



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

Table of Contents

| | Page |
|--------------------------|------|
| Introduction..... | 1 |
| Processing Steps | 2 |
| Find Job Openings..... | 2 |
| Print Applications | 4 |
| Print Resumes | 8 |

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

| | |
|-----------------------|---|
| Job Opening ID: | <input type="text" value="1562"/>  |
| 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"/>  |
| Recruiter: | <input type="text"/>  |
| Originator: | <input type="text"/>  |
| Business Unit: | <input type="text"/>  |
| Position #: | <input type="text"/>  |
| 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"/> | Testing HCM 9.0 | 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.

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 checked="" type="checkbox"/> | | 20455 | Ext | Screen | | 06/23/2011 9:59AM | Select Action... |
| <input checked="" type="checkbox"/> | | 20689 | Ext | Screen | | 06/23/2011 9:59AM | Select Action... |
| <input checked="" type="checkbox"/> | | 20080 | Ext | Screen | | 06/23/2011 9:59AM | Select Action... |

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

Select Group Action...

- Change Applicant Status
- Manage Interviews
- Print Application**
- Reject Applicant
- Route Applicant
- Select Group Action...
- Send Correspondence

- Click 'Run' to begin the process



DH Print Application

Run Control ID: 2011-10-14-14.14.45.000000

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

OK Cancel Apply

- 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

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 | Distribution |



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 | Print Application | 10/14/2011 2:16:29PM | Acrobat (*.pdf) | Posted | details |

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 control 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 | Screen |  | 06/23/2011 9:59AM | Select Action... |
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[Select All](#) [Deselect All](#) *Group Action: [Select Group Action...](#) [Go](#)