

VTHR Recruitment Manual for Hiring Managers



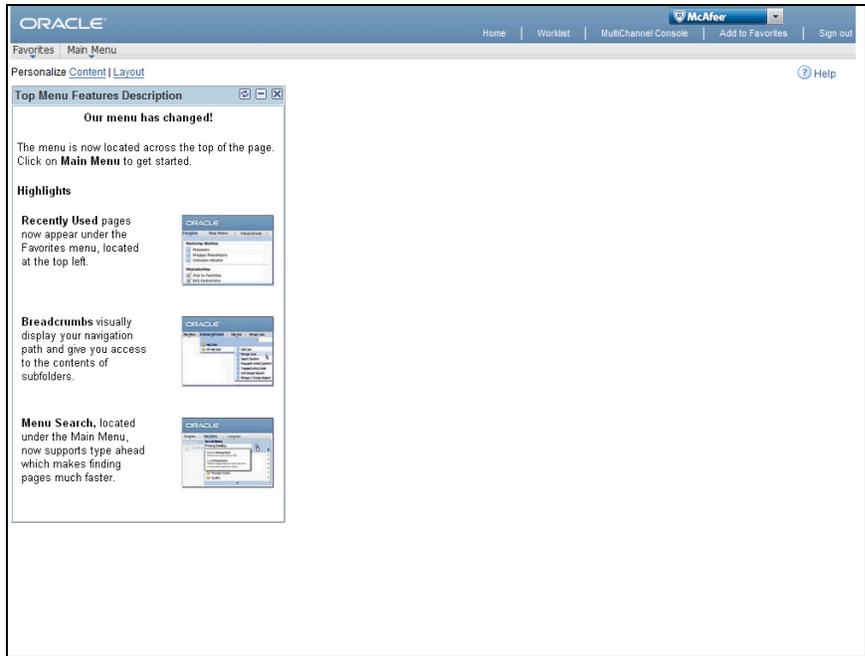
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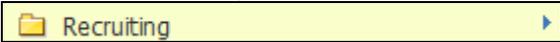
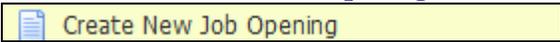
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|---|-----------|
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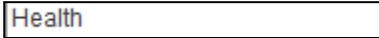
Hiring Manager Manual

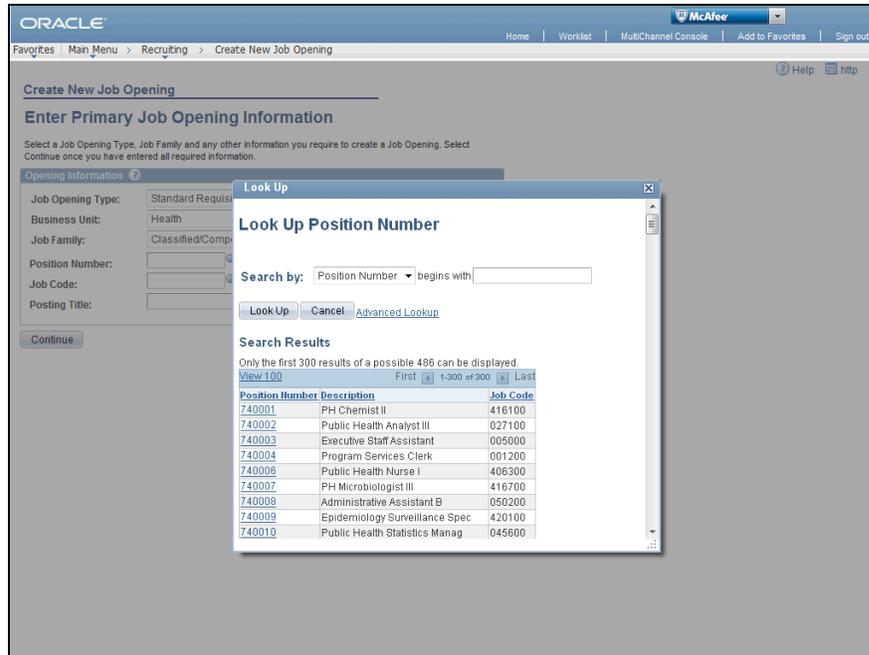
Recruitment_Create Job Opening pt.1 - Hiring Manager

Procedure



| Step | Action |
|------|---|
| 1. | Click the Main Menu button.  |
| 2. | Click the Recruiting menu.  |
| 3. | Click the Create New Job Opening menu.  |

| Step | Action |
|------|---|
| 4. | Click the Business Unit list.  |
| 5. | Select the correct Business Unit. For this example: Click the Health list item.  |
| 6. | Click the Job Family look up list.  |
| 7. | Select the desired job opening template, based on the type of position. For this example: Click the Classified/Competitive list item.  |
| 8. | Click the Position Number look up button.  |



| Step | Action |
|------|--|
| 9. | <p>Find the Position Number. You can also just type the Position Number.</p> <p>For this example: Click the 740001 link.</p> <p>740001</p> |

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Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Recruiting > Create New Job Opening Help http

Create New Job Opening

Enter Primary Job Opening Information

Select a Job Opening Type, Job Family and any other information you require to create a Job Opening. Select Continue once you have entered all required information.

Opening Information ?

Job Opening Type: Standard Requisition

Business Unit: Health

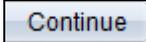
Job Family: Classified/Competitive

Position Number: 740001

Job Code: 416100

Posting Title: PH Chemist II

[Continue](#)

| Step | Action |
|------|--|
| 10. | Click the Continue button.  |
| 11. | Most of the information about the position will populate automatically based on Position Number. Review Job Opening Details to ensure all information is correct. |

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Home | Worklat | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Recruiting > Create New Job Opening

Create New Job Opening

Job Opening

Posting Title: PH Chemist II
 Job Opening Status: 005 Draft
 Job Title: PH Chemist II Job Code: 416100
 Position Number: 740001 PH Chemist II
 Business Unit: 03420 Health
 Job Family: 000003 Classified/Competitive

Save & Submit Save as Draft Cancel Previous Step Next Step

Job Opening Details Hiring Team Posting Information Qualifications Screening

Opening Information

*Template ID: 1015 Classified/Competitive
 Job Opening Type: Standard Requisition
 Created By: Jim Smith
 Created: 09/06/2012
 *Openings to Fill: Limited
 Target Openings: 1
 Available Openings: 1
 Establishment ID: VT State of Vermont
 Business Unit: 03420 Health
 Company: VT State of Vermont
 Department: 3420021210 HS Lab-Chemistry
 Location: 05401 Burlington
 Recruiting Location: 37 Burlington
[Add Additional Locations](#)

| Step | Action |
|------|--|
| 12. | Move down to continue. Click the Scrollbar . |

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Home | Worklat | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Recruiting > Create New Job Opening

Create New Job Opening

Job Opening

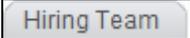
Posting Title: PH Chemist II
 Job Opening Status: 005 Draft
 Job Title: PH Chemist II Job Code: 416100
 Position Number: 740001 PH Chemist II
 Business Unit: 03420 Health
 Job Family: 000003 Classified/Competitive

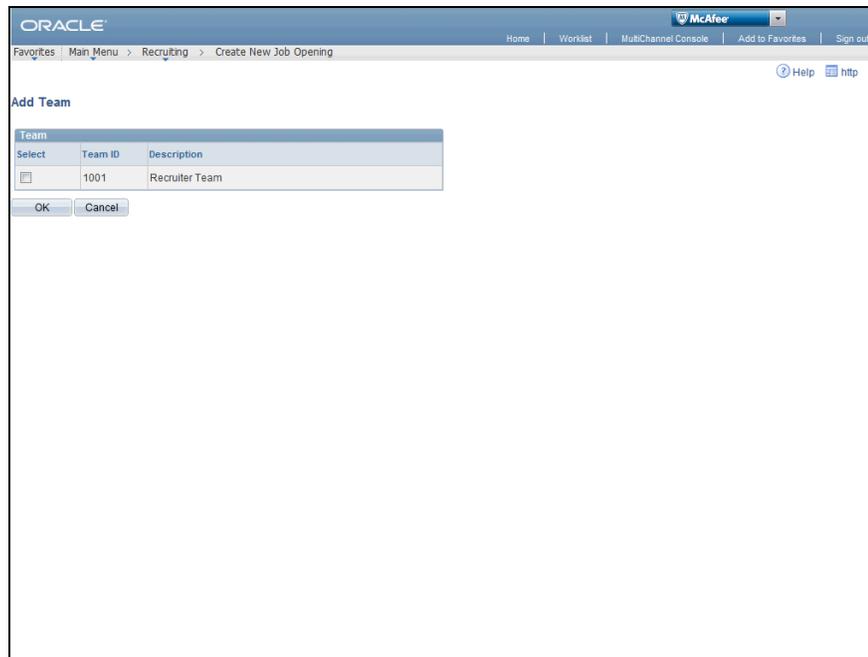
Save & Submit Save as Draft Cancel Previous Step Next Step

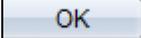
Job Opening Details Hiring Team Posting Information Qualifications Screening

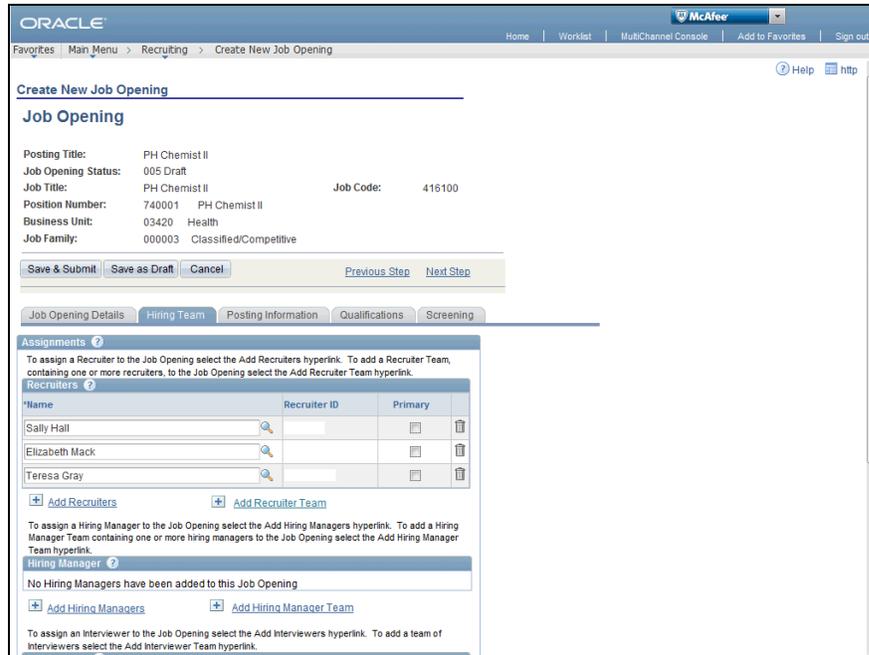
Opening Information

*Template ID: 1015 Classified/Competitive
 Job Opening Type: Standard Requisition
 Created By: Elizabeth Mack
 Created: 09/06/2012
 *Openings to Fill: Limited
 Target Openings: 1
 Available Openings: 1
 Establishment ID: VT State of Vermont
 Business Unit: 03420 Health
 Company: VT State of Vermont
 Department: 3420021210 HS Lab-Chemistry
 Location: 05401 Burlington
 Recruiting Location: 37 Burlington
[Add Additional Locations](#)

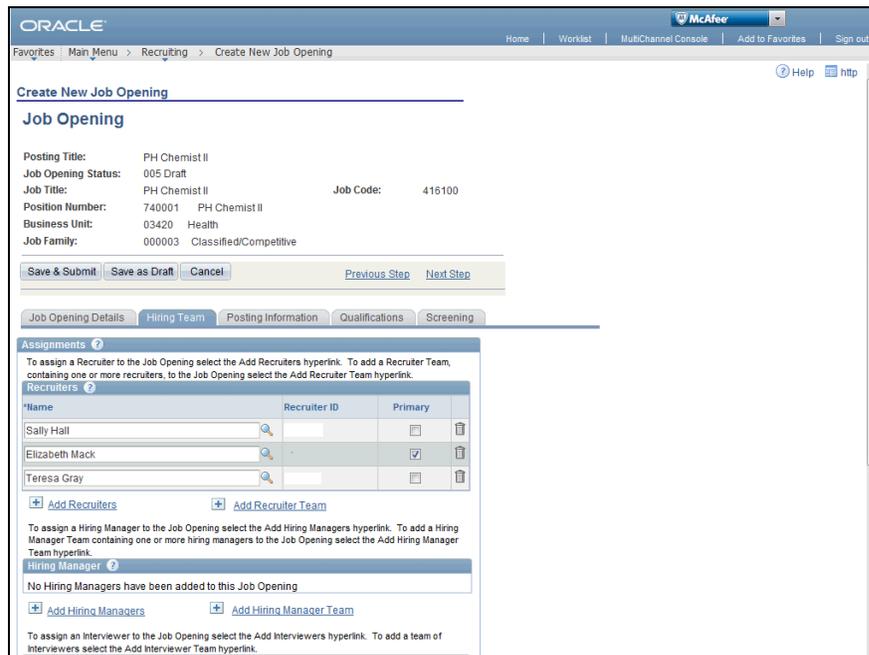
| Step | Action |
|------|--|
| 13. | Click the Hiring Team link.  |
| 14. | Click the Add Recruiter Team link.  |



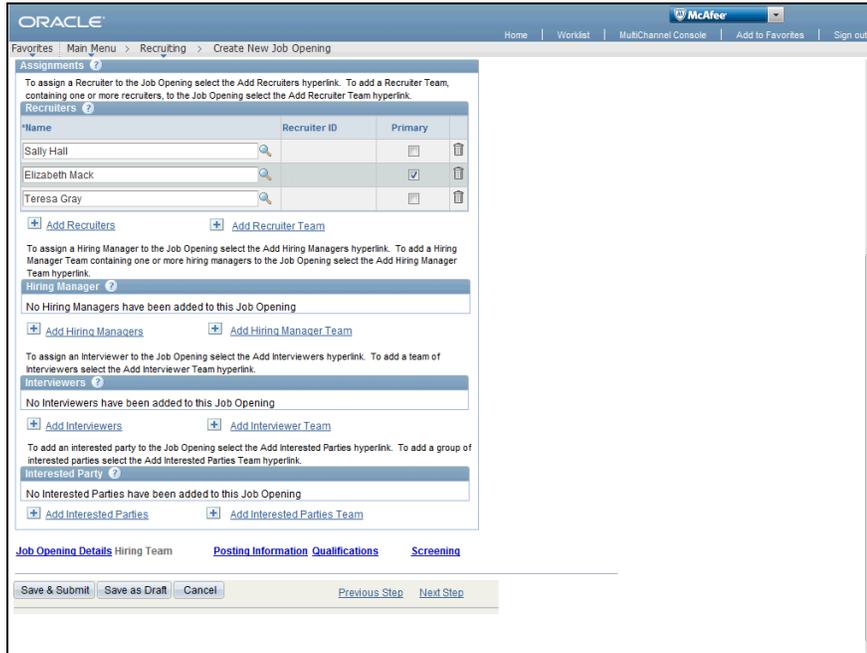
| Step | Action |
|------|--|
| 15. | Click the Select option.  |
| 16. | Click the OK button.  |



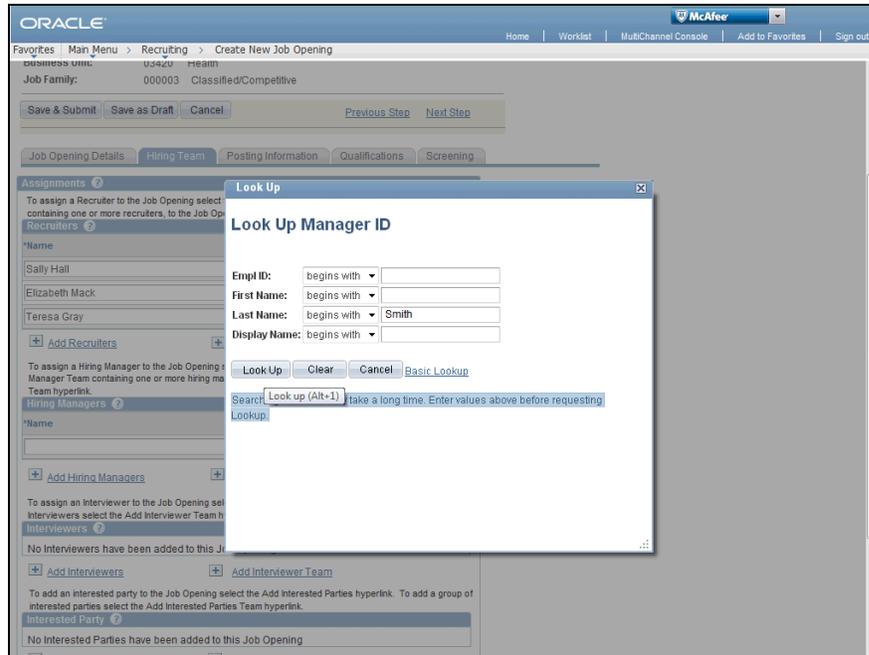
| Step | Action |
|------|---|
| 17. | <p>Identify your Recruiter.</p> <p>Click the Primary option.</p>  |



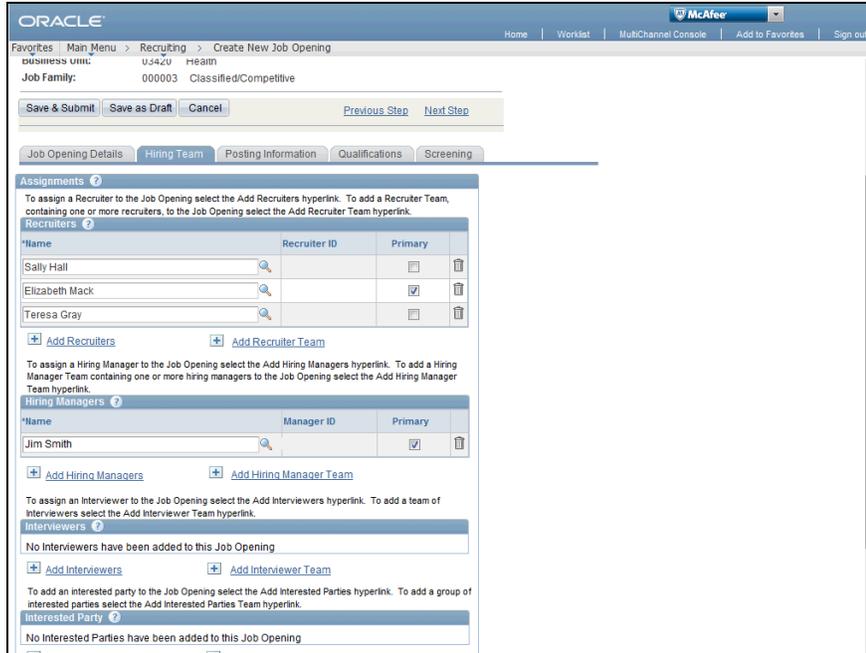
| Step | Action |
|------|--|
| 18. | Move down to continue. Click the Scrollbar . |



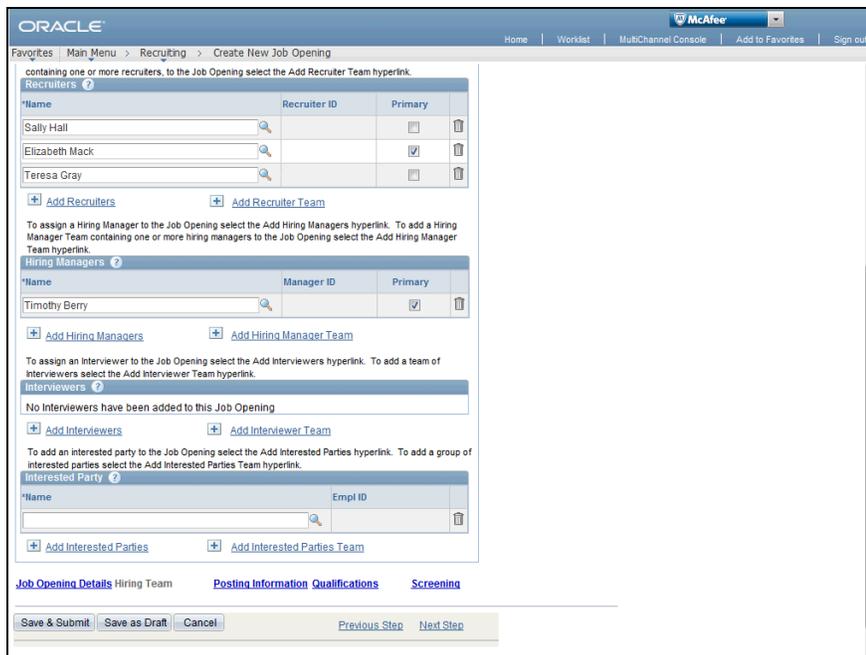
| Step | Action |
|------|---|
| 19. | Click the Add Hiring Managers link.  |
| 20. | Click the Hiring Managers look up button.  |



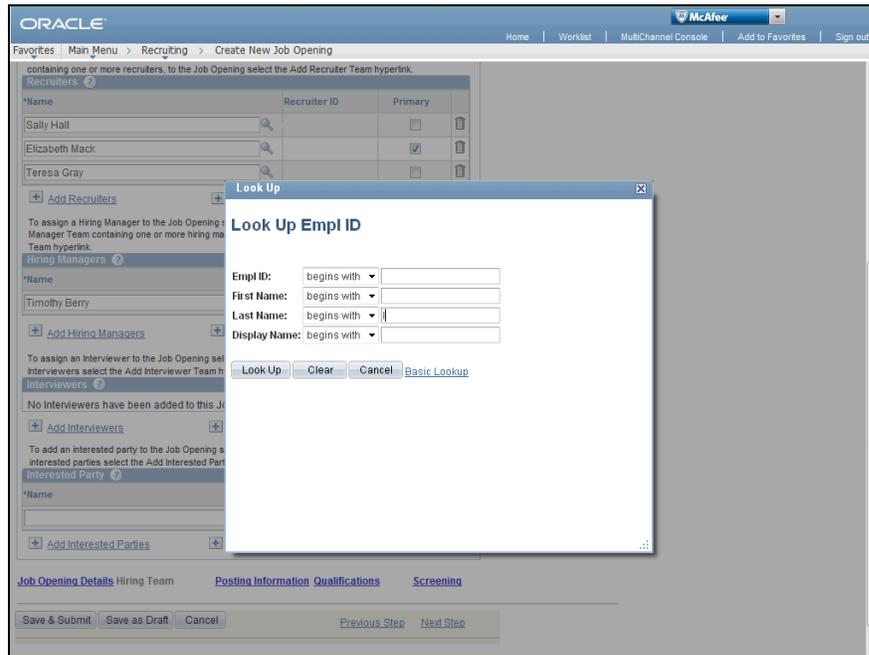
| Step | Action |
|------|---|
| 21. | <p>Enter the Hiring Manager's Empl ID or Last Name.</p> <p>For this example: Click in the Last Name field.</p> <p><input type="text" value="Smith"/></p> |
| 22. | <p>Click the Look Up link.</p> <p><input type="button" value="Look Up"/></p> |
| 23. | <p>For this example: Click the Jim Smith link.</p> <p><input type="text" value="Jim Smith"/></p> |

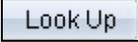


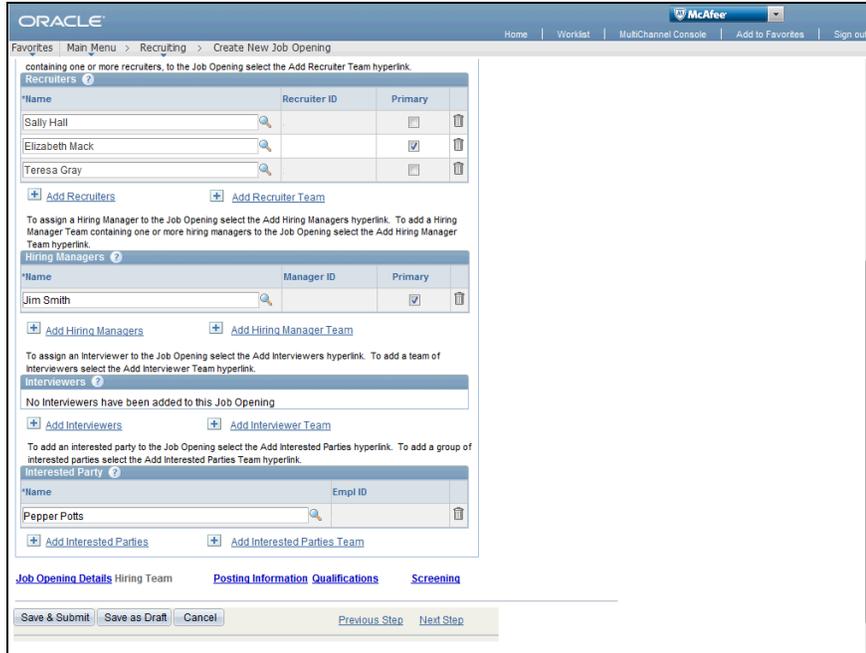
| Step | Action |
|------|--|
| 24. | Move down to continue. Click the Scrollbar . |
| 25. | Click the Add Interested Parties link.  |



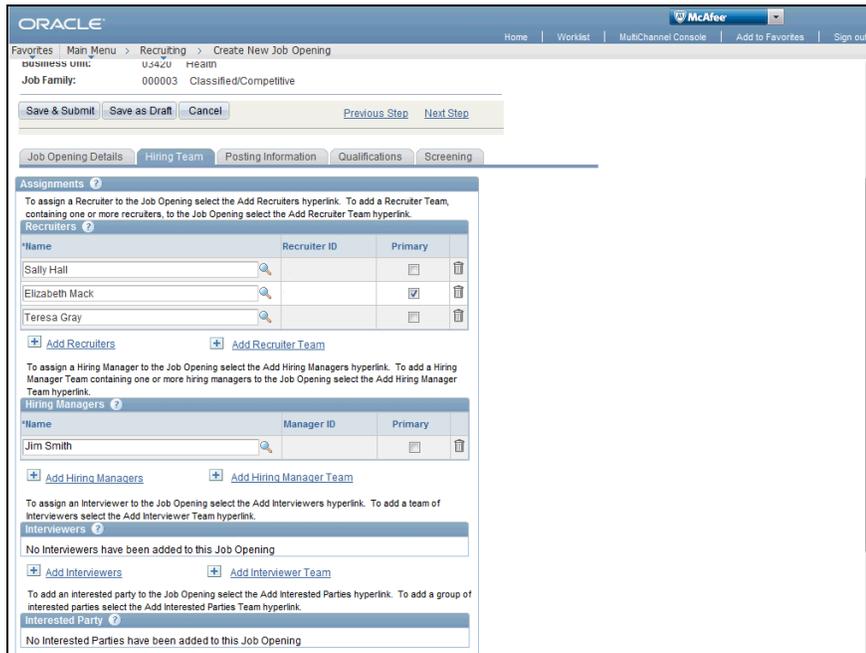
| Step | Action |
|------|--|
| 26. | Click the Interested Party look up button.  |



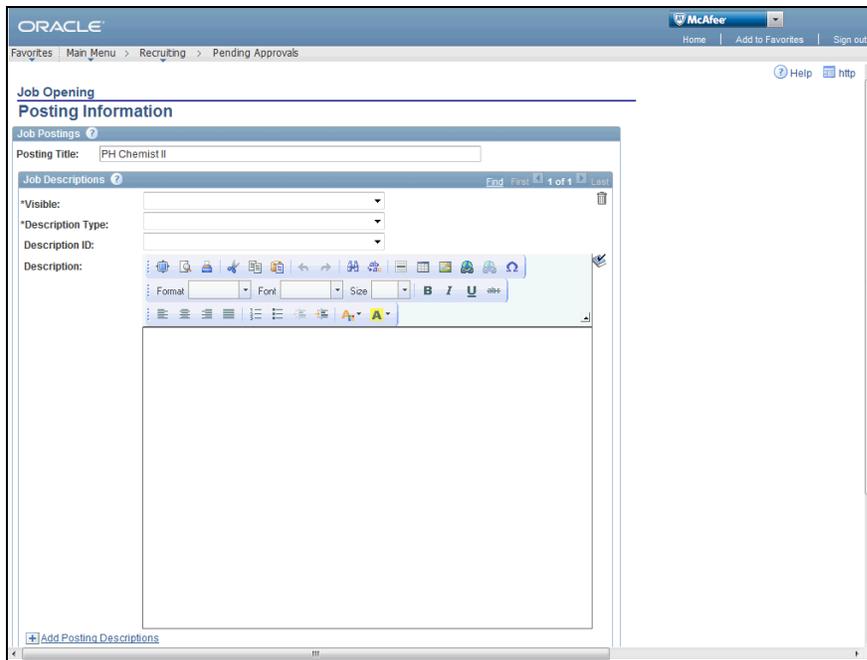
| Step | Action |
|------|--|
| 27. | Enter the desired information into the Last Name field. For this example: Enter " potts ". |
| 28. | Click the Look Up button.  |
| 29. | Click the Pepper Potts link.  |

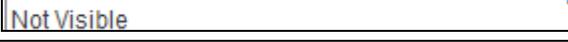


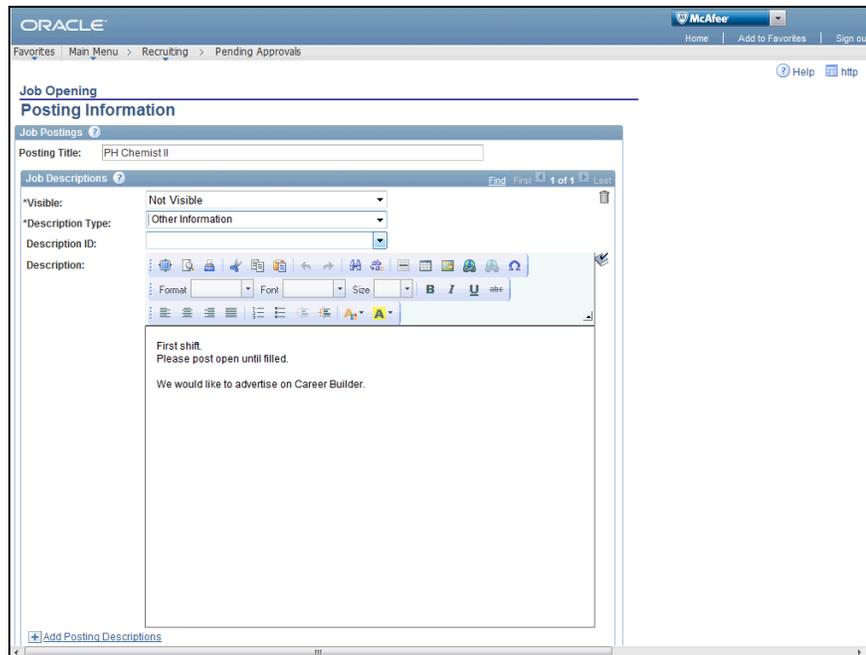
| Step | Action |
|------|--|
| 30. | Move to the top of the page. Click the Scrollbar . |



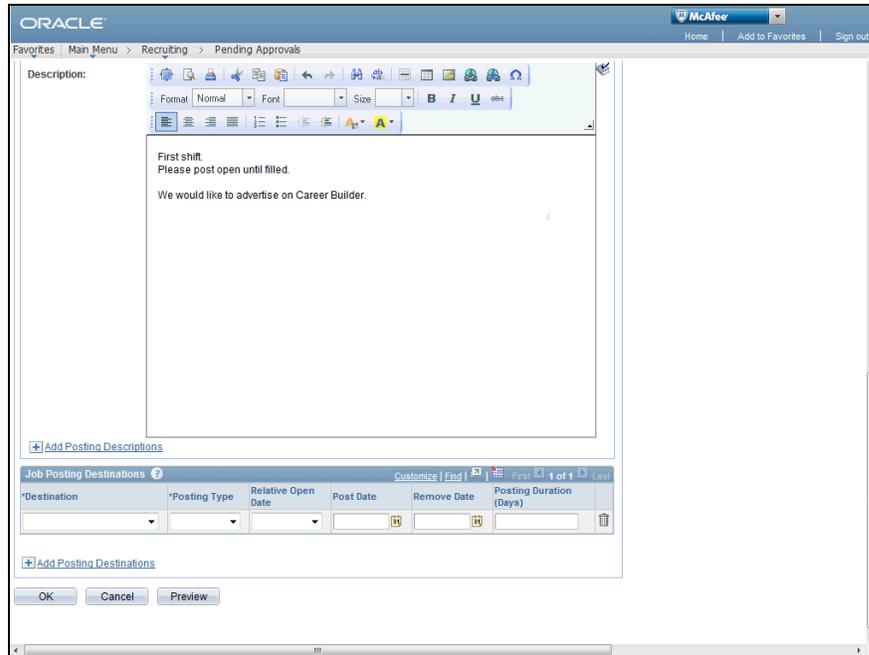
| Step | Action |
|------|--|
| 31. | Click the Posting Information tab.  |
| 32. | Click the Add Job Postings link.  |



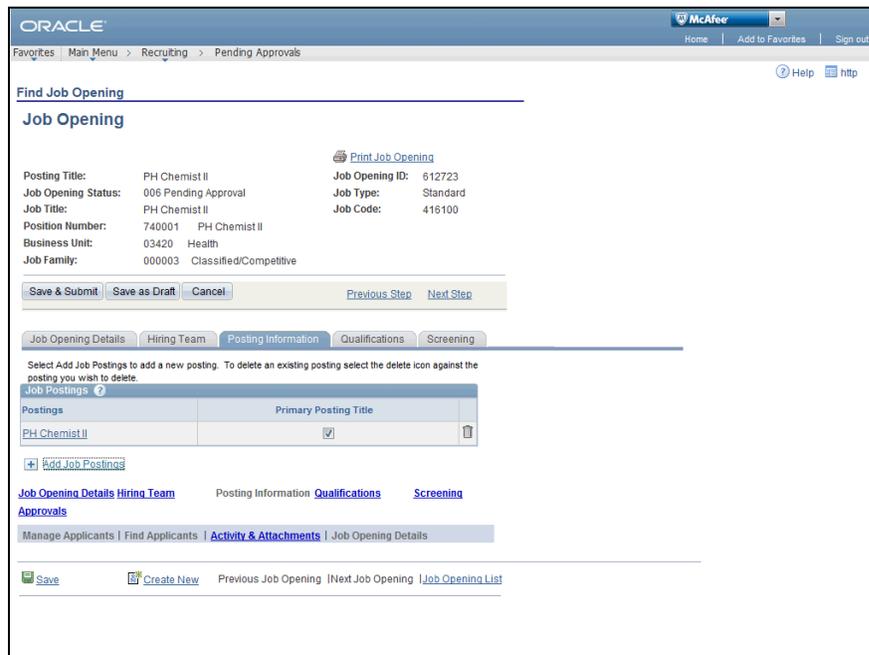
| Step | Action |
|------|---|
| 33. | Click the Visible list.  |
| 34. | Click the Not Visible list item.  |
| 35. | Click the Description Type list.  |
| 36. | Click the Other Information list item.  |

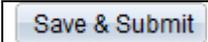
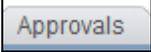


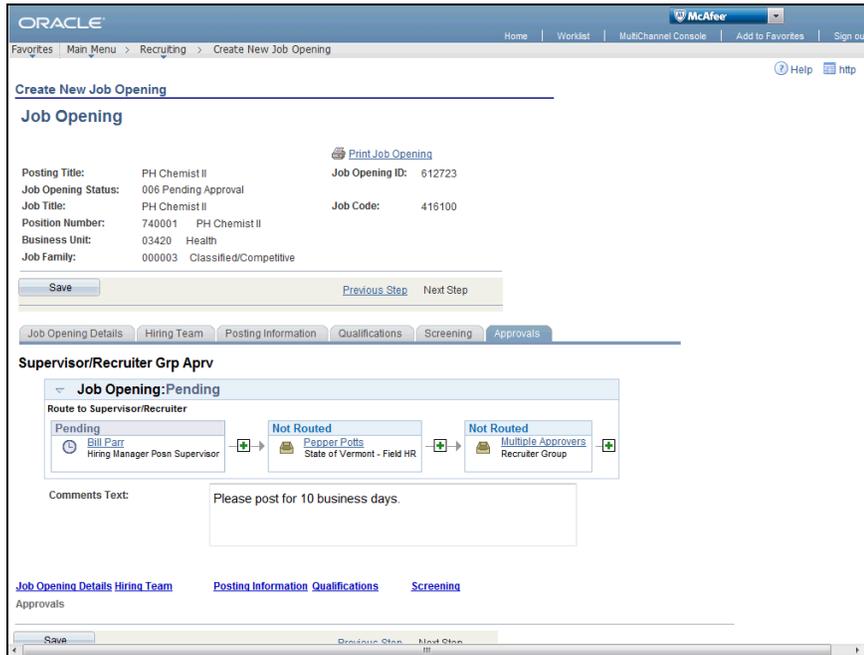
| Step | Action |
|------|--|
| 37. | <p>You can enter additional information about the job posting in the text box. Include anything Field DHR or Recruitment needs to know.</p> <p>For example: shift information, open until filled requests, advertising preferences, etc.</p> |
| 38. | <p>Move down the page.</p> <p>Click the scrollbar.</p> |



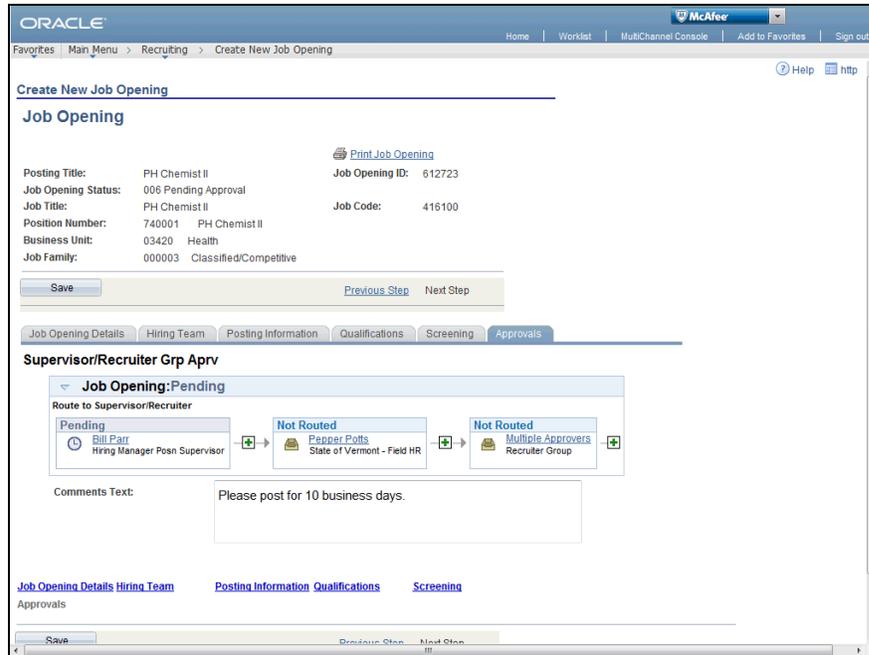
| Step | Action |
|------|---|
| 39. | Click the OK button. <div style="border: 1px solid black; padding: 5px; display: inline-block; margin: 5px;">OK</div> |



| Step | Action |
|------|---|
| 40. | Click the Save & Submit link.  |
| 41. | Click the Approvals link.  |
| 42. | This is the Approvals Page. Below is the approval path. You will be able to view the current status of a pending Job Opening on this page. Each party can also write comments in the Comments Text box. |
| 43. | Click in the Comments Text field. |



| Step | Action |
|------|---|
| 44. | Enter the desired information into the Comments Text field. For this example: Enter " Please post for 10 business days. " |

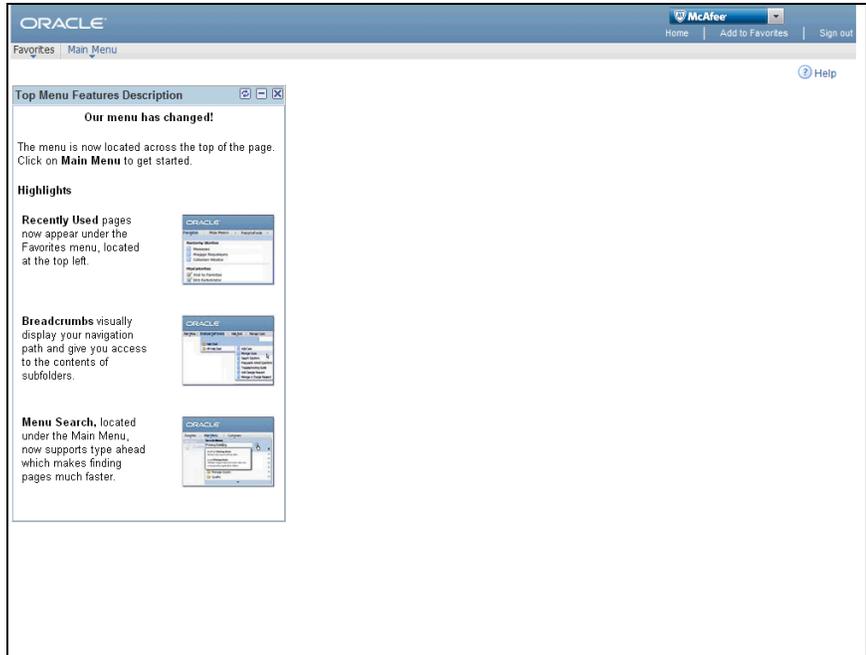


| Step | Action |
|------|---|
| 45. | Click the Home link.  |
| 46. | End of Procedure. |

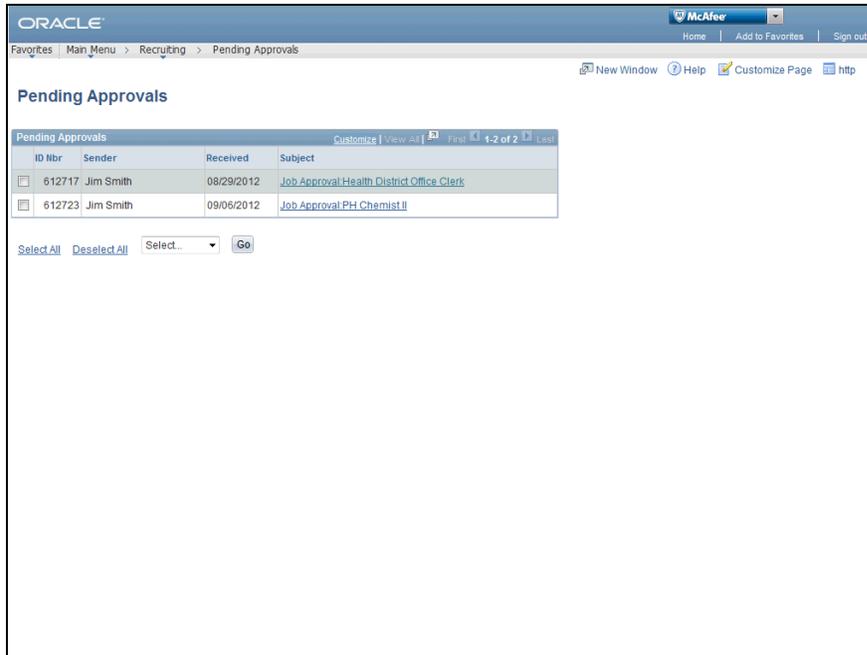
Recruitment_Create Job Opening pt.2 - Appointing Authority

Procedure

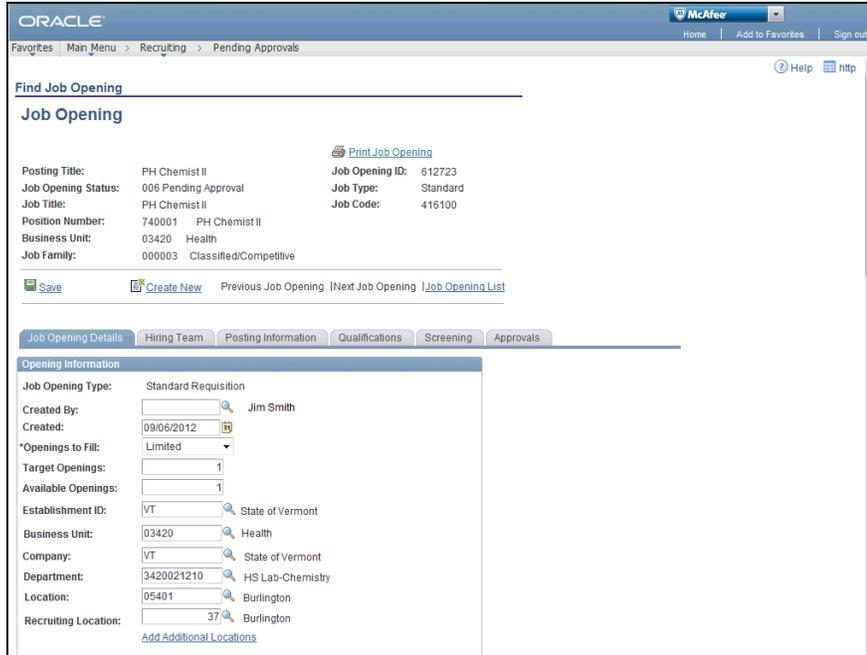
The purpose of the Appointing Authority’s review and approval of the job opening is to authorize filling the position. This approval is required to proceed with the creation of the job opening. The Appointing Authority is not reviewing the completed job posting, just the initial request to recruit.



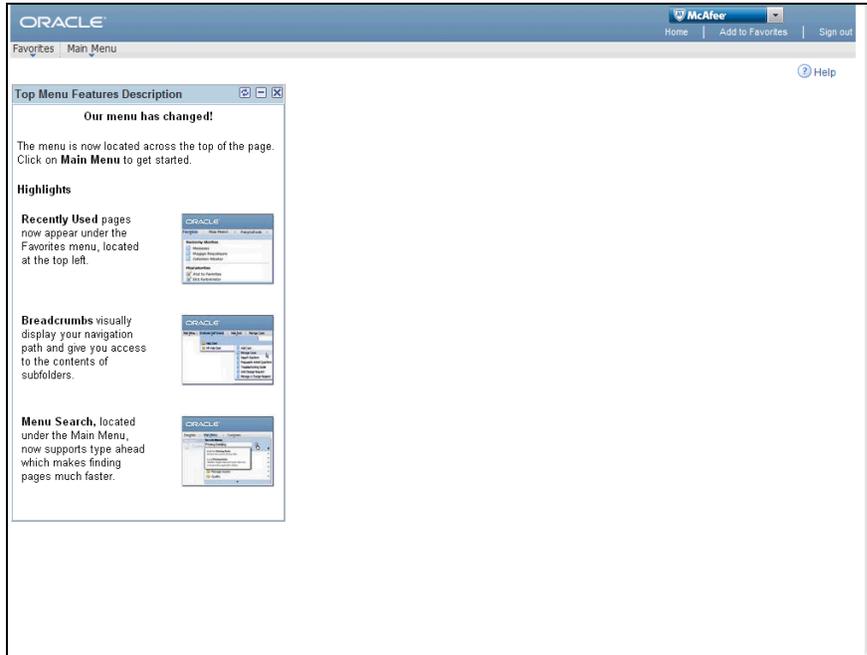
| Step | Action |
|------|---|
| 1. | Click the Main Menu button.  |
| 2. | Click the Recruiting menu.  |
| 3. | Click the Pending Approvals menu.  |



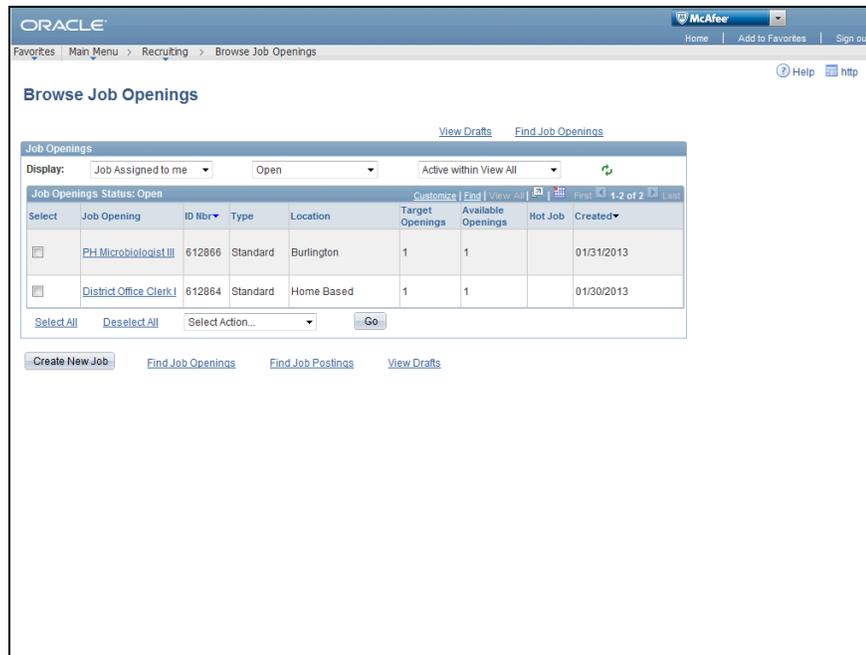
| Step | Action |
|------|--|
| 4. | <p>Select the Job Opening that needs approval.</p> <p>For this example: Click the box next to the 612723 option.</p>  |
| 5. | <p>Click the Job Approval:PH Chemist II link.</p>  |



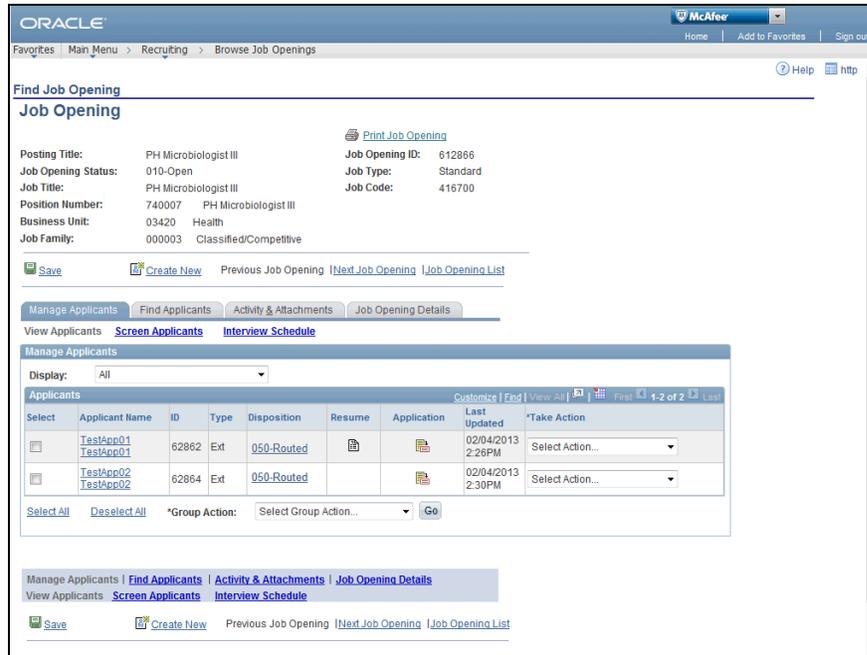
Recruitment_Review Applicant Information
Procedure



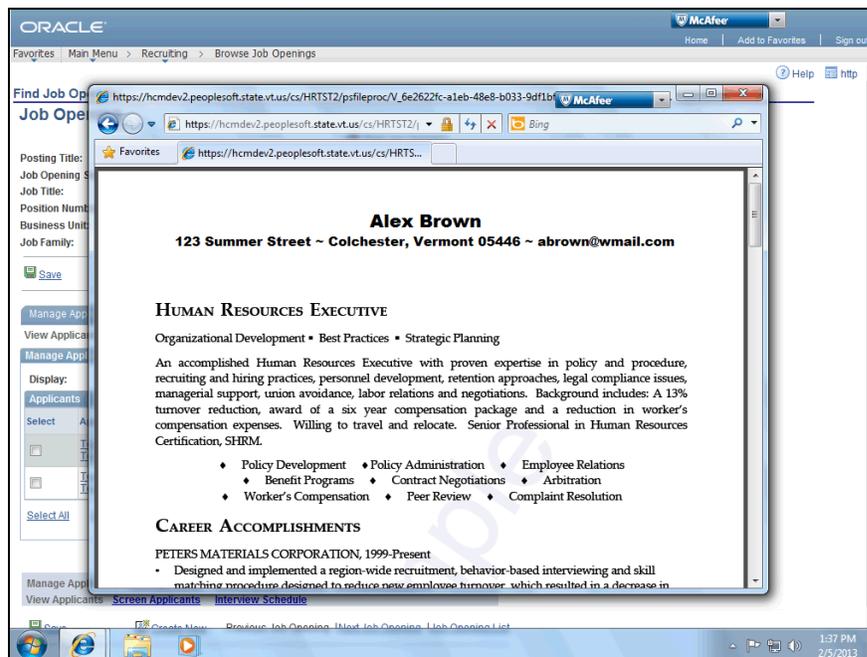
| Step | Action |
|------|--|
| 1. | Click the Main Menu button.  |
| 2. | Click the Recruiting menu.  |
| 3. | Click the Browse Job Openings menu.  |



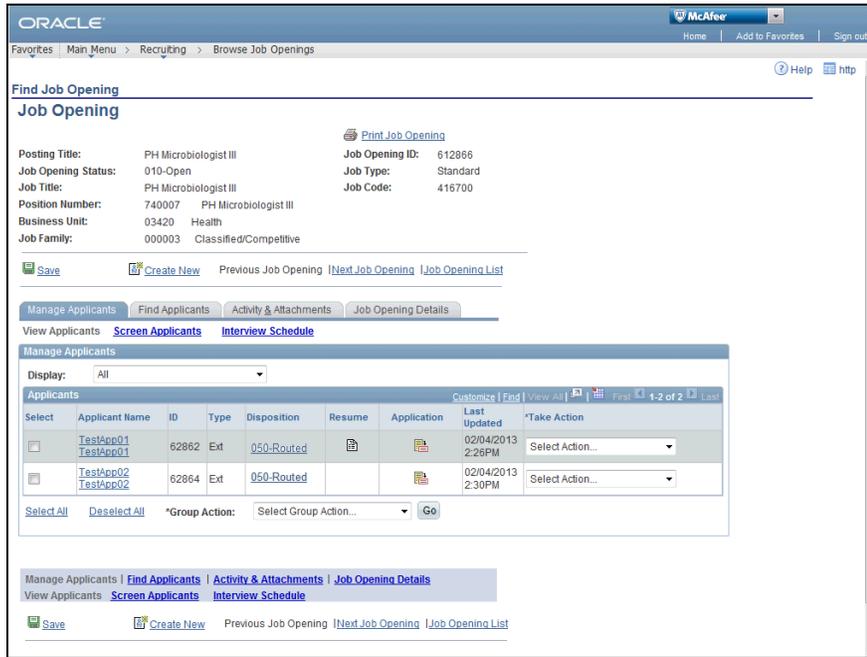
| Step | Action |
|------|---|
| 4. | Click the PH Microbiologist III link. PH Microbiologist III |
| 5. | IMPORTANT TIP! Hold down the [Ctrl] key when you click on an attachment. Using the [Ctrl] key will disable the pop-up blocker and allow you to open the file. |



| Step | Action |
|------|---|
| 6. | Press the [Ctrl] key and click the Resume button.  |

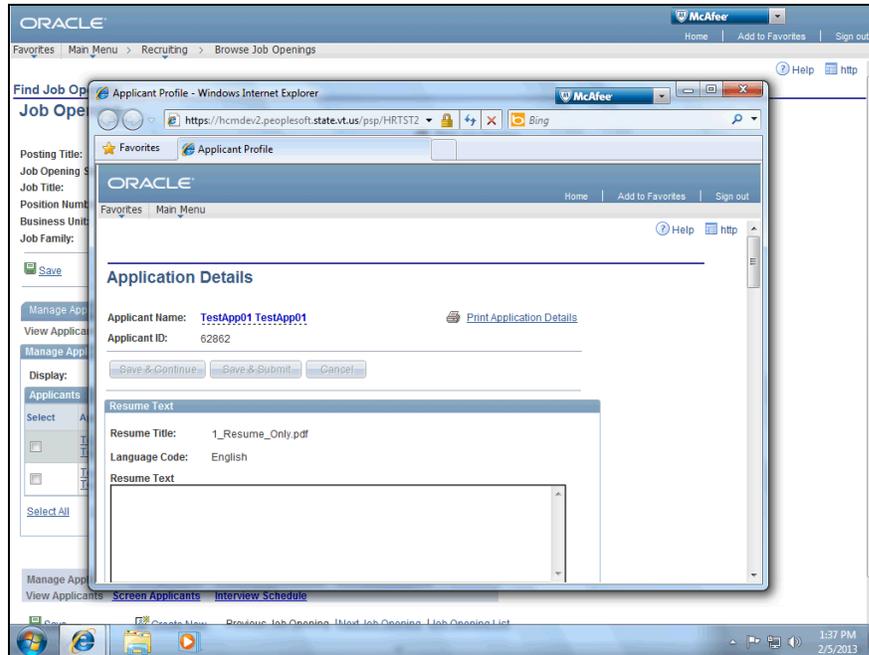


| Step | Action |
|------|---|
| 7. | Click the Close button.  |

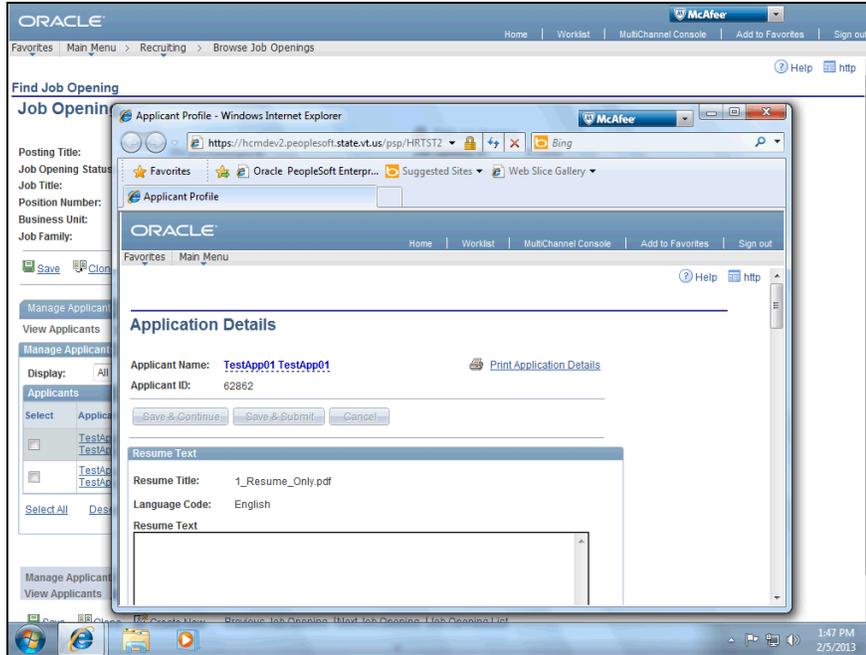


The screenshot displays the Oracle Job Opening interface. At the top, there are navigation tabs: 'Manage Applicants', 'Find Applicants', 'Activity & Attachments', and 'Job Opening Details'. Below these, there are sub-tabs: 'View Applicants', 'Screen Applicants', and 'Interview Schedule'. The main content area shows a table of applicants with columns for 'Select', 'Applicant Name', 'ID', 'Type', 'Disposition', 'Resume', 'Application', 'Last Updated', and '*Take Action'. Two applicants are listed, both with a '050-Routed' disposition. At the bottom of the page, there are navigation links: 'Save', 'Create New', 'Previous Job Opening', 'Next Job Opening', and 'Job Opening List'.

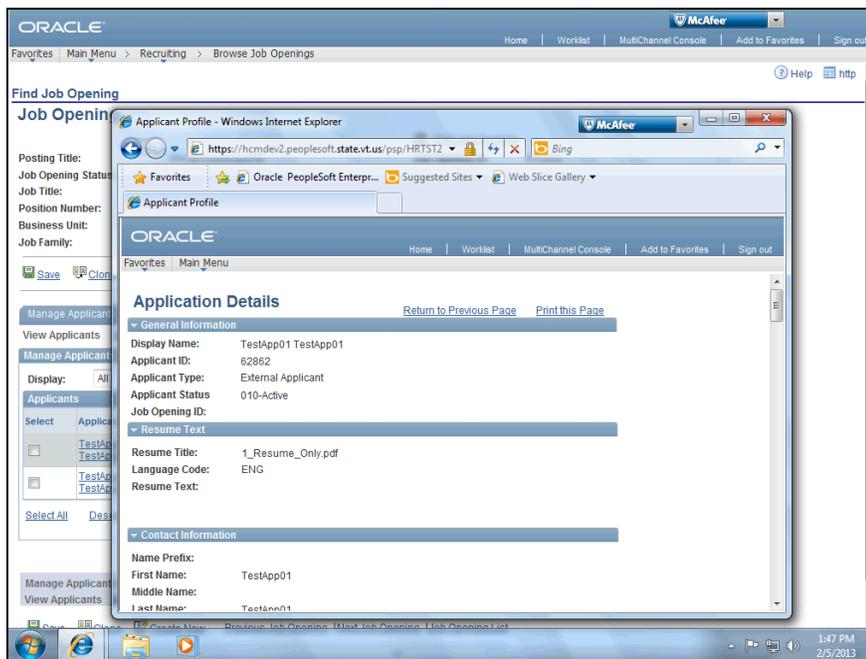
| Step | Action |
|------|--|
| 8. | Click the Application Icon object.  |

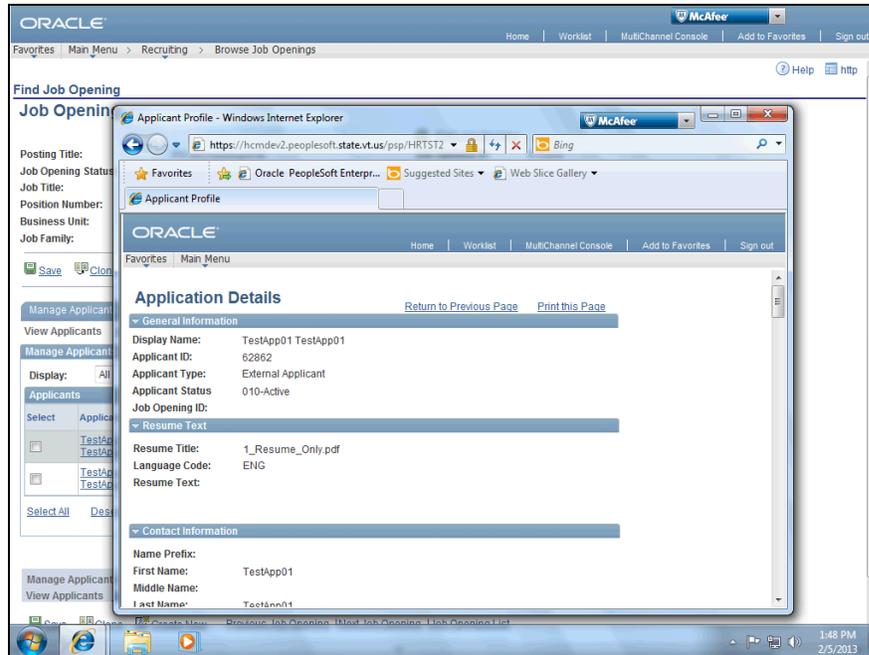


| Step | Action |
|------|--|
| 9. | Move down to continue. Click the Scrollbar . |
| 10. | Print Application Details There are two different ways to Print Application Details. |

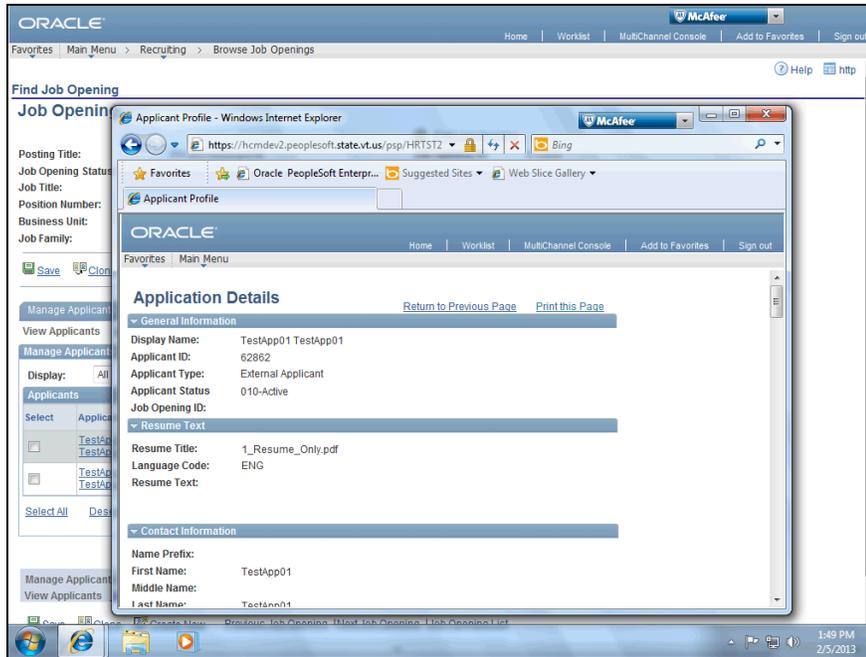


| Step | Action |
|------|---|
| 11. | Click the Print Application Details link. Print Application Details |

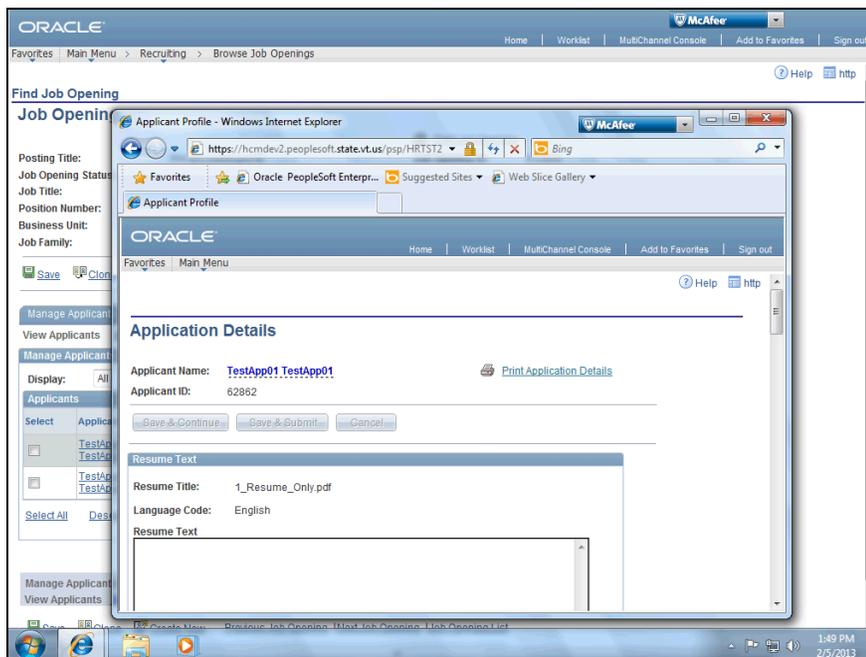




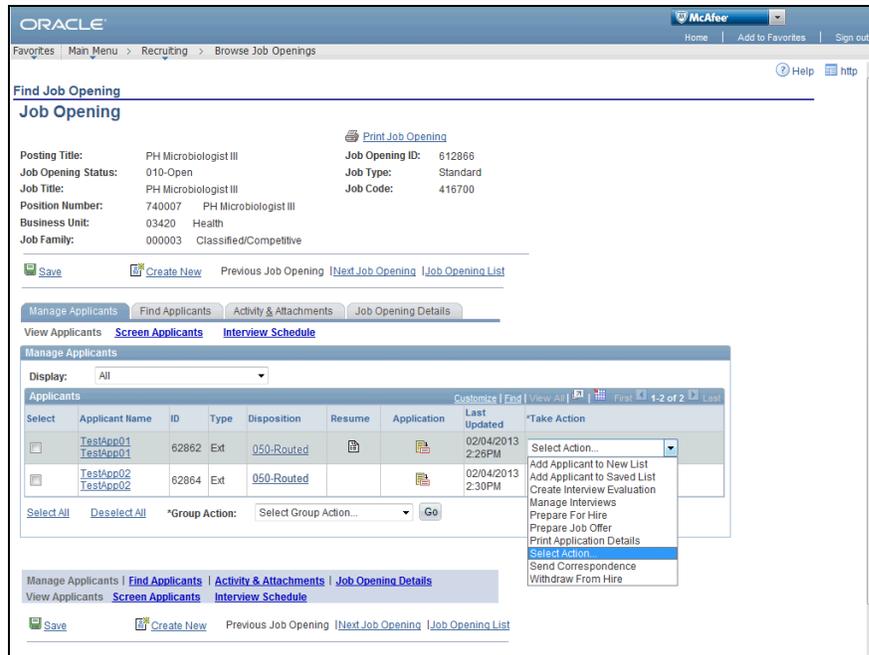
| Step | Action |
|------|--|
| 12. | Click the Print button.  |
| 13. | Select Printer. Click the Print button.  |

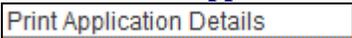


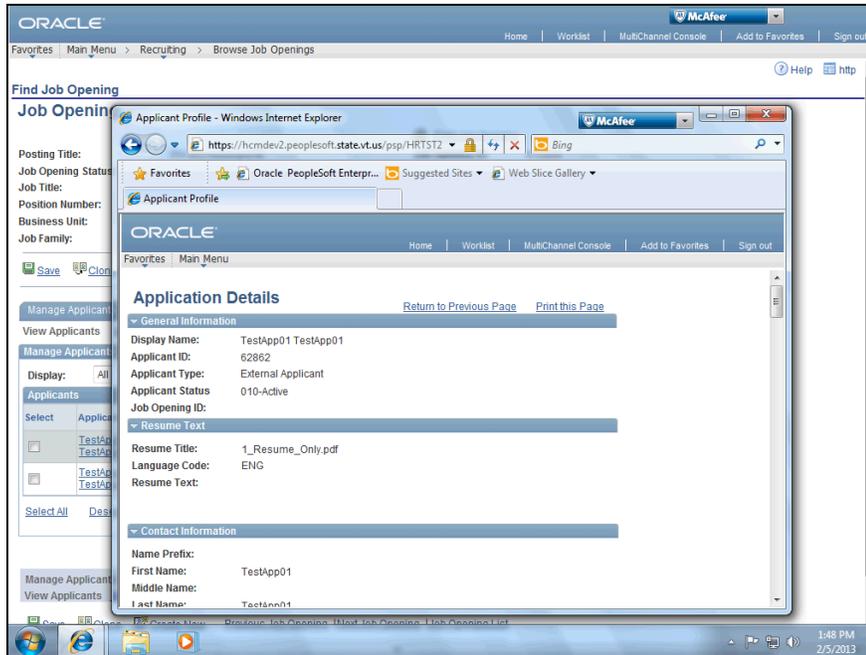
| Step | Action |
|------|---|
| 14. | Click the Return to Previous Page link. Return to Previous Page |



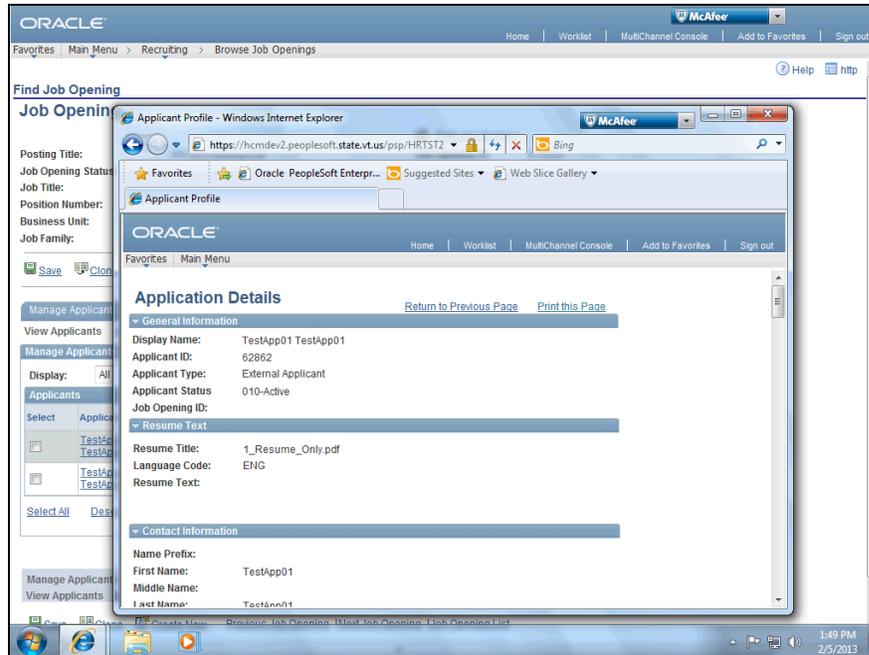
| Step | Action |
|------|--|
| 15. | Click the Close button.  |
| 16. | You can also Print Application Details by using the Take Action menu. This menu will take you directly to the printer-friendly version of the application. |



| Step | Action |
|------|--|
| 17. | Click the Print Application Details list item.  |



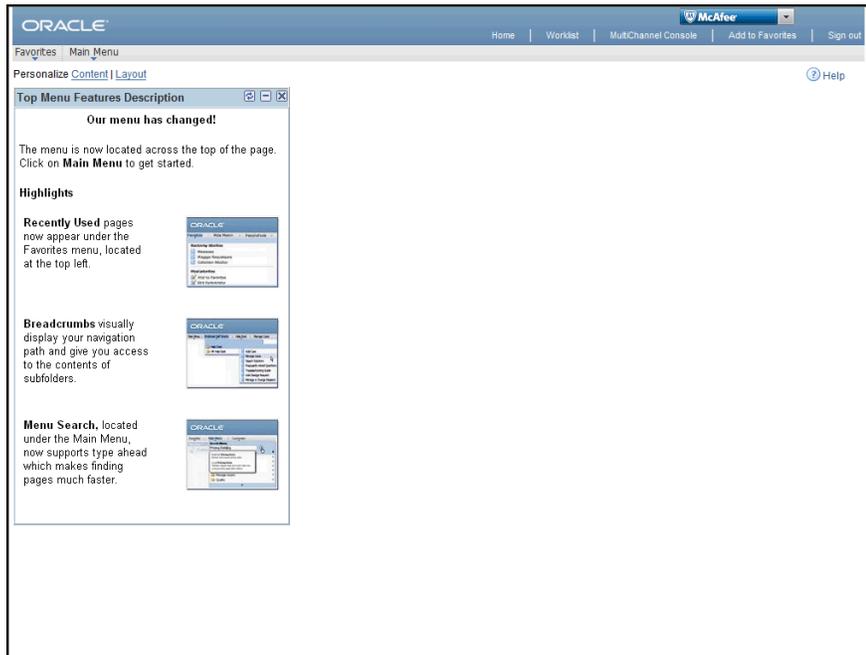
| Step | Action |
|------|--|
| 18. | Click the Print button.  |
| 19. | Select Printer. Click the Print button.  |

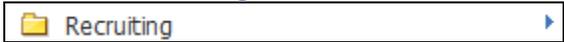
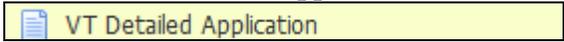


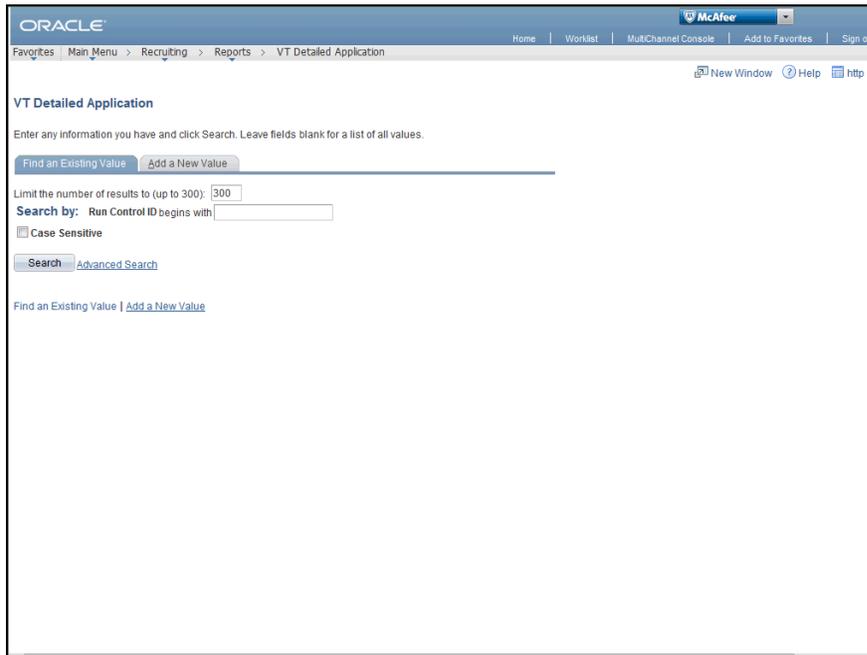
| Step | Action |
|------|---|
| 20. | Click the Return to Previous Page link. Return to Previous Page |
| 21. | To print multiple applications at the same time, use the VT Detailed Application Report . To learn more, please view the "Run Detailed Application Report" UPK. |
| 22. | End of Procedure. |

Recruitment_Run Detailed Application Report Procedure

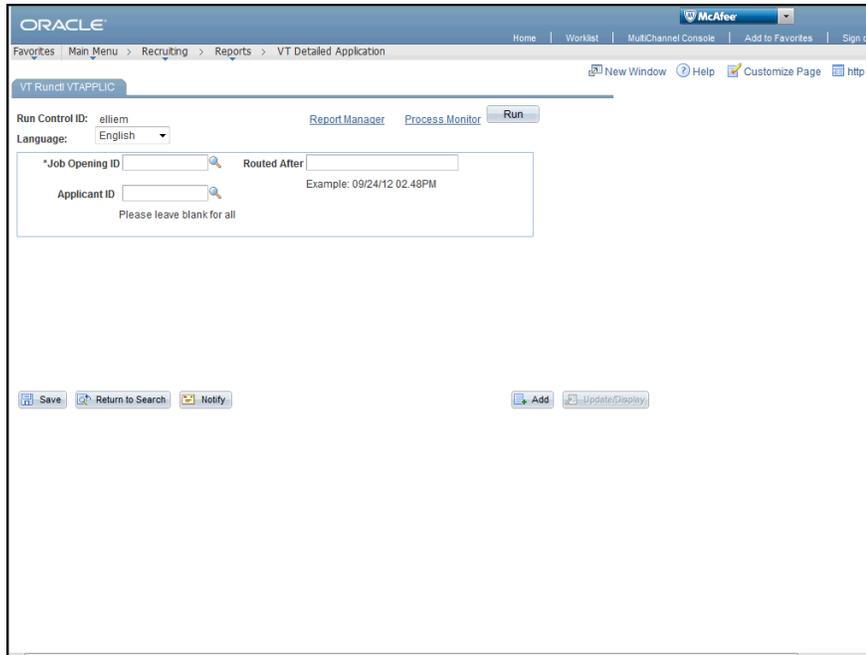
| Step | Action |
|------|--|
| 1. | <p>The VT Detailed Application Report is a method of retrieving a candidate's State of Vermont Application for a specific job opening. This report is a PDF file.</p> <p>The report can pull the application for any candidate who was “Routed” on a Candidate List for a specific job opening. The report will not retrieve applications for candidates who were not routed.</p> |



| Step | Action |
|------|---|
| 2. | <p>Click the Main Menu button.</p>  |
| 3. | <p>Click the Recruiting menu.</p>  |
| 4. | <p>Click the Reports menu.</p>  |
| 5. | <p>Click the VT Detailed Application menu.</p>  |



| Step | Action |
|------|---|
| 6. | Click in the Run Control ID field. <input type="text"/> |
| 7. | The first time you use Reports, you will need to create a Run Control ID. A Run Control ID can be as simple as your first name and last initial. For this example, we will create the Run Control ID "elliem". |
| 8. | Enter the desired information into the Run Control ID field. Enter " elliem ". |
| 9. | Click the Add a New Value tab. <input type="button" value="Add a New Value"/> |
| 10. | Click the Add link. <input type="button" value="Add"/> |



| Step | Action |
|------|---|
| 11. | Enter the desired information into the Job Opening ID field. Enter " 612856 ". |
| 12. | To retrieve applications for all routed candidates, enter Job Opening ID, but leave Routed After and Applicant ID fields blank If you want to retrieve the application of a specific individual, enter their Applicant ID in the appropriate field. If you want to limit your results to recent applications, enter a date in the Routed After field. |
| 13. | Click the Run button.  |

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Home | Worklist | MultChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Recruiting > Reports > VT Detailed Application

New Window | Help | Customize Page | http

Process Scheduler Request

User ID: ELLIEM Run Control ID: elliem

Server Name: PSUNX Run Date: 03/11/2013

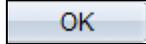
Recurrence: Run Time: 4:12:44PM [Reset to Current Date/Time](#)

Time Zone:

| Select | Description | Process Name | Process Type | Type | Format | Distribution |
|-------------------------------------|-------------|--------------|--------------|------|--------|--------------|
| <input checked="" type="checkbox"/> | VTAPPLIC | VTAPPLIC | SQR Report | Web | PDF | Distribution |

OK Cancel

| Step | Action |
|------|-----------------------------|
| 14. | Click the OK button. |



ORACLE McAfee

Home | Worklist | MultChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Recruiting > Reports > VT Detailed Application

New Window | Help | Customize Page | http

VT Runctl VTAPPLIC

Run Control ID: elliem [Report Manager](#) [Process Monitor](#) [Run](#)

Language: English Process Instance: 494247

*Job Opening ID: 612856 Routed After:

Applicant ID: Example: 09/24/12 02:48PM

Please leave blank for all

Save | Return to Search | Notify | Add | Update/Display

| Step | Action |
|------|---|
| 15. | Click the Process Monitor link. Process Monitor |

The screenshot shows the Oracle Process Monitor interface. At the top, there is a navigation bar with 'ORACLE' and 'McAfee' logos, and a breadcrumb trail: 'Favorites > Main Menu > Recruiting > Reports > VT Detailed Application'. Below this, there are tabs for 'Process List' and 'Server List'. A 'View Process Request For' section contains filters for 'User ID: ELLIEM', 'Type', 'Last', 'Days', 'Server', 'Name', 'Instance', and 'Run Status'. A 'Refresh' button is present. Below the filters is a table titled 'Process List' with columns: 'Select', 'Instance', 'Seq', 'Process Type', 'Process Name', 'User', 'Run Date/Time', 'Run Status', 'Distribution Status', and 'Details'. The table contains four rows of data, with the most recent report at the top.

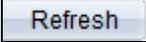
| Select | Instance | Seq | Process Type | Process Name | User | Run Date/Time | Run Status | Distribution Status | Details |
|--------------------------|----------|-----|--------------|--------------|--------|--------------------------|------------|---------------------|-------------------------|
| <input type="checkbox"/> | 494247 | | SQR Report | VTAPPLIC | ELLIEM | 03/11/2013 4:12:44PM EDT | Queued | N/A | Details |
| <input type="checkbox"/> | 494246 | | SQR Report | VTAPPLIC | ELLIEM | 03/11/2013 4:06:23PM EDT | Success | Posted | Details |
| <input type="checkbox"/> | 494245 | | SQR Report | VTAPPLIC | ELLIEM | 03/11/2013 4:02:30PM EDT | Success | Posted | Details |
| <input type="checkbox"/> | 494243 | | SQR Report | VTAPPLIC | ELLIEM | 03/11/2013 3:56:09PM EDT | Success | Posted | Details |

Below the table, there is a link 'Go back to VT Detailed Application', 'Save' and 'Notify' buttons, and a breadcrumb trail 'Process List | Server List'.

| Step | Action |
|------|---|
| 16. | The most recent reports are on the top of the Process List. Note the date and time stamp. |

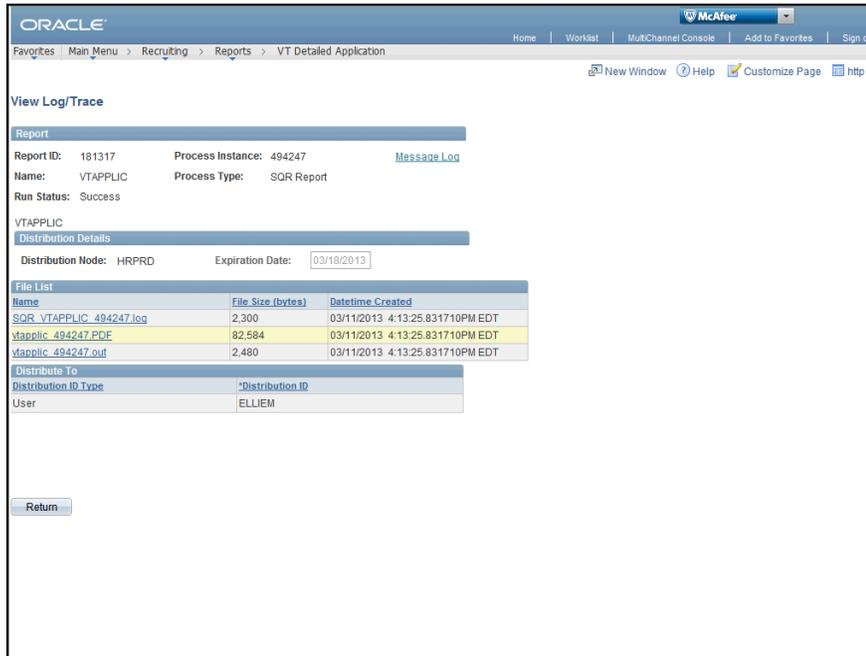
The screenshot shows the Oracle VT Detailed Application interface. At the top, there is a navigation bar with 'Home', 'Worklist', 'Multichannel Console', 'Add to Favorites', and 'Sign out'. Below this is a breadcrumb trail: 'Favorites > Main Menu > Recruiting > Reports > VT Detailed Application'. The main content area has two tabs: 'Process List' (selected) and 'Server List'. Below the tabs is a 'View Process Request For' section with search filters for 'User ID' (set to 'ELLIEM'), 'Type', 'Last' (set to '1' Days), 'Server', 'Name', 'Instance' (with a range), 'Run Status', and 'Distribution Status'. A 'Refresh' button is present. Below the filters is a table titled 'Process List' with columns: 'Select', 'Instance', 'Seq', 'Process Type', 'Process Name', 'User', 'Run Date/Time', 'Run Status', 'Distribution Status', and 'Details'. The table contains four rows of data for SQR Report processes. Below the table are buttons for 'Save' and 'Notify', and a link to 'Go back to VT Detailed Application'.

| Select | Instance | Seq | Process Type | Process Name | User | Run Date/Time | Run Status | Distribution Status | Details |
|--------------------------|----------|-----|--------------|--------------|--------|--------------------------|------------|---------------------|-------------------------|
| <input type="checkbox"/> | 494247 | | SQR Report | VTAPPLIC | ELLIEM | 03/11/2013 4:12:44PM EDT | Queued | N/A | Details |
| <input type="checkbox"/> | 494246 | | SQR Report | VTAPPLIC | ELLIEM | 03/11/2013 4:06:23PM EDT | Success | Posted | Details |
| <input type="checkbox"/> | 494245 | | SQR Report | VTAPPLIC | ELLIEM | 03/11/2013 4:02:30PM EDT | Success | Posted | Details |
| <input type="checkbox"/> | 494243 | | SQR Report | VTAPPLIC | ELLIEM | 03/11/2013 3:56:09PM EDT | Success | Posted | Details |

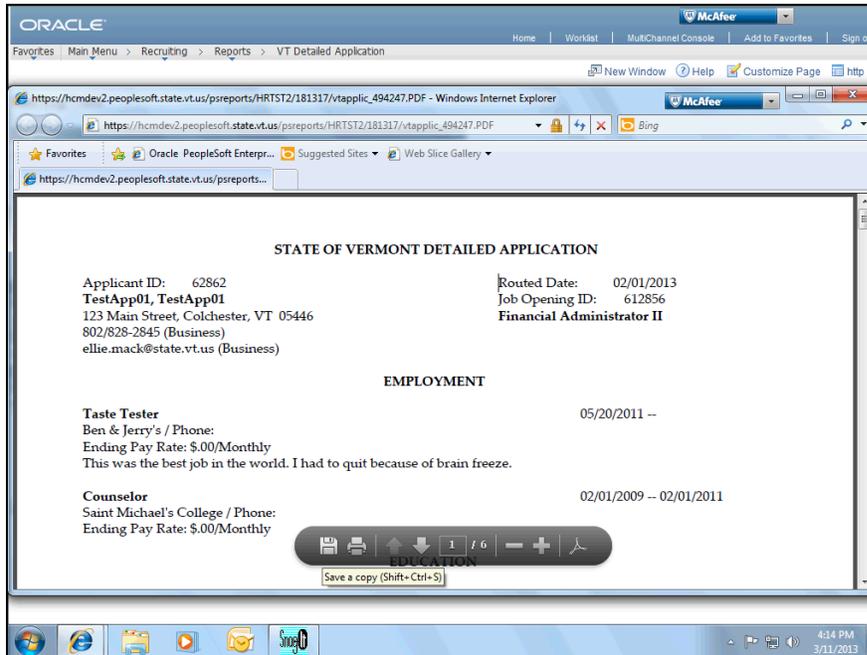
| Step | Action |
|------|--|
| 17. | Click the Refresh button.  |
| 18. | Click the Details link.  |

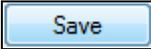
The screenshot shows the Oracle VT Detailed Application interface in 'Process Detail' mode. The breadcrumb trail is 'Favorites > Main Menu > Recruiting > Reports > VT Detailed Application'. The main content area has a 'Process Detail' section with a 'Process' sub-section. It displays details for instance 494247, including 'Name: VTAPPLIC', 'Type: SQR Report', 'Description: VTAPPLIC', 'Run Status: Success', and 'Distribution Status: Posted'. Below this is a 'Run' section with 'Run Control ID: elliem', 'Location: Server', 'Server: PSUNX', and 'Recurrence'. To the right of the 'Run' section are radio buttons for actions: 'Hold Request', 'Queue Request', 'Cancel Request', 'Delete Request', and 'Restart Request'. Below the 'Run' section is a 'Date/Time' section with 'Request Created On: 03/11/2013 4:12:50PM EDT', 'Run Anytime After: 03/11/2013 4:12:44PM EDT', 'Began Process At: 03/11/2013 4:13:12PM EDT', and 'Ended Process At: 03/11/2013 4:13:25PM EDT'. To the right of the 'Date/Time' section are links for 'Parameters', 'Message Log', 'Batch Timings', and 'View Log/Trace'. At the bottom of the 'Date/Time' section is an 'Index Page' button. At the very bottom of the interface are 'OK' and 'Cancel' buttons.

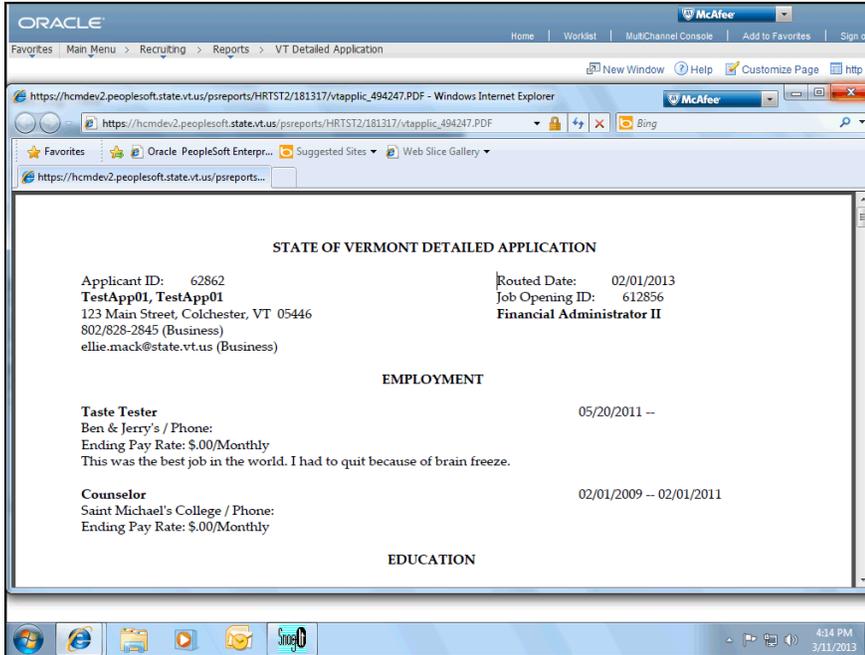
| Step | Action |
|------|---|
| 19. | Click the View Log/Trace link. View Log/Trace |



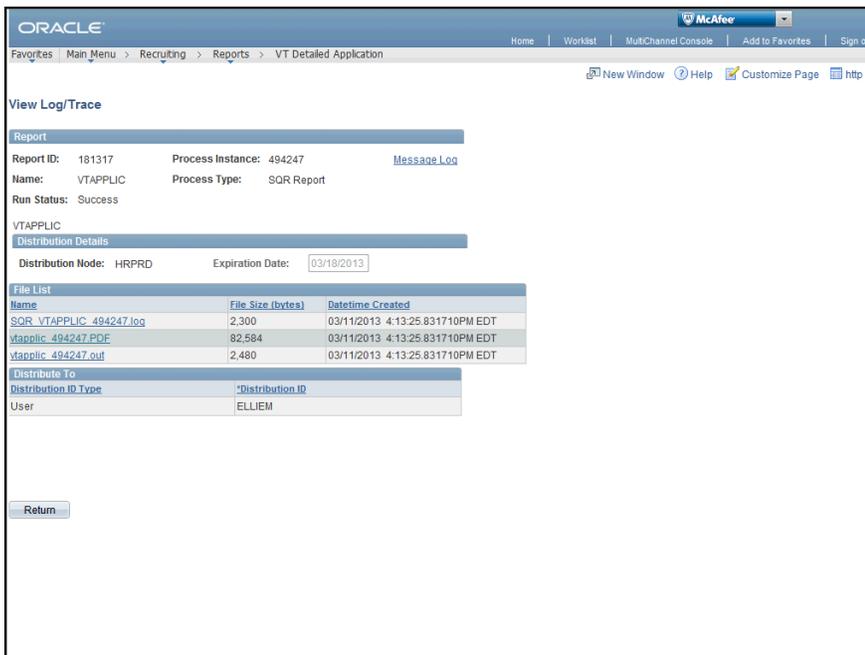
| Step | Action |
|------|---|
| 20. | Find the PDF file. Click the vtapplic_494247.PDF link. vtapplic_494247.PDF |



| Step | Action |
|------|--|
| 21. | Click the Save button.  |
| 22. | Click the Save button.  |

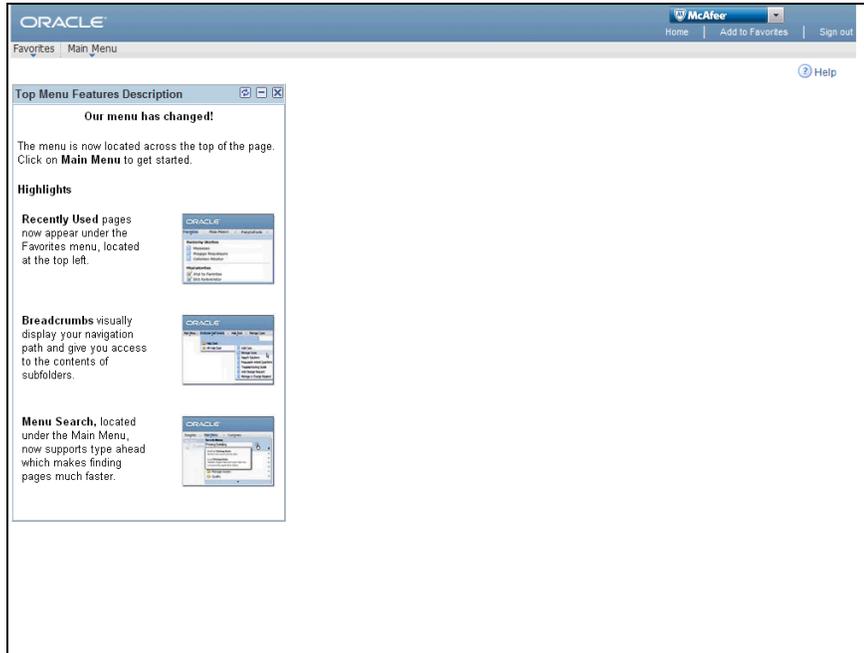


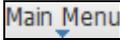
| Step | Action |
|------|--|
| 23. | Click the Close button.  |

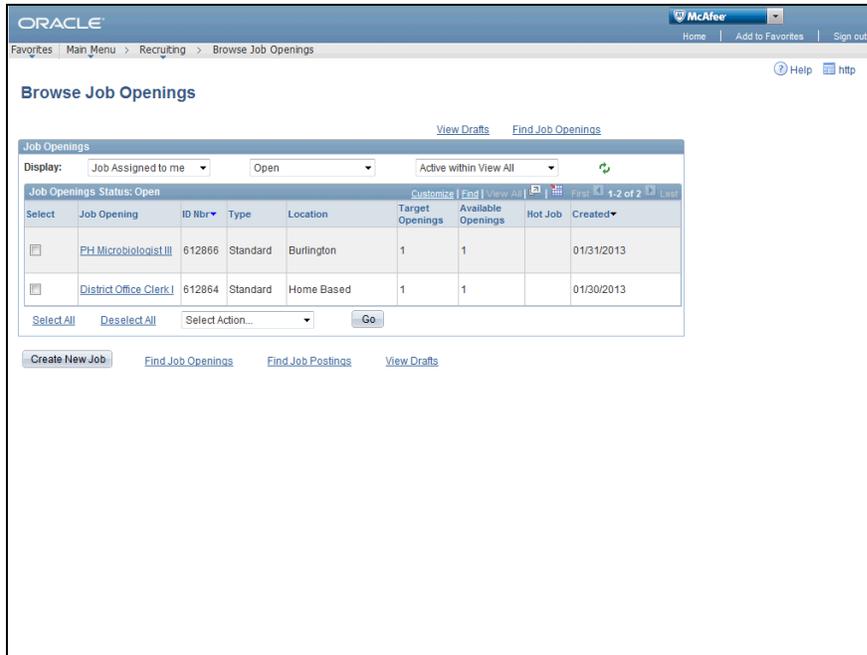


| Step | Action |
|------|--|
| 24. | Click the Home link.  |
| 25. | End of Procedure. |

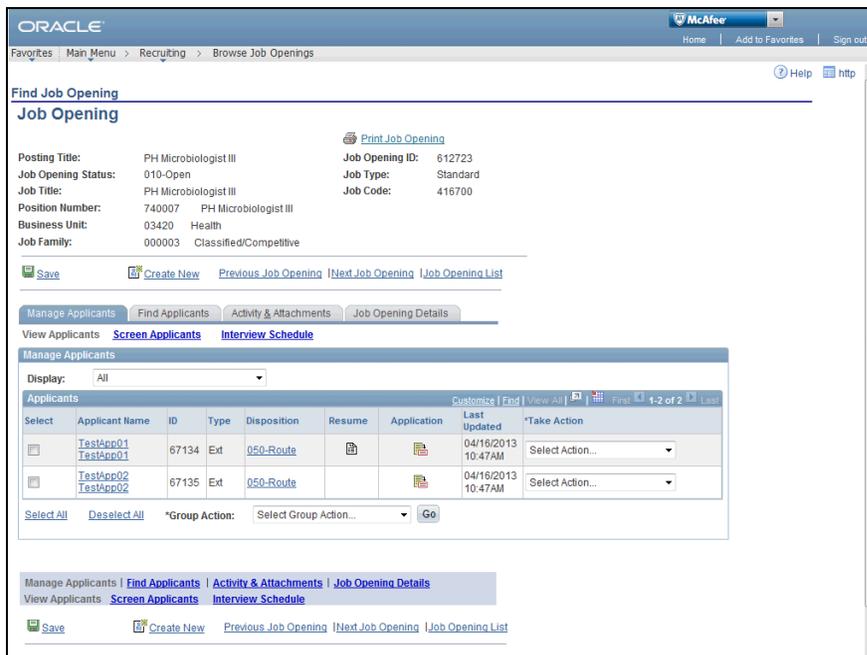
Recruitment_Schedule An Interview Procedure



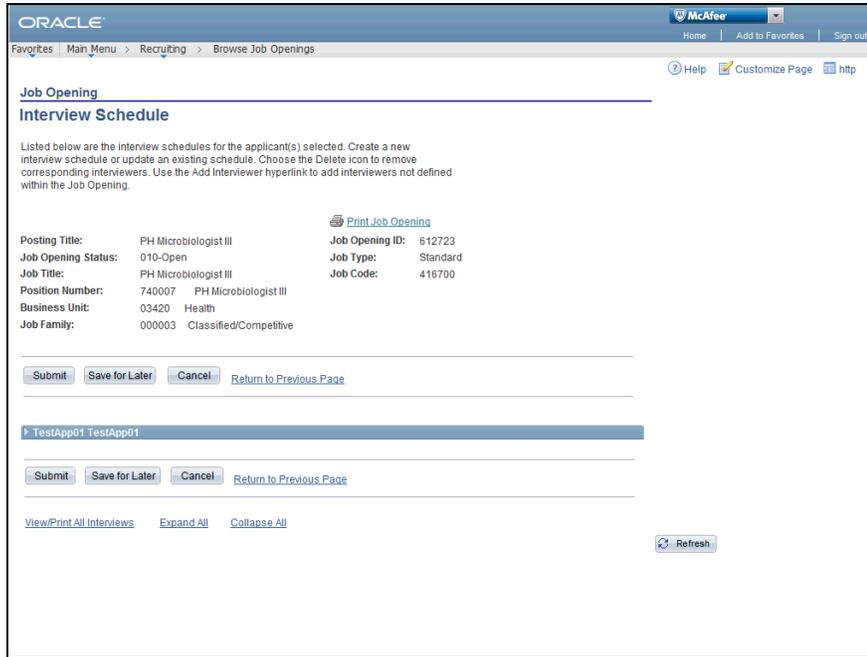
| Step | Action |
|------|---|
| 1. | Click the Main Menu button.  |
| 2. | Click the Recruiting menu.  |
| 3. | Click the Browse Job Openings menu.  |

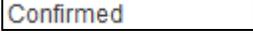


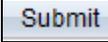
| Step | Action |
|------|---|
| 4. | <p>Select the Job Opening.</p> <p>For this example: Click the PH Microbiologist III link.</p> <p>PH Microbiologist III</p> |



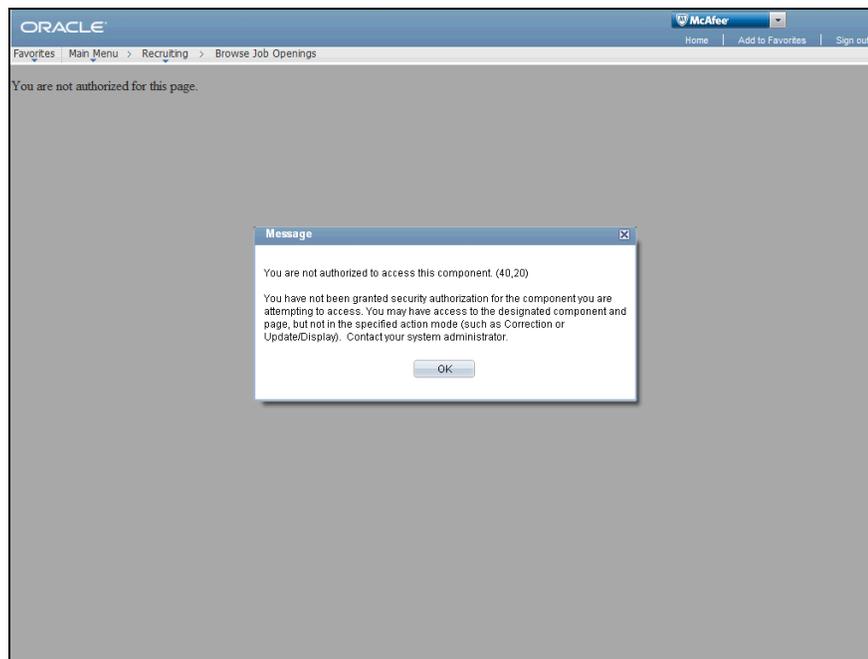
| Step | Action |
|------|--|
| 5. | Click the Take Action list.  |
| 6. | Click the Manage Interviews list item.  |



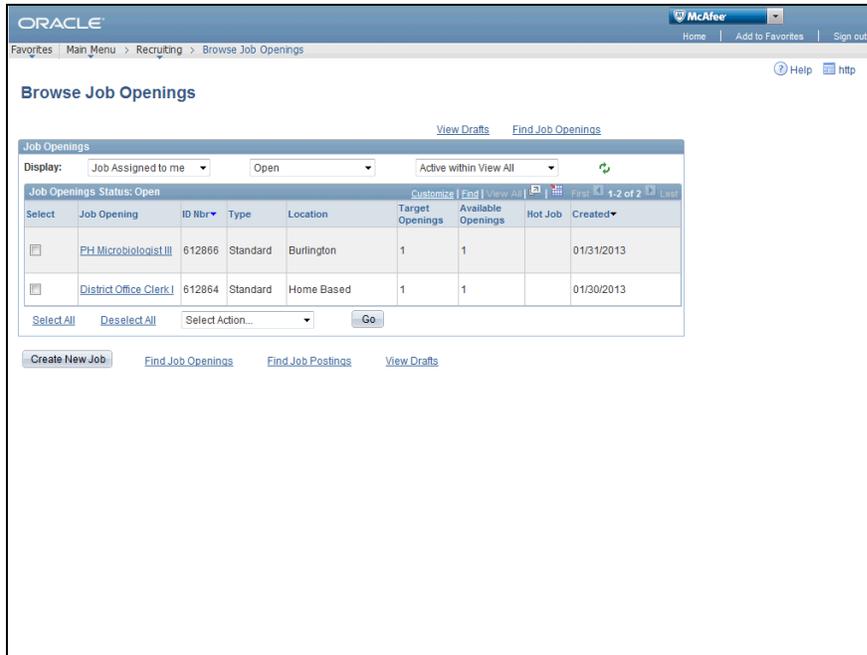
| Step | Action |
|------|--|
| 7. | Click the Expand section button.  |
| 8. | Click the Expand section button.  |
| 9. | Click the Interview Status list.  |
| 10. | Click the Confirmed list item.  |
| 11. | Click the Interview Type list.  |
| 12. | Click the Panel list item.  |
| 13. | Click the Calendar Icon button.  |

| Step | Action |
|------|--|
| 14. | Click the Interview Date list.  |
| 15. | Click in the Start Time field.  |
| 16. | Enter the desired information into the Start Time field. Enter " 10:00 ". |
| 17. | Click in the End Time field.  |
| 18. | Enter the desired information into the End Time field. Enter " 11:00 ". |
| 19. | Click the Notify Applicant option.  |
| 20. | Scroll down the page to see more information. Click the Scroll Bar scrollbar box. |
| 21. | The Hiring Manager will automatically appear in the Interview Schedule box. <u>Additional Features (Optional)</u> Users can add members to the Interview Team by clicking Add Interviewer . you can send e-mail confirmations and Outlook calendar appointments to members of the Interview Team by clicking the Notify Interview Team checkbox. |
| 22. | <u>Additional Features (Optional)</u> Hiring Managers can include information about the venue and/or location. This information will appear in the confirmation e-mail. |
| 23. | Scroll down the page to see more information. Click the Scroll Bar scrollbar box. |
| 24. | <u>Additional Features (Optional)</u> Hiring Managers can add attachments to the e-mail confirmation. |
| 25. | Return to the top of the page. Click the Scroll bar scrollbar box. |
| 26. | Click the Submit button.  |

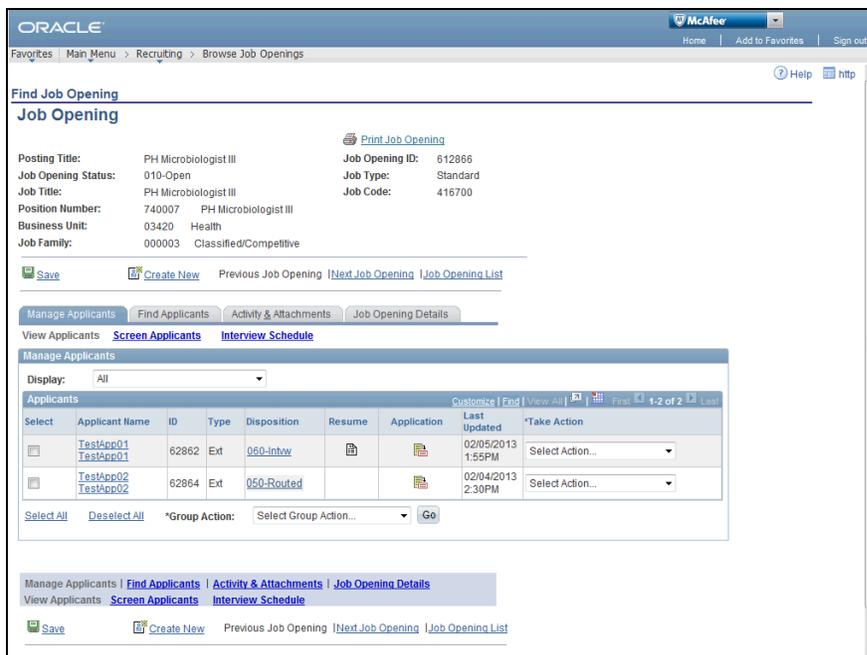
| Step | Action |
|------|--|
| 27. | <p>Once the Hiring Manager clicks Submit, the error message shown above will appear.</p> <p><u>Do not worry!</u> The interview information did save and the appointment was created/updated.</p> <p>To navigate back to the Job Opening, click Browse Job Openings in the breadcrumb navigation.</p> |



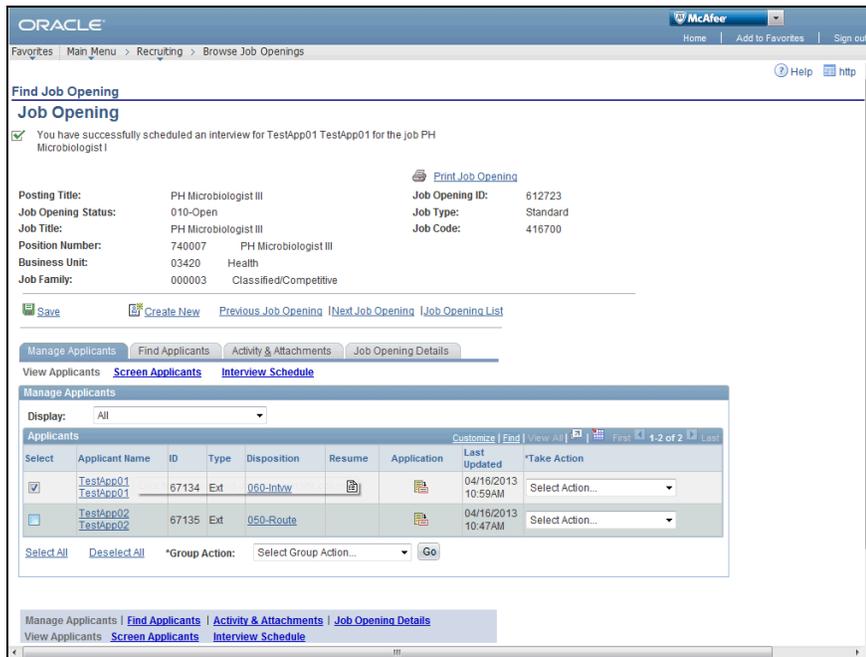
| Step | Action |
|------|--|
| 28. | <p>Click the Browse Job Openings link.</p> <p>Browse Job Openings</p> |



| Step | Action |
|------|---|
| 29. | <p>Select the Job Opening.</p> <p>For this example: Click the PH Microbiologist III link.</p> <p>PH Microbiologist III</p> |



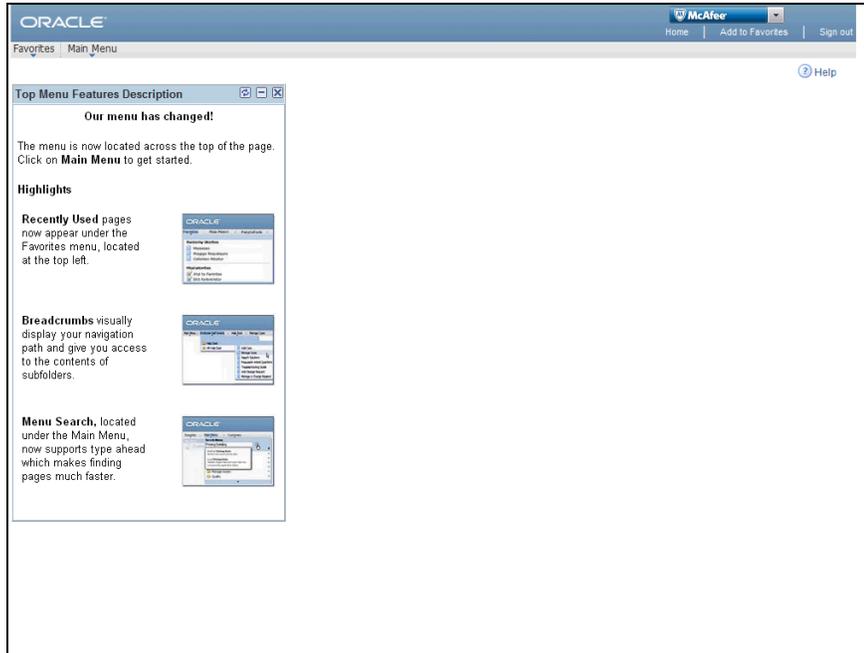
| Step | Action |
|------|--|
| 30. | The applicant's disposition will now be 060-Interview . |
| 31. | <p>Helpful Tip</p> <p>You can schedule and update multiple interviews on the same screen by using the Group Action feature.</p> |

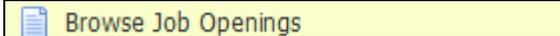


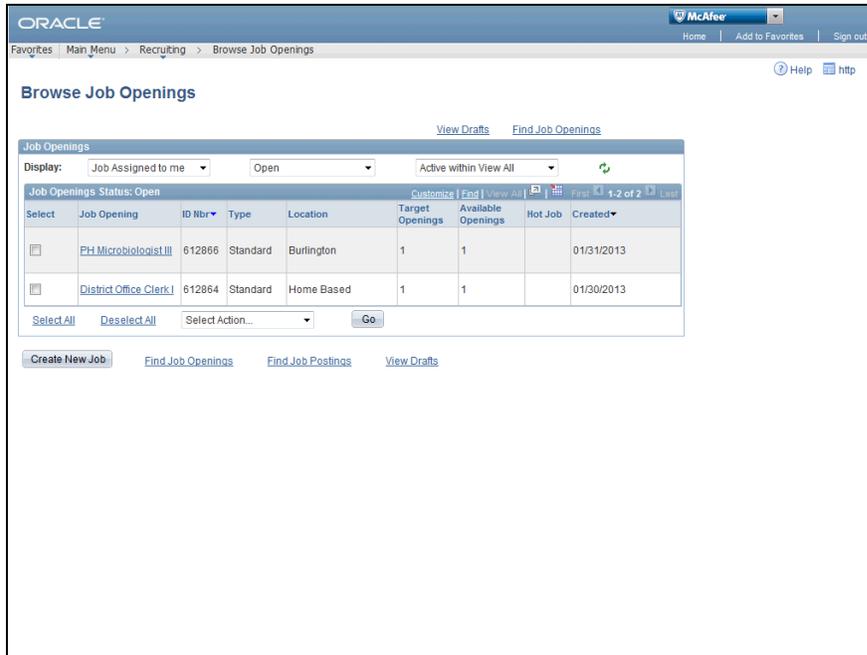
| Step | Action |
|------|--|
| 32. | Click the Select option.  |
| 33. | Click the Select option.  |
| 34. | Click the Group Action list.  |
| 35. | Click the Manage Interview option.  |
| 36. | Click the Go button.  |

| Step | Action |
|-------------|---|
| 37. | Expand the row for each applicant. For each interview, follow steps outlined in this tutorial. Once you have entered the interview information for each applicant, click Submit. |
| 38. | End of Procedure. |

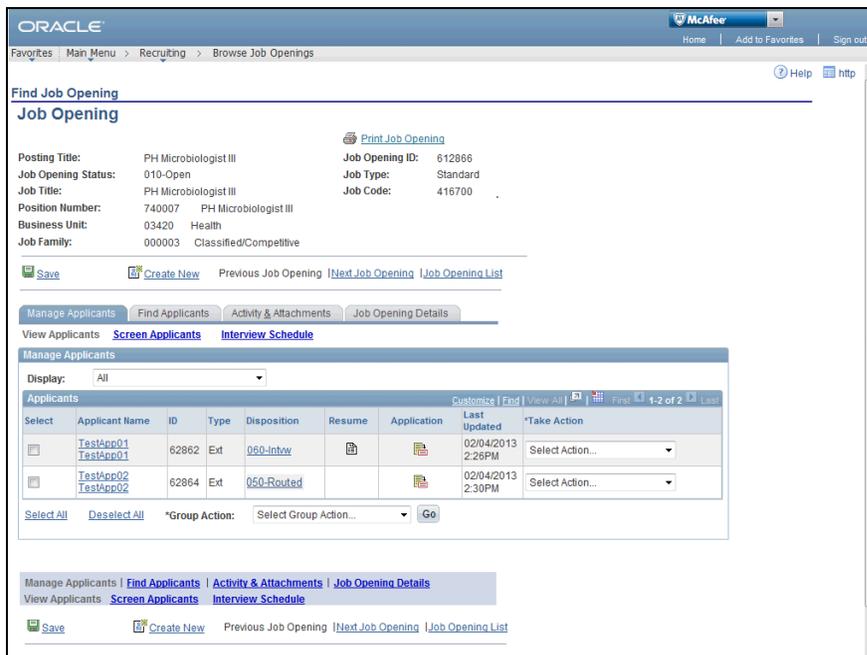
Recruitment_Update Interview Status Procedure



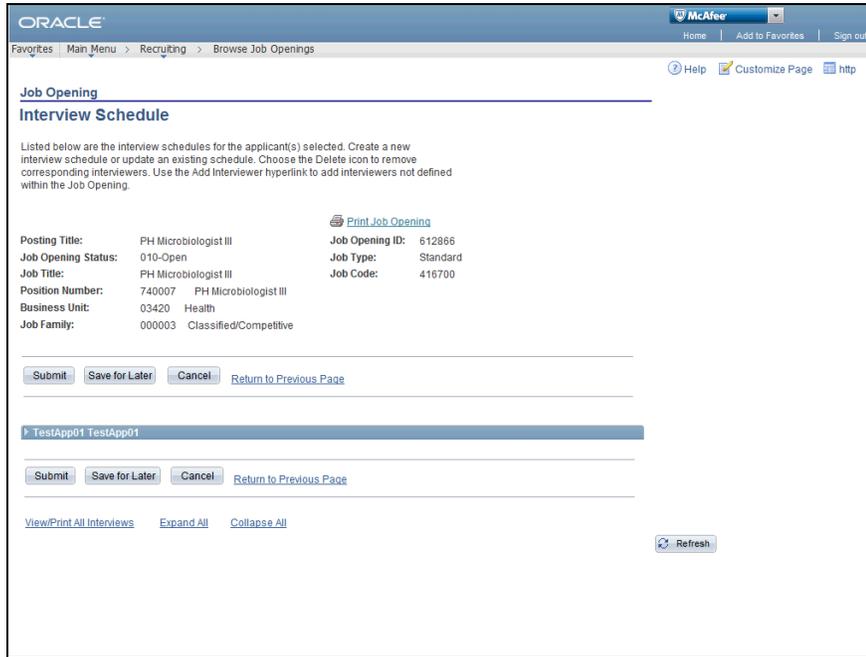
| Step | Action |
|------|---|
| 1. | Click the Main Menu button.  |
| 2. | Click the Recruiting menu.  |
| 3. | Click the Browse Job Openings menu.  |

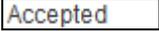
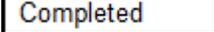
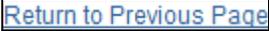


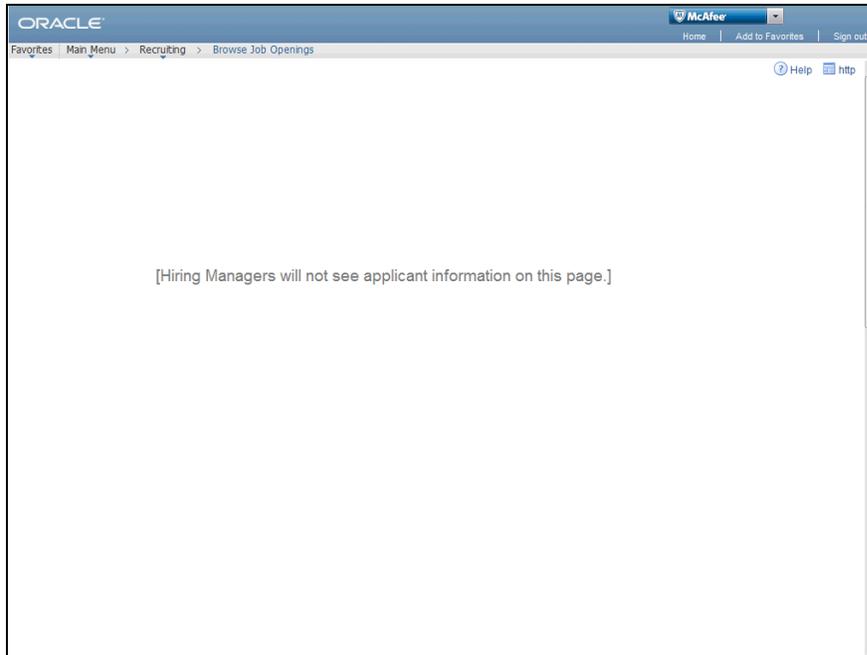
| Step | Action |
|------|---|
| 4. | <p>Select the Job Opening.</p> <p>For this example: Click the PH Microbiologist III link.</p> <p>PH Microbiologist III</p> |



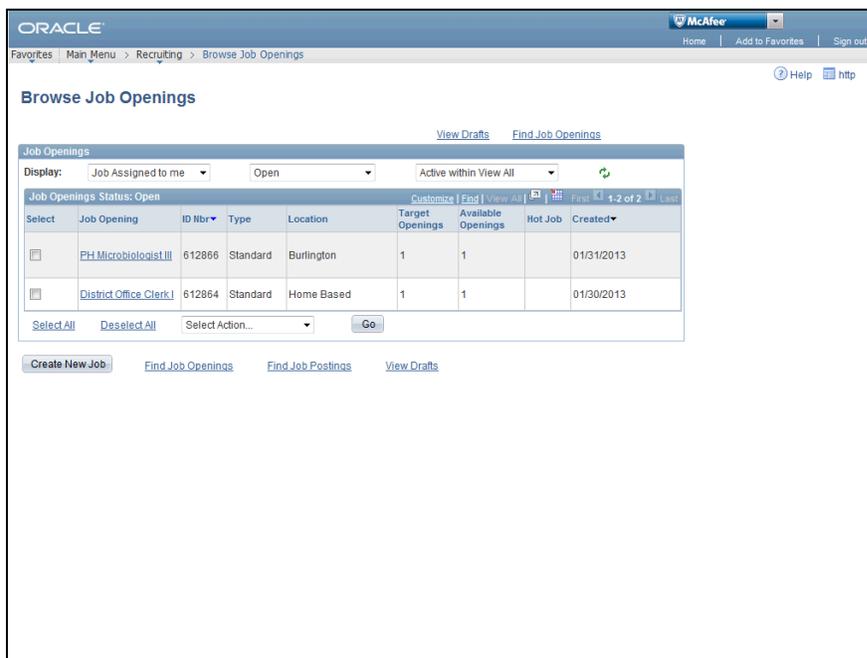
| Step | Action |
|------|--|
| 5. | Click the Take Action list.  |
| 6. | Click the Manage Interviews list item.  |



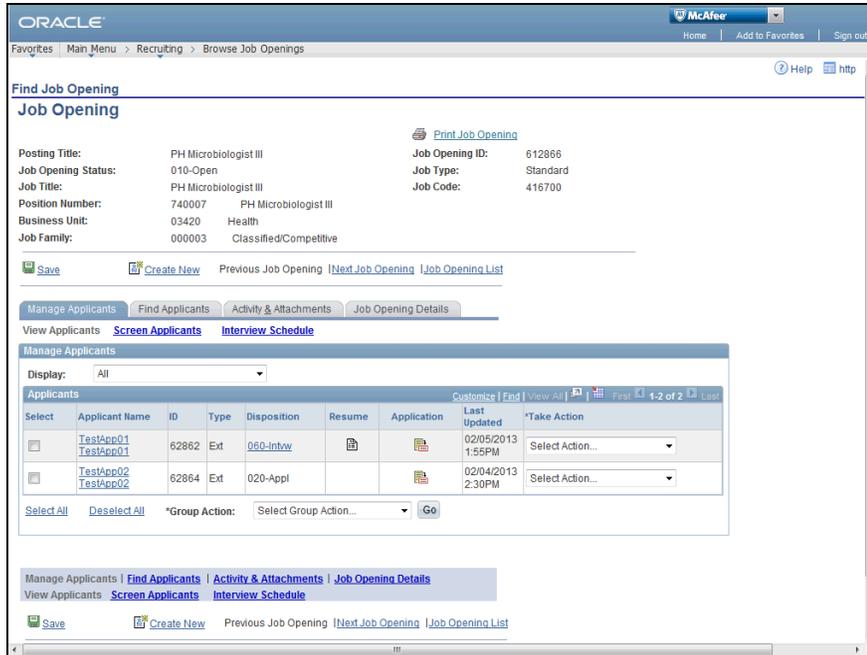
| Step | Action |
|------|--|
| 7. | Click the Expand section button.  |
| 8. | Click the Applicant Appointment Status list.  |
| 9. | Click the Accepted list item.  |
| 10. | Click the Interview Status list.  |
| 11. | Click the Completed list item.  |
| 12. | Click the Save for Later button.  |
| 13. | Click the Return to Previous Page link.  |



| Step | Action |
|------|---|
| 14. | Click the Browse Job Openings link. Browse Job Openings |

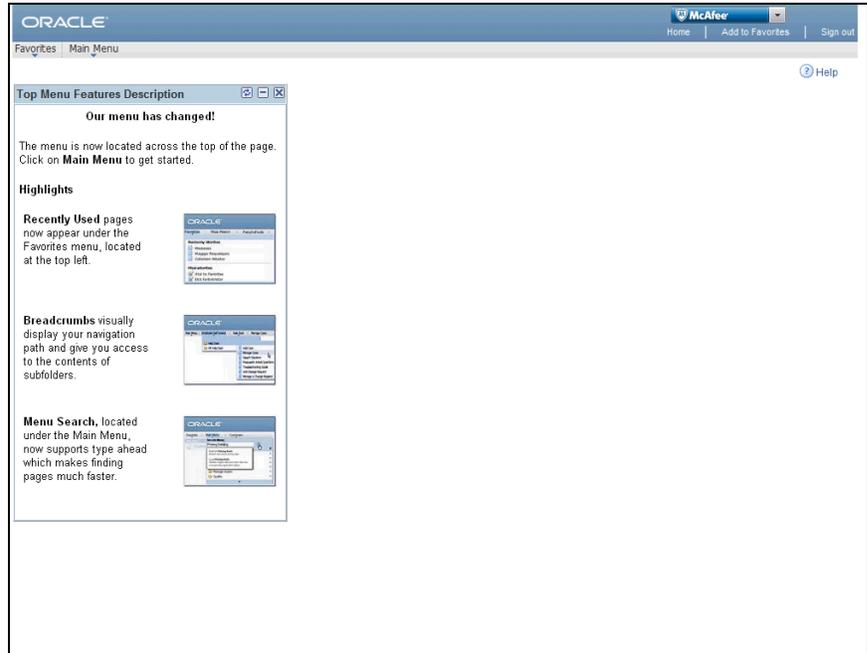


| Step | Action |
|------|---|
| 15. | <p>Select the Job Opening.</p> <p>For this example: Click the PH Microbiologist III link.</p> <p>PH Microbiologist III</p> |

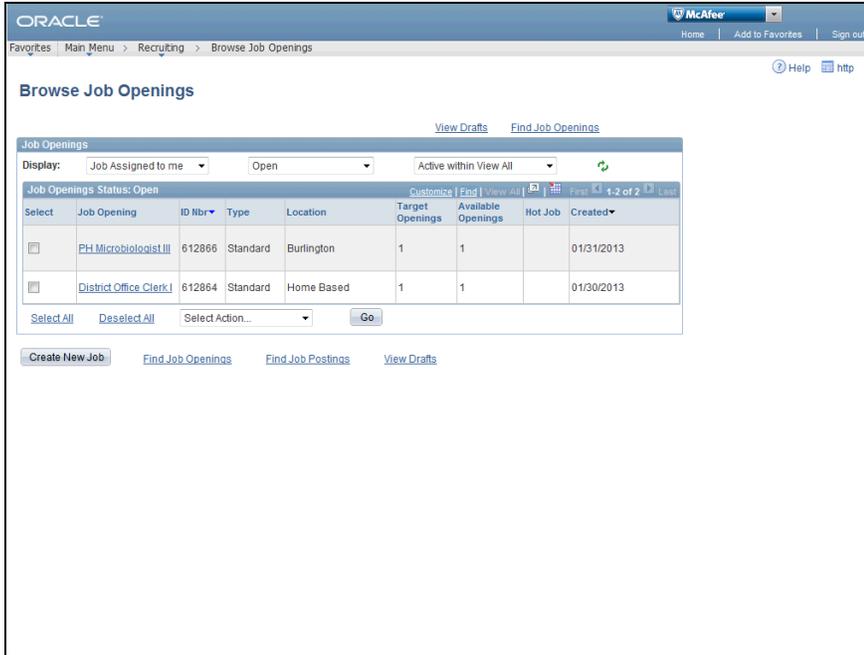


| Step | Action |
|------|--|
| 16. | <p>Click the Home link.</p> <p>Home</p> |
| 17. | <p>End of Procedure.</p> |

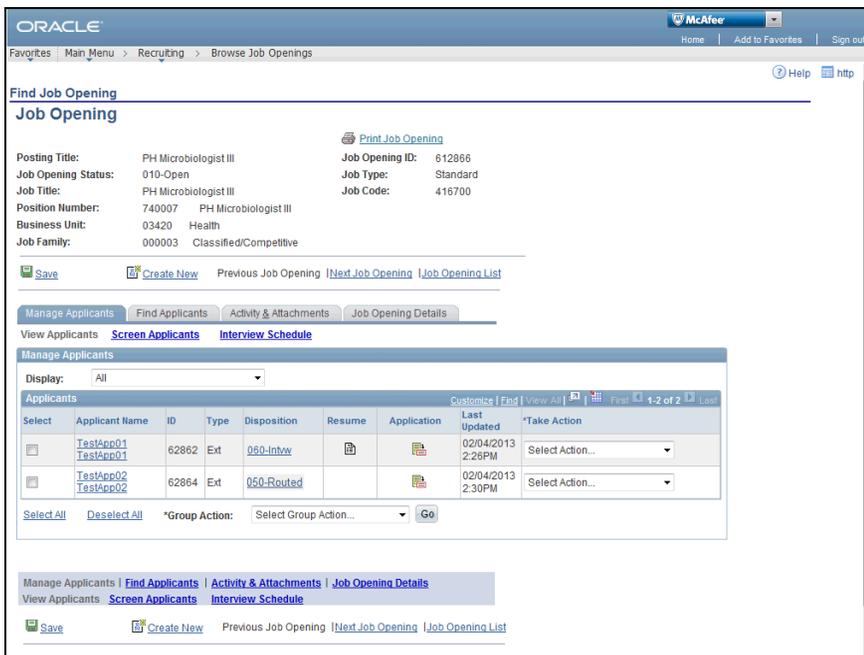
Recruitment_Forward Applicant
Procedure



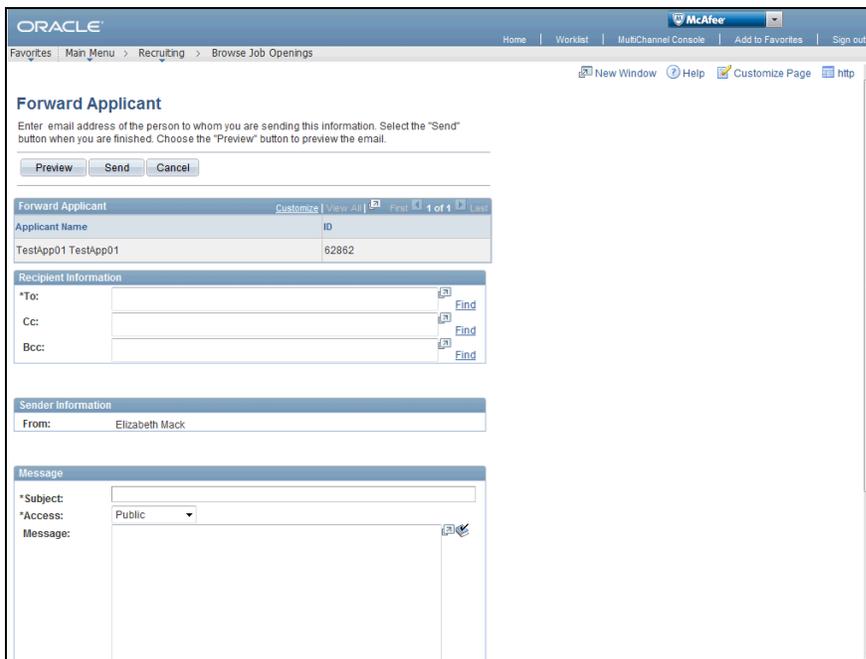
| Step | Action |
|------|--|
| 1. | Click the Main Menu button.  |
| 2. | Click the Recruiting menu.  |
| 3. | Click the Browse Job Openings menu.  |



| Step | Action |
|------|---|
| 4. | <p>Select the Job Opening.</p> <p>For this example: Click the PH Microbiologist III link.</p> <p>PH Microbiologist III</p> |



| Step | Action |
|------|--|
| 5. | Click the Take Action list.  |
| 6. | Click the Forward Applicant list item.  |



Forward Applicant

Enter email address of the person to whom you are sending this information. Select the "Send" button when you are finished. Choose the "Preview" button to preview the email.

Preview Send Cancel

| Applicant Name | ID |
|---------------------|-------|
| TestApp01 TestApp01 | 62862 |

Recipient Information

*To: Find

Cc: Find

Bcc: Find

Sender Information

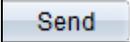
From: Elizabeth Mack

Message

*Subject:

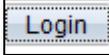
*Access: Public

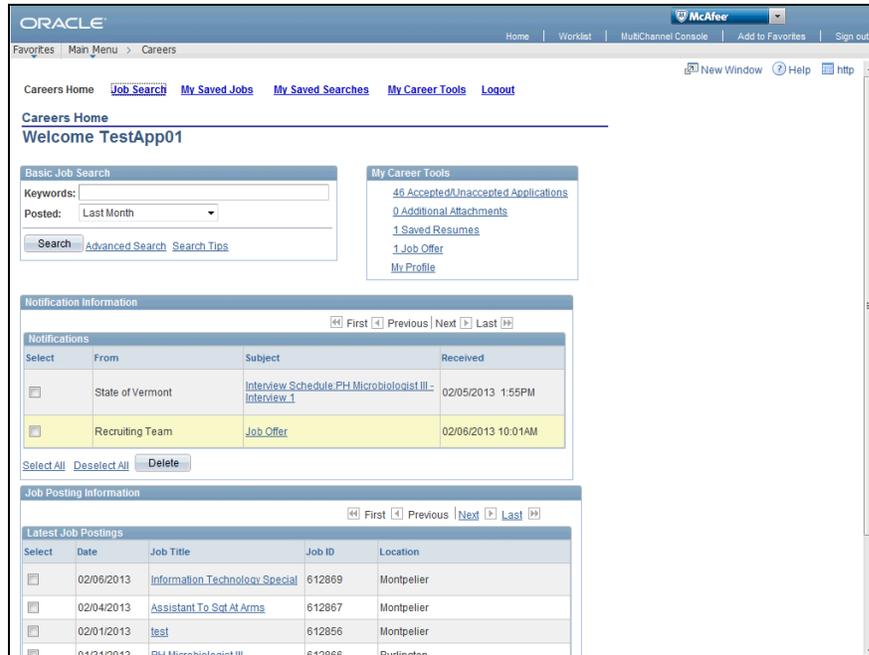
Message:

| Step | Action |
|------|--|
| 7. | Click in the To field. |
| 8. | Enter the desired information into the To: field. Enter " pepper.potts@state.vt.us ". |
| 9. | Enter the desired information into the Cc: field. Enter " sally.hall@state.vt.us ". |
| 10. | Click in the Subject field. |
| 11. | Enter the desired information into the Subject field. Enter " Prepare Offer Letter ". |
| 12. | Click in the Message field. |
| 13. | Enter a brief message to explain why you are forwarding the applicant(s). If you are making a request for HR to prepare a job offer, include a tentative Start Date for the new employee whenever possible. |
| 14. | Click the Send button.  |
| 15. | End of Procedure. |

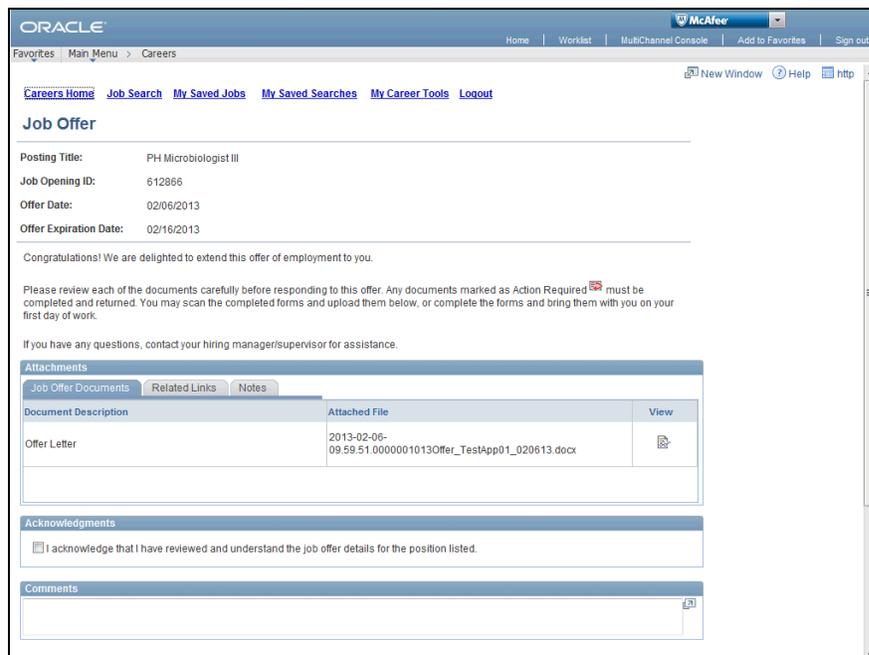
Recruitment_Applicant Accepts Job Offer Procedure

The screenshot shows the Oracle Careers portal interface. At the top, there is a navigation bar with 'ORACLE' on the left and 'McAfee' on the right. Below the navigation bar, there are links for 'Home', 'Worklist', 'MultiChannel Console', 'Add to Favorites', and 'Sign out'. The main heading is 'Careers'. Below this, there is a prompt: 'Enter your user name and password to login. If you have not yet registered, [Register Here](#).' There are two main sections: 'Basic Job Search' and 'Login'. The 'Basic Job Search' section includes a 'Keywords:' input field, a 'Posted:' dropdown menu set to 'Last Month', and buttons for 'Search', 'Advanced Search', and 'Search Tips'. The 'Login' section includes a 'User Name:' field with the value 'testapp01', a 'Password:' field with masked characters, and buttons for 'Login', 'Login Help', and 'Register Now'. Below these sections is the 'Job Posting Information' section, which includes a table of 'Latest Job Postings' with columns for Date, Job Title, Job ID, and Location. The table contains five rows of job listings. Below the table are buttons for 'Select All', 'Deselect All', 'Save Selected Jobs', and 'Apply for Selected Jobs', along with a link 'Apply Without Selecting Job'.

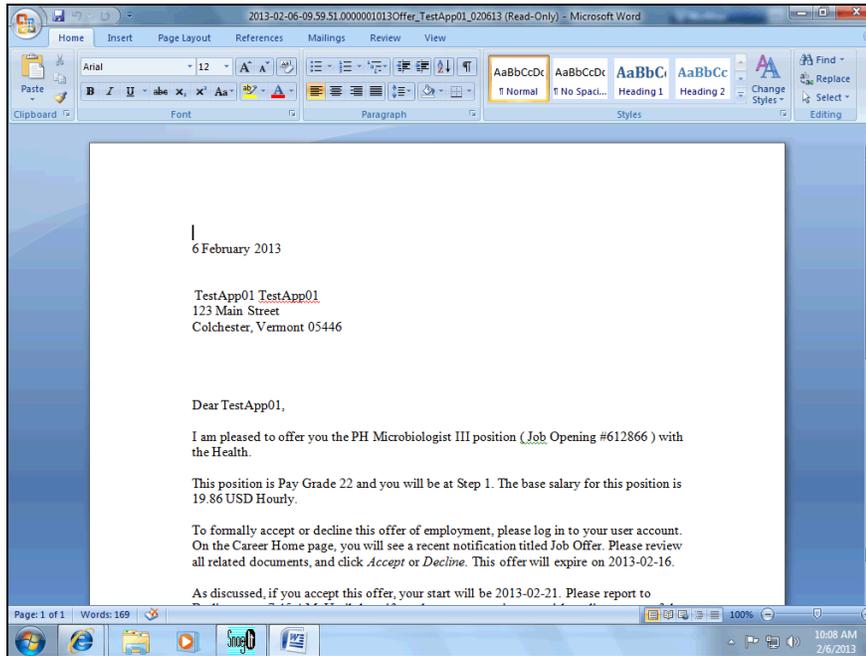
| Step | Action |
|------|---|
| 1. | Click the Login button.  |



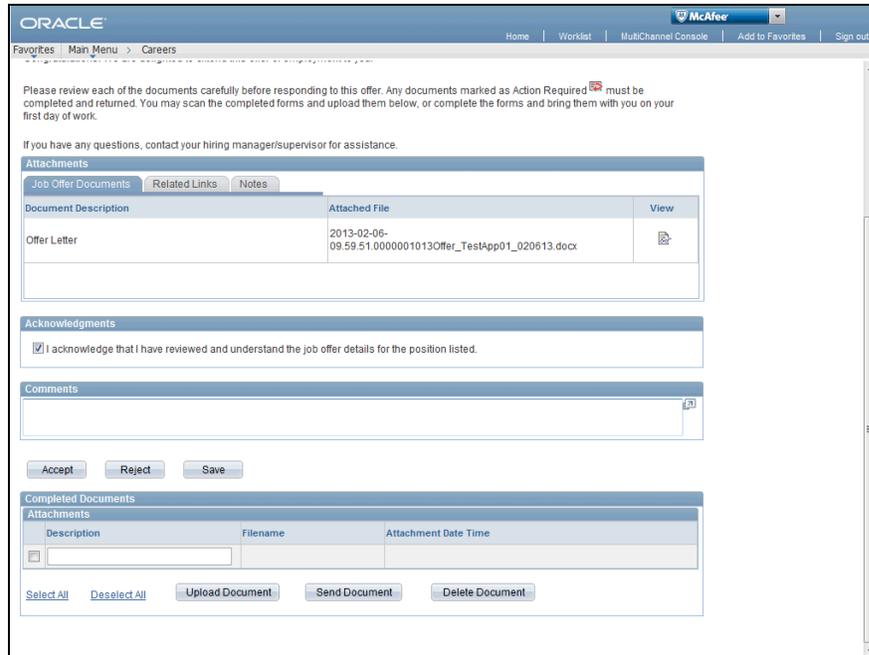
| Step | Action |
|------|--|
| 2. | Click the Job Offer link.  |



| Step | Action |
|------|--|
| 3. | Press the [Ctrl] key and click the View button.  |

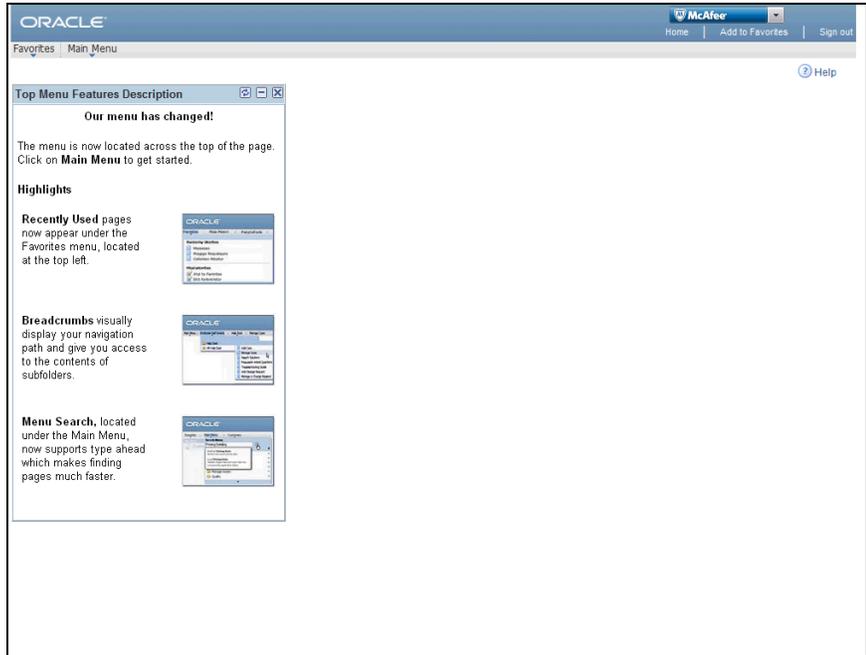


| Step | Action |
|------|---|
| 4. | Review the offer letter. Click the Close button.  |

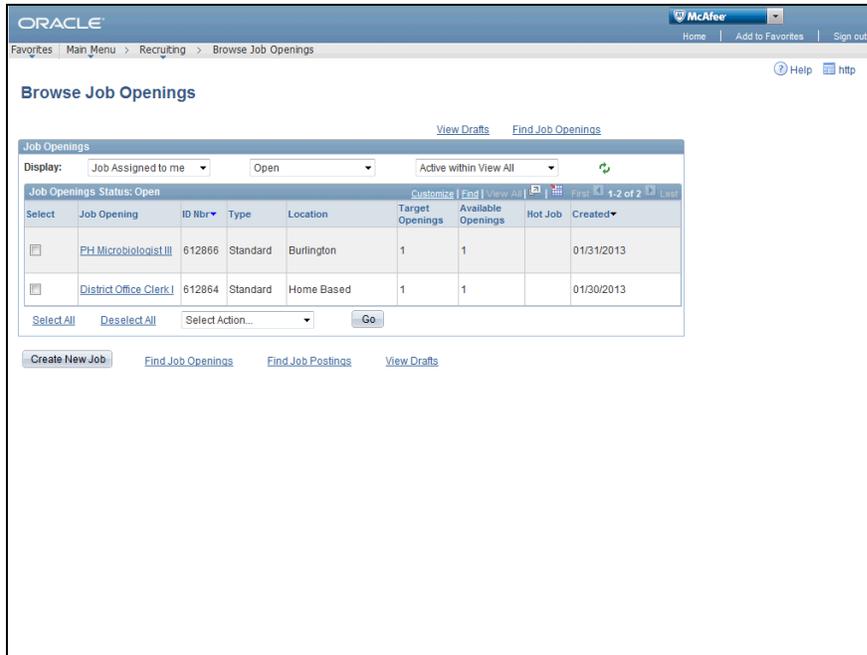


| Step | Action |
|------|--|
| 5. | Click the acknowledgement checkbox option. <input checked="" type="checkbox"/> |
| 6. | Click the Accept button. <input type="button" value="Accept"/> |
| 7. | Click the OK button. <input type="button" value="OK"/> |
| 8. | Click the OK button. <input type="button" value="OK"/> |
| 9. | Click the Careers Home link. <input type="button" value="Careers"/> |
| 10. | End of Procedure. |

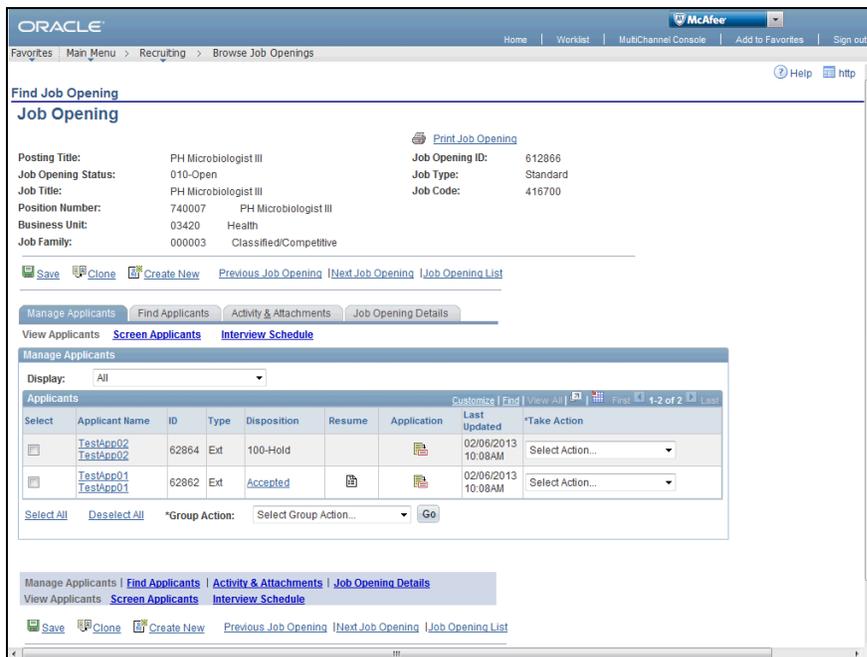
Recruitment_Reject Applicant & Send Correspondence Procedure

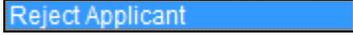


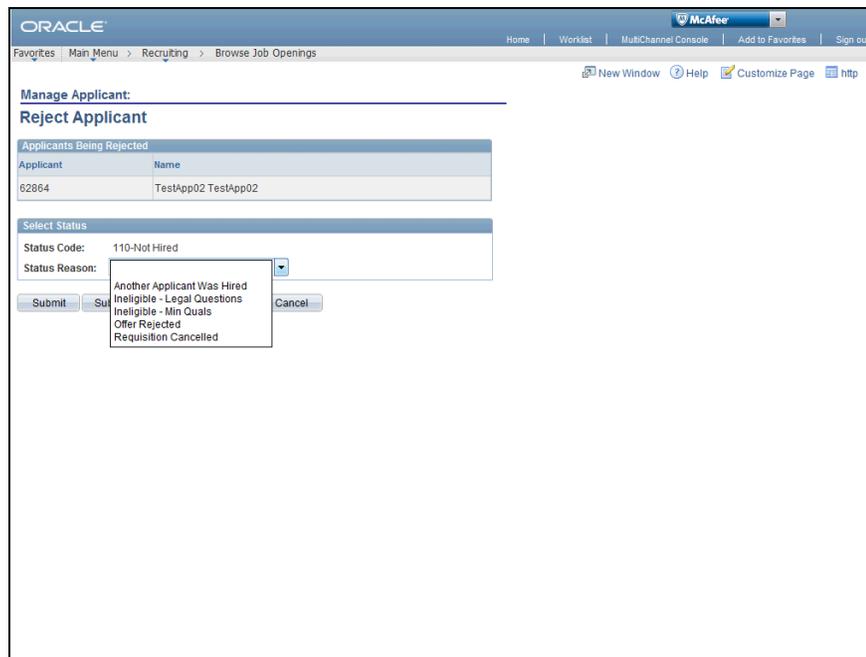
| Step | Action |
|------|---|
| 1. | Click the Main Menu button.  |
| 2. | Click the Recruiting menu.  |
| 3. | Click the Browse Job Openings menu.  |

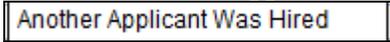
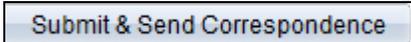


| Step | Action |
|------|---|
| 4. | <p>Select the Job Opening.</p> <p>For this example: Click the PH Microbiologist III link.</p> <p>PH Microbiologist III</p> |

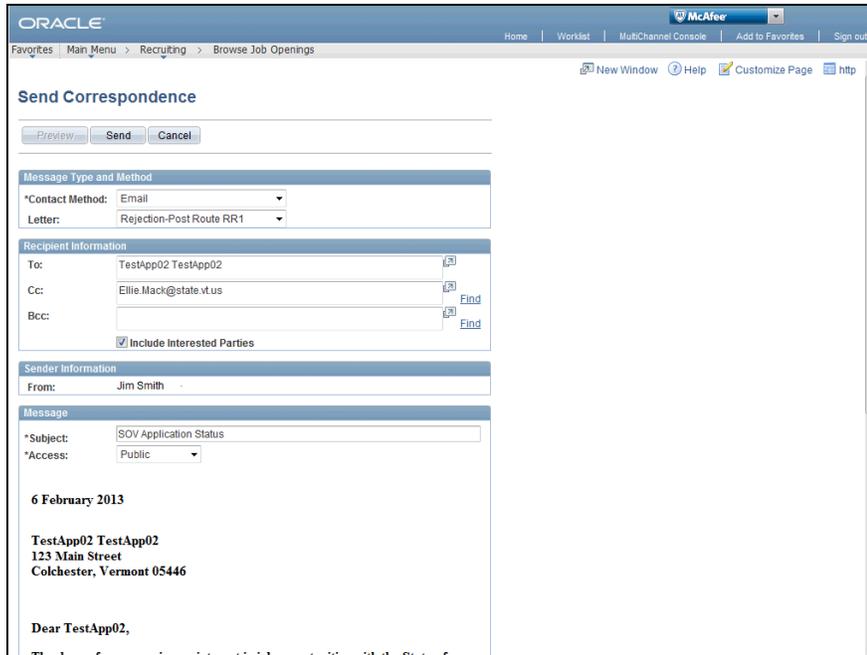


| Step | Action |
|------|---|
| 5. | Click the Take Action list.  |
| 6. | Click the Reject Applicant list item.  |

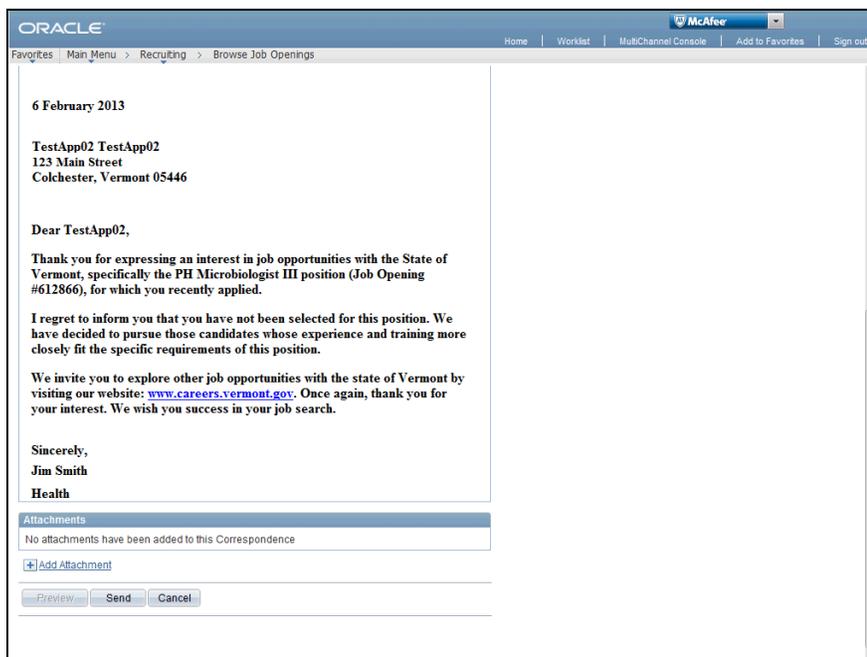


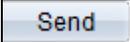
| Step | Action |
|------|--|
| 7. | Click the Another Applicant was Hired list item.  |
| 8. | Click the Submit & Send Correspondence button.  |

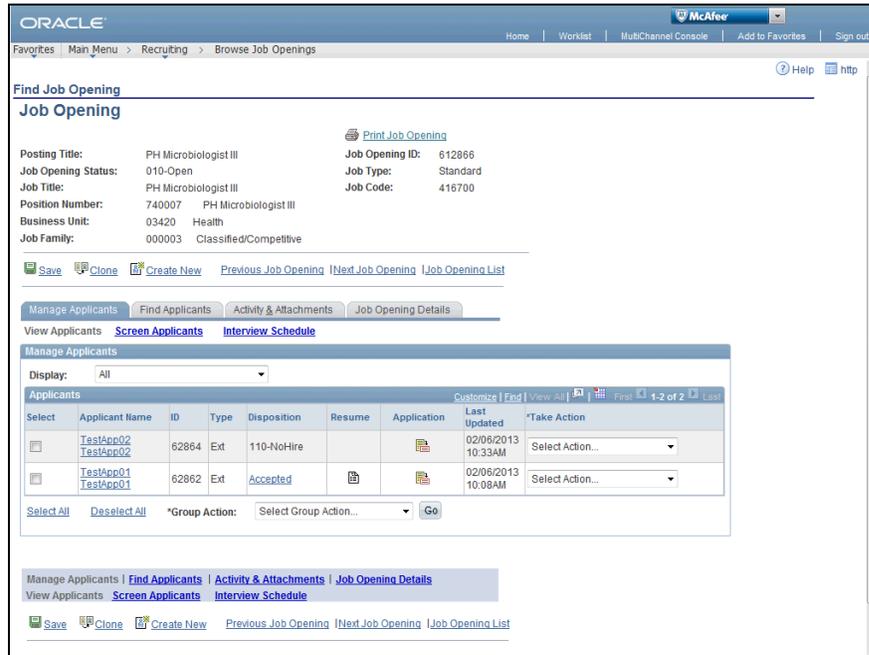
| Step | Action |
|------|--|
| 9. | Click the Letter list. <div style="border: 1px solid black; width: 200px; height: 20px; margin-left: 20px; display: flex; justify-content: flex-end; align-items: center;">▼</div> |
| 10. | There are two standard rejection letters: <p>Interviewed IR: Rejection letter to someone who was interviewed for the position.</p> <p>Post Route RR1: Rejection letter to someone who was on the Routed Candidate List but NOT interviewed.</p> <p>For this example Click the Rejection - Post Route RR1 list. <div style="border: 1px solid black; width: 200px; height: 20px; margin-left: 20px; display: flex; justify-content: flex-end; align-items: center;">Rejection - Post Route RR1</div> </p> |
| 11. | Enter the desired information into the Subject field. Enter " SOV Application Status ". |
| 12. | Click the Preview button. <div style="border: 1px solid black; width: 80px; height: 20px; margin-left: 20px; display: flex; justify-content: center; align-items: center;">Preview</div> |



| Step | Action |
|------|---|
| 13. | Move down the page. Click the Scrollbar . |



| Step | Action |
|------|--|
| 14. | Click the Send button.  |



| Step | Action |
|------|---|
| 15. | Point to the 110-No Hire object. |
| 16. | End of Procedure. |