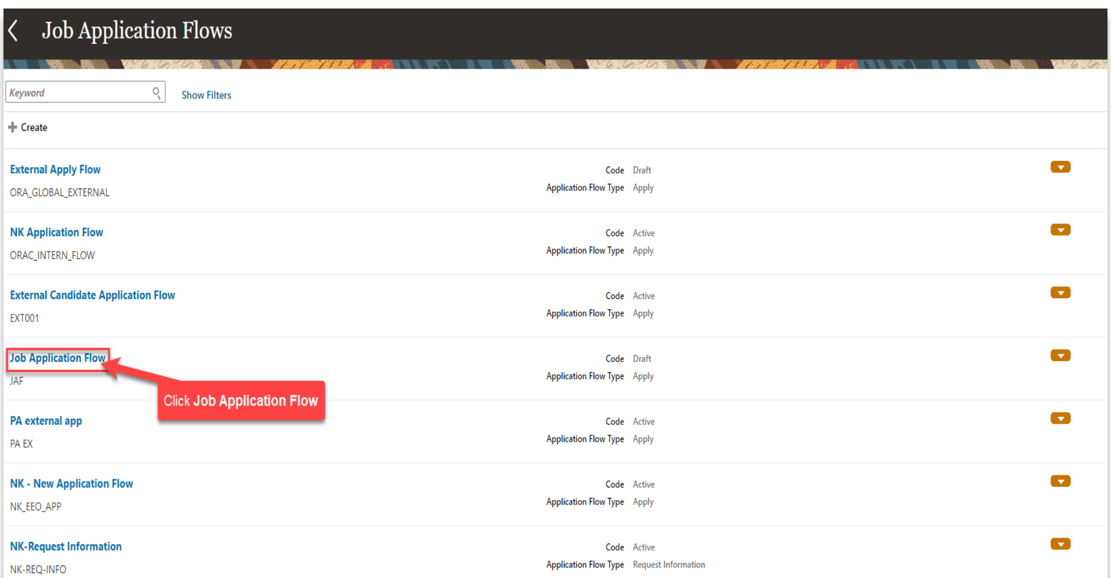

Under Functional Areas, click **Candidate Experience**



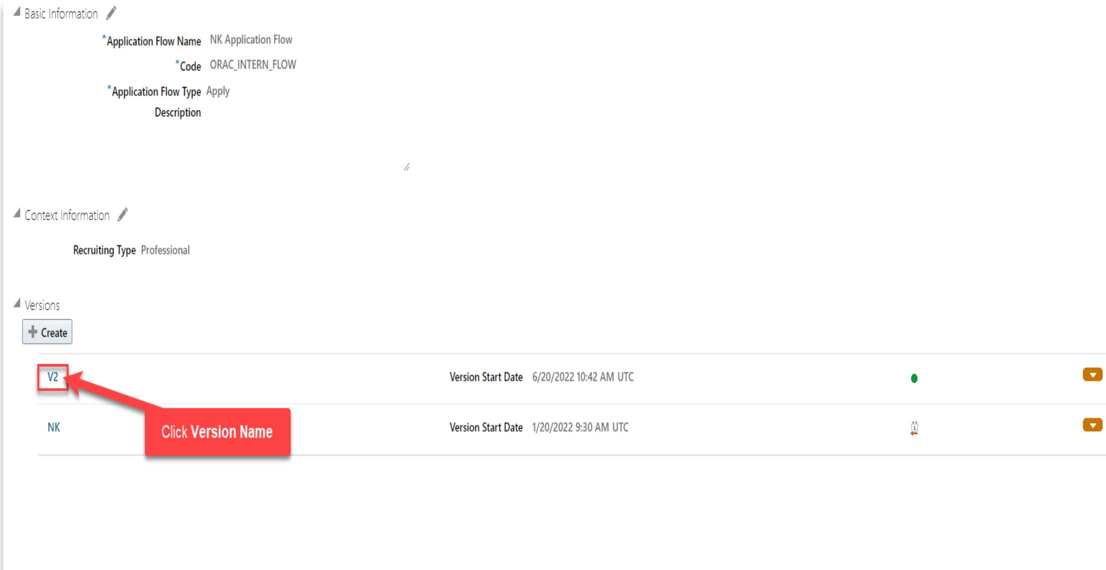

Click **Job Application Flow Configuration**



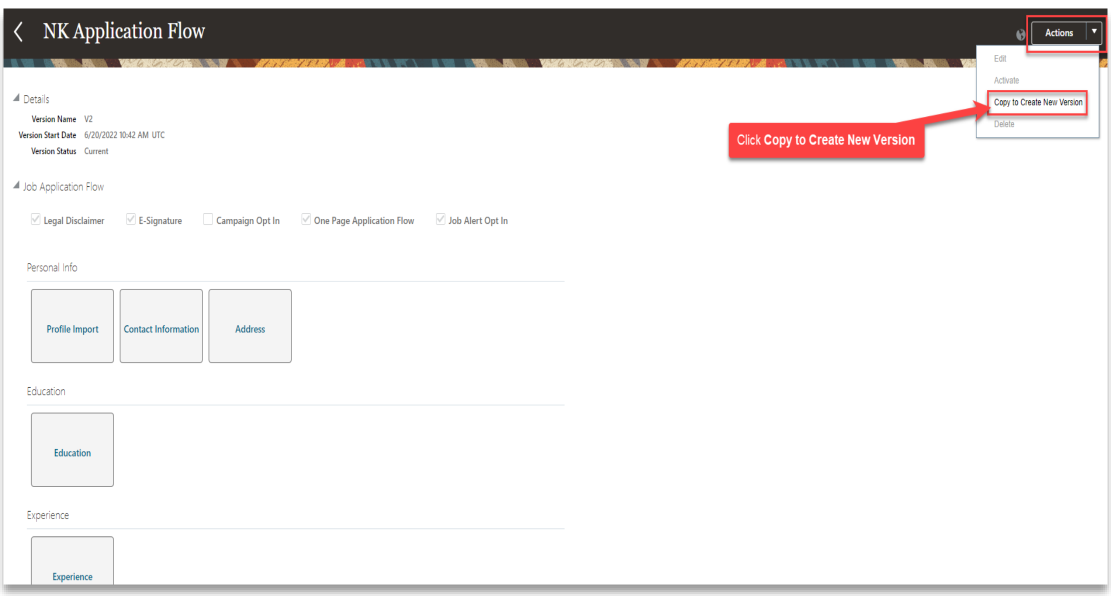

Click **Job Application Flow**



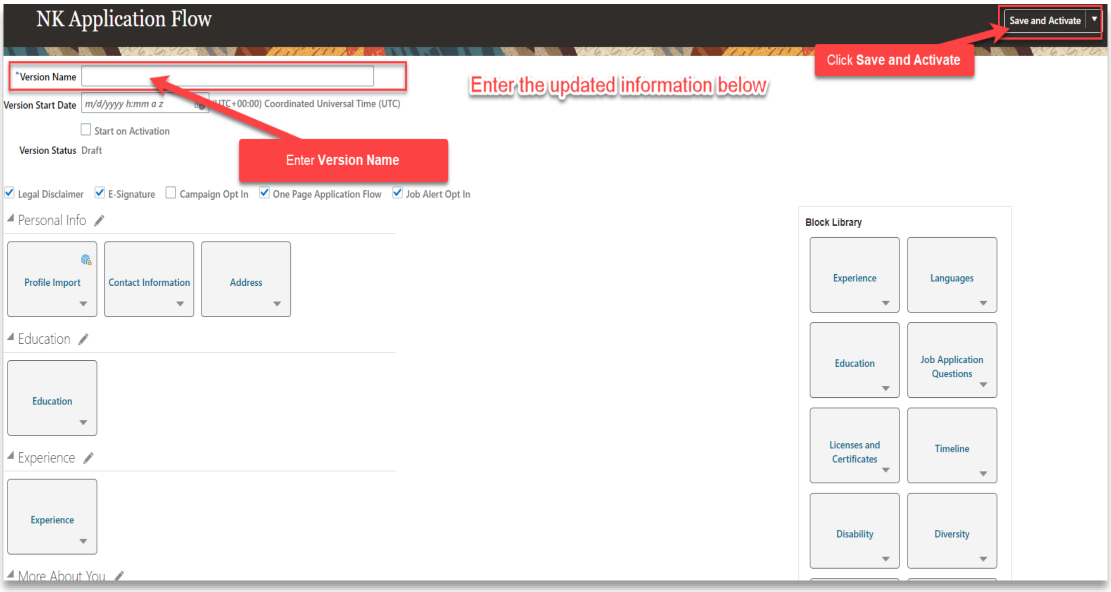

Click on the current version; this is indicated but the green dot across from **Version Start Date**




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



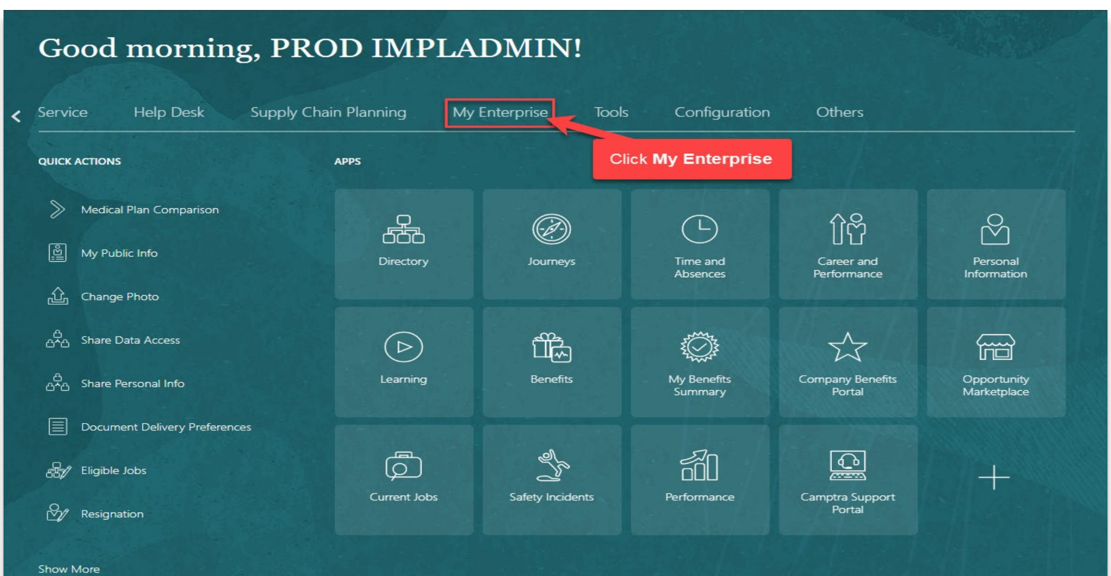

Updates can now be entered. Enter the new **Version Name** and the other applicable information. Once complete, click **Save and Activate**




## Candidate Selection Process

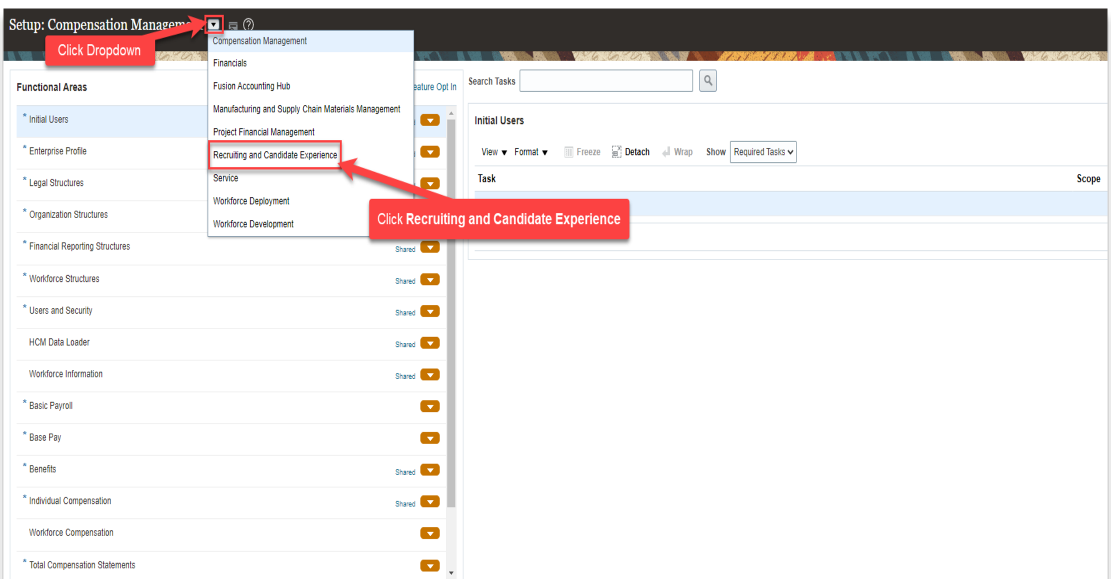
Navigation: Home>My Enterprise>Setup and Maintenance>Recruiting and Candidate Experience>Functional Areas>Candidate Job Applications>Candidate Selection Process Configuration

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

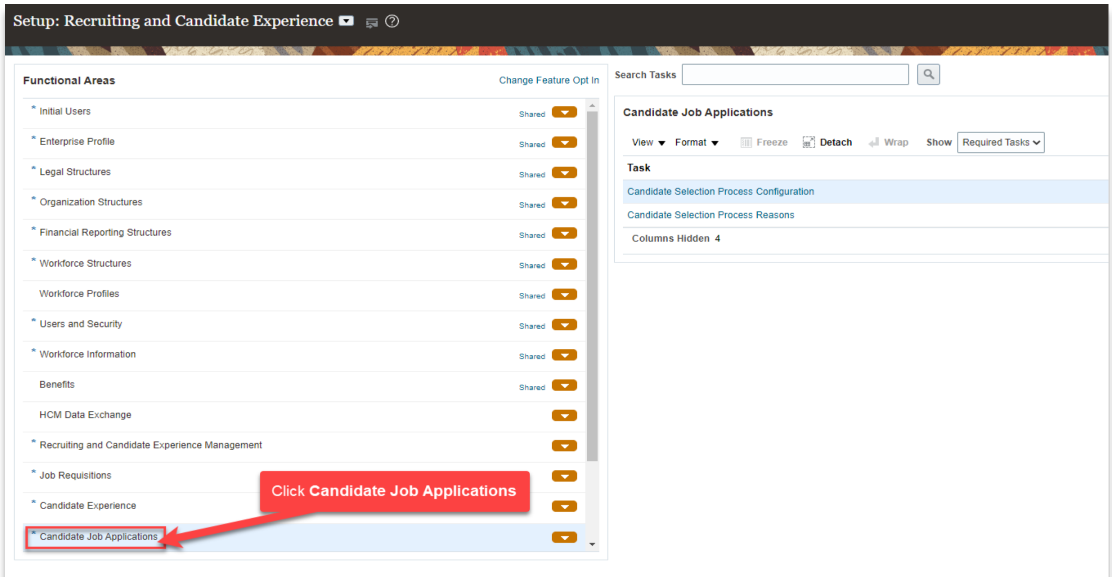



Click **Setup and Maintenance**

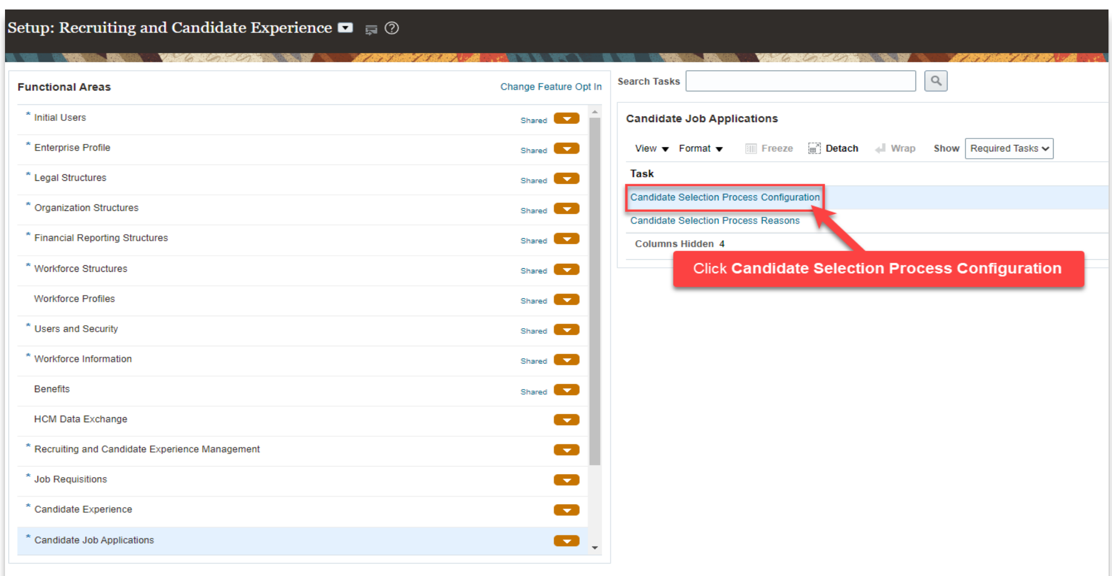

Change setup to **Recruiting and Candidate Experience**



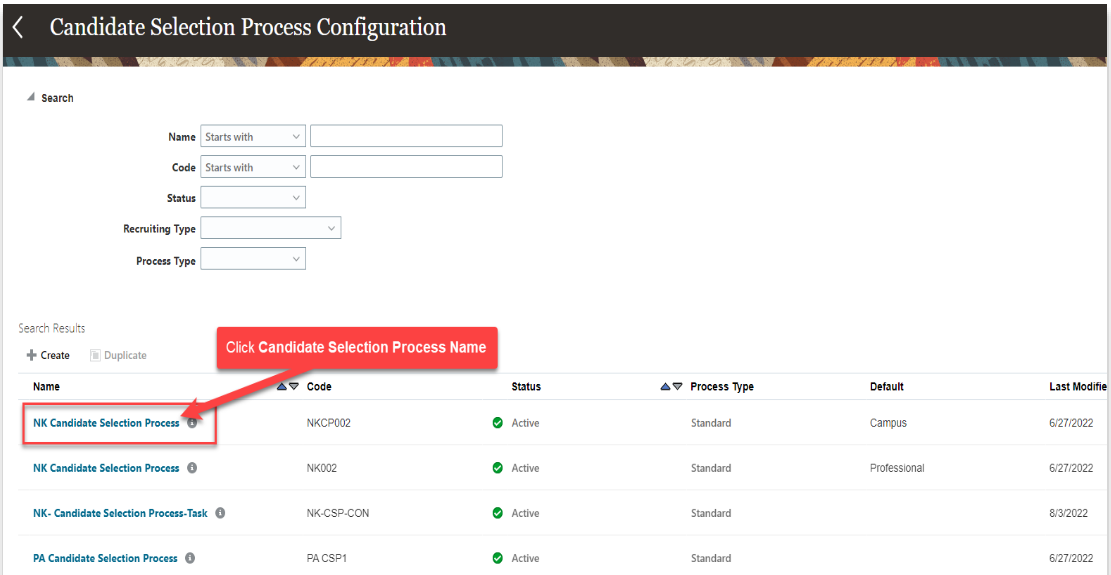

Under Functional Areas, click **Candidate Job Applications**



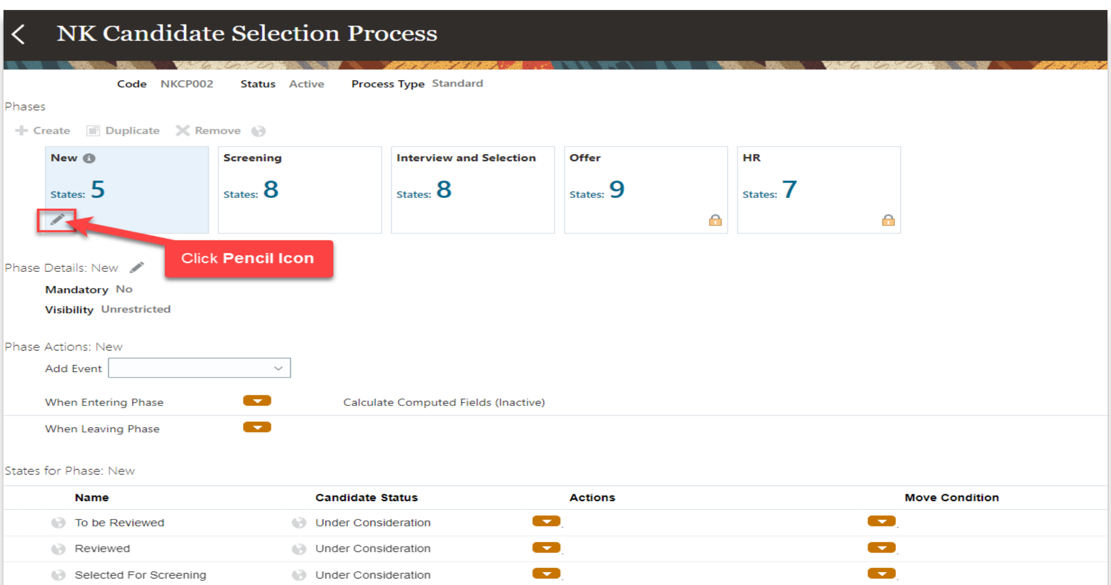

Click **Candidate Selection Process Configuration**



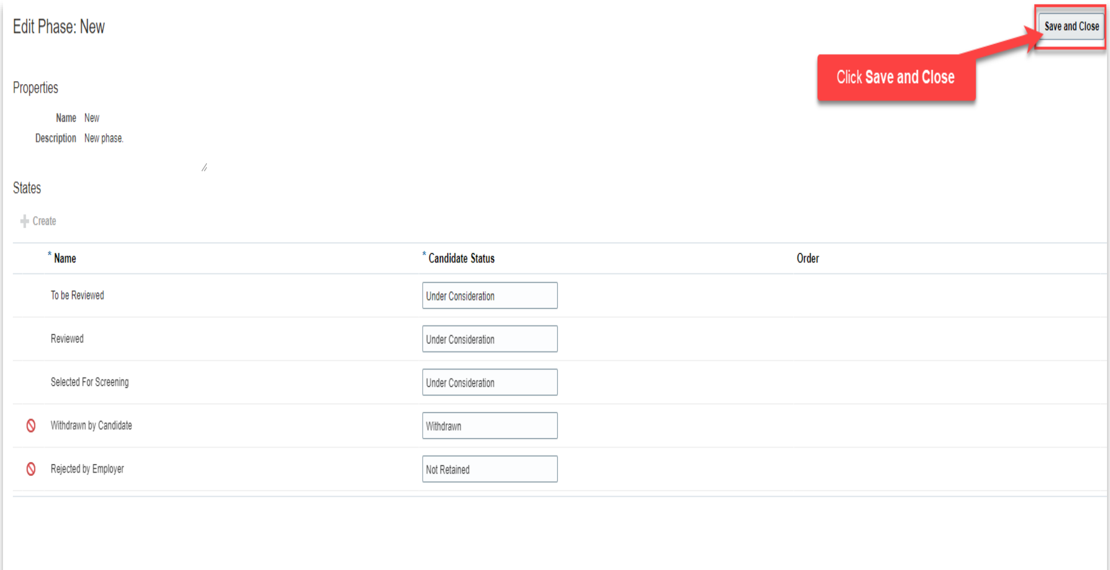

Click the **Candidate Selection Process Name**




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




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



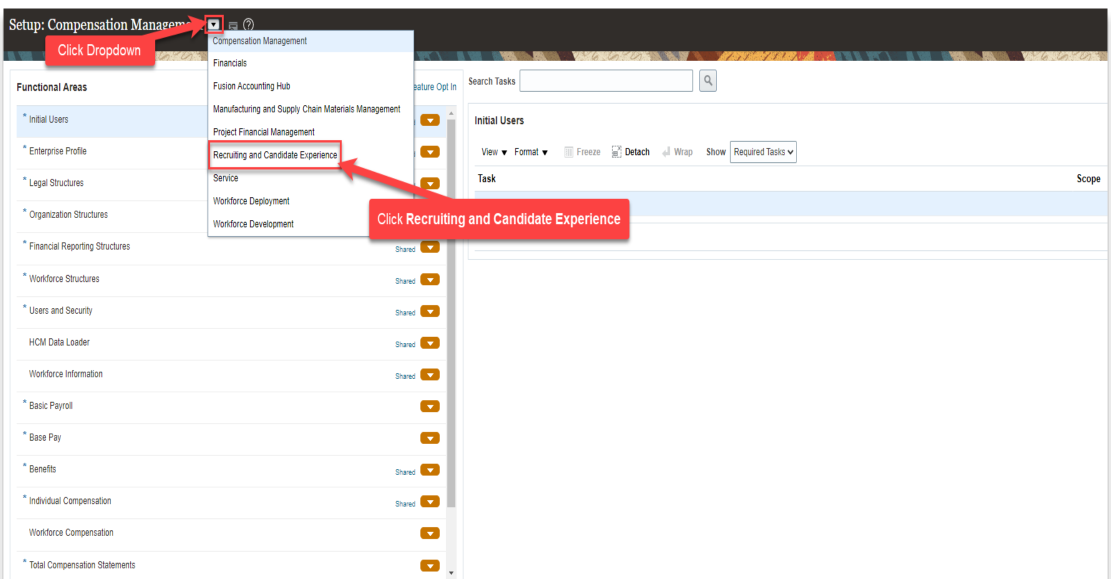

## Create Interview Templates

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

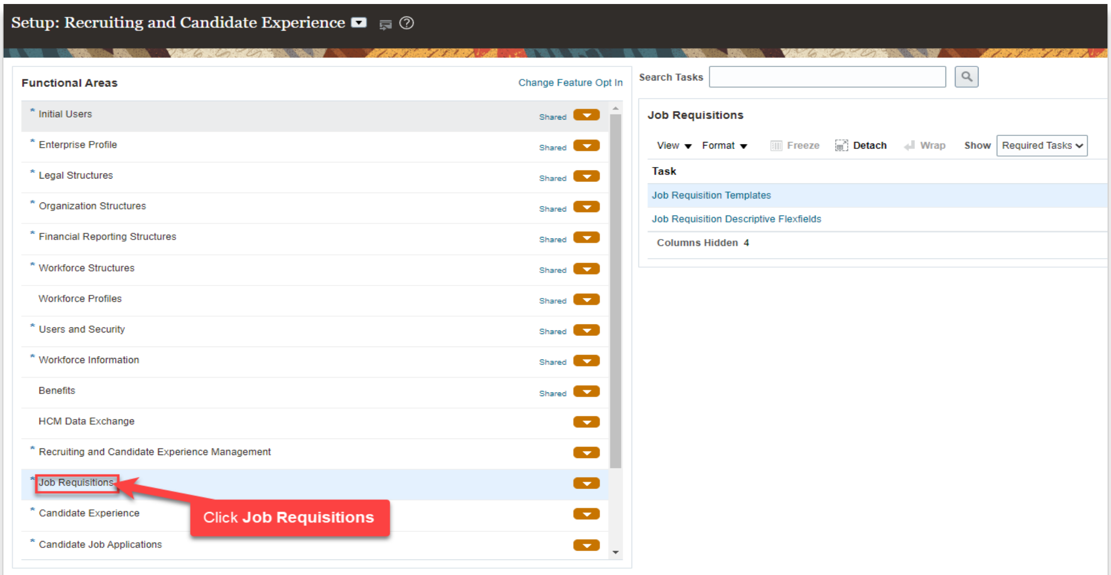
From the home screen, click **My Enterprise**


Click **Setup and Maintenance**

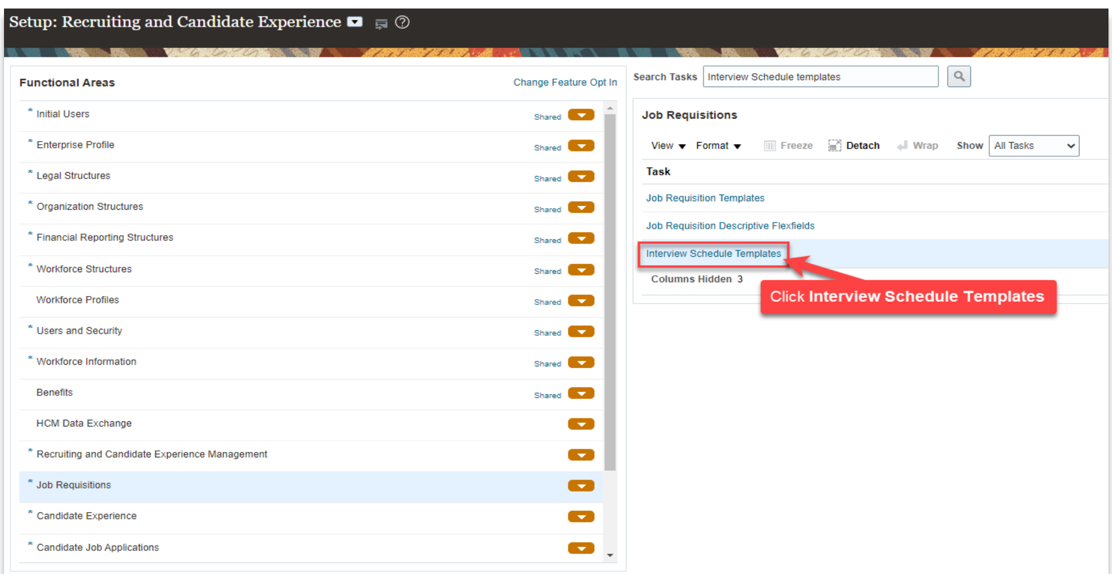

Change setup to **Recruiting and Candidate Experience**



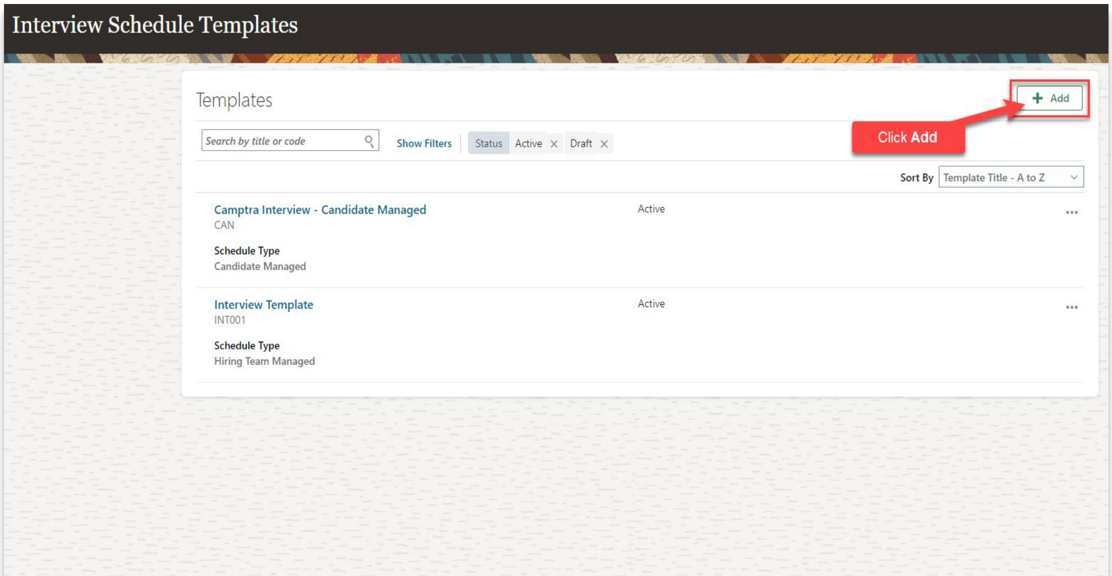

Under Functional Areas, click **Job Requisitions**



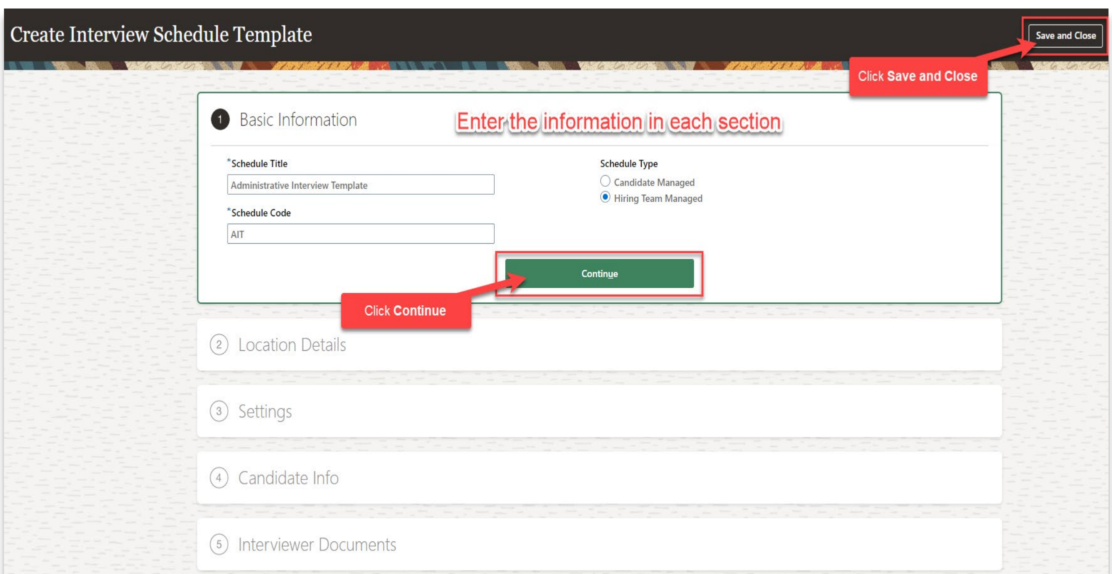

Under task, click **Interview Schedule Templates.** As a note, if this task does not appear, use **Search Tasks**




Click **Add**




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



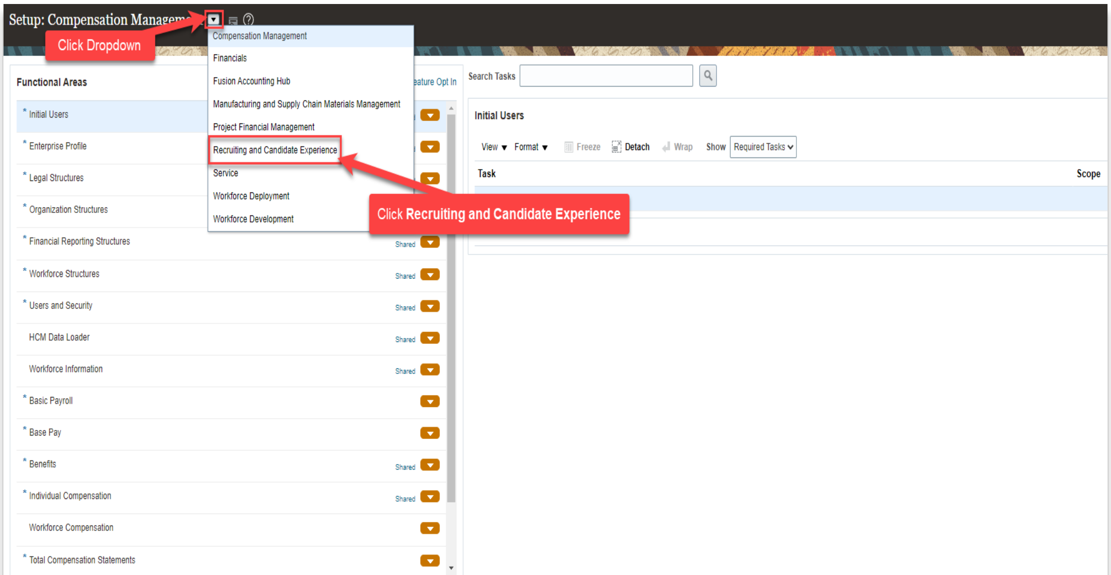

## Manage Questionnaires

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

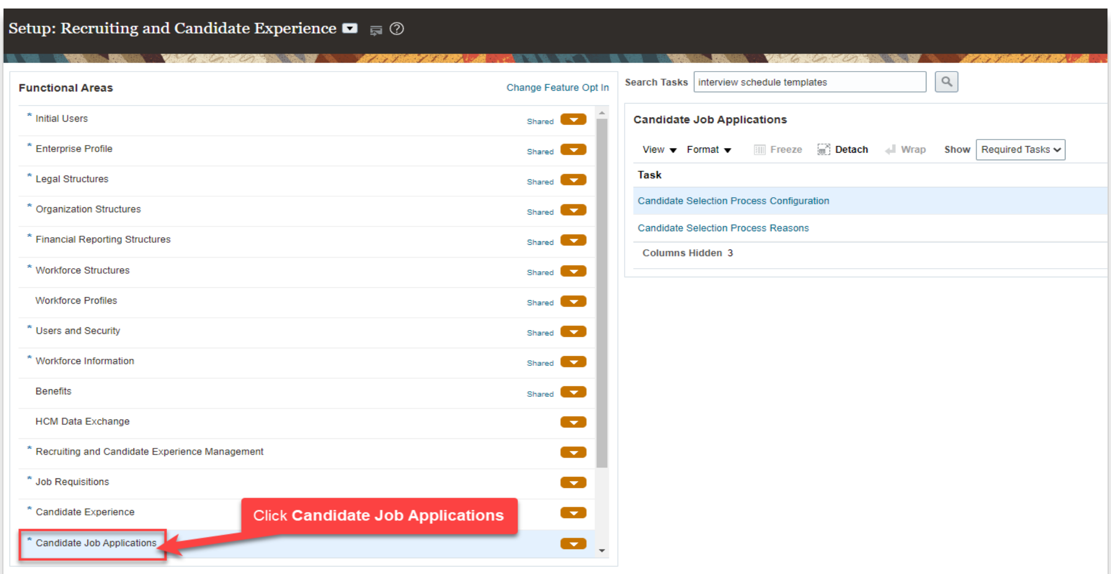
From the home screen, click **My Enterprise**


Click **Setup and Maintenance**

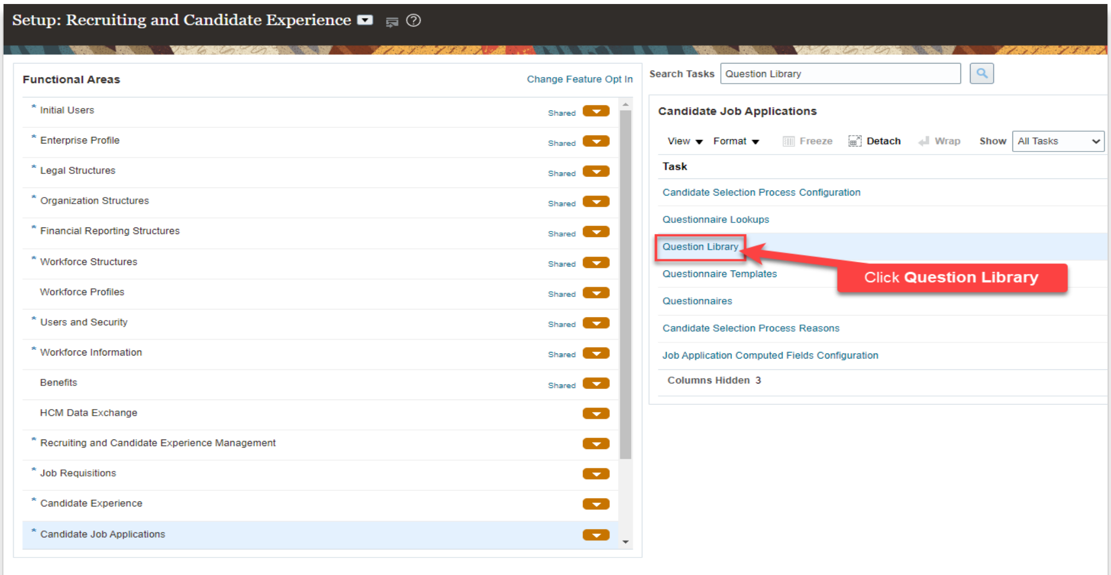

Change setup to **Recruiting and Candidate Experience**



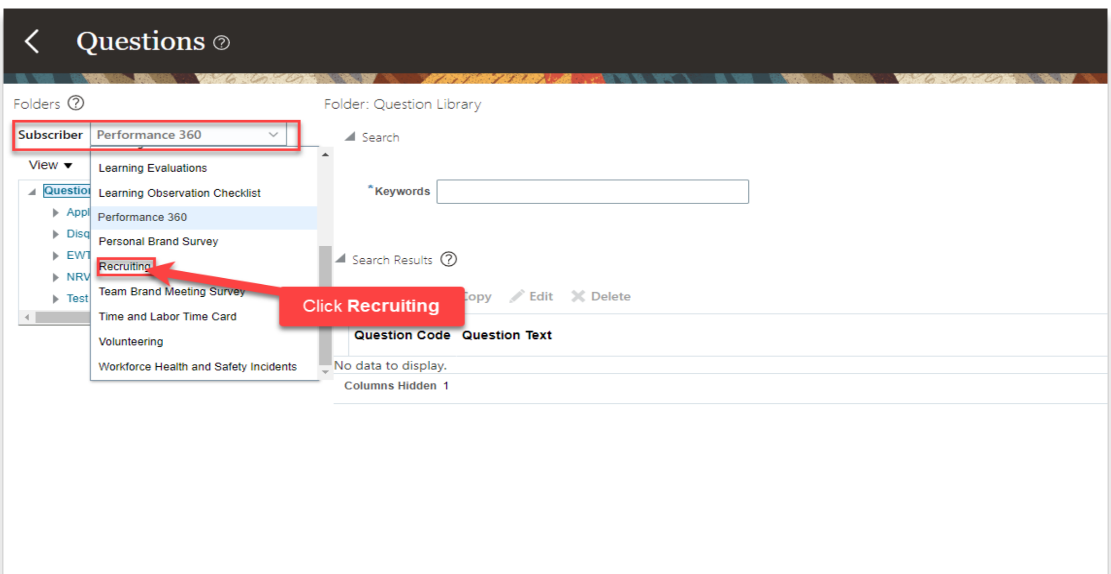

Under Functional Areas, click **Candidate Job Applications**



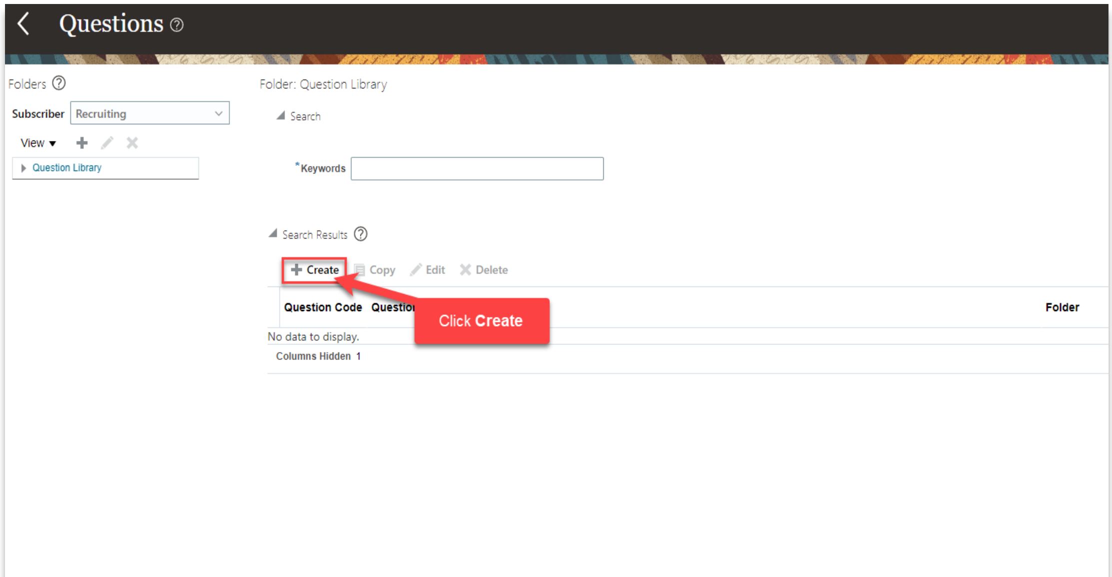

Under task, click **Question Library.** As a note, if this task does not appear, use **Search Tasks**



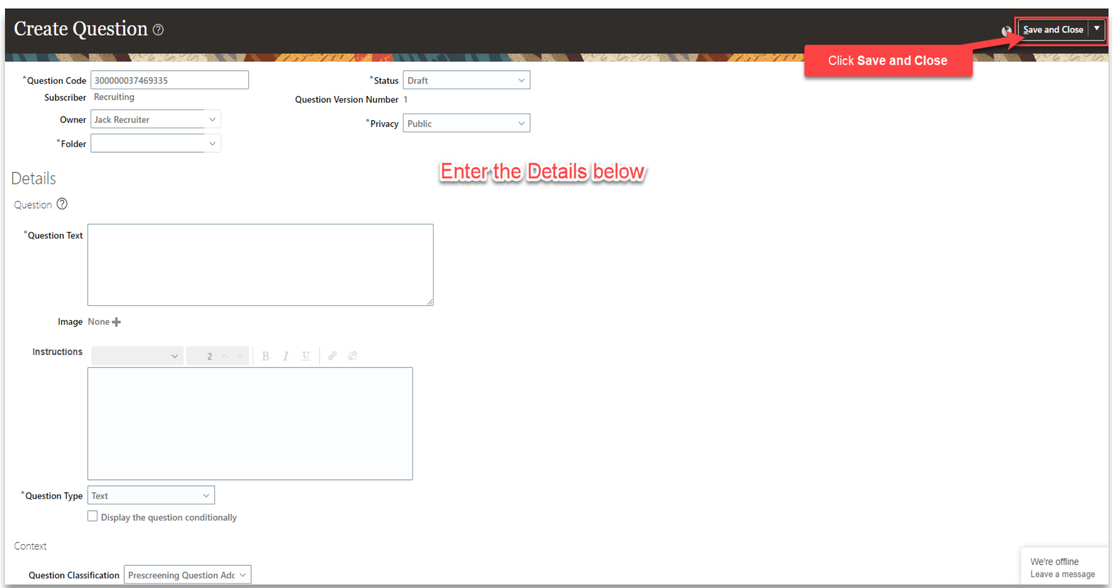

Next, from the dropdown select **Subscriber** as **Recruiting**



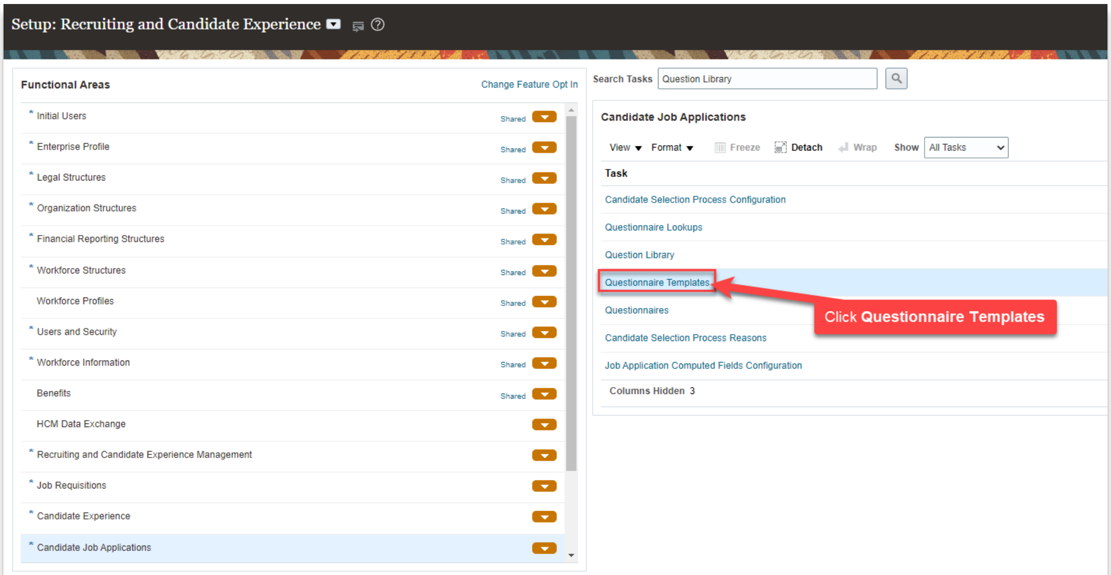

Click **Create**



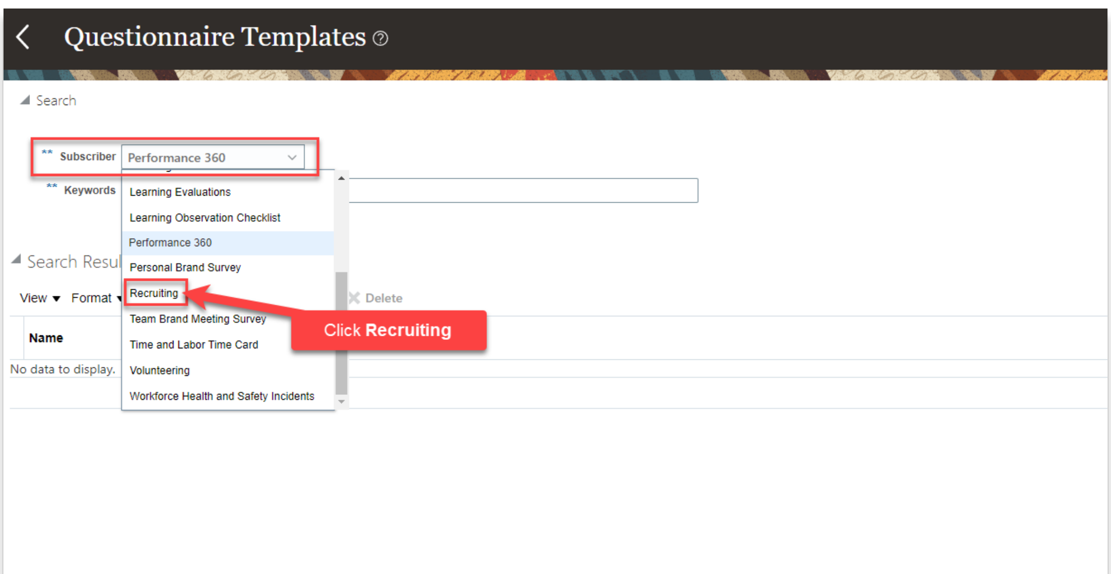

Enter the Details and click **Save and Close**



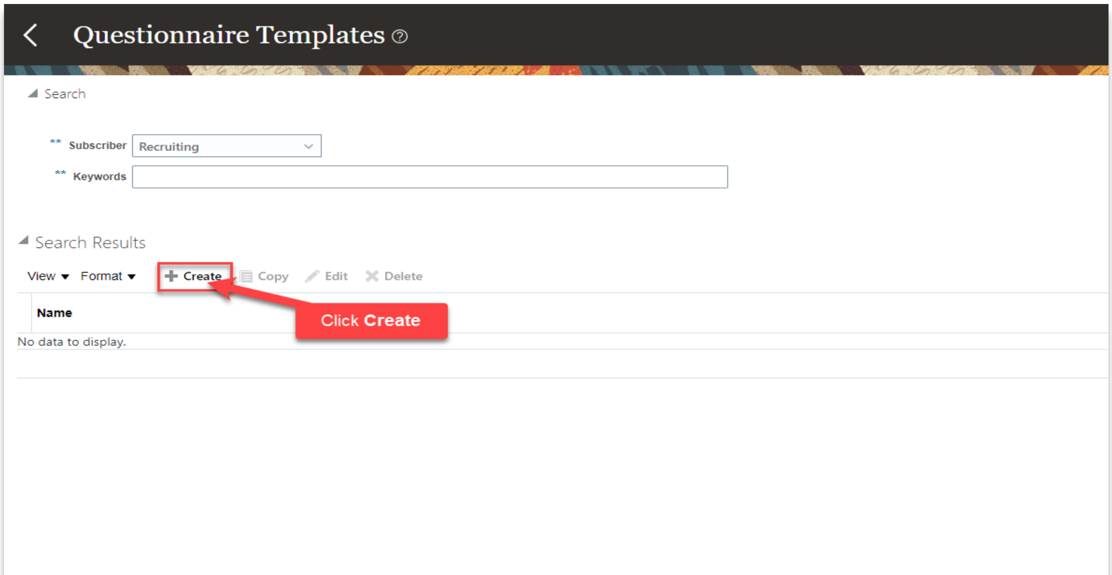

Next, navigate back to the tasks and click **Questionnaire Templates**



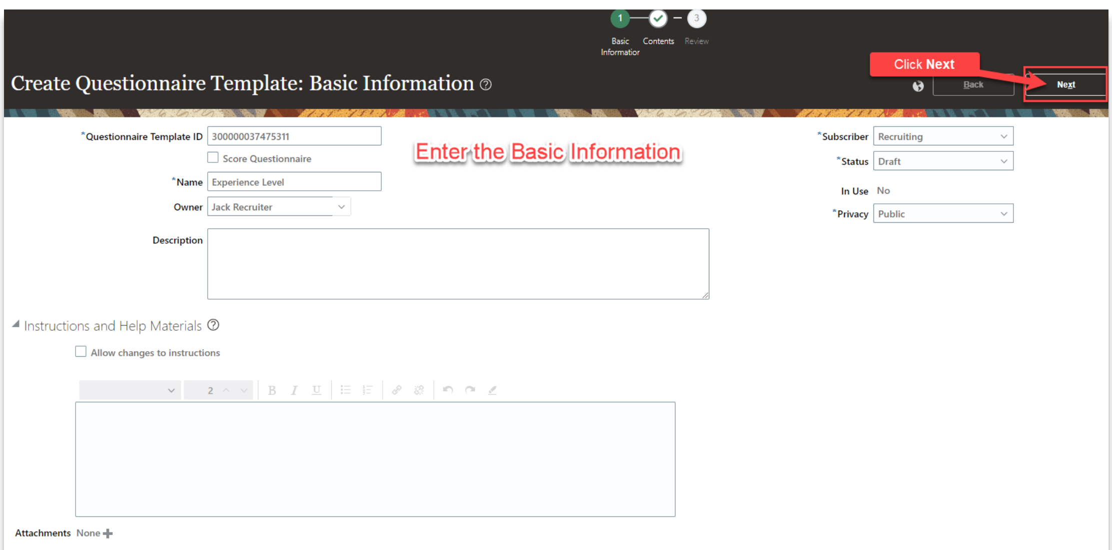

Next, from the dropdown select **Subscriber** as **Recruiting**



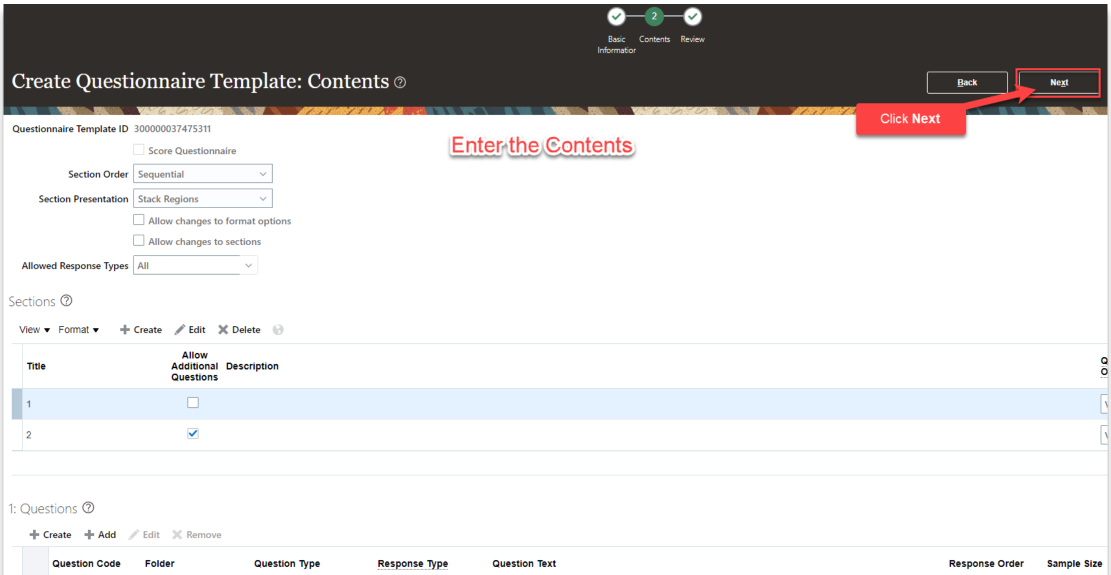

Click **Create**



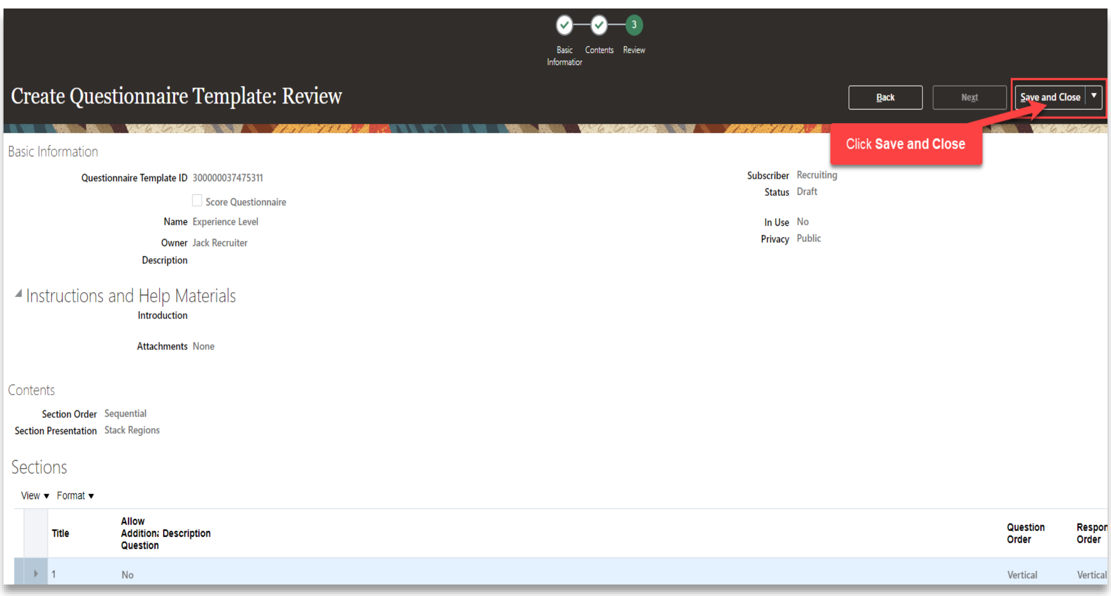

Enter the **Basic Information** and click **Next**



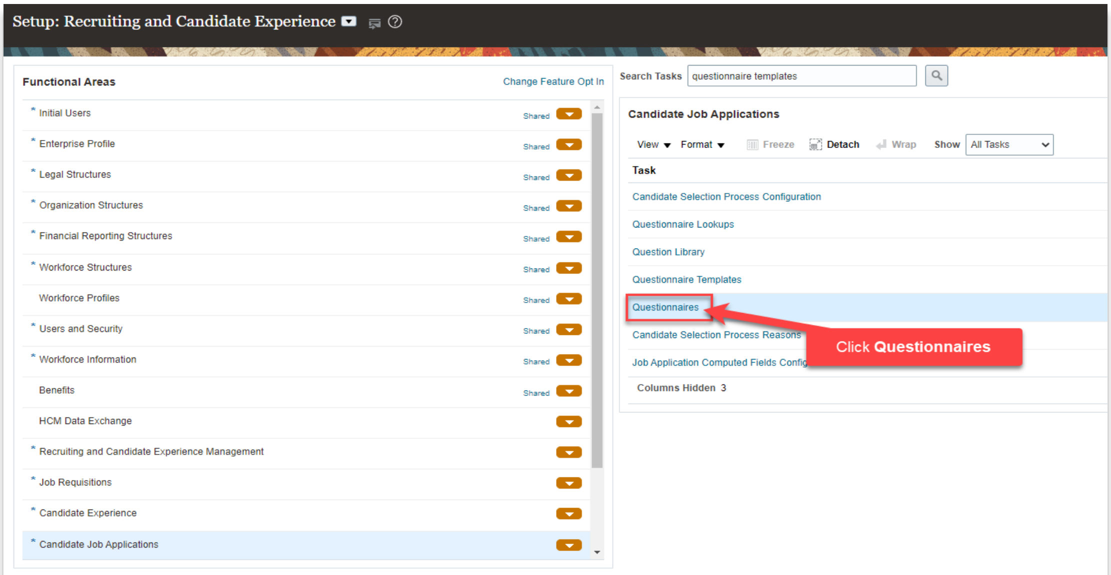

Enter the **Contents** Information. Here we can add questions to the Questionnaire template. Click **Next**



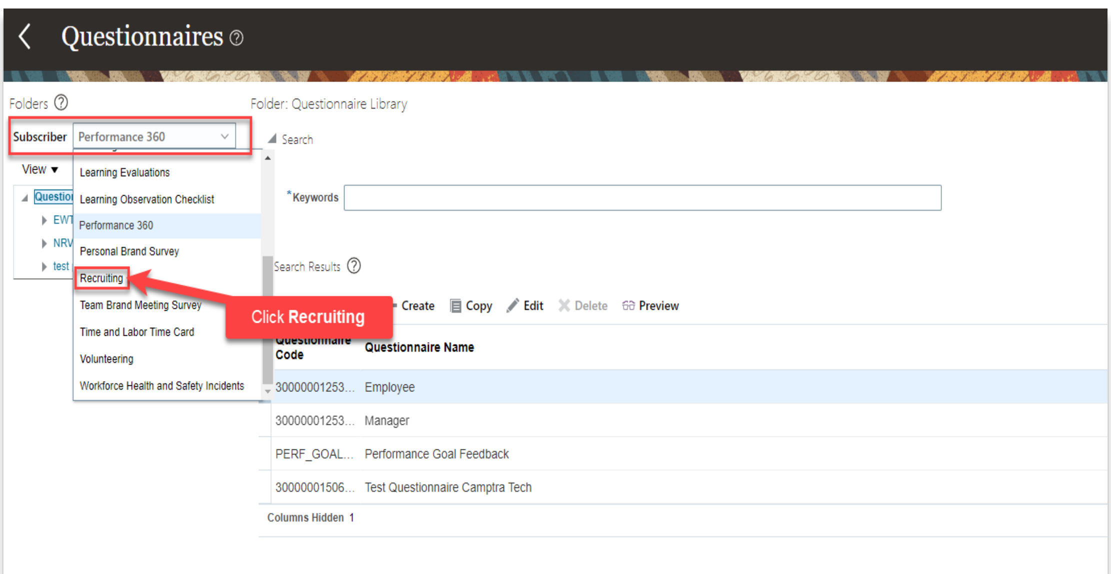

Click **Save and Close**



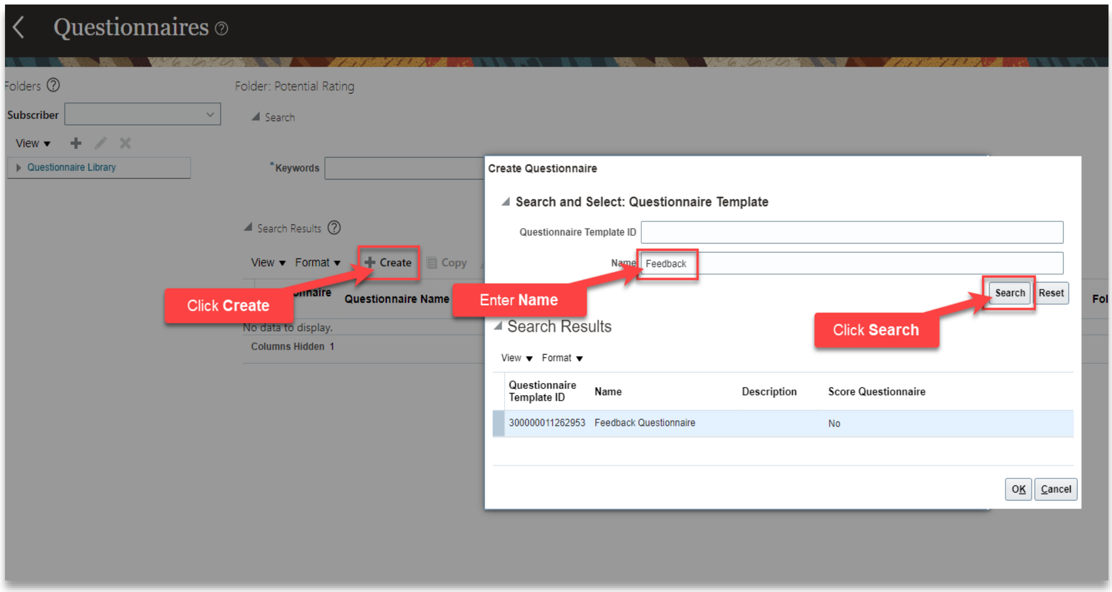

Next, navigate back to the tasks and click **Questionnaire**



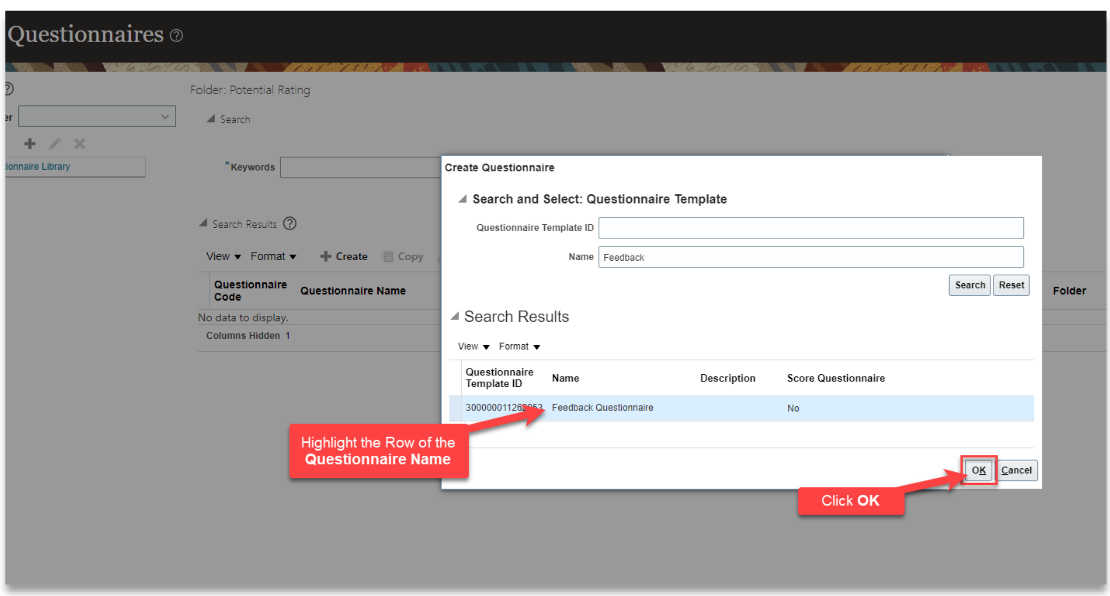

Next, from the dropdown select **Subscriber** as **Recruiting**



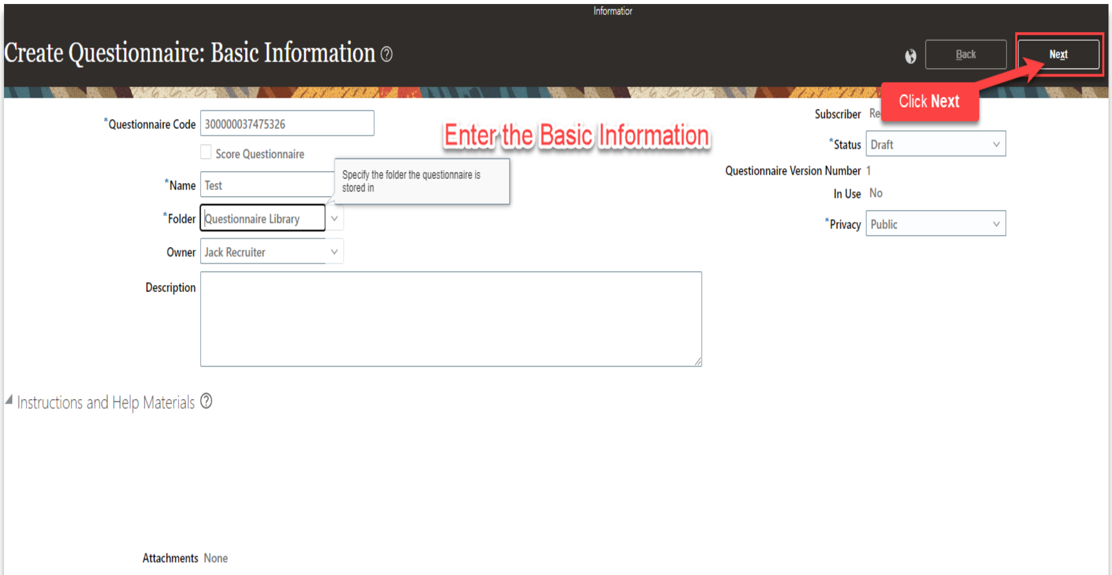

Click **Create**. Enter the **Questionnaire Template Name** and click **Search**



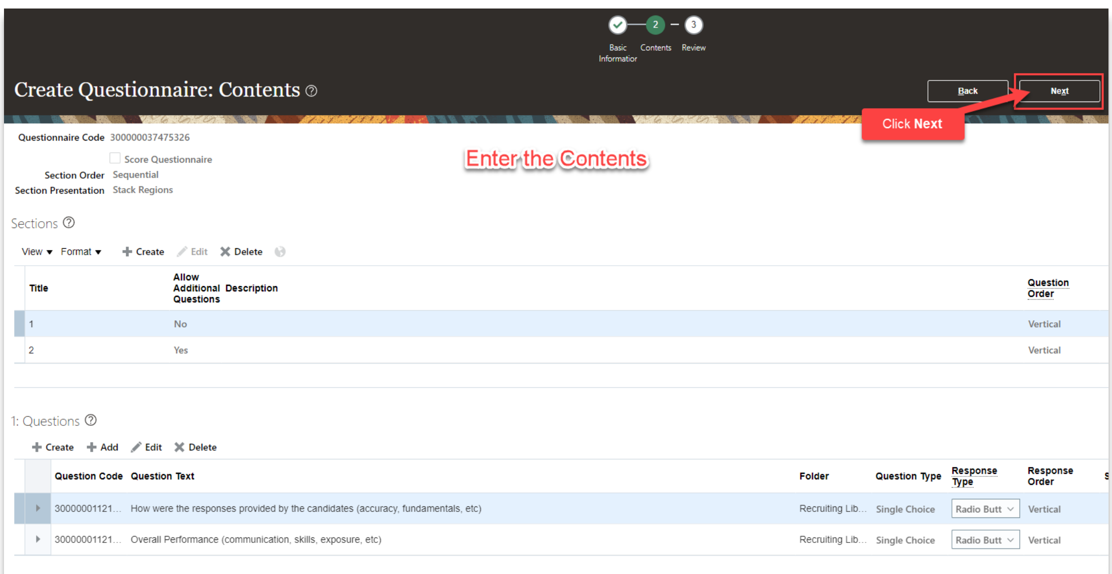

Select the Questionnaire Name and click **OK**



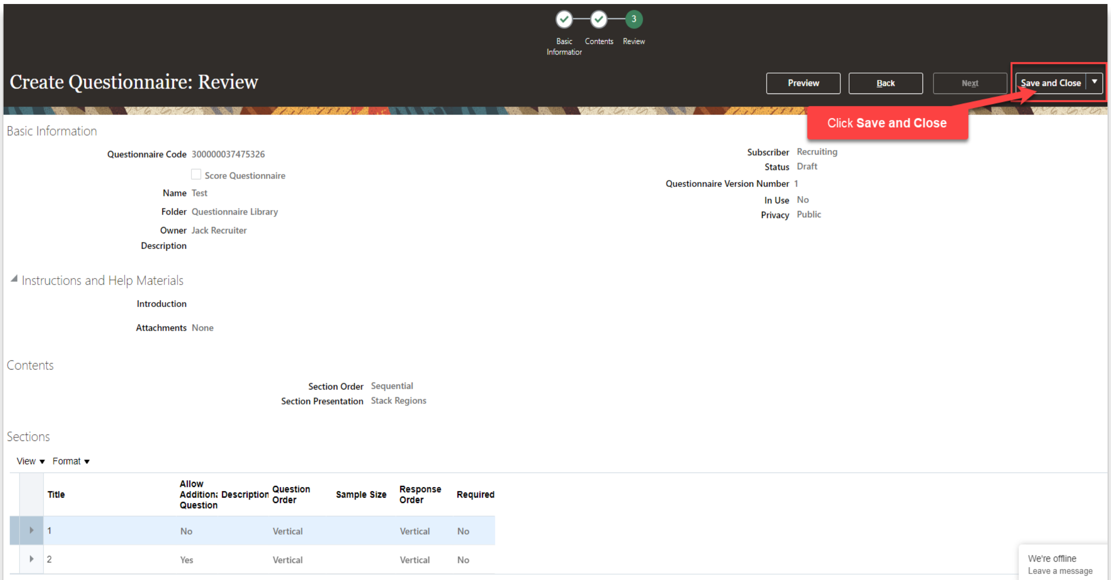

Enter the **Basic Information** and click **Next**




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



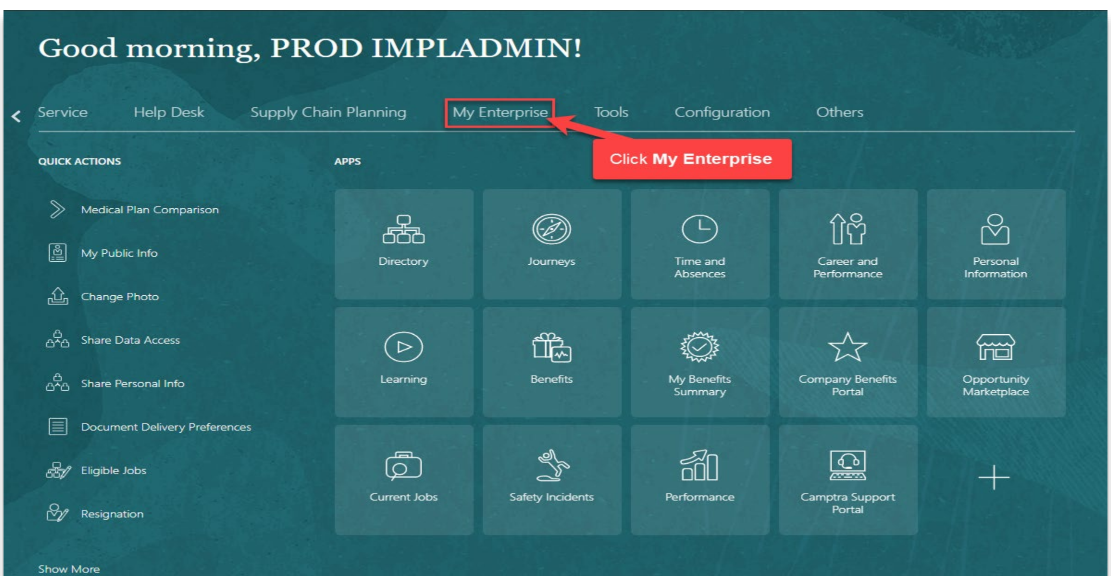

Click **Save and Close**




## Managing Primary Locations/Geography Structures

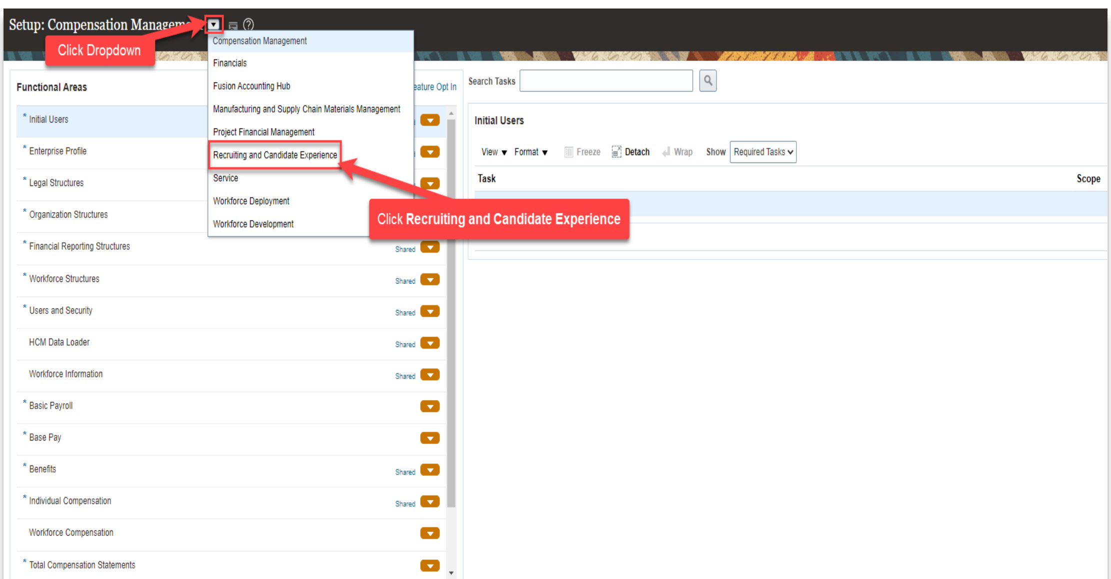
Navigation: Home>My Enterprise>Setup and Maintenance>Recruiting and Candidate Experience>Functional Areas>Recruiting and Candidate Experience Management>Geography Hierarchies>Actions>Update

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

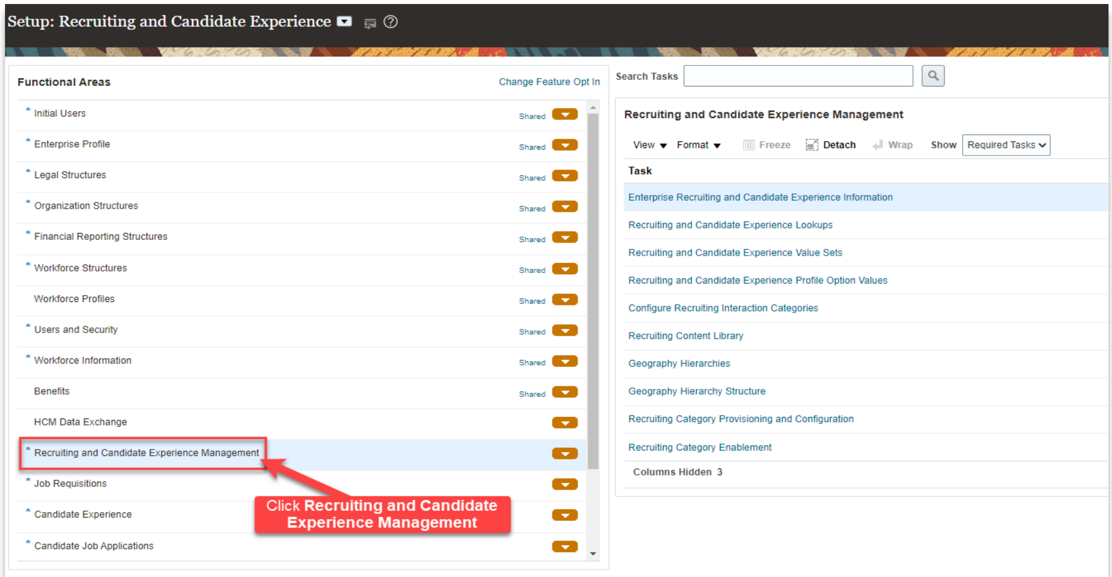



Click **Setup and Maintenance**

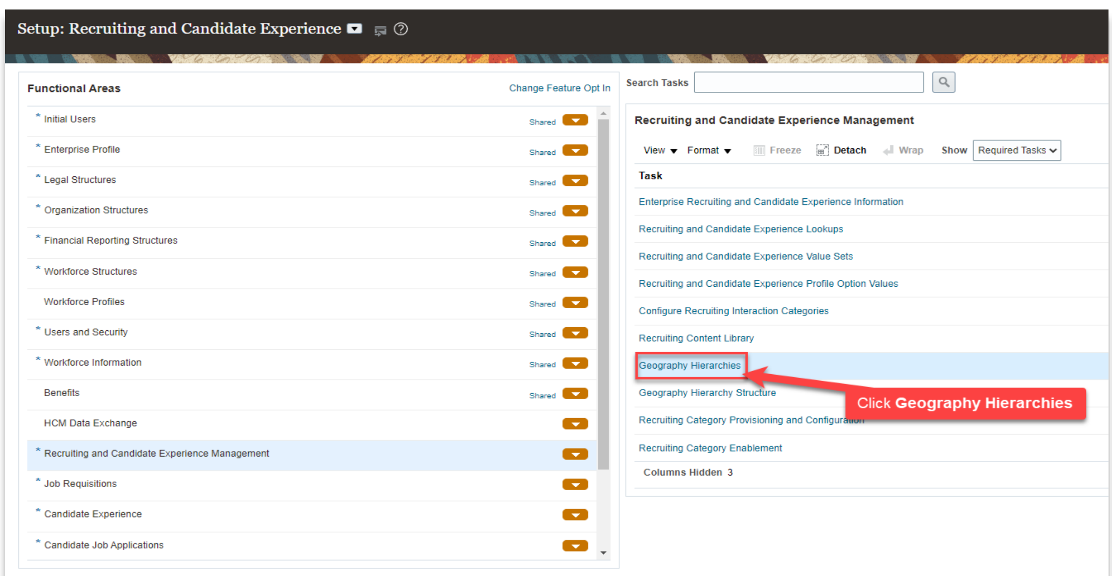

Change setup to **Recruiting and Candidate Experience**



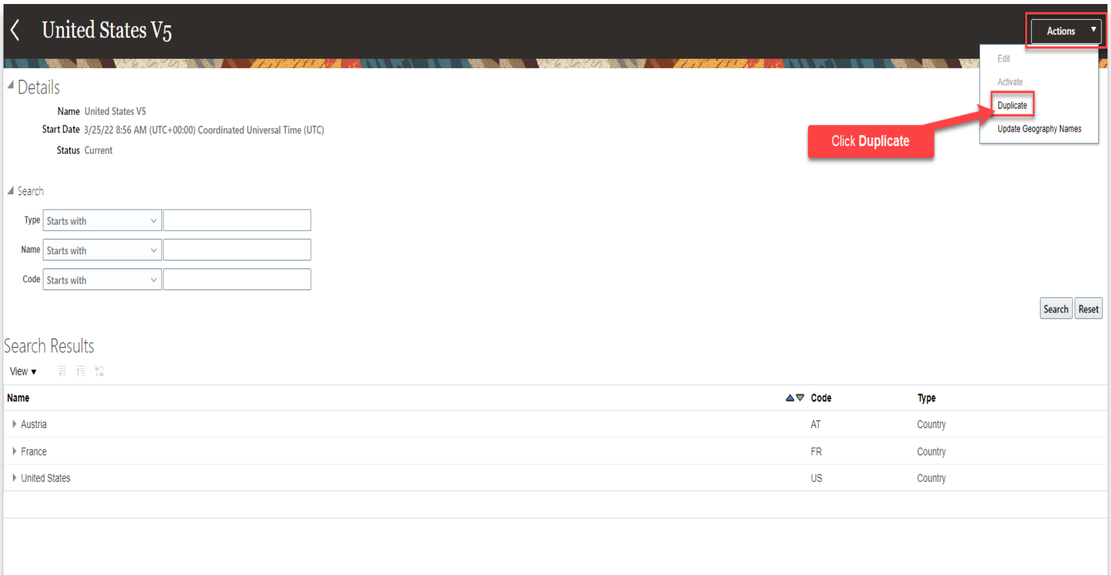

Under Functional Areas, click **Recruiting and Candidate Experience Management**



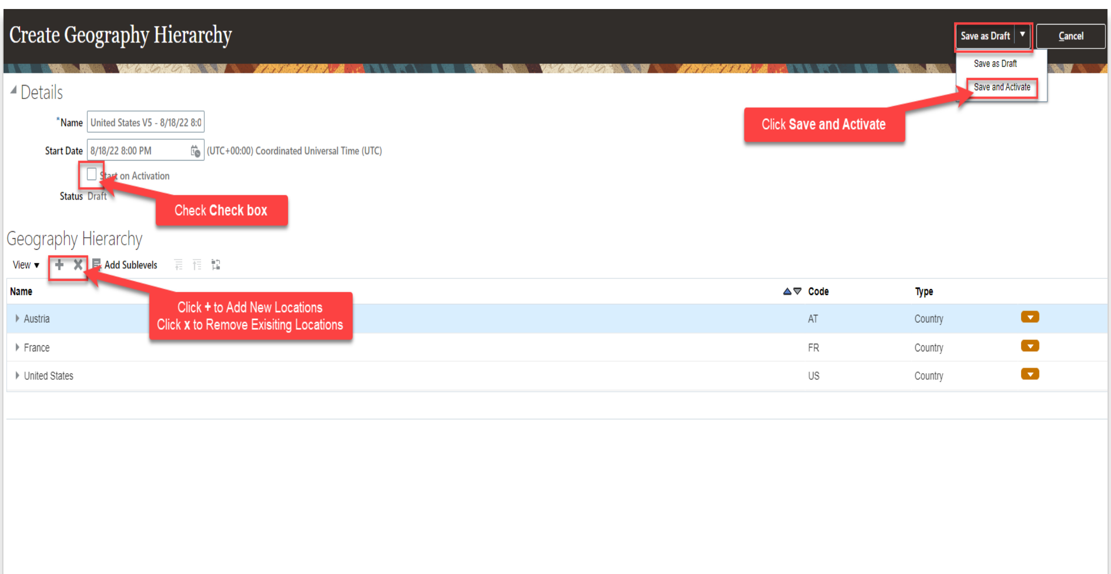

Click **Geography Hierarchies**




From the Actions dropdown, select **Duplicate**

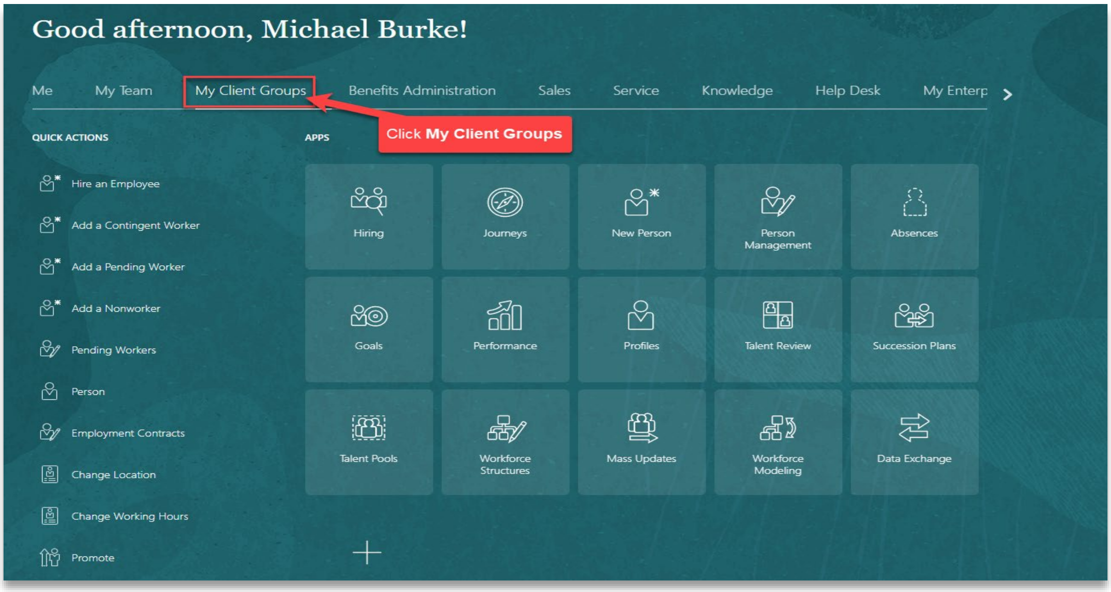



First, check the checkbox **Start on Activation**. Under Geography Hierarchy, click **+** to add a new location. Click **x** to remove an existing location. Once complete, from the **Save as Draft** dropdown, click **Save and Activate**

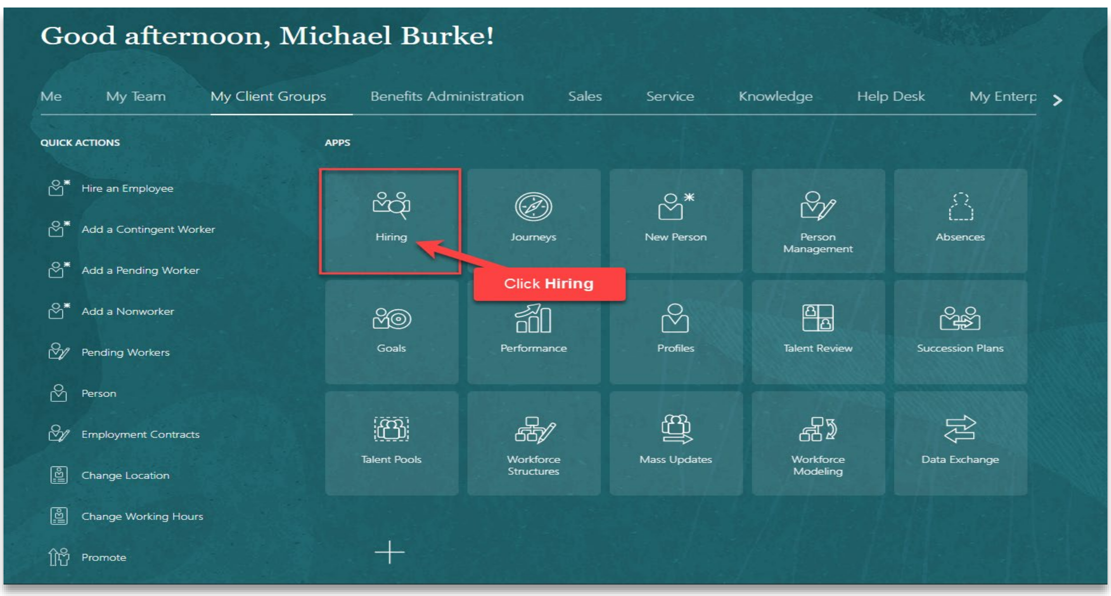



## Day-To-Day Work Area Navigation

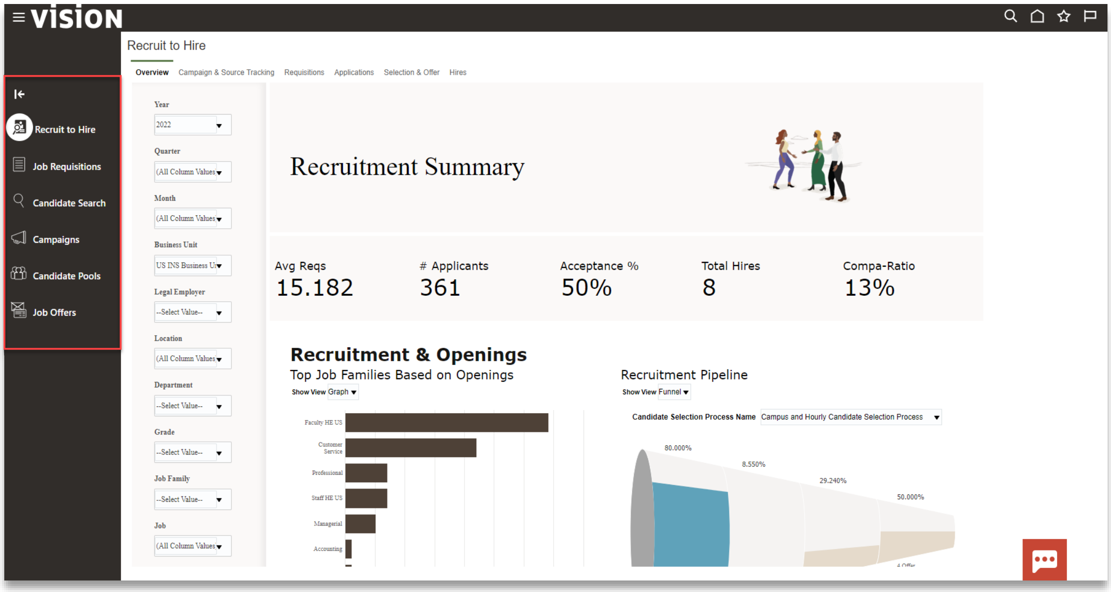
To manage activities related to Day-to-Day Administration, from the home screen, click **My Client Groups**




Click **Hiring**



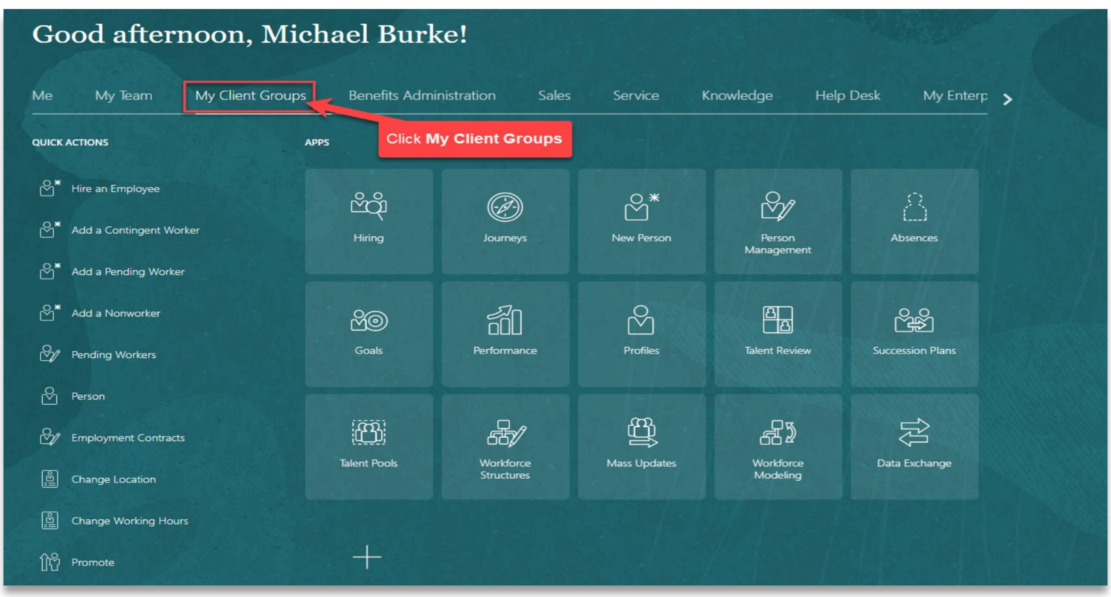

In this screen, we can manage **Requisitions**, manage **Candidates**, manage **Campaigns**, manage **Candidate Pools**, manage **Job Offers**, and review **Recruiting Analytics**



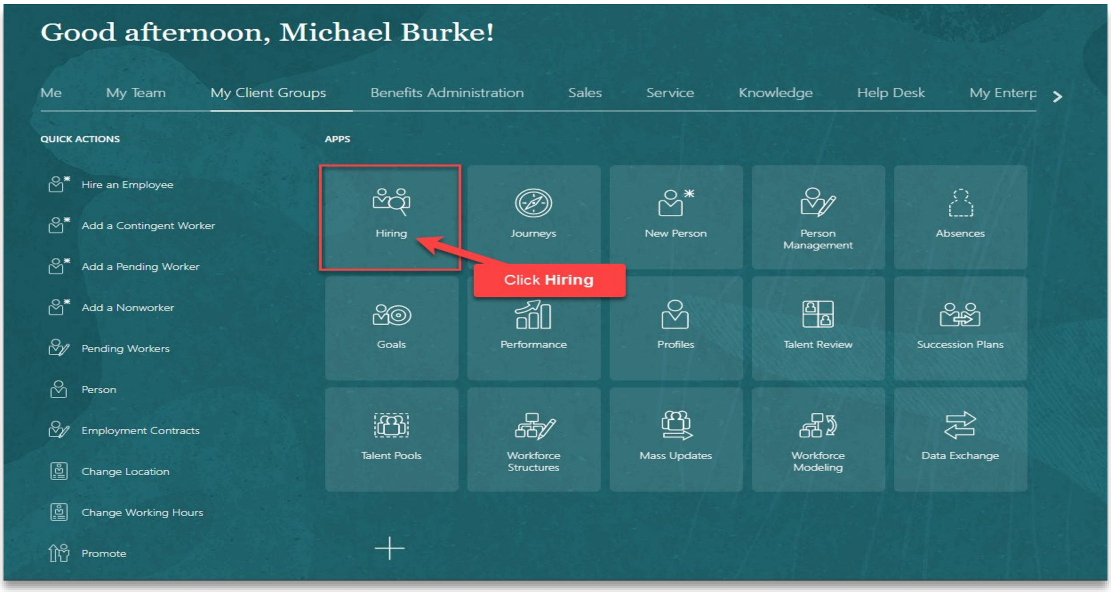

## View Open Requisitions

Navigation: My Client Groups>Hiring>View Open Requisitions

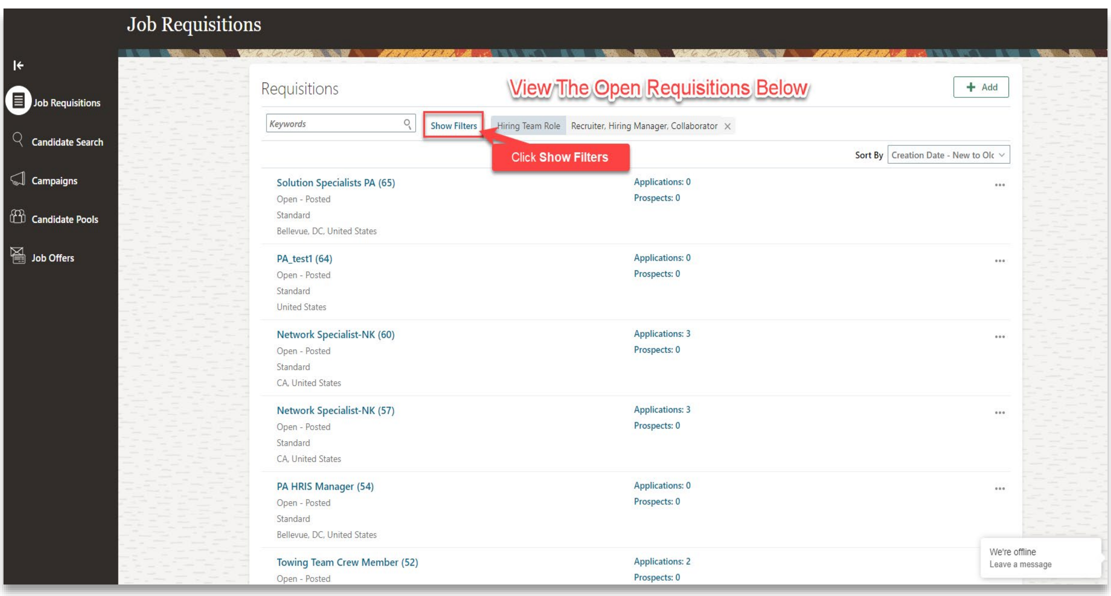
From the home screen, click **My Client Groups**




Click **Hiring**



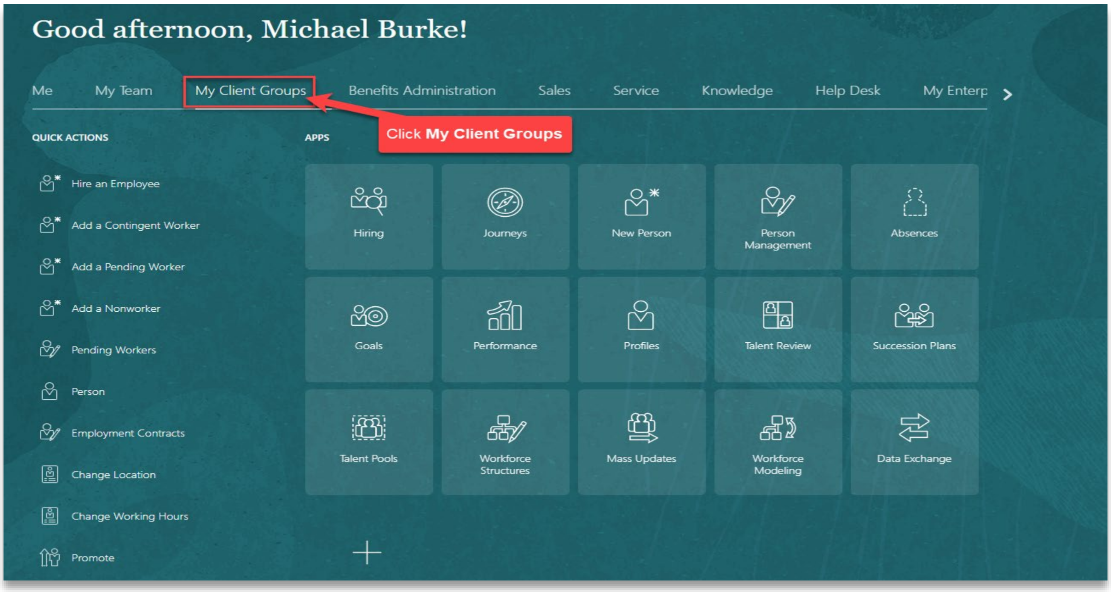

In this screen, we can view the **Open Requisitions**. We can filter the requisitions by using the filter. Click **Show Filters** to use the filters to sort the Requisitions



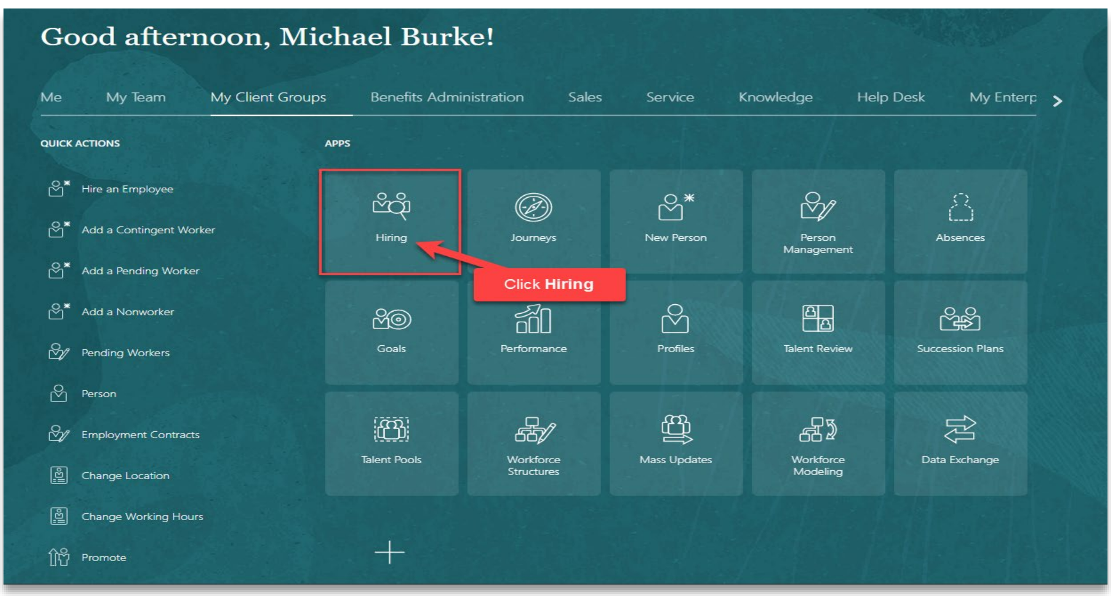

## Create A Requisition Using A Template

Navigation: My Client Groups>Hiring>Add>Submit

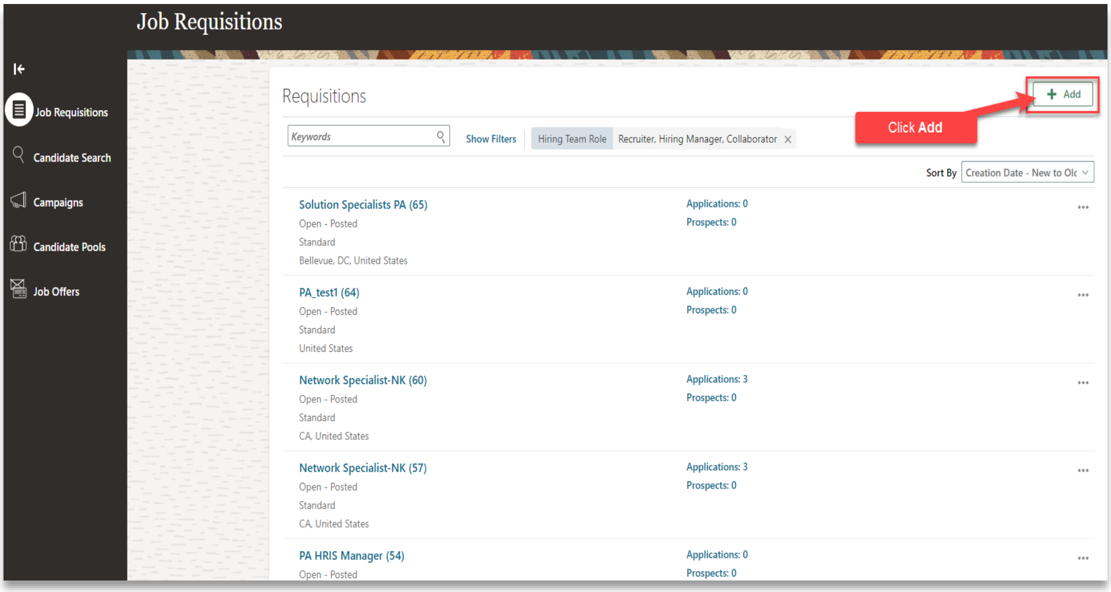
From the home screen, click **My Client Groups**



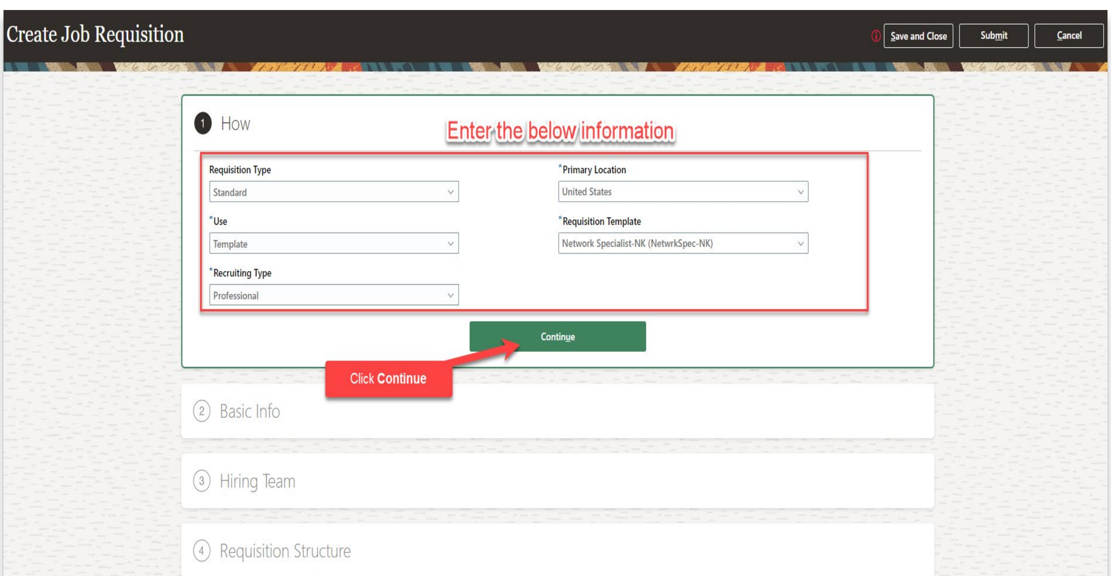

Click **Hiring**



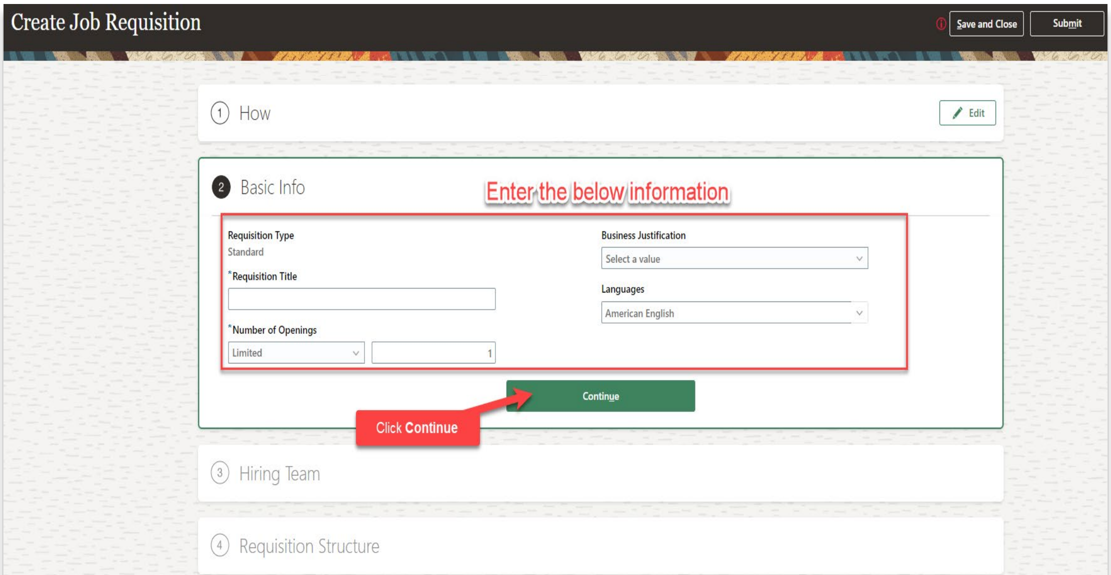

Click **Add**



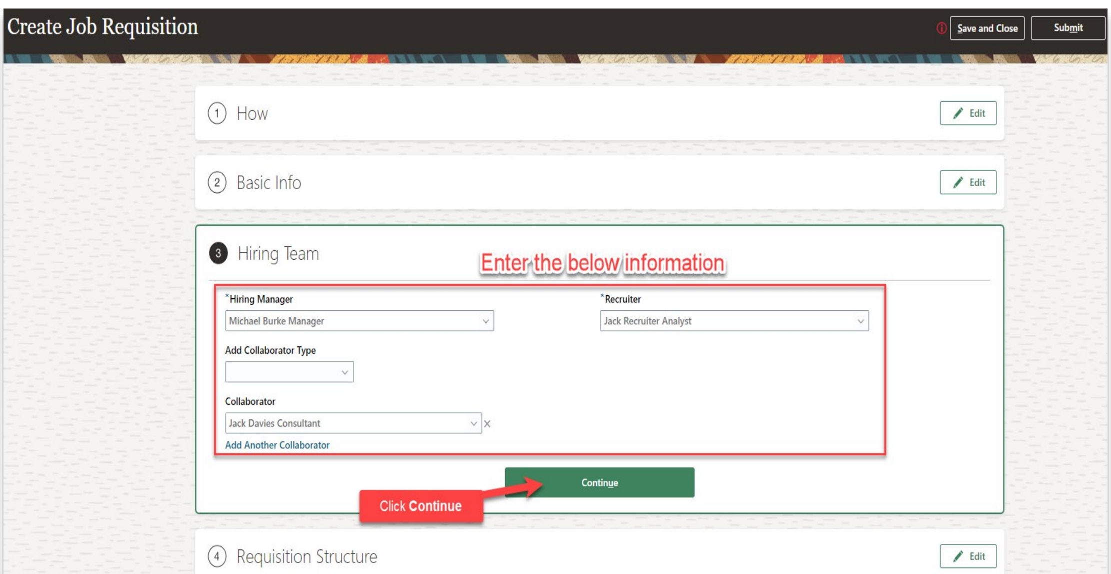

In the **How** section, select the **Requisition Type;** Standard will default. Under **Use,** select **Template**. Next, enter the **Recruiting Type, Primary Location,** and using the assistive search, enter the **Requisition Template;** this is the Template Name. Once the information is entered, click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



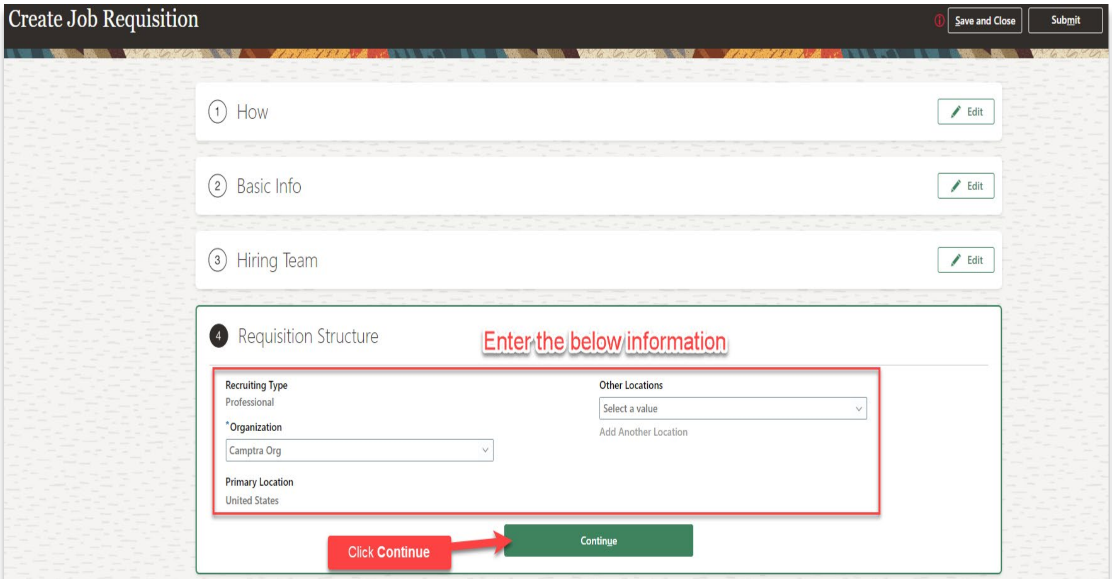

Next, in the **Basic Info** section, enter the **Requisition Title**, the **Number of Openings**, if greater than 1, the **Business Justification**, and the **Languages**, if applicable. Click **Continue**



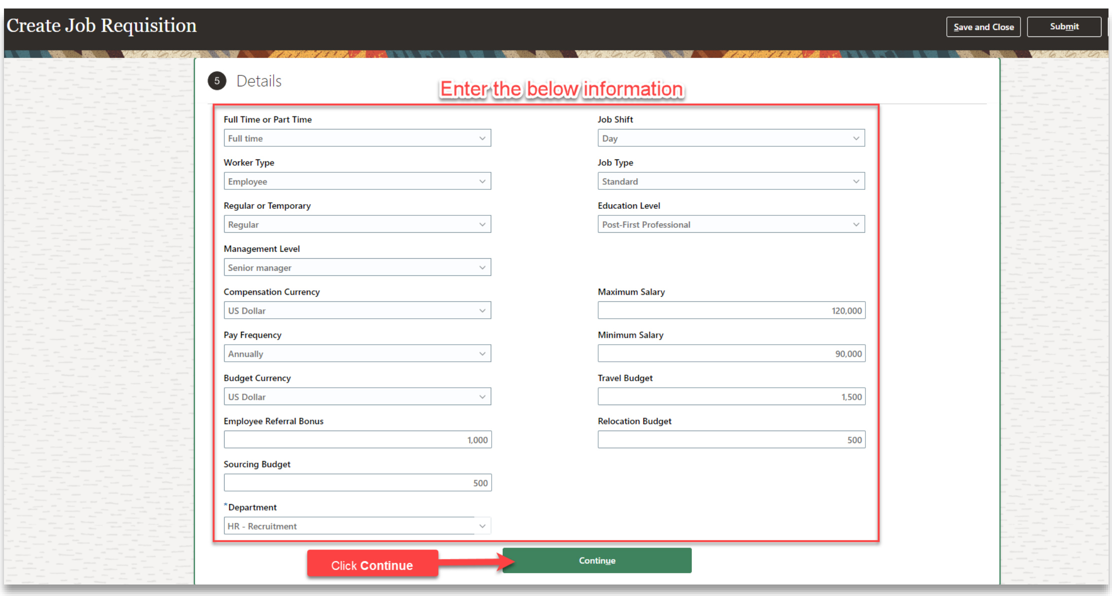

Next, in the **Hiring Team** section, update the information below, if needed, and click **Continue**



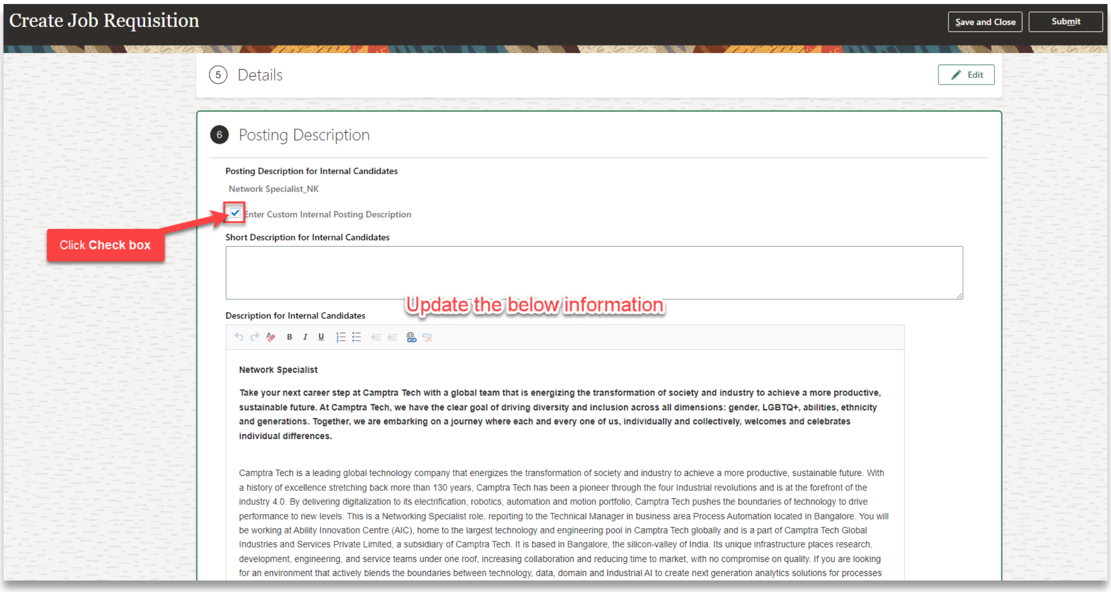

Next, in the **Requisition Structure** section, update the information below, if needed, and click **Continue**



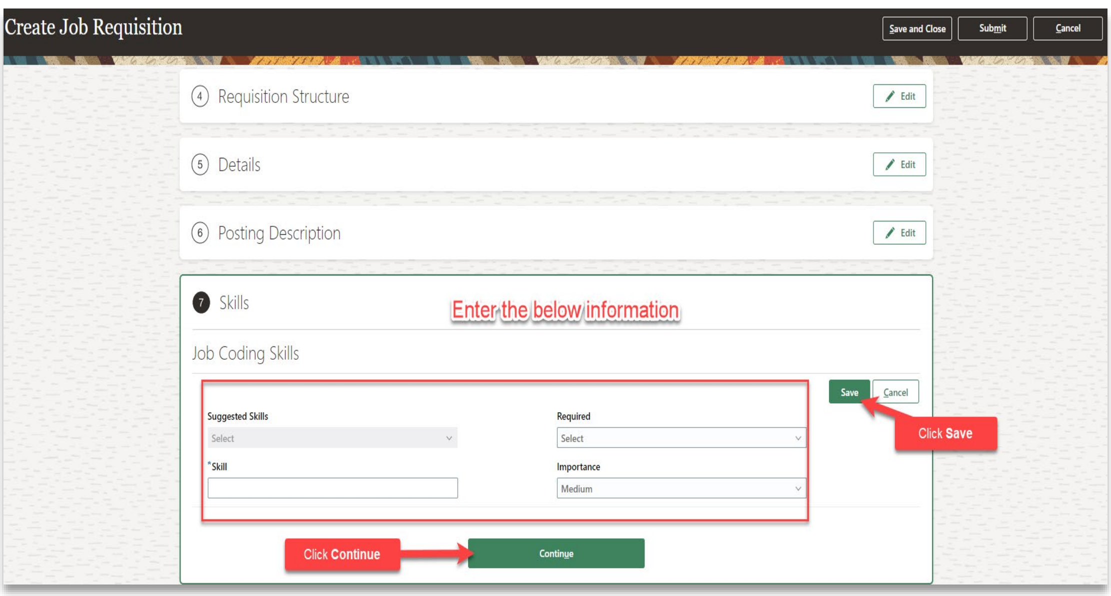

Next, in the **Details** section, this information is present due to the use of a template. Update the information below, if needed, and click **Continue**



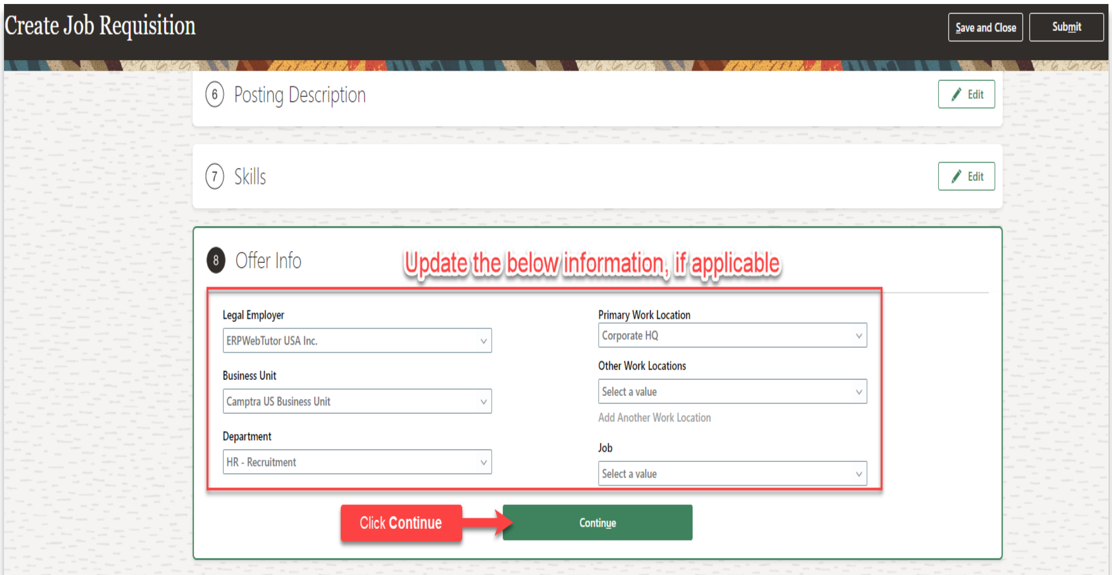

Next, in the **Posting Description** section, update the information below, if needed. To update, click **Enter Custom Internal Positing Description** to make this section editable and enter the applicable updates. Once complete, click **Continue**



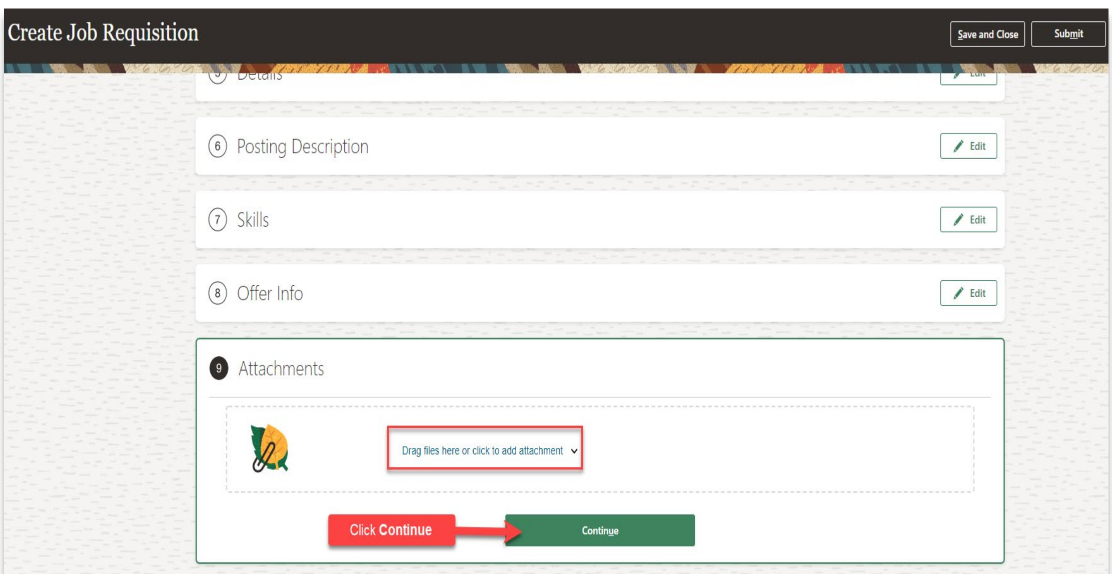

Next, in the **Skills** section, click **Add** and enter the information. Click **Save** then, **Continue**



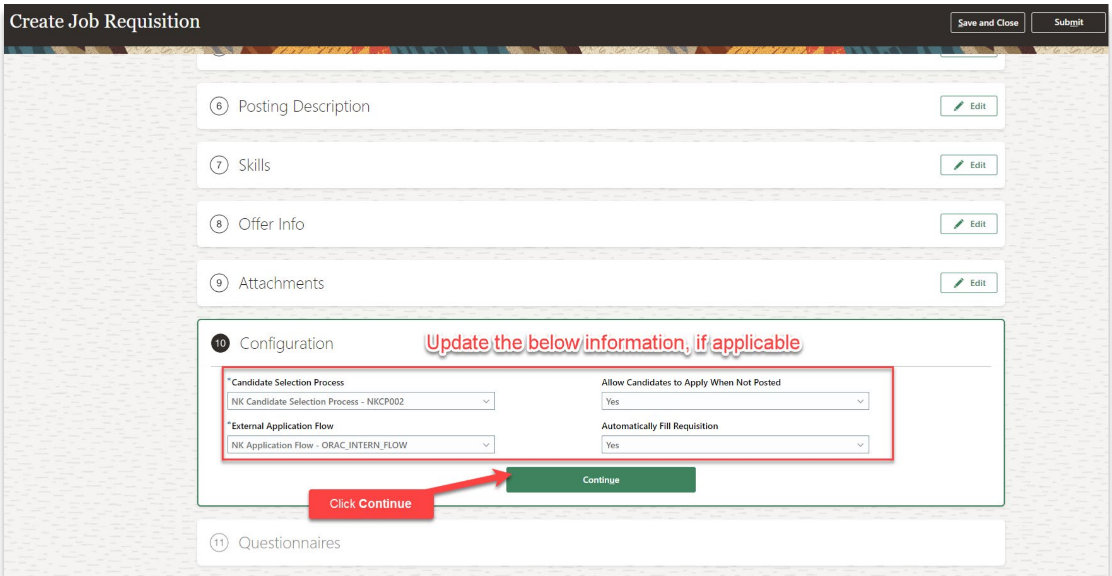

Next, in the **Offer Info** section, update the information, if applicable. Click **Continue**



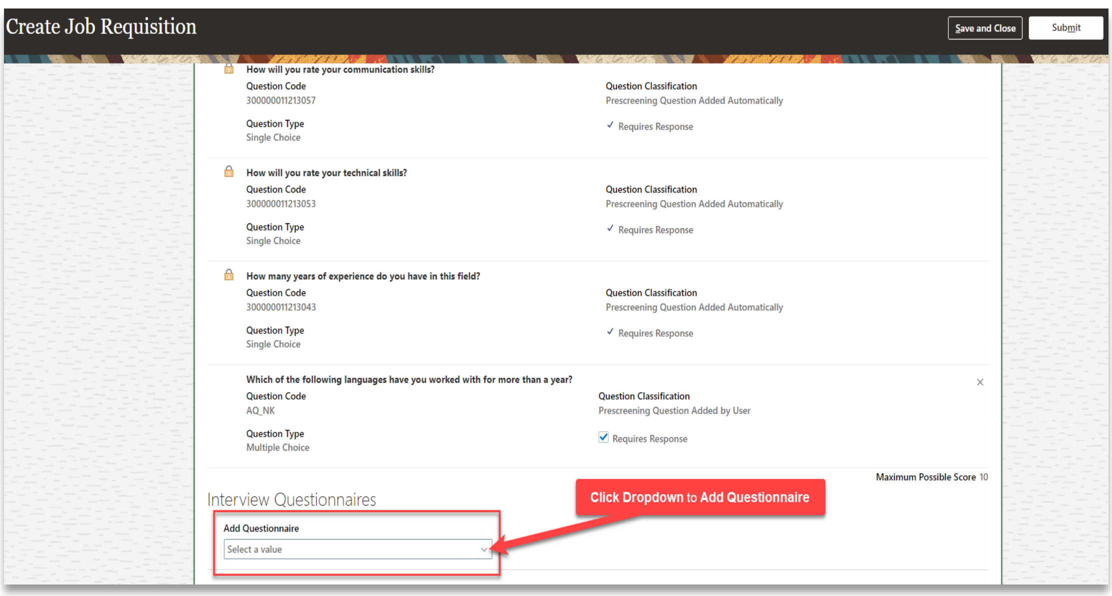

Next, in the **Attachments** section, upload an attachment, if applicable and click **Continue**



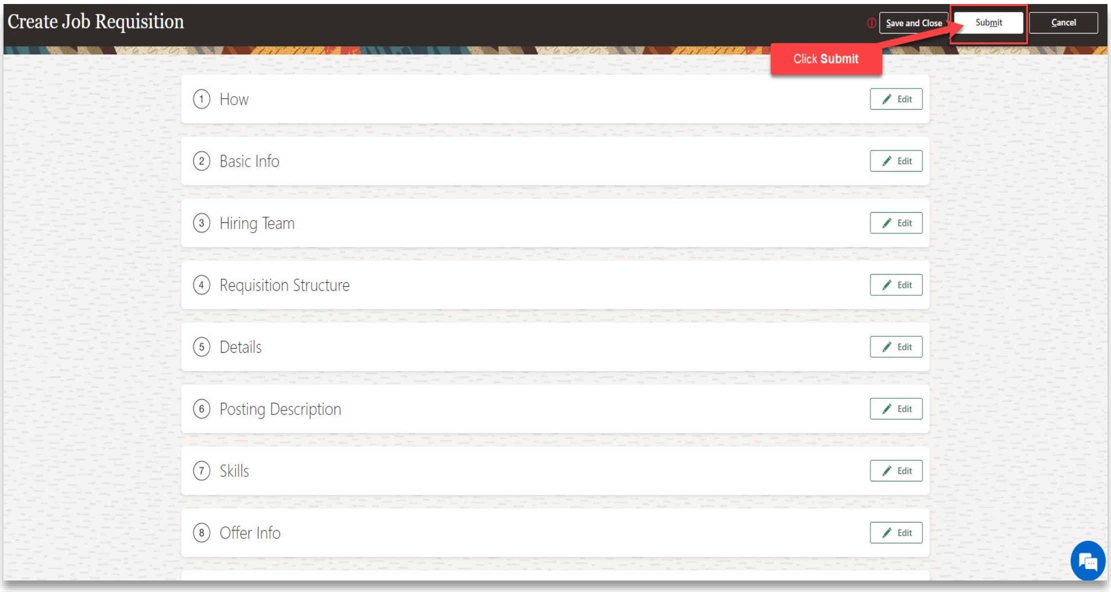

Next, in the **Configuration** section, update the **Candidate Selection Process, External Application Flow, Allow Candidates to Apply When Not Posted,** and **Automatically Fill Requisition**. Click **Continue**




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



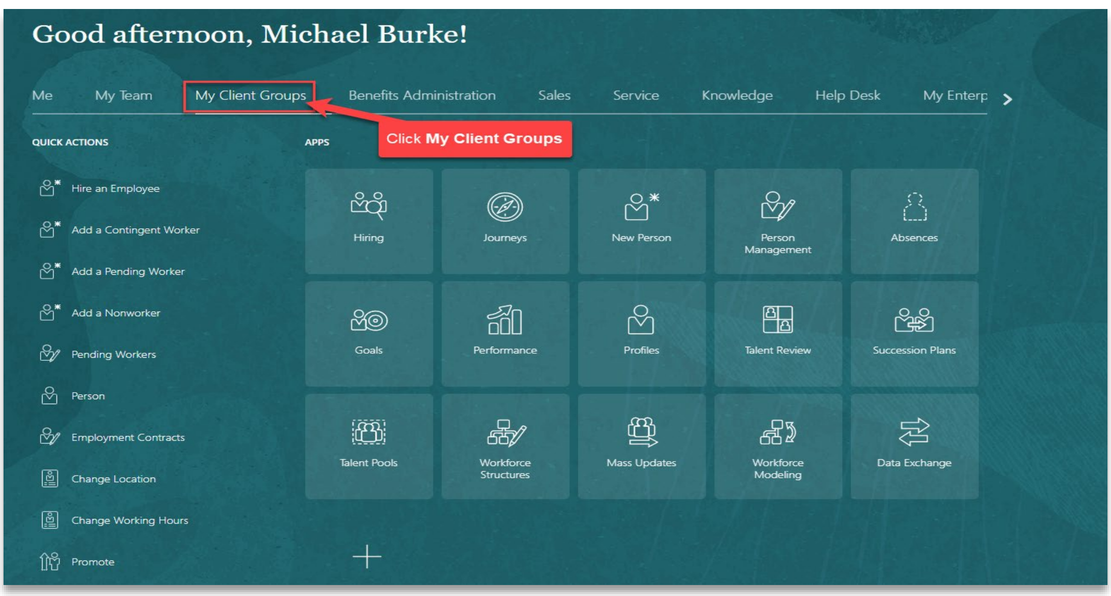

Click **Submit**



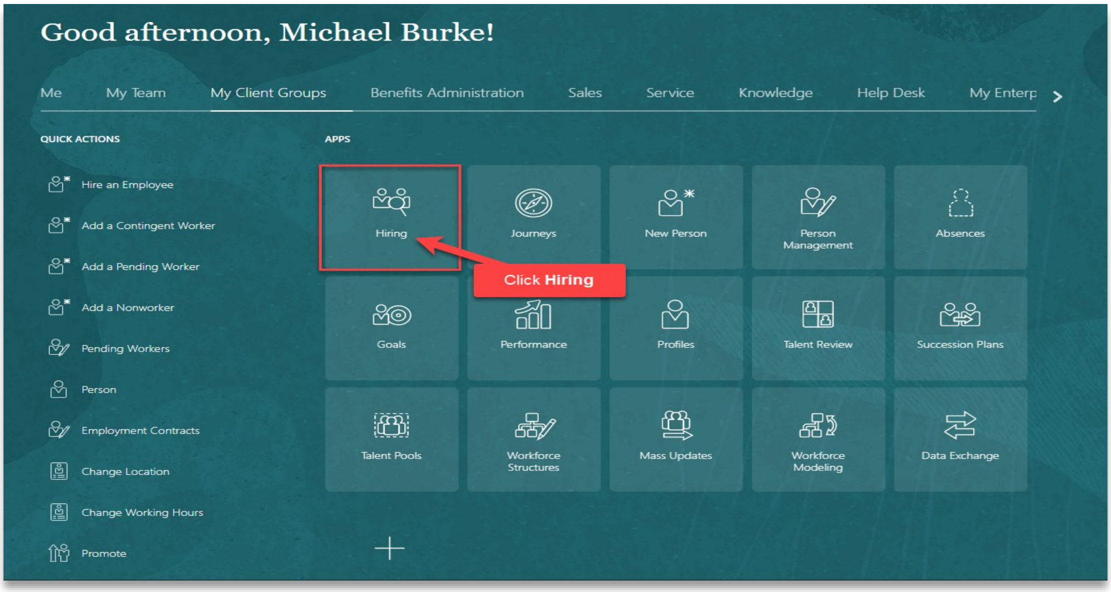

## Create A Requisition Using A Job/Position

Navigation: My Client Groups>Hiring>Add>Submit

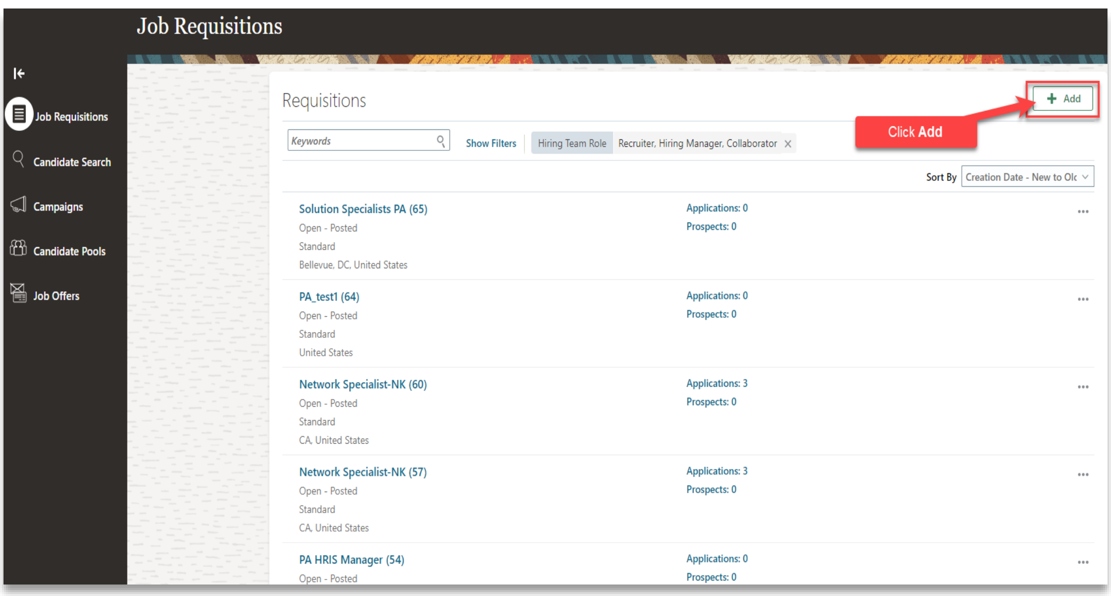
From the home screen, click **My Client Groups**



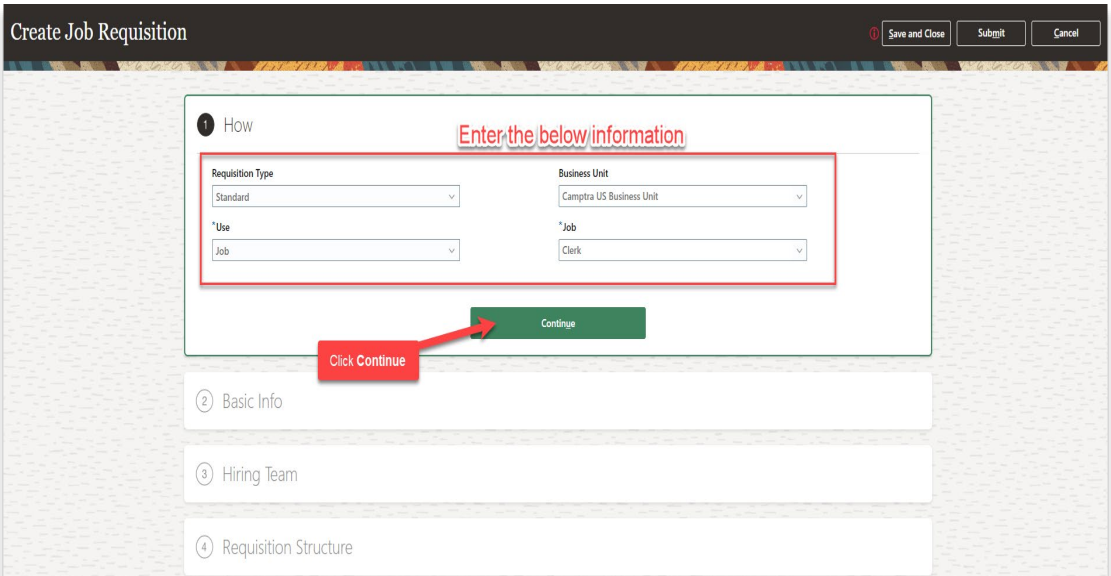

Click **Hiring**



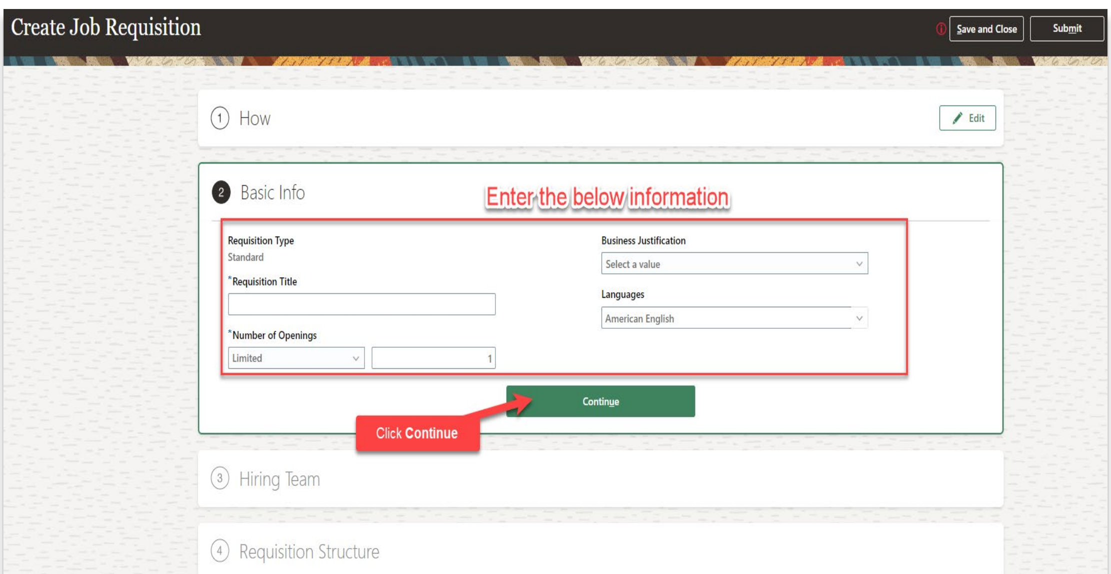

Click **Add**



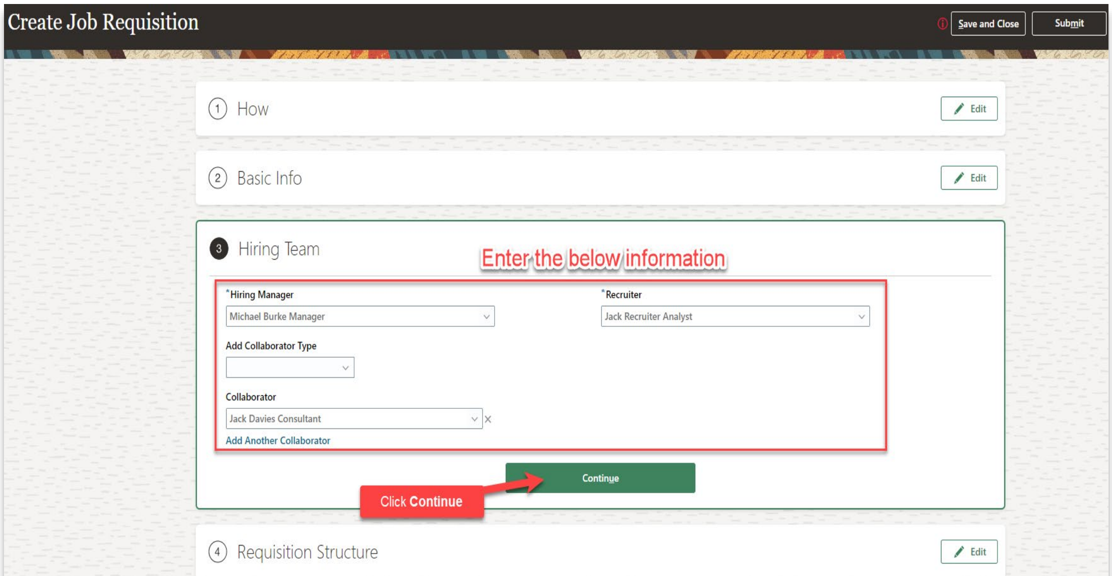

In the **How** section, select the **Requisition Type;** Standard will default. Under **Use,** select **Job or Position**. Next, update the **Business Unit**, if applicable and using the assistive search, enter the **Job.** Once the information is entered, click **Continue**



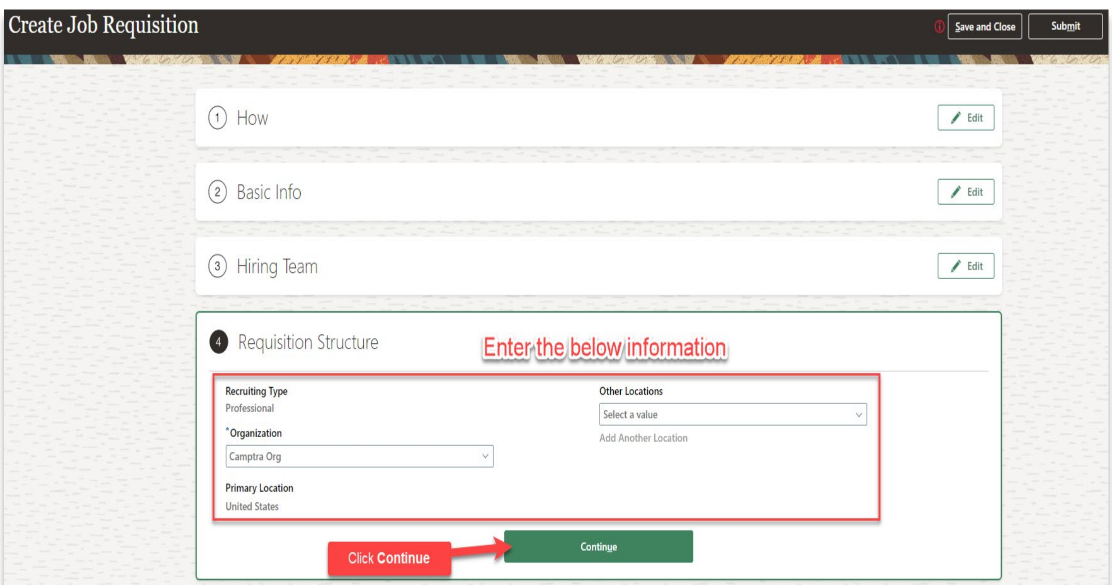

Next, in the **Basic Info** section, enter the **Requisition Title**, the **Number of Openings**, if greater than 1, the **Business Justification**, and the **Languages**, if applicable. Click **Continue**



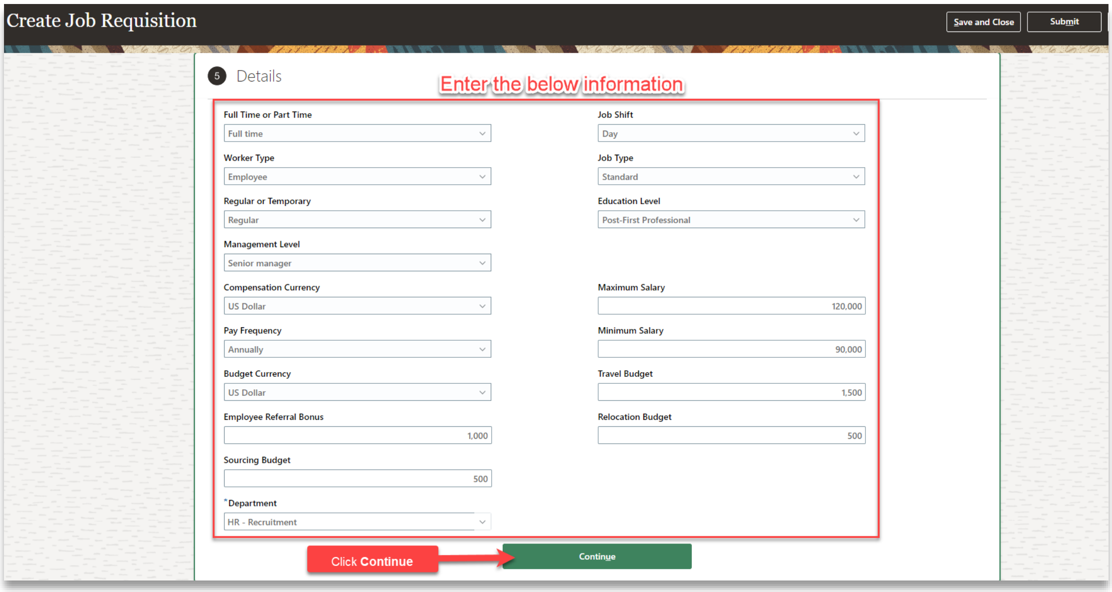

Next, in the **Hiring Team** section, update or enter the information below, if needed, and click **Continue**



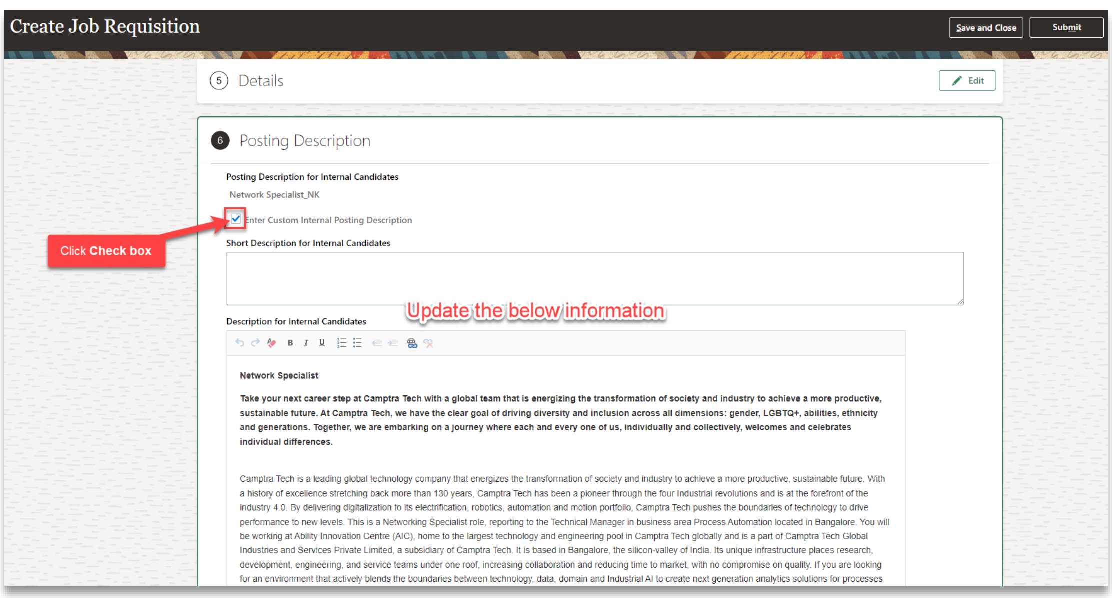

Next, in the **Requisition Structure** section, enter the information below, and click **Continue**



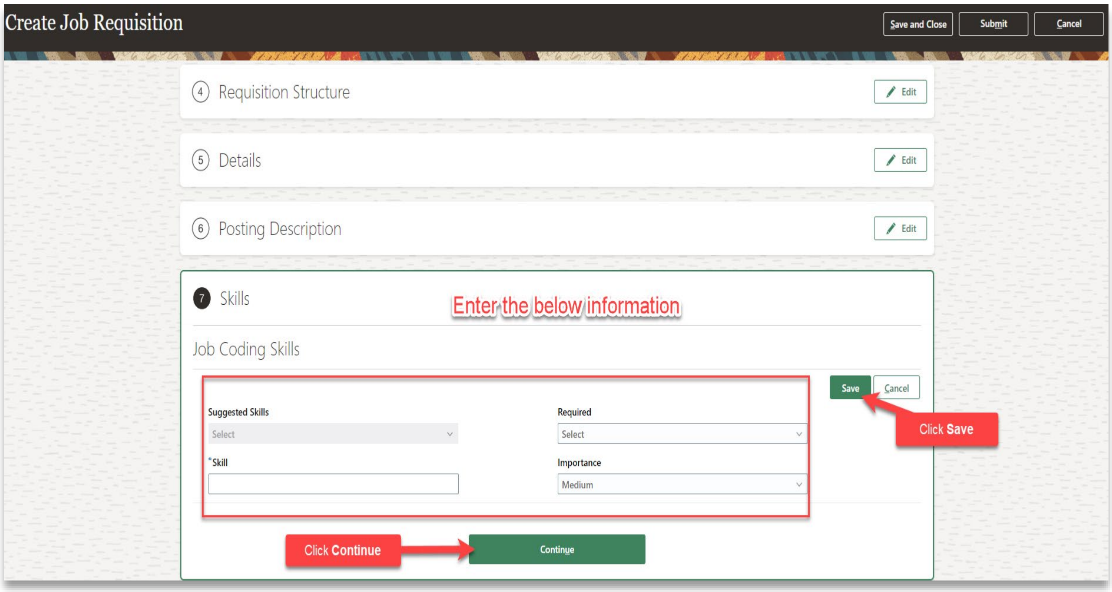

Next, in the **Details** section, enter the information below and click **Continue**



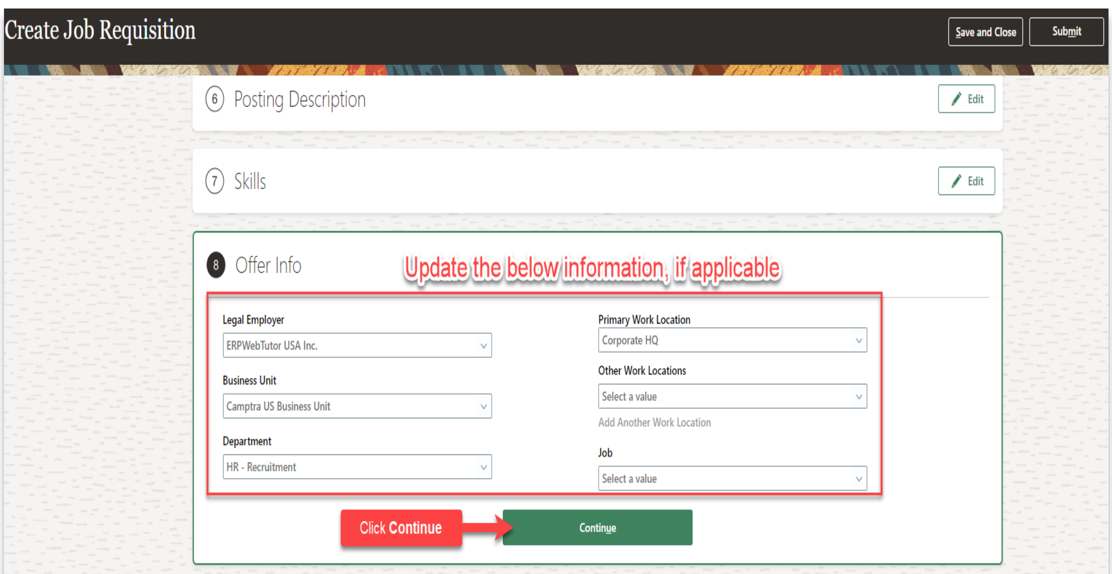

Next, in the **Posting Description** section, enter the Posting Description for Internal Candidates; this is the job name. To update the posting description, click **Enter Custom Internal Positing Description** to make this section editable and enter the applicable updates. Once complete, click **Continue**



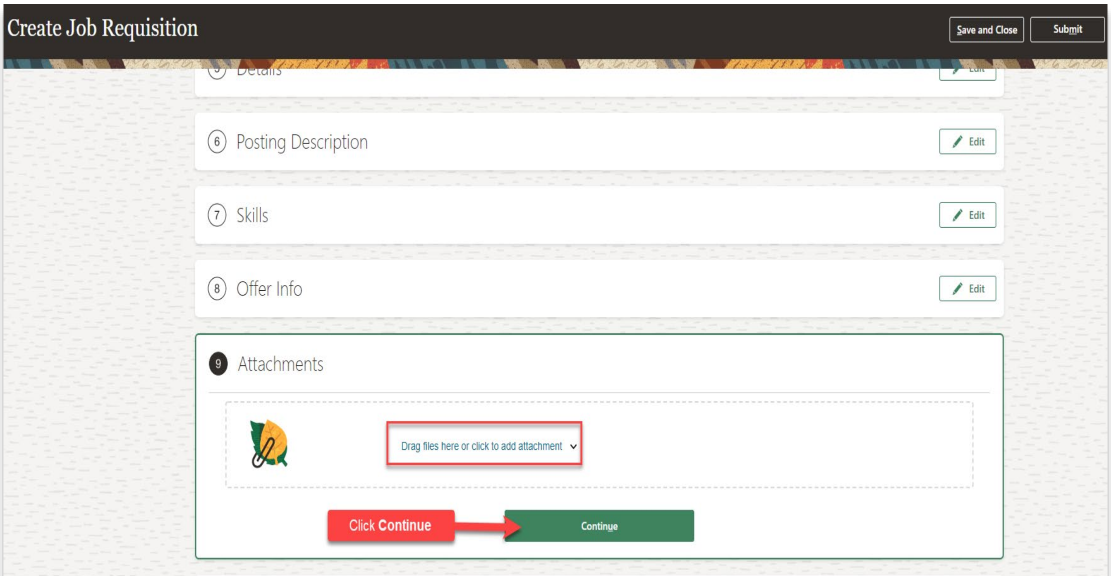

Next, in the **Skills** section, click **Add** and enter the information. Click **Save** then, **Continue**



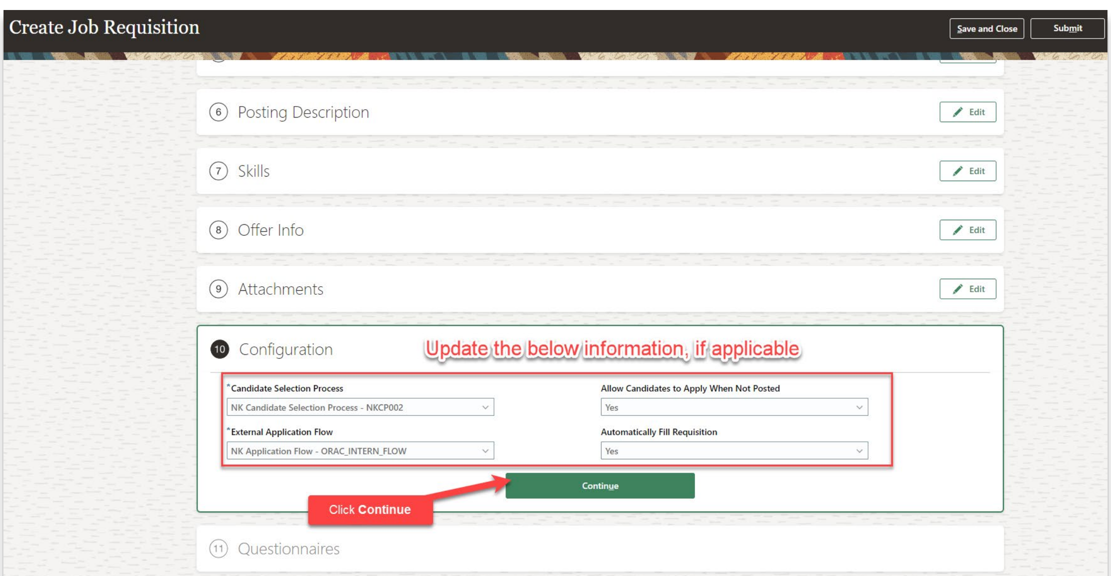

Next, in the **Offer Info** section, update the information, if applicable. Click **Continue**



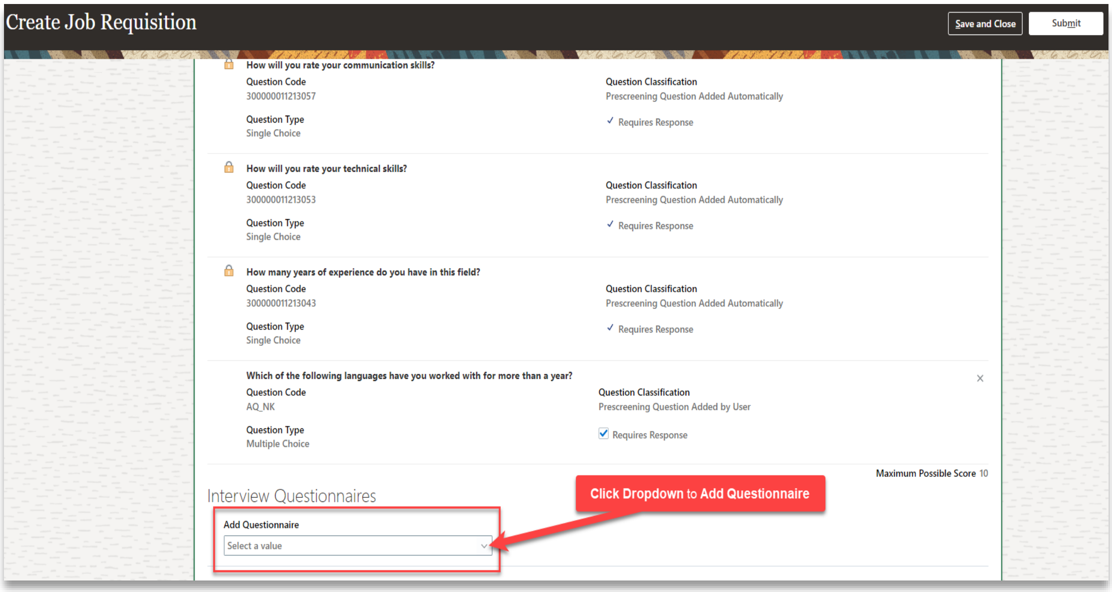

Next, in the **Attachments** section, upload an attachment, if applicable and click **Continue**



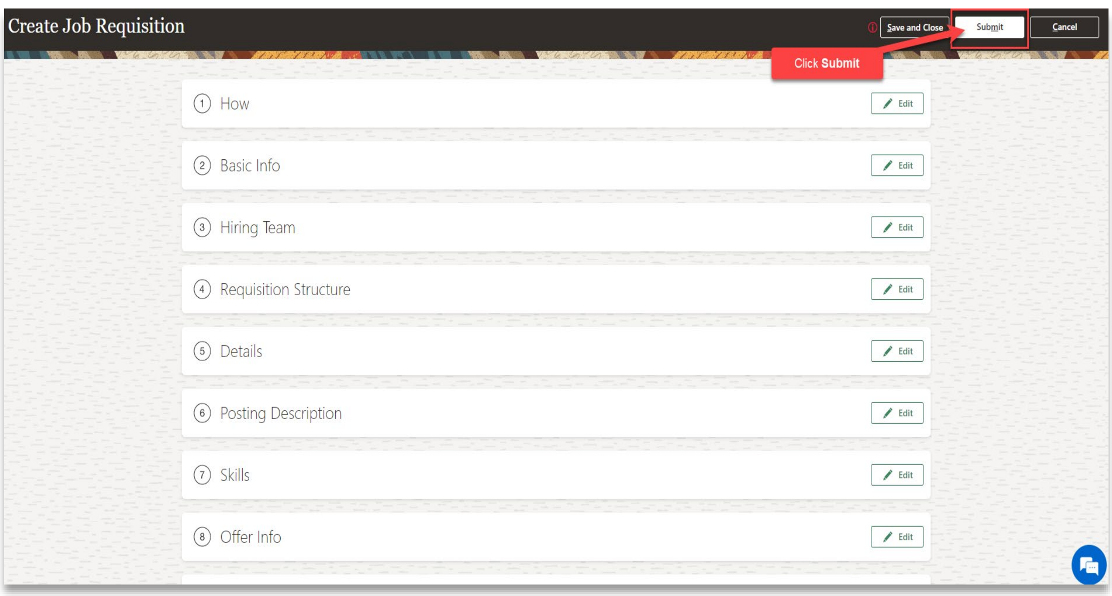

Next, in the **Configuration** section, enter the **Candidate Selection Process, External Application Flow, Allow Candidates to Apply When Not Posted,** and **Automatically Fill Requisition**. Click **Continue**




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



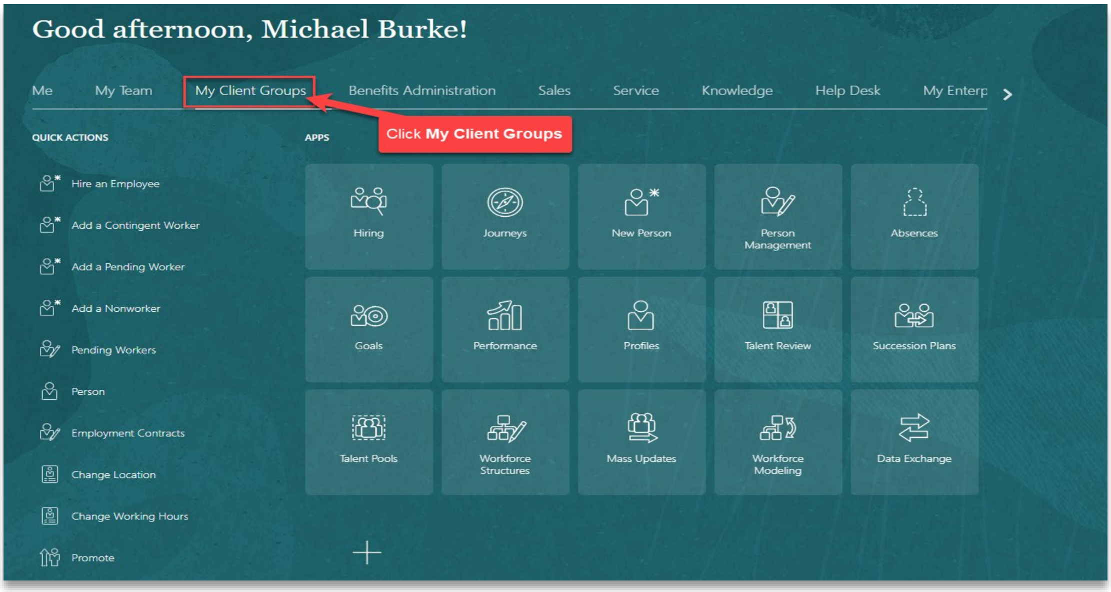

Click **Submit**



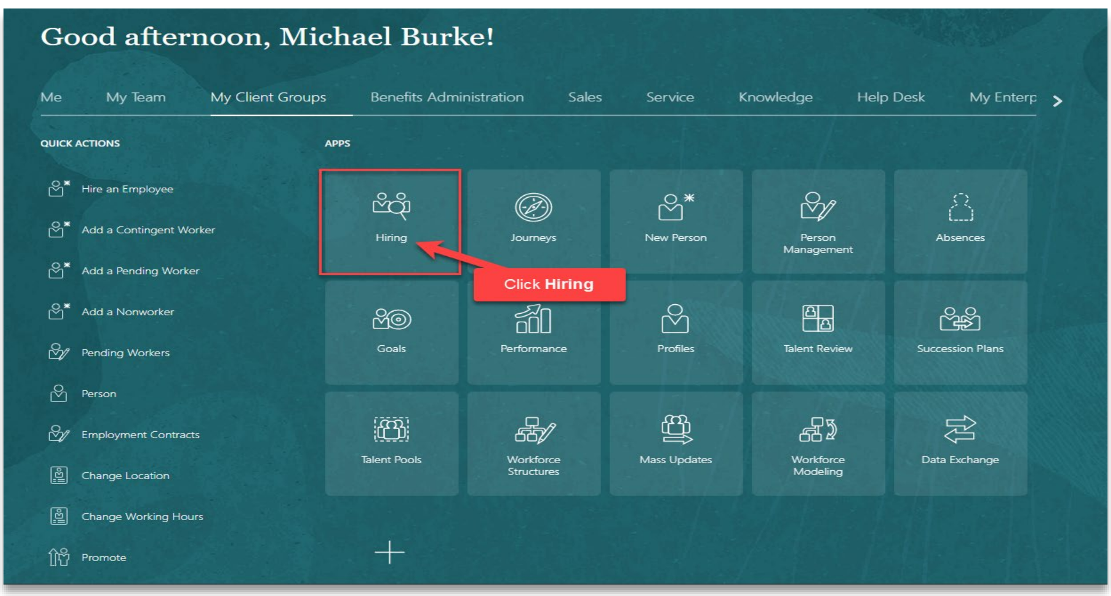

## Posting A Requisition In Draft Status

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

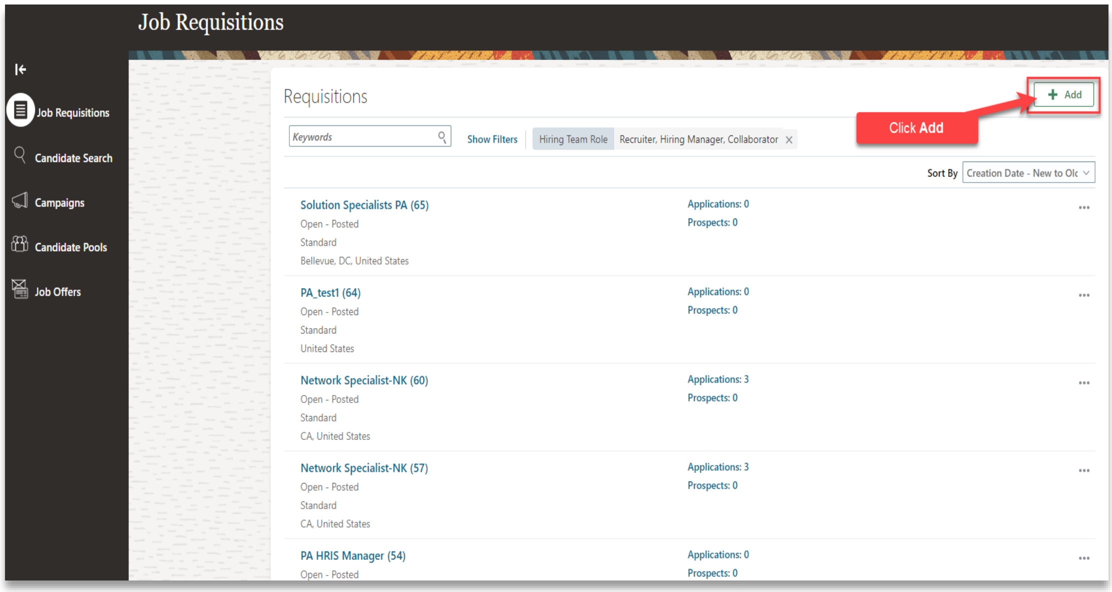
From the home screen, click **My Client Groups**



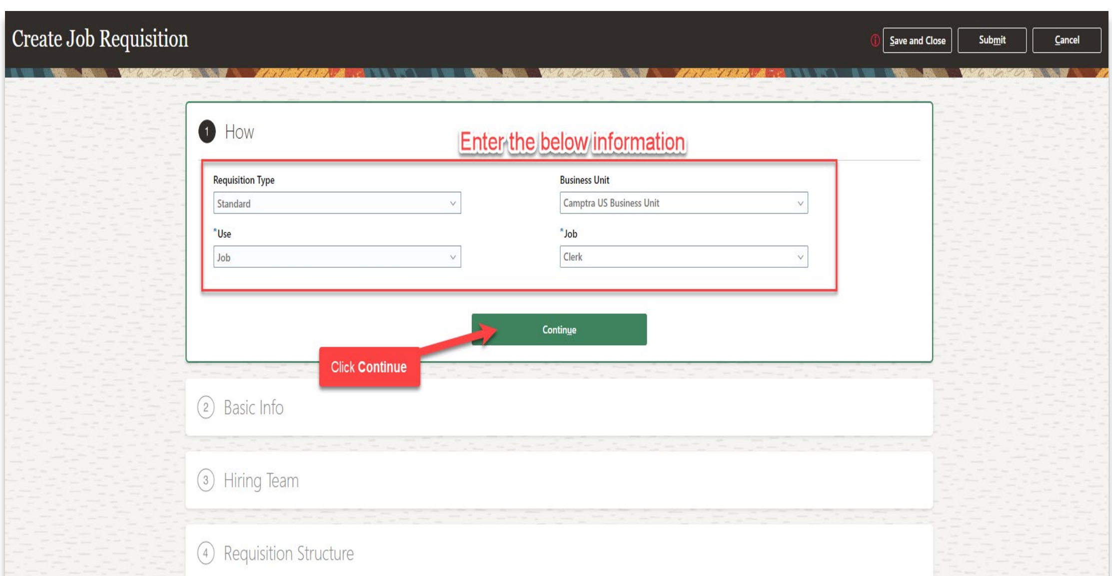

Click **Hiring**



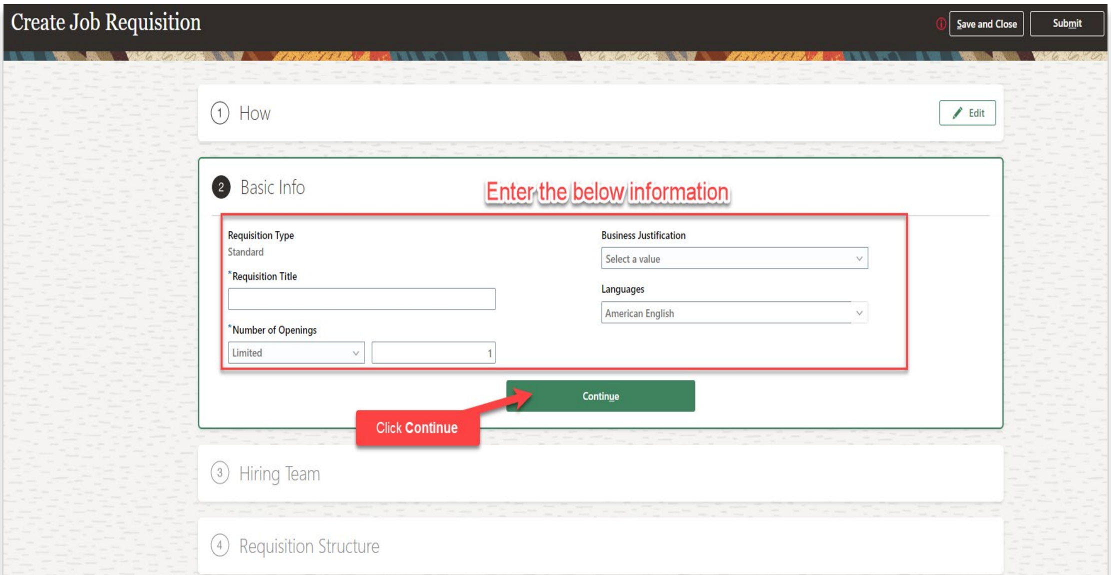

Click **Add**



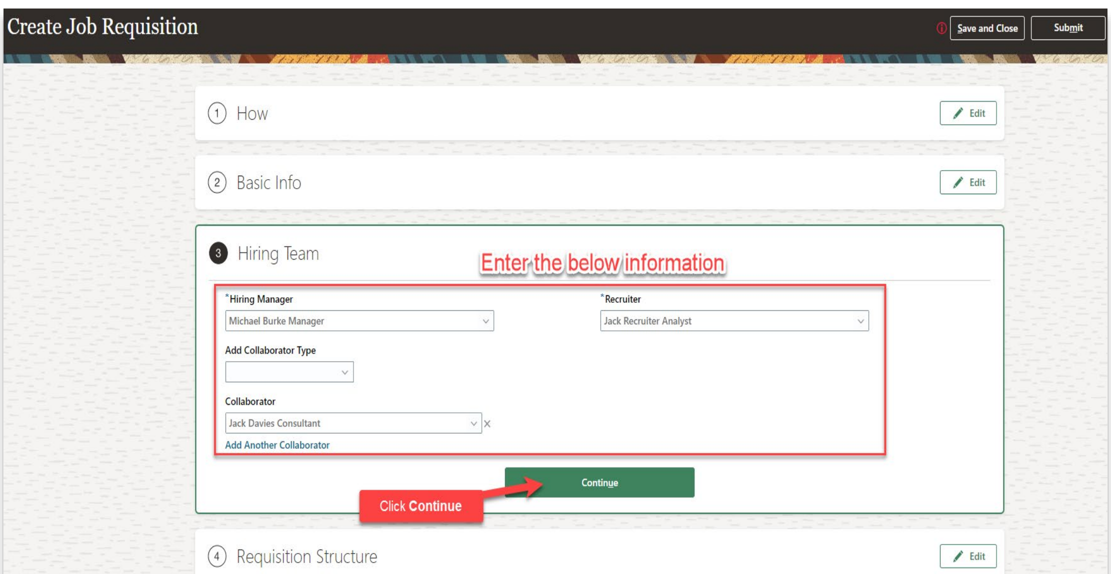

In the **How** section, select the **Requisition Type;** Standard will default. Under **Use,** select **Job or Position**. Next, update the **Business Unit**, if applicable and using the assistive search, enter the **Job.** Once the information is entered, click **Continue**



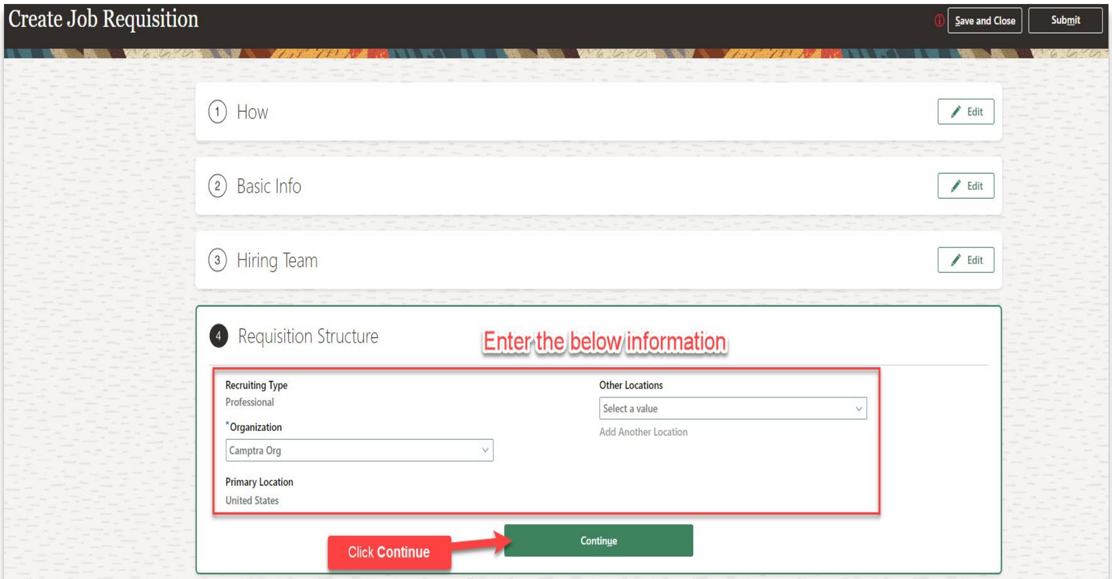

Next, in the **Basic Info** section, enter the **Requisition Title**, the **Number of Openings**, if greater than 1, the **Business Justification**, and the **Languages**, if applicable. Click **Continue**



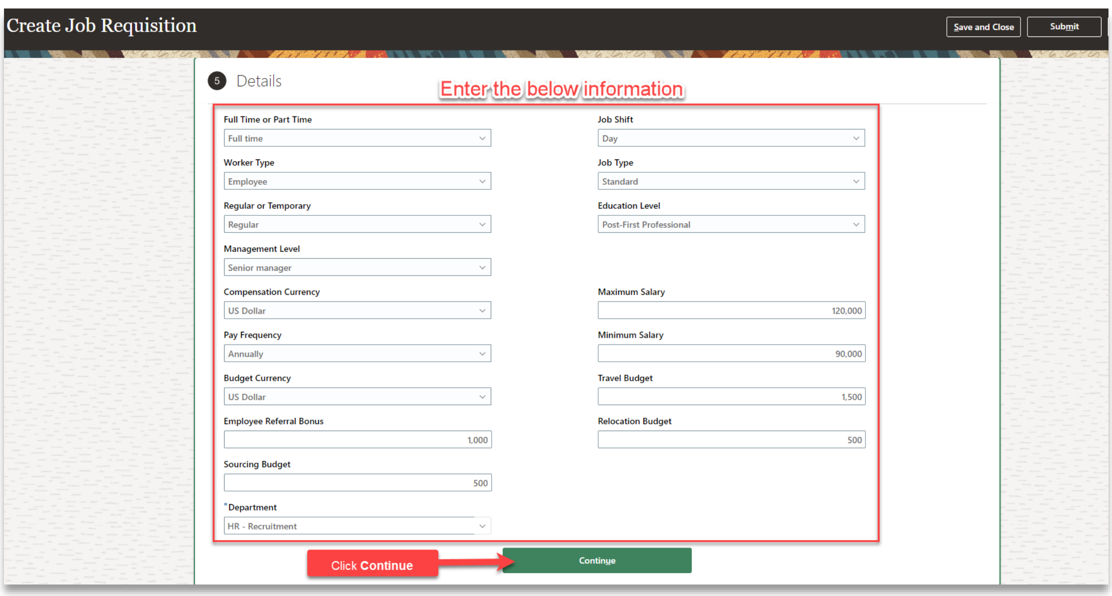

Next, in the **Hiring Team** section, update or enter the information below, if needed, and click **Continue**



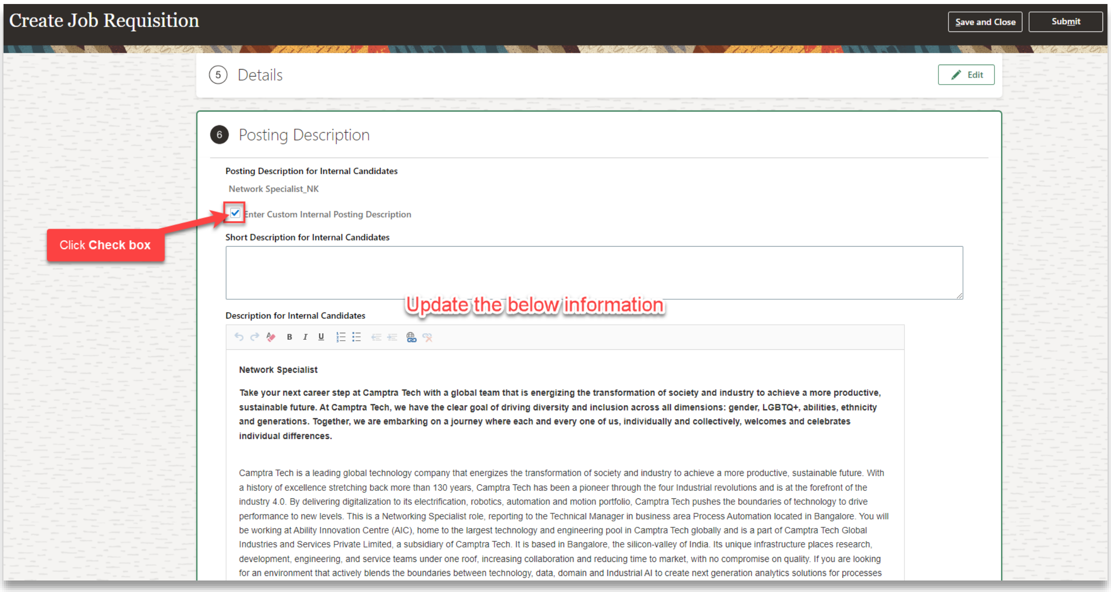

Next, in the **Requisition Structure** section, enter the information below, and click **Continue**



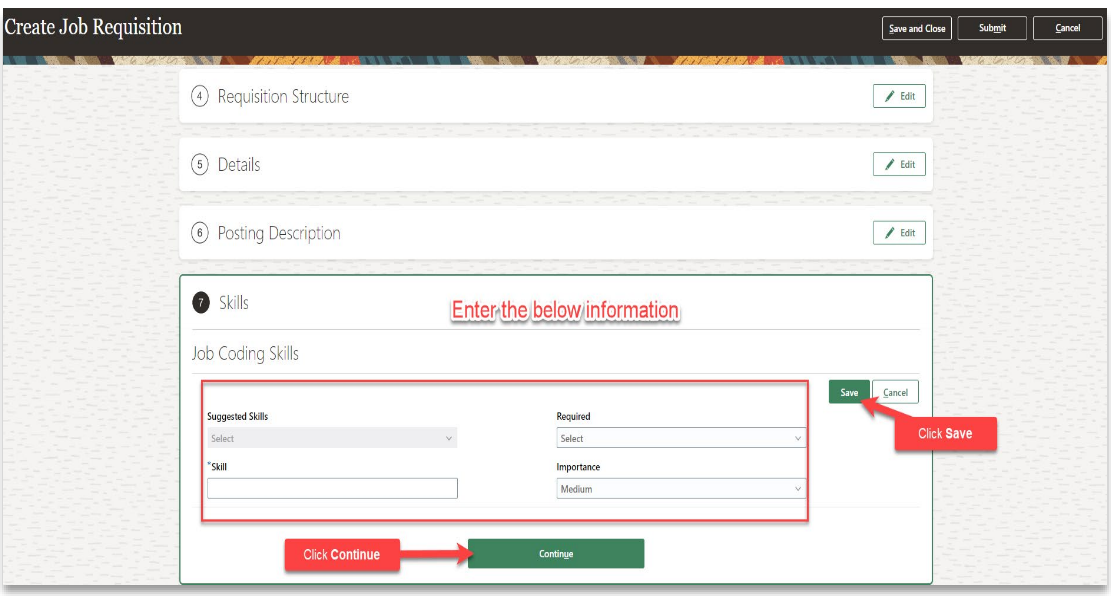

Next, in the **Details** section, enter the information below and click **Continue**



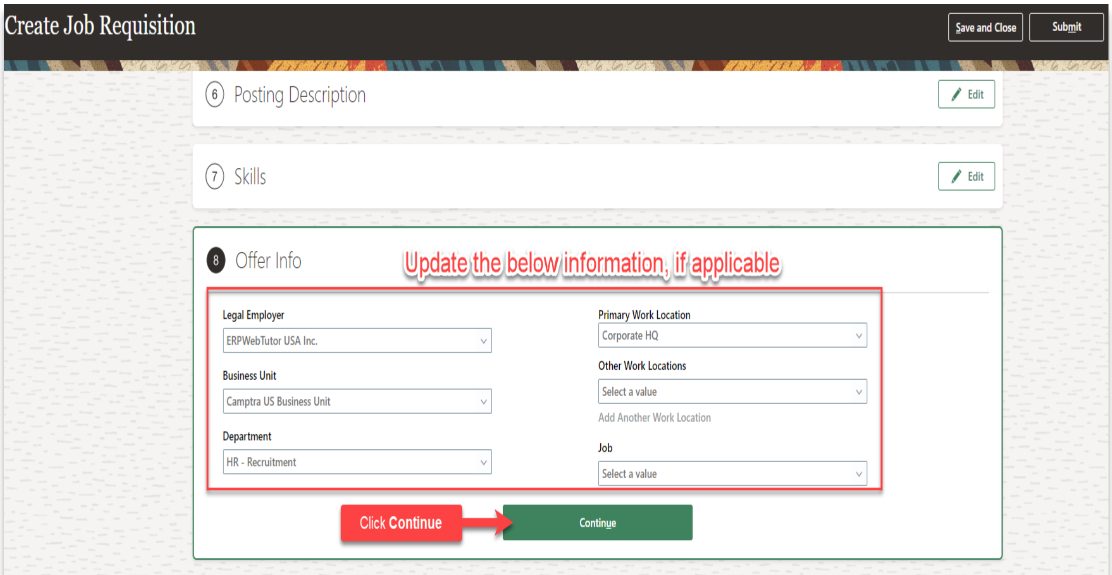

Next, in the **Posting Description** section, enter the Posting Description for Internal Candidates; this is the job name. To update the posting description, click **Enter Custom Internal Positing Description** to make this section editable and enter the applicable updates. Once complete, click **Continue**



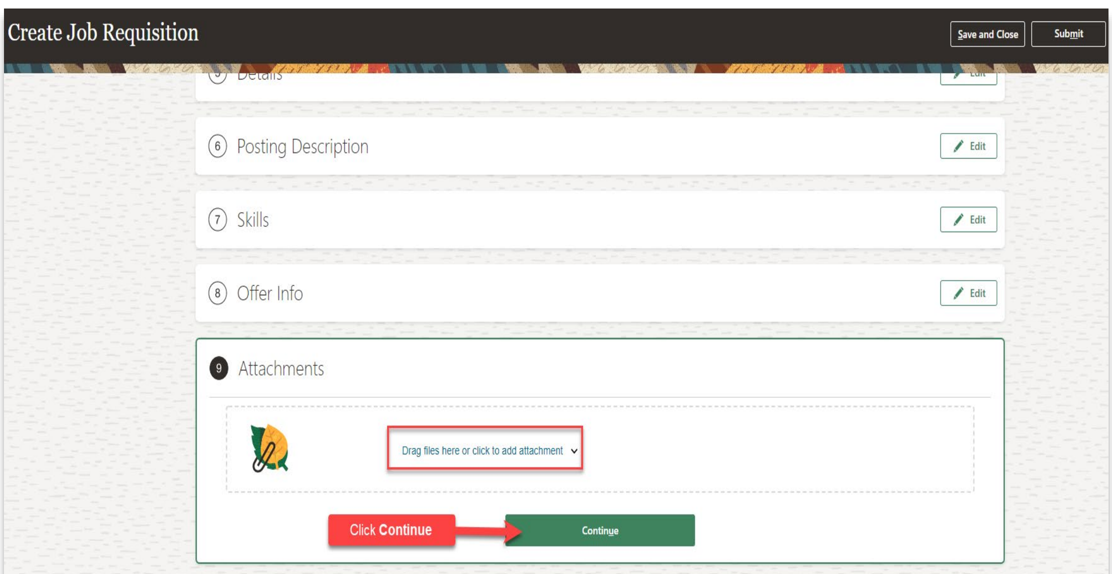

Next, in the **Skills** section, click **Add** and enter the information. Click **Save** then, **Continue**



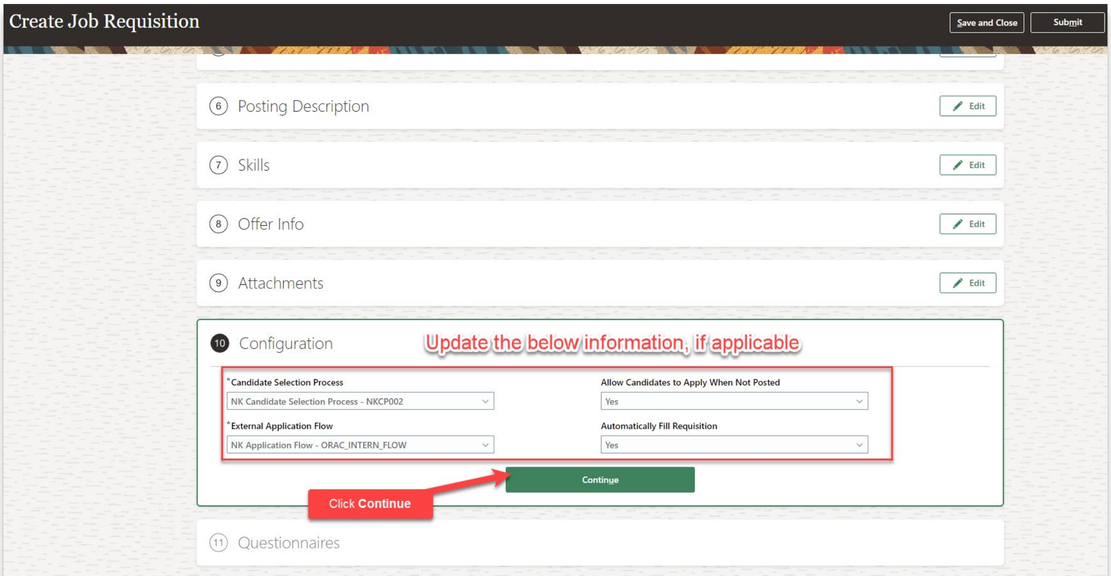

Next, in the **Offer Info** section, update the information, if applicable. Click **Continue**



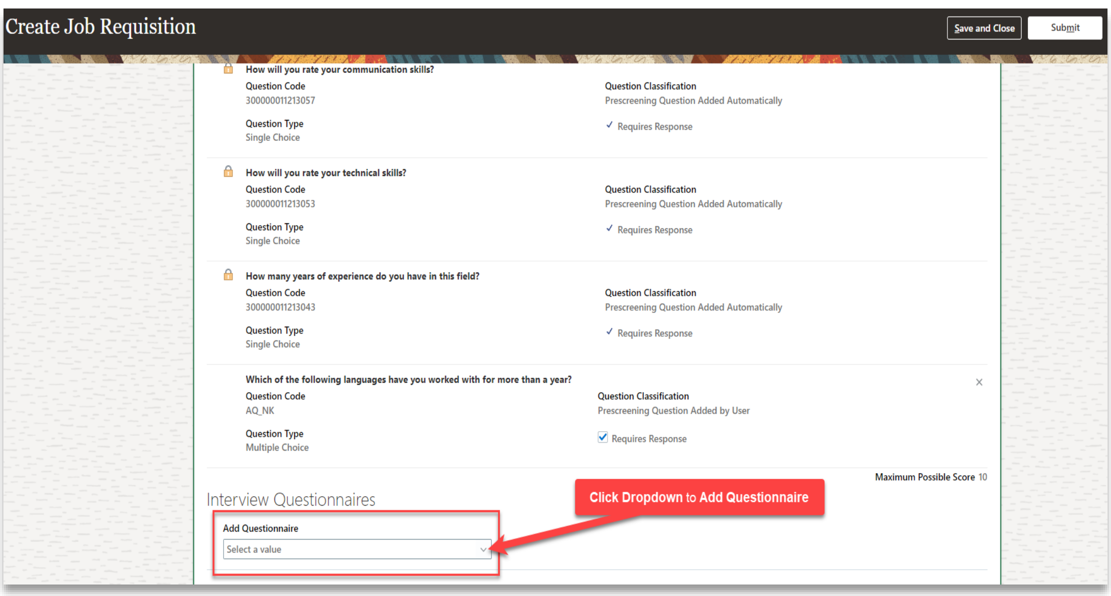

Next, in the **Attachments** section, upload an attachment, if applicable and click **Continue**



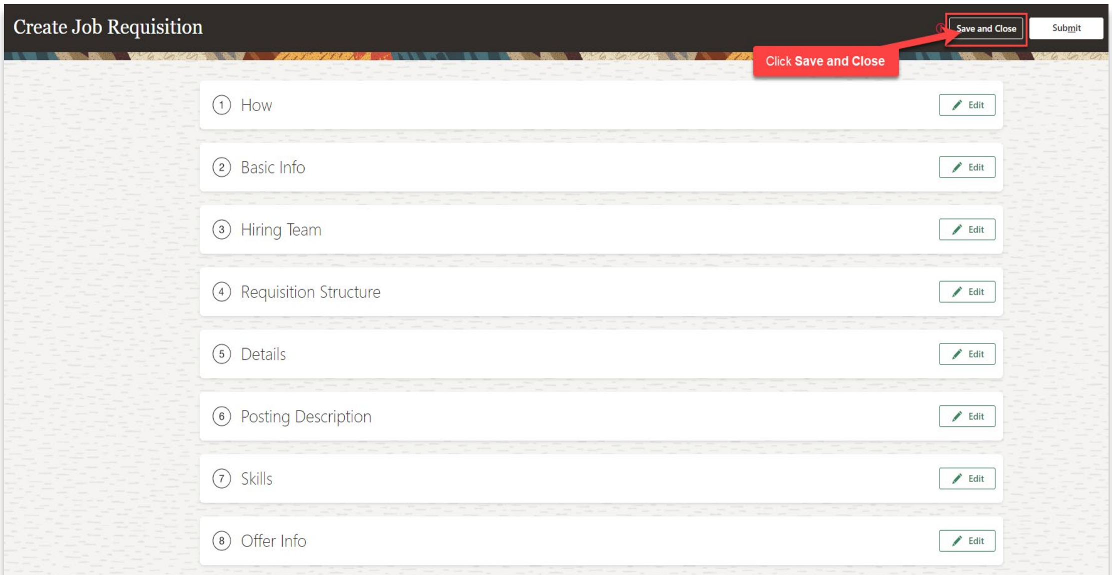

Next, in the **Configuration** section, enter the **Candidate Selection Process, External Application Flow, Allow Candidates to Apply When Not Posted,** and **Automatically Fill Requisition**. Click **Continue**



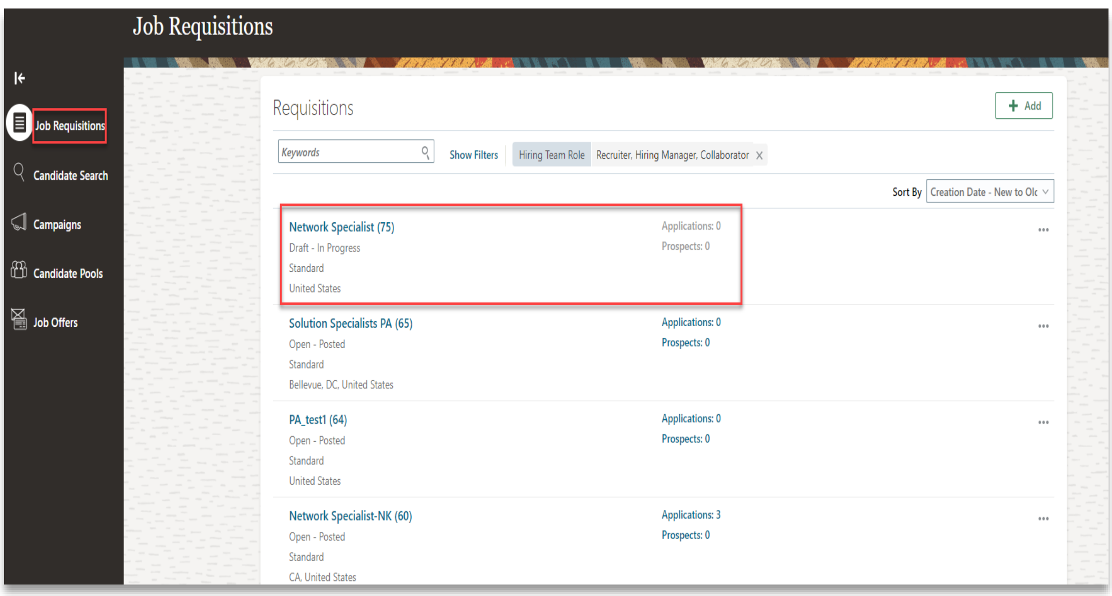

Lastly, in the **Questionnaires** section, add an Internal or External prescreening question, if applicable. We can also attach an **Interview Questionnaire**.




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



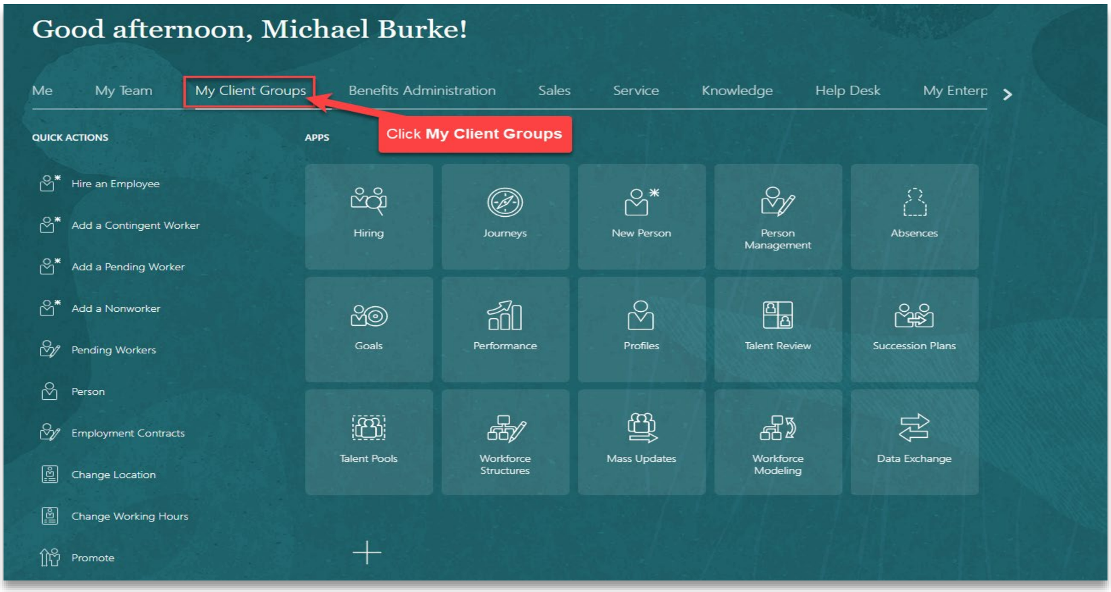

From the **Job Requisition** tab, we can view this requisition in **Draft – In Progress** status



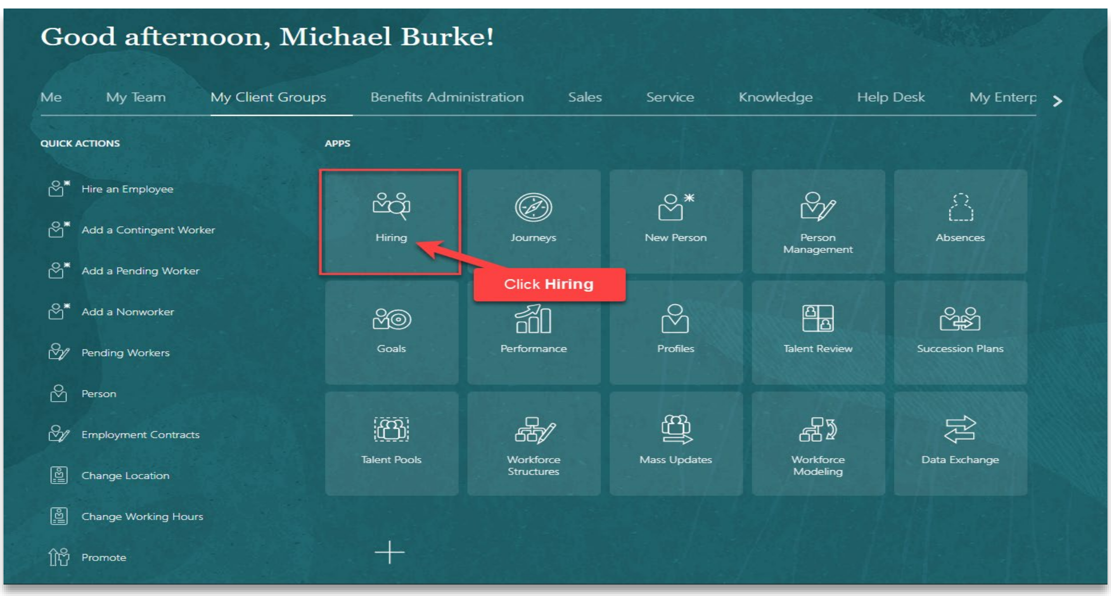

## Posting A Requisition In Job Formatting In Progress Status

Navigation: My Client Groups>Hiring>Add>Submit

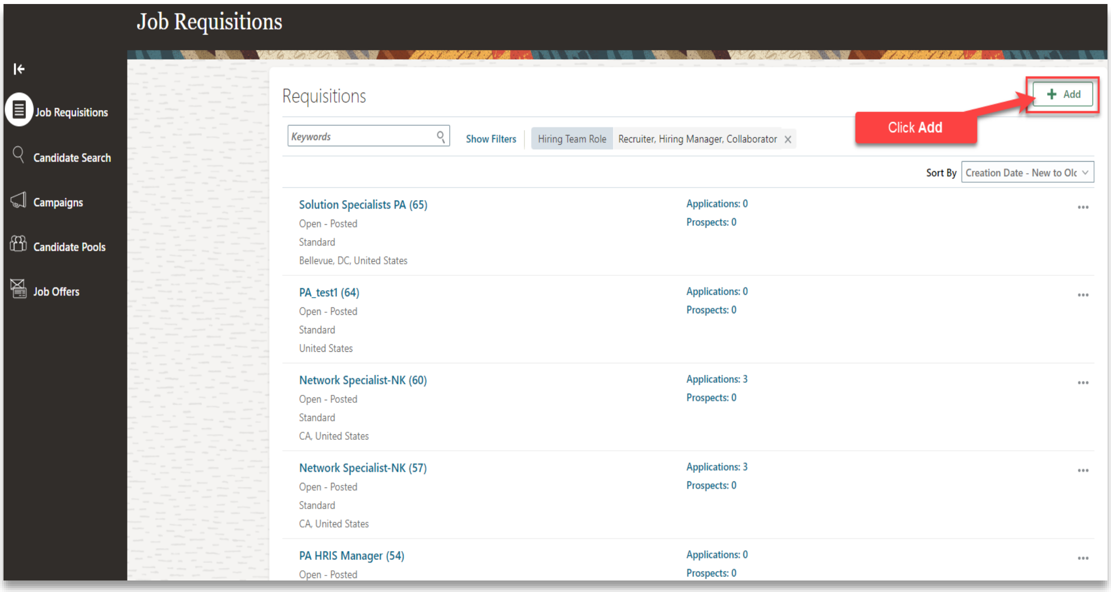
From the home screen, click **My Client Groups**



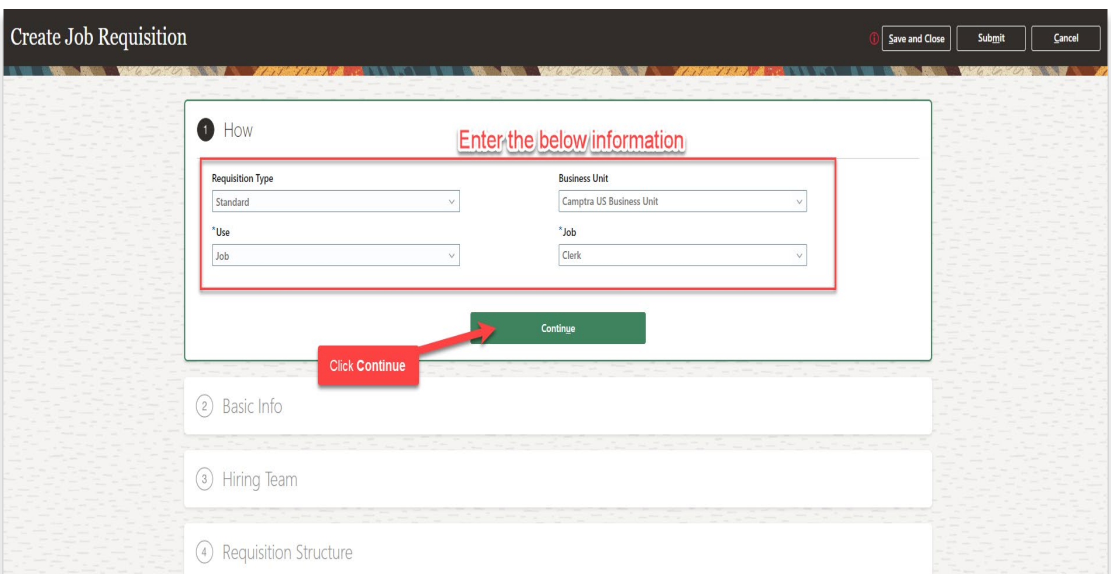

Click **Hiring**



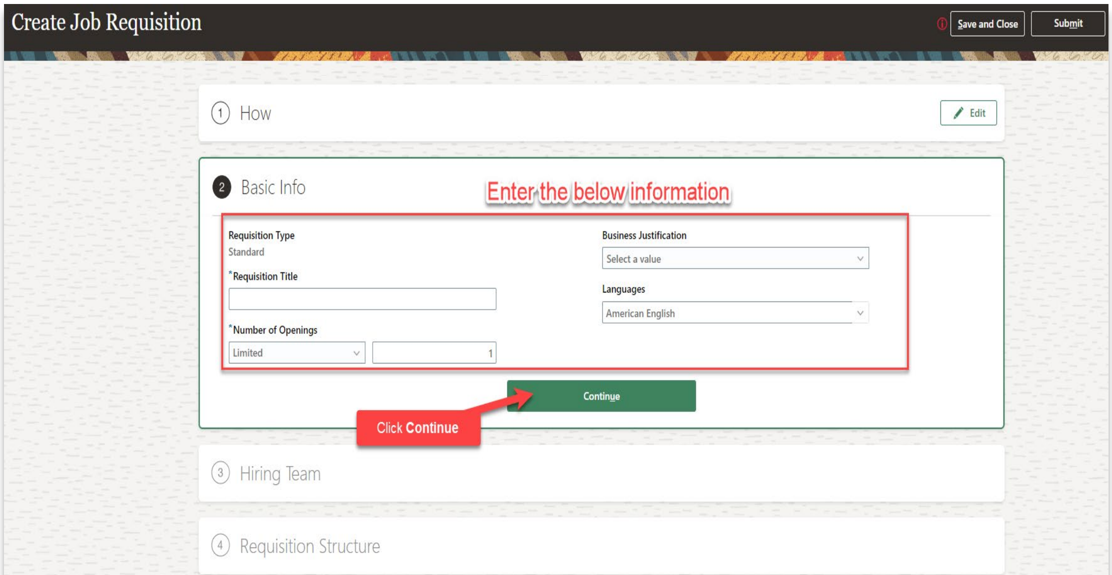

Click **Add**



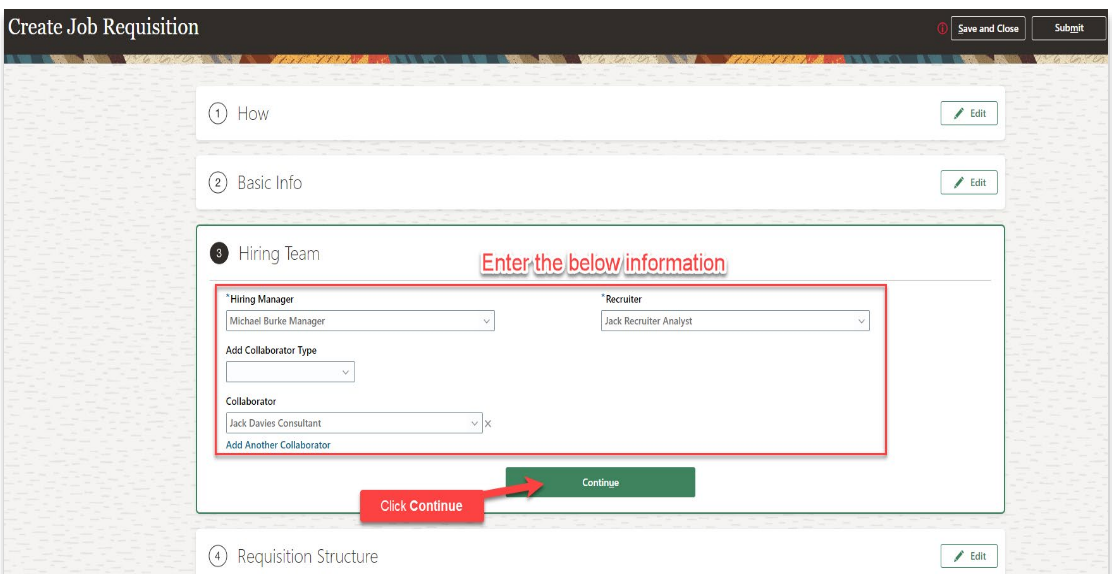

In the **How** section, select the **Requisition Type;** Standard will default. Under **Use,** select **Job or Position**. Next, update the **Business Unit**, if applicable and using the assistive search, enter the **Job.** Once the information is entered, click **Continue**



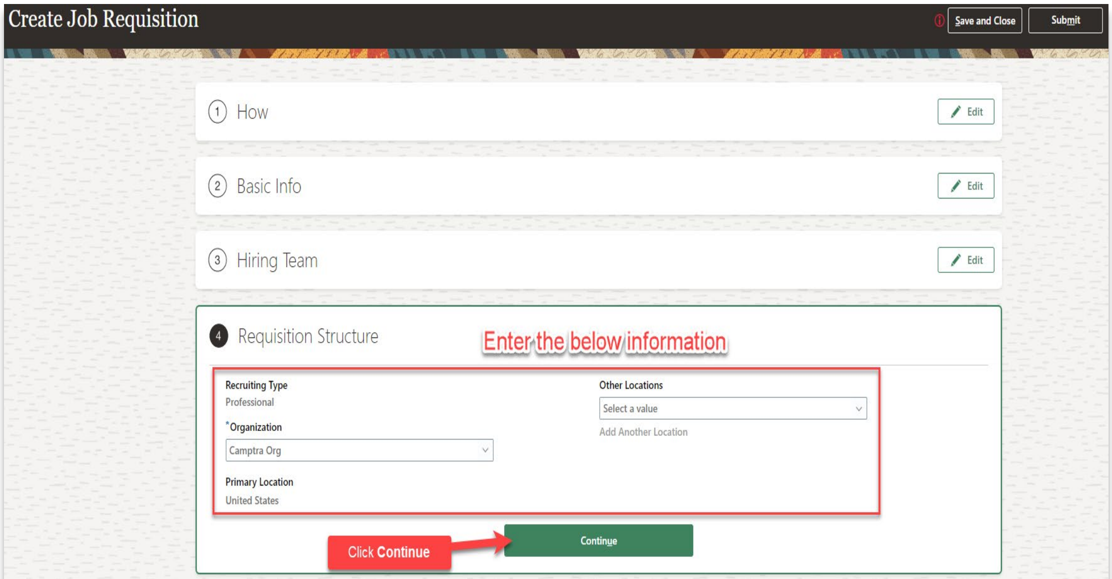

Next, in the **Basic Info** section, enter the **Requisition Title**, the **Number of Openings**, if greater than 1, the **Business Justification**, and the **Languages**, if applicable. Click **Continue**



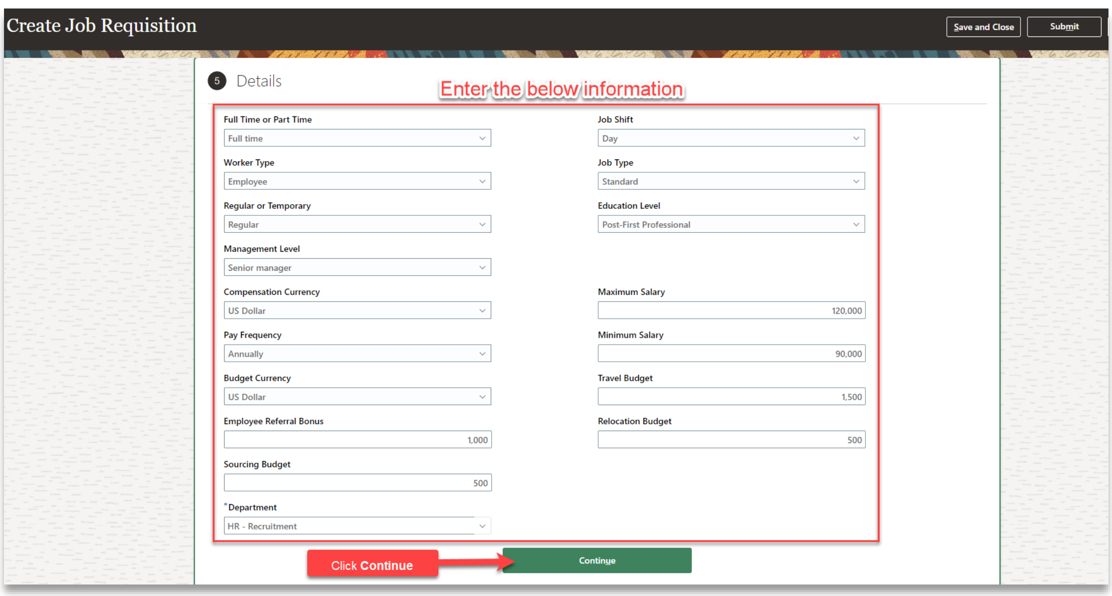

Next, in the **Hiring Team** section, update or enter the information below, if needed, and click **Continue**



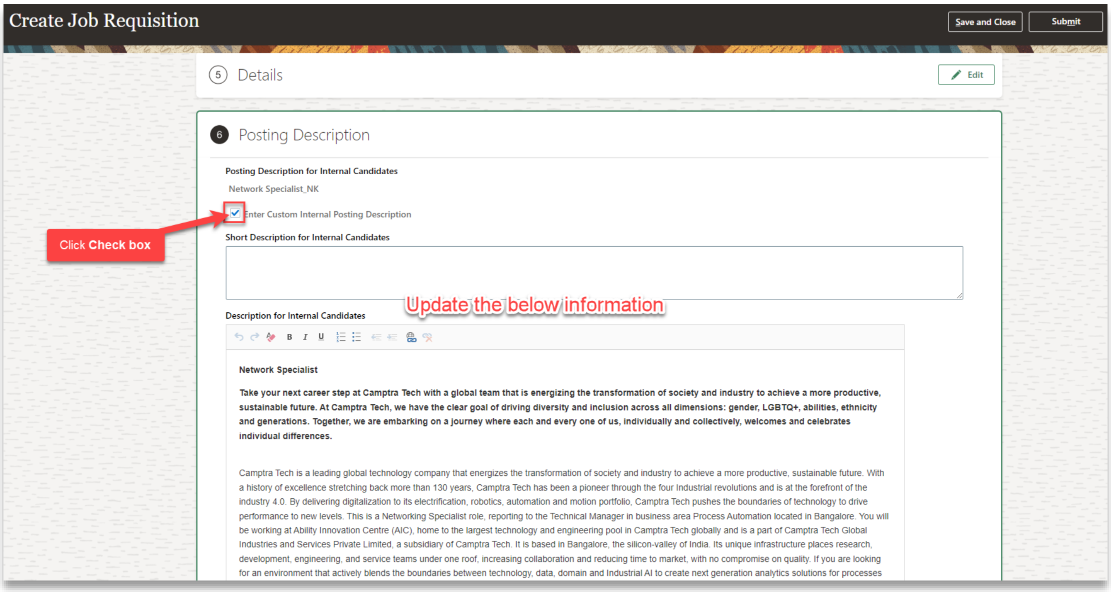

Next, in the **Requisition Structure** section, enter the information below, and click **Continue**



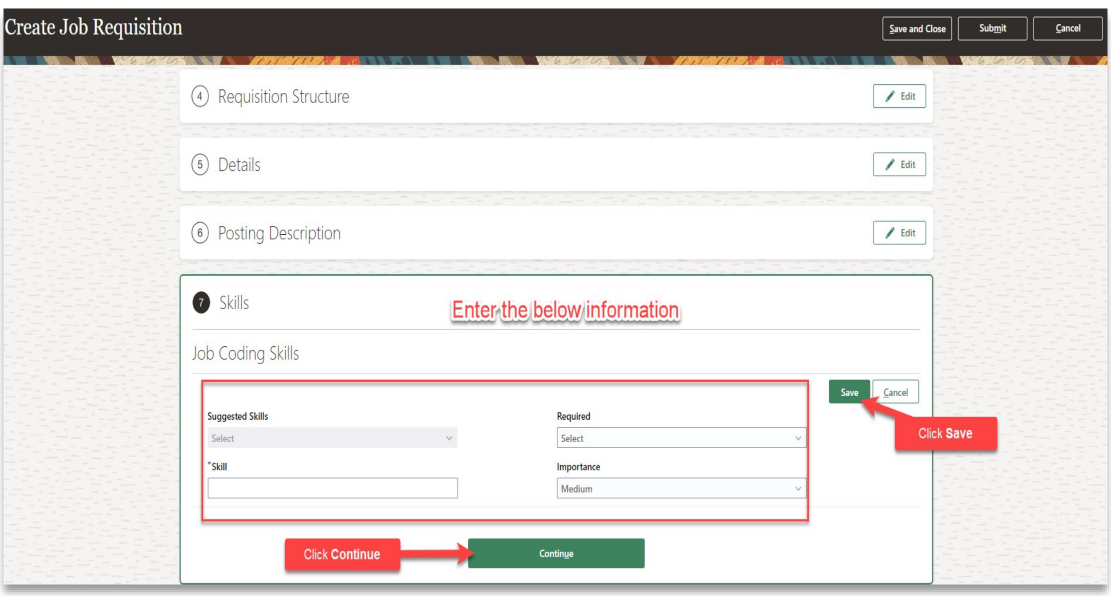

Next, in the **Details** section, enter the information below and click **Continue**



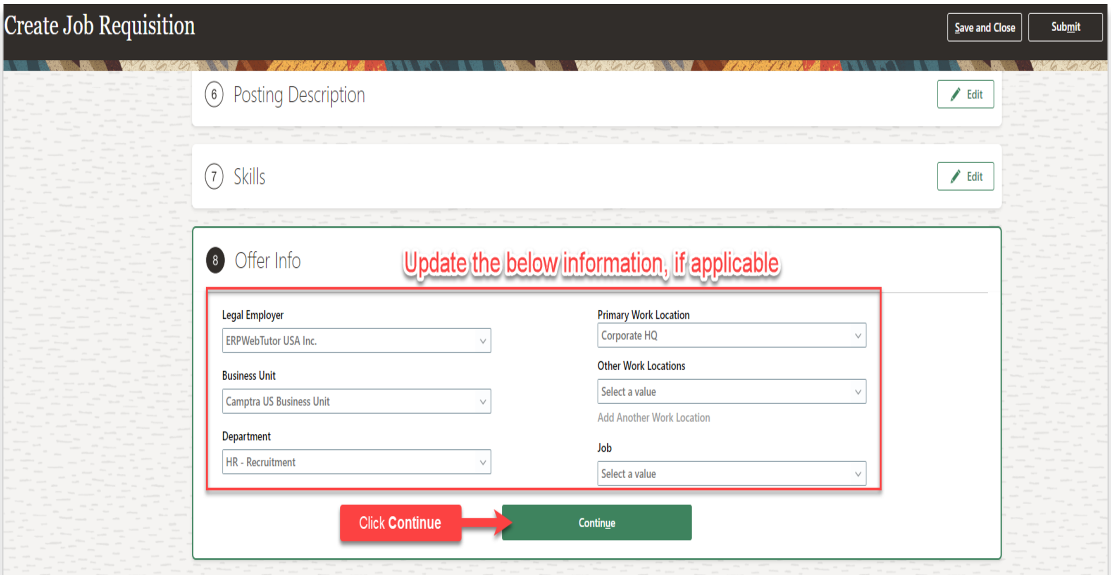

Next, in the **Posting Description** section, enter the Posting Description for Internal Candidates; this is the job name. To update the posting description, click **Enter Custom Internal Positing Description** to make this section editable and enter the applicable updates. Once complete, click **Continue**



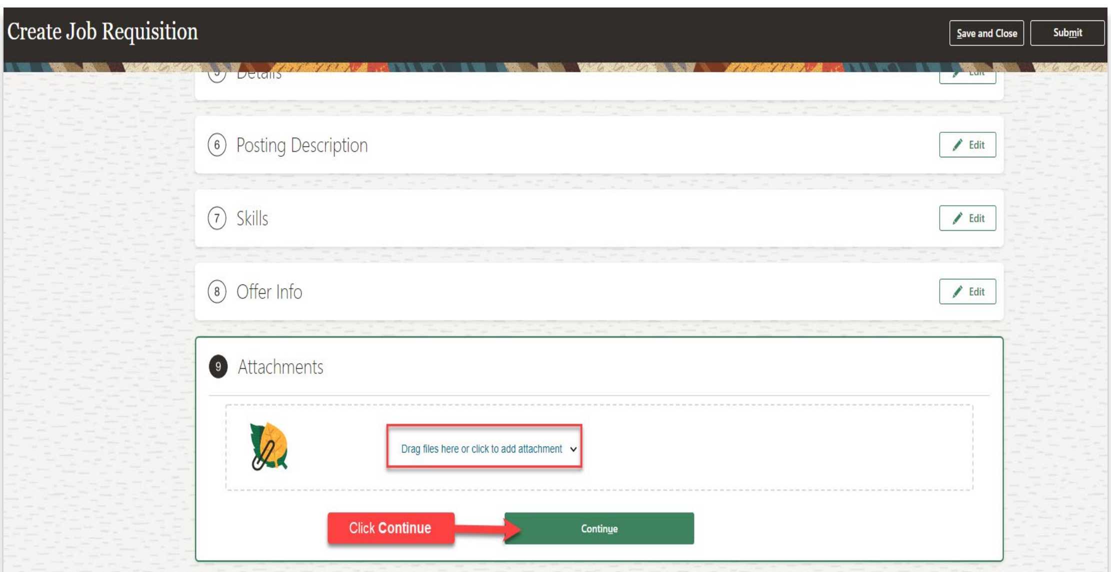

Next, in the **Skills** section, click **Add** and enter the information. Click **Save** then, **Continue**



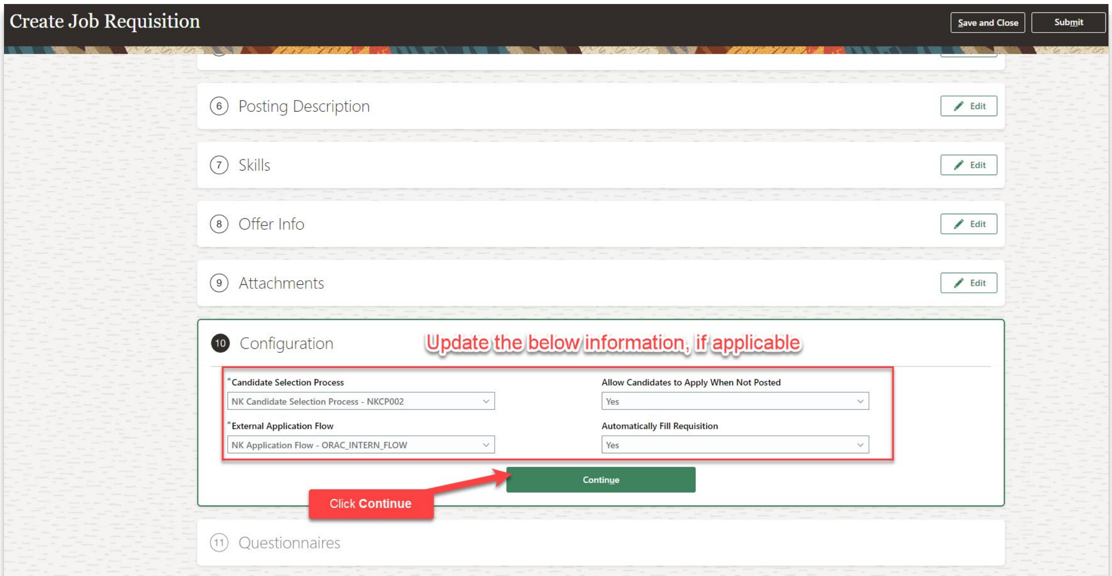

Next, in the **Offer Info** section, update the information, if applicable. Click **Continue**



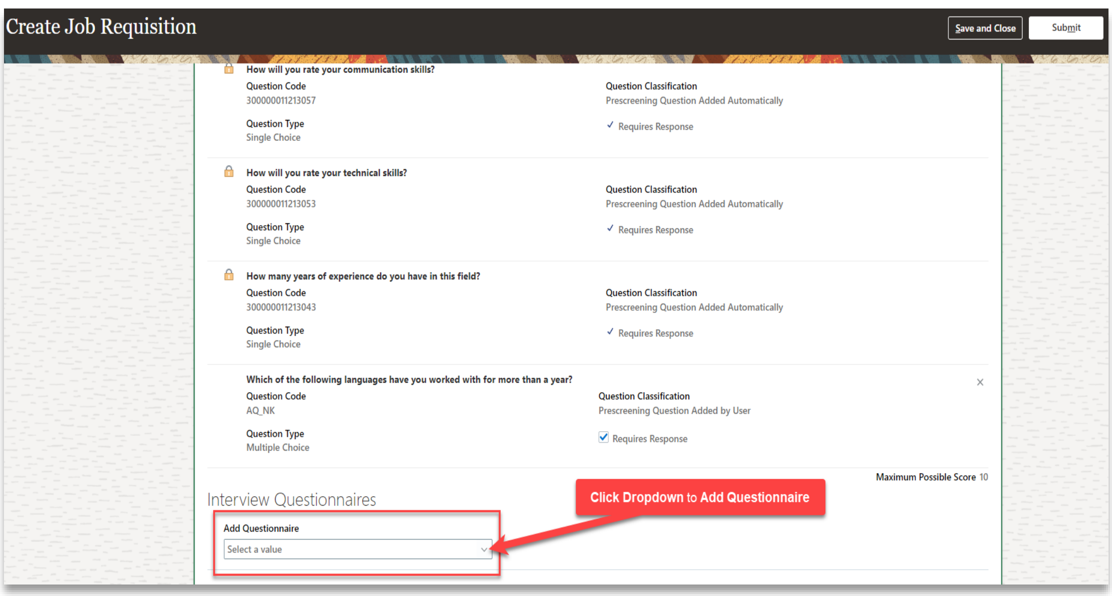

Next, in the **Attachments** section, upload an attachment, if applicable and click **Continue**



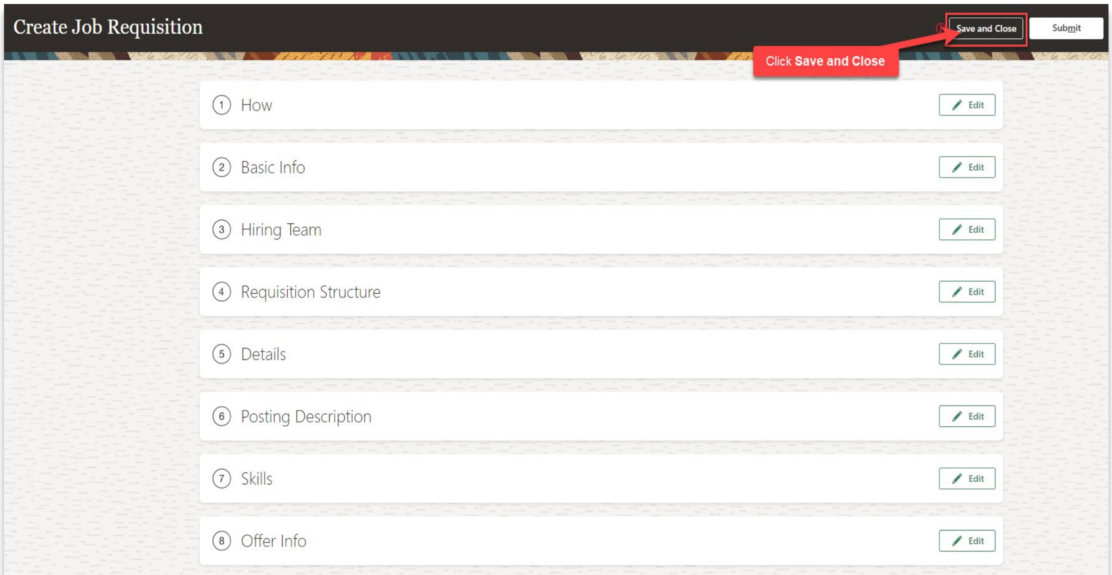

Next, in the **Configuration** section, enter the **Candidate Selection Process, External Application Flow, Allow Candidates to Apply When Not Posted,** and **Automatically Fill Requisition**. Click **Continue**



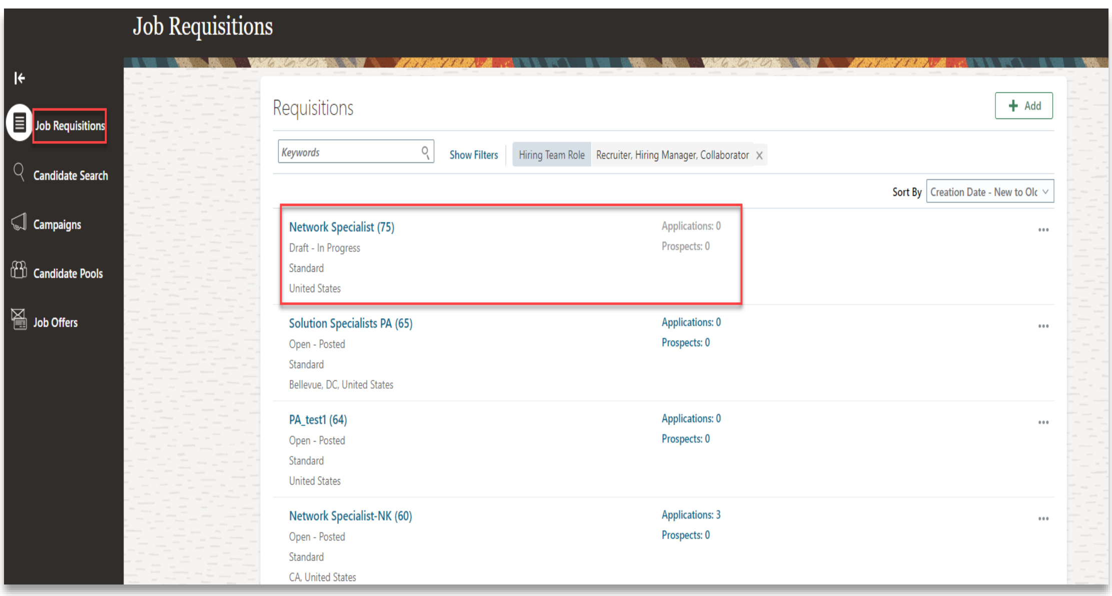

Lastly, in the **Questionnaires** section, add an Internal or External prescreening question, if applicable. We can also attach an **Interview Questionnaire**.



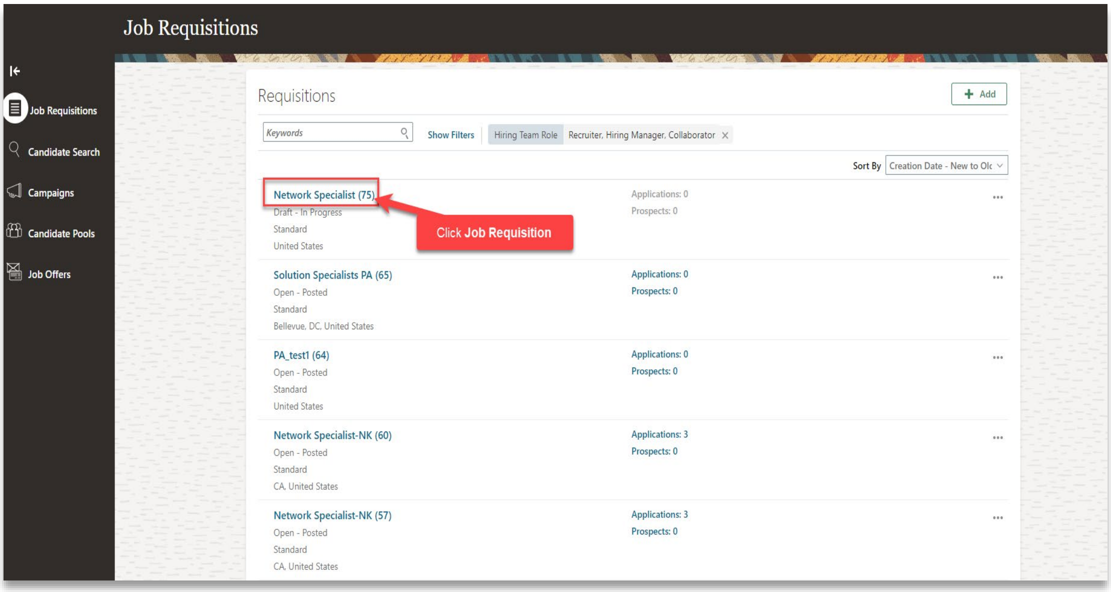

Click **Save and Close.** The requisition will remain in draft status until the recruiter clicks **Submit**.



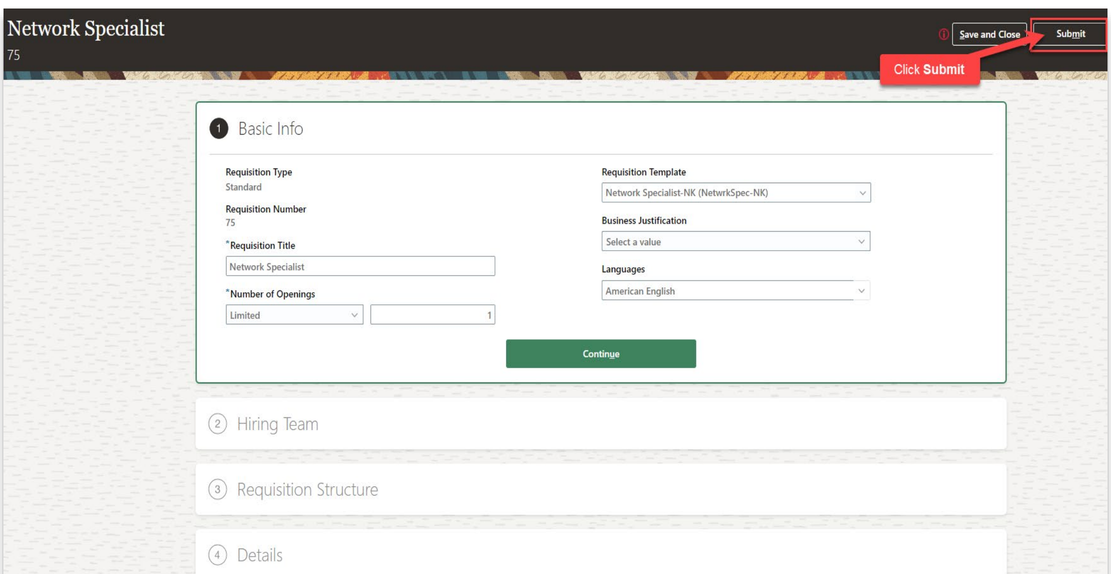

From the **Job Requisition** tab, we can view this requisition in **Draft – In Progress** status.



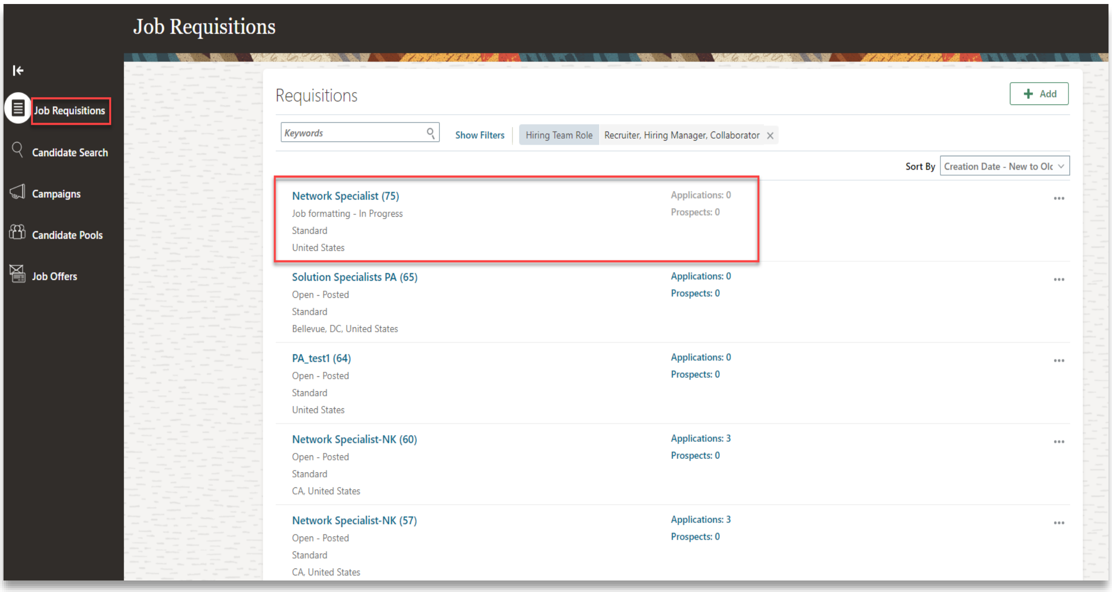

To post a Draft **Job Requisition**, select the Job Requisition Name




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



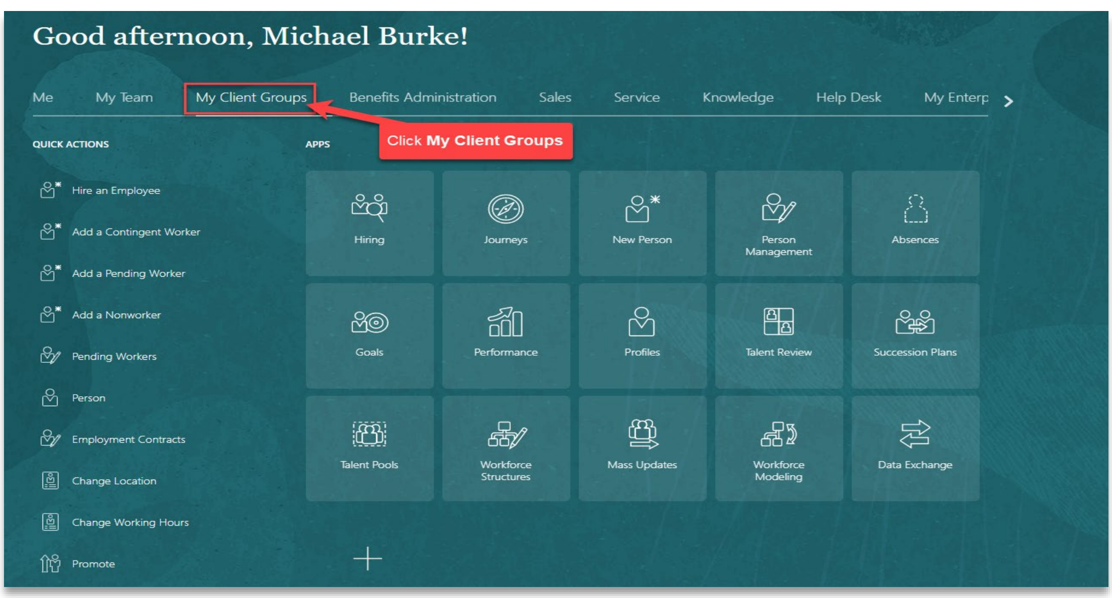

From the **Job Requisition** tab, we can view this requisition in **Job formatting – In Progress** status



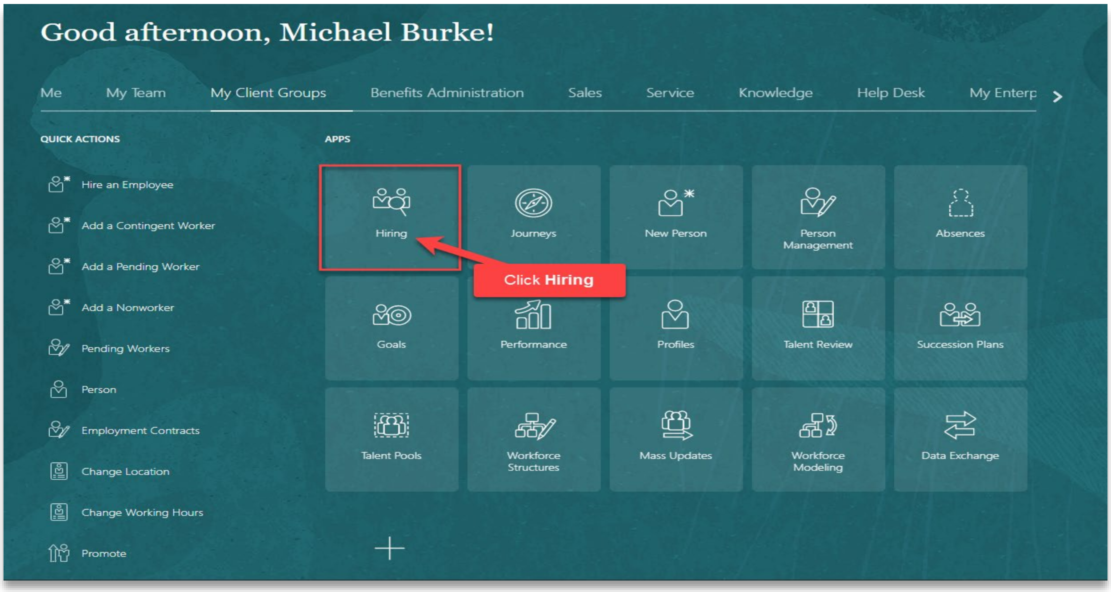

## Posting A Requisition In Posting In Progress Status

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

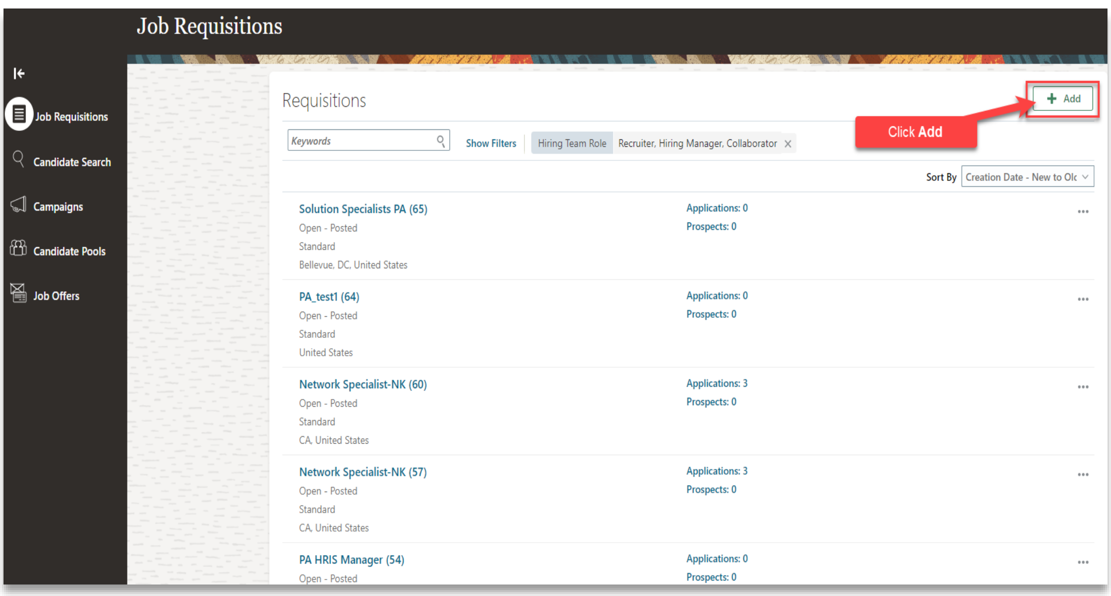
From the home screen, click **My Client Groups**



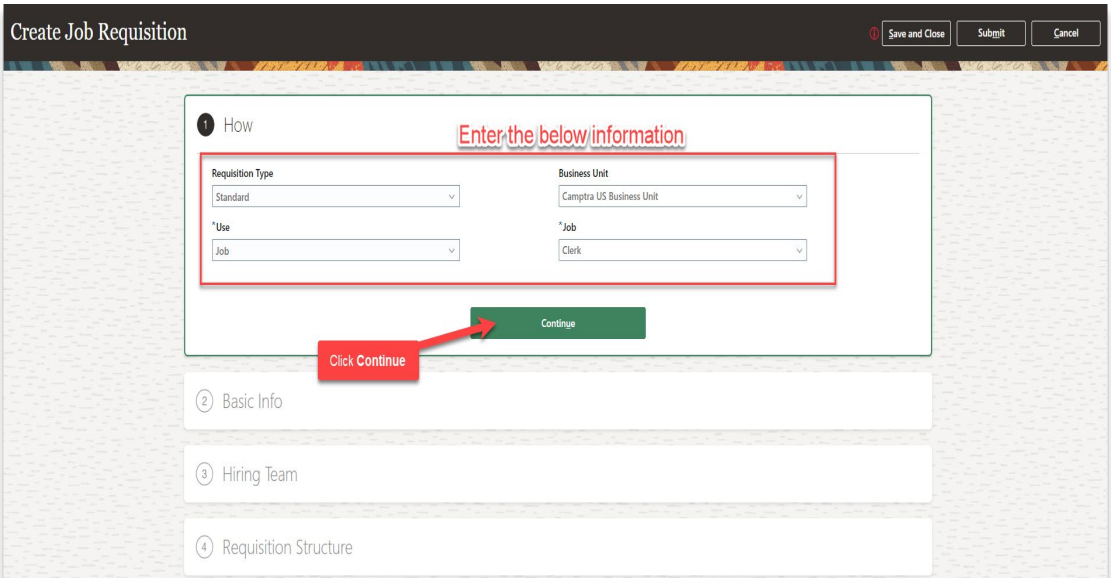

Click **Hiring**



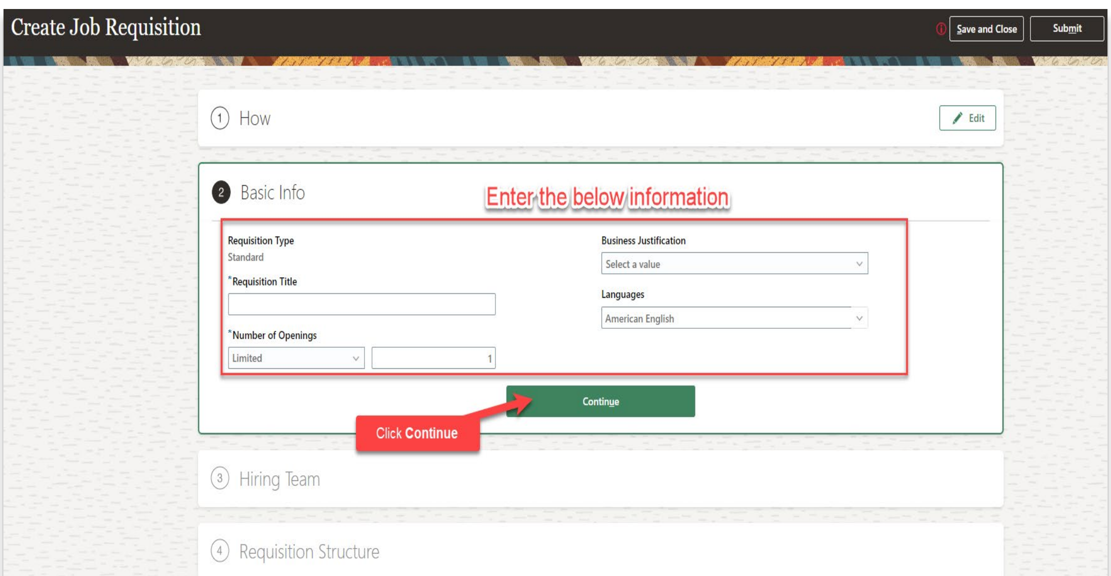

Click **Add**



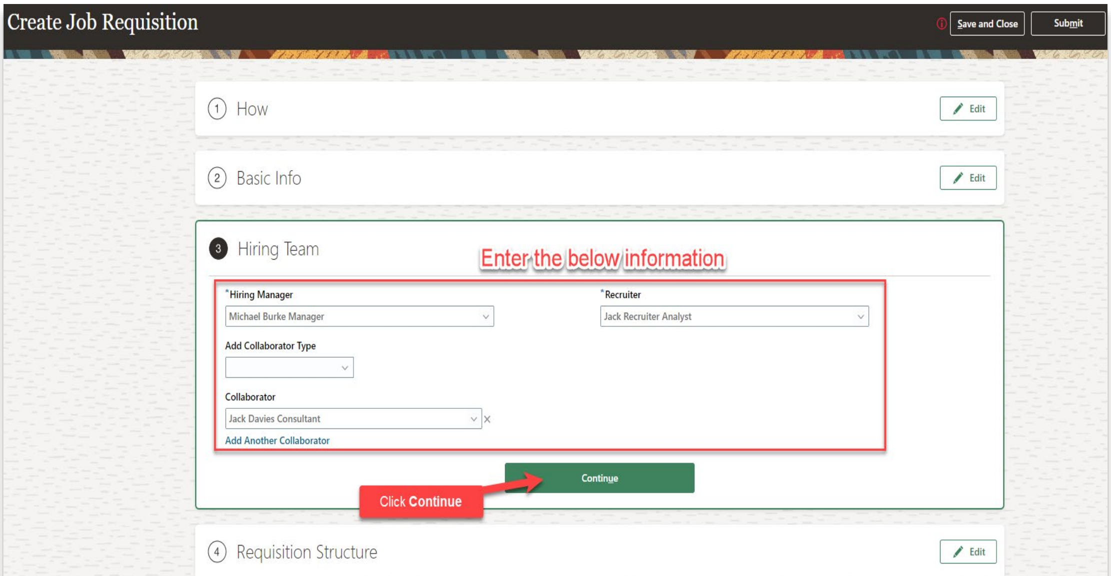

In the **How** section, select the **Requisition Type;** Standard will default. Under **Use,** select **Job or Position**. Next, update the **Business Unit**, if applicable and using the assistive search, enter the **Job.** Once the information is entered, click **Continue**



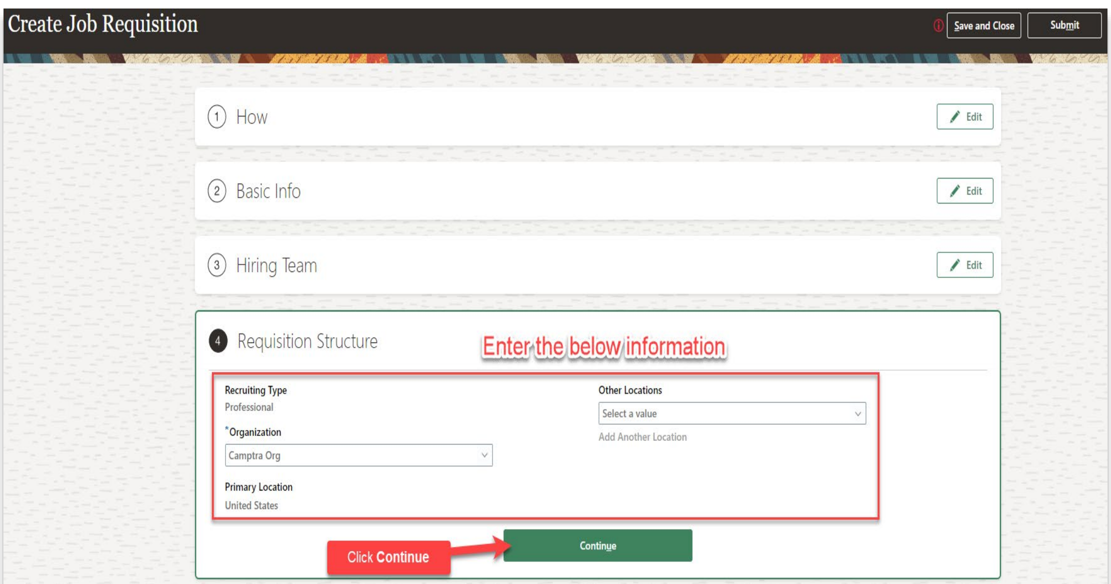

Next, in the **Basic Info** section, enter the **Requisition Title**, the **Number of Openings**, if greater than 1, the **Business Justification**, and the **Languages**, if applicable. Click **Continue**



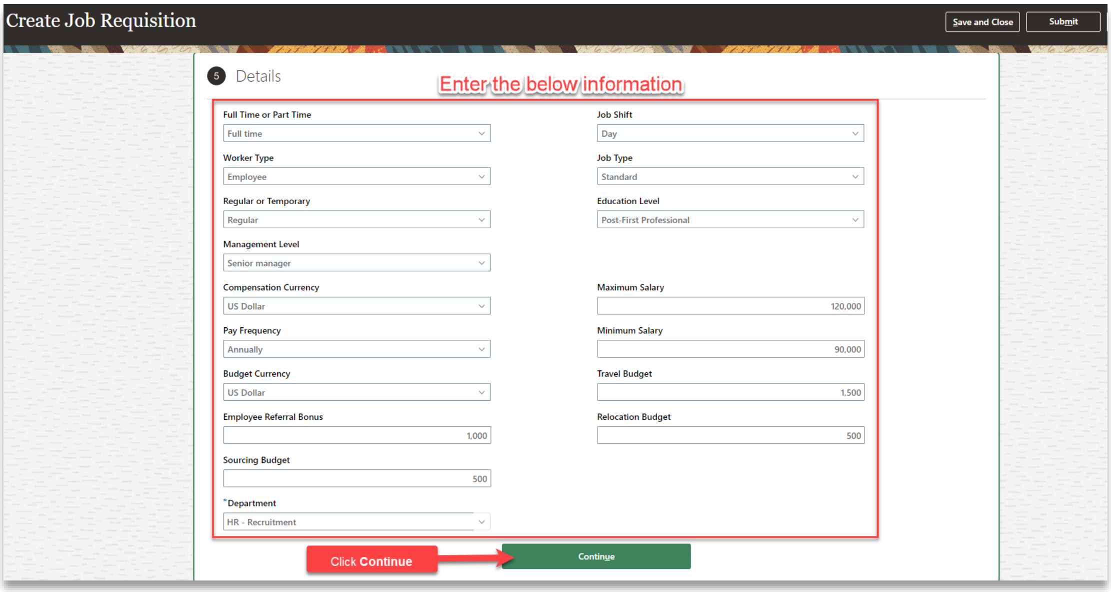

Next, in the **Hiring Team** section, update or enter the information below, if needed, and click **Continue**



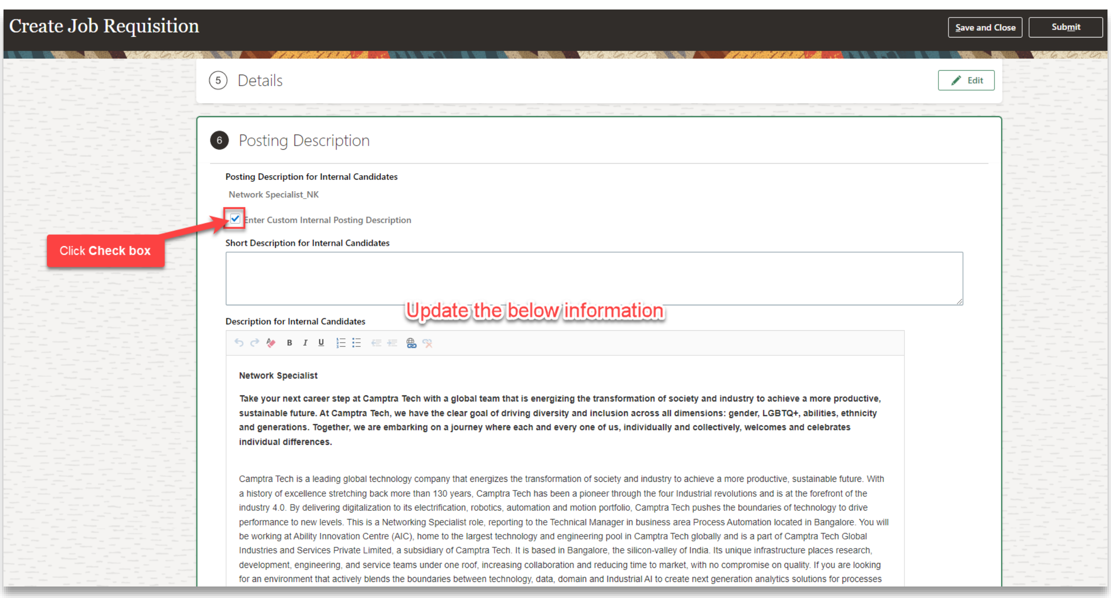

Next, in the **Requisition Structure** section, enter the information below, and click **Continue**



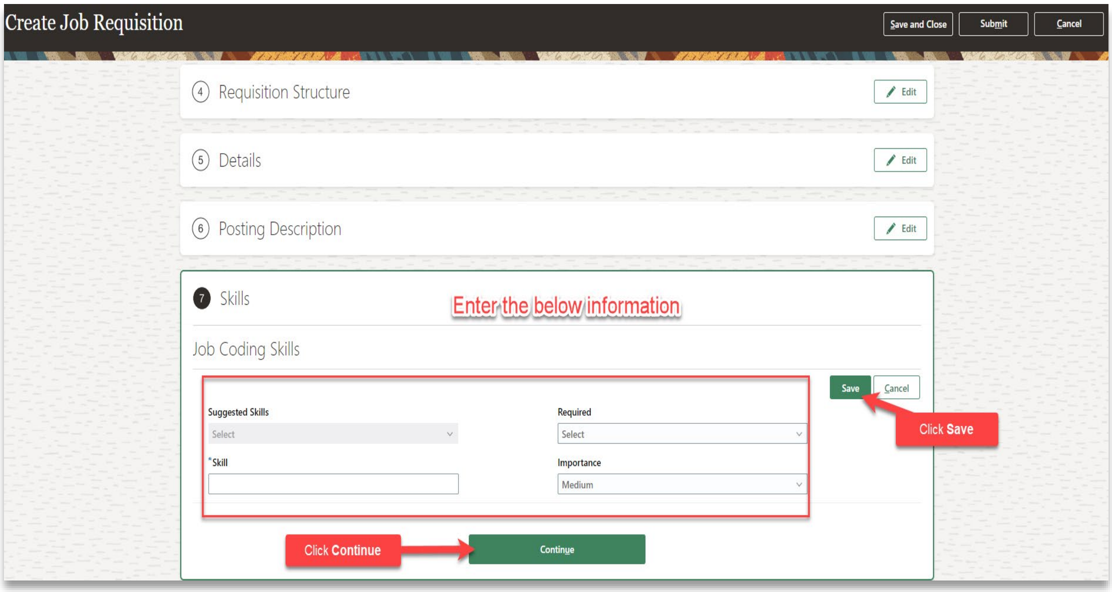

Next, in the **Details** section, enter the information below and click **Continue**



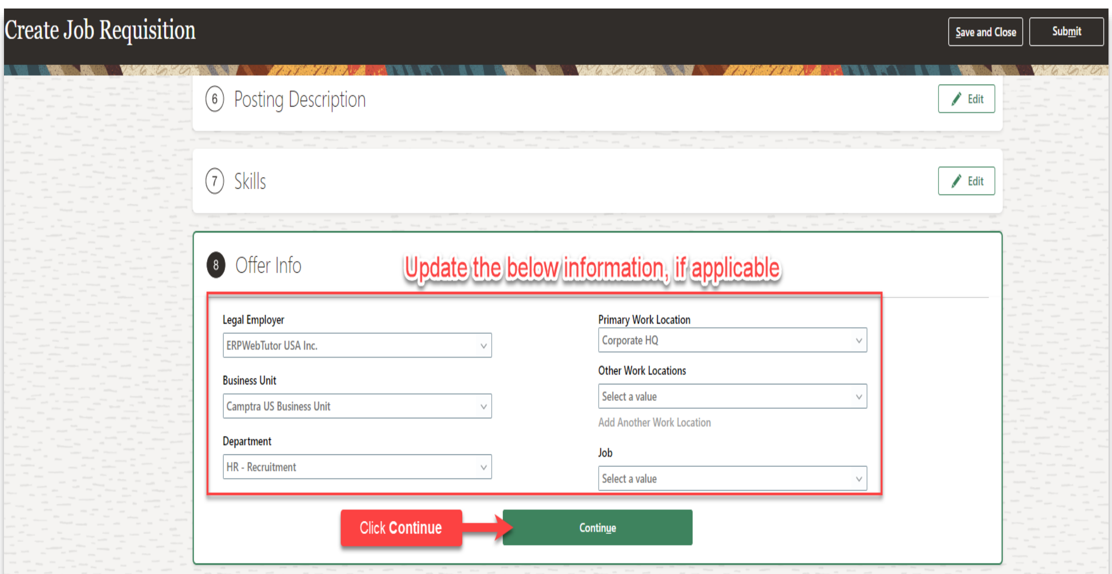

Next, in the **Posting Description** section, enter the Posting Description for Internal Candidates; this is the job name. To update the posting description, click **Enter Custom Internal Positing Description** to make this section editable and enter the applicable updates. Once complete, click **Continue**



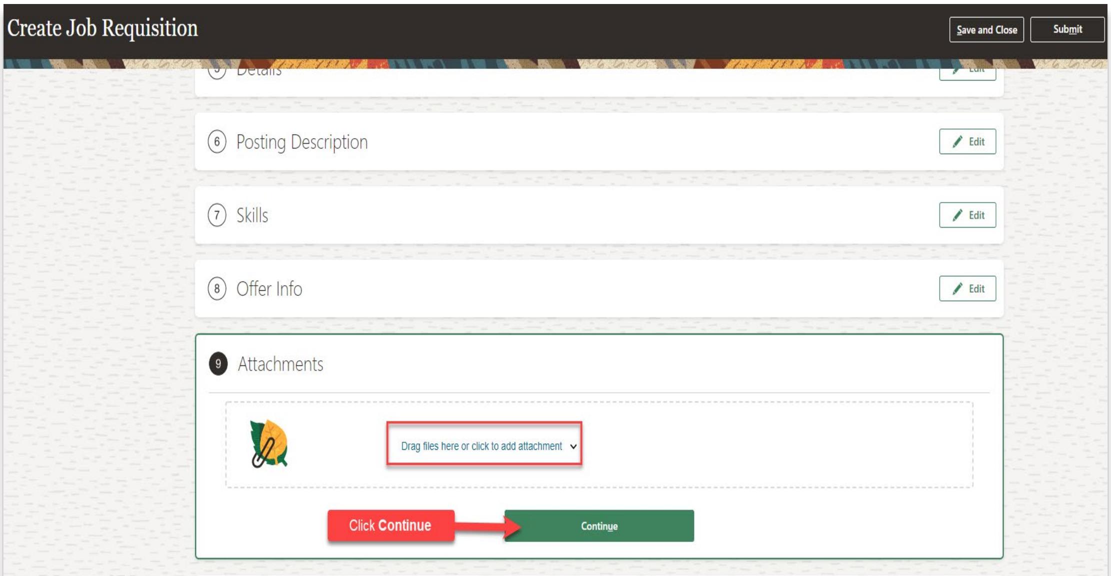

Next, in the **Skills** section, click **Add** and enter the information. Click **Save** then, **Continue**



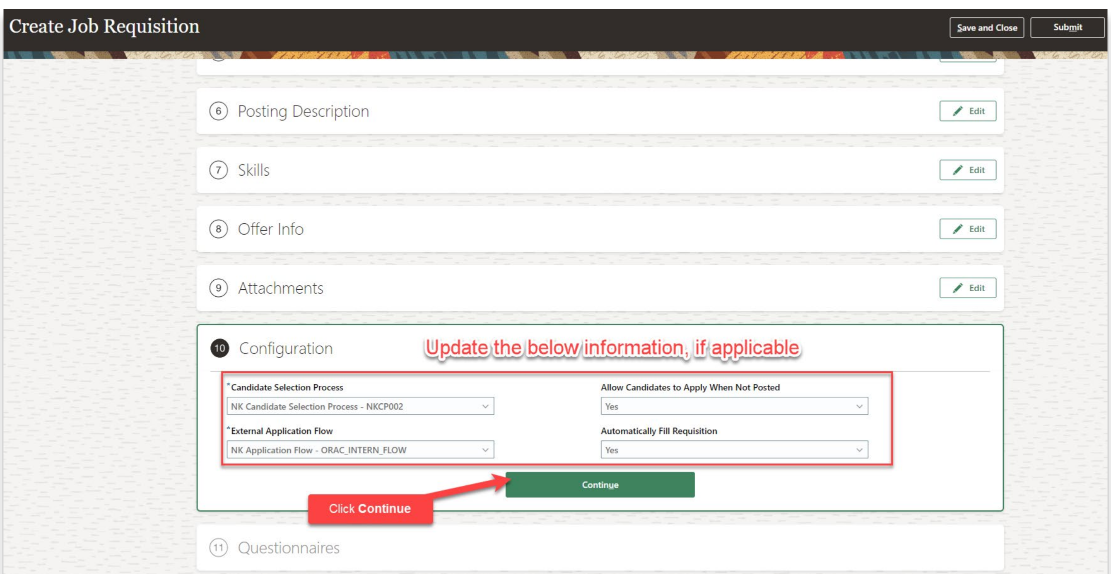

Next, in the **Offer Info** section, update the information, if applicable. Click **Continue**



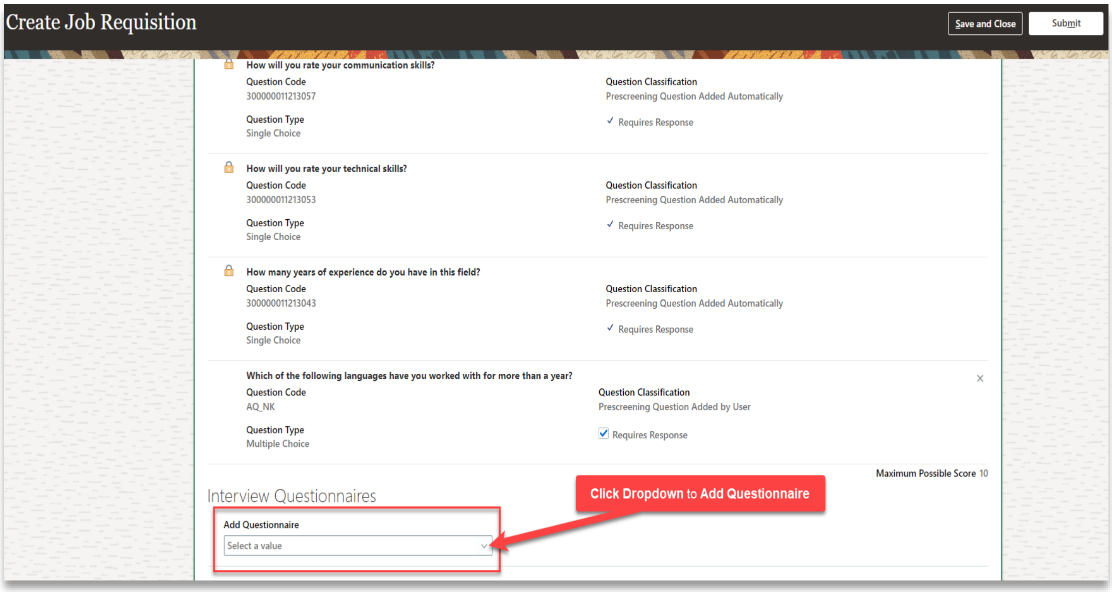

Next, in the **Attachments** section, upload an attachment, if applicable and click **Continue**



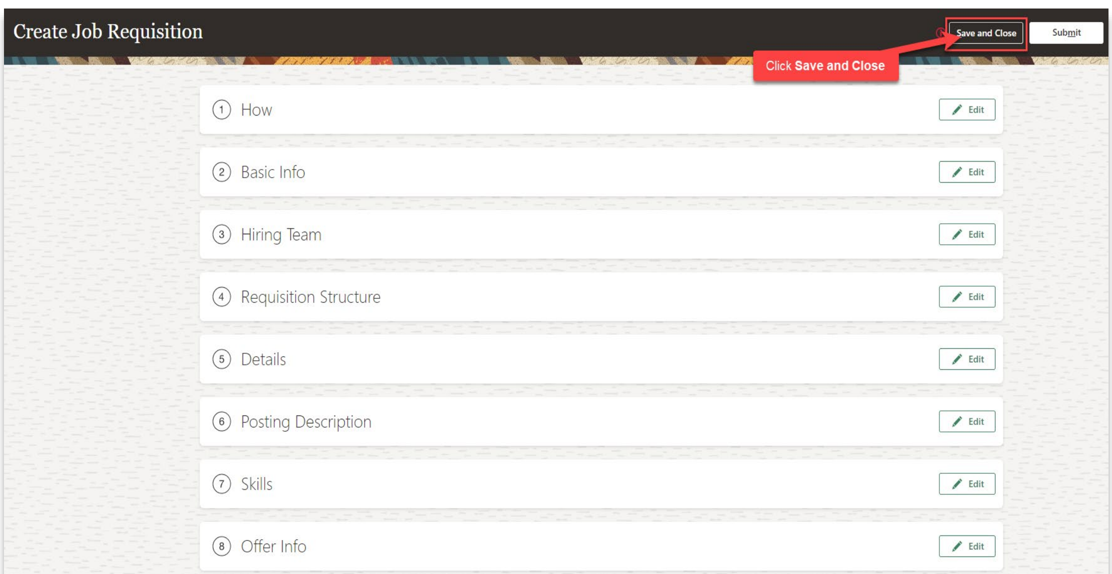

Next, in the **Configuration** section, enter the **Candidate Selection Process, External Application Flow, Allow Candidates to Apply When Not Posted,** and **Automatically Fill Requisition**. Click **Continue**



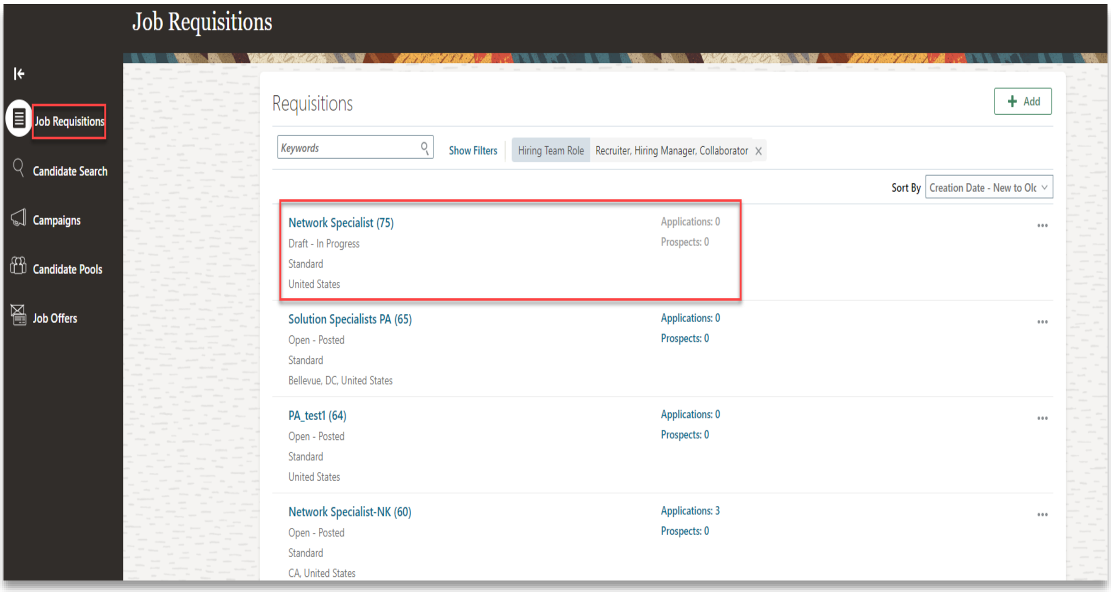

Lastly, in the **Questionnaires** section, add an Internal or External prescreening question, if applicable. We can also attach an **Interview Questionnaire**.



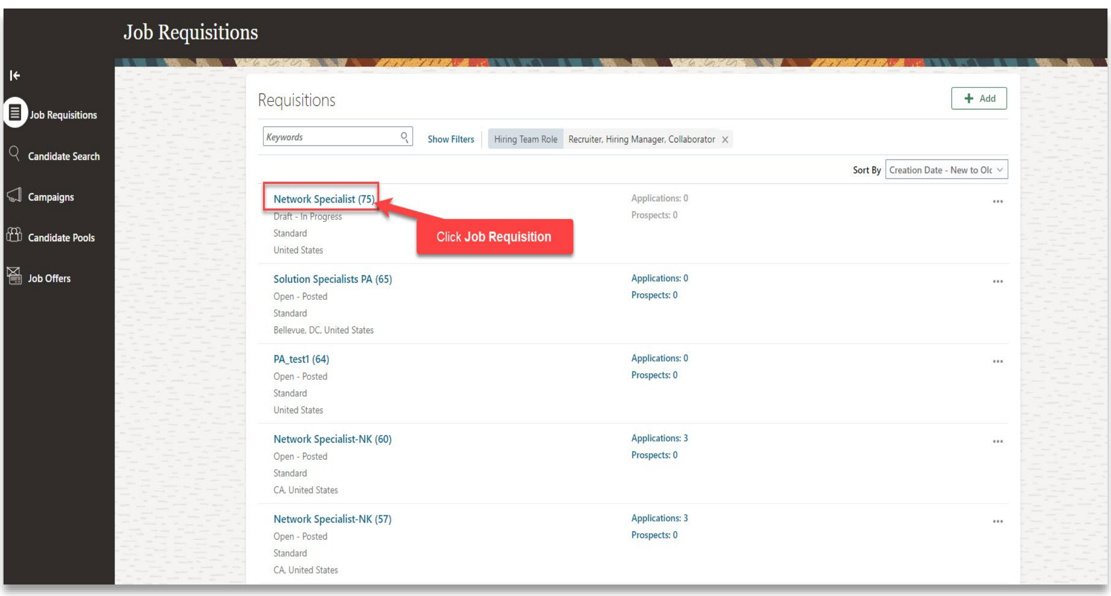

Click **Save and Close.** The requisition will remain in draft status until the recruiter clicks **Submit**.



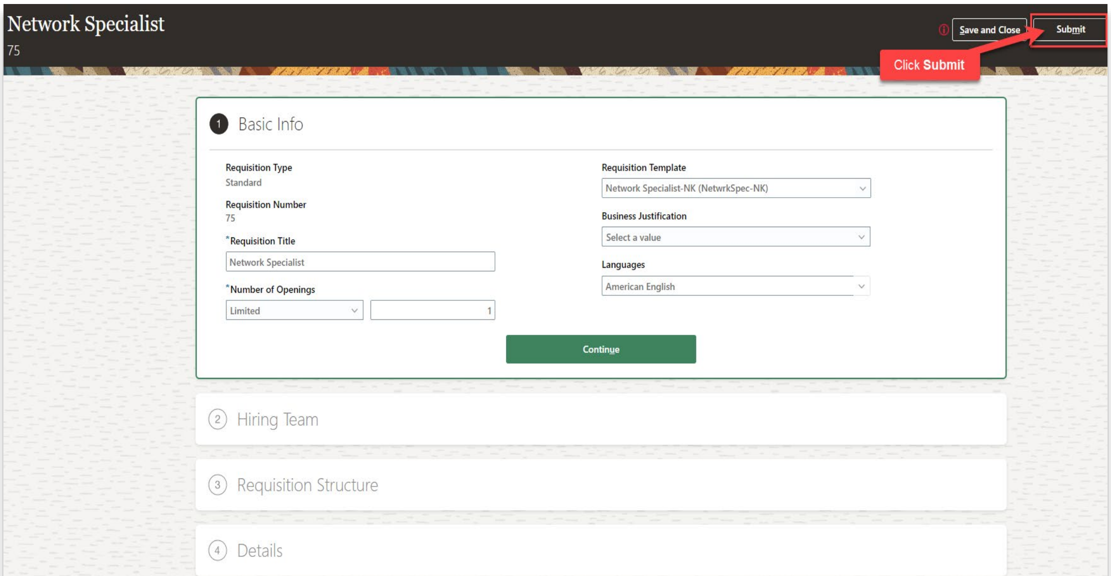

From the **Job Requisition** tab, we can view this requisition in **Draft – In Progress** status



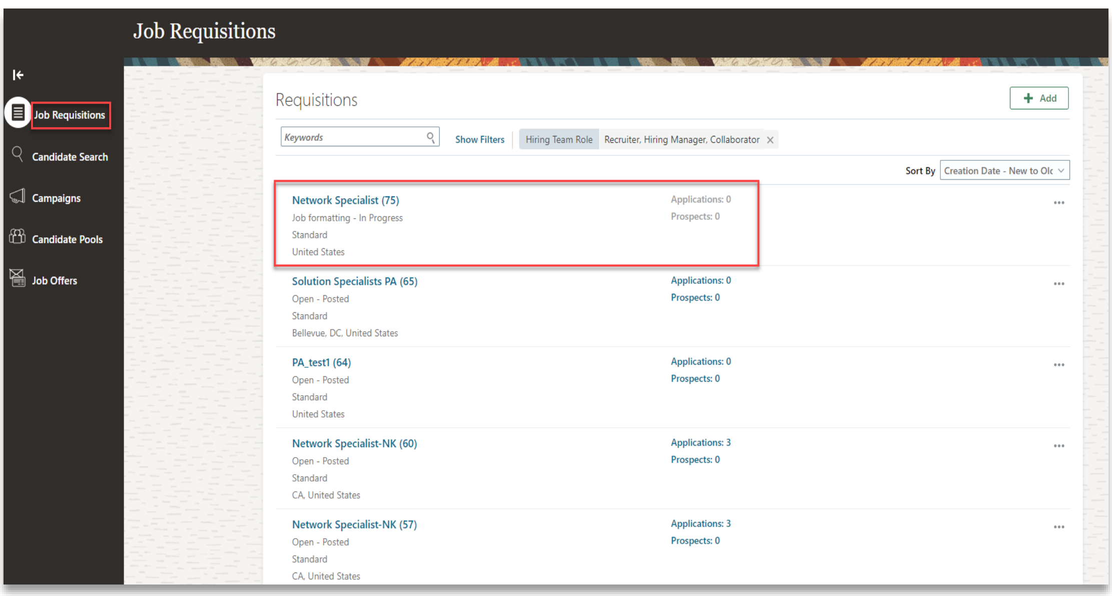

To post a Draft **Job Requisition**, select the Job Requisition Name



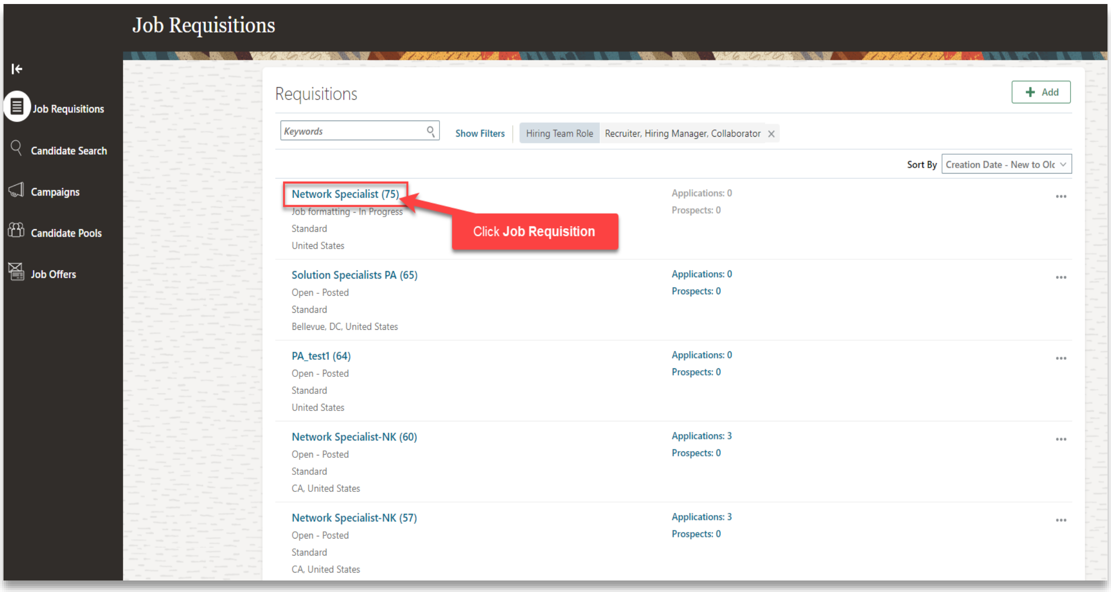

Click **Submit** to move the requisition from **Draft Status** to **Job formatting – In Progress**



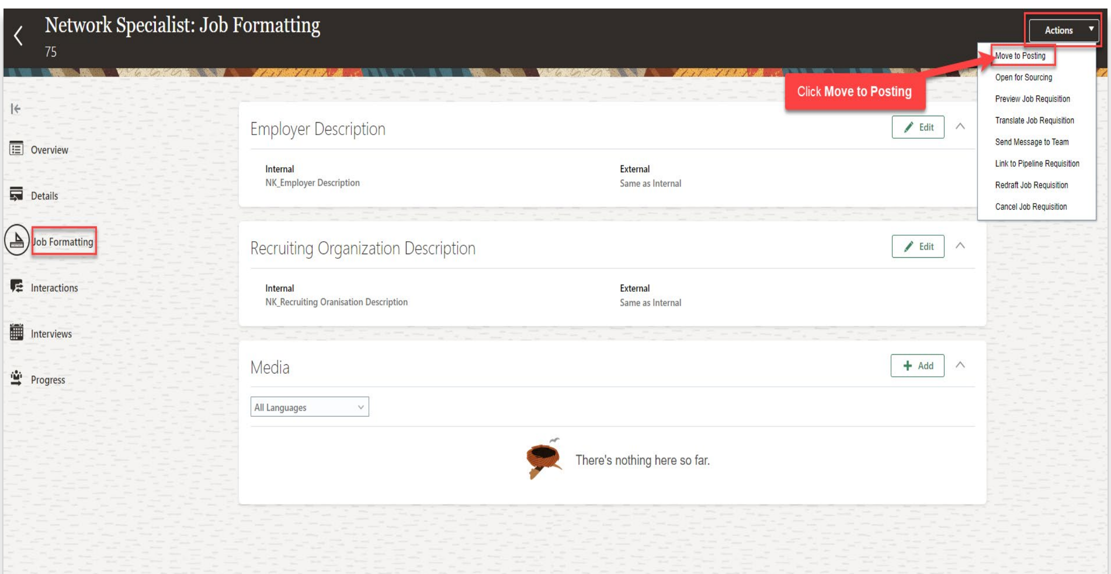

From the **Job Requisition** tab, we can view this requisition in **Job formatting – In Progress** status



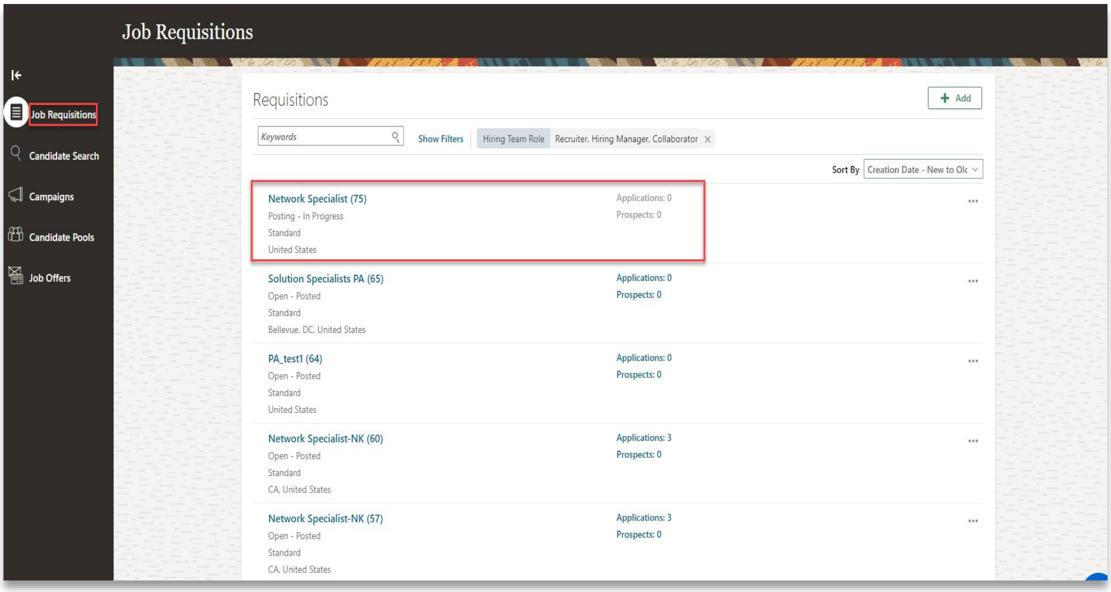

To move the requisition to **Posting In Progress** status, click **Job Requisition**




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



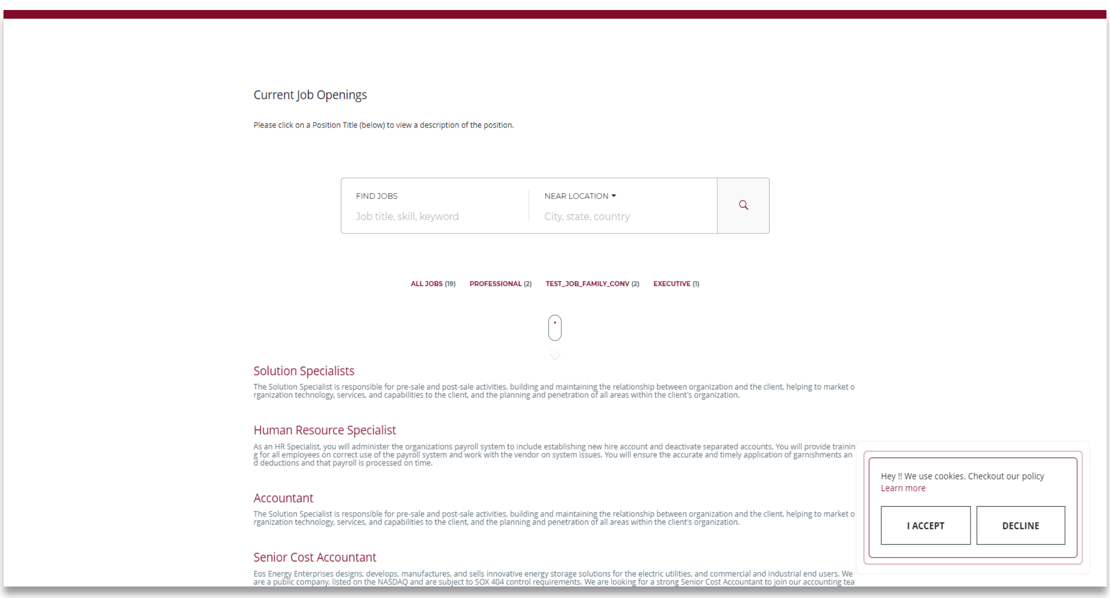

From the **Job Requisition** tab, we can view this requisition in **Posting – In Progress** status



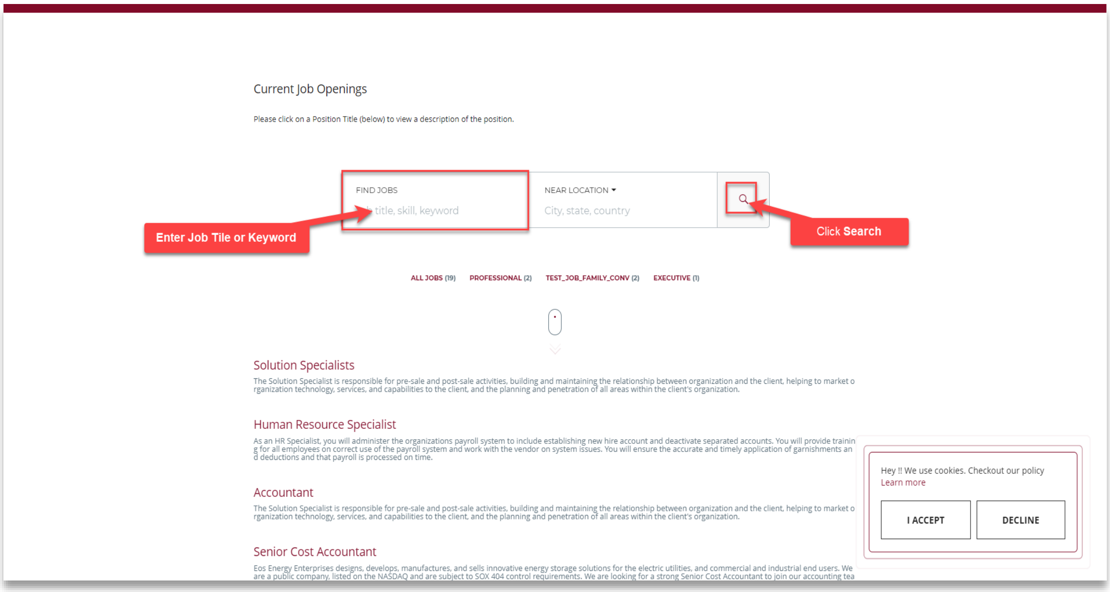

## External Candidate Application Process

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

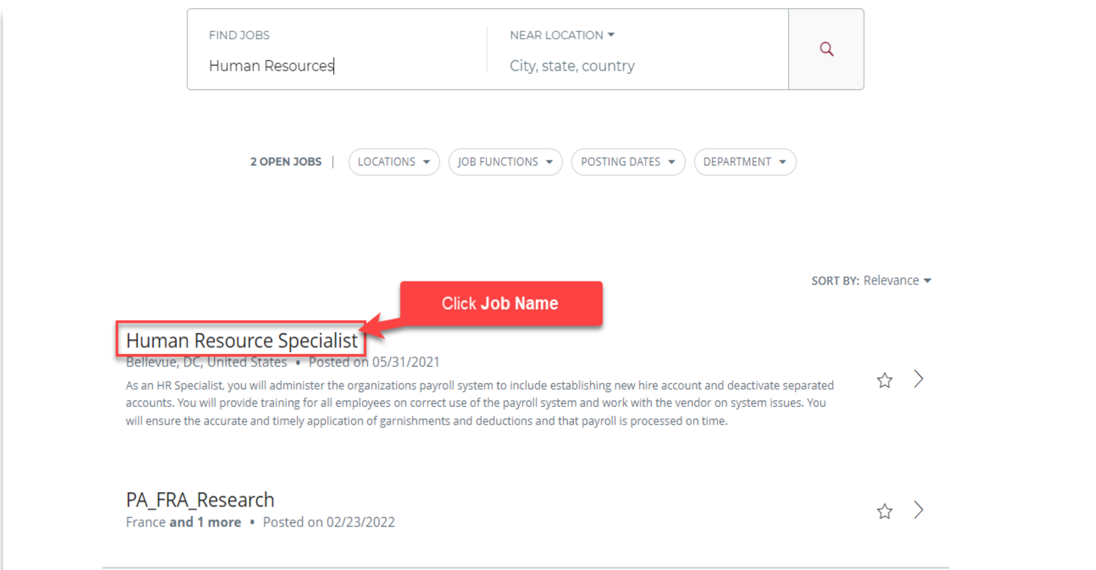
From a browser, navigate to the **Career Site**



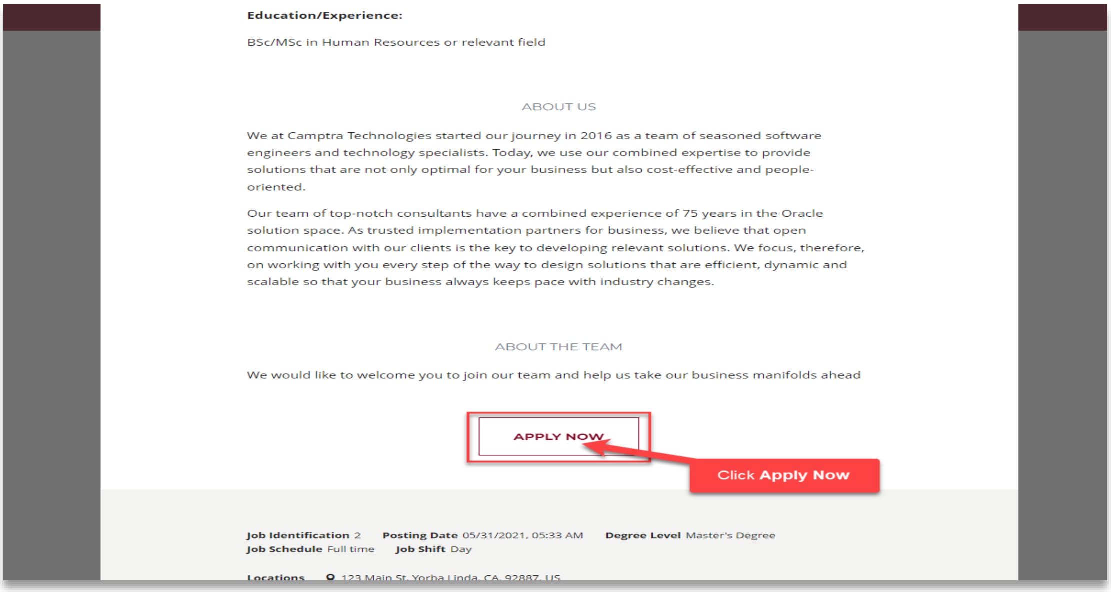

From the **Career Site**, a candidate can view the available jobs below or the candidate can search for a job using the search under **Find Jobs**



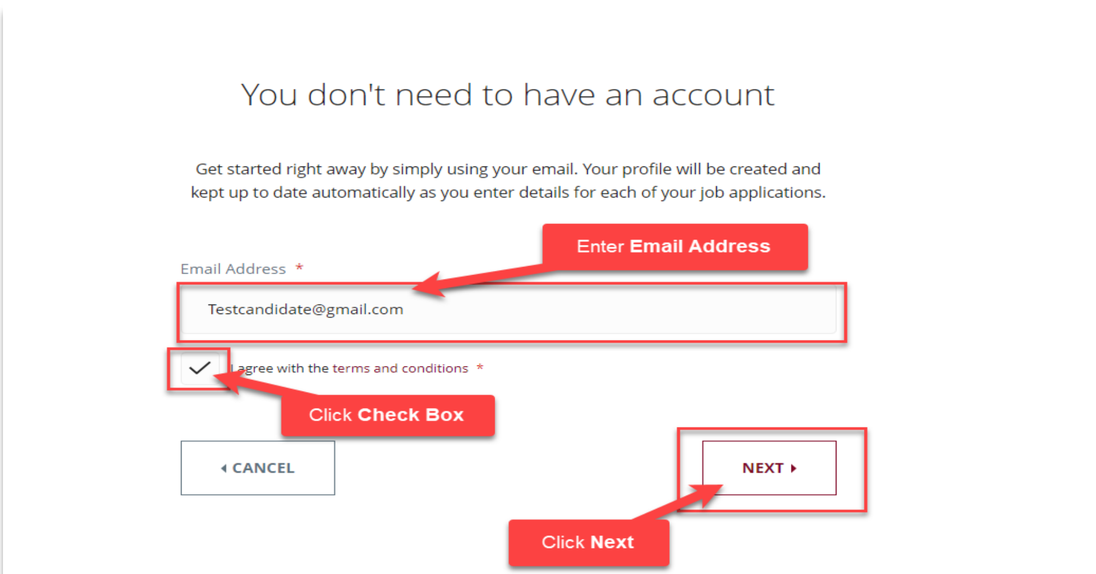

Next, the candidate should select the job to apply



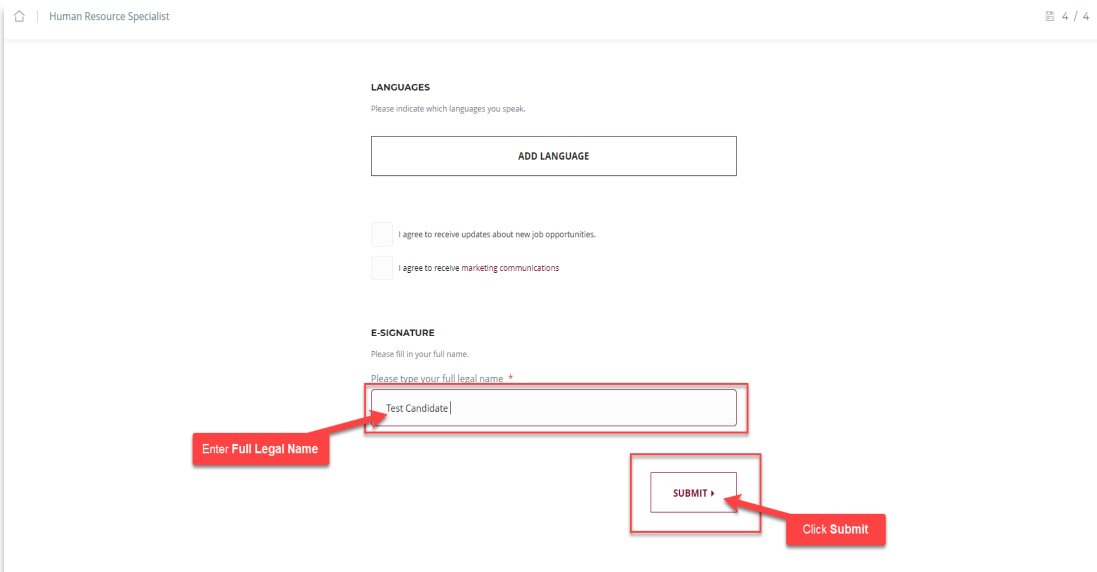

Scroll down and click **Apply Now**




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




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

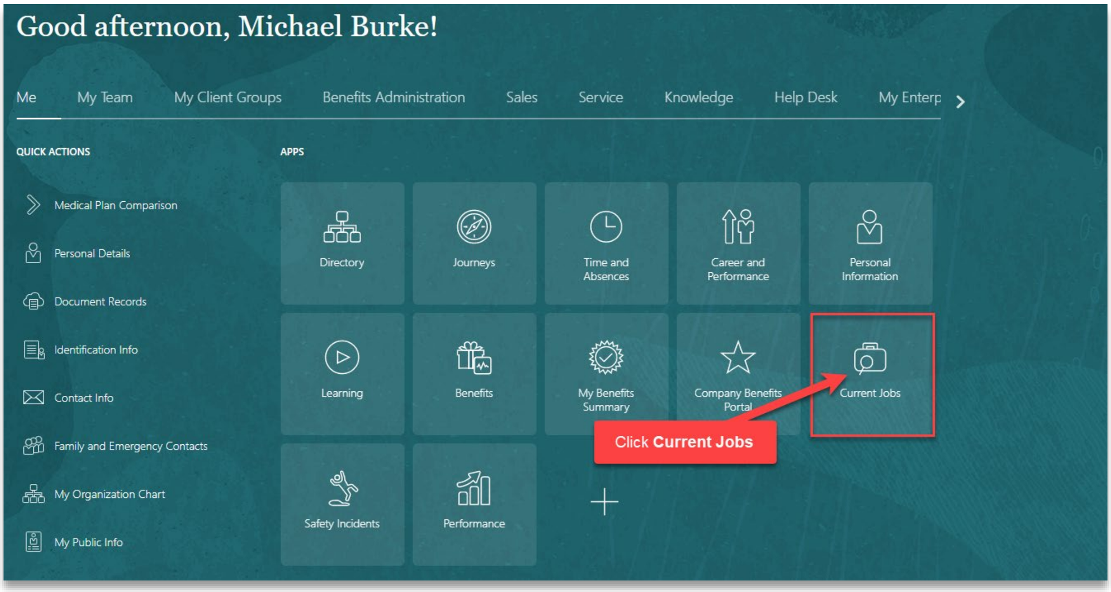



## Internal Candidate Application Process

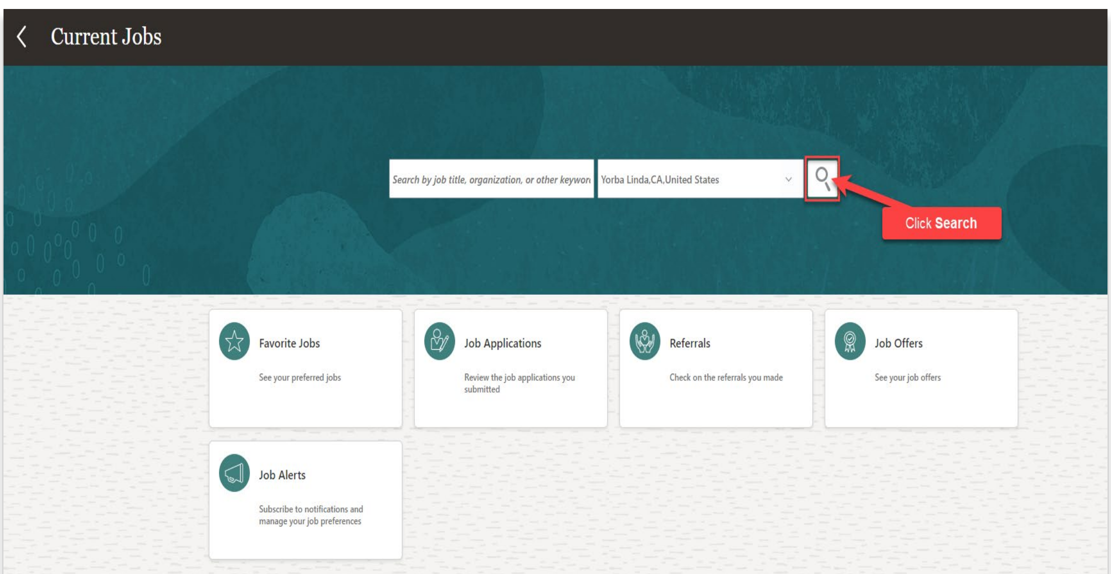
Navigation: Me>Current Jobs>Search>Submit

From the home screen, click **Me**

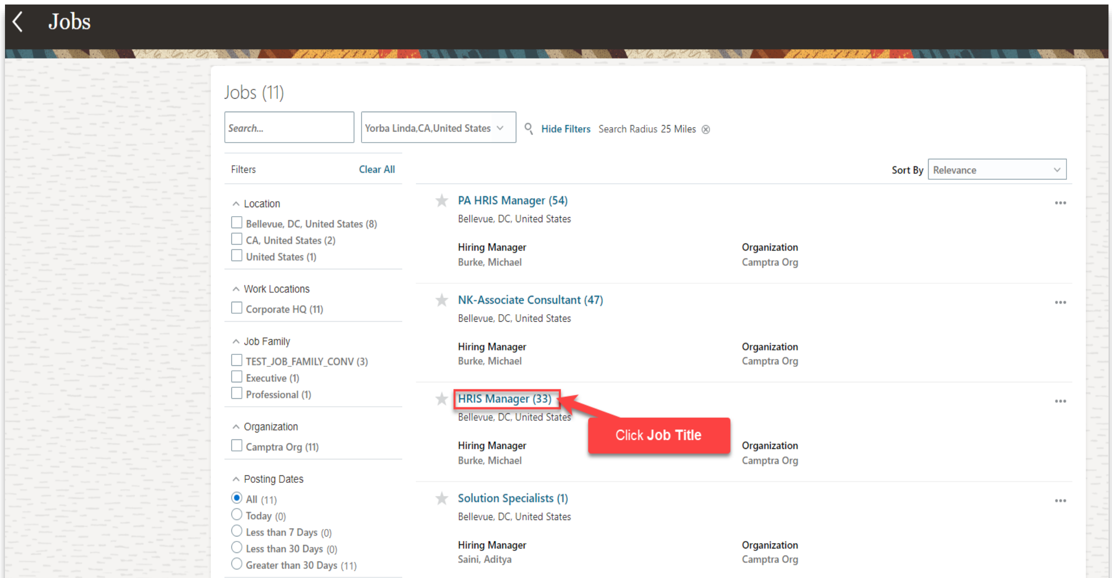

Click **Current Jobs**



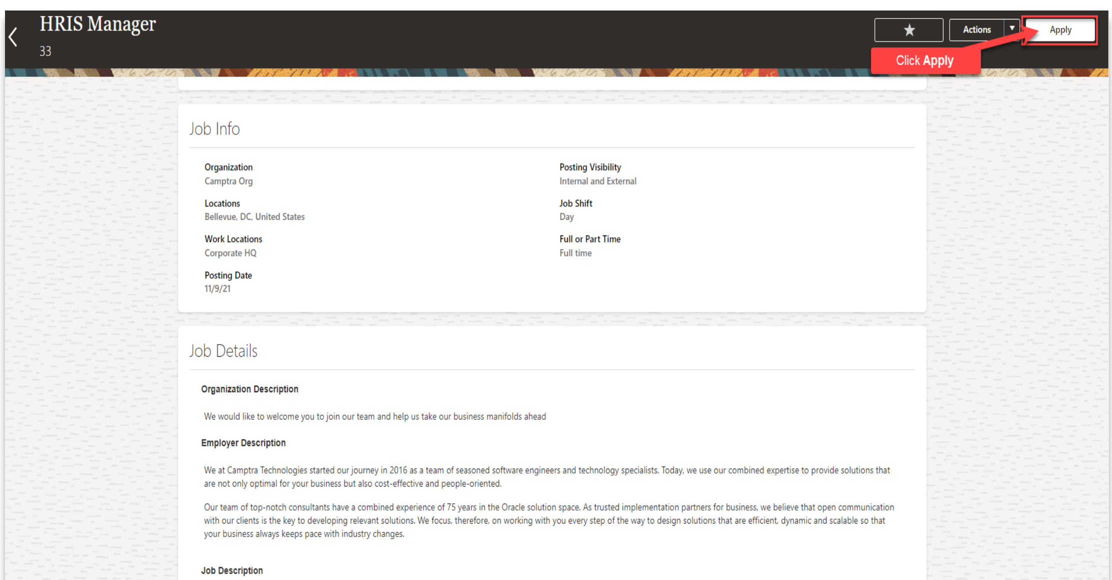

From the **Current Jobs** screen, the employee can search for open internal jobs, review job applications, etc. To apply for an internal job, enter the **Job Title** and **Search**. To search for all internal jobs, do not enter a Job Title and click **Search**



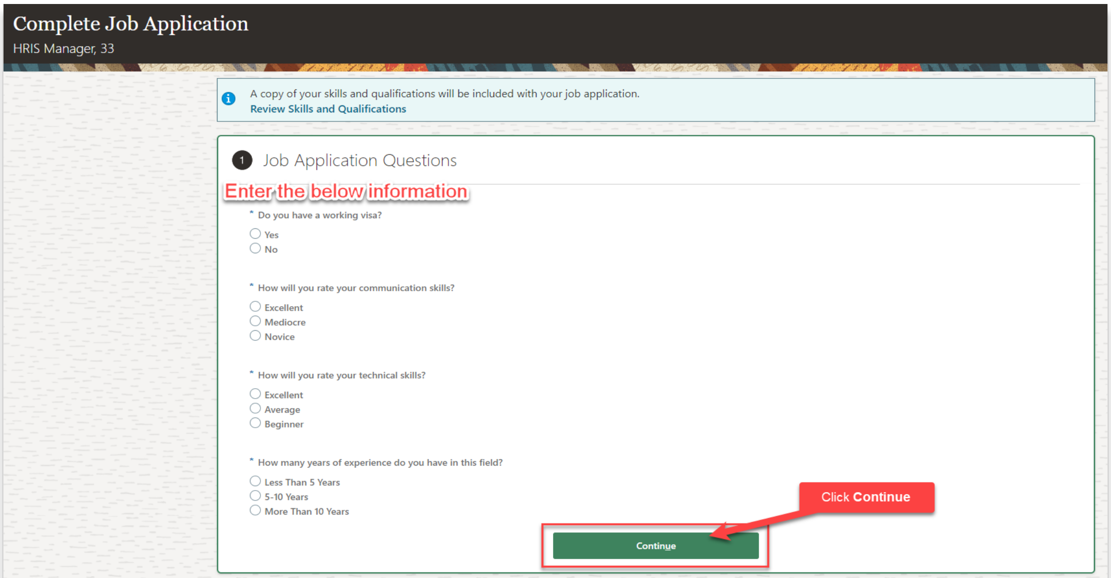

This list contains the internal Jobs. To apply for an internal job, click the **Job Title**



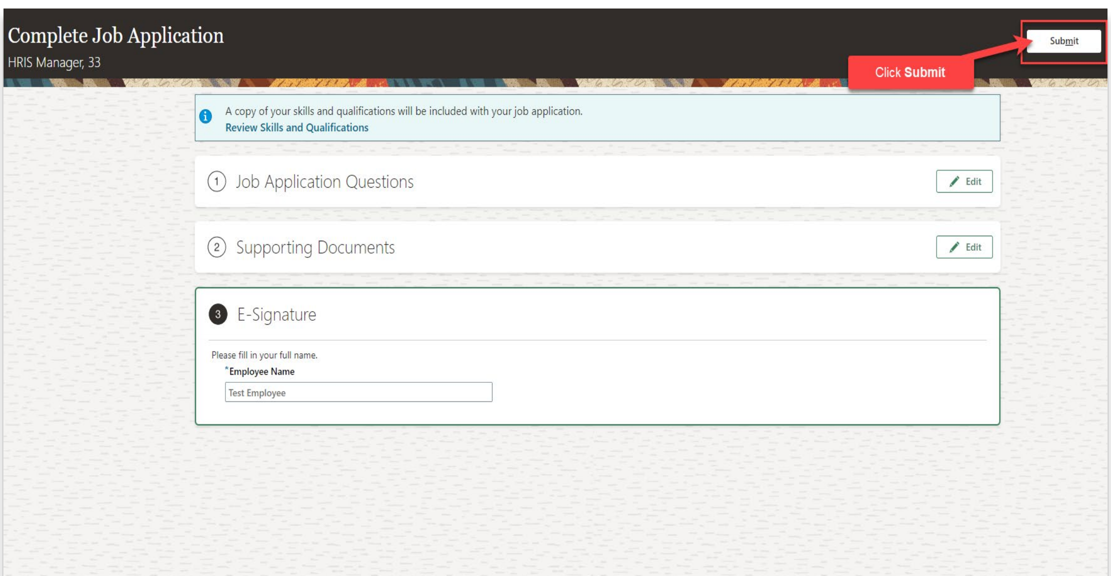

Here the employee can view the Job Details. To apply, click **Apply**




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



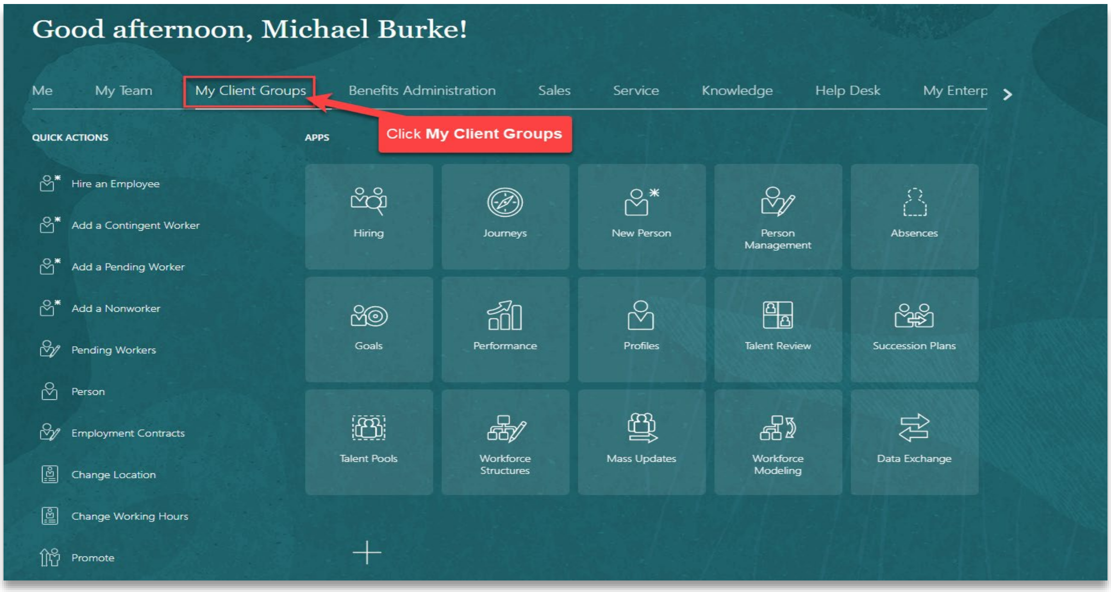

Click **Submit**



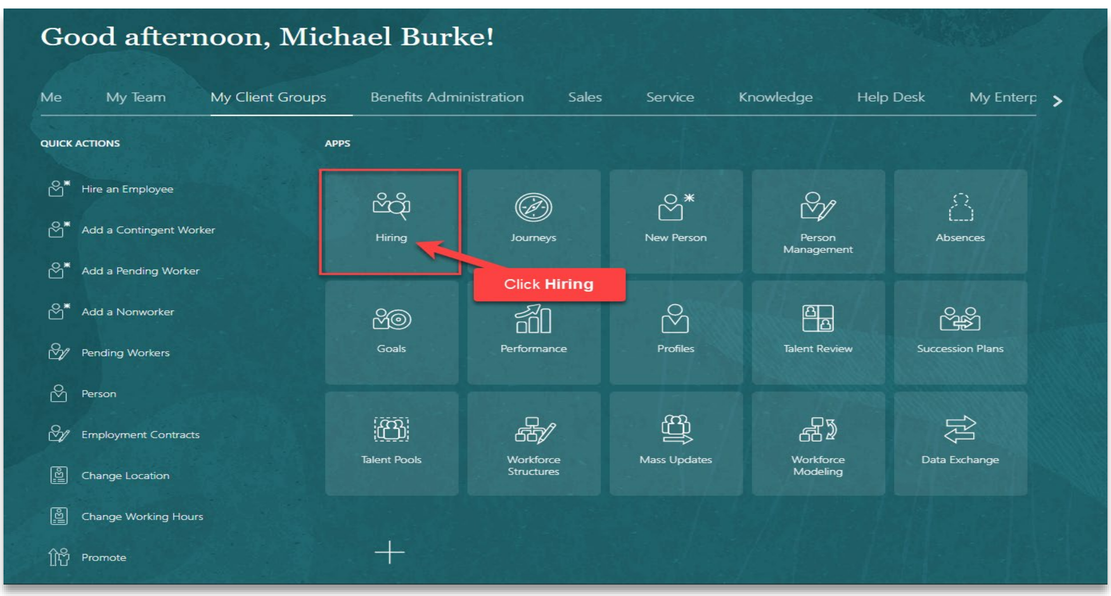

## Candidate Management- Create A Candidate

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

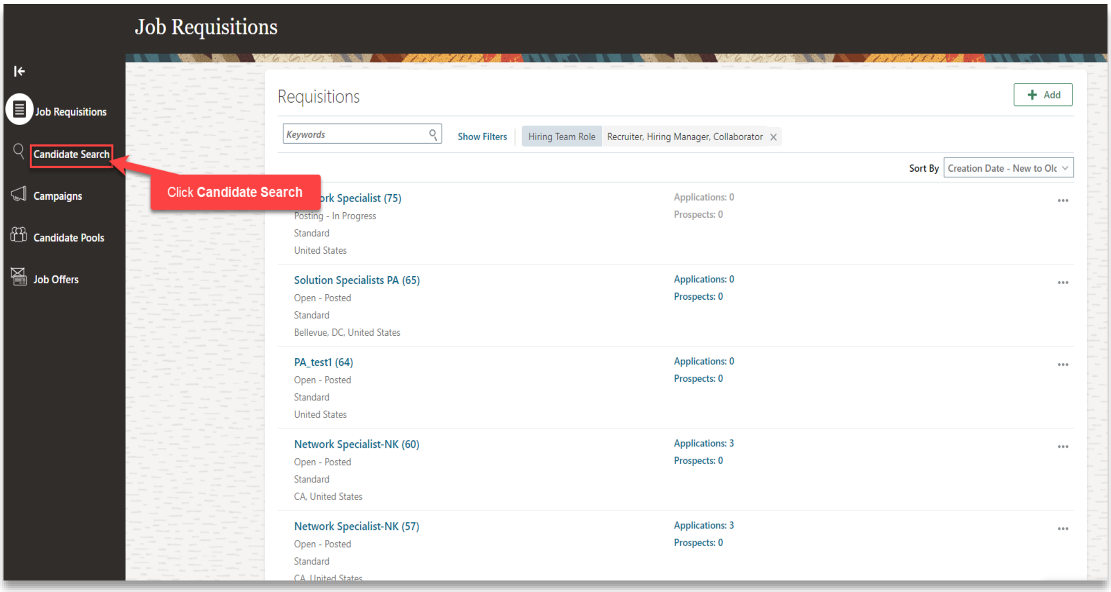
From the home screen, click **My Client Groups**



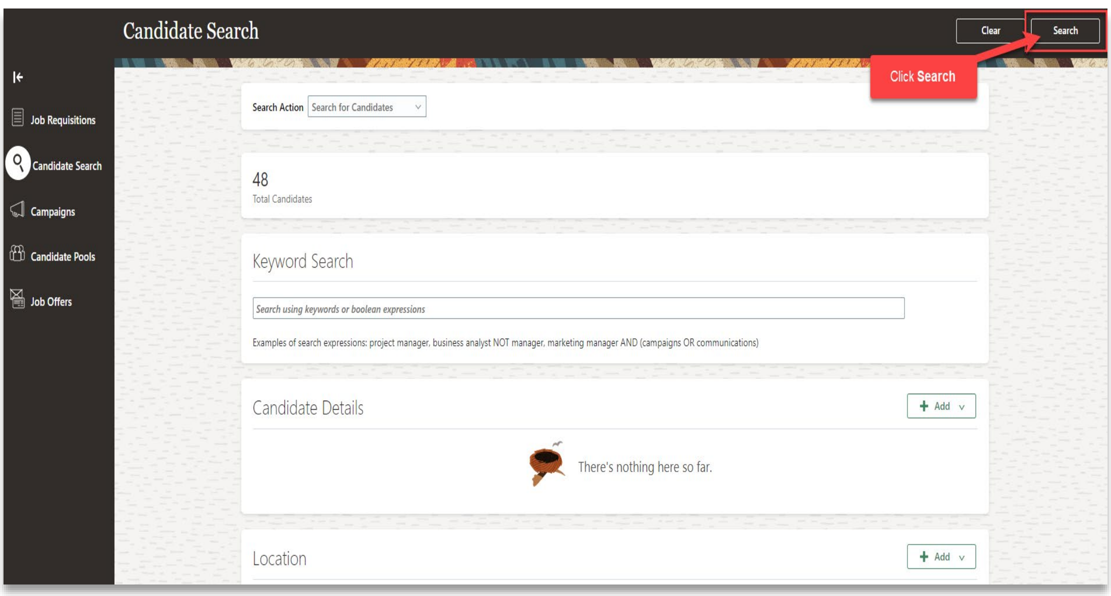

Click **Hiring**



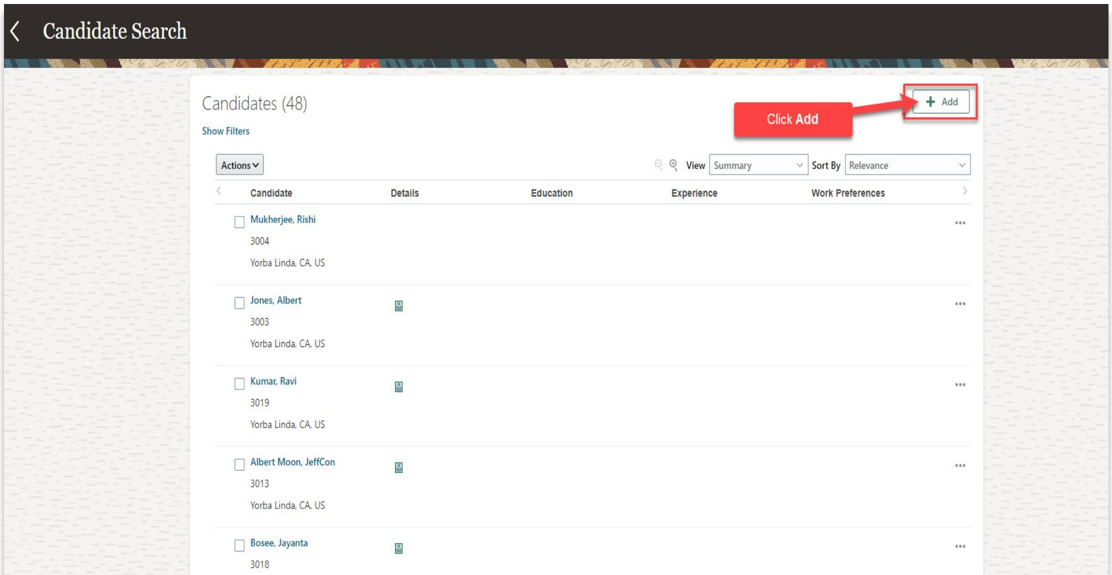

Click **Candidate Search**



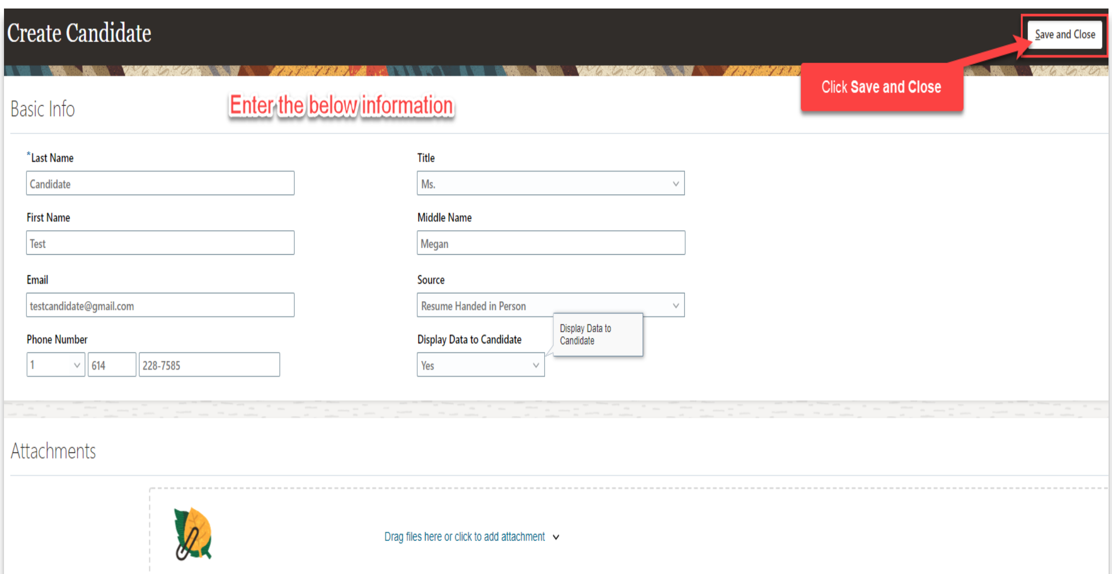

Click **Search**



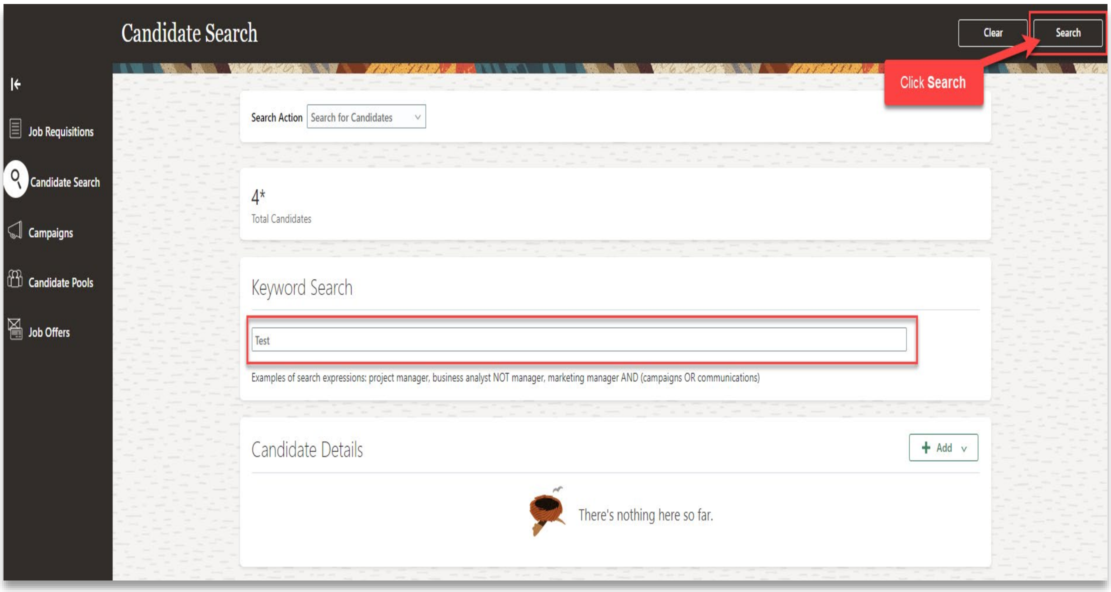

Click **Add**



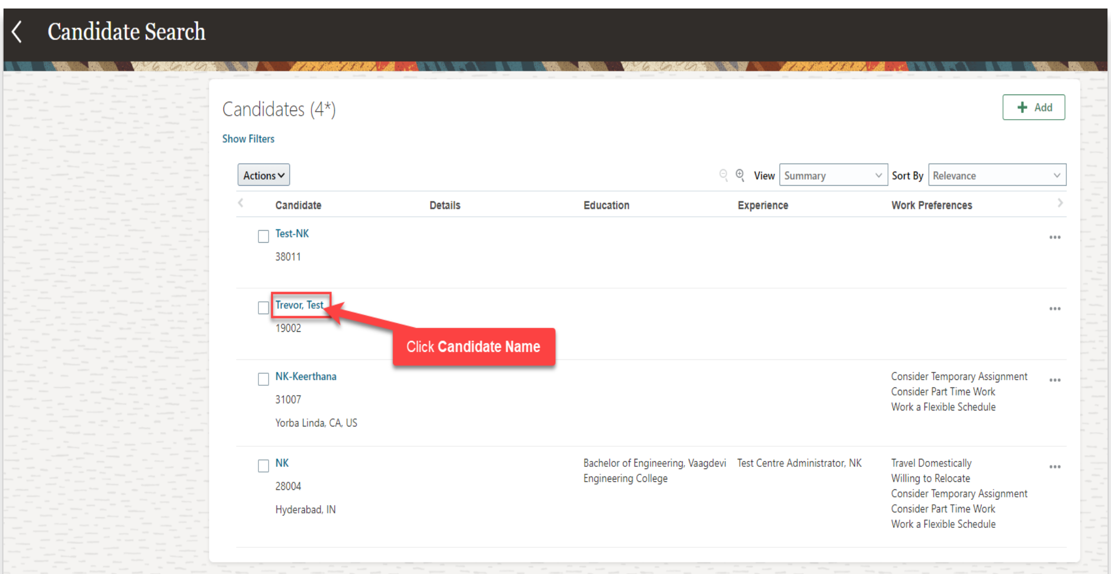

Enter the **Basic Information** and click **Save and Close**



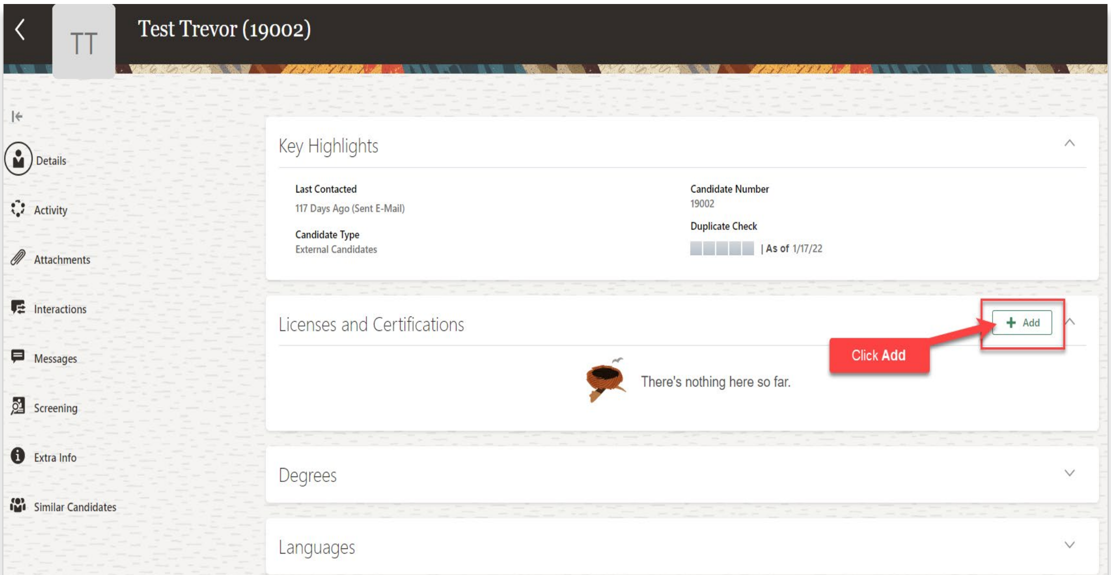

Enter the candidate's name in the **Keyword Search** and click **Search**



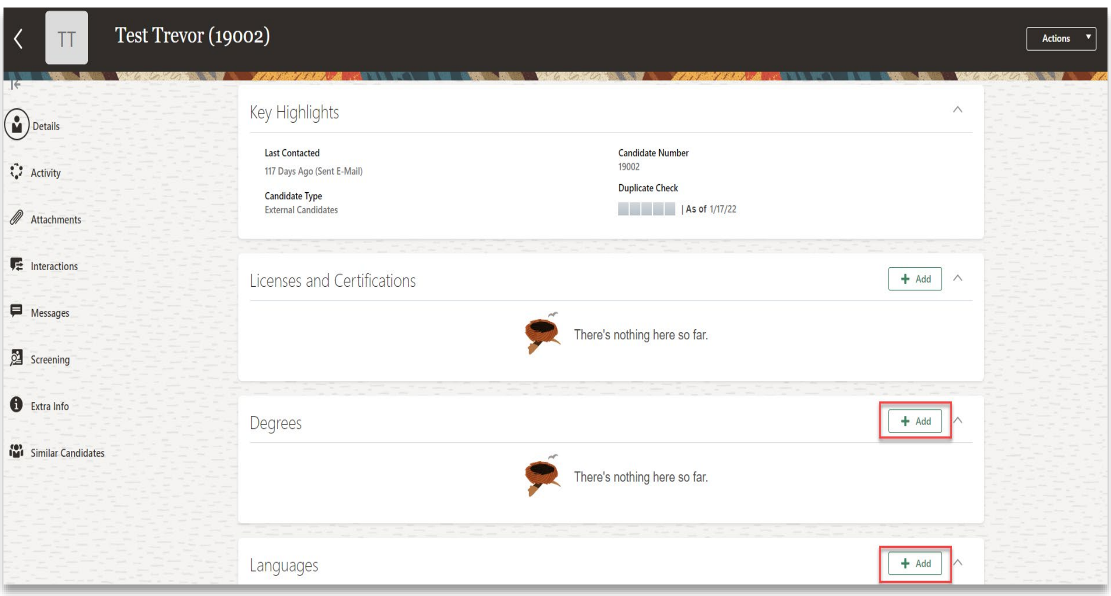

Click the **Candidate Name**




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



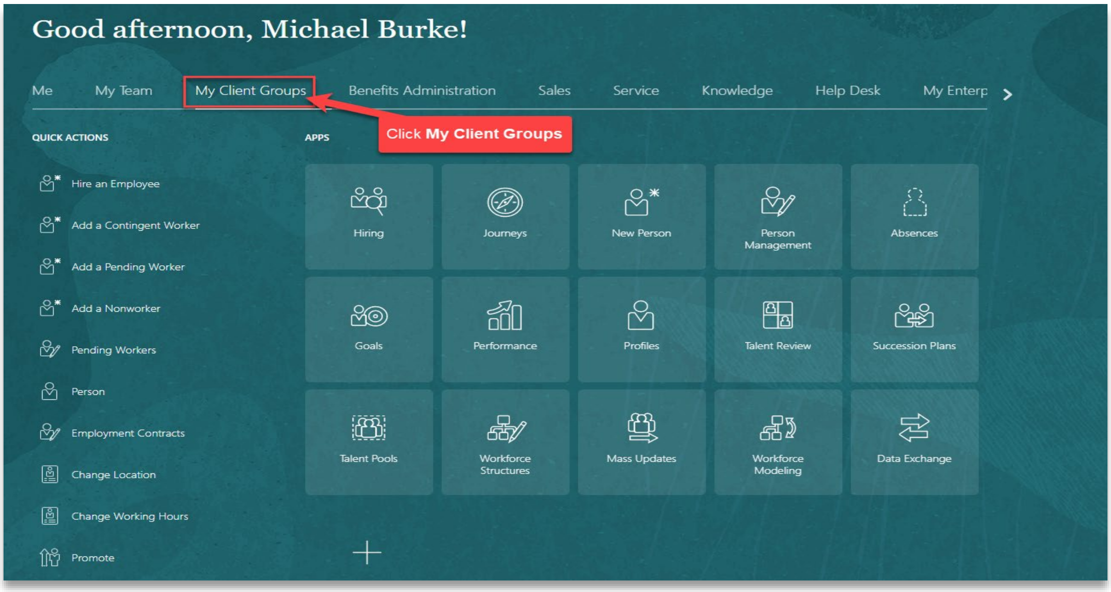

Follow this same process to complete each section of the **Details** to create the **Candidate Profile**



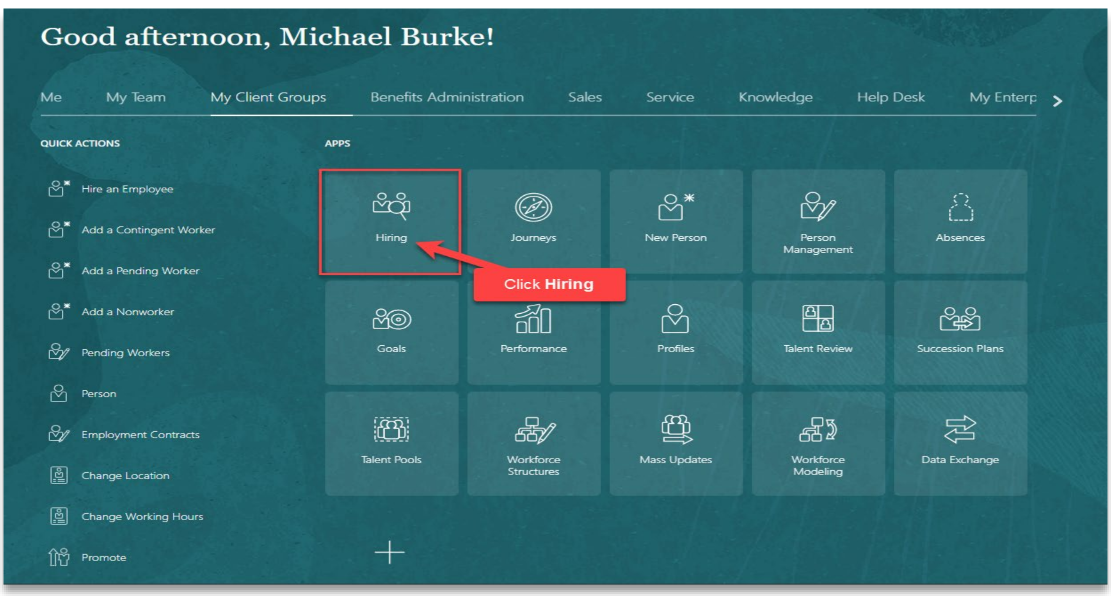

## Managing The Candidate Profile

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

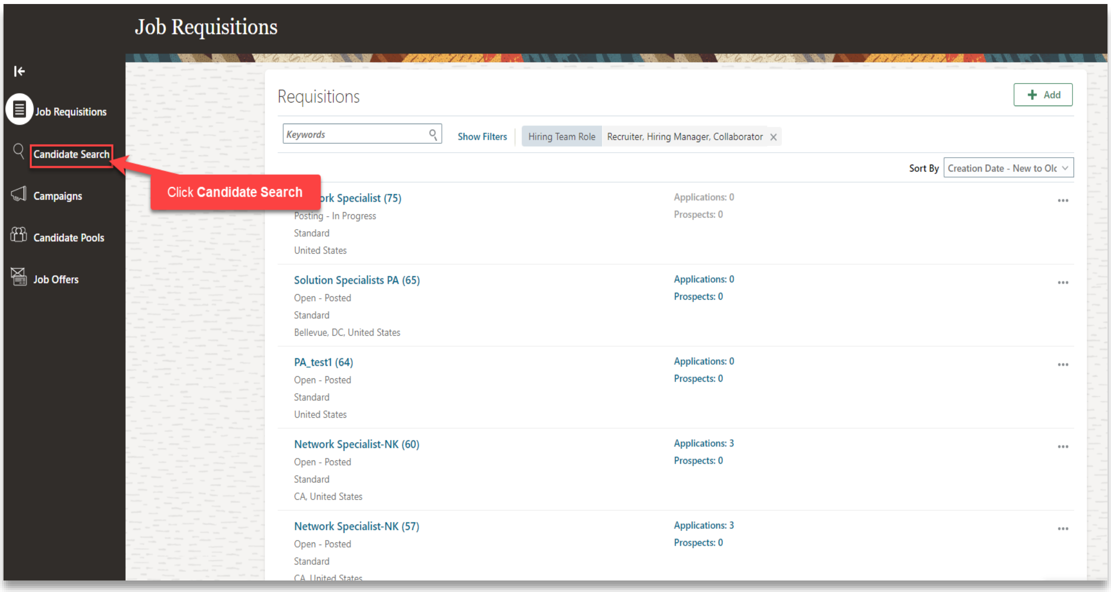
From the home screen, click **My Client Groups**



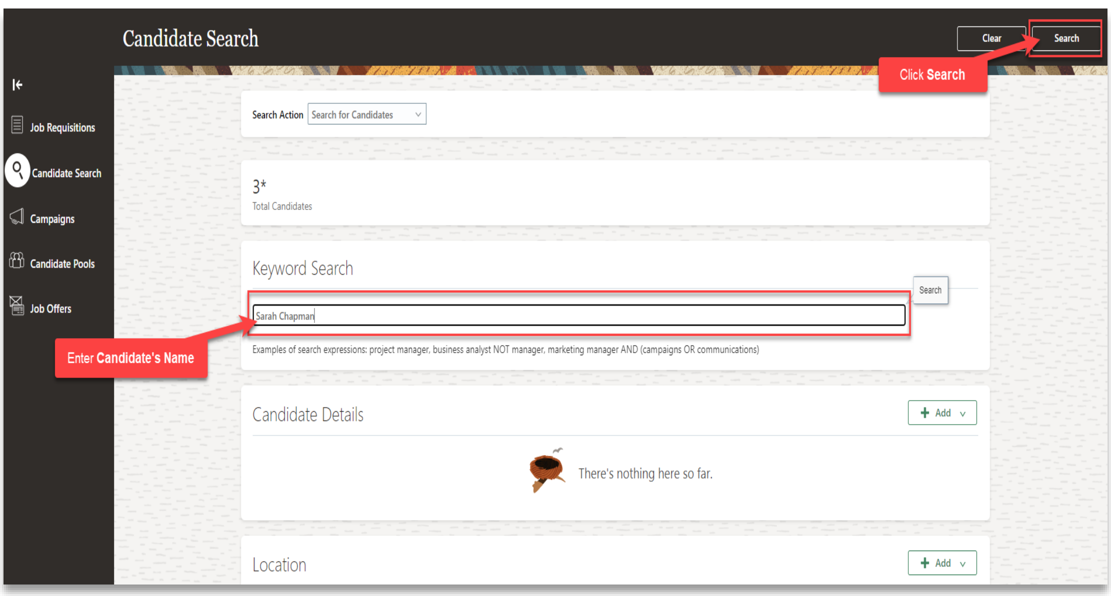

Click **Hiring**



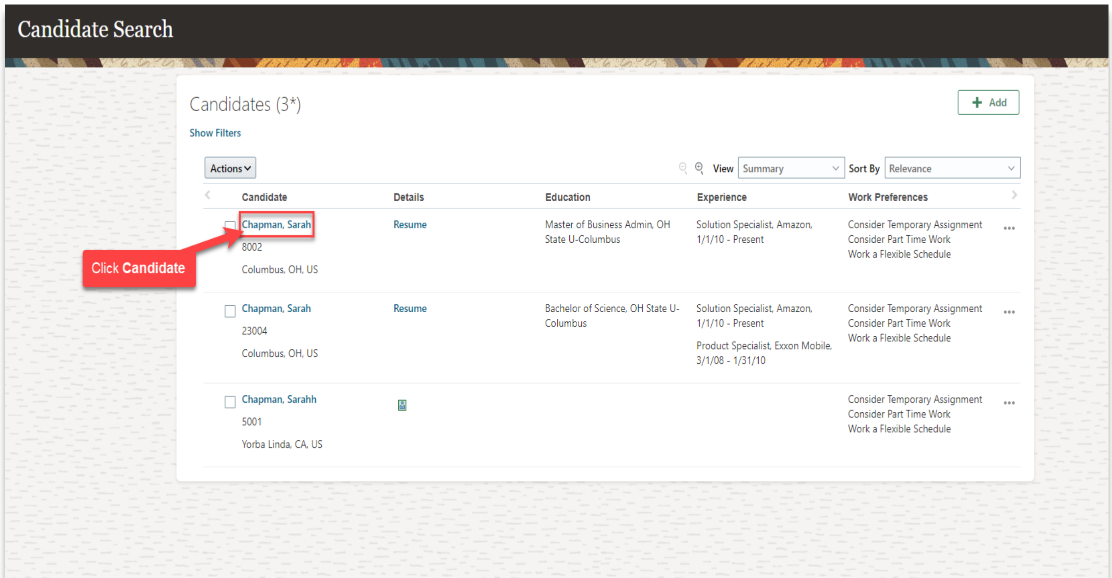

Click **Candidate Search**



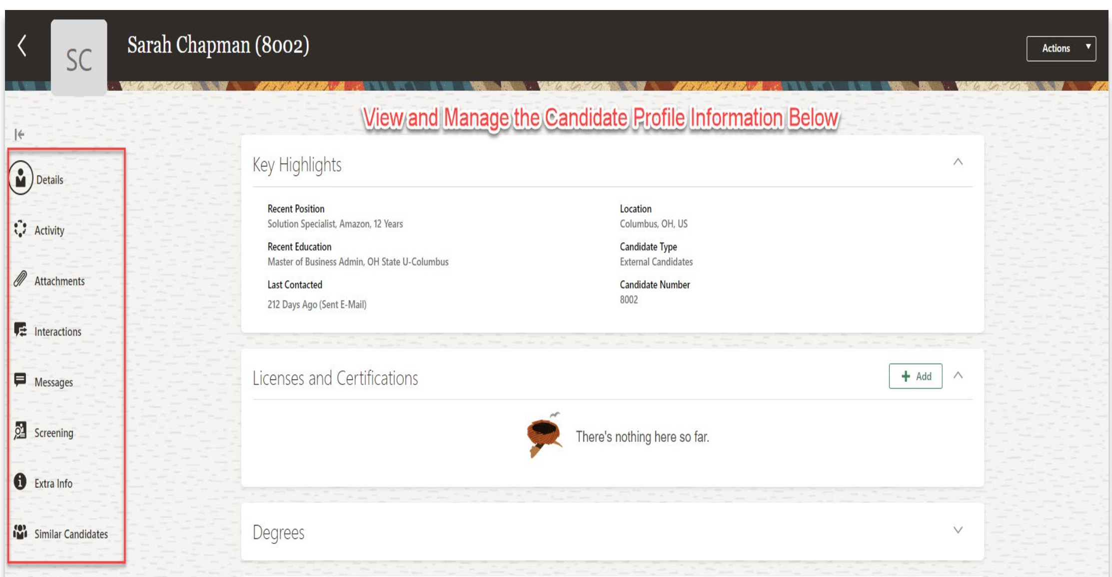

Enter the Candidate's name and Click **Search**




Click **Candidate**



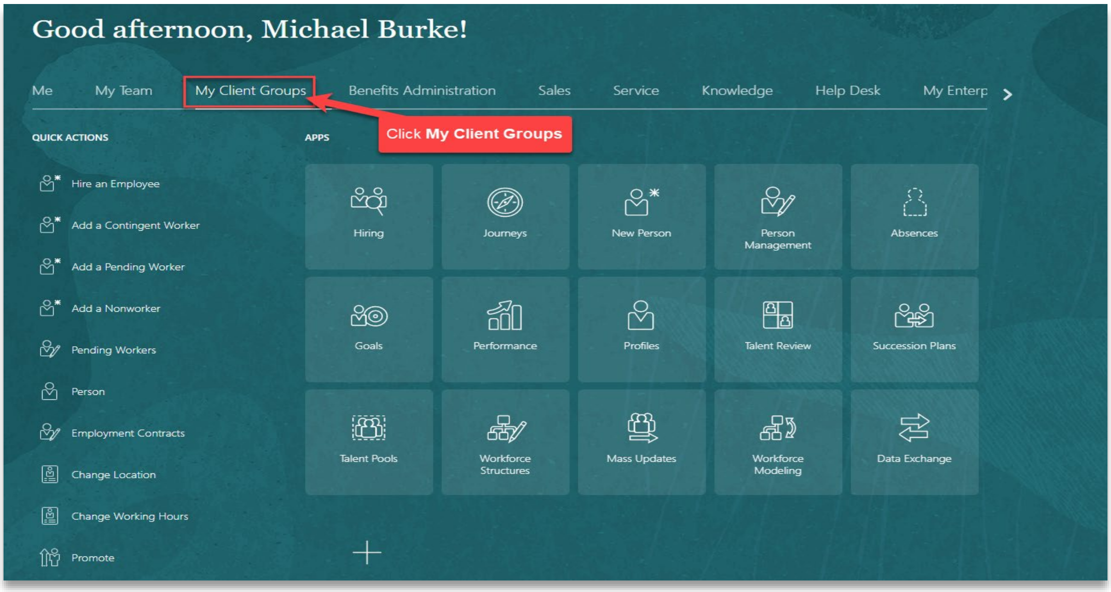

We are now in the Candidate Profile screen. On the left, we can view the Candidate's details, applicant activity, attachments, etc. Once we select a tab, the information within the tab will populate on the screen. We can view and manage the information by clicking **Add** or the **Pencil** Icon to Edit



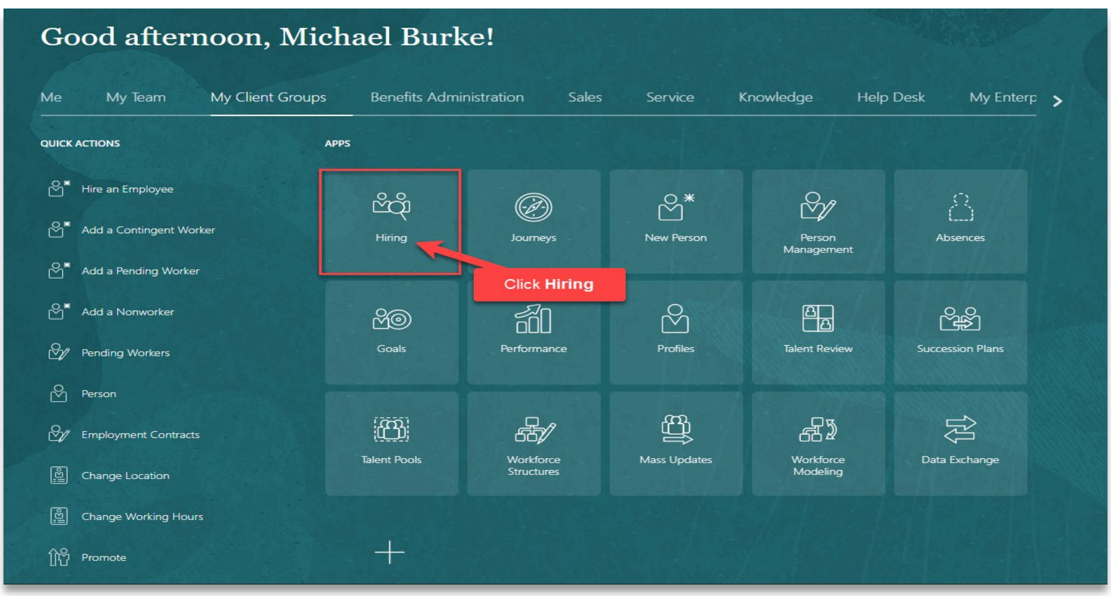

## Candidate Quick Search

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

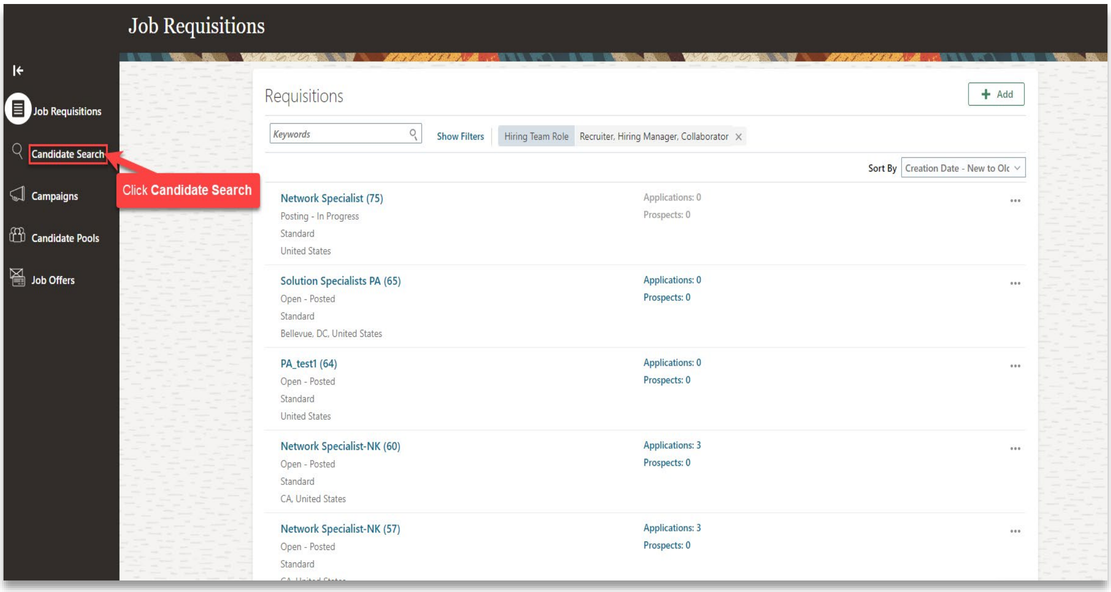
From the home screen, click **My Client Groups**



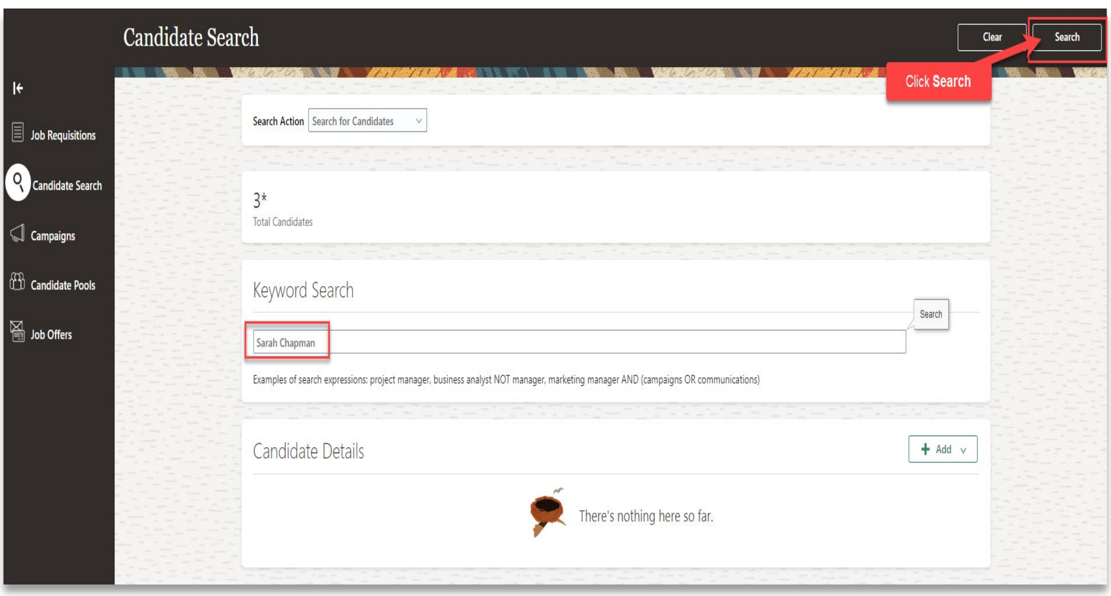

Click **Hiring**



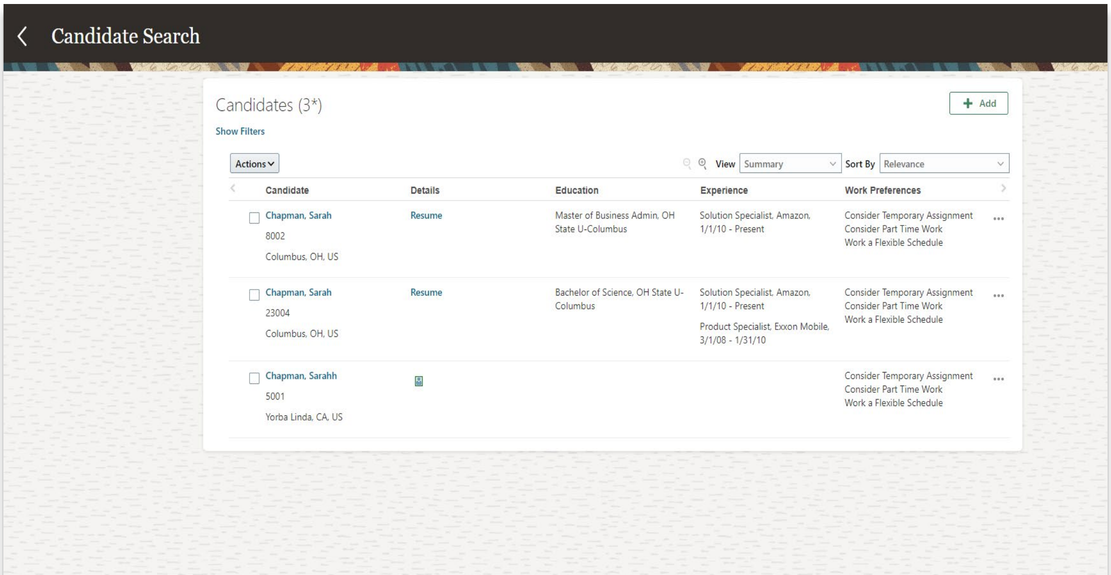

Click **Candidate Search**




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



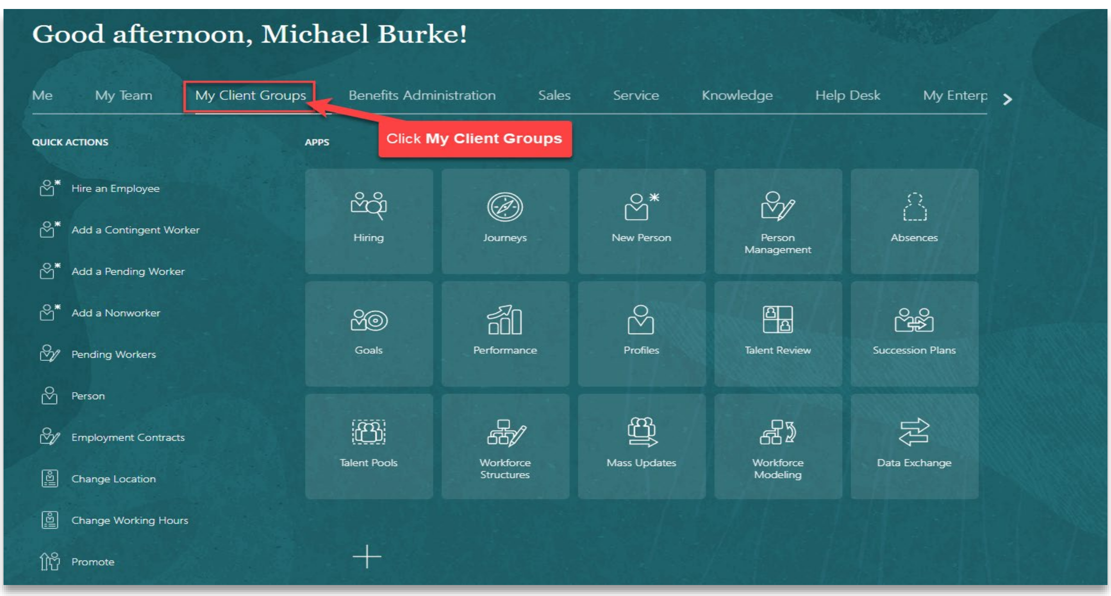

Here we can view the results of the **Candidate Search**



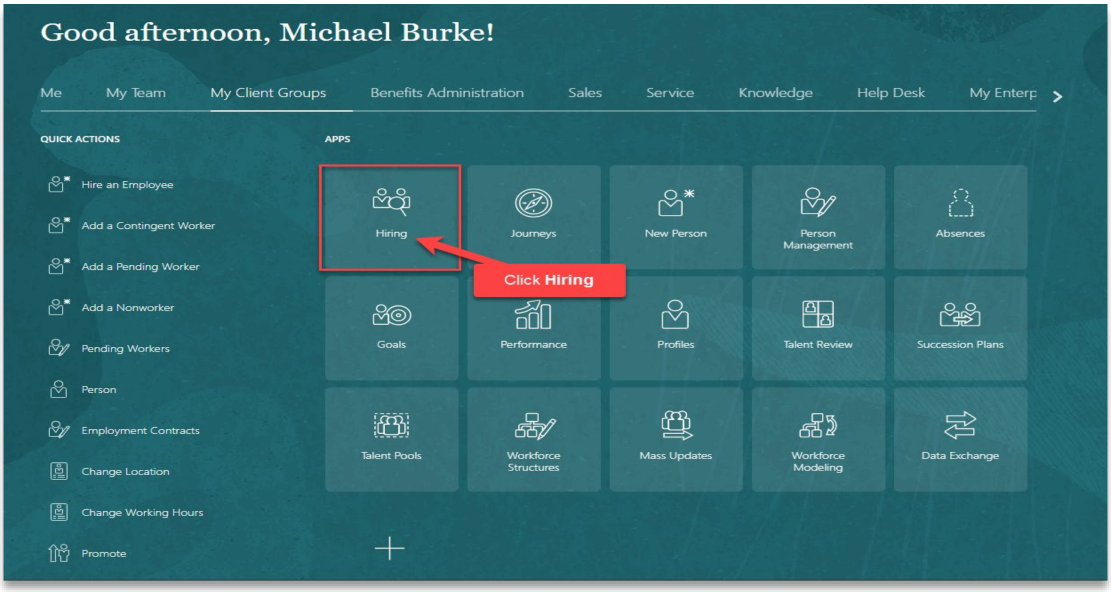

## Create Candidate Pool

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

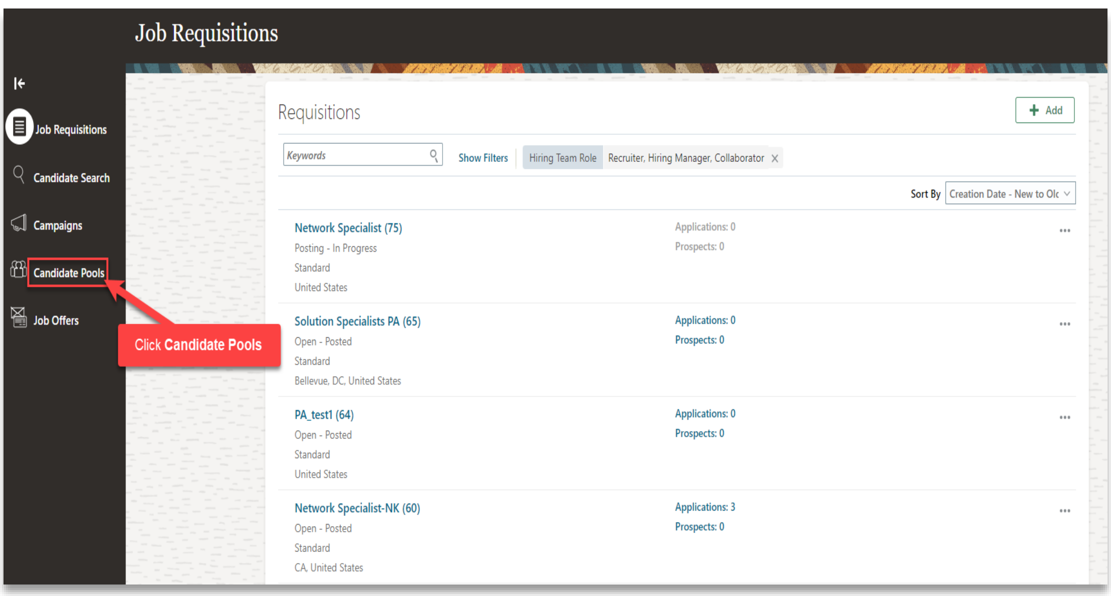
From the home screen, click **My Client Groups**



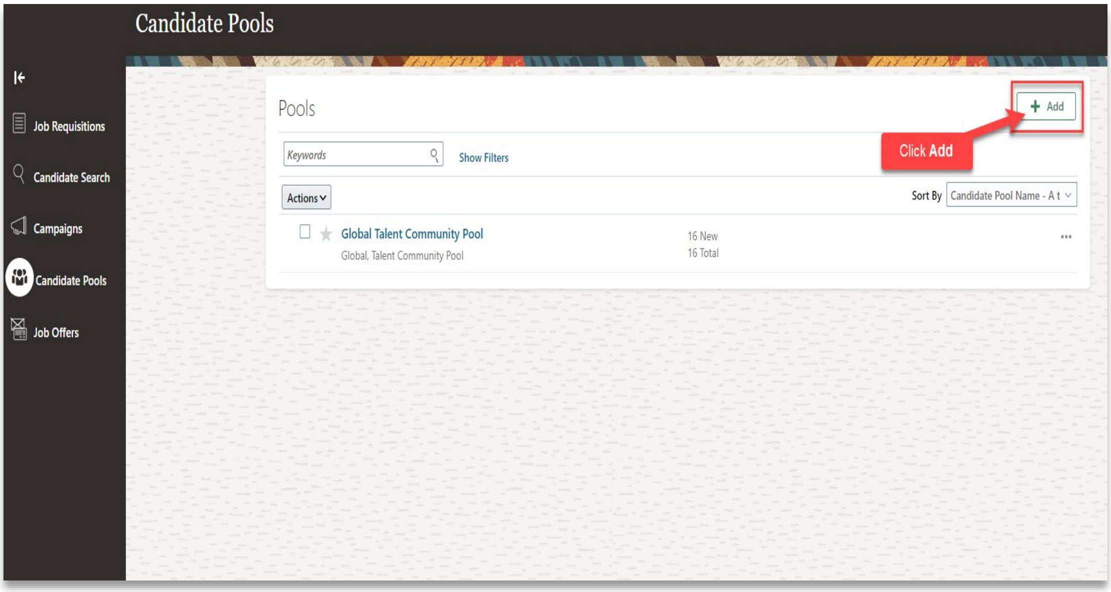

Click **Hiring**



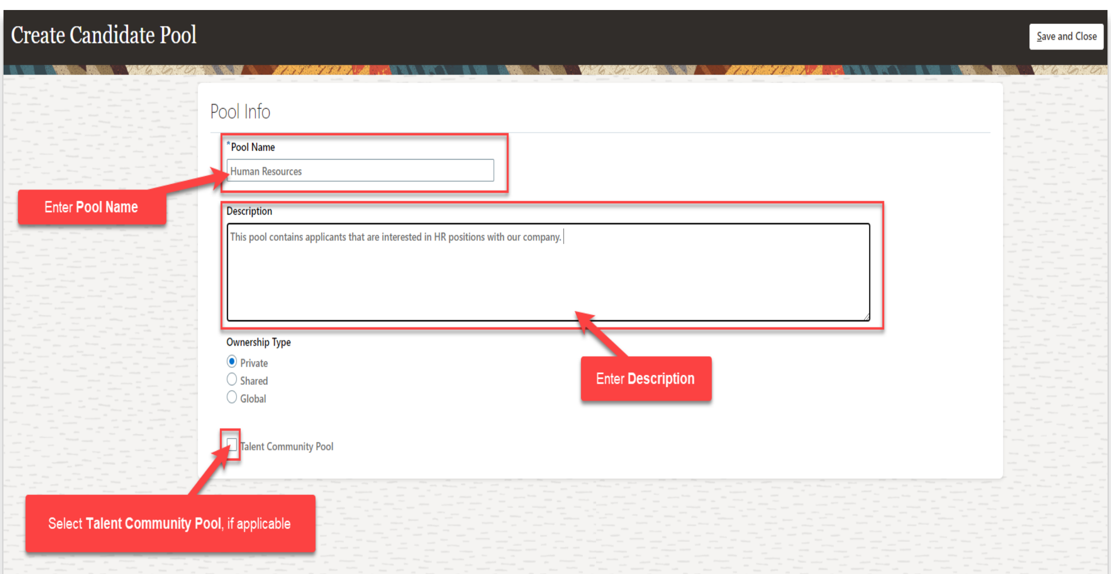

Click **Candidate Pools**



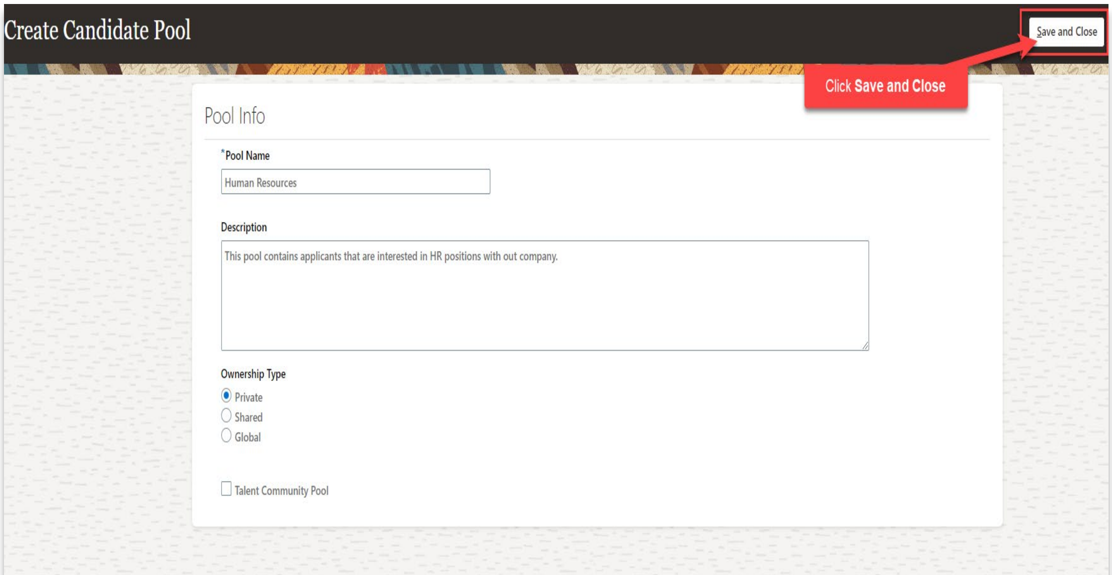

Click **Add**




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



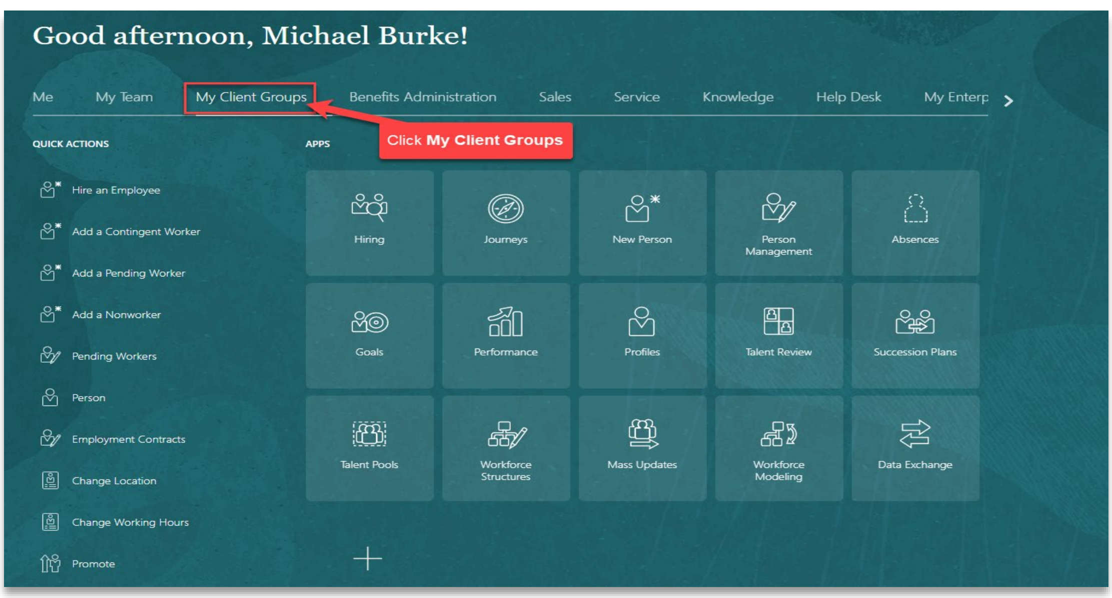

Once complete, click **Save and Close**



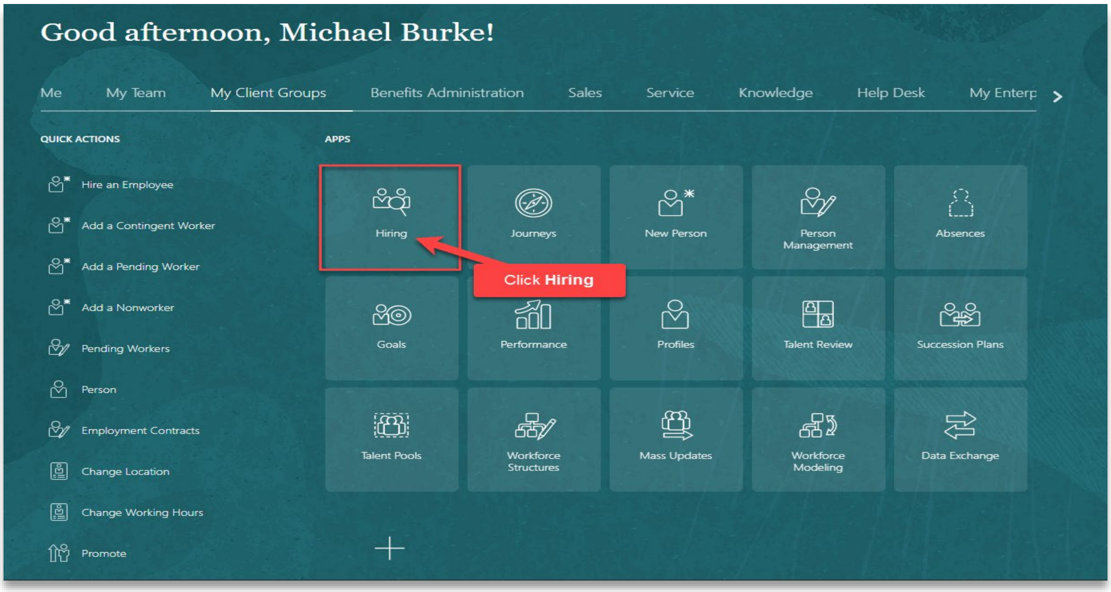

## Review Candidate Files

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

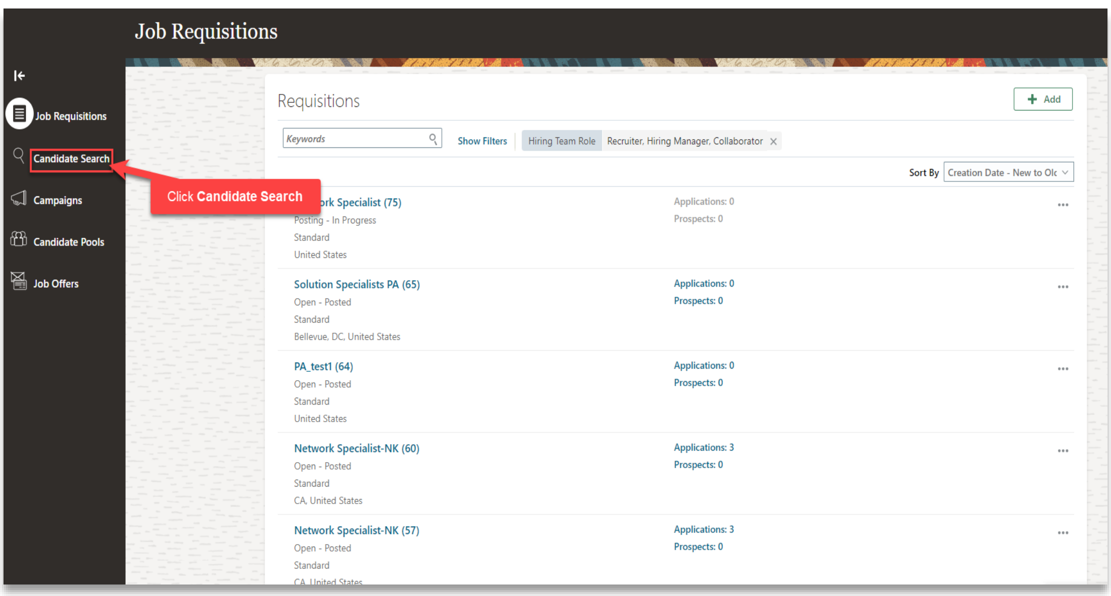
From the home screen, click **My Client Groups**



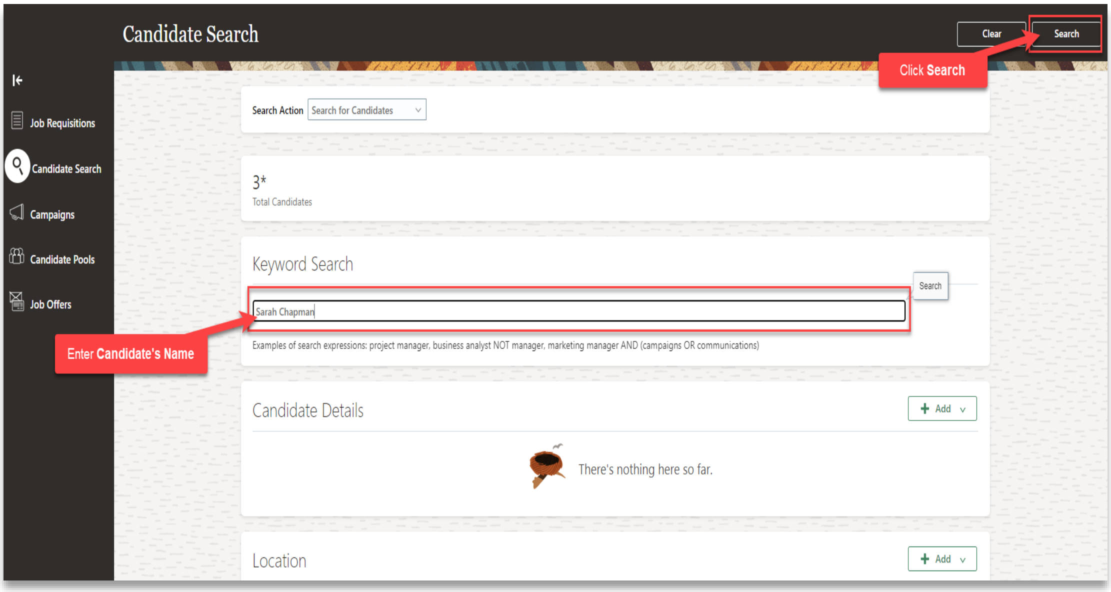

Click **Hiring**



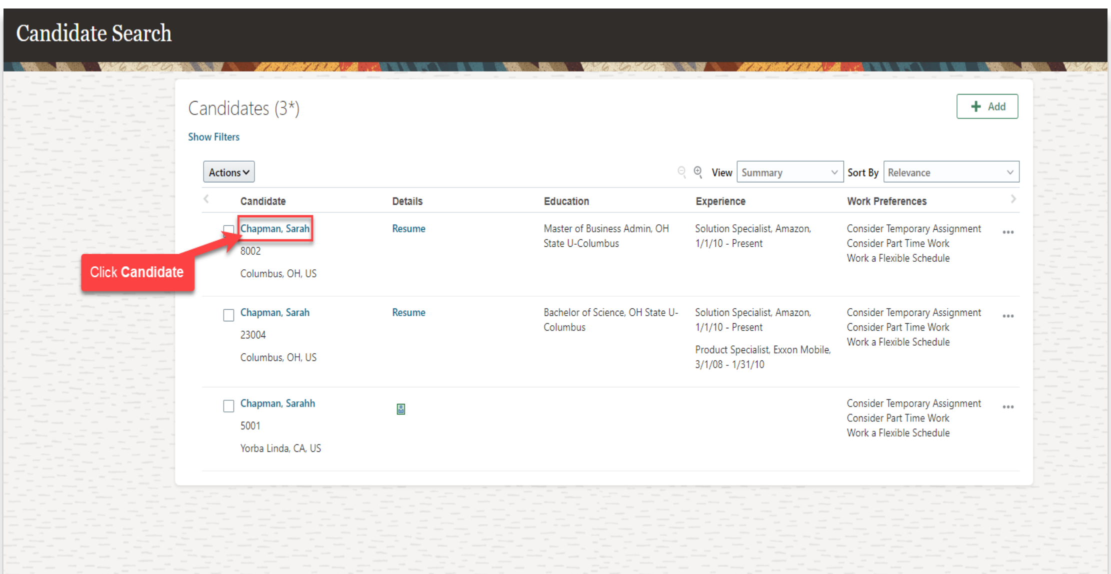

Click **Candidate Search**



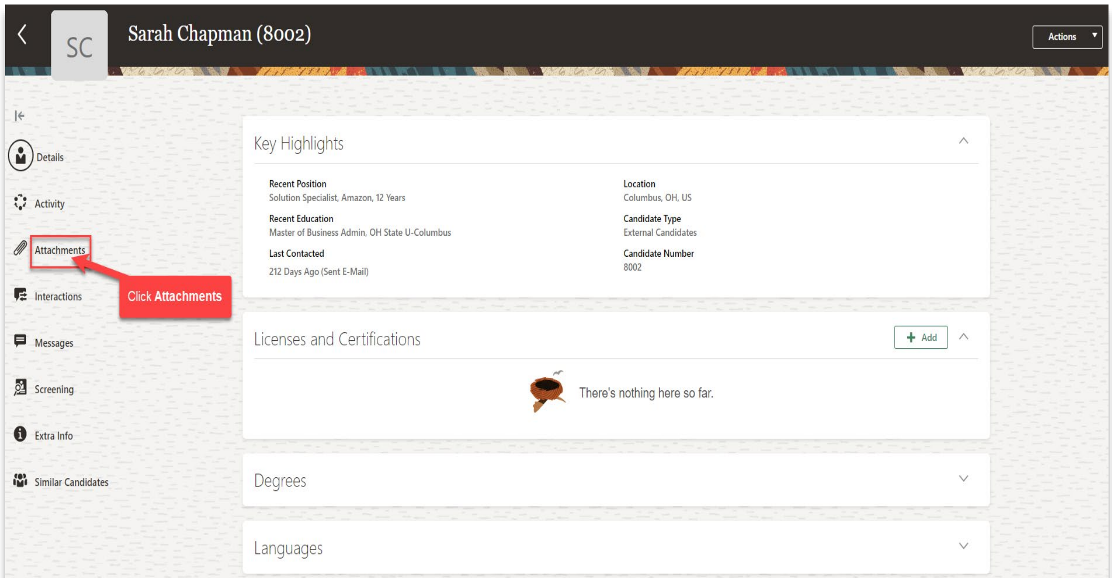

Enter the Candidate's name and Click **Search**



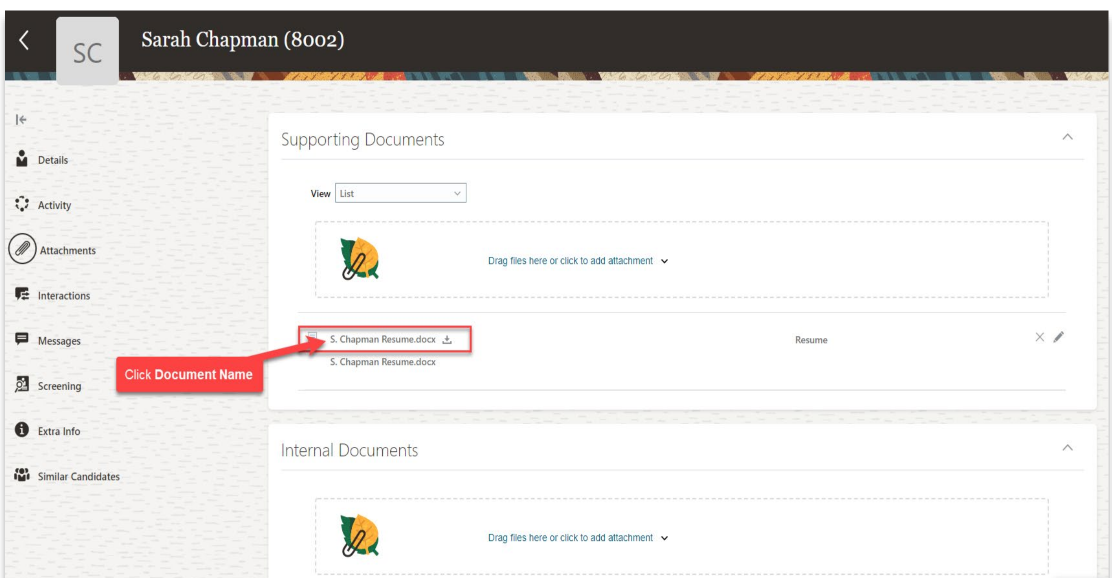

Click **Candidate**




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



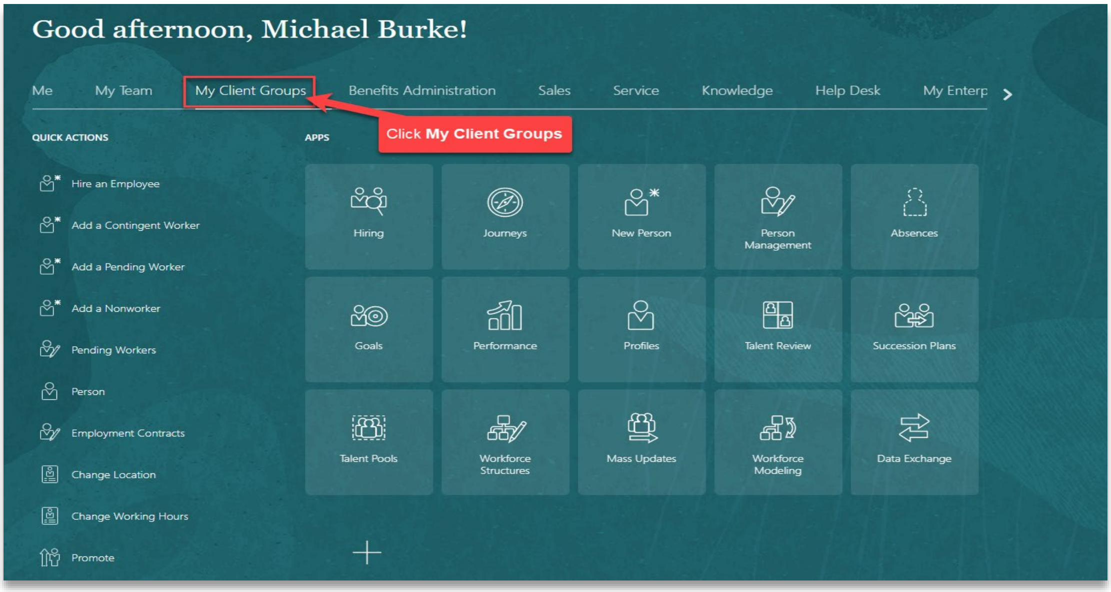

We can now view the Candidate Files. To view a file, click **Document Name** and we can view the file



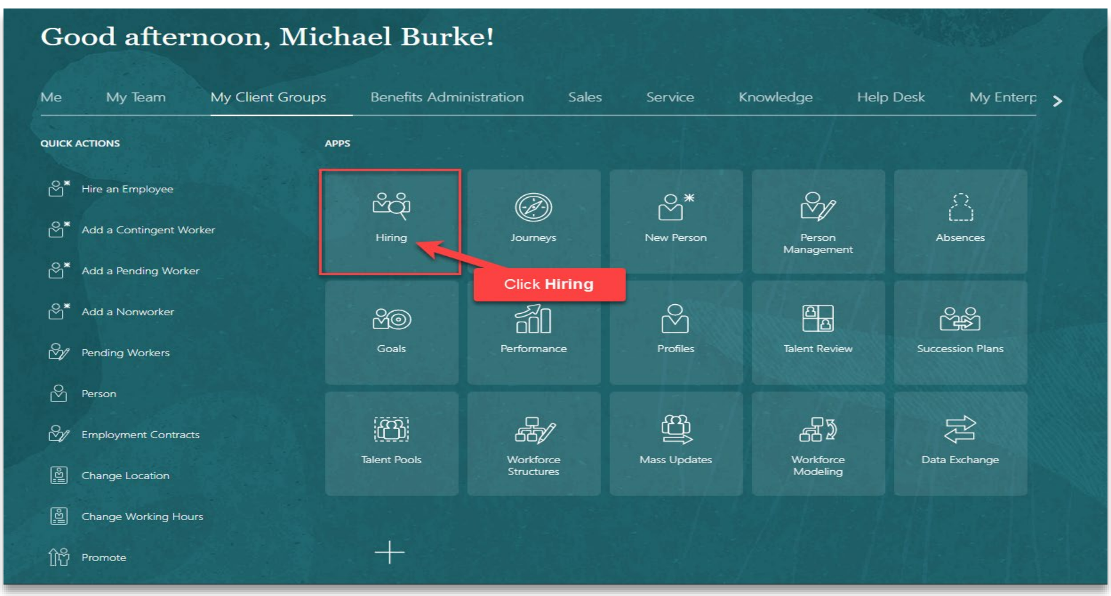

## Reject A Candidate

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

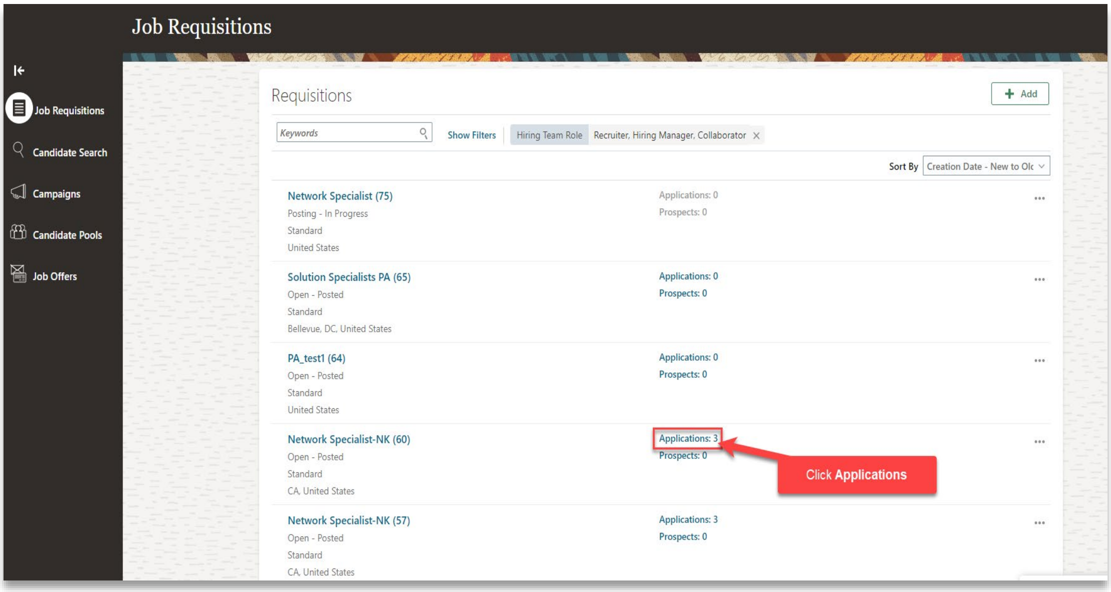
From the home screen, click **My Client Groups**



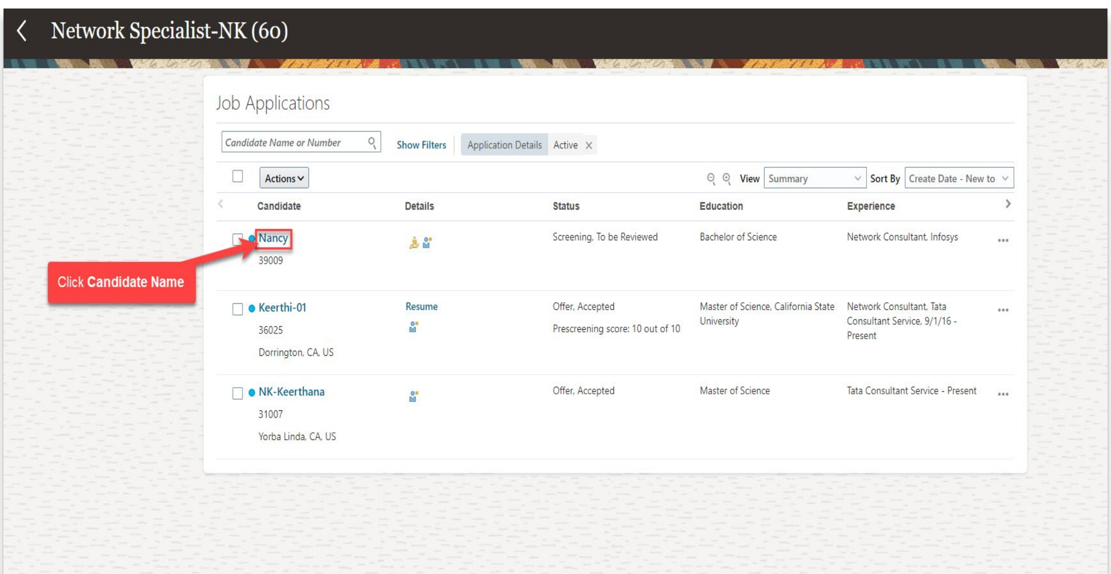

Click **Hiring**



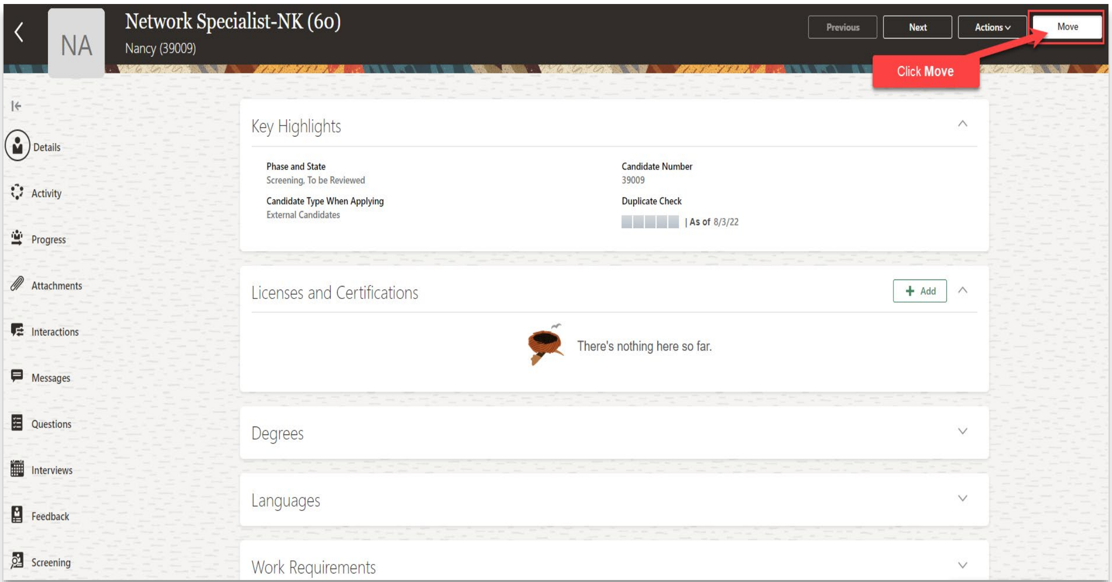

Click **Applications** across from the Requisition



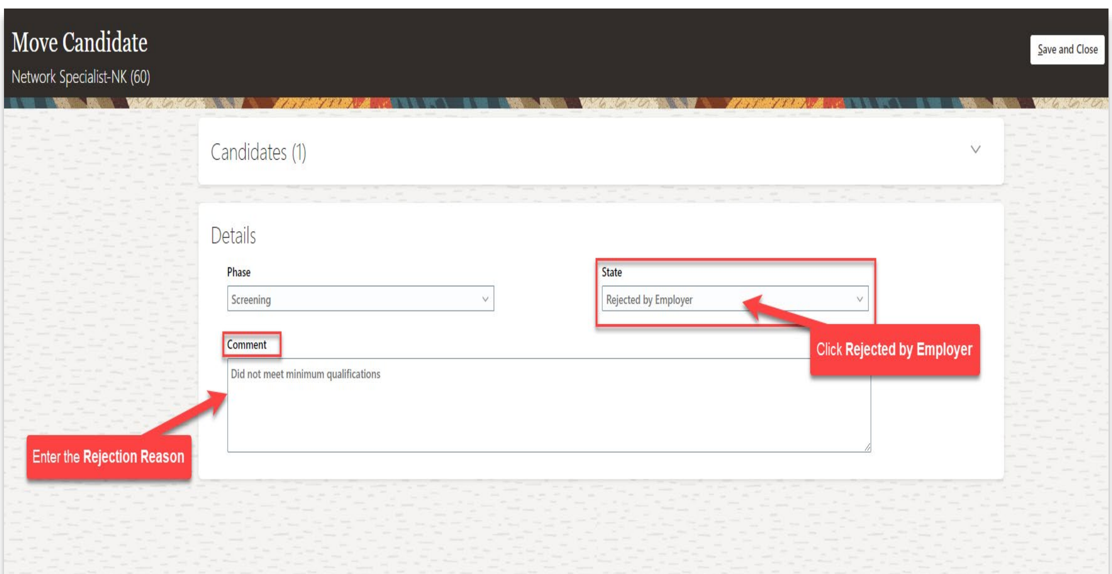

Click **Candidate Name**



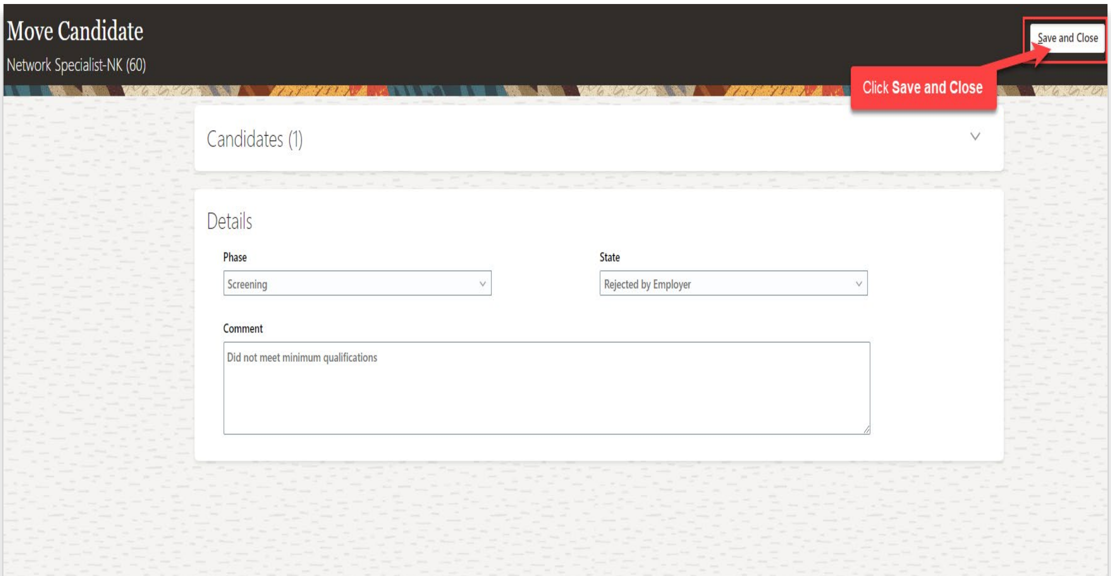

Click **Move**




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



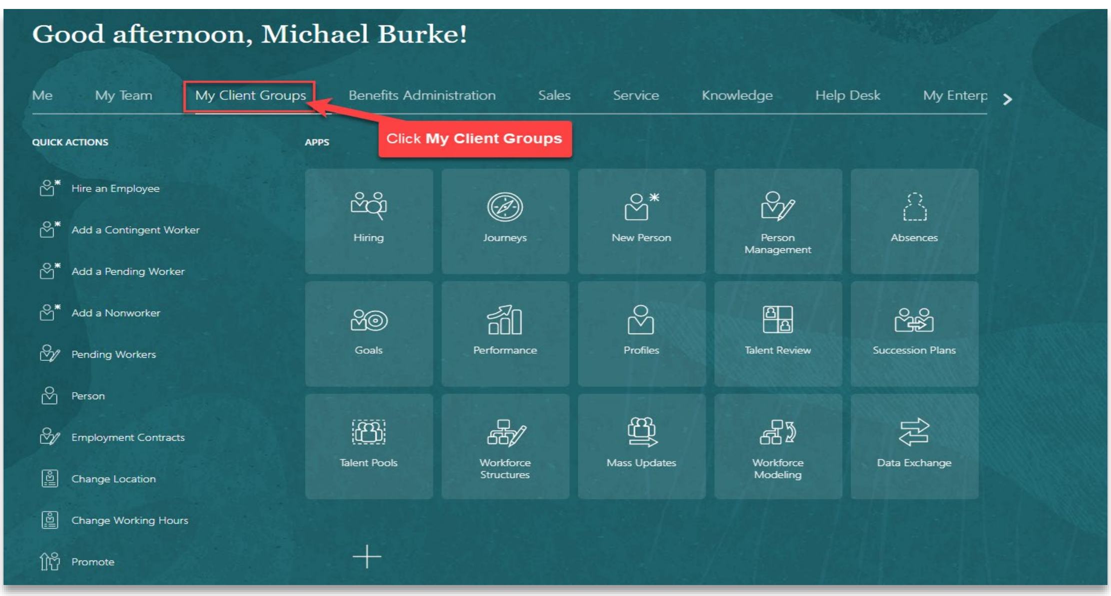

Click **Save and Close**



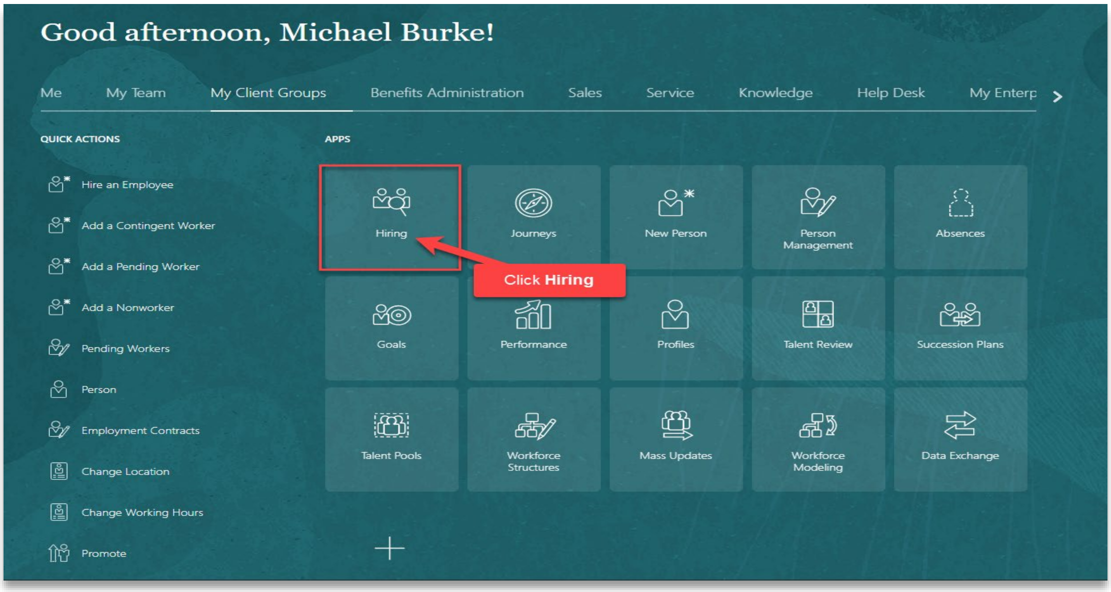

## Progress Candidate From Candidate List

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

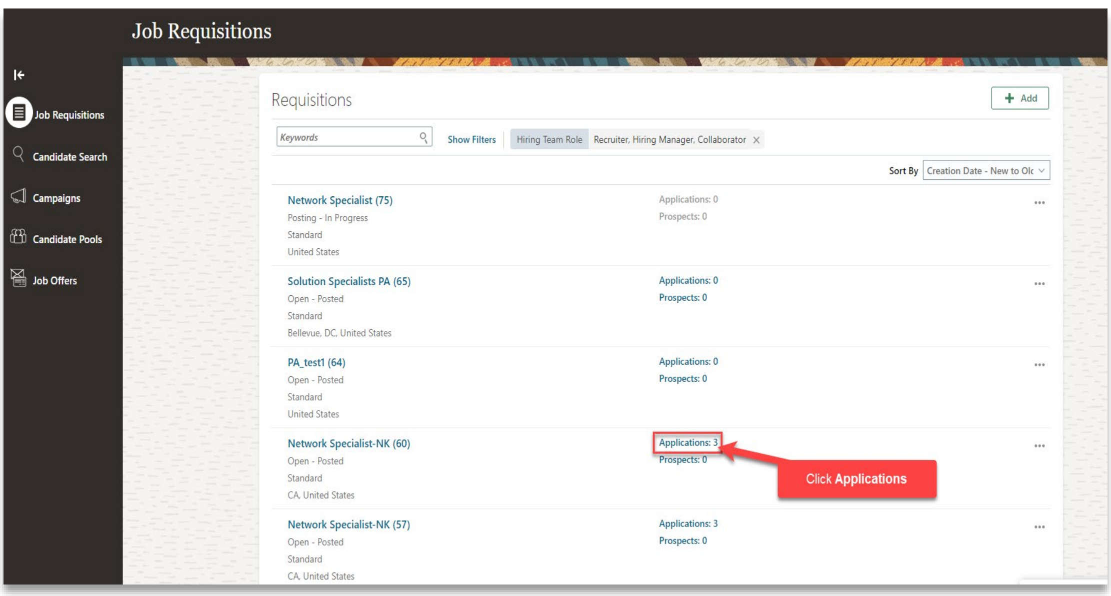
From the home screen, click **My Client Groups**



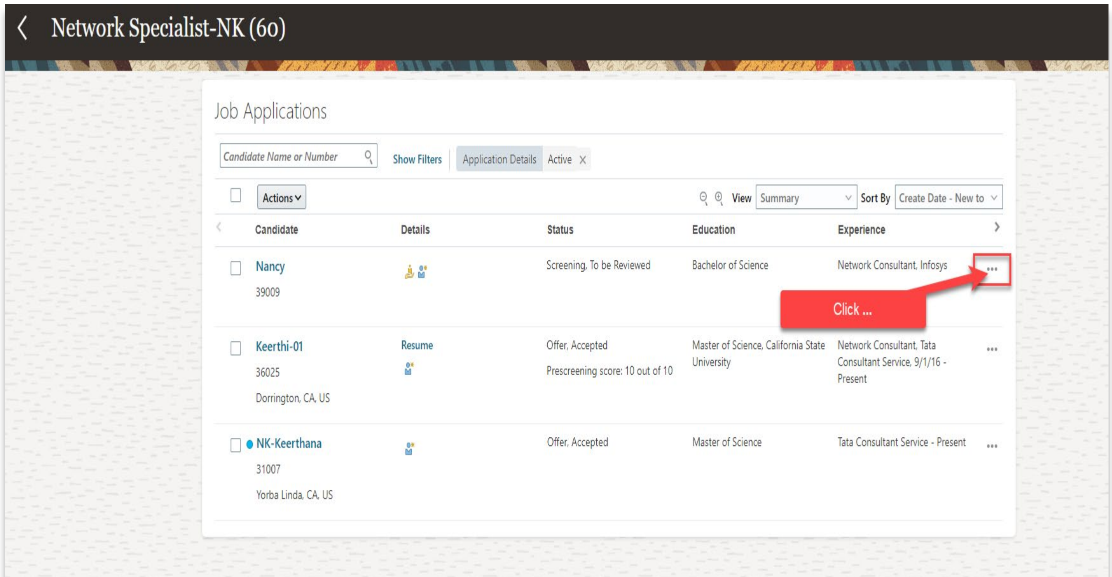

Click **Hiring**



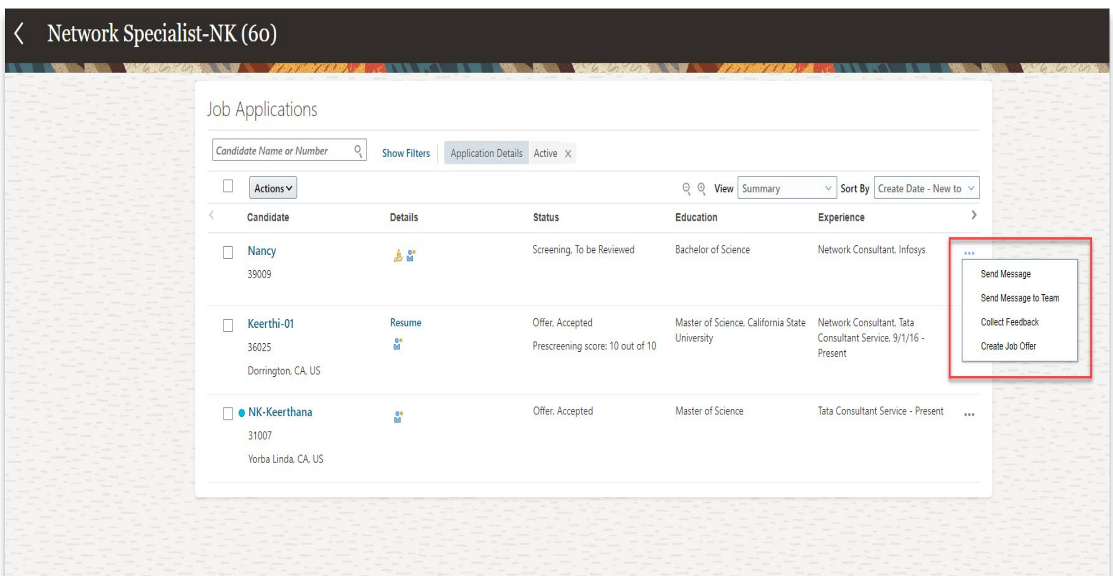

Click **Applications** across from the Requisition




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



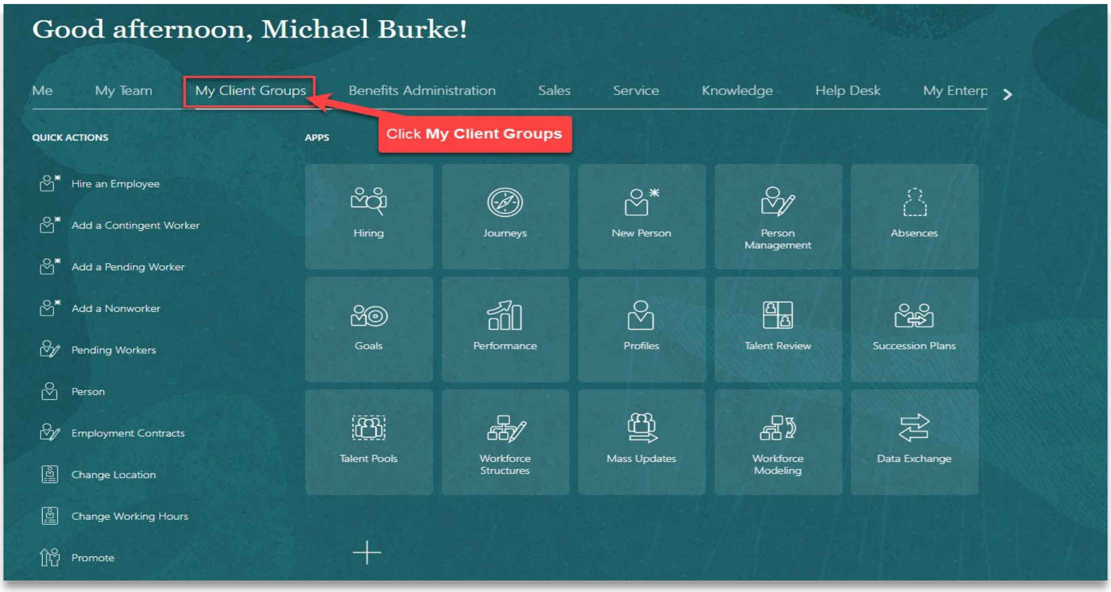

From the dropdown, we can progress the Candidates by selecting the next step in the process and following the applicable steps



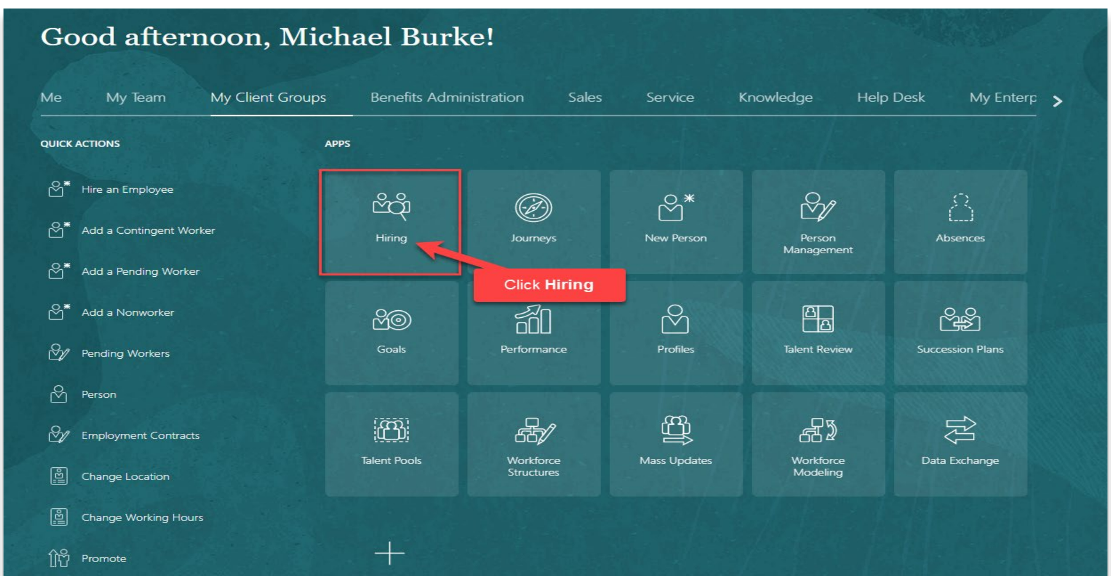

## Offer Creation

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

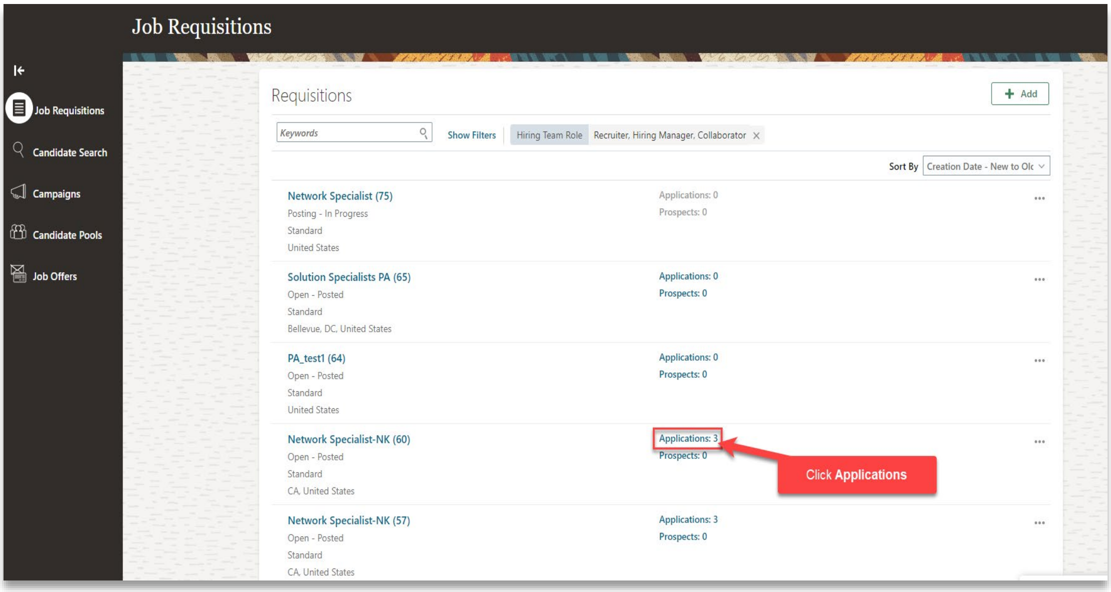
From the home screen, click **My Client Groups**



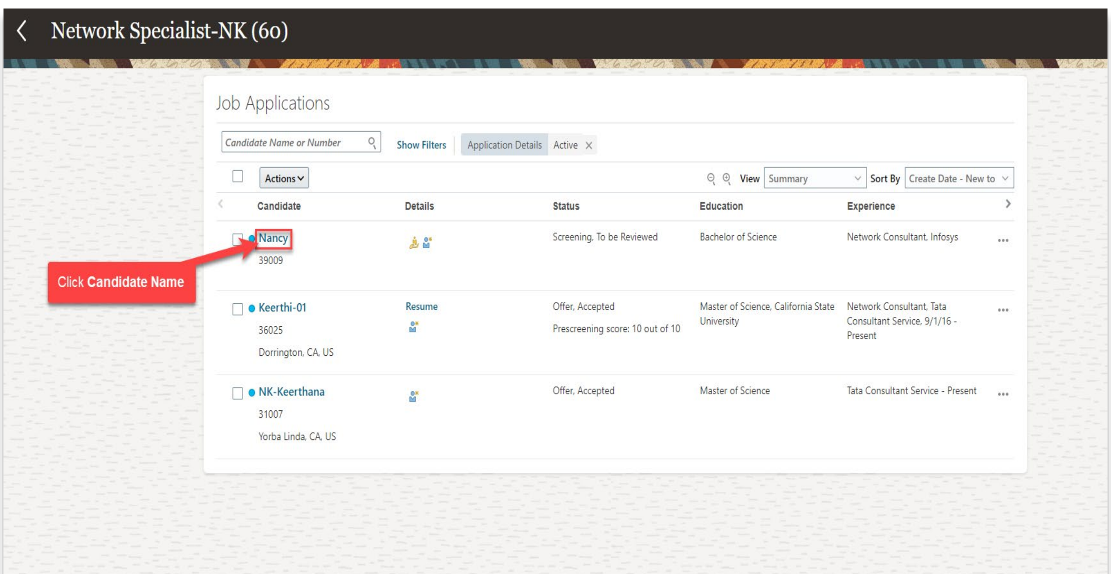

Click **Hiring**



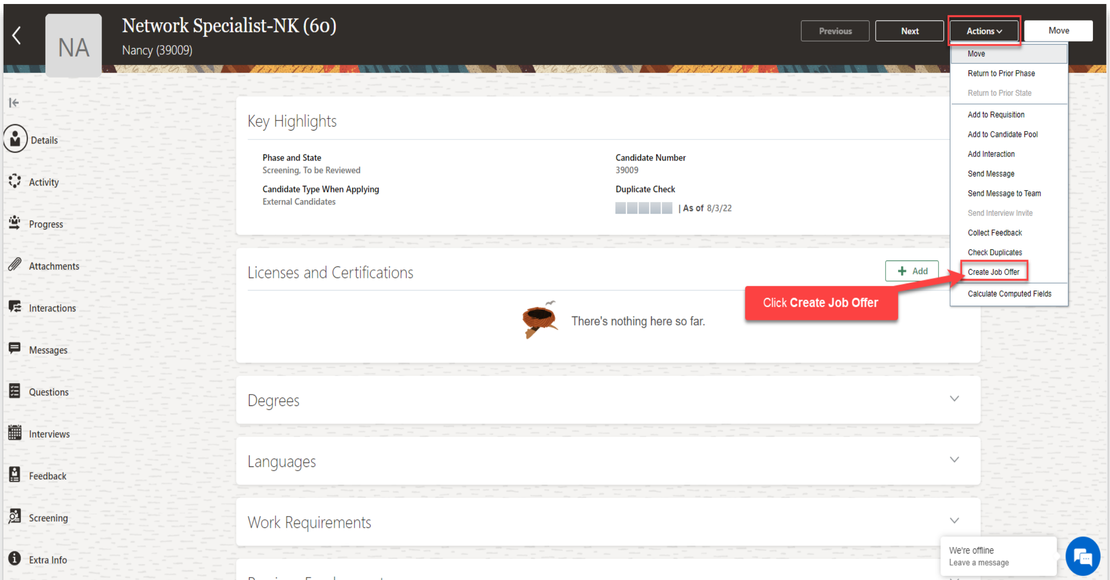

Click **Applications** across from the Requisition



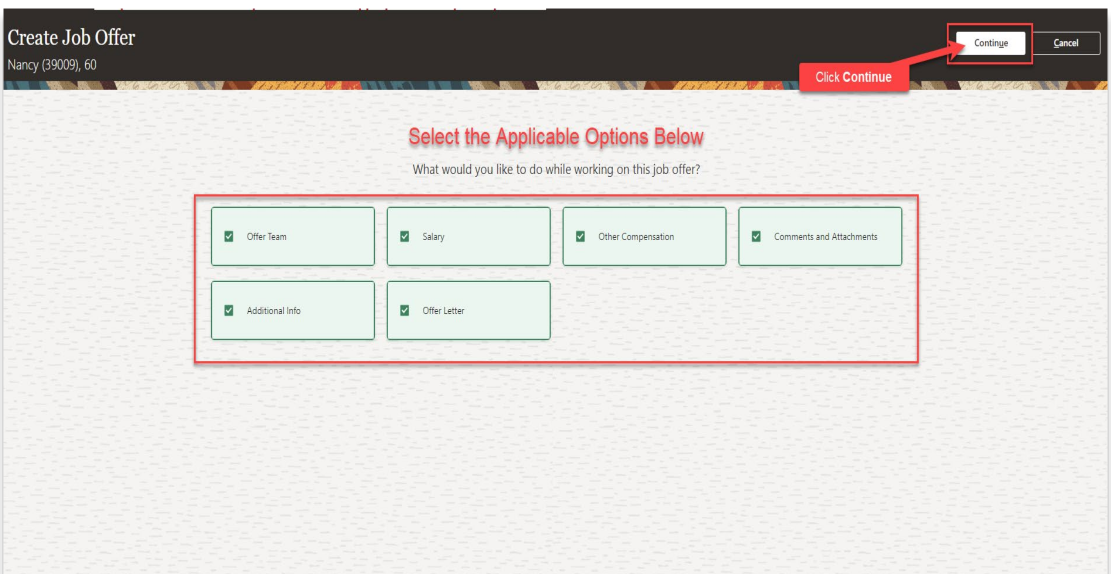

Click **Candidate Name**



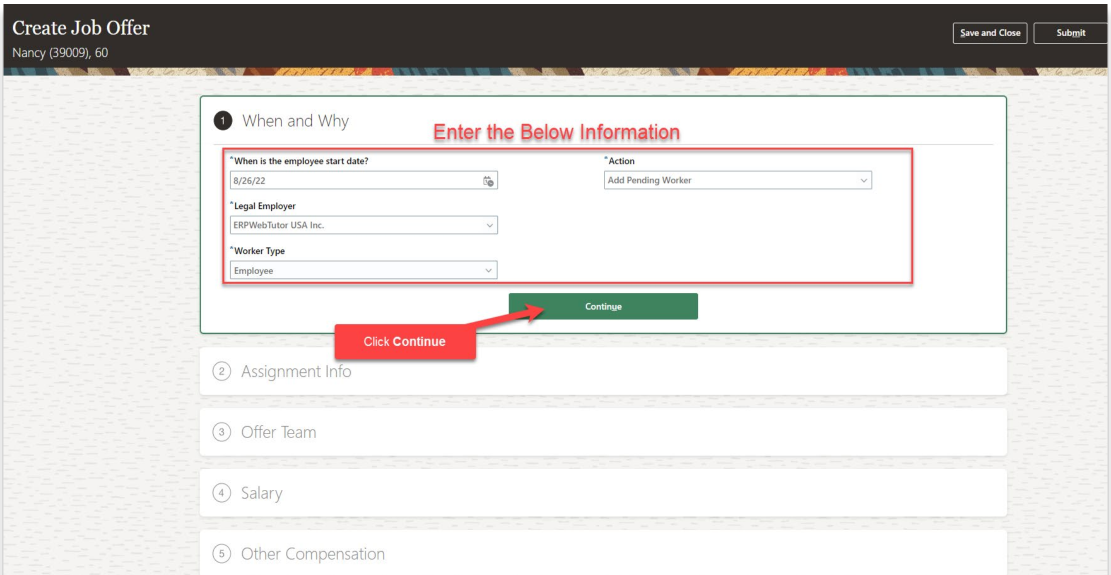

Click **Actions** and **Create Job Offer**



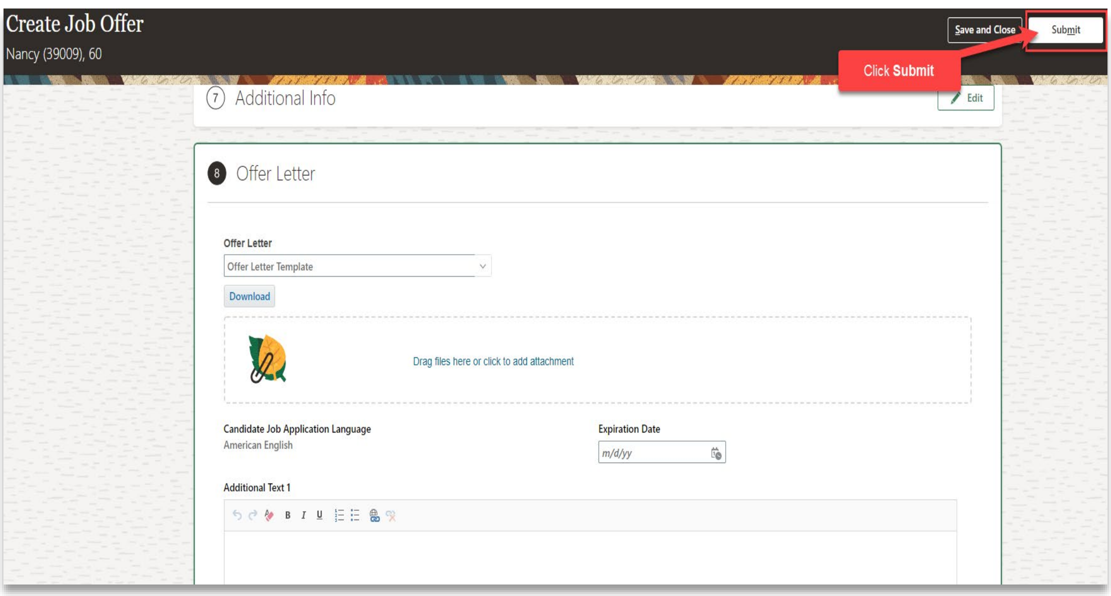

Select the applicable options and click **Continue**




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



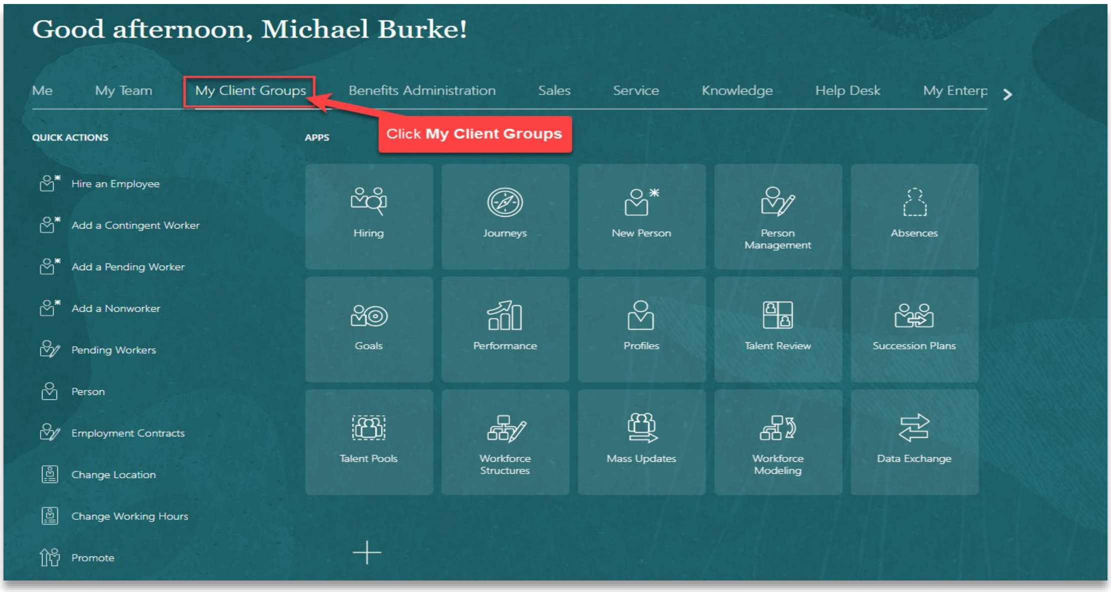

Follow this same progress through the remaining sections and click **Submit**



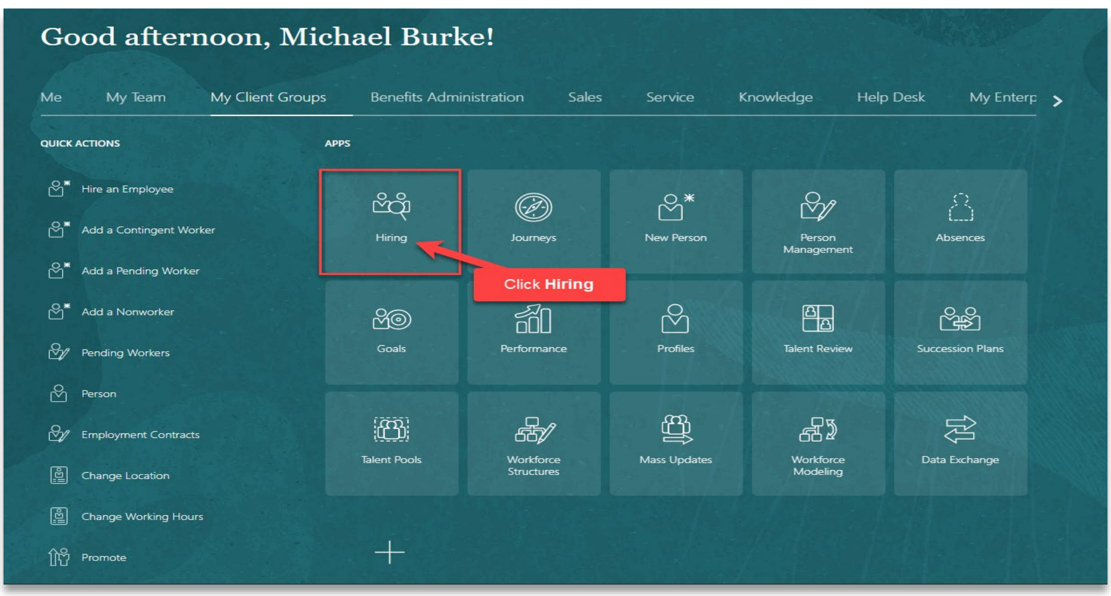

## Extend Offer To Candidate

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

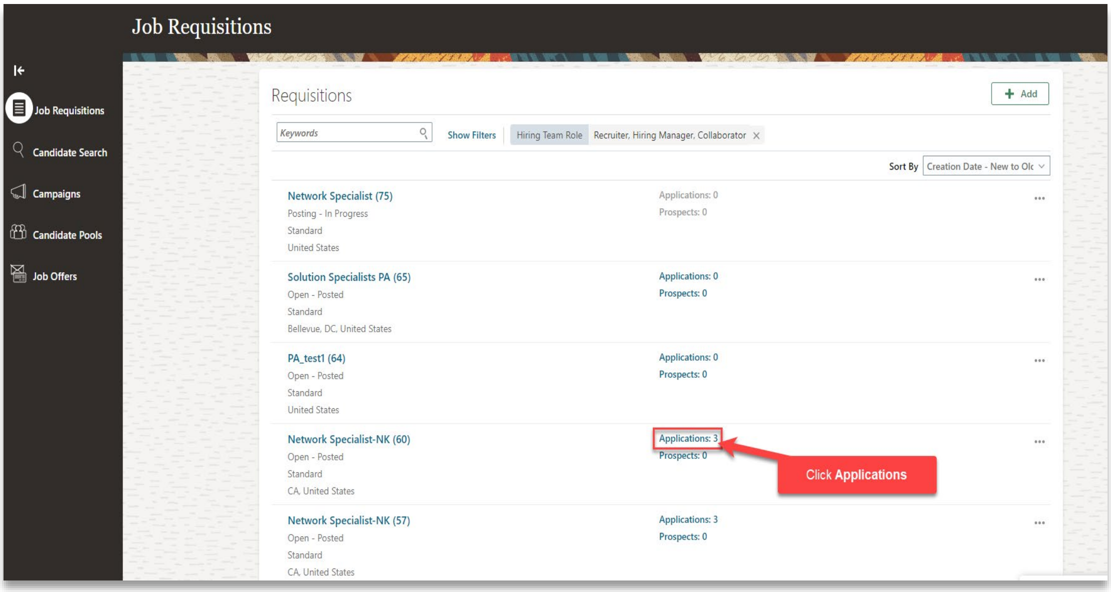
From the home screen, click **My Client Groups**



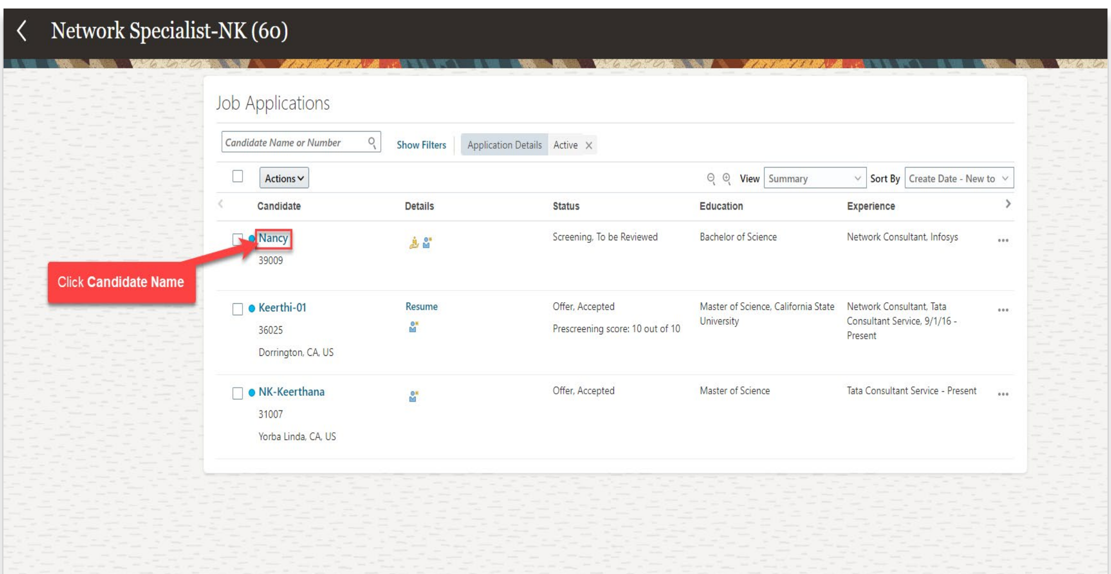

Click **Hiring**



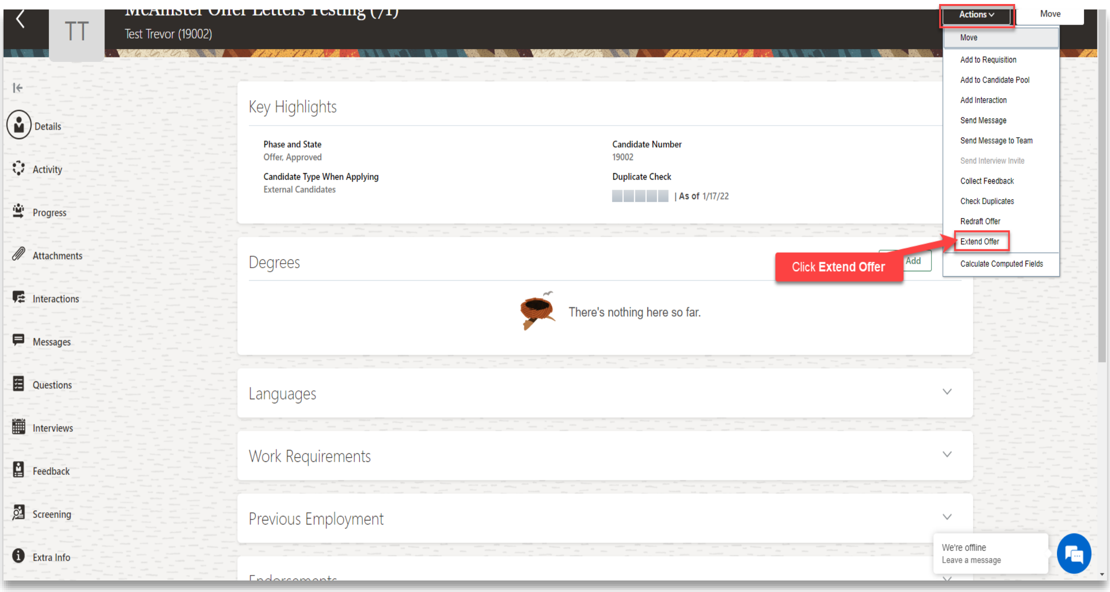

Click **Applications** across from the Requisition




Click **Candidate Name**



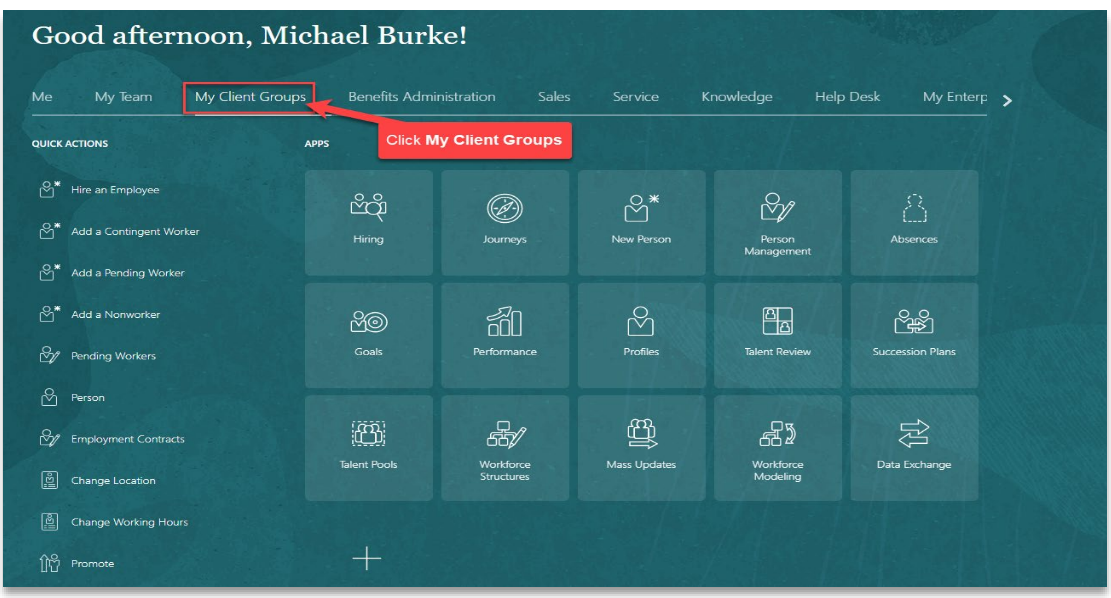

Click **Actions** and **Extend Offer**



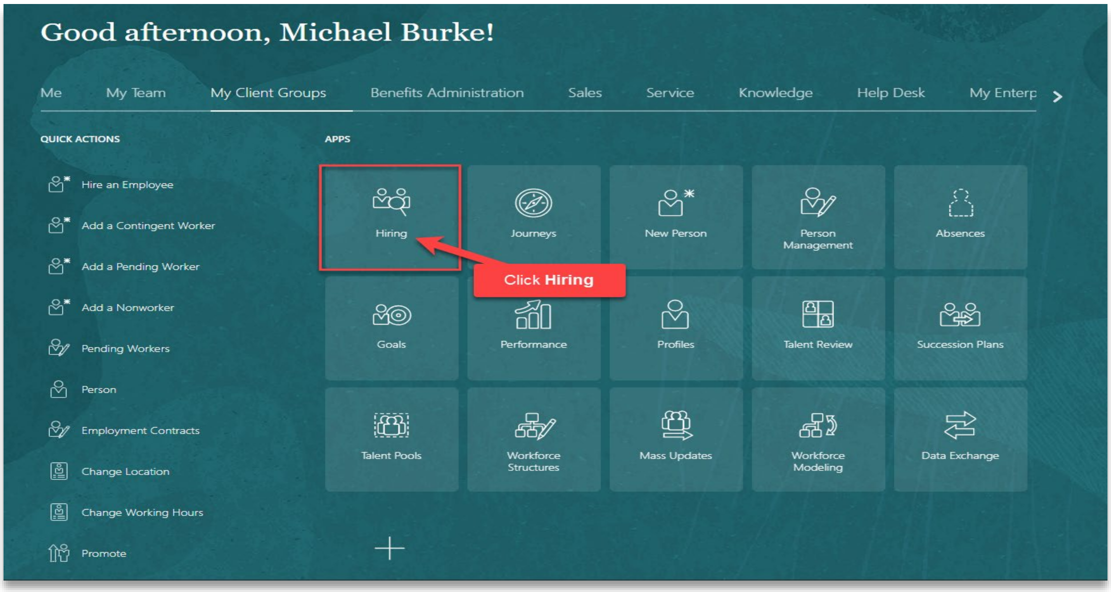

## Accept Offer On Behalf Of Candidate

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

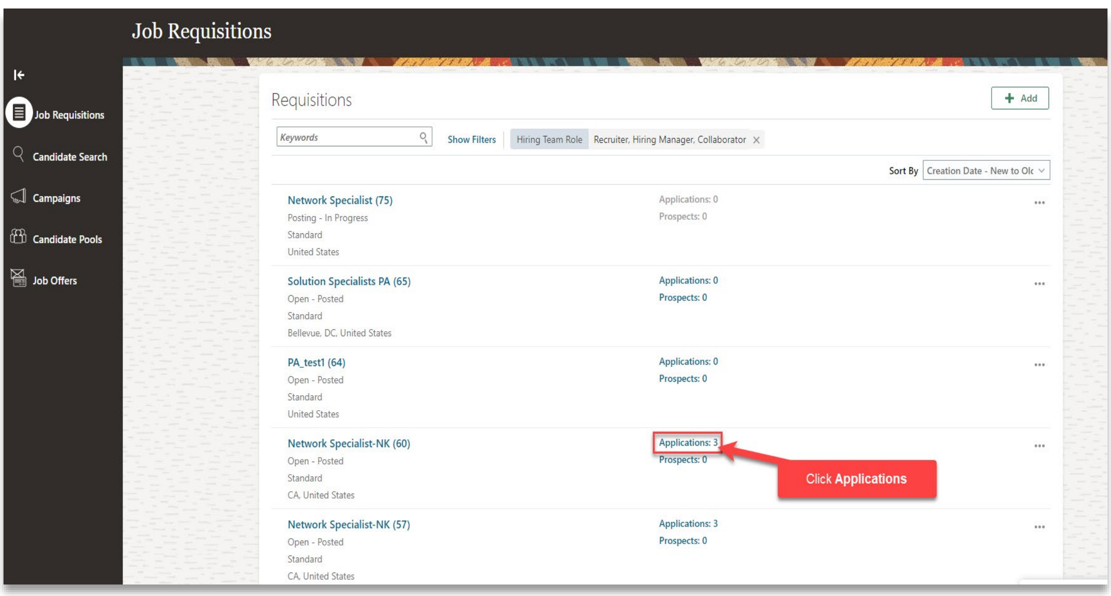
From the home screen, click **My Client Groups**



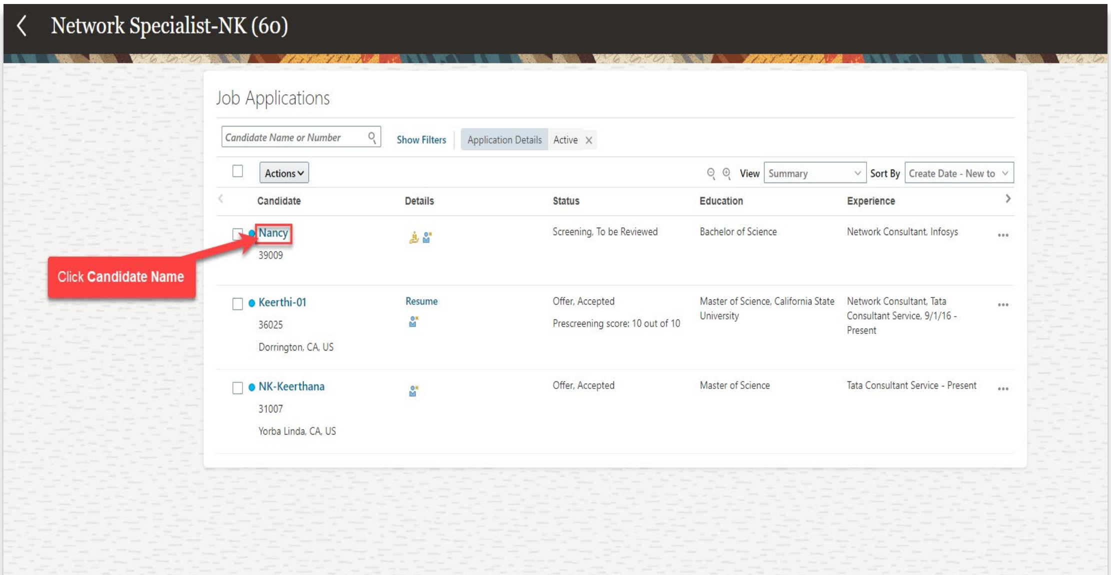

Click **Hiring**



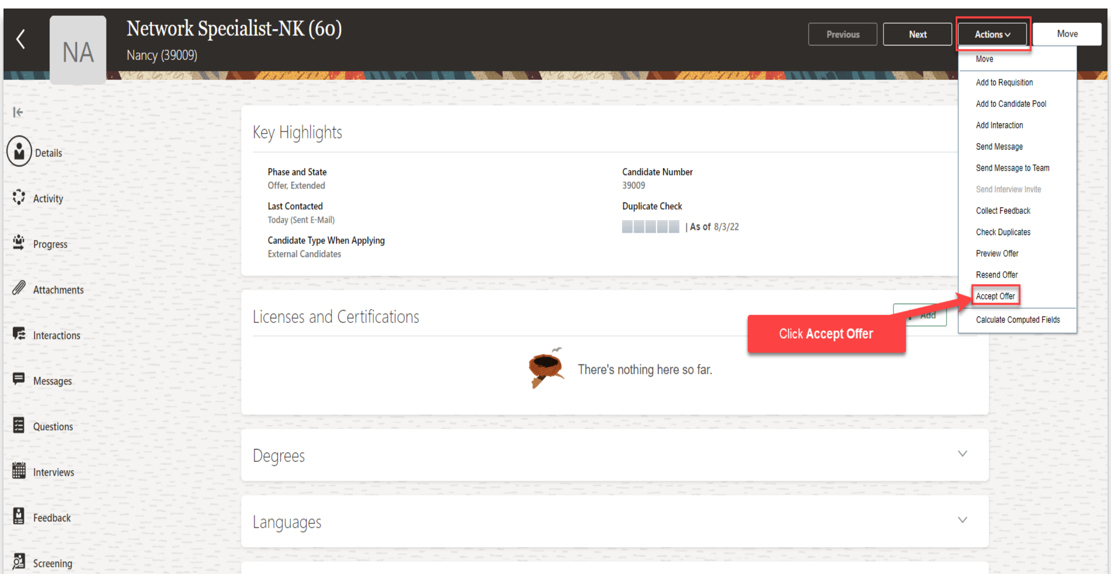

Click **Applications** across from the Requisition




Click **Candidate Name**



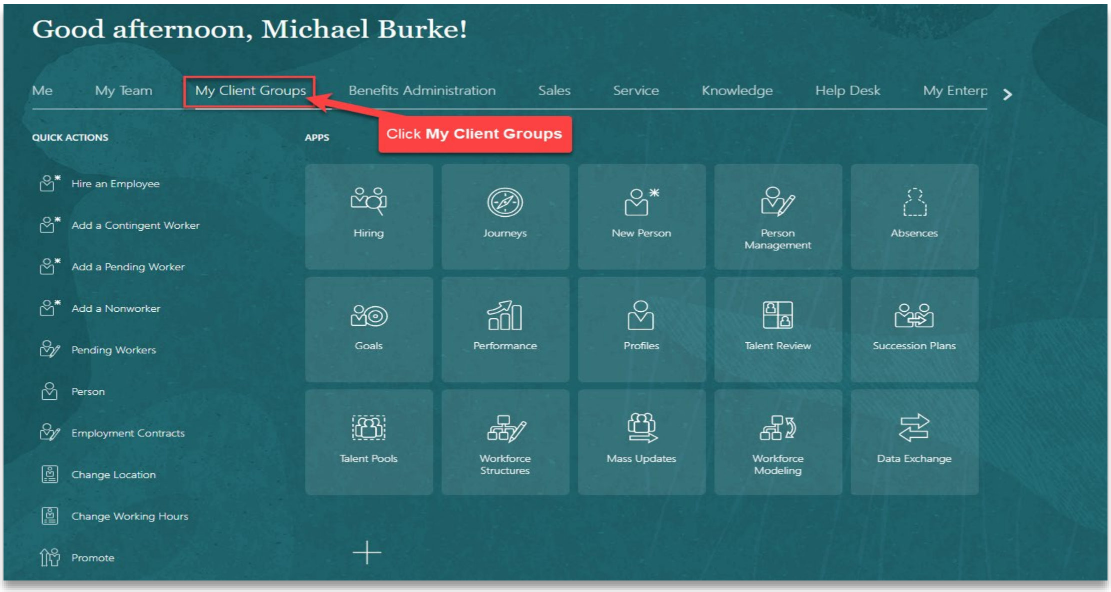

Click **Actions** and **Accept Offer**



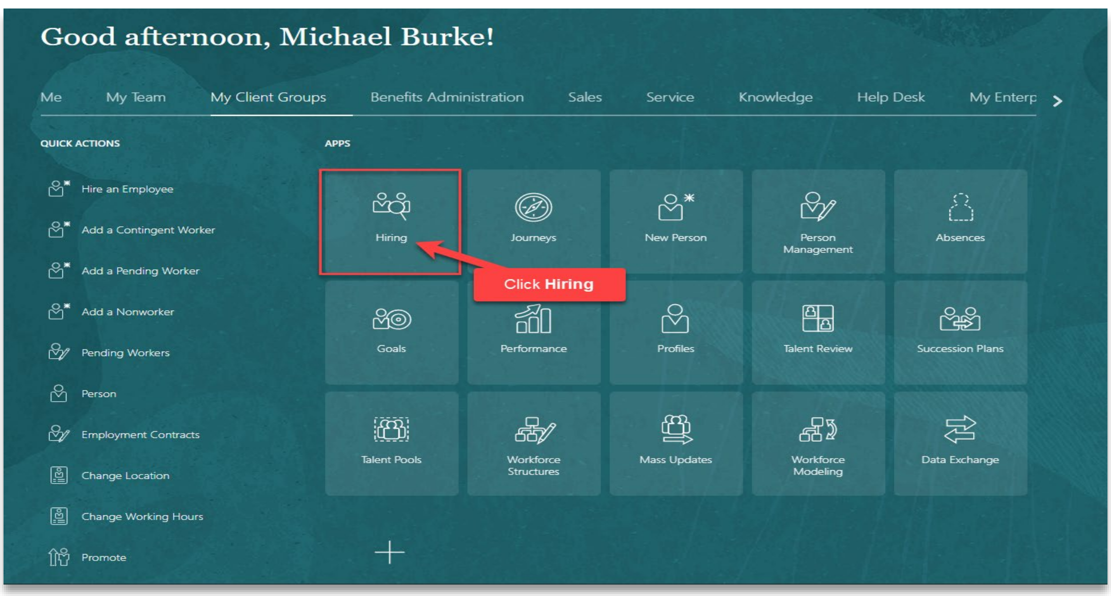

## Move Candidate To HR

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

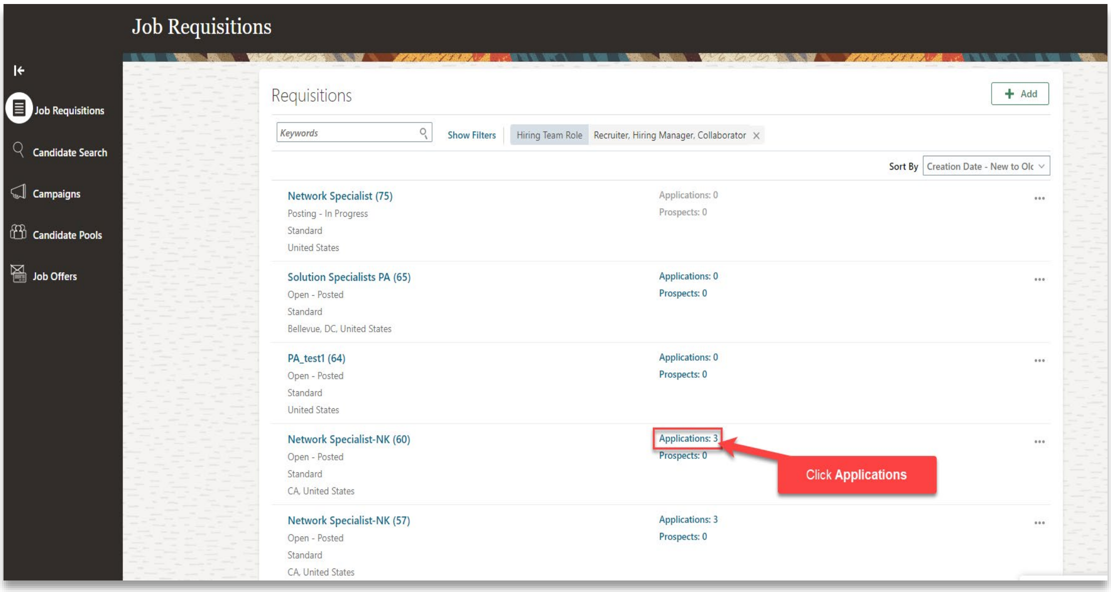
From the home screen, click **My Client Groups**



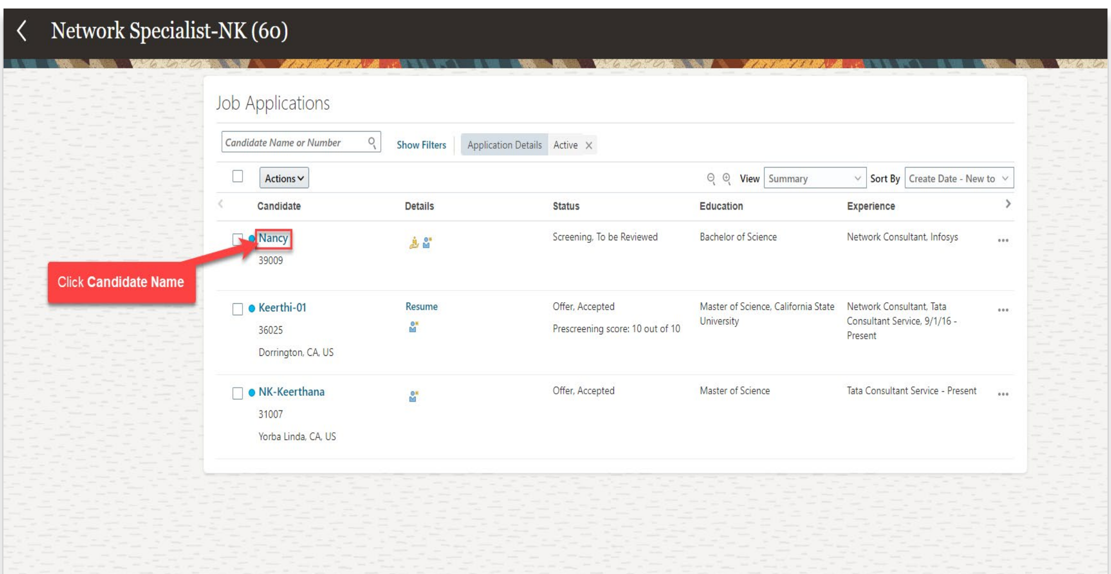

Click **Hiring**



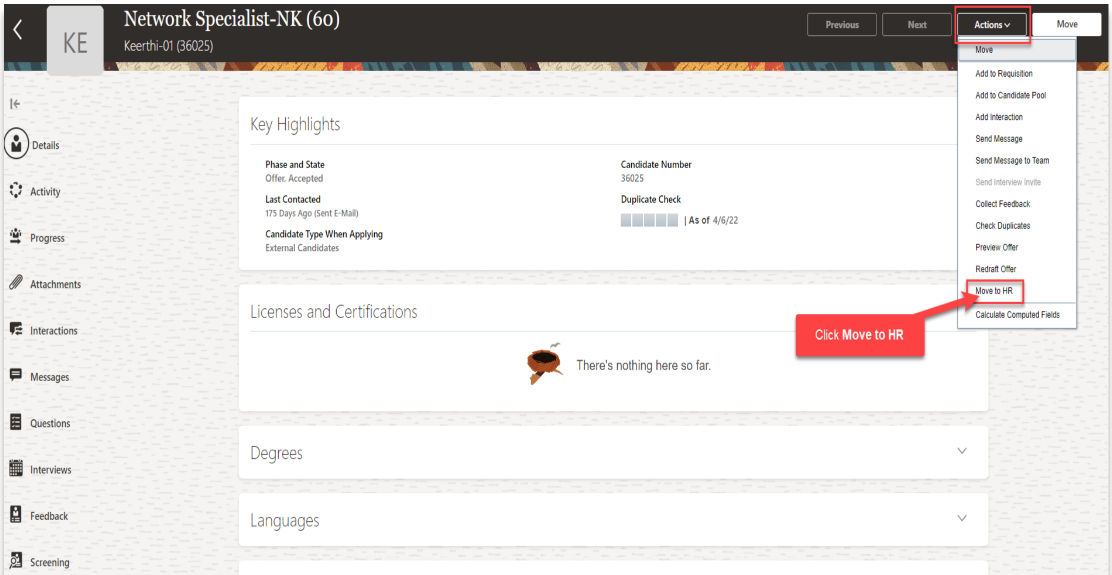

Click **Applications** across from the Requisition



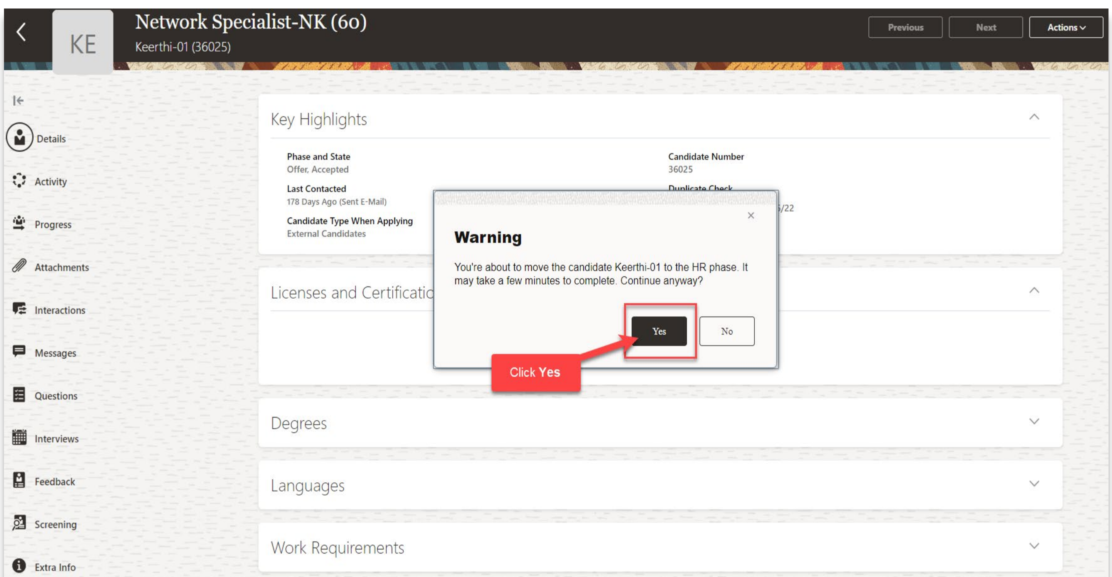

Click **Candidate Name**




Click **Actions** and **Move to HR**




Click **Yes**




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

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

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