



Recruiting Solutions:  
Print Applications and Resumes  
HCM 9.0 Business Process Guide

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## Introduction

The Screen Applicants Business Process Guide will provide a high level overview of how to manage Screen Applicants within the Recruiting Module.

The Screen Applicants Process is used to find those applicants who are best suited for a particular job opening. In general, the HCM 8.9 Business Process Guides should be used in the following order:

- Create and Manage Job Openings
- Applicants Apply for openings
- Find Job Openings and Applicants
- Screen Applicants
- **Print Applications and Resumes**
- Manage Applicant Interviews (Interview Teams)
- Manage Offers (HR)
- Prepare for Hire (HR)
- Hire Applicants (Payroll)

The guide listed in bold is the guide you are working on now.

## Processing Steps

### Find Job Openings

Navigation: Recruiting > Find Job Openings

- Enter the Job Opening ID number
- Click Search

Note: the status should be 'Open'

### Find Job Openings

**Enter Search Criteria**

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Job Opening ID:	<input type="text" value="1562"/> <input type="button" value="Search"/>
Status:	<input type="text" value="Open"/> ▼
Most Recent Activity:	<input type="text"/> ▼
Job Opening Type:	<input type="text"/> ▼
Display Jobs:	<input type="text"/> ▼
Manager:	<input type="text"/> <input type="button" value="Search"/>
Recruiter:	<input type="text"/> <input type="button" value="Search"/>
Originator:	<input type="text"/> <input type="button" value="Search"/>
Business Unit:	<input type="text"/> <input type="button" value="Search"/>
Position #:	<input type="text"/> <input type="button" value="Search"/>
Title:	<input type="text"/>
Recruitment Contact:	<input type="text"/> ▼

[Browse Job Openings](#) [Find Job Postings](#)

- Click the job opening title you will be using

## Find Job Openings

▶ Click icon to open Job Opening Search Criteria

✔ 1 Results Found

Search Results						Customize	Find	View All	First	1 of 1	Last
	Job Opening	ID #	Type	Location	Created						
<input type="checkbox"/>	<a href="#">Testing HCM 9.0</a>	1562	Standard Requisition	CSU Dominguez Hills	05/20/2011						

[Select All](#) [Deselect All](#)

[Browse Job Openings](#) [Find Job Postings](#)

## Print Applications

Navigation: Recruiting > Find Job Openings

- On the bottom of the area click **Select all** or select the individual applicants
- In the **Group Action** area Select 'Print Application
- Then click 'GO'

Note: Applications can be viewed/printed as one document.

The screenshot shows the 'Manage Applicants' interface. At the top, there are navigation links: 'Manage Applicants | Find Applicants | Activity & Attachments | Job Opening Details | View Applicants | Screen Applicants | Interview Schedule'. Below this is a 'Display: All' dropdown menu. The main area is a table titled 'Applicants' with columns: Applicant Name, ID, Applicant Type, Disposition, Resume, Last Updated, and \*Take Action. Three rows of applicants are visible, each with a checked checkbox in the first column. Below the table, there are links for 'Select All' and 'Deselect All', a '\*Group Action:' dropdown menu set to 'Select Group Action...', and a 'Go' button. A red circle highlights the 'Select All' link and the checkboxes in the first column of the table.

	Applicant Name	ID	Applicant Type	Disposition	Resume	Last Updated	*Take Action
<input checked="" type="checkbox"/>		20455	Ext	<a href="#">Screen</a>		06/23/2011 9:59AM	Select Action...
<input checked="" type="checkbox"/>		20689	Ext	<a href="#">Screen</a>		06/23/2011 9:59AM	Select Action...
<input checked="" type="checkbox"/>		20080	Ext	<a href="#">Screen</a>		06/23/2011 9:59AM	Select Action...

This is a close-up of the group action dropdown menu. The menu is open, showing several options: 'Select Group Action...', 'Change Applicant Status', 'Manage Interviews', 'Print Application' (highlighted in blue), 'Reject Applicant', 'Route Applicant', 'Select Group Action...', and 'Send Correspondence'. A red box highlights the 'Go' button to the right of the dropdown. A red arrow points from the 'Go' button in the main screenshot above to this 'Go' button.

- Click 'Run' to begin the process

DH Print Application

Run Control ID: 2011-10-14-14.14.45.000000

[Report Manager](#) [Process Monitor](#)

- In the 'Service Name' area Select 'PSUNX'
- Make sure the box is checked next to the Report description
- Then Click OK

**Process Scheduler Request**

User ID: aredwads                      Run Control ID: 2011-10-14-14.14.45.000000

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Server Name:                       Run Date: 10/14/2011

Recurrence:                       Run Time: 2:15:20PM                     

Time Zone:

Process List						
Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Print Application	DHRS001	SQR Report	Web	PDF	<a href="#">Distribution</a>



Server Name:

Recurrence:

Time Zone:



- Click the 'Report Manager' hyperlink

**DH Print Application**

Run Control ID: 2011-10-14-14.14.45.000000

[Report Manager](#) [Process Monitor](#) [Run](#)

OK Cancel Apply

- Be sure you're on the 'Administration' tab
- Click 'Refresh' periodically until the Status indicates 'Posted'
- Click the Print Application Hyperlink

List Explorer **Administration** Archives

**View Reports For**

User ID: aredwads Type: Last 10 Minutes Refresh

Status: Folder: Instance: to:

**Report List** Customize | Find | View All | First 1 of 1 Last

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	195	769346	<a href="#">Print Application</a>	10/14/2011 2:16:29PM	Acrobat (*.pdf)	Posted	<a href="#">details</a>

## Print Resumes

Navigation: Recruiting > Find Job Openings

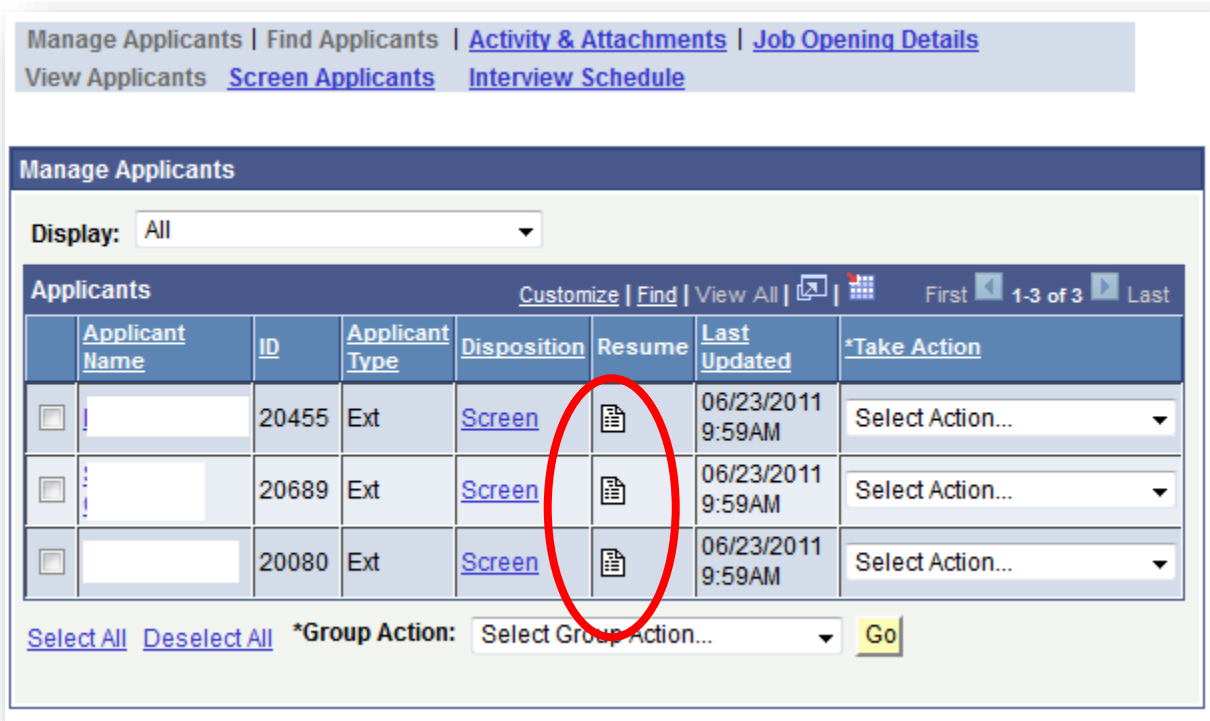
Follow the instructions on how to find a job opening on page two (2)

- Click the resume icon of the Applicant you'd like to view/print

Note: Resumes can only be viewed / printed one at a time. If you have difficulty viewing a resume please contact HR.

When using Internet Explorer:

If your pop up blockers are blocking the document from opening, hold down your CTRL key while you click until the document opens.






Manage Applicants | Find Applicants | [Activity & Attachments](#) | [Job Opening Details](#)  
[View Applicants](#) | [Screen Applicants](#) | [Interview Schedule](#)

Manage Applicants

Display: All

Applicants [Customize](#) | [Find](#) | [View All](#) | [Print](#) | [Grid](#) First 1-3 of 3 Last

	Applicant Name	ID	Applicant Type	Disposition	Resume	Last Updated	*Take Action
<input type="checkbox"/>		20455	Ext	<a href="#">Screen</a>		06/23/2011 9:59AM	Select Action...
<input type="checkbox"/>		20689	Ext	<a href="#">Screen</a>		06/23/2011 9:59AM	Select Action...
<input type="checkbox"/>		20080	Ext	<a href="#">Screen</a>		06/23/2011 9:59AM	Select Action...

[Select All](#) [Deselect All](#) \*Group Action: [Select Group Action...](#) [Go](#)