

VTHR eRecruit
End User
Manual
For Field Ops

March 31, 2015

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Recruitment Checklist

Information for Hiring Managers & HR Administrators

RECRUITMENT TASK	COMPLETE?
Pre Recruitment Planning (PRP) (Pre-Recruitment Planning (PRP) (pdf))	
<p>HIRING MANAGER - Create New Job Opening in VTHR:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Enter Business Unit, Job Family, and Position Number. <input type="checkbox"/> Enter Hiring Team: <ul style="list-style-type: none"> <input type="checkbox"/> Recruiter (indicate primary) <input type="checkbox"/> Hiring Manager <input type="checkbox"/> DHR Administrator <input type="checkbox"/> Enter additional details on Posting Description tab. <input type="checkbox"/> Click Save & Submit. Once submitted, workflow sends the job opening to the Appointing Authority for approval. <p>Job Opening Quick Reference (pdf)</p>	
<p>HR ADMINISTRATOR – Build Job Posting</p> <ul style="list-style-type: none"> <input type="checkbox"/> Click on Posting Information tab. Click on existing Posting Description or click Add Posting Description. <input type="checkbox"/> Follow UPK and Job Opening & Posting Descriptions Guide <input type="checkbox"/> Click Approve on Approval tab. <i>(Only the HR Administrator identified as the approver in the approval path is the one who clicks the “Approve” button. Do NOT click All Approve from the dropdown menu.)</i> 	
<p>HIRING MANAGER AND HR ADMINISTRATOR</p> <p>Receive routed Candidate List from Recruitment Services <i>(A list will be sent by e-mail shortly after deadline/10 business days.</i> <i>DO NOT pursue candidates until you receive a Candidate List and confirm the applicant is on the Candidate List!</i>)</p>	
<p>HIRING MANAGER - Schedule Interviews. Indicate candidates selected for interview in VTHR through “Manage Interviews” feature.</p>	
<p>HIRING MANAGER - After interviewing candidate, use “Manager Interviews” feature to change interview status to “Completed.”</p>	
<p>HIRING MANAGER - Check references for top candidates.</p>	
<p>HIRING MANAGER - Collect interview evaluation materials. Save according to DHR and Department policy. Key Recruitment Policies & Guidelines (pdf)</p>	

<p>HIRING MANAGER - Request/ensure top candidate(s) complete Tax Compliance Affidavit. <i>(Required for external candidates only.)</i></p>	
<p>HIRING MANAGER - Forward selected applicant to Field HR Administrator and Recruiter using Forward Applicant action.</p> <ul style="list-style-type: none"> ○ Indicate desired start date. ○ Field HR will create and send the written offer. <p><i>Note: Candidate must log into system to accept the job offer. Hiring Managers can assist by ensuring candidates understand and know how to accept in the VTHR system. How to Accept a Job Offer (pdf)</i></p>	
<p>HR ADMINISTRATOR – Manage Checklist & Add Applicant Social Security #</p>	
<p>HR ADMINISTRATOR – Prepare Job Offer</p>	

VTHR Recruitment Roles and Hiring Teams

General Recruitment Information

HIRING MANAGER SECURITY ROLE SUMMARY

From the start of the ERP Expansion Project, we have developed the system and our business process to give hiring managers more access and control over their job openings and applicant information.

We encourage all hiring managers to embrace the features and responsibilities associated to the hiring manager role. If a hiring manager does not want to manage their recruitment in the system, they can assign someone else to be the hiring manager proxy.

If a hiring manager or a proxy is on extended absence, the hiring manager responsibility can be managed by someone else in the department with the hiring manager security role. This individual should be added to the Interested Parties section of the Hiring Team page, which can be done by the original hiring manager, Recruitment Services or an HR Administrator.

If a hiring manager discovers that they need the hiring manager security role or is looking to assign a proxy, they should contact Recruitment via email at DHR.Recruitment@state.vt.us. Please include the subject line "Recruitment Security Request." Users should also include their Employee ID (and proxy's Employee ID if it is a proxy request) in the e-mail.

Hiring Manager Recruitment Responsibilities in VTHR

- Create Job Opening
 - Select Business Unit, Job Family, and Position Number
 - Confirm Job Opening Details
 - Enter Hiring Team information
 - Enter Notes in Posting Information
- Manage Interviews
 - Document scheduled interviews in VTHR
- Forward Applicant
 - Use system to communicate final decision to DHR Field
- Send rejection letters
 - Template letters can easily be sent via-email
 - Two versions: interviewed, not interviewed

APPROVING AUTHORITY SECURITY ROLE SUMMARY

When a hiring manager initiates a job opening in VTHR, it goes to the approving authority for approval. The approving authority will receive an e-mail indicating a job is waiting for approval. They must then log into VTHR to view the job opening information and approve that it is ok to recruit for the vacancy. Remember, the approving authority is verifying that it is okay to fill a vacancy – they are not approving the actual job posting.

Currently, most approving authorities are at the Commissioner or Deputy Commissioner level. Approving authorities who wish to assign this responsibility to a proxy must sign a waiver indicating who will be handing the approval responsibility in their place. At this time, this waiver should be submitted to the DHR Commissioner's Office, and an e-mail should be sent to Recruitment (DHR.Recruitment@state.vt.us) A specific business process will be determined in the near future.

DELEGATION OF APPROVAL

If an individual in the job opening approval path (Approving Authority, HR Administrator, or Recruiter) will be unavailable to approve job openings, they can assign a temporary delegate. Most often, this will be due to vacations and other short-term absences. The delegate will receive all workflow e-mail and be able to approve job openings during the specified time period. To learn how to delegate approvals, please refer to the UPK tutorial: *Recruitment-Submit Delegate Request*.

HIRING TEAM IN VTHR

In VTHR, "Hiring Team" refers to a tab/section in the job opening details. Individuals identified on this page will have access to the job opening. Only individuals with proper security access can be identified on this page. There are four types of "members" on the Hiring Team. Each must be added manually:

1. Recruiter
 - a. Click "Add Recruiter Team". Select the checkbox to indicate "Primary" recruiter. The primary recruiter will receive workflow e-mail, but the entire recruitment team can access the job.
2. Hiring Manager
 - a. The hiring manager must enter their name in this section. If a proxy is initiating the job opening, the proxy must enter the name of the *actual hiring manager*.
 - b. There should only be ONE hiring manager per job opening.
 - c. SOV will not utilize "Hiring Manager Teams."

3. Interview Team
 - a. If supervisors, managers, or other individuals *who already have general hiring manager security access* wish to have access to the posting, they can be added to the Interview Team. They will then be able to access the job opening and applicants. If an individual does not have the hiring manager security role, they cannot be added to this section.
4. When it comes to sharing applications and resumes, hiring managers may need to share “the old fashioned way” by printing or e-mailing documents to other member of the interview team. We will NOT be giving individuals on the interview panel hiring manager security access for the sole purpose of viewing applicant information.
5. Interested Parties
 - a. Field HR Administrator(s) who need access to the job opening. More than one HR Administration can be listed, but only one will be considered the “approver” in the workflow. The “approver” is identified in the approval path on the Approvals tab.
 - b. If supervisors, managers, or other individuals *who already have the hiring manager security role* wish to have access to the posting, they can be added to Interested Parties. They will not receive e-mail workflow – they are simply able to search for and access the job opening and applicants.

Bottom Line Regarding Hiring Team: It is the *combination* of having the hiring manager security role AND being identified on the Hiring Team page that gives an individual access to the job opening.

Applicant Guide

[Applicant Guide](#) (pdf)

Part 1: Create Username and Password

1. Click *Register Here*.

The screenshot shows the Oracle Careers website interface. At the top, there is a navigation bar with links for Home, Worklist, MultiChannel Console, Add to Favorites, and Sign out. Below this, there is a breadcrumb trail: Favorites | Main Menu > Careers. The main content area is titled "Careers" and contains a login prompt: "Enter your user name and password to login. If you have not yet registered, [Register Here](#)." Below the prompt are two side-by-side forms. The left form is titled "Basic Job Search" and includes fields for "Keywords:" and "Posted:" (with a dropdown menu set to "Last Month"), and buttons for "Search", "Advanced Search", and "Search Tips". The right form is titled "Login" and includes fields for "User Name:" and "Password:", and buttons for "Login", "Login Help", and "Register Now". Below these forms is a section titled "Latest Job Postings" which states "There are no latest job postings." At the bottom of the screenshot, there is a link: [Apply Without Selecting Job](#).

2. Create a unique username and password. Read the Terms & Agreements and click / *Agree*. Be sure to remember your username and password – you will need them in the future!

The screenshot shows the Oracle Careers website interface for the registration process. At the top, there is a navigation bar with links for Home, Worklist, MultiChannel Console, Add to Favorites, and Sign out. Below this, there is a breadcrumb trail: Favorites | Main Menu > Careers. The main content area is titled "Register" and contains a prompt: "Enter your new user name and password." Below the prompt is a form titled "Enter Registration Information" with three input fields: "*User Name:" (containing "pepperpotts"), "*Password:" (with masked characters), and "*Confirm Password:" (with masked characters). Below the form is a section titled "Terms and Agreements" which contains the following text: "To create and use a Careers Home Page Account, Users must first read and agree to the described terms. Please read the following: When you select 'I Agree,' you accept the terms for creating and using a Careers Home Page Account. This will allow you to create your account. If you do not agree, please use the link 'Return to Previous Page.' You will not be able to create a Careers Home Page Account. TERMS FOR CREATING AND USING A CAREERS HOME PAGE ACCOUNT The User understands and agrees that all personal information, applications, attachments and draft applications will be stored within the State of Vermont's system. The User agrees that all personal information, applications, attachments and draft applications the User creates will be used by the State of Vermont for recruitment purposes. User further understands the State considers the described information to be confidential, and does not intend to disclose it. The State of Vermont may produce the information when required by law, judicial authority, other valid authority, or when the State believes it reasonably necessary. The User agrees User is an adult and has legal standing to accept the described terms." Below the text is a checkbox labeled "I Agree" which is checked. At the bottom of the form are buttons for "Register" and "Return to Previous Page".

Part 2: Apply for a Position

Additional resources for applicants are posted on our website, www.careers.vermont.gov including:

[Important Tips & FAQ](#) (pdf)

[Login Issues / Spinning Wheel](#) (pdf)

1. Click on any Job Title to view the full posting.
 - *While our system allows you to apply for multiple jobs at the same time, we recommend only applying for one job at a time. This will allow you to attach different resumes or cover letters to each application.*
2. On the Job Description page, click *Apply Now*.
 - The Job Description page contains information about the job, including pay, location, minimum qualifications, and deadlines. You also have the option of e-mailing the posting to a friend and/or saving the job so you can easily find it at a later time.
 - If you decide not to apply to the position, simply click *Return to Previous Page* to return to your search results.

ORACLE®

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

Favorites | Main Menu > Careers

Help http

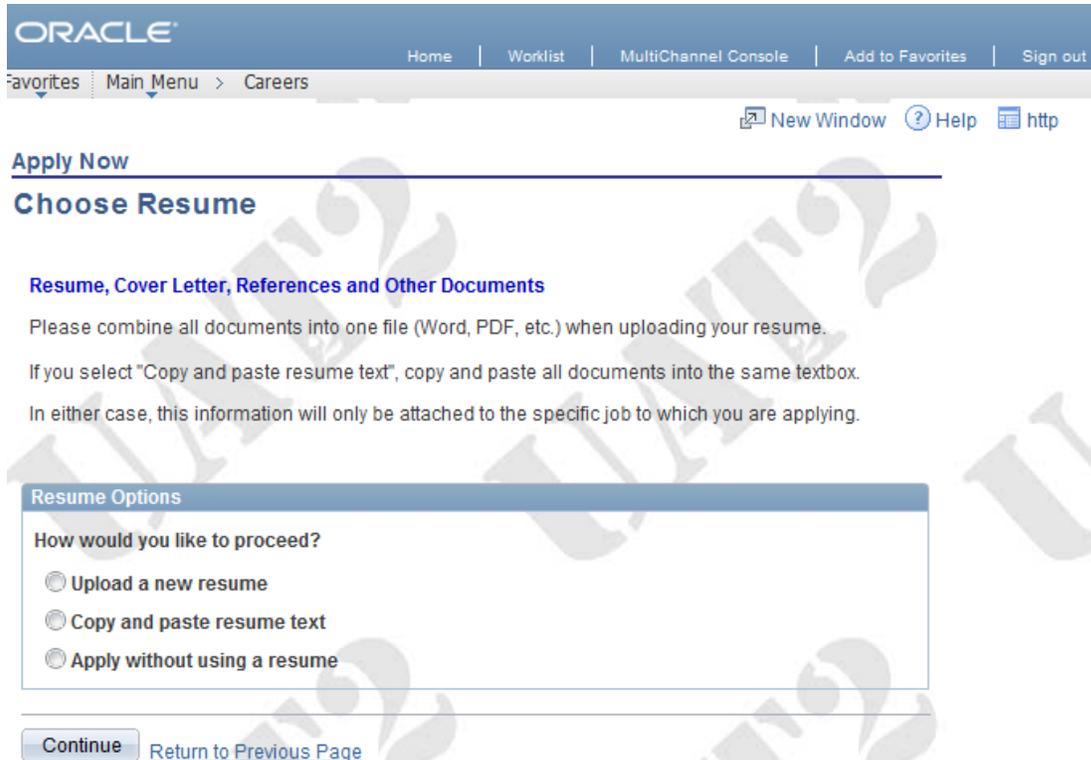
Job Description

Job Title:	Benefits Programs Specialist		
Job ID:	612785		
Location:	Burlington		
Full/Part Time:			
Regular/Temporary:	Regular Shift:		
Posting Date:	12/03/2012	Hourly Rate:	17.800000
Position Number:		Pay Grade:	20
Department:	The State of Vermont	Application Deadline:	

Email to Friend | Save Job | **Apply Now** | [Return to Previous Page](#)

Choose a Resume

There are two different ways to include a resume and/or cover letter with your job application.



The screenshot shows the Oracle job application interface. At the top, there is a navigation bar with the Oracle logo and links for Home, Worklist, MultiChannel Console, Add to Favorites, and Sign out. Below this is a breadcrumb trail: favorites | Main Menu > Careers. On the right side, there are icons for New Window, Help, and http. The main content area is titled 'Apply Now' and 'Choose Resume'. Underneath, there is a section titled 'Resume, Cover Letter, References and Other Documents' with instructions: 'Please combine all documents into one file (Word, PDF, etc.) when uploading your resume. If you select "Copy and paste resume text", copy and paste all documents into the same textbox. In either case, this information will only be attached to the specific job to which you are applying.' Below this is a 'Resume Options' dialog box with the question 'How would you like to proceed?' and three radio button options: 'Upload a new resume', 'Copy and paste resume text', and 'Apply without using a resume'. At the bottom of the dialog, there is a 'Continue' button and a 'Return to Previous Page' link.

Option 1: Upload a new resume

- Click *Upload a new resume*
- Click *Continue*. A dialogue box will appear. Click *Browse*. Find the file on your computer, select and open the file, and click *Upload*.

Important: You can only upload ONE FILE at this point. We recommend users combine all documents into one file (Word, PDF, etc.) when uploading.

Option 2: Copy and paste resume text

- Click *Copy and paste resume text*
- Use the editor to build your resume. When finished, click *Continue*.

My Profile

The first time you create a State of Vermont application, you must complete the My Profile page. This information will be stored on your record. This page will not appear on future applications. You can update your My Profile information from the Career Home page.

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

Favorites | Main Menu > Careers

New Window ? Help http

[Careers Home](#) [Job Search](#) [My Saved Jobs](#) [My Saved Searches](#) [My Career Tools](#) [Logout](#)

My Profile

Please provide your name and other contact details in order to continue with the application. Changes made to your contact details on this page will be updated for all jobs you have applied to in the past.

[Return to Previous Page](#)

Member Information

User Name: pepperpotts
Password: [Change Password](#)
Preferred Method of Contact: Not Specified

Name

Name Format: English
Name Prefix:
*First Name:
Middle Name:
*Last Name:
Name Suffix:

Email Addresses

*Primary Email Type: Select...
*Email Address: [Remove Email](#)

[+ Add Another Email Address](#)

Phone

Primary Phone Type: Select...
Phone Number: Extension: [Remove Phone](#)

[+ Add Another Phone Number](#)

[Return to Previous Page](#)

Note: A valid e-mail address is REQUIRED! E-mail is the primary means of communication during our application process. Without a valid e-mail address, you will not receive important information about your application status.

Pre-Application Questionnaire

Before applying for a position with the State of Vermont, you may be required to complete a Pre-application Questionnaire. These questions are REQUIRED and are used to determine whether you are qualified to apply for the position. The Pre-application Questionnaire will be assessed and the results will appear immediately. If your answers indicate you are not eligible to submit an application, you will not be permitted to continue the application process.

Complete Application: Important Information

The State of Vermont Online Application has multiple sections. The section highlighted in the image below will help you navigate the online application. It is *critical* that you complete all sections of the application before clicking Submit. Click the **Next** button to move to the next section of the application. You can save your progress at any time by clicking the **Save** button. If you fail to complete the entire application and answer all questions on the Questionnaire page, your application may be considered incomplete and may be disqualified from further consideration. Do not click the Submit button until you have completed all sections of the online application.

[Apply Now](#)

Complete Application

Jobs you applied for	
Posting Title	Remove
PH Microbiologist III	

Note: Please Save the application before adding/removing a Job to avoid losing any changes made.

[Add Another Job to Application](#)

Cover_Letter_and_Resume.docx

[Use a Different Resume](#)

You can save your progress at any time by clicking the Save button.

Peter Parker
120 Main Street
Apt 1
Burlington, VT 05401
[Edit Profile](#)

Click the Next button to move to the next section of the application.

Navigation bar with buttons: Previous, Submit, Save, Cancel, [Careers Home](#), [Next](#), [Print Application Details](#)

Progress indicator with 5 steps:

- 1 Education & Work Experience
- 2 Additional Info.
- 3 Questionnaire
- 4 References
- 5 Referral Information

Complete Application: Education and Experience

1. Indicate your highest level of education from the dropdown menu.

ORACLE

Favorites | Main Menu > Careers

Apply Now

Complete Application

Jobs you applied for	
Posting Title	Remove
Benefits Programs Specialist	

Note: Please Save the application before adding/removing a Job to avoid losing any changes made.

[Add Another Job to Application](#)

Pepper's Resume [Use a Different Resume](#)

Pepper Potts
123 Main Street
Burlington, VT 05401
[Edit Profile](#)

[Previous](#) [Submit](#) [Save](#) [Cancel](#) [Careers Home](#) [Next](#) [Print Application Details](#)

Education & Work Experience

[Additional Info.](#) [Questionnaire](#) [References](#) [Referral Information](#)

Indicate your highest level of education by selecting a value from the drop-down list below.

Education History

Highest Education Level: A-Not Indicated

Enter your employment history in this section. Complete this section even if you are submitting a resume.

Work Experience

You have not added any employment information to your new application.

[+ Add Work Experience](#)

To add Degrees to your application, select the Add Degrees hyperlink below.

Degrees

You have not added any Degrees to your application

[+ Add Degrees](#)

[Previous](#) [Submit](#) [Save](#) [Cancel](#) [Careers Home](#) [Next](#) [Print Application Details](#)

Add New Application

Add Employment History

Save & Return Save & Add More Cancel [Return to Previous Page](#)

Enter Employment Details

*Start Date:  

End Date:  

*Employer:

*Ending Job Title:

Telephone:

Supervisor Name/
Job Duties/
Reason for Leaving: 

Address

Country: United States 

Address 1:

Address 2:

Address 3:

City:

State: 

Postal:

County:

Save & Return Save & Add More Cancel [Return to Previous Page](#)

2. Click *Add Work Experience*.

- Fill in all fields with relevant information about your current/previous employment.
- To add more jobs, click *Save & Add More*.
- When done, click *Save & Return*.

Add Degrees

Details

*Degree: 

*Date Acquired: 12/31/2012  

Major Code: 

Country: USA  United States

State: 

School Code: 

School Description:

Minority Institution

Major Description:

Minor Code: 

Minor Description:

Average Grade:

 US Federal

GPA:

Graduated

OK Cancel Apply and Add Another

3. Click *Add Degrees*.

- Fill in all fields with specific information about your education.

Note: For Degree, Major, State, and School Code, you will need to click on the magnifying glass symbol and select your response.

- To add more jobs, click *Apply & Add More*.
- When done, click *OK*.

4) When you are done adding information to the Education & Experience section, click **Next**.

Complete Application: Additional Info.

- 1) If you would like to indicate Veterans' Preference Status, read the top section of this page and select/enter the appropriate information in the highlighted fields. If you are NOT indicating Veterans' Preference, skip this section and scroll down the page.

The screenshot shows a web application interface with a navigation bar at the top containing buttons for 'Previous', 'Submit', 'Save', 'Cancel', 'Careers Home', 'Next', and 'Print Application Details'. Below the navigation bar is a breadcrumb trail: 'Education & Work Experience > Additional Info > Questionnaire > References > Referral Information'. The main content area is titled 'Preferences' and contains the following text: 'If you wish to claim Veterans' Preference, please read the questions below to determine the answer that best fits your situation. Make the appropriate selection in the Veterans' Preference drop down box.' Below this are four sections: 'VETERAN' (Have you served on active duty in the United States Armed Forces for at least 90 days and been discharged under Honorable or other acceptable conditions?), 'VETERAN/DISABILITY' (Have you served on active duty in the United States Armed Forces for at least 90 days and been discharged under Honorable or other acceptable conditions AND have a service-connected disability of 10% or more?), 'SPOUSED/DISABLED VETERAN' (Are you a spouse of a totally disabled veteran with a service-connected disability? (Note: the veteran must have served on active duty in the United States Armed Forces for at least 90 days and been discharged under Honorable or other acceptable conditions).), and 'UNMARRIED WIDOW/WIDOWER OF VETERAN' (Are you an unmarried widow or widower of a veteran? (Note: the veteran must have served on active duty in the United States Armed Forces for at least 90 days and been discharged under Honorable or other acceptable conditions).). At the bottom of the form, there are three highlighted fields: 'Veterans Preference:' with a dropdown menu currently set to 'None', 'Uniformed Service:' with a dropdown menu, and 'Military Service Start Date:' and 'End Date:' with date input fields.

- 2) To indicate job training or courses you have completed, click *Add Job Training*.
- 3) To indicate professional licenses or certifications, click *Add Licenses & Certifications*.
- 4) To indicate language skills, click *Add Language Skills*.

The screenshot shows three sections of the application form. The first section is 'Job Training' with the text 'If you have any relevant training courses you want us to know about, enter them in this section.' Below this is a blue box containing the text 'You have not added any training information to your application.' and a highlighted '+ Add Job Training' button. The second section is 'Licenses & Certifications' with the text 'To add Licenses & Certifications to your application, select the Add Licenses & Certifications hyperlink below.' Below this is a blue box containing the text 'You have not added any Licenses & Certifications to your application' and a highlighted '+ Add Licenses & Certifications' button. The third section is 'Language Skills' with the text 'To add Language Skills to your application, select the Add Language Skills hyperlink below.' Below this is a blue box containing the text 'You have not added any Language Skills to your application' and a highlighted '+ Add Language Skills' button. At the bottom of the form is a navigation bar with buttons for 'Previous', 'Submit', 'Save', 'Cancel', 'Careers Home', 'Next', and 'Print Application Details'.

Important Tip!

- On both the Licenses & Certification page and the Language Skills page, you must click on the magnifying glass to search for your selection.
- Click *OK* or *Apply and Add Another*.

Add Licenses & Certifications

Details

*License: 

*Issue Date: 

Country: 

State: 

Renewal Required
 Renewal In Progress
 License Verified

Expiration Date: 

License/Certification Number: 

Issued By: 

Add Language Skills

Details

*Language: 

*Evaluation Date: 

Reading Proficiency:

Speaking Proficiency:

Writing Proficiency:

Native Language
 Able To Translate
 Able To Teach

5) When you are done adding information to the Additional Info section, click **Next**.

Complete Application: Questionnaire

- 1) It is CRITICAL for applicants to answer all questions on the Questionnaire page. SCROLL the entire page to confirm you have answered all of the questions accurately. If you fail to complete this page and answer all questions, your application will be incomplete and may be disqualified from further consideration.
 - Some jobs may ask you to provide a written short answer response. All open-ended questions are at the bottom of the page.

Navigation: [Previous](#) [Careers Home](#) [Next](#)

Education & Work Experience [Additional Info.](#) **Questionnaire** [References](#) [Referral Information](#)

Please provide your answers to the following questions related to this application. PLEASE NOTE: Any question with an asterisk (*) is REQUIRED. If you fail to answer any of these required questions, your application will be incomplete and may be disqualified from further consideration.

Application Questionnaire

* Are you 18 years of age or older?

Yes
 No

* Does your spouse, roommate, domestic partner, civil union partner, any relative of any of the foregoing, or any relative of yours work for the State of Vermont?

Yes
 No

* Are you authorized to work in the United States

Yes
 No

* Have you ever worked, or applied for work, for the State of Vermont under another or different name?

Yes
 No

Open Ended Questions

* Explain Convictions. If you answered "Yes" to either of the questions above regarding law violations (conviction of felony in past fifteen years and/or any violation of any law in past five years), please explain below.

Word Count | Total Words:

Navigation: [Previous](#) [Careers Home](#) **Next**

- 2) Check to be sure you answered all questions. Click **Next**.

Complete Application: References

- 1) Click *Add Reference*.
- 2) Enter information for your references. Click *Save & Return* or *Save & Add More*.
- 3) When done with the References page, click *Next*.

Apply Now

Complete Application

Jobs you applied for

Posting Title	Remove
Benefits Programs Specialist	

Note: Please Save the application before adding/removing a Job to avoid losing any changes made.

[Add Another Job to Application](#)

Pepper's Resume [Use a Different Resume](#)

Pepper Potts
123 Main Street
Burlington, VT 05401
[Edit Profile](#)

[Previous](#) [Submit](#) [Save](#) [Cancel](#) [Careers Home](#) [Next](#) [Print Application Details](#)

[Education & Work Experience](#) [Additional Info](#) [Questionnaire](#) **References** [Referral Information](#)

To add references to your application, select the Add References link below.

References

You have not added any references to your application.

[+ Add Reference](#)

[Previous](#) [Submit](#) [Save](#) [Cancel](#) [Careers Home](#) **[Next](#)** [Print Application Details](#)

Add New Application

Add Reference

[Save & Return](#) [Save & Add More](#) [Cancel](#) [Return to Previous Page](#)

Enter Reference Details

*Reference Type: Professional

*Reference Name:

*Title:

Employer:

Telephone:

Address

Country: United States

Address 1:

Address 2:

Address 3:

City:

State:

Postal:

County:

[Save & Return](#) [Save & Add More](#) [Cancel](#) [Return to Previous Page](#)

* Required Field

Complete Application: Referral Information

- 1) Tell us how you learned about this job opening by selecting options from the dropdown menu.
- 2) Indicate whether or not you were previously employed with the State of Vermont.
- 3) This is the final full page of the online application. To proceed to the Submit Online Application page, click *Submit*.

Navigation: [Previous](#) [Submit](#) [Save](#) [Cancel](#) [Careers Home](#) [Next](#) [Print Application Details](#)

Navigation: [Education & Work Experience](#) [Additional Info.](#) [Questionnaire](#) [References](#) [Referral Information](#)

On this page please tell us how you first found out about the job you are applying for. Please use the SubSource for additional detail. If you were referred to the job from another source, you can enter details in the Specific Referral Source.

Referral Information

How did you learn of the job:

SubSource:

Specific Referral Source:

*Are you a former employee:

Navigation: [Previous](#) [Submit](#) [Save](#) [Cancel](#) [Careers Home](#) [Next](#) [Print Application Details](#)

Submit Online Application

- 1) Complete Identification Details section. This section is **OPTIONAL**. Any information provided will **NOT** be seen by the hiring manager/supervisor. This information is for reporting purposes only.
- 2) Review the Terms and Agreements. Select I agree to these terms.
- 3) Click Submit. **You will not be able to edit your application once you click submit!**

Submit Online Application

Self Identification Details

The State of Vermont is an Equal Opportunity Employer. Applicants are considered for employment without regard to race, sex, color, religion, gender identity, national origin, place of birth, age, ancestry, physical or mental disability, sexual orientation, or any other factor prohibited by law.

To help the State comply with federal and state Equal Employment Opportunity record keeping and other legal requirements, we ask you to complete the following information.

Completion of this information is voluntary; not completing it will have no negative impact on your application or employment. We strongly encourage and appreciate your participation. The information you provide is confidential and will be kept separate from your other applicant information. It will be used for data reporting requirements, and will not be considered in employment decisions.

*Gender: Date of Birth:

Ethnic Group Find First 1 of 1 Last

[Add Ethnic Group](#)

I decline to provide my self identification details.

Terms and Agreements

Direct Deposit
All employees of the State of Vermont are required to receive their pay by Direct Deposit. As a condition of employment, you shall take the necessary steps to receive payment by electronic deposit. (For more information, see Section 101 of Act #4 of the Legislative Acts of 2009, and Personnel Policy 12.11 - Direct Deposit).

Tax Compliance
When an applicant for State employment is determined to be a finalist for a position, s/he will be provided a document to attest that s/he is in good standing with respect to all Vermont taxes due as of that date. The applicant's tax compliance will be verified with the Vermont Tax Department prior to any offer of employment. (For further information, see 32 V.S.A. Section 3113(j) and Personnel Policy 12.12 - Tax Compliance).

Submission of Application
By submitting this application, I certify that all information I entered is correct and complete to the best of my knowledge. I understand that the State of Vermont may verify information, and that untruthful or misleading answers are cause for rejection of this application, or dismissal if employed with the State of Vermont.

You will be notified by e-mail when we have received the application.

I agree to these terms
 I do not agree to these terms

[Return to Previous Page](#)

Congratulations! You have successfully submitted your application.
Click on *Careers Home* to return to your personal Career Home page.

ORACLE

Favorites Main Menu > Careers

[Careers Home](#) [Job Search](#) [My Saved Jobs](#) [My Saved Searches](#) [My Career Tools](#) [Logout](#)

My Applications

You have successfully submitted your job application.

My Applications

Display applications from:

« First < Previous | Next > Last »

Applications In Progress		
Application	Status	Application Date
Benefits Programs Specialist	Applied	12/31/2012 2:00PM

You can review your applications by logging into the Careers Home page and clicking on the Accepted/Unaccepted Applications link in the My Careers Tools section.

When looking at your job application status, Unaccepted means you started an application for a particular job opening, but did not finish the application process. *Accepted* is simply the confirmation that your application was submitted for a particular job. This is not confirmation that your application is complete or that you meet the minimum qualifications for the job, just that you clicked "Submit".

There is a record of all applications that you initiate. Your Career Tools will show the following statuses of your application:

- *Not Submitted or Not Applied* means that you started and saved an application, but did not submit the application.
- *Failed Pr* means that you started to apply for a job, but did not meet the prescreening requirements to be eligible to continue with the application.
- *Applied* means that you submitted your application.

The status of your application is not changed once you have applied. The review of your application will involve 2 steps:

1. The Recruitment Services Office will screen your application to determine if you meet the minimum qualifications.
 - a. If you do not meet the minimum qualifications, you will receive an email from Recruitment Services notifying you of this result.
 - b. If you do meet the minimum qualifications, your application will be forwarded (routed) to the hiring manager.
2. The Hiring Manager will review all applications that are forwarded and decide who to interview. The Hiring Manager is responsible for all follow up communications to applicants who have been forwarded for consideration. The Hiring Manager is expected to send an email to notify applicants if they have not been selected for an interview.

Create a Job Opening (Field HR)

Posting Description Template

Classified/Competitive Jobs

Job postings in VTHR will be more concise, user friendly and visually appealing. Each Job Opening will have at least **five** sections:

Section 1: General Information

Information includes job title, job opening number, eligible applicants, hiring manager and contact information. This section would also be used explain special circumstance – for example, Limited Service, Interim, shift/hours, etc. (This section was called ‘Who May Apply’ in 8.8)

- ✓ Add the Job Title and Job Opening number in **bold**. (see example)
- ✓ Include an active e-mail link to contact the Hiring Manager/Hiring Contact.

Section 2: Overview or General Job Description

If the overview is a well written, detail description of the job, it can replace the standard General Job Description. Using an Overview instead of the General Job Description is strongly encouraged.

- ✓ Include an active link to the Job Specification page on the DHR Website.

Section 3: Minimum Qualification

Only the Education & Experience section will be featured. If applicants wish to read all KSA's, they can follow the link to the full job specification.

Section 4: Submission of Application

- ✓ This is a new section, added for legal reasons. The ‘Visible’ setting should be *Internal Only*.

Section 5: EEO Statement

Additional Sections to Include

Preferred Qualifications

If a Hiring Manager wants a Candidate List with points, the job opening must have preferred qualifications. This should be a short, ‘to the point’ list, four or five items at most.

- ✓ Use the bullet feature to list preferred qualifications.

Commercial Drivers License

Include this posting description is a job requires a Commercial Drivers License.

Job Posting Sample

[Job information in the header will default from VTDR]

General Information

This position, (**Financial Specialist I, Job Opening #612818**), is open to all State employees and external applicants.

If you would like more information about this position, please contact Jim Smith at jim.smith@state.vt.us.

Resumes will not be accepted via e-mail. You must apply online to be considered.

Overview

The Department of Labor's administrative team is seeking an experienced financial professional to complete technical work in the maintenance of accounting and financial records. Work may involve performing a variety of routine accounting and bookkeeping tasks for smaller or limited fiscal programs, participating in the work of a unit within a centralized accounting operation, or acting as an assistant to a professional accountant involved in the supervision of a phase of a large fiscal operation. Duties are performed under the general supervision of an administrative supervisor.

To read the full job specification for this position, please visit the [DHR Job Specifications](#) page.

Preferred Qualifications

- Experience using pivot tables in Microsoft Excel.
 - Associate's degree or higher.
 - Supervisory experience.
 - Excellent customer service skills.
-

Minimum Qualifications

EDUCATION AND EXPERIENCE:

Education: High school graduation or equivalent, and

Experience: One year of experience in accounting, bookkeeping or clerical work involving accounting or financial records

OR

One year of college level study in accounting, business administration or a related field. One year of full-time study is defined as 30 semester hours or 45 quarter hours

Submission of Application

Should you submit an application for this job opening, you certify that all information entered is correct and complete to the best of your knowledge. By submitting an application, you acknowledge and understand that the State of Vermont may verify information, and that untruthful or misleading answers are cause for rejection of this application, and/or dismissal if employed with the State of Vermont.

Equal Employment Opportunity

The State of Vermont is an Equal Opportunity Employer. Applications from women, individuals with disabilities, veterans, and people from diverse cultural backgrounds are encouraged.

Other Job Families

While most jobs will be posted using the Classified/Competitive Job Family template, there are three other templates available: **Exempt**, **Temporary**, and **Internship**.

Non-Classified/Exempt

- General Job Information
- Overview
- Preferred Qualifications
- Submission of Application
- EEO Statement

Temporary

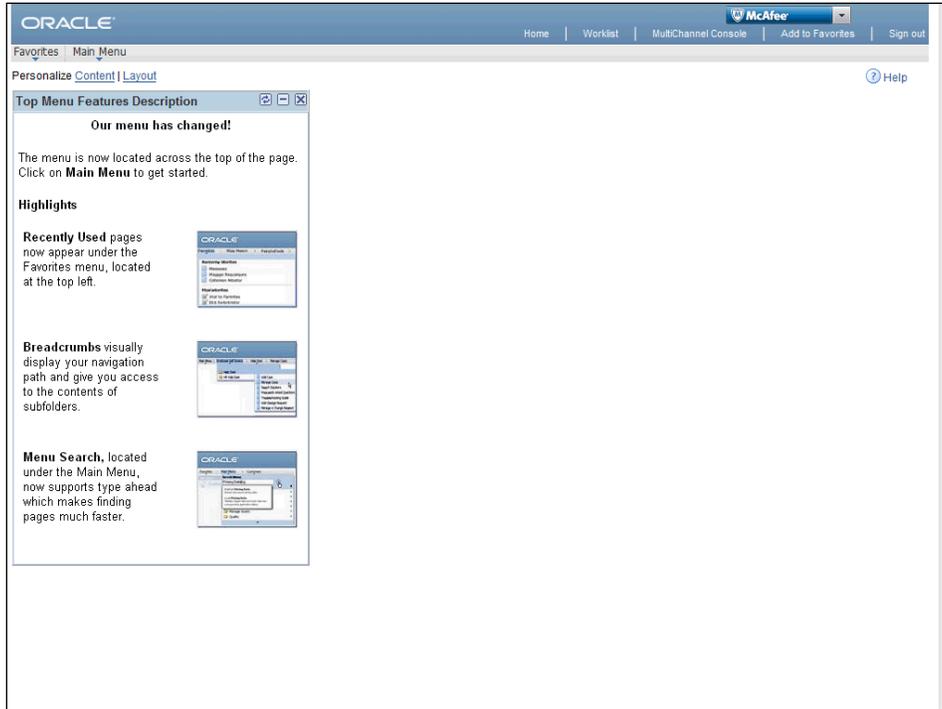
- General Job Information
- Overview or General Job Description
- Minimum Qualifications
- Preferred Qualifications
- Submission of Application
- EEO Statement

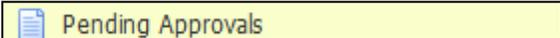
Internship

- General Job Information
- Overview
- Preferred Qualifications
- EEO Statement

Recruitment_Create Job Opening pt.3 - Field HR

Procedure



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

ORACLE McAfee Home Add to Favorites Sign out

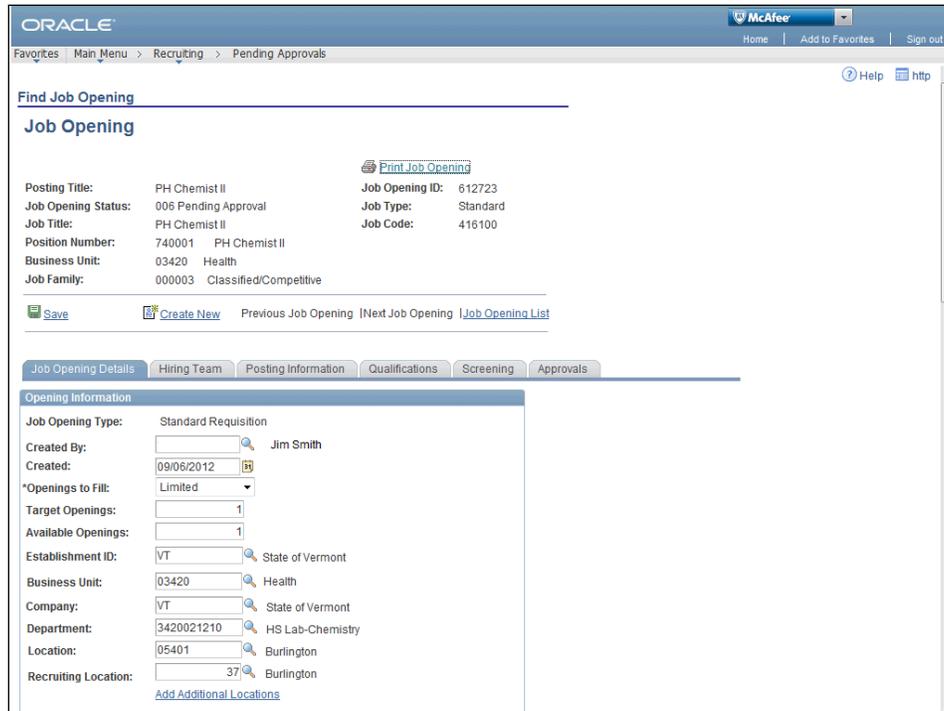
Favorites | Main Menu > Recruiting > Pending Approvals New Window Help Customize Page http

Pending Approvals

ID Nbr	Sender	Received	Subject
<input type="checkbox"/> 612705	Jim Smith	09/06/2012	Job Approval:State Epidemiologist
<input type="checkbox"/> 612723	Jim Smith	09/06/2012	Job Approval:PH Chemist II

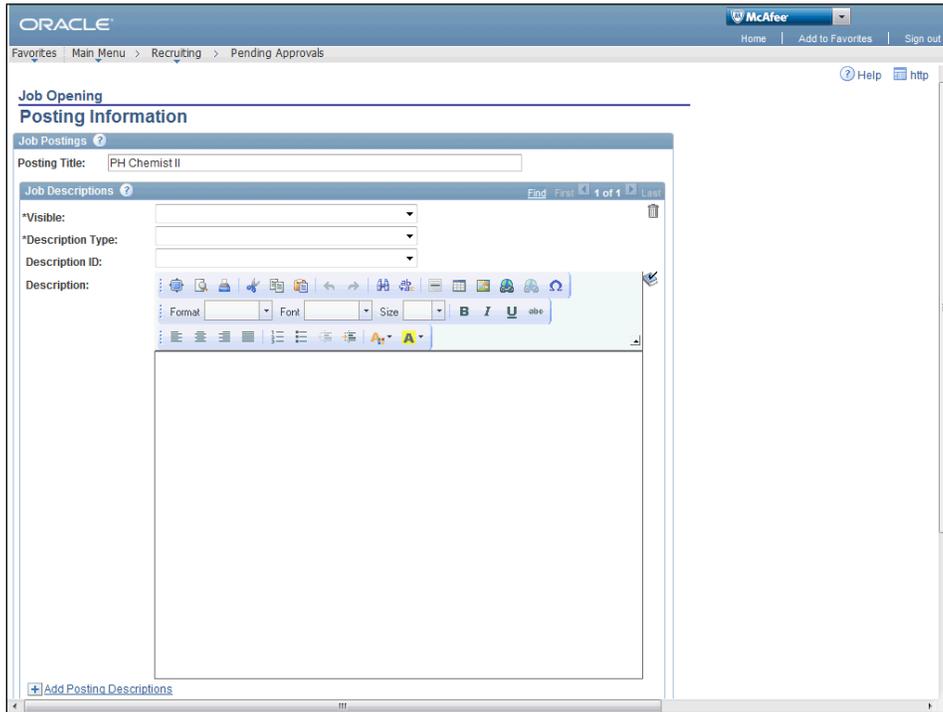
Select All Deselect All Select... Go

Step	Action
4.	<p>Select the Job Opening that needs approval.</p> <p>For this example: Click the 612705 option.</p> <input type="checkbox"/>
5.	<p>Click the Job Approval:PH Chemist II link.</p> <input type="text" value="Job Approval:PH Chemist II"/>

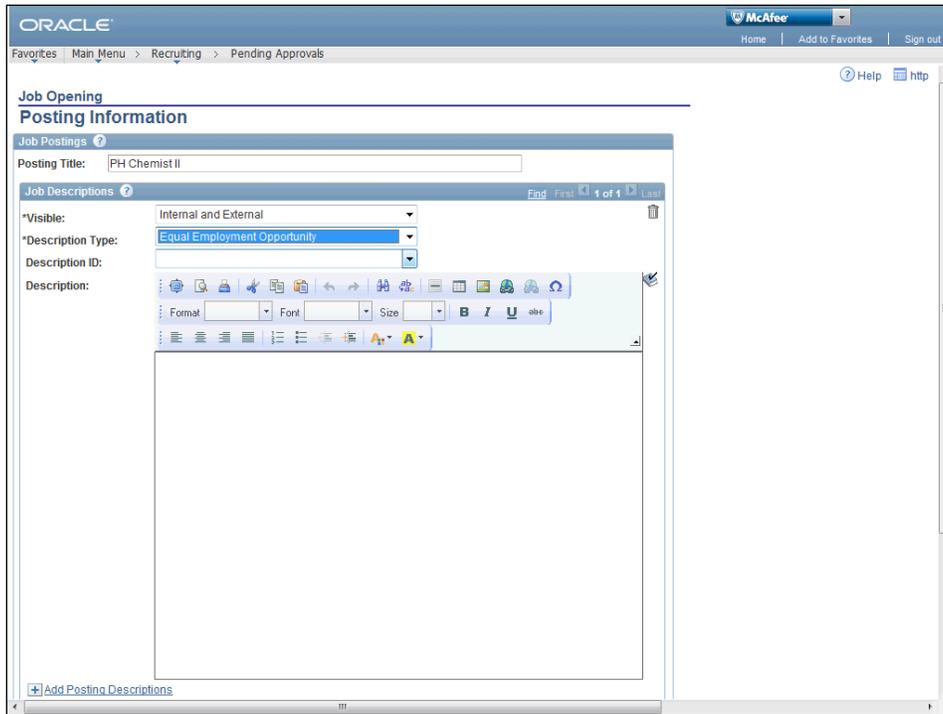


Step	Action
6.	Click the Posting Information link. 
7.	Click the Job Postings link. 
8.	<p>...OR</p> <p>If a Job Title does not appear under the Job Postings section, click the Add Job Postings link.</p> <p><u>Do not add another job posting if one has already been created!</u></p> <p>Click the Add Job Postings link. </p>
9.	<p>If the Hiring Manager provided information by adding an "Other" section, it will appear in the first box.</p> <p>To "build" a job posting, you need to add job description boxes. The order in which you add boxes does not matter -- sections will appear in the correct order on the actual job posting.</p>

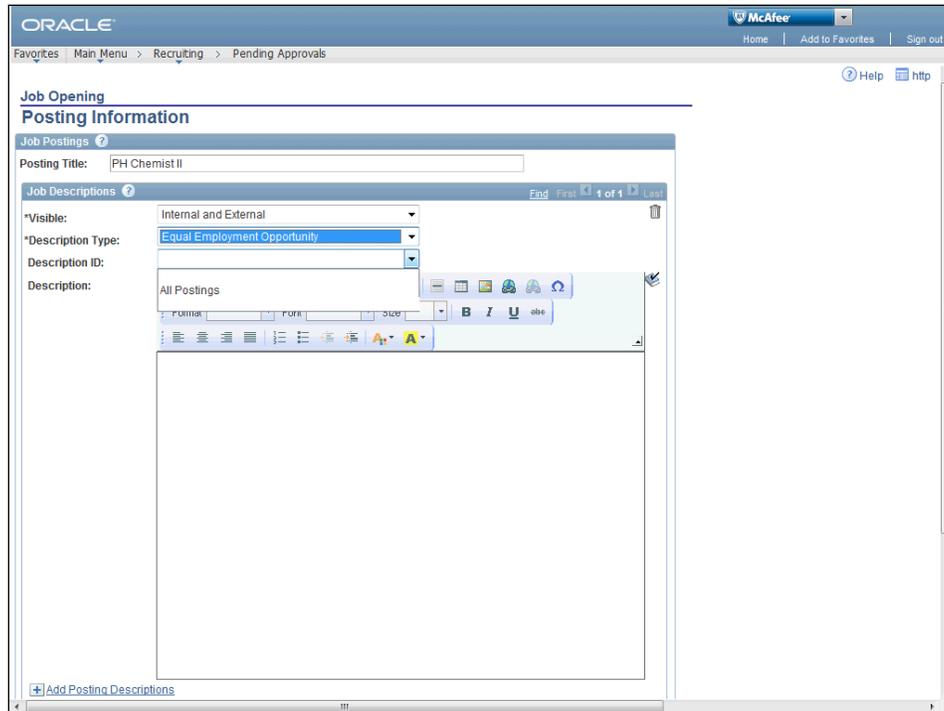
Step	Action
10.	This UPK will demonstrate how to build different types of posting descriptions. To build an actual job posting, you should follow the " Create a Job Opening: Posting Description Template " guide to make sure you have included all the necessary sections.
11.	First, we will demonstrate how to add a basic section. We will use EEO for our example.

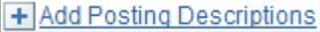
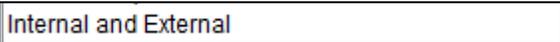


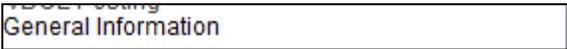
Step	Action
12.	Click the Visible list. <input type="button" value="▼"/>
13.	Click the Internal and External list item. <input type="text" value="Internal and External"/>
14.	Click the Description Type list. <input type="button" value="▼"/>
15.	Click the Equal Employment Opportunity list item. <input type="text" value="Equal Employment Opportunity"/>

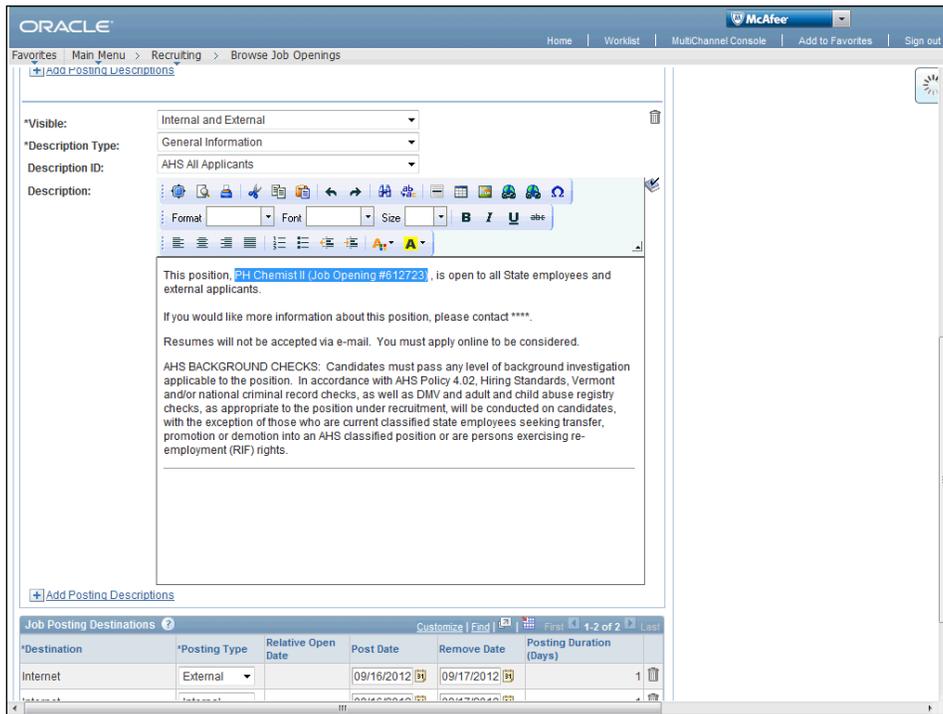


Step	Action
16.	Click the Description ID list: 

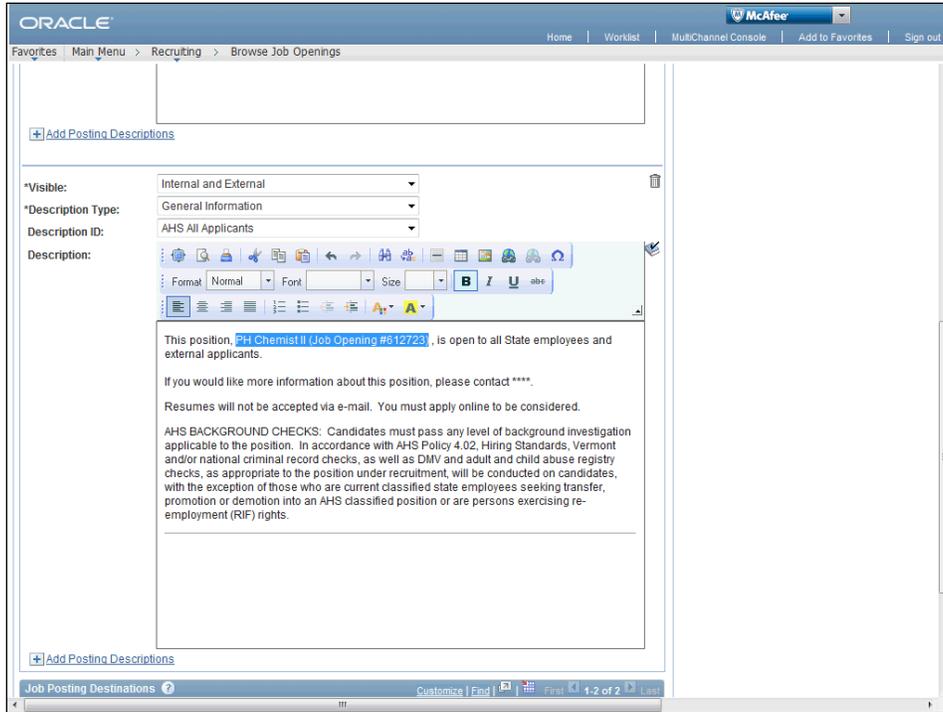


Step	Action
17.	Click the All Postings list item. 
18.	Move down to continue. Click the Scrollbar .
19.	Next, we will demonstrate how to build the General Information section. This section contains special formatting and e-mail links.
20.	Click the Add Posting Descriptions . 
21.	Click the Visible list. 
22.	Click the Internal and External list item. 
23.	Click the Description Type list. 

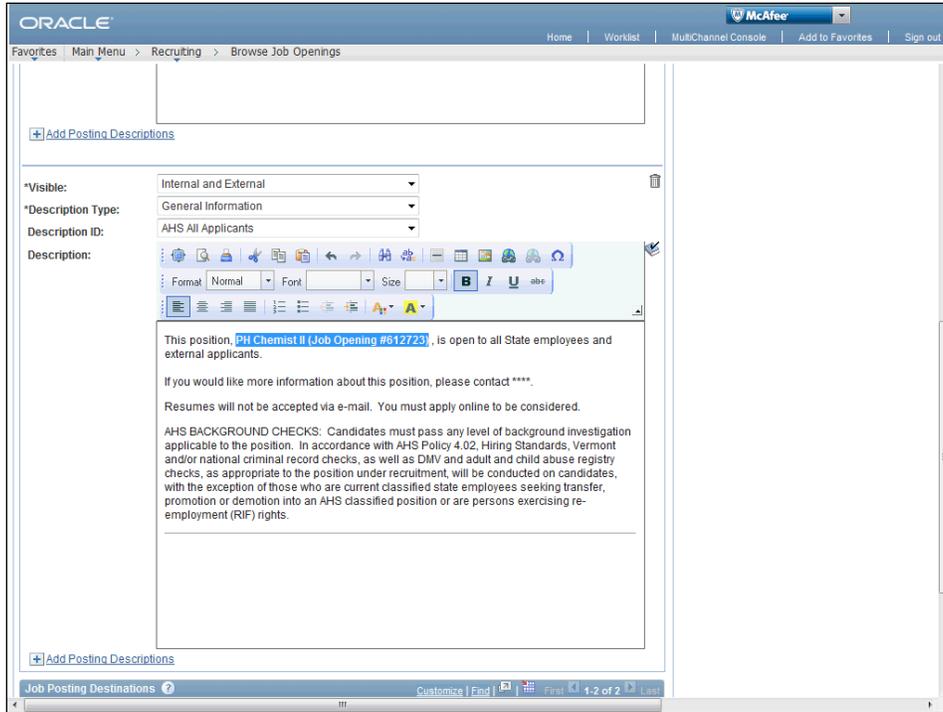
Step	Action
24.	Click the General Information list item. 
25.	Click the Description ID list. 
26.	Click the AHS All Applicants list item. 
27.	Once you select the Description ID, text will automatically appear. Click in the textbox and manually add the Job Title and the Job Opening Number .



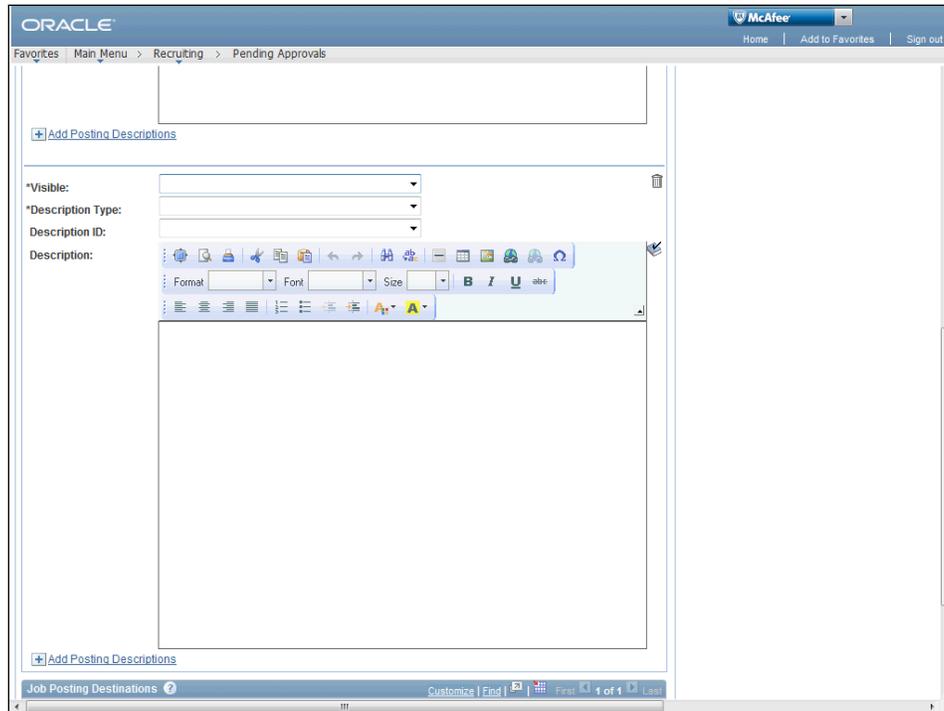
Step	Action
28.	Highlight Job Title and Job Opening Number text. 

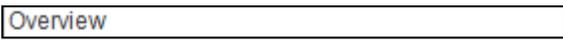


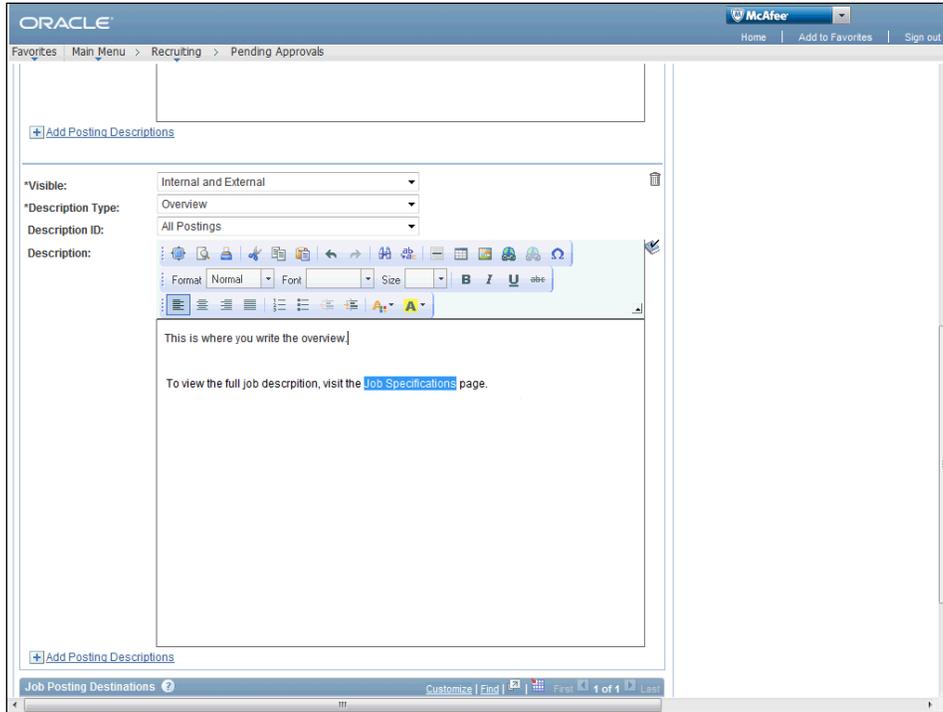
Step	Action
29.	Click the Bold link. 



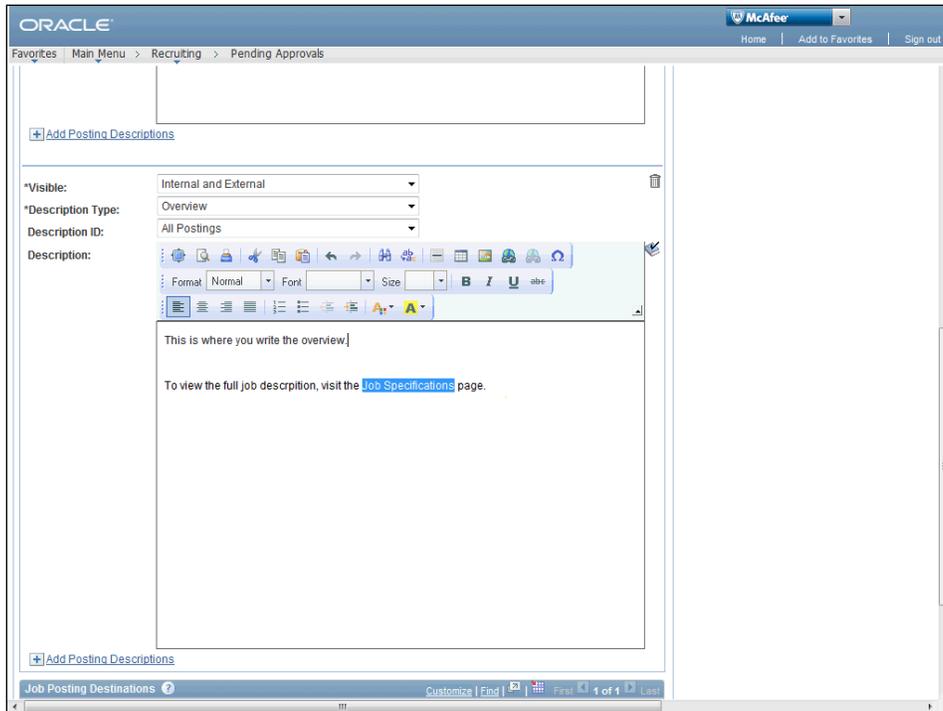
Step	Action
30.	Replace the "****" characters with the Hiring Manager's name and contact information. 
31.	When you type an e-mail address, it will automatically change to an e-mail link. 
32.	Click Add Posting Descriptions . 
33.	Next, we will demonstrate how to build the Overview section. All job posting should include an Overview or General Job Description. In this section, be sure to include a link to the DHR Job Specification page.



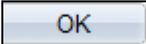
Step	Action
34.	Click the Visible list. 
35.	Click the Internal and External list item. 
36.	Click the Description Type list. 
37.	Click the Overview list item. 
38.	Click the Description ID list. 
39.	Click the All Postings list item. 
40.	This screen is where you would write the Overview.

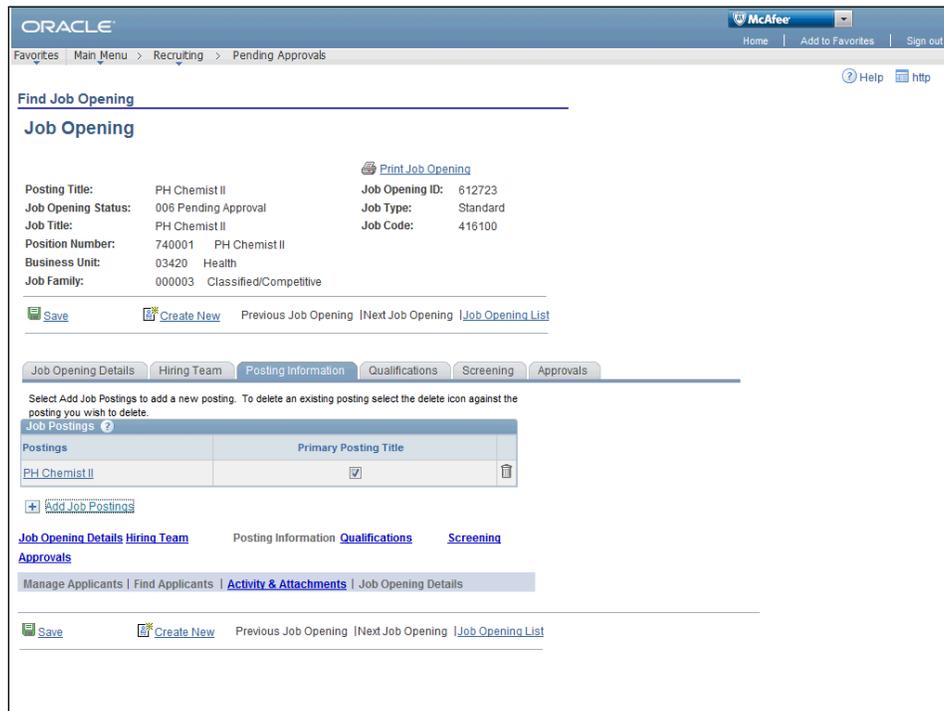


Step	Action
41.	<p data-bbox="326 1098 802 1129">Create a link to the full job specification.</p> <p data-bbox="326 1161 894 1192">Highlight the text you want to appear as the link.</p> <p data-bbox="326 1199 565 1247">e Job Specifications</p>



Step	Action
42.	Click the Link link. 
43.	Click in the URL field. 
44.	Copy and paste the URL from the <i>specific</i> Job Specification page For this example, we will just use: www.vermont.gov
45.	Click the Target link. 
46.	Click the Target list. 
47.	Click the New Window (_blank) list item. 

Step	Action
48.	Click the OK link. 
49.	The job posting now contains an active link to an external Web page.
50.	Continue building the job opening by clicking Add Posting Descriptions for each section of the job posting. Please review the <i>Create Job Posting - Posting Information Guide</i> for complete instructions and formatting guidelines.
51.	Move left to continue. Click the Scrollbar .
52.	<u>Do not</u> fill out the Posting Destinations section. Recruitment Services will complete this step.
53.	Click the OK button. 



ORACLE McAfee

Favorites | Main Menu > Recruiting > Pending Approvals Home | Add to Favorites | Sign out

Help http

Find Job Opening

Job Opening [Print Job Opening](#)

Posting Title: PH Chemist II Job Opening ID: 612723
 Job Opening Status: 005 Pending Approval Job Type: Standard
 Job Title: PH Chemist II Job Code: 416100
 Position Number: 740001 PH Chemist II
 Business Unit: 03420 Health
 Job Family: 000003 Classified/Competitive

[Save](#) [Create New](#) [Previous Job Opening](#) | [Next Job Opening](#) | [Job Opening List](#)

Job Opening Details | Hiring Team | **Posting Information** | Qualifications | Screening | Approvals

Select Add Job Postings to add a new posting. To delete an existing posting select the delete icon against the posting you wish to delete.

Postings	Primary Posting Title	
PH Chemist II		<input checked="" type="checkbox"/> 

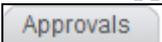
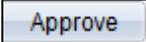
[Add Job Postings](#)

[Job Opening Details](#) [Hiring Team](#) Posting Information [Qualifications](#) [Screening](#)

[Approvals](#)

[Manage Applicants](#) | [Find Applicants](#) | [Activity & Attachments](#) | [Job Opening Details](#)

[Save](#) [Create New](#) [Previous Job Opening](#) | [Next Job Opening](#) | [Job Opening List](#)

Step	Action
54.	Click the Approvals link. 
55.	Only the person identified in the approval path should click the Approve button. If you see a dropdown menu instead of an Approve button, <u>do not</u> click All Approve. Clicking All Approve will terminate the approval path.
56.	If necessary, enter notes in the Comments Text section.
57.	Click the Approve button. 
58.	Click the View/Hide Comments link. 
59.	Click the Home link. 
60.	End of Procedure.

VTHR Recruitment Manual for Hiring Managers

Click [here](#) to access the Hiring Manager Manual
on the DHR Website



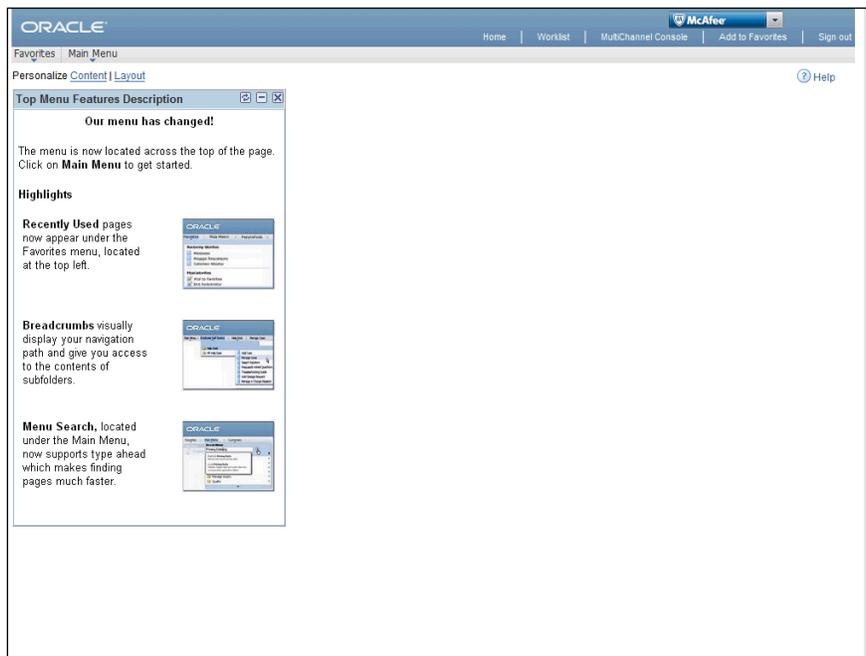
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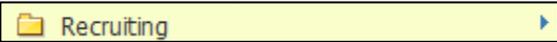
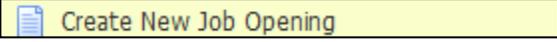
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Hiring Manager Manual

Recruitment_Create Job Opening pt.1 - Hiring Manager

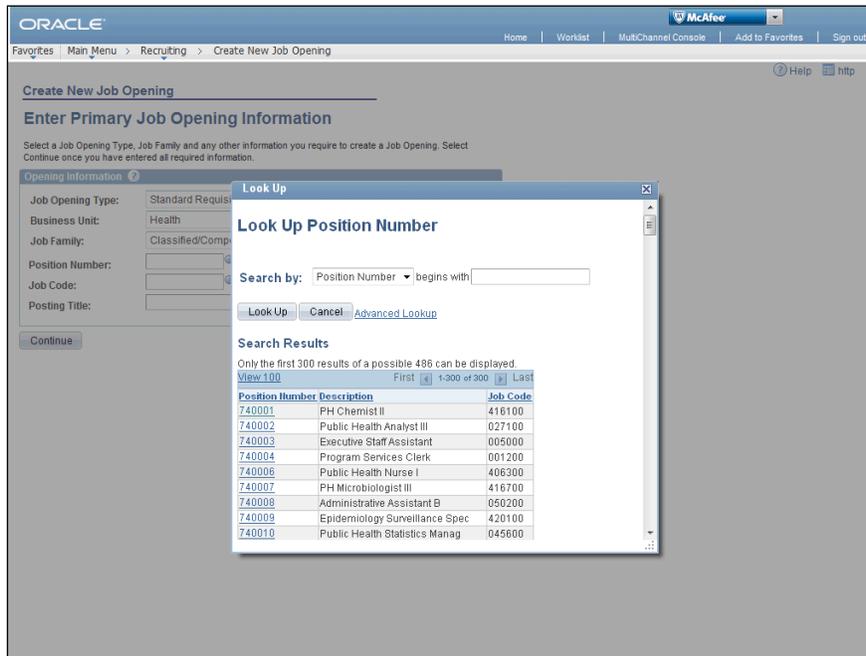
Procedure



Step	Action
61.	Click the Main Menu button. 
62.	Click the Recruiting menu. 
63.	Click the Create New Job Opening menu. 

Step	Action
64.	Click the Business Unit list. <div data-bbox="360 1163 774 1209" style="border: 1px solid black; padding: 2px;">The State of Vermont ▼</div>
65.	Select the correct Business Unit. For this example: Click the Health list item. <div data-bbox="360 1394 737 1432" style="border: 1px solid black; padding: 2px;">Health</div>
66.	Click the Job Family look up list. <div data-bbox="360 1520 412 1562" style="border: 1px solid black; padding: 2px;">▼</div>
67.	Select the desired job opening template, based on the type of position. For this example: Click the Classified/Competitive list item. <div data-bbox="360 1751 774 1789" style="border: 1px solid black; padding: 2px;">Classified/Competitive</div>

Step	Action
68.	Click the Position Number look up button. 



Step	Action
69.	Find the Position Number. You can also just type the Position Number. For this example: Click the 740001 link. 

The screenshot shows the Oracle 'Create New Job Opening' interface. The page title is 'Create New Job Opening' and the sub-header is 'Enter Primary Job Opening Information'. Below the sub-header, there is a brief instruction: '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.' The main form area is titled 'Opening Information' and contains the following fields:

- Job Opening Type: Standard Requisition (dropdown)
- Business Unit: Health (dropdown)
- Job Family: Classified/Competitive (dropdown)
- Position Number: 740001 (text input with search icon)
- Job Code: 416100 (text input with search icon)
- Posting Title: PH Chemist II (text input)

A 'Continue' button is located at the bottom left of the form area.

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

The screenshot displays the Oracle HR system interface for creating a new job opening. The top navigation bar includes 'ORACLE', 'McAfee', and user options like 'Home', 'Worklist', 'MultiChannel Console', 'Add to Favorites', and 'Sign out'. The breadcrumb trail shows 'Favourites > Main Menu > Recruiting > Create New Job Opening'. The main heading is 'Create New Job Opening' with a sub-heading 'Job Opening'. The job details are as follows:

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

Below the details are buttons for 'Save & Submit', 'Save as Draft', and 'Cancel', along with 'Previous Step' and 'Next Step' links. A tabbed interface shows 'Job Opening Details' selected, with other tabs for 'Hiring Team', 'Posting Information', 'Qualifications', and 'Screening'. The 'Opening Information' section contains the following fields:

- *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

A link for 'Add Additional Locations' is provided at the bottom of the section.

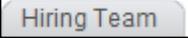
Step	Action
72.	Move down to continue. Click the Scrollbar .

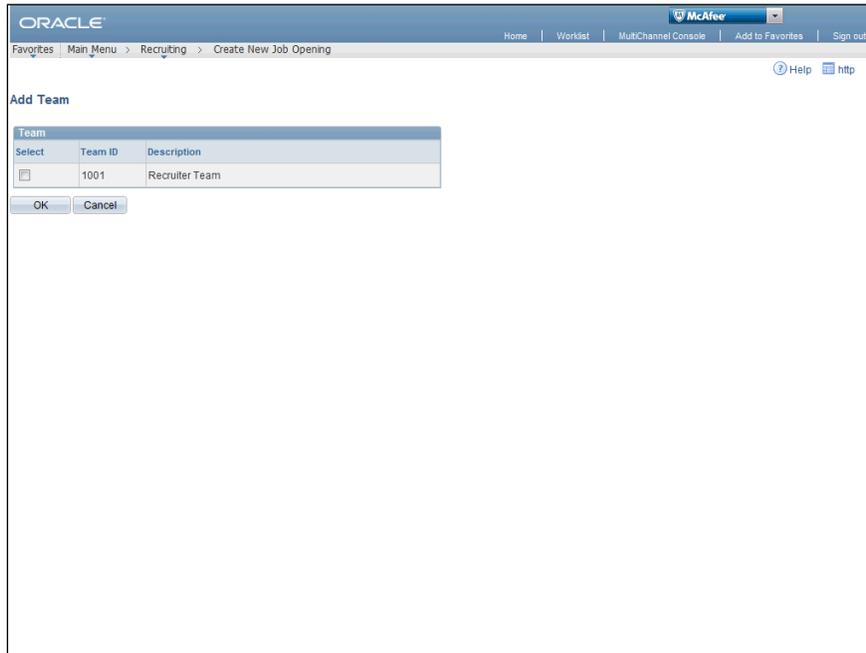
The screenshot displays the Oracle HR system interface for creating a new job opening. The main heading is "Create New Job Opening" and the sub-heading is "Job Opening". The job details are as follows:

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

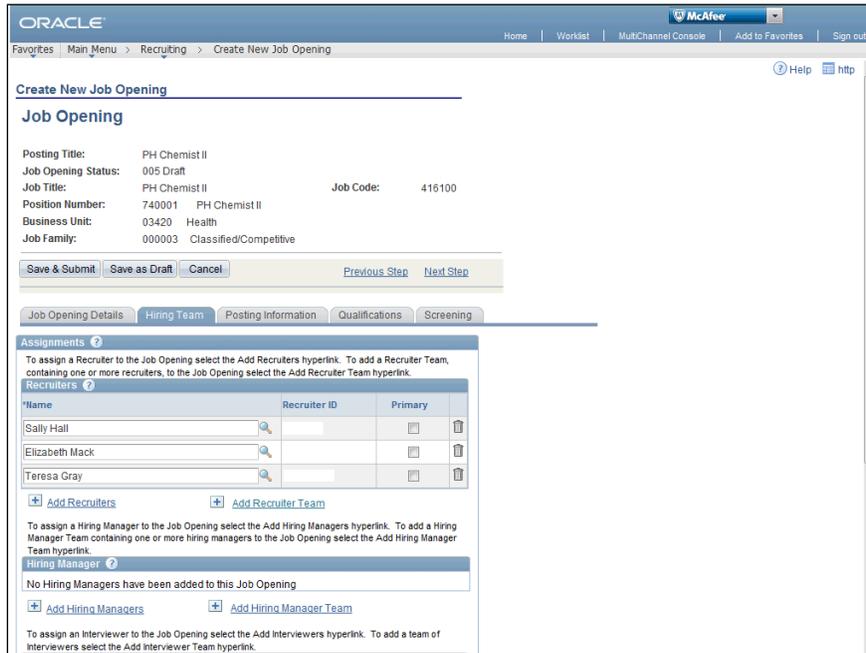
Navigation buttons include "Save & Submit", "Save as Draft", "Cancel", "Previous Step", and "Next Step". The "Hiring Team" tab is selected, and the "Opening Information" section is expanded to show the following details:

- *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

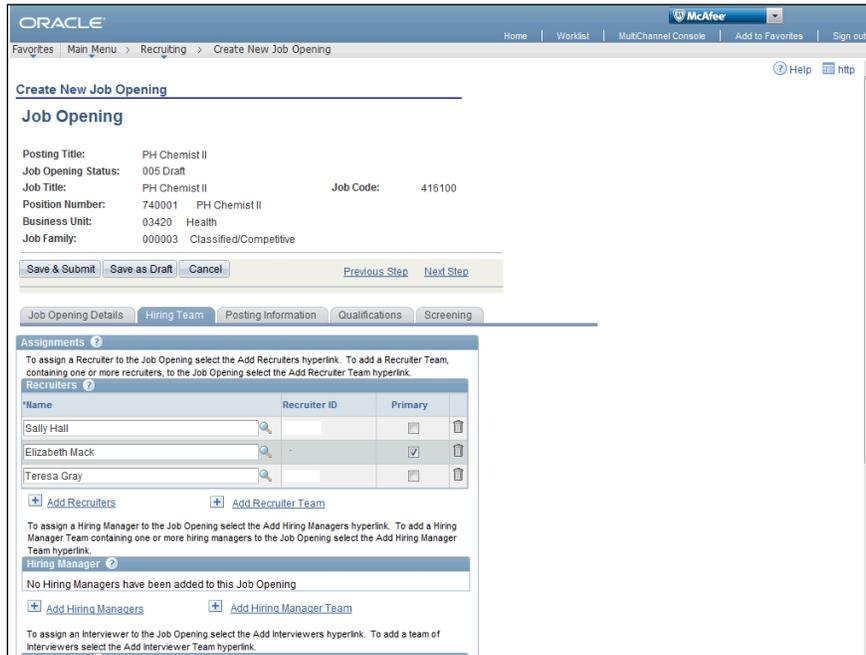
Step	Action
73.	Click the Hiring Team link. 
74.	Click the Add Recruiter Team link. 



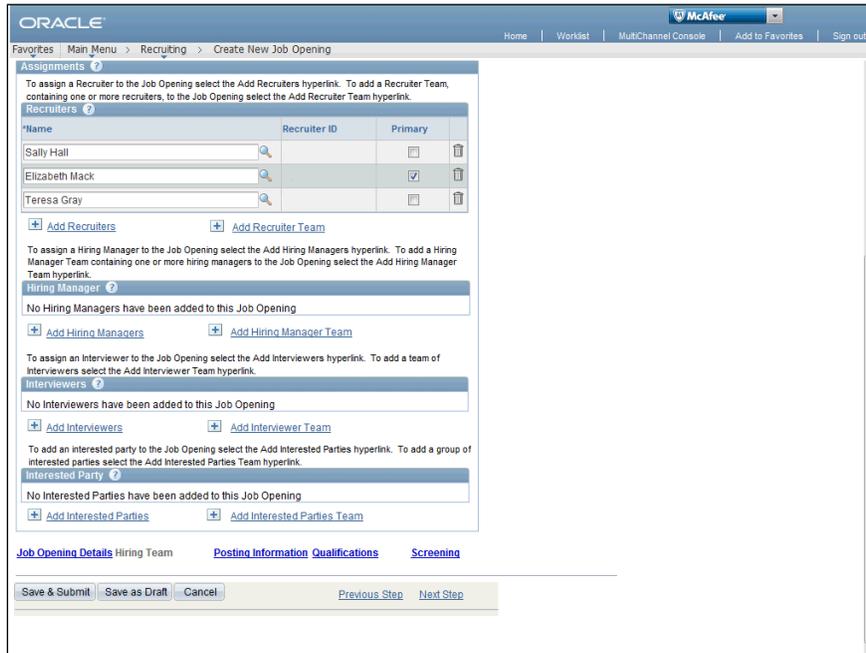
Step	Action
75.	Click the Select option. <input type="checkbox"/>
76.	Click the OK button. <input type="button" value="OK"/>



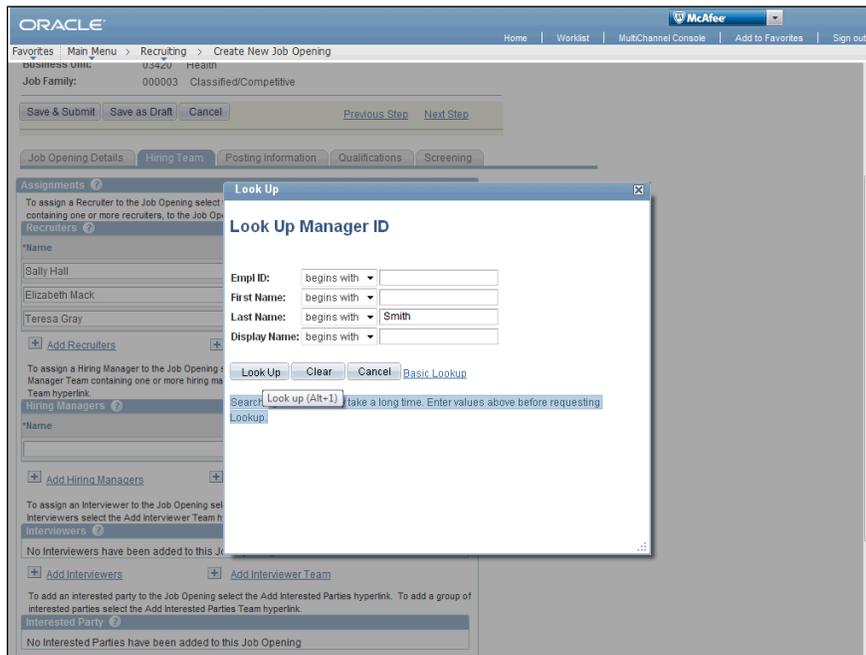
Step	Action
77.	<p>Identify your Recruiter.</p> <p>Click the Primary option.</p> 



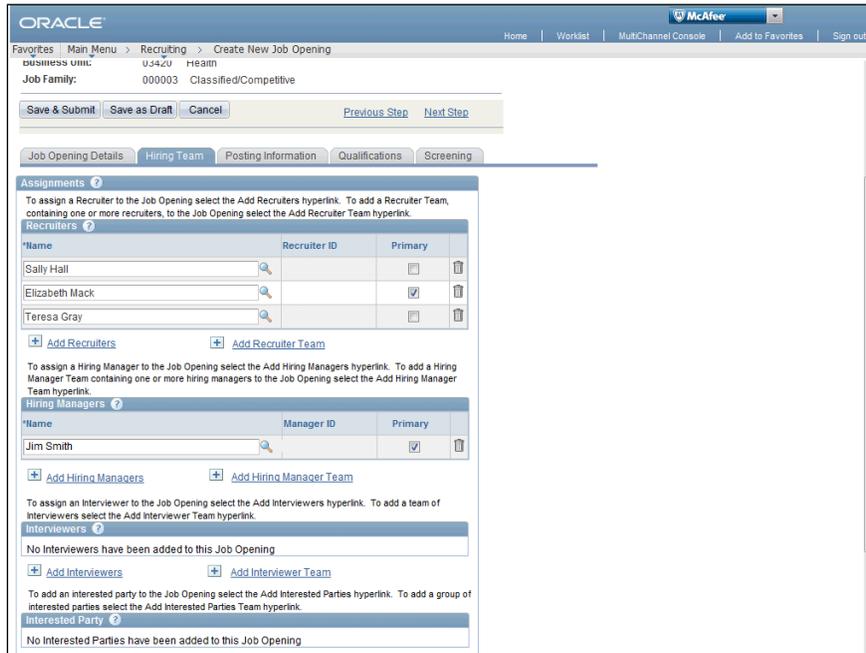
Step	Action
78.	Move down to continue. Click the Scrollbar .



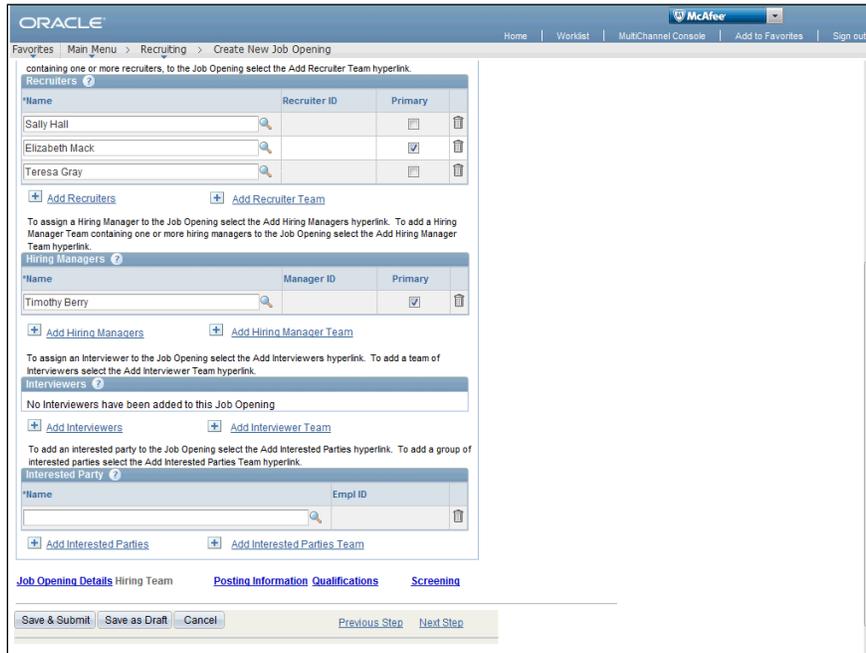
Step	Action
79.	Click the Add Hiring Managers link. 
80.	Click the Hiring Managers look up button. 



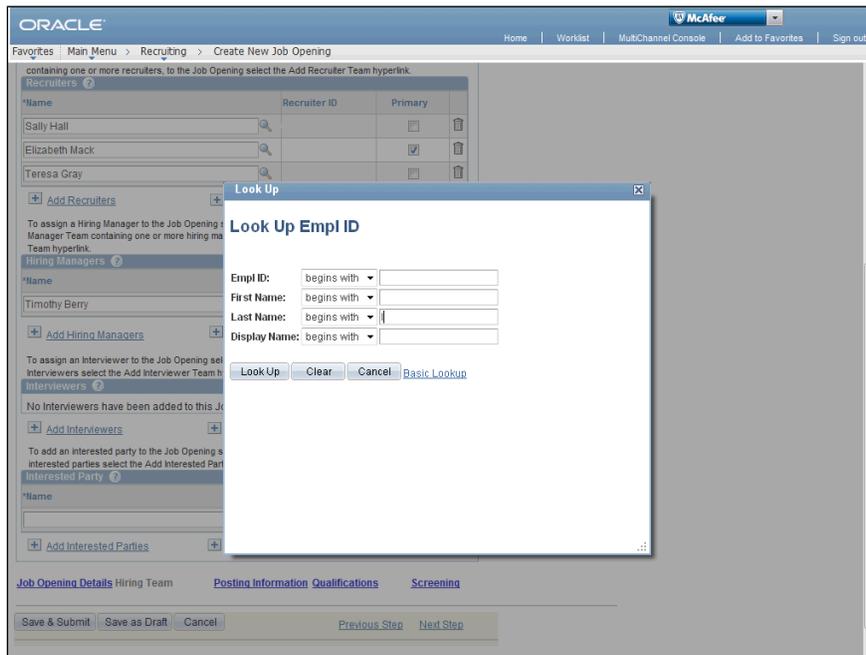
Step	Action
81.	<p>Enter the Hiring Manager's Empl ID or Last Name.</p> <p>For this example: Click in the Last Name field.</p> <p><input type="text" value="Smith"/></p>
82.	<p>Click the Look Up link.</p> <p><input type="button" value="Look Up"/></p>
83.	<p>For this example: Click the Jim Smith link.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

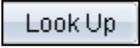


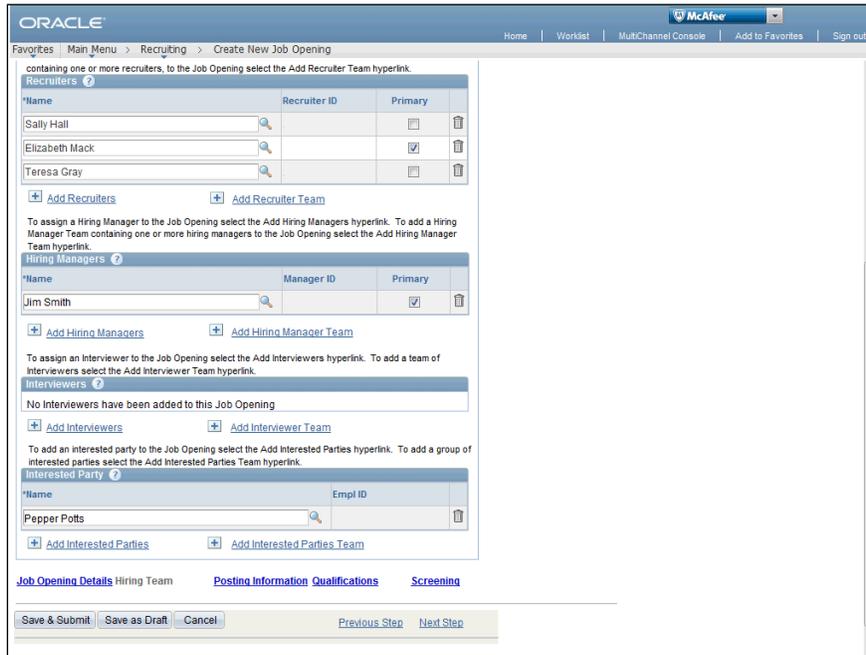
Step	Action
84.	Move down to continue. Click the Scrollbar .
85.	Click the Add Interested Parties link. Add Interested Parties



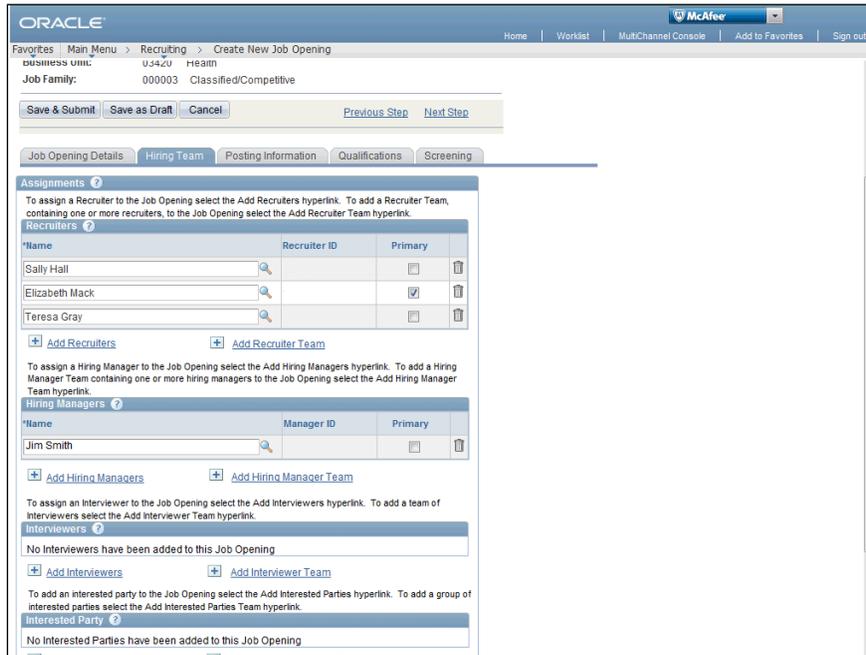
Step	Action
86.	Click the Interested Party look up button. 

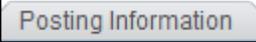


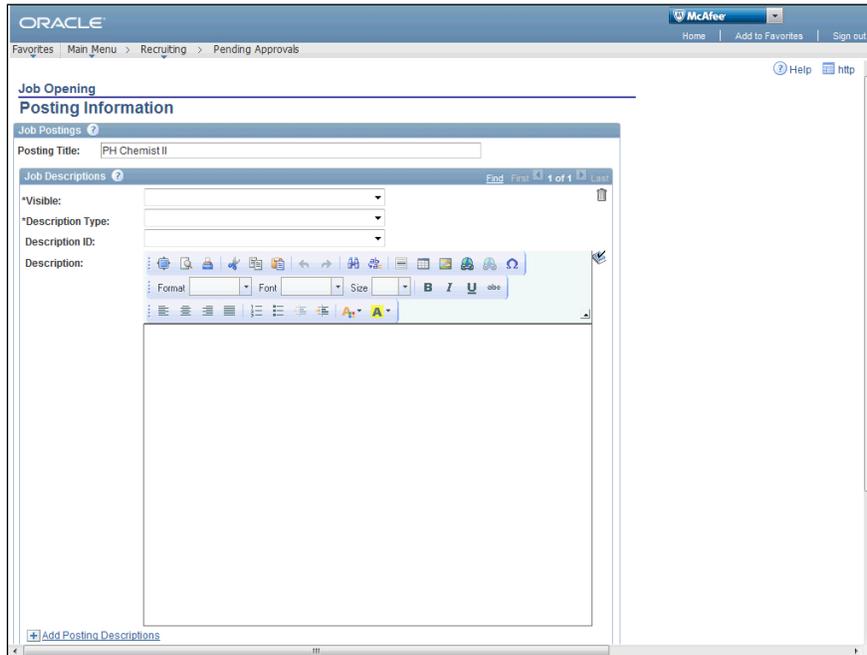
Step	Action
87.	Enter the desired information into the Last Name field. For this example: Enter " potts ".
88.	Click the Look Up button. 
89.	Click the Pepper Potts link. 



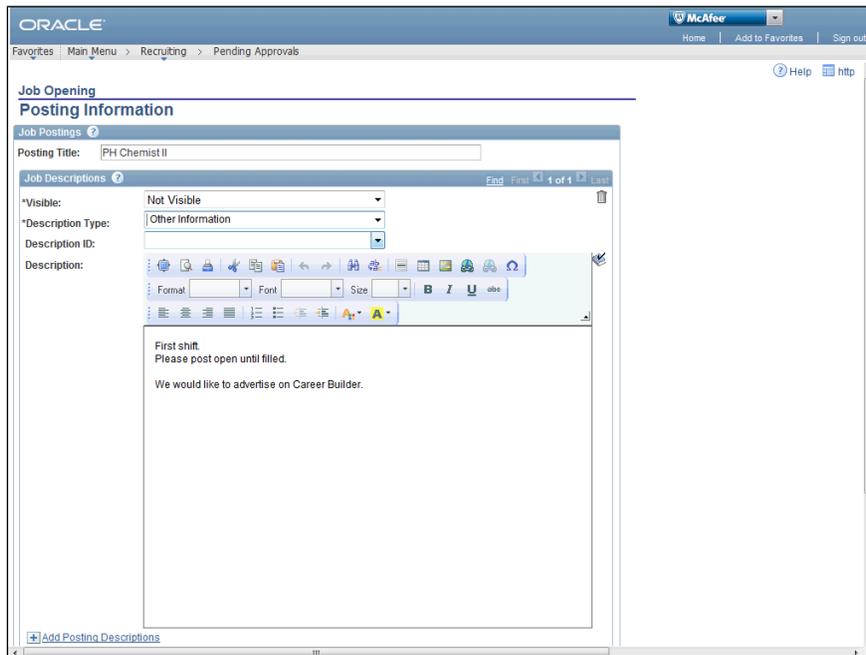
Step	Action
90.	Move to the top of the page. Click the Scrollbar .



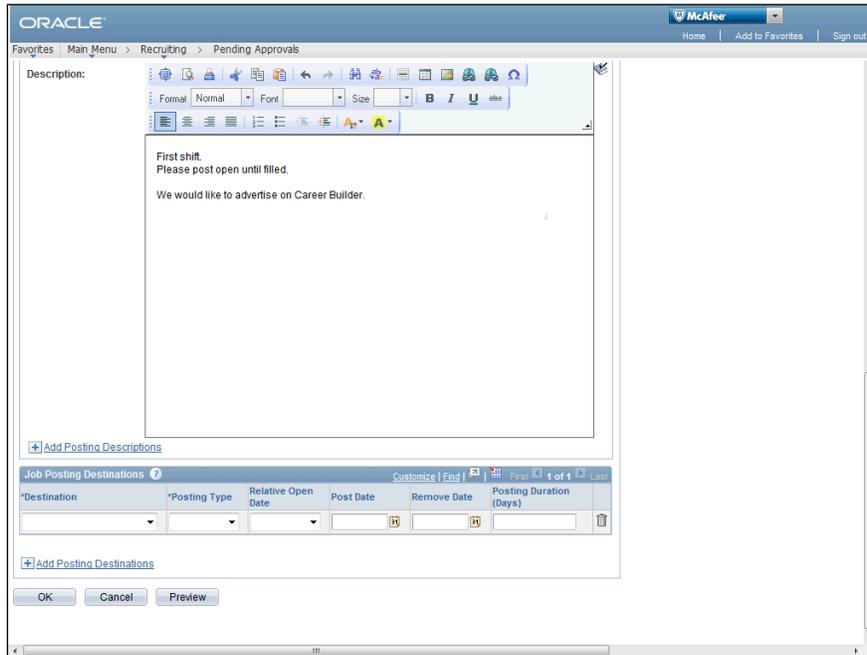
Step	Action
91.	Click the Posting Information tab. 
92.	Click the Add Job Postings link. 

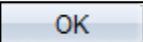


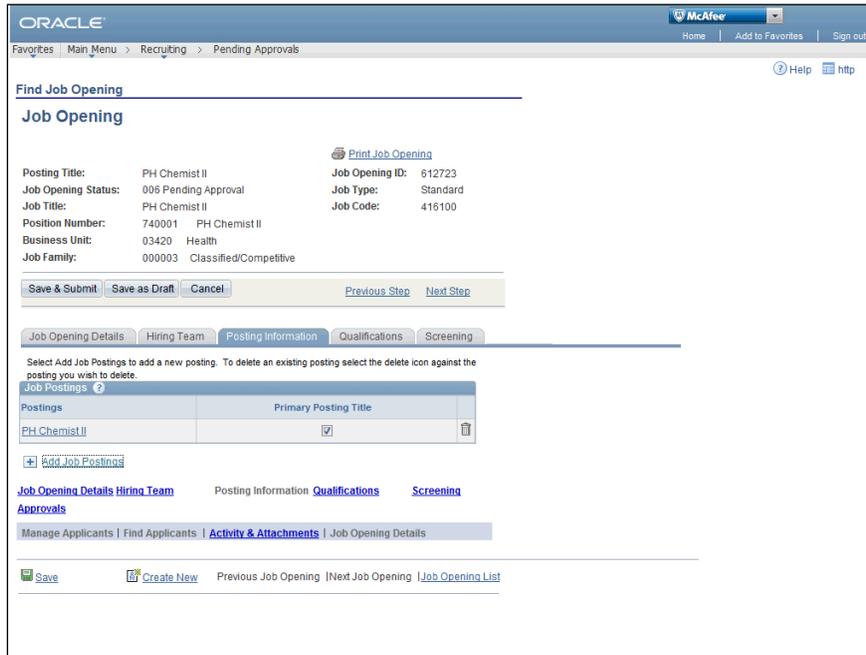
Step	Action
93.	Click the Visible list. <input type="button" value="▼"/>
94.	Click the Not Visible list item. <input type="text" value="Not Visible"/>
95.	Click the Description Type list. <input type="button" value="▼"/>
96.	Click the Other Information list item. <input type="text" value="Other Information"/>

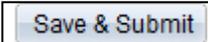
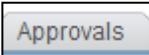


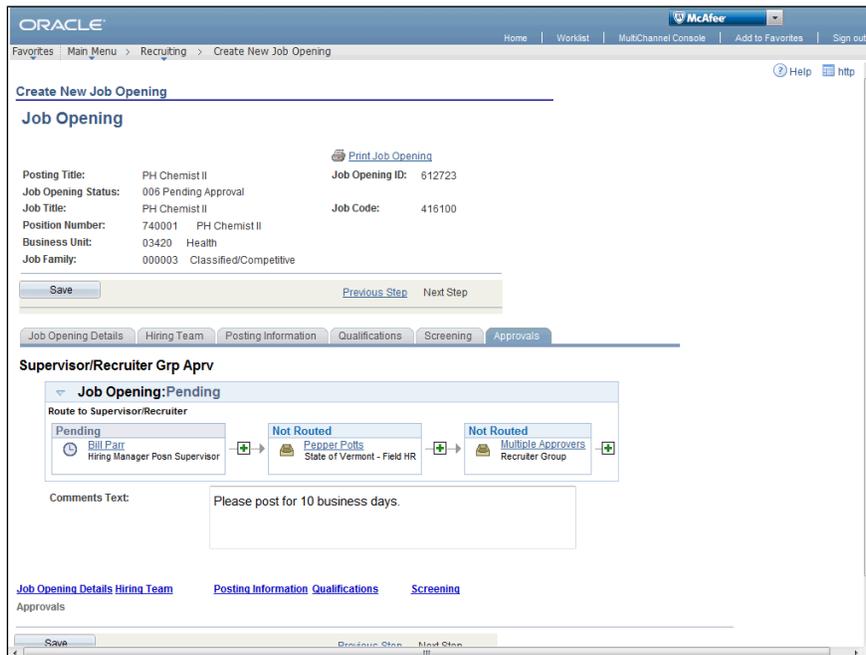
Step	Action
97.	<p>You can enter additional information about the job posting in the text box. Include anything Field DHR or Recruitment needs to know.</p> <p>For example: shift information, open until filled requests, advertising preferences, etc.</p>
98.	<p>Move down the page.</p> <p>Click the scrollbar.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



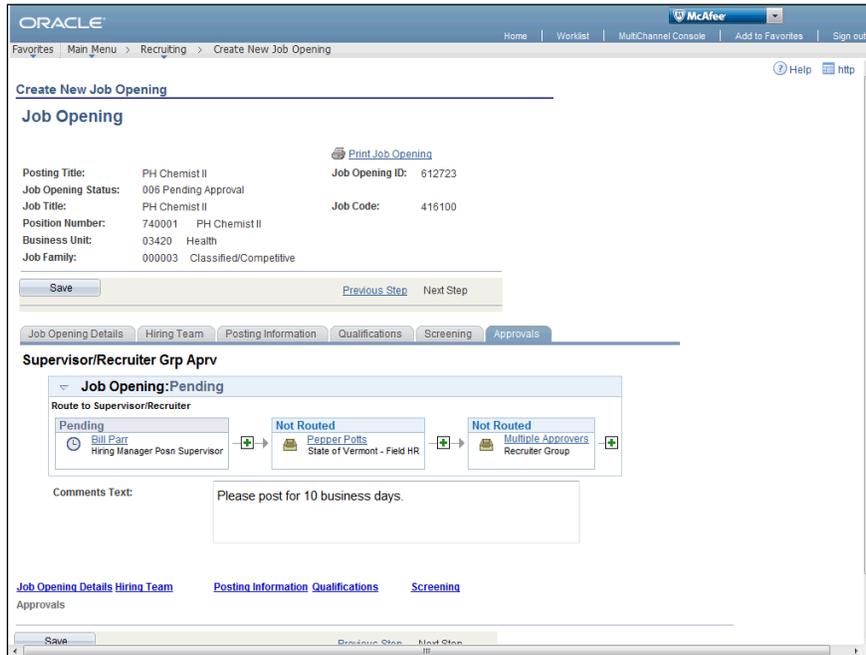
Step	Action
99.	Click the OK button. 



Step	Action
100.	Click the Save & Submit link. 
101.	Click the Approvals link. 
102.	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.
103.	Click in the Comments Text field.



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

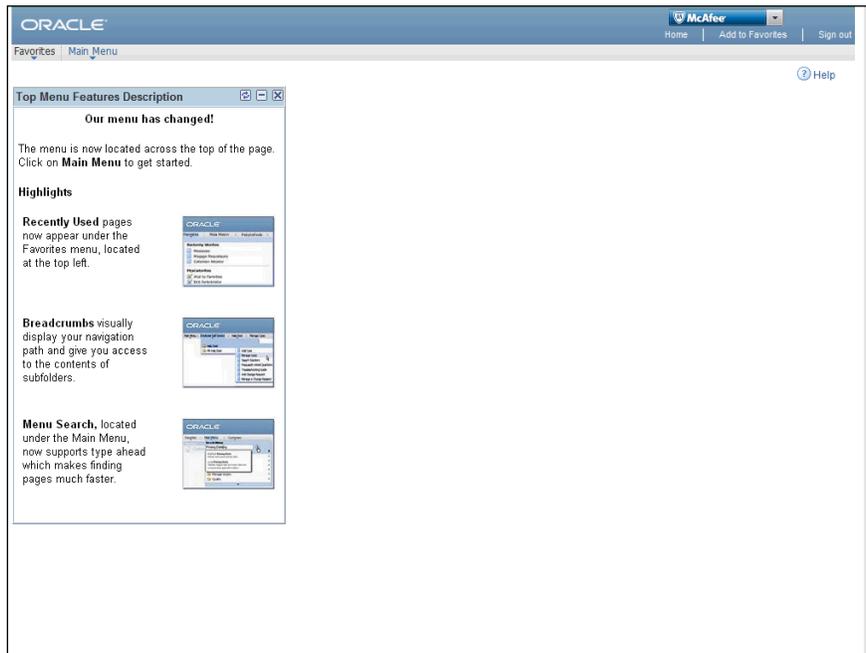


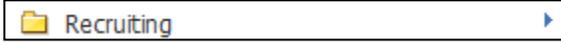
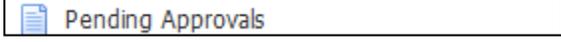
Step	Action
105.	Click the Home link. 
106.	End of Procedure.

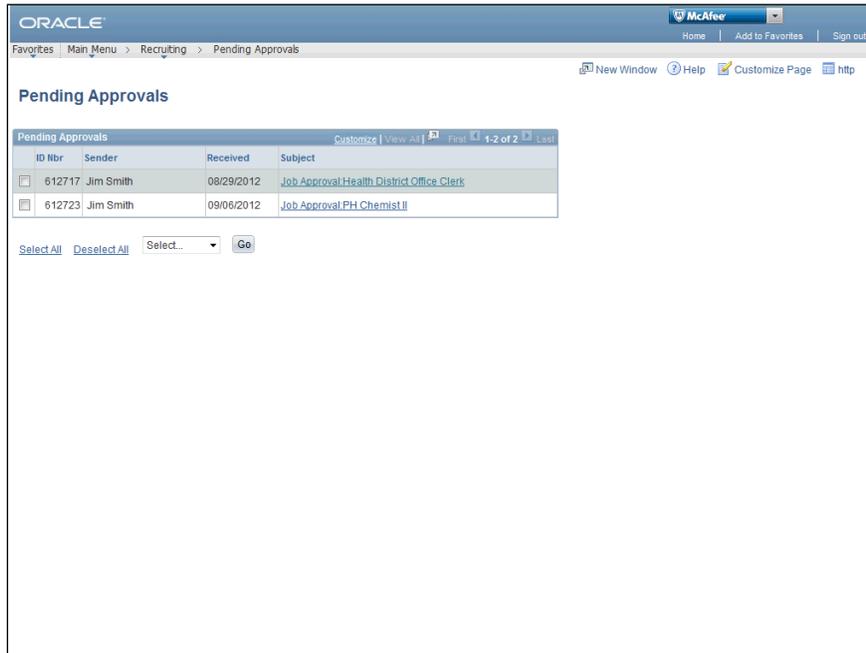
Recruitment_Create Job Opening pt.2 - Appointing Authority

Procedure

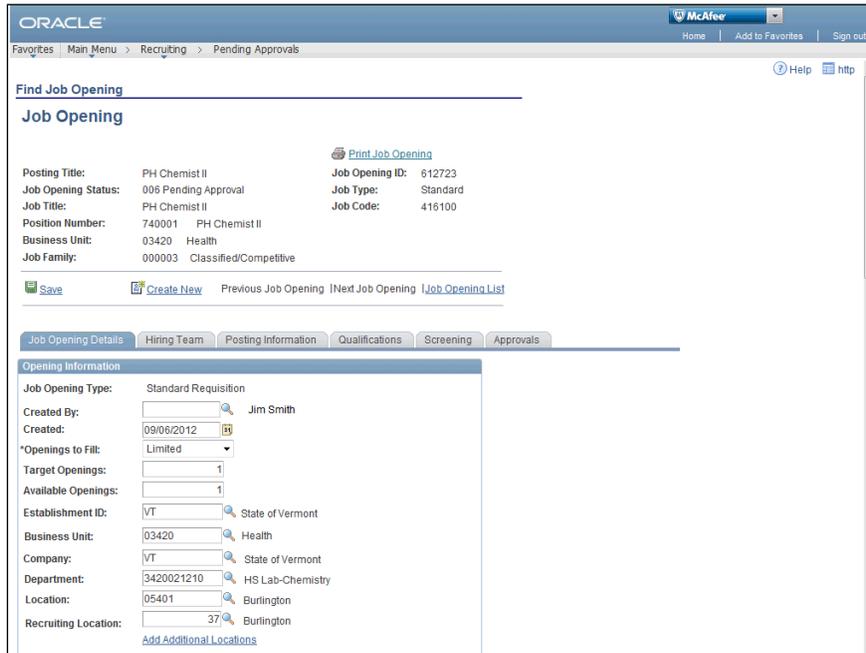
The purpose of the Appointing Authority’s review and approval of the job opening is to authorize filling the position. This approval is required to proceed with the creation of the job opening. The Appointing Authority is not reviewing the completed job posting, just the initial request to recruit.

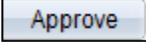


Step	Action
1.	Click the Main Menu button. 
2.	Click the Recruiting menu. 
3.	Click the Pending Approvals menu. 



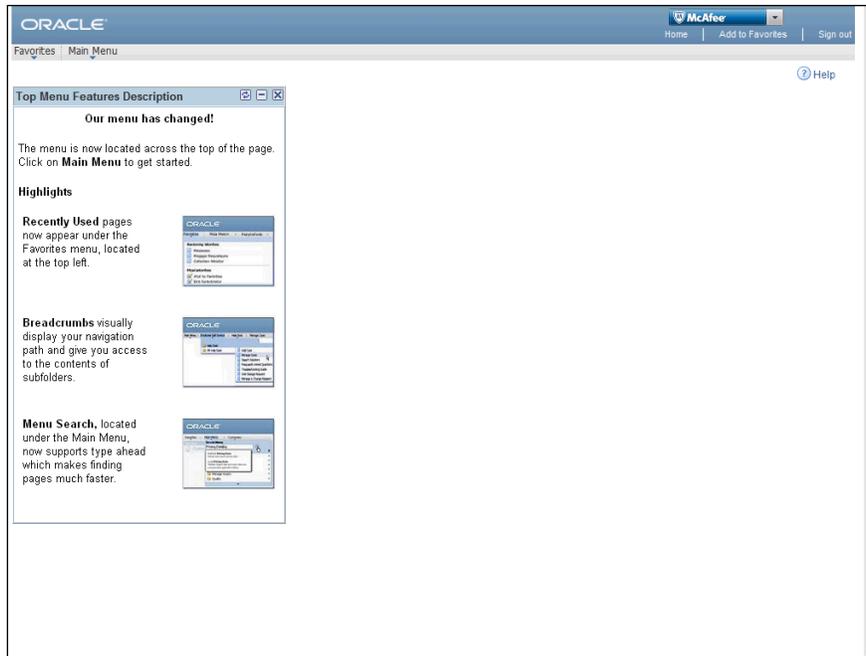
Step	Action
4.	<p>Select the Job Opening that needs approval.</p> <p>For this example: Click the box next to the 612723 option.</p> <input type="checkbox"/>
5.	<p>Click the Job Approval:PH Chemist II link.</p> <p>Job Approval:PH Chemist II</p>



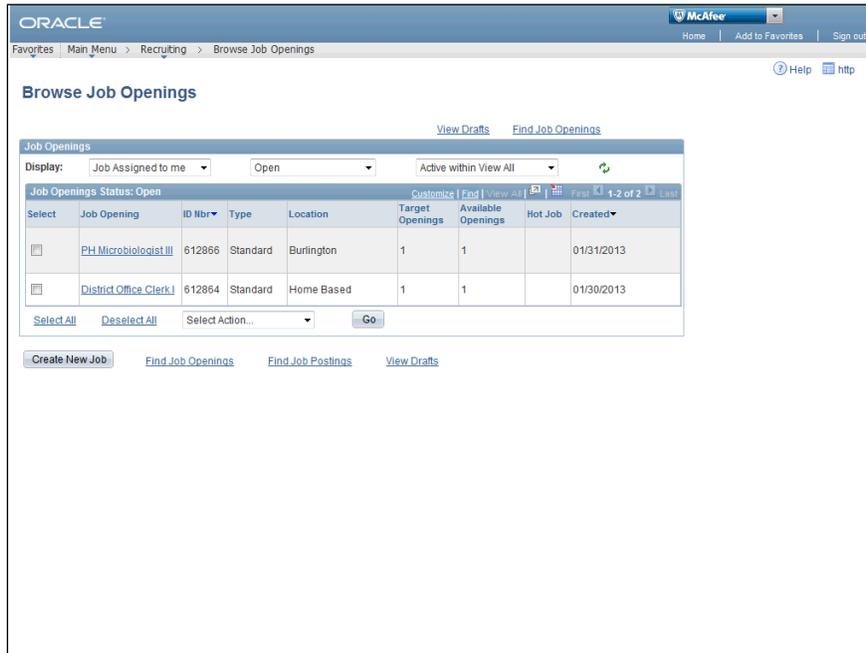
Step	Action
6.	Click the Approvals link. 
7.	Click the Approve button. 
8.	Click the Home link. 
9.	End of Procedure.

Recruitment_Review Applicant Information

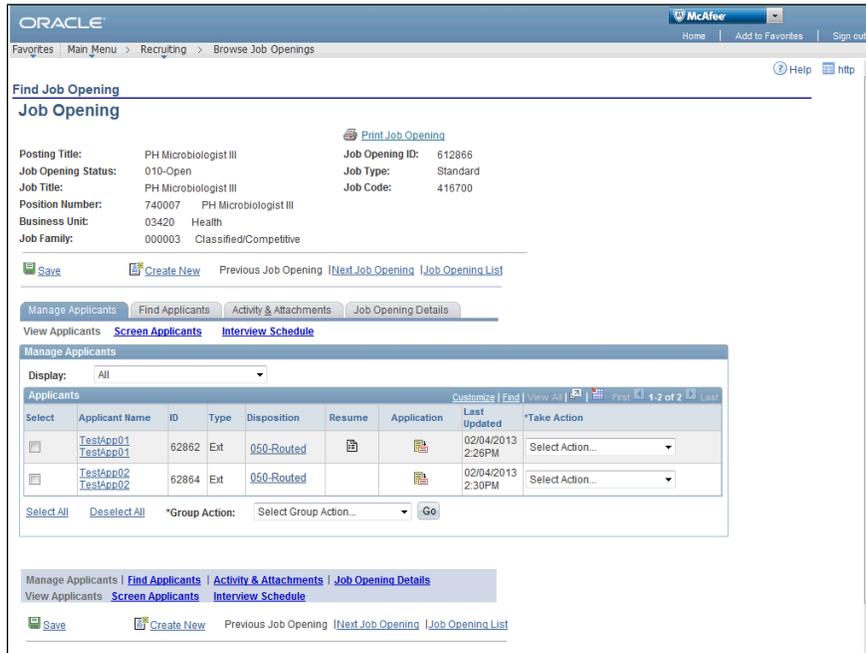
Procedure



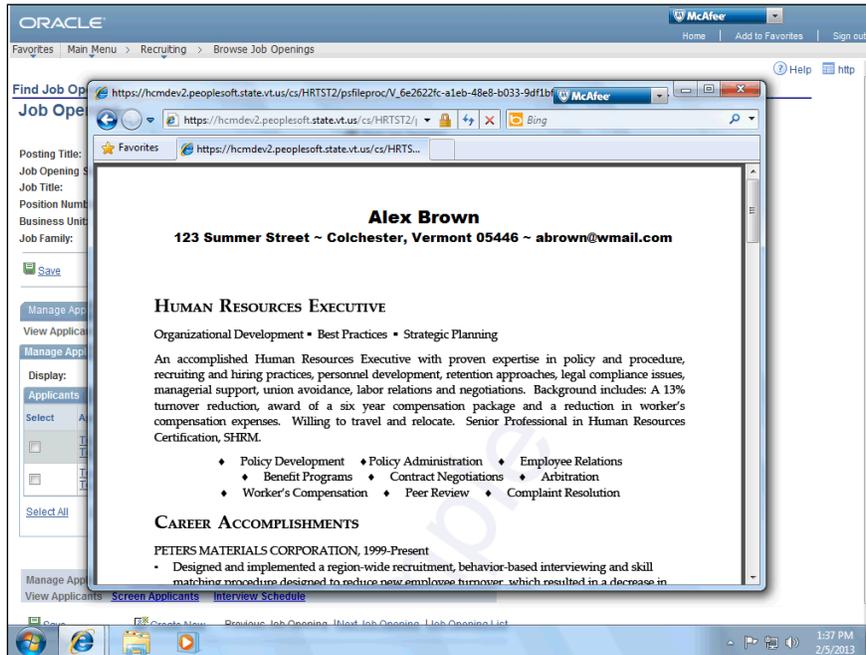
Step	Action
1.	Click the Main Menu button. 
2.	Click the Recruiting menu. 
3.	Click the Browse Job Openings menu. 



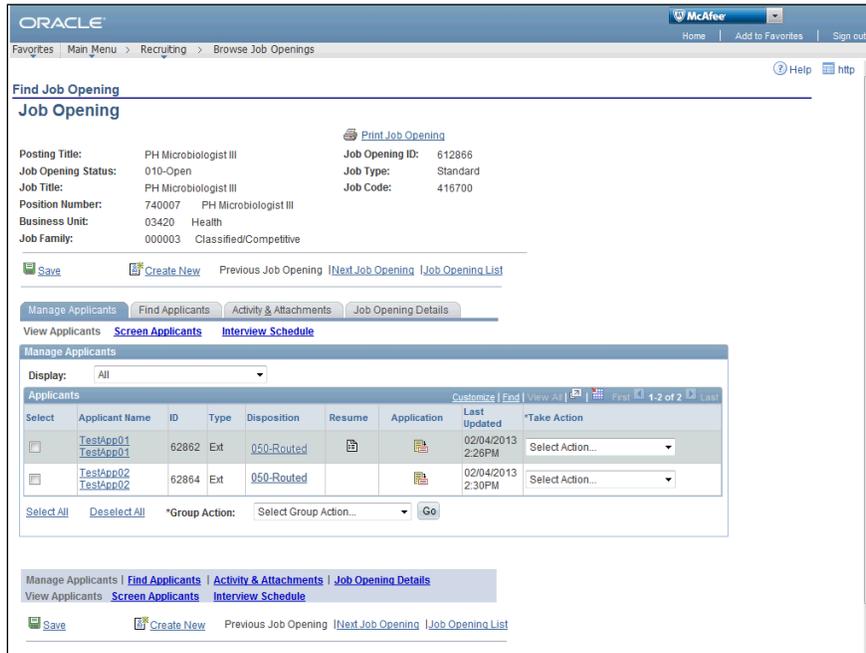
Step	Action
4.	Click the PH Microbiologist III link. PH Microbiologist III
5.	IMPORTANT TIP! Hold down the [Ctrl] key when you click on an attachment. Using the [Ctrl] key will disable the pop-up blocker and allow you to open the file.



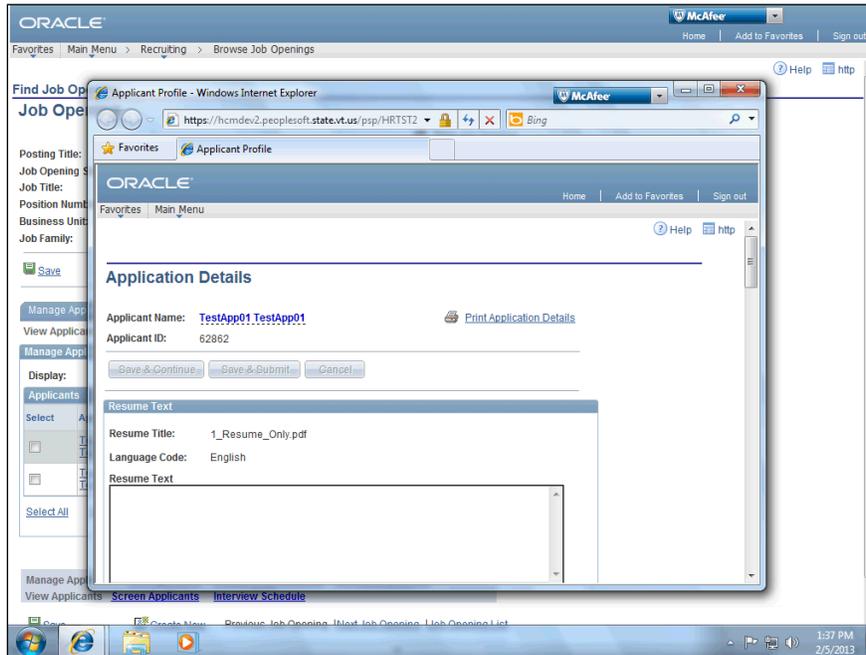
Step	Action
6.	Press the [Ctrl] key and click the Resume button.



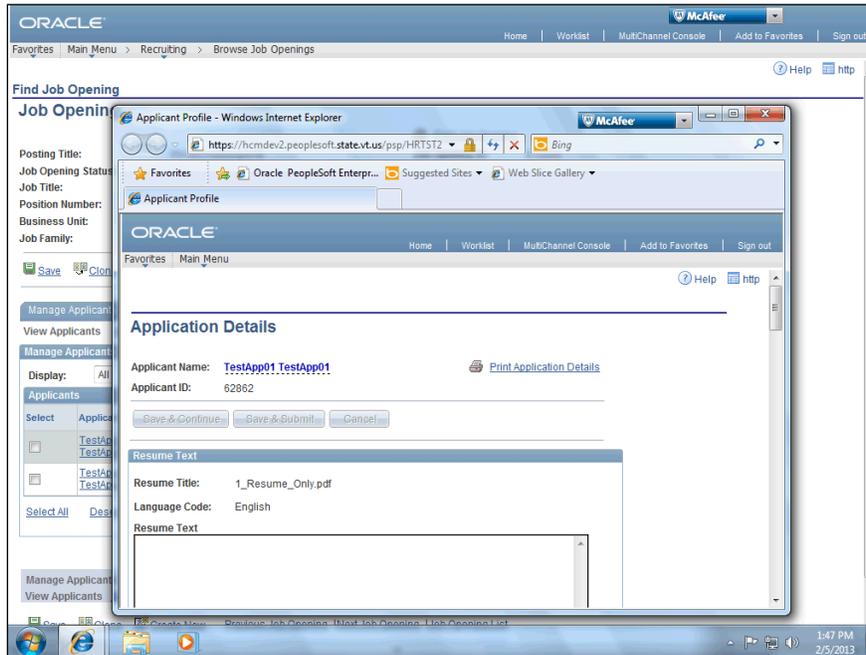
Step	Action
7.	Click the Close button. 



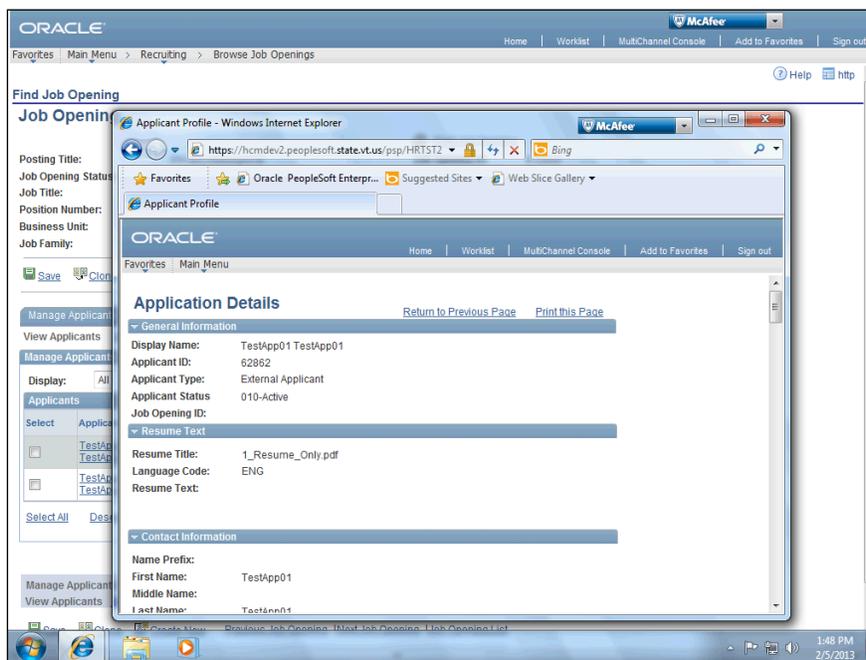
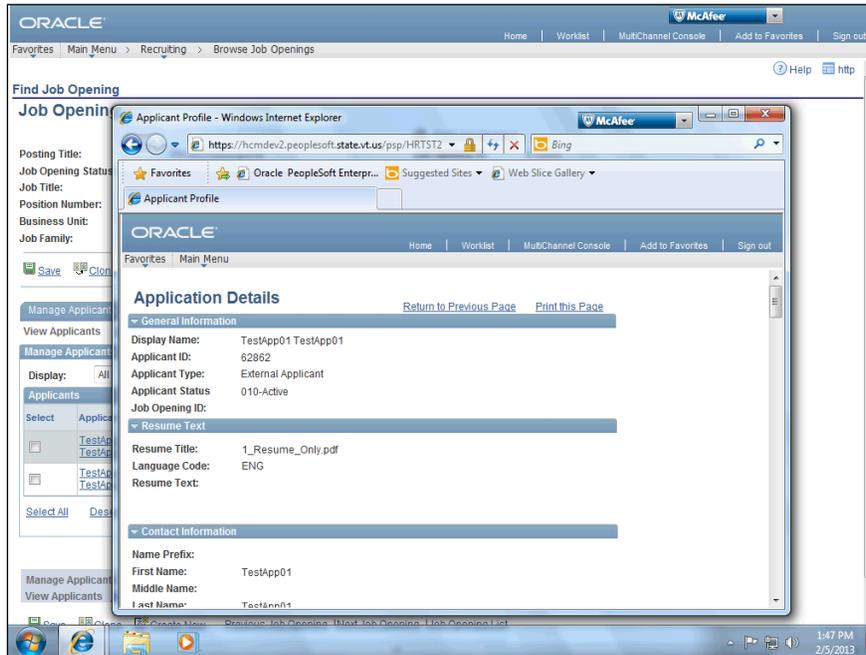
Step	Action
8.	Click the Application Icon object. 



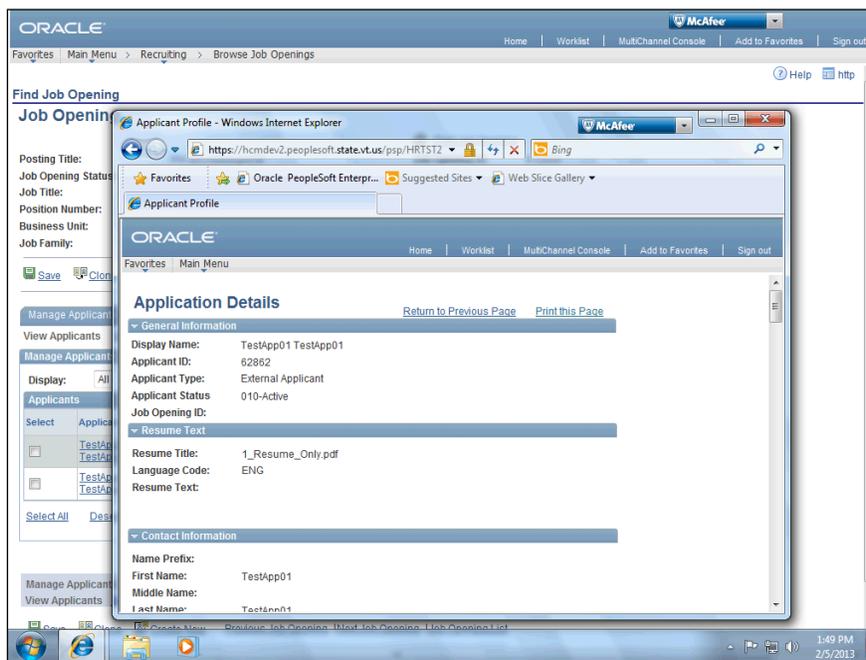
Step	Action
9.	Move down to continue. Click the Scrollbar .
10.	Print Application Details There are two different ways to Print Application Details.

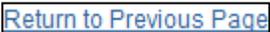


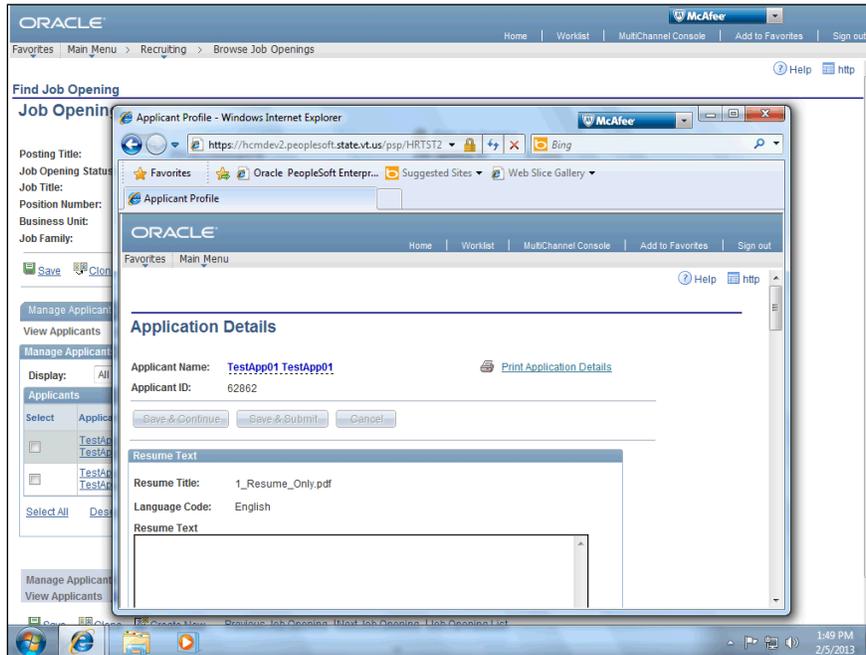
Step	Action
11.	Click the Print Application Details link. Print Application Details



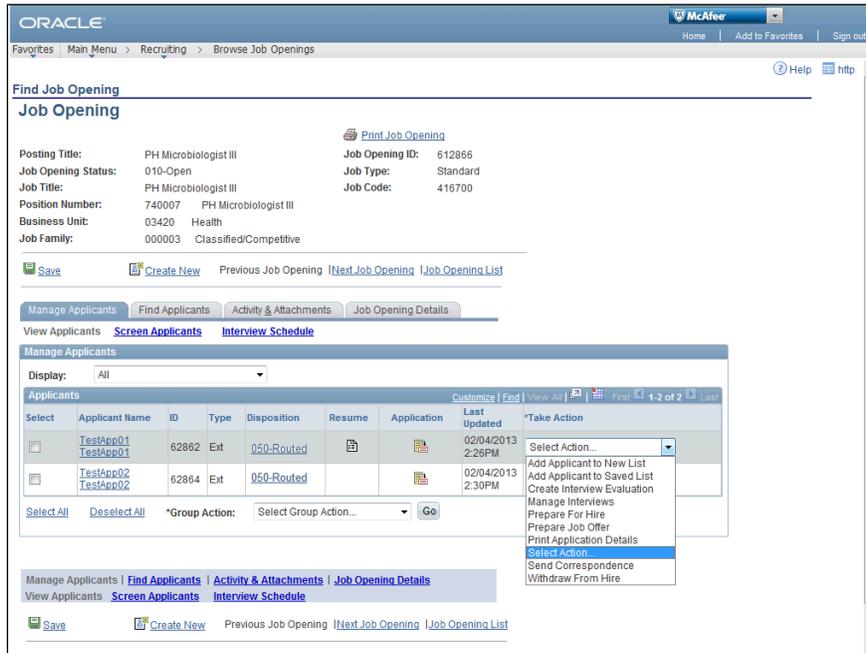
Step	Action
12.	Click the Print button. 
13.	Select Printer. Click the Print button. 



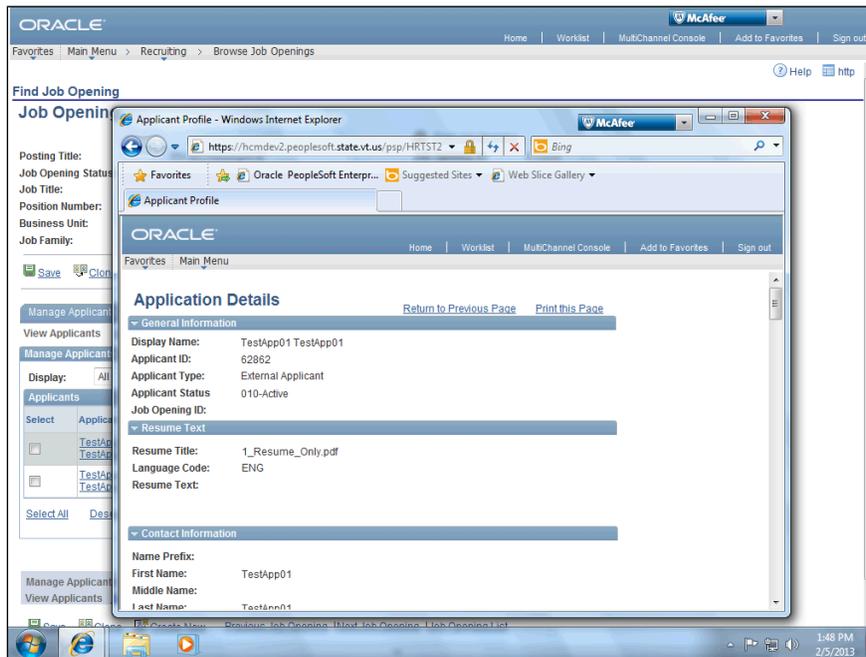
Step	Action
14.	Click the Return to Previous Page link. 



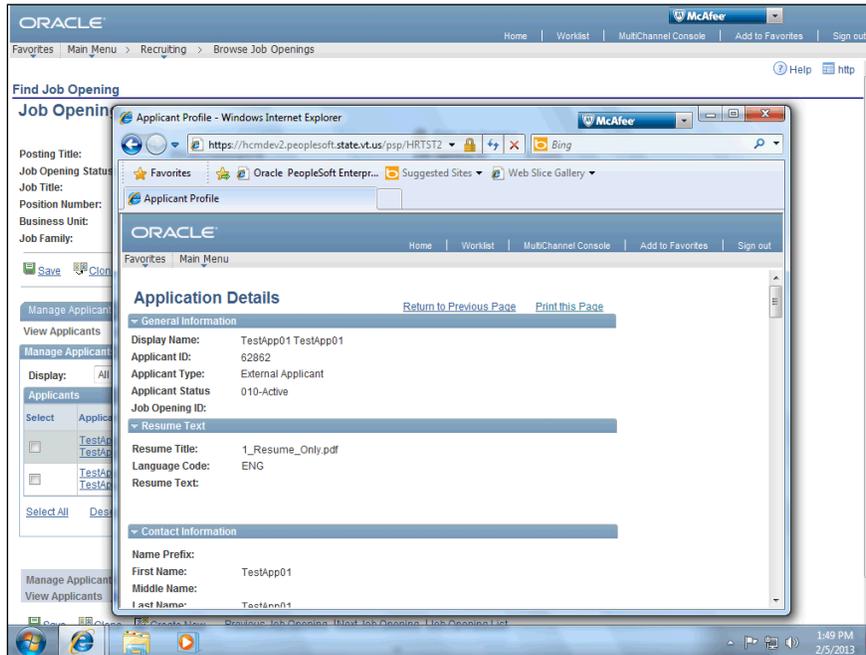
Step	Action
15.	Click the Close button. 
16.	You can also Print Application Details by using the Take Action menu. This menu will take you directly to the printer-friendly version of the application.



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



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

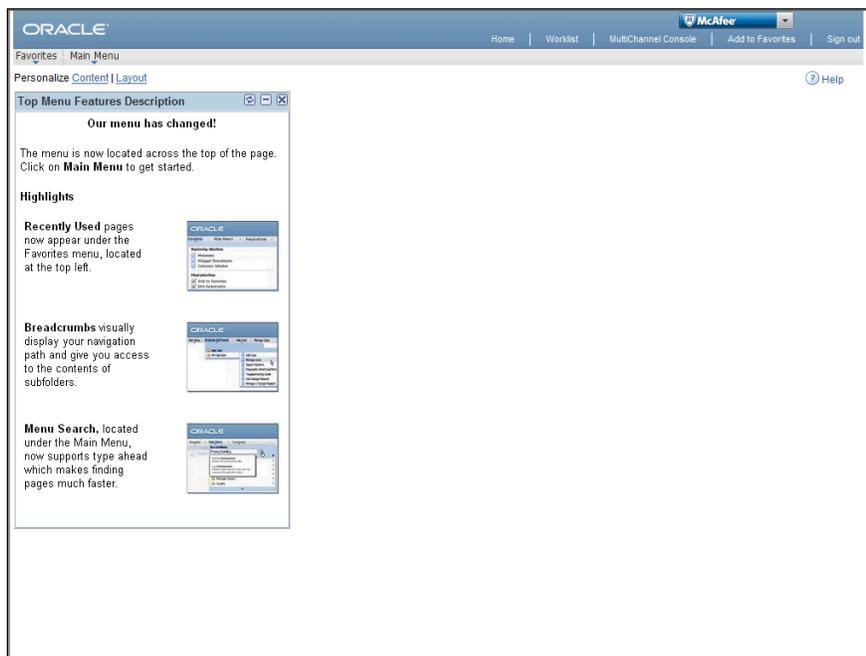


Step	Action
20.	Click the Return to Previous Page link. Return to Previous Page
21.	To print multiple applications at the same time, use the VT Detailed Application Report . To learn more, please view the "Run Detailed Application Report" UPK.
22.	End of Procedure.

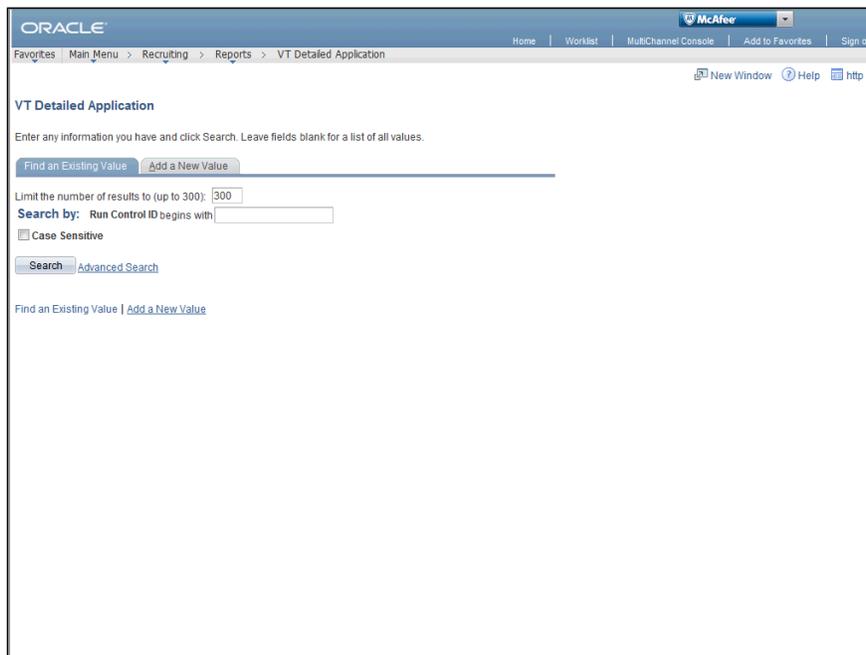
Recruitment_Run Detailed Application Report

Procedure

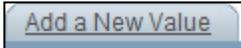
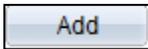
Step	Action
1.	<p>The VT Detailed Application Report is a method of retrieving a candidate's State of Vermont Application for a specific job opening. This report is a PDF file.</p> <p>The report can pull the application for any candidate who was “Routed” on a Candidate List for a specific job opening.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

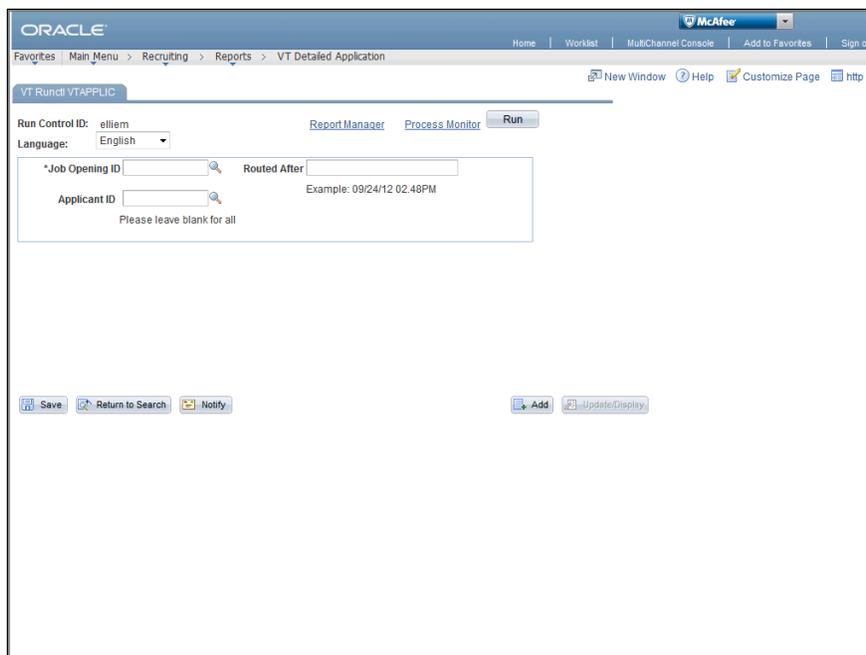


Step	Action
2.	Click the Main Menu button. 
3.	Click the Recruiting menu. 
4.	Click the Reports menu. 
5.	Click the VT Detailed Application menu. 

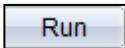


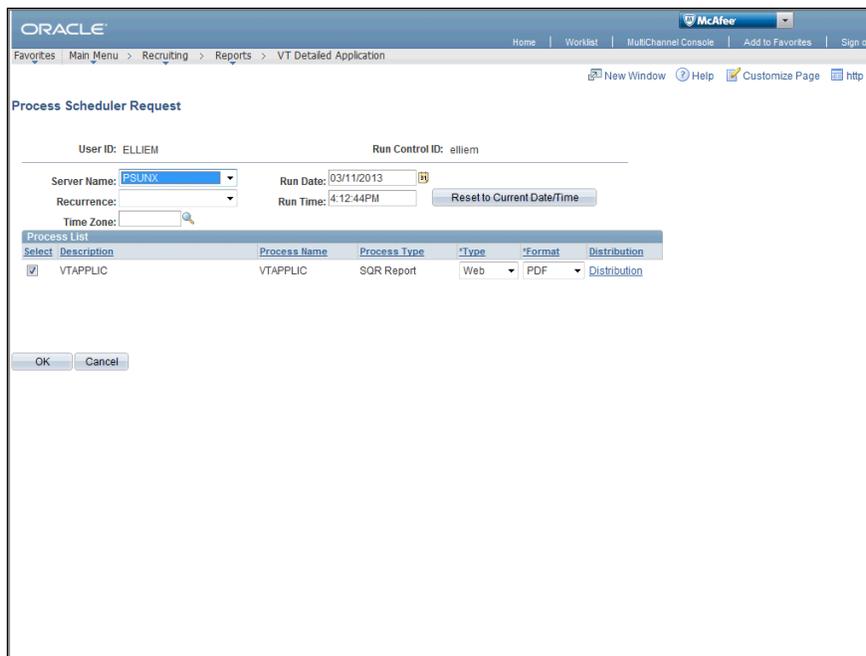
Step	Action
6.	Click in the Run Control ID field. 

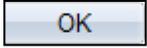
Step	Action
7.	The first time you use Reports, you will need to create a Run Control ID. A Run Control ID can be as simple as your first name and last initial. For this example, we will create the Run Control ID "elliem".
8.	Enter the desired information into the Run Control ID field. Enter " elliem ".
9.	Click the Add a New Value tab. 
10.	Click the Add link. 

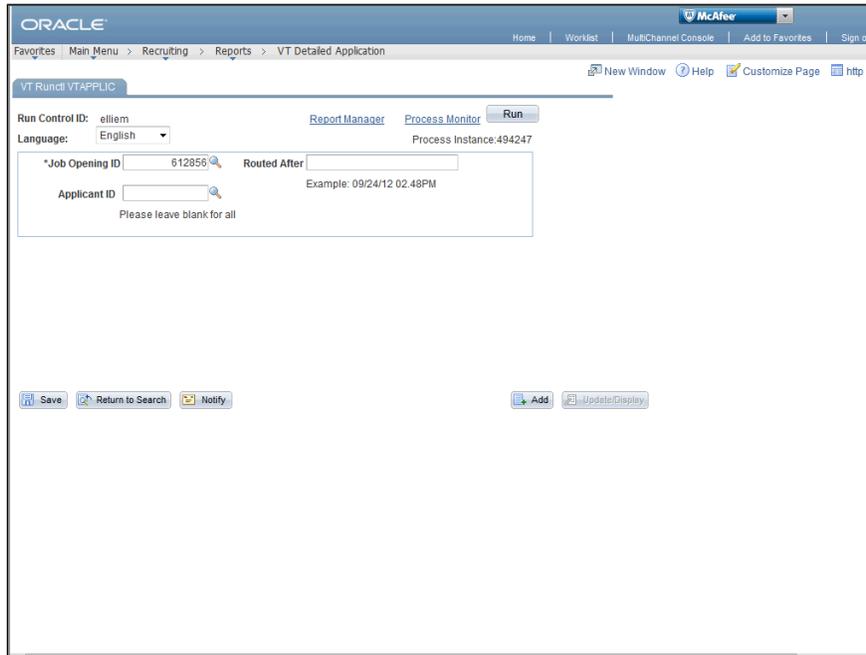


Step	Action
11.	Enter the desired information into the Job Opening ID field. Enter " 612856 ".

Step	Action
12.	<p>To retrieve applications for all routed candidates, enter Job Opening ID, but leave Routed After and Applicant ID fields blank</p> <p>If you want to retrieve the application of a specific individual, enter their Applicant ID in the appropriate field.</p> <p>If you want to limit your results to recent applications, enter a date in the Routed After field.</p>
13.	<p>Click the Run button.</p> 



Step	Action
14.	<p>Click the OK button.</p> 



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

View Process Request For

User ID: ELLIEM Type: Last 1 Days Refresh

Server: Name: Instance: to

Run Status: Distribution Status: Save On Refresh

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

Go back to VT Detailed Application

Save Notify

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.

View Process Request For

User ID: ELLIEM Type: Last 1 Days Refresh

Server: Name: Instance: to

Run Status: Distribution Status: Save On Refresh

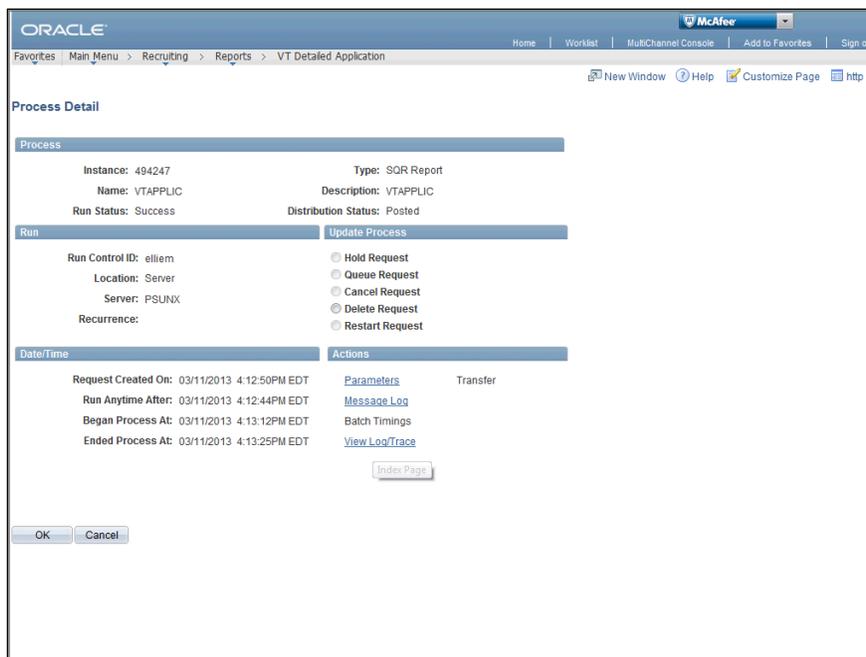
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	494247		SQR Report	VTAPPLIC	ELLIEM	03/11/2013 4:12:44PM EDT	Queued	N/A	Details
<input type="checkbox"/>	494246		SQR Report	VTAPPLIC	ELLIEM	03/11/2013 4:06:23PM EDT	Success	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

Go back to VT Detailed Application

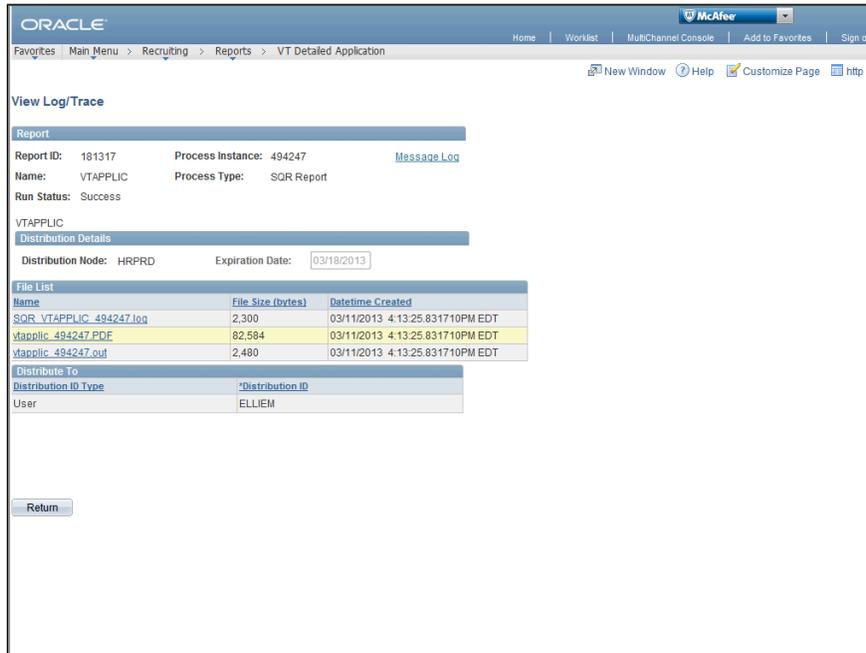
Save Notify

Process List | Server List

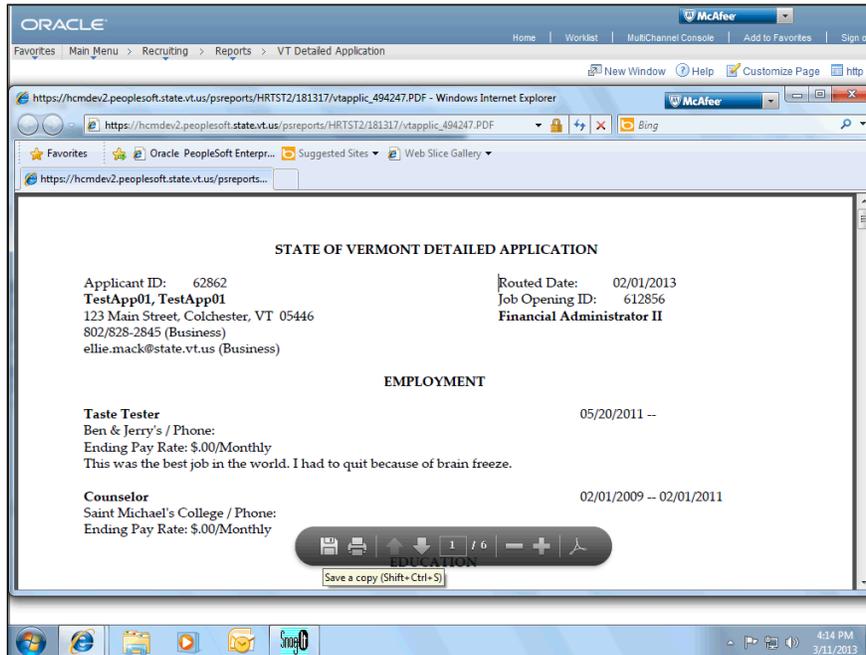
Step	Action
17.	Click the Refresh button. 
18.	Click the Details link. 

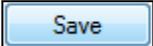


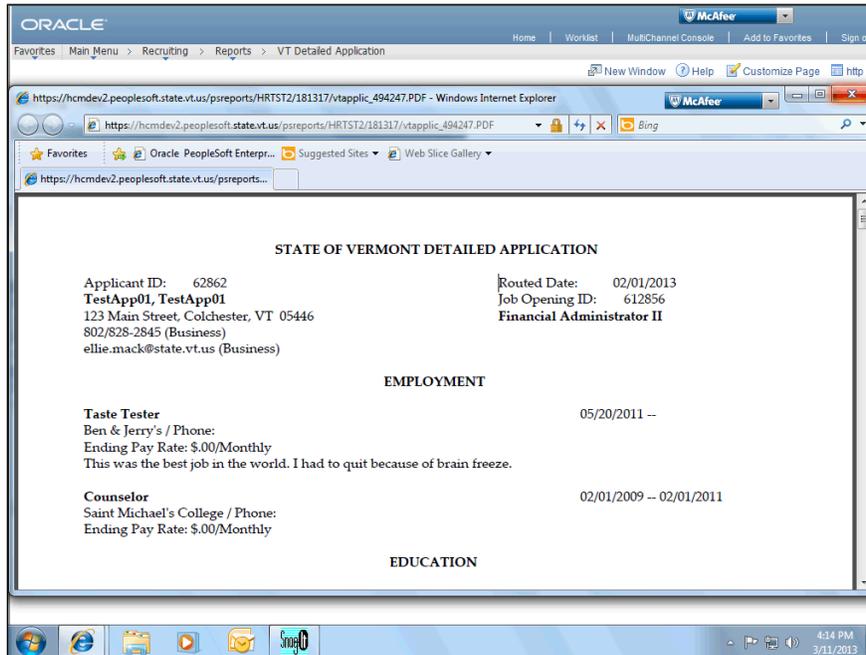
Step	Action
19.	Click the View Log/Trace link. 



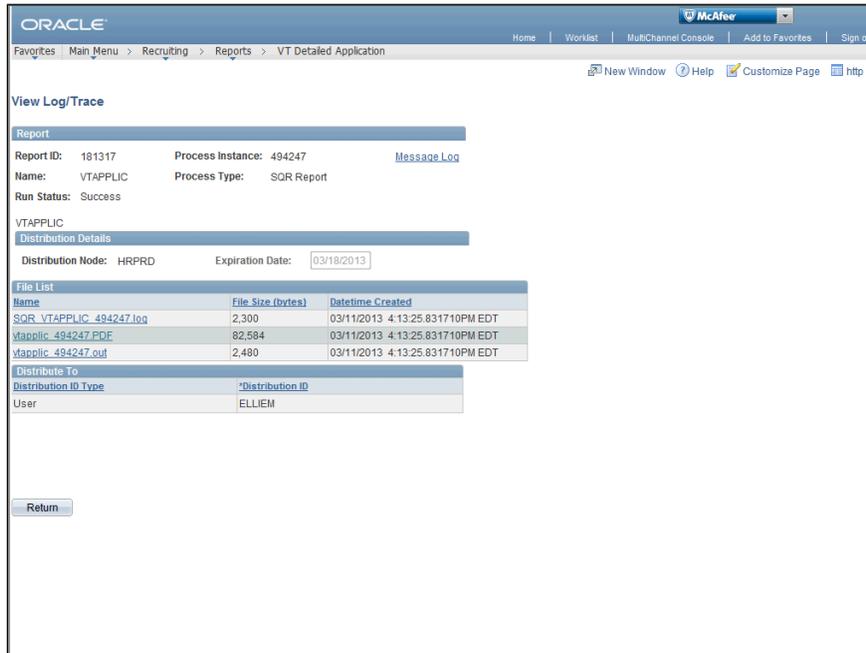
Step	Action
20.	<p>Find the PDF file.</p> <p>Click the vtapplic_494247.PDF link.</p> <p>vtapplic_494247.PDF</p>



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



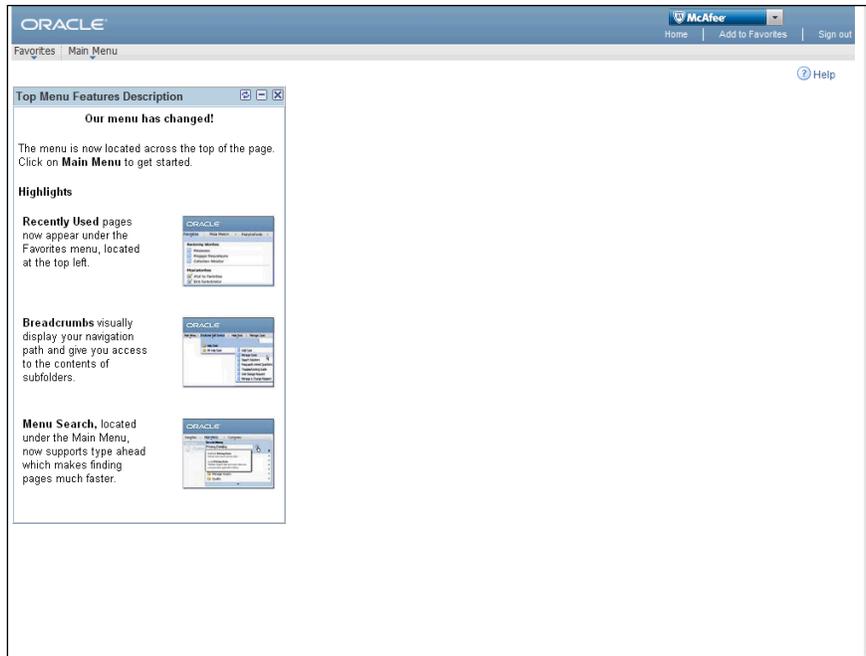
Step	Action
23.	Click the Close button. 



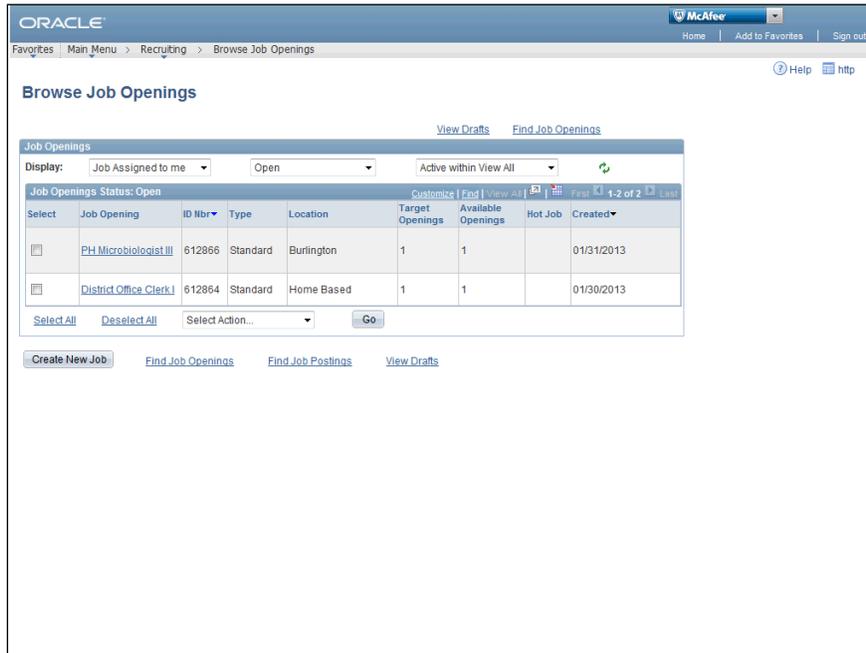
Step	Action
24.	Click the Home link. 
25.	End of Procedure.

Recruitment_Schedule An Interview

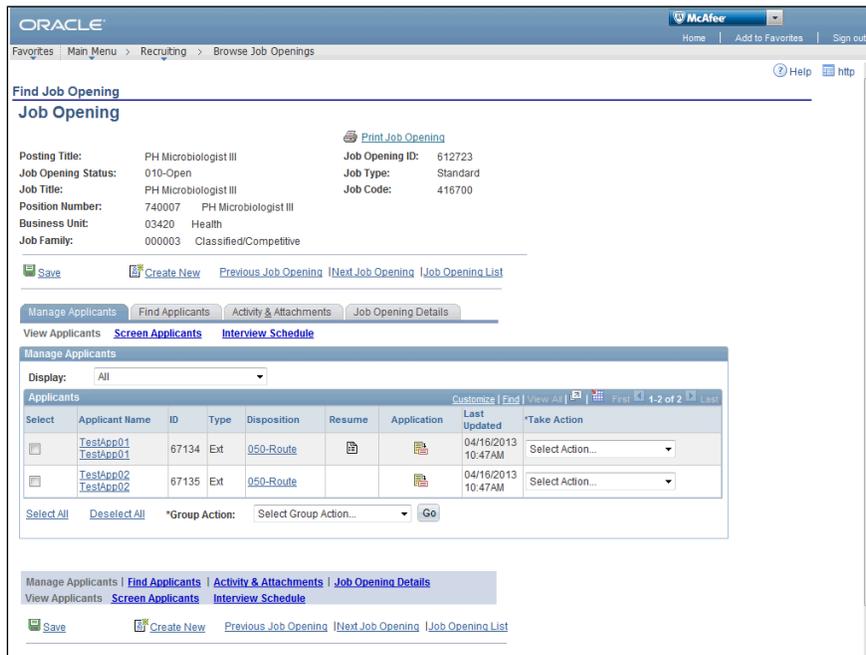
Procedure



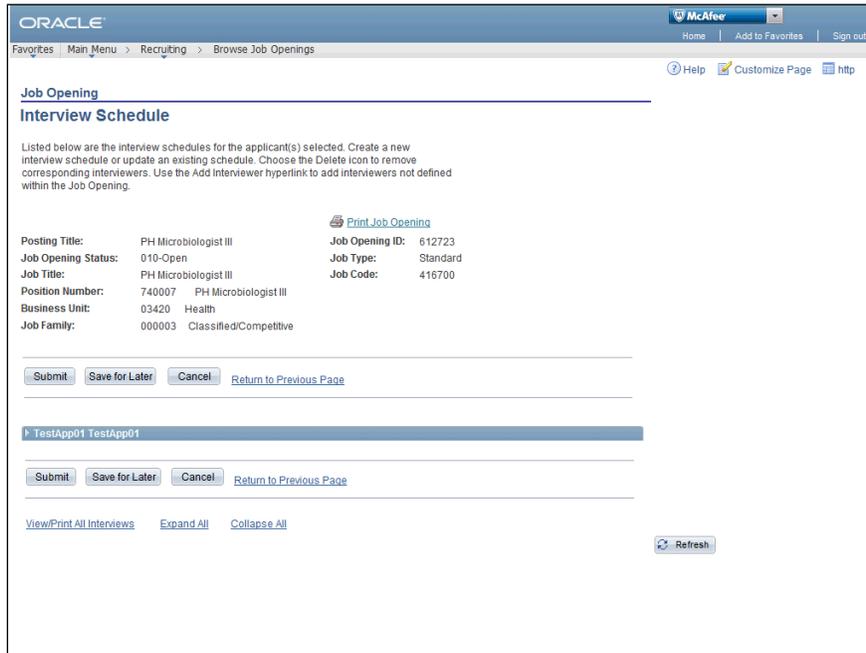
Step	Action
1.	Click the Main Menu button. 
2.	Click the Recruiting menu. 
3.	Click the Browse Job Openings menu. 

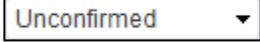
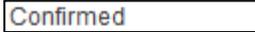
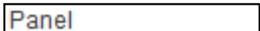


Step	Action
4.	<p>Select the Job Opening.</p> <p>For this example: Click the PH Microbiologist III link.</p> <p>PH Microbiologist III</p>



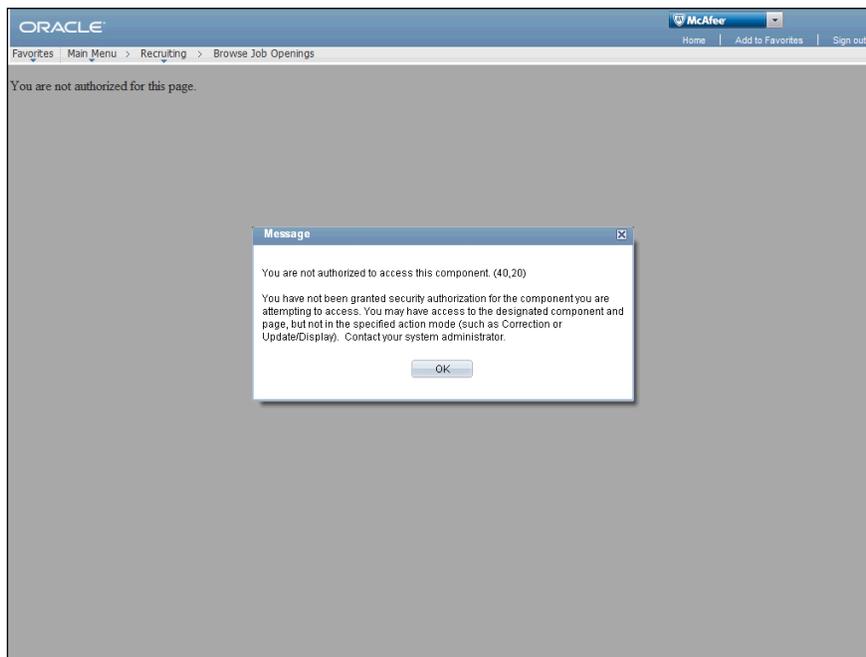
Step	Action
5.	Click the Take Action list. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Select Action... ▼</div>
6.	Click the Manage Interviews list item. <div style="border: 1px solid black; padding: 2px; display: inline-block; background-color: #0070C0; color: white;">Manage Interviews</div>



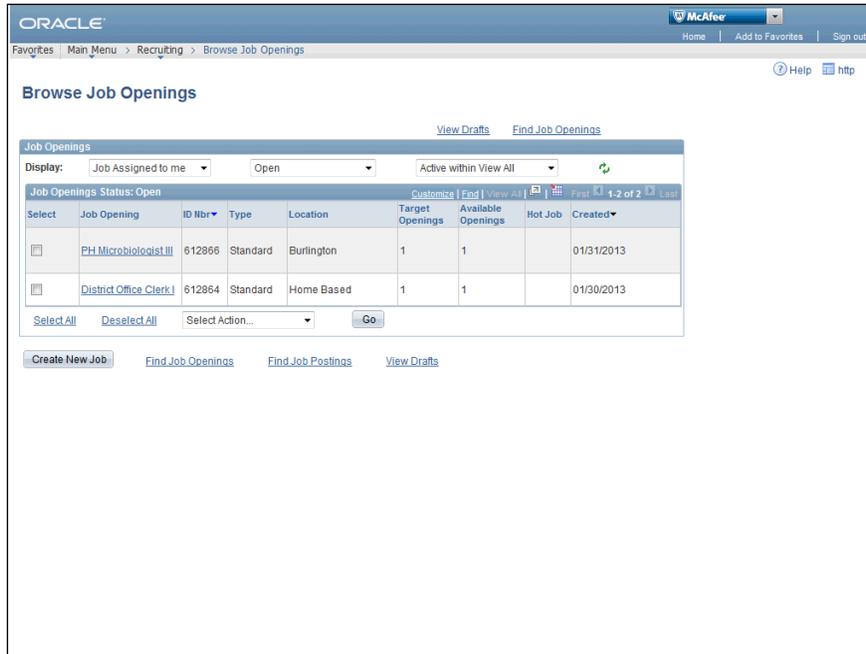
Step	Action
7.	Click the Expand section button. 
8.	Click the Expand section button. 
9.	Click the Interview Status list. 
10.	Click the Confirmed list item. 
11.	Click the Interview Type list. 
12.	Click the Panel list item. 

Step	Action
13.	Click the Calendar Icon button. 
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.

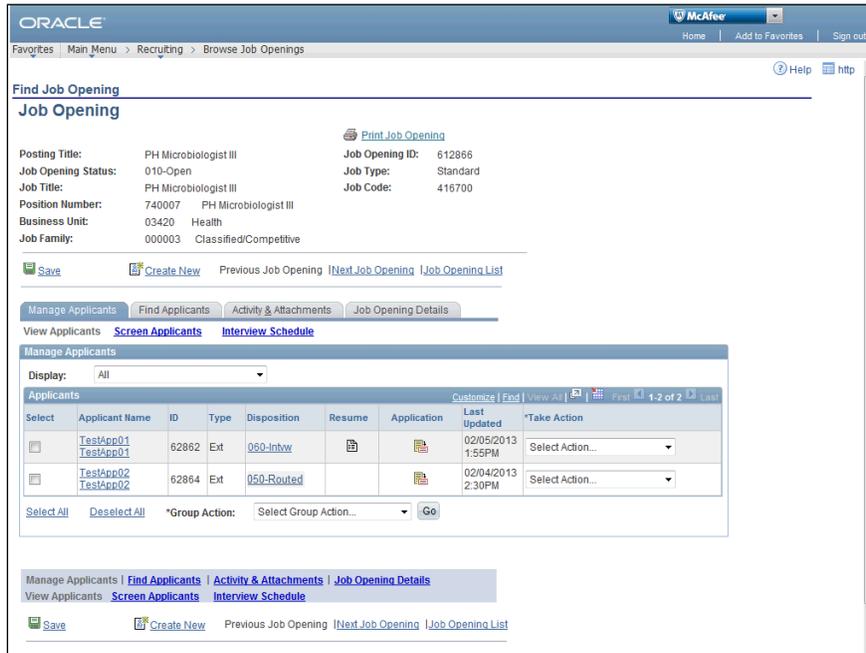
Step	Action
25.	Return to the top of the page. Click the Scroll bar scrollbar box.
26.	Click the Submit button. 
27.	Once the Hiring Manager clicks Submit, the error message shown above will appear. <u>Do not worry!</u> The interview information did save and the appointment was created/updated. To navigate back to the Job Opening, click Browse Job Openings in the breadcrumb navigation.



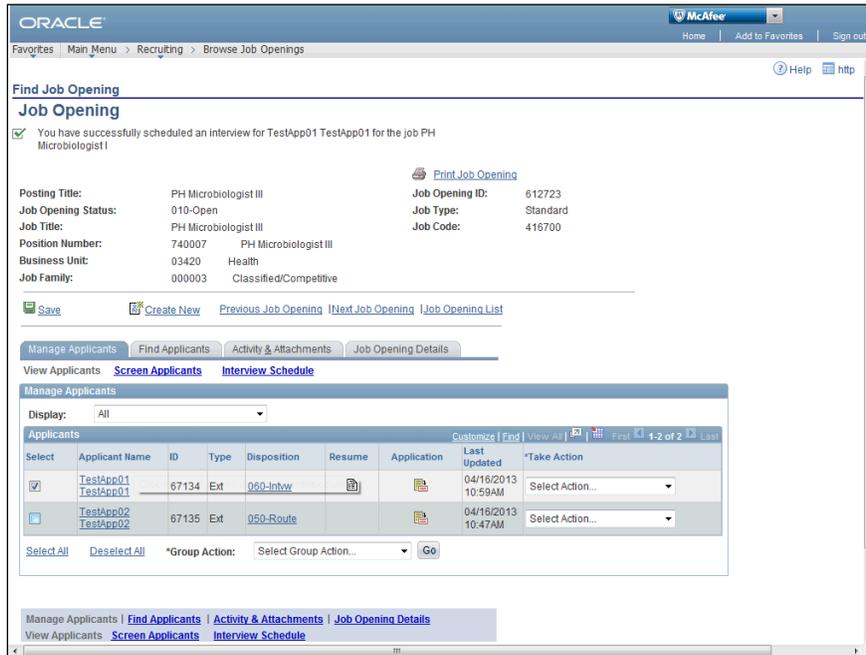
Step	Action
28.	Click the Browse Job Openings link. 

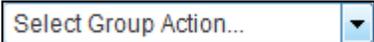


Step	Action
29.	<p>Select the Job Opening.</p> <p>For this example: Click the PH Microbiologist III link.</p> <p>PH Microbiologist III</p>



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>

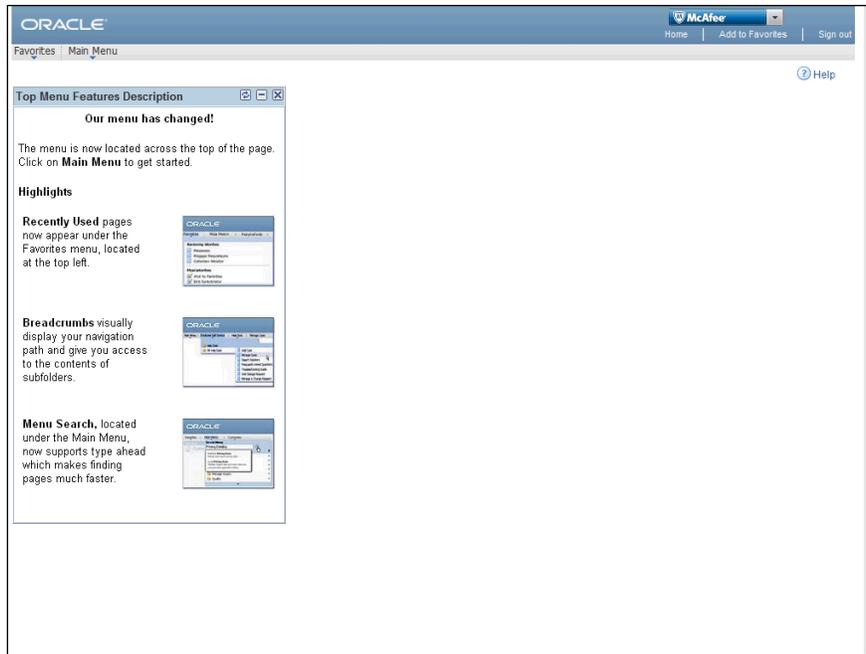


Step	Action
32.	Click the Select option. 
33.	Click the Select option. 
34.	Click the Group Action list. 
35.	Click the Manage Interview option. 
36.	Click the Go button. 
37.	Expand the row for each applicant. For each interview, follow steps outlined in this tutorial. Once you have entered the interview information for each applicant, click Submit.

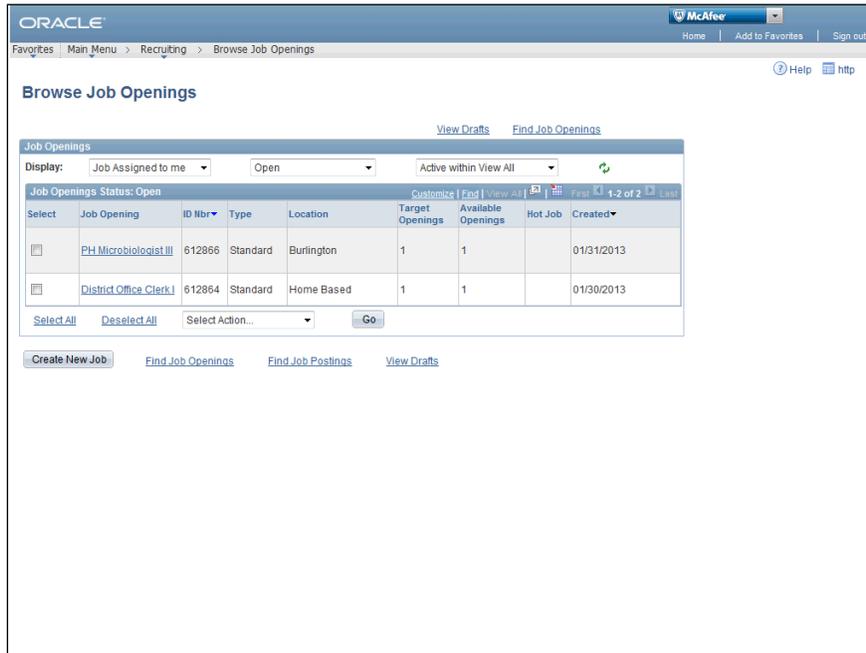
Step	Action
38.	End of Procedure.

Recruitment_Update Interview Status

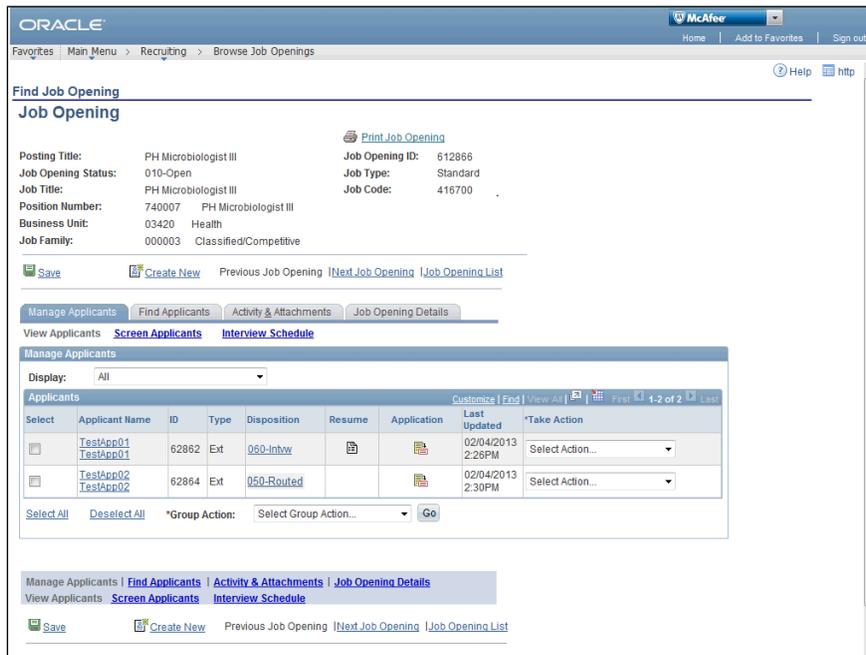
Procedure



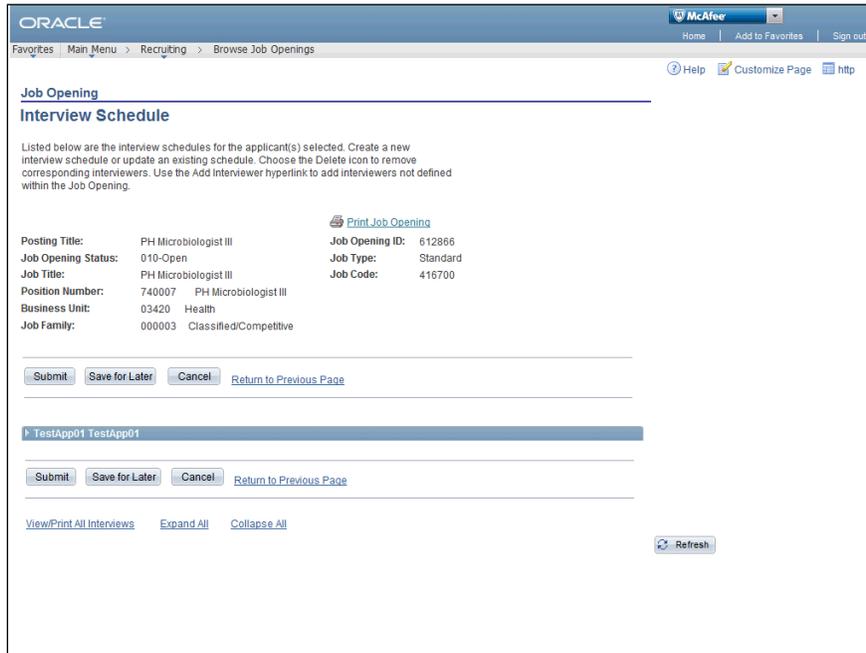
Step	Action
1.	Click the Main Menu button. 
2.	Click the Recruiting menu. 
3.	Click the Browse Job Openings menu. 

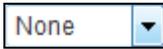
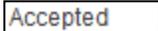
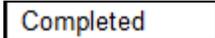
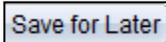


Step	Action
4.	<p>Select the Job Opening.</p> <p>For this example: Click the PH Microbiologist III link.</p> <p>PH Microbiologist III</p>

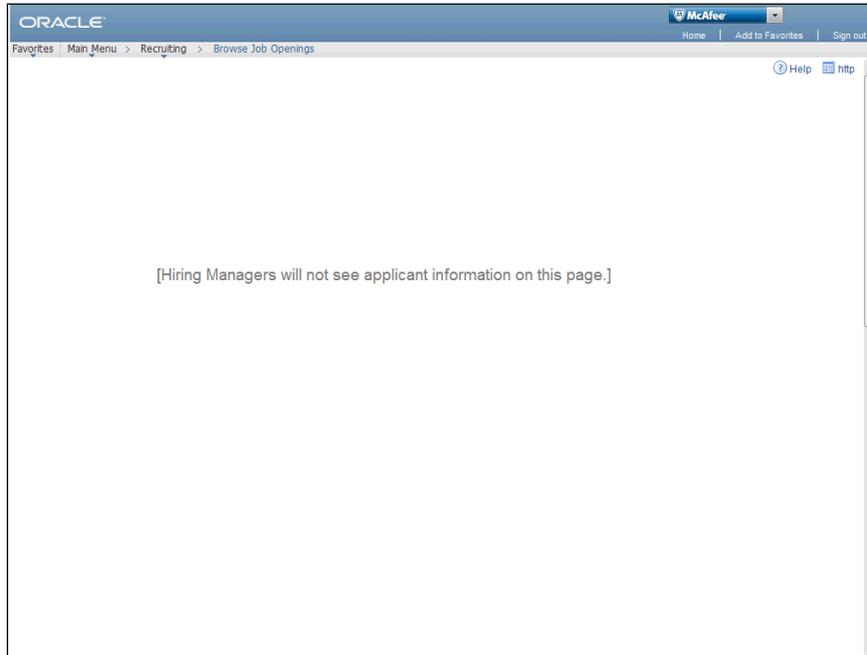


Step	Action
5.	Click the Take Action list. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Select Action... ▾</div>
6.	Click the Manage Interviews list item. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Manage Interviews</div>

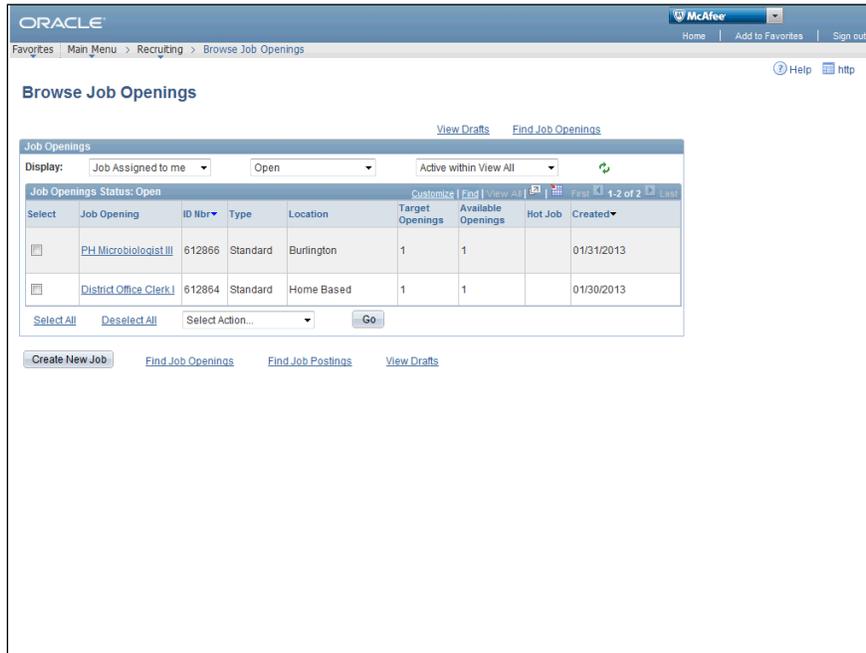


Step	Action
7.	Click the Expand section button. 
8.	Click the Applicant Appointment Status list. 
9.	Click the Accepted list item. 
10.	Click the Interview Status list. 
11.	Click the Completed list item. 
12.	Click the Save for Later button. 

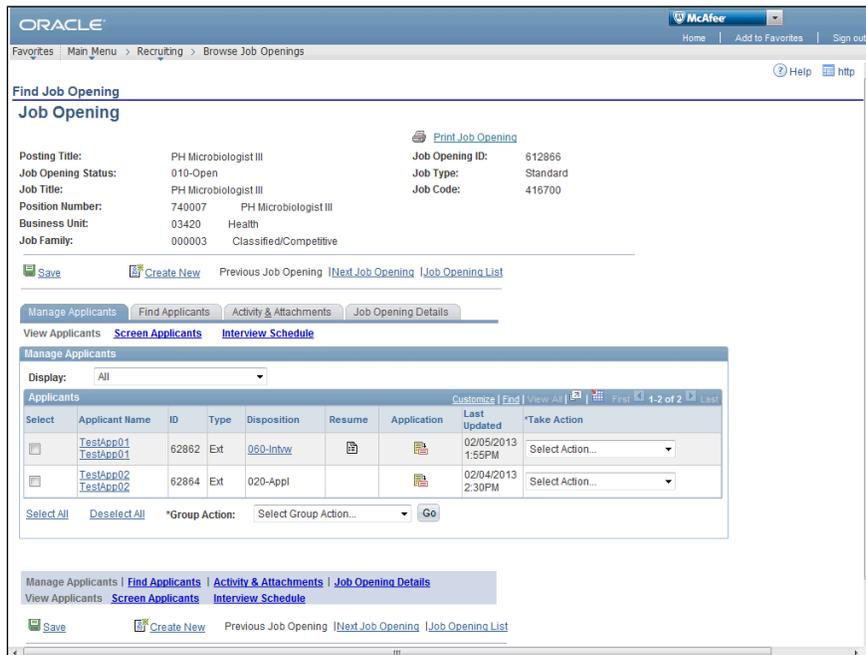
Step	Action
13.	Click the Return to Previous Page link. Return to Previous Page



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



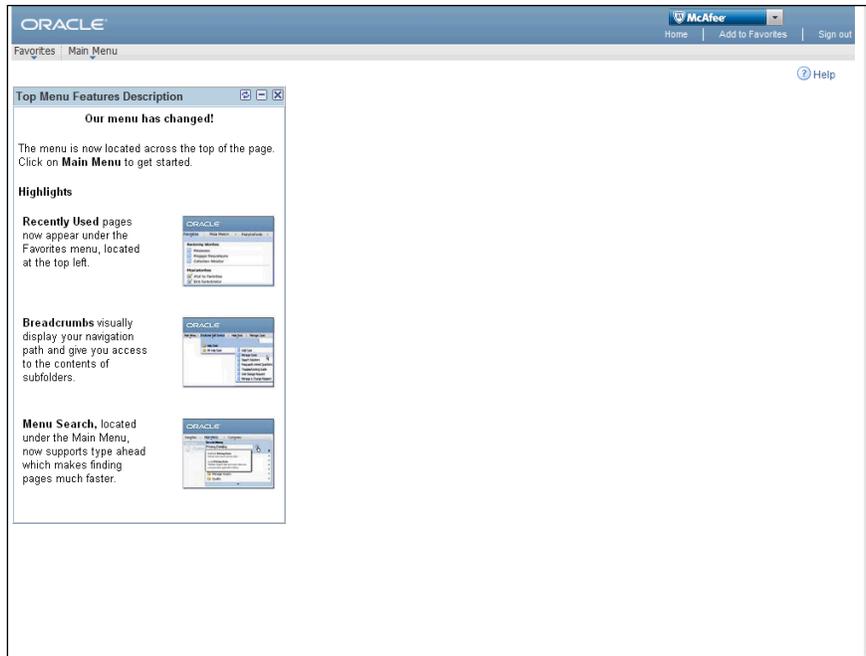
Step	Action
15.	<p>Select the Job Opening.</p> <p>For this example: Click the PH Microbiologist III link.</p> <p>PH Microbiologist III</p>



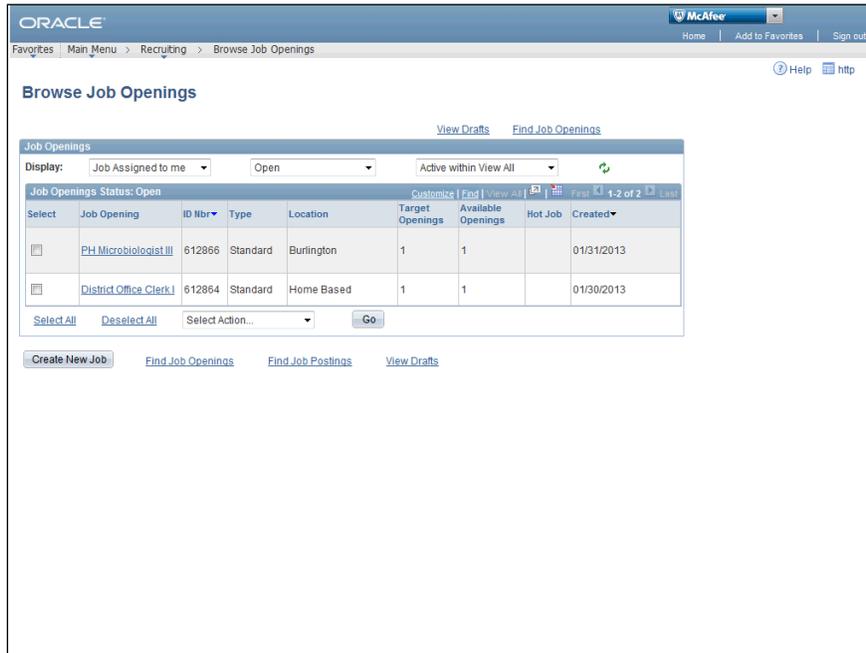
Step	Action
16.	Click the Home link.
17.	End of Procedure.

Recruitment_Forward Applicant

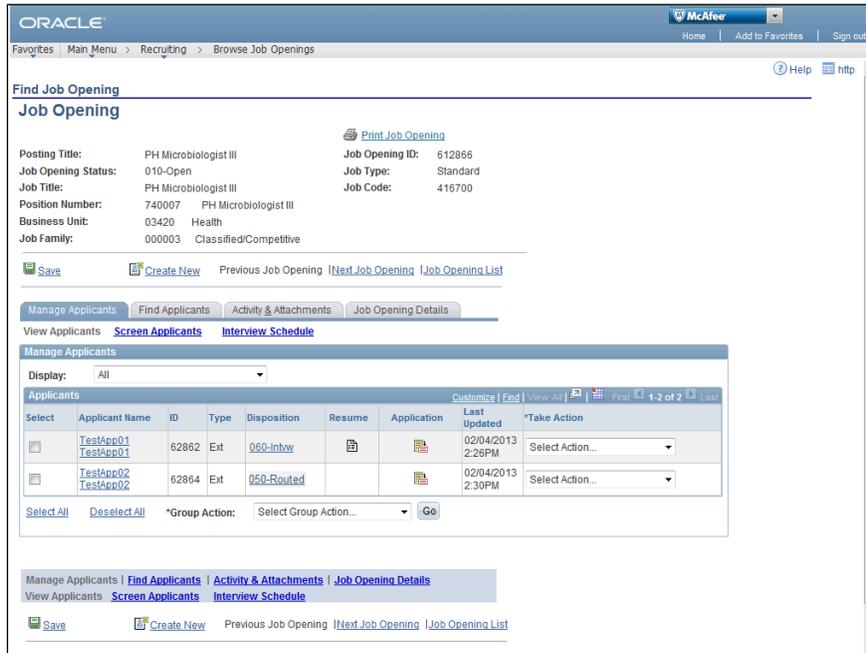
Procedure



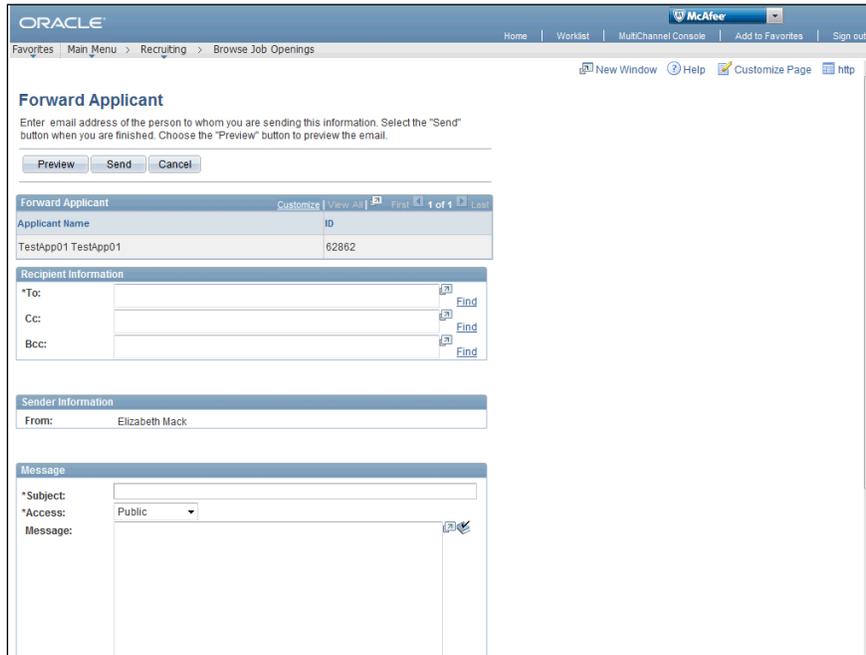
Step	Action
1.	Click the Main Menu button. 
2.	Click the Recruiting menu. 
3.	Click the Browse Job Openings menu. 

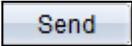


Step	Action
4.	<p>Select the Job Opening.</p> <p>For this example: Click the PH Microbiologist III link.</p> <p>PH Microbiologist III</p>



Step	Action
5.	Click the Take Action list. <div style="border: 1px solid black; padding: 2px; display: inline-block;"> Select Action... </div>
6.	Click the Forward Applicant list item. <div style="border: 1px solid black; padding: 2px; display: inline-block; background-color: #0070C0; color: white;"> Forward Applicant </div>



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.

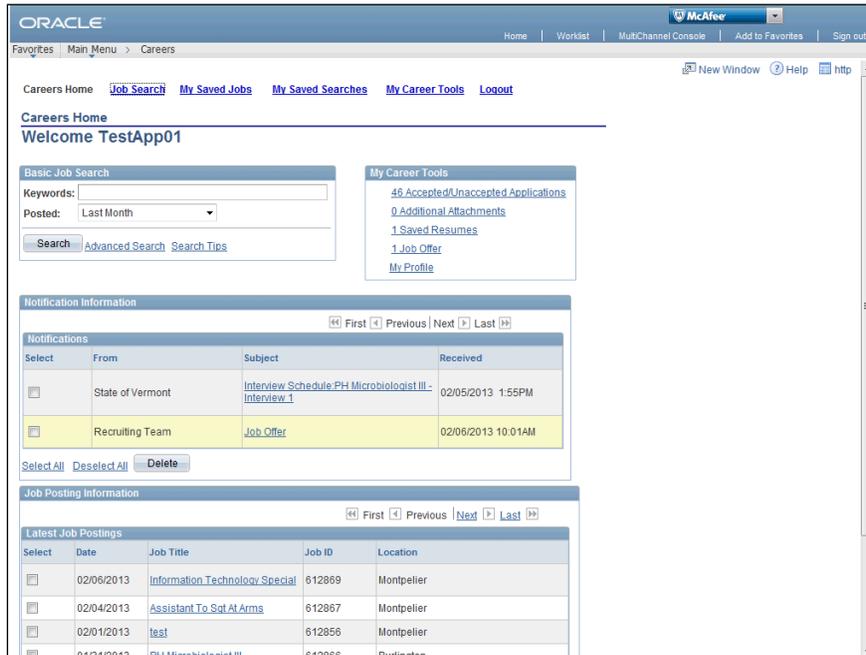
Recruitment_Applicant Accepts Job Offer

Procedure

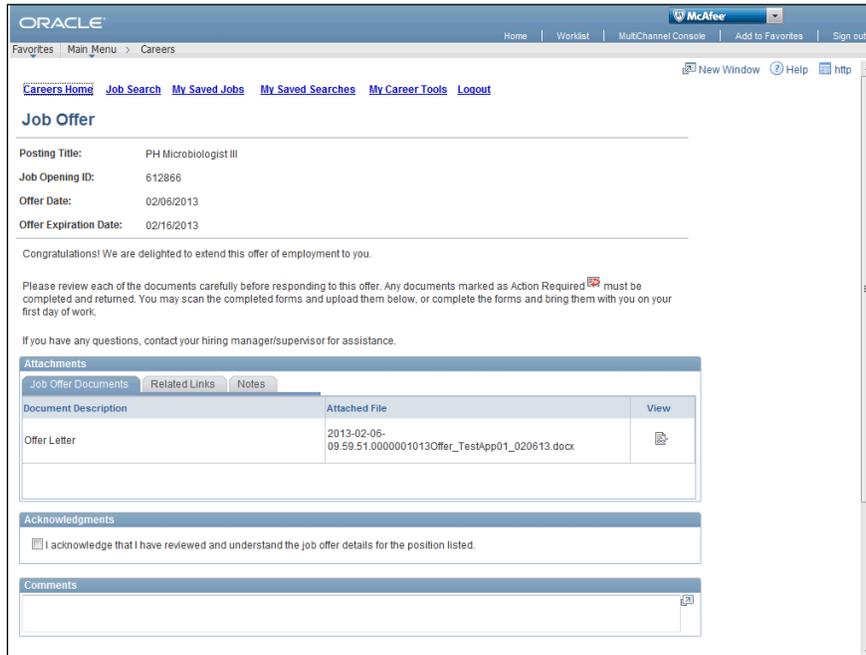
The screenshot shows the Oracle Careers website interface. At the top, there is a navigation bar with links for Home, Worklist, MultiChannel Console, Add to Favorites, and Sign out. Below this, there is a 'Careers' section with a login prompt: 'Enter your user name and password to login. If you have not yet registered, [Register Here](#).' The login form consists of two columns: 'Basic Job Search' with fields for 'Keywords' and 'Posted' (set to 'Last Month'), and 'Login' with fields for 'User Name' (containing 'testapp01') and 'Password' (masked with dots). A 'Login' button is visible in the bottom right of the login form. Below the login form is a 'Job Posting Information' section with a table of 'Latest Job Postings' and buttons for 'Select All', 'Deselect All', 'Save Selected Jobs', and 'Apply for Selected Jobs'.

Date	Job Title	Job ID	Location
02/06/2013	Information Technology/Special	612869	Montpelier
02/04/2013	Assistant To Sgt At Arms	612867	Montpelier
02/01/2013	test	612856	Montpelier
01/31/2013	PH Microbiologist III	612866	Burlington
01/30/2013	Civil Engineer I	612863	Montpelier

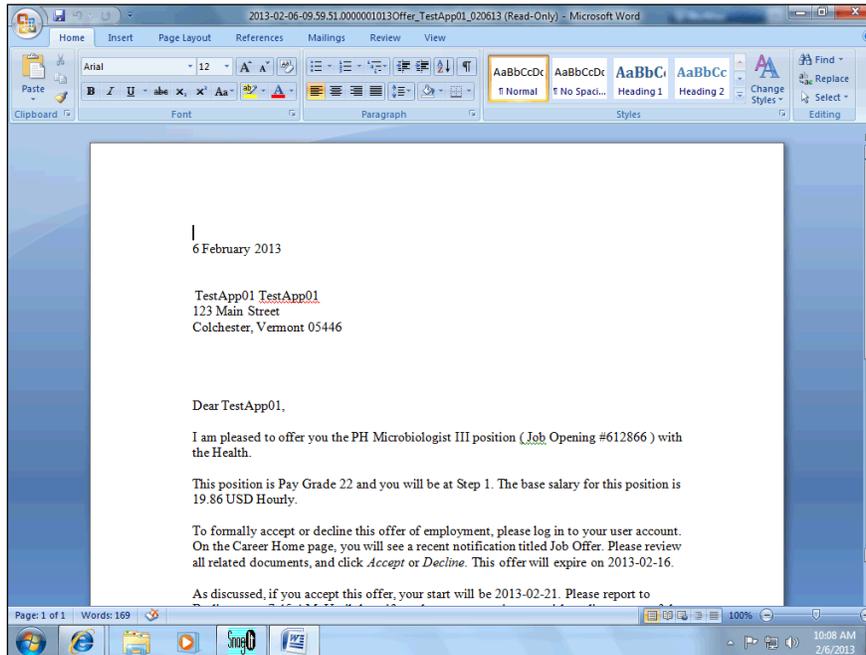
Step	Action
1.	Click the Login button. 



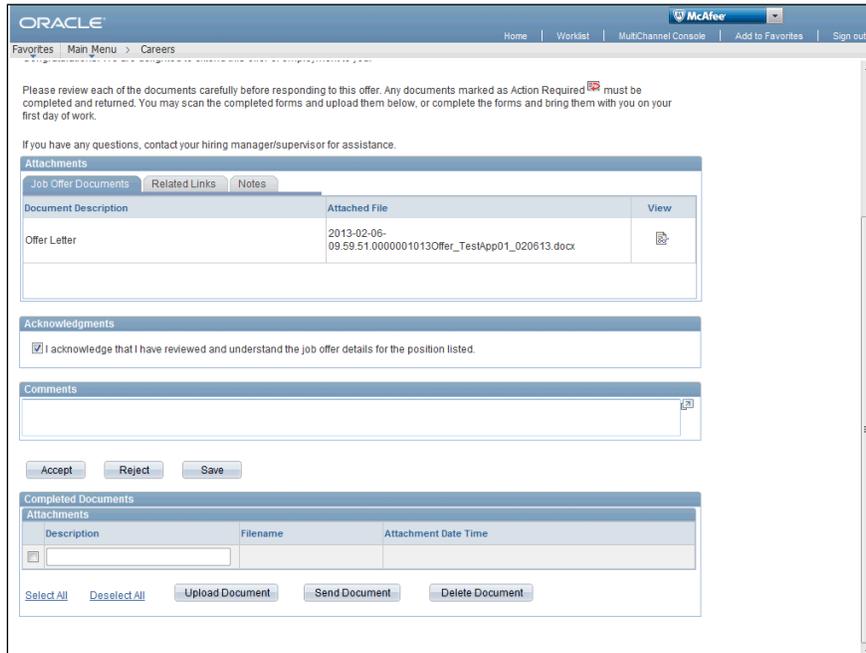
Step	Action
2.	Click the Job Offer link. Job Offer



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



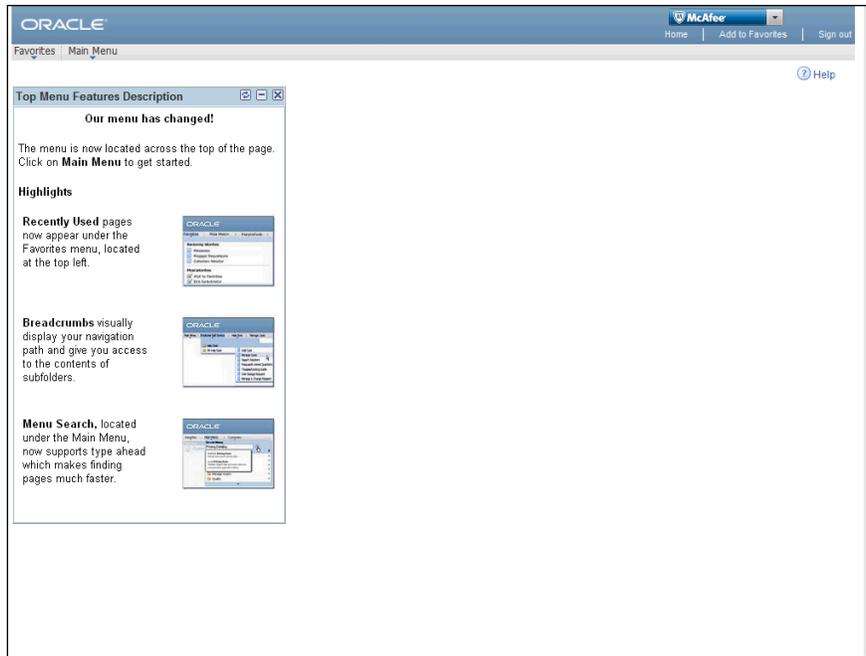
Step	Action
4.	Review the offer letter. Click the Close button. 



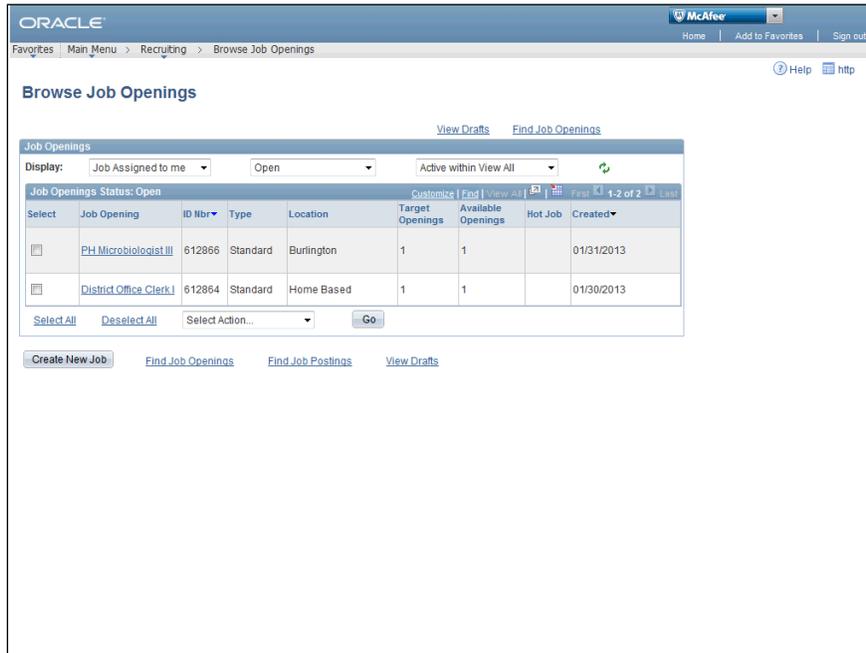
Step	Action
5.	Click the acknowledgement checkbox option. <input checked="" type="checkbox"/>
6.	Click the Accept button. <input type="button" value="Accept"/>
7.	Click the OK button. <input type="button" value="OK"/>
8.	Click the OK button. <input type="button" value="OK"/>
9.	Click the Careers Home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

Recruitment_Reject Applicant & Send Correspondence

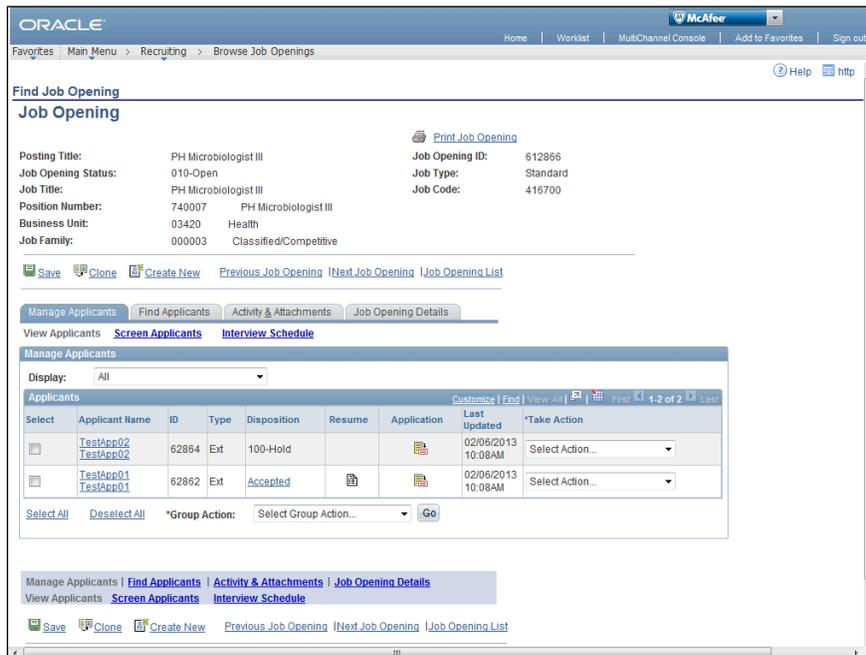
Procedure



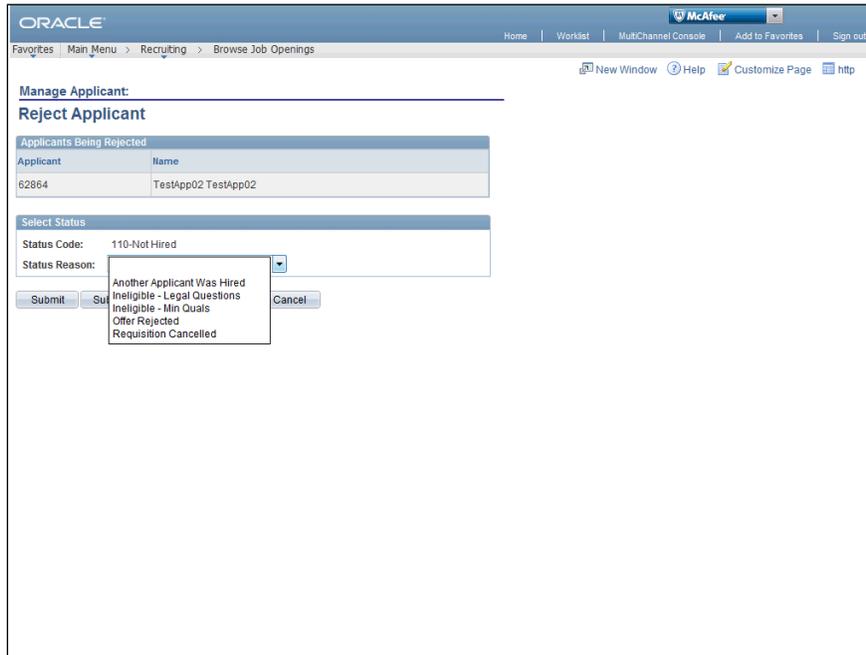
Step	Action
1.	Click the Main Menu button. 
2.	Click the Recruiting menu. 
3.	Click the Browse Job Openings menu. 

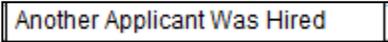


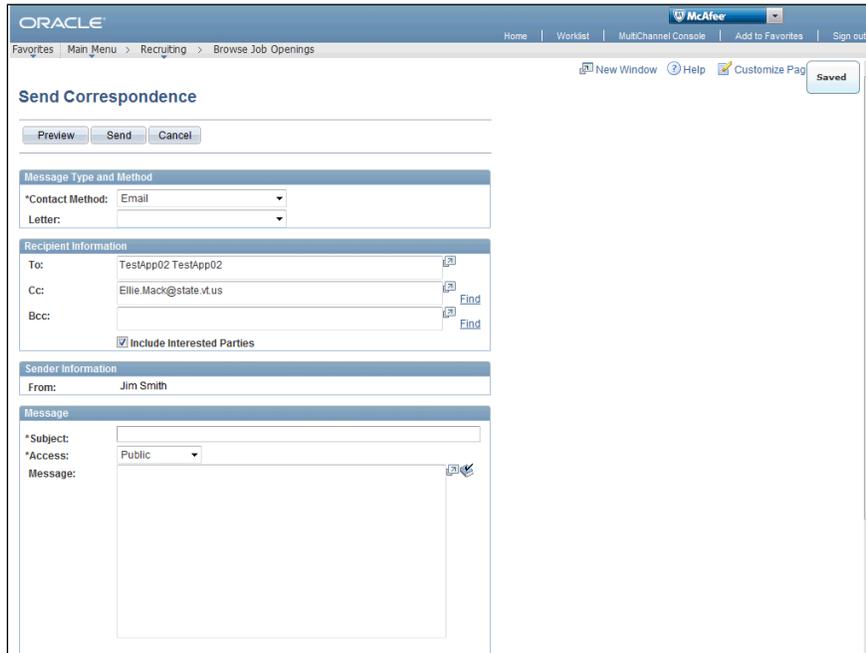
Step	Action
4.	<p>Select the Job Opening.</p> <p>For this example: Click the PH Microbiologist III link.</p> <p>PH Microbiologist III</p>



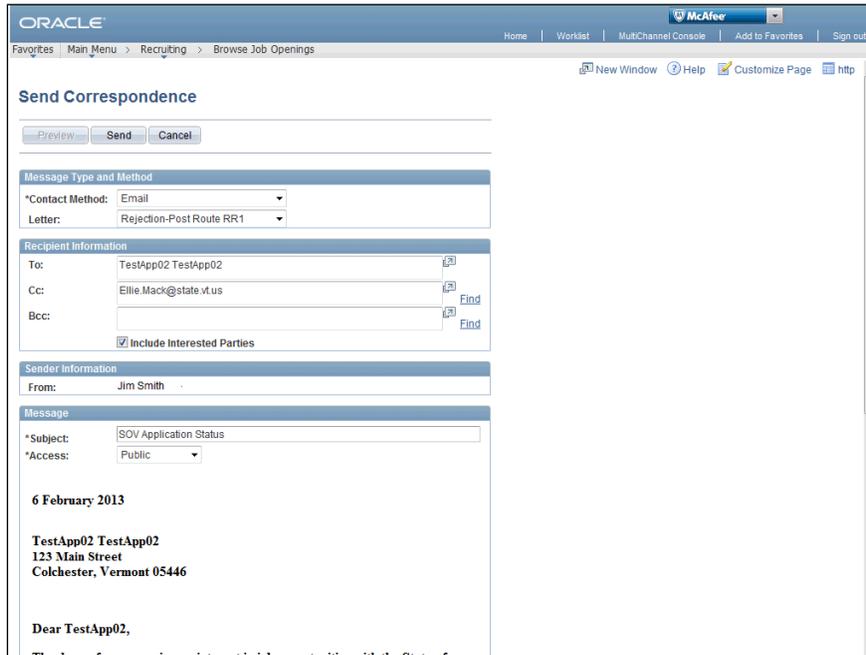
Step	Action
5.	Click the Take Action list. <div style="border: 1px solid black; padding: 2px; display: inline-block;"> Select Action... </div>
6.	Click the Reject Applicant list item. <div style="border: 1px solid black; padding: 2px; display: inline-block; background-color: #0070C0; color: white;"> Reject Applicant </div>



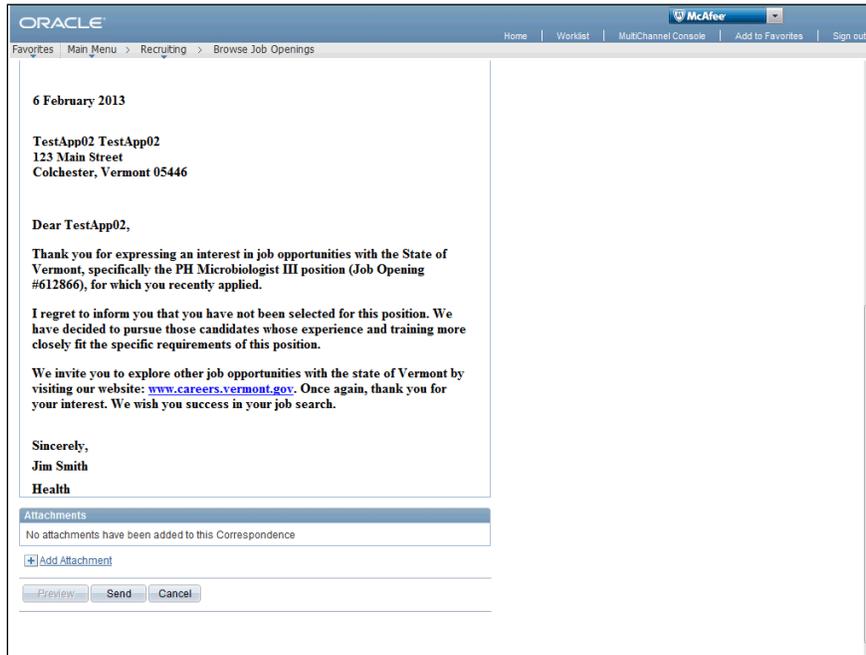
Step	Action
7.	Click the Another Applicant was Hired list item. 
8.	Click the Submit & Send Correspondence button. 



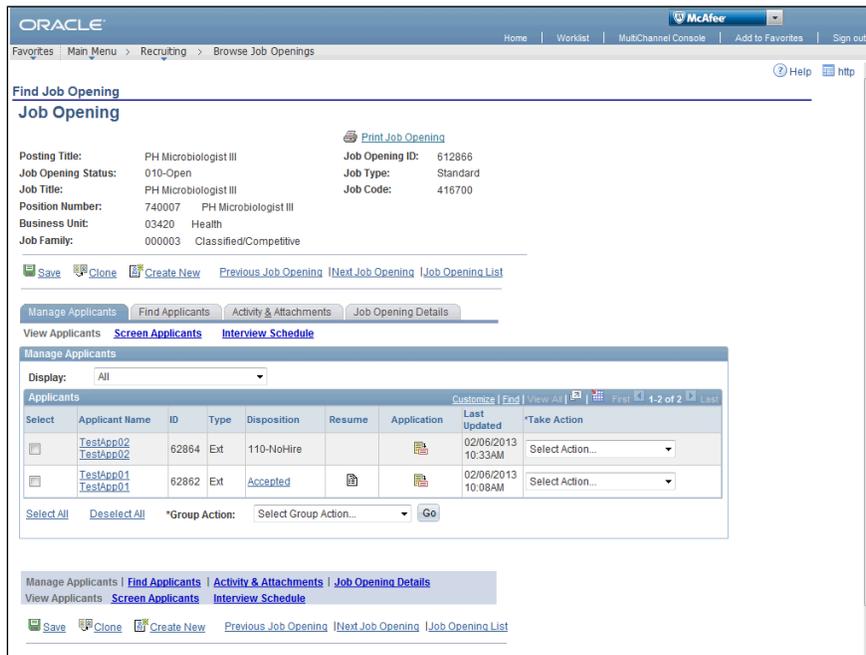
Step	Action
9.	Click the Letter list. <div style="border: 1px solid black; width: 200px; height: 20px; margin-left: 20px; display: flex; align-items: center; justify-content: flex-end; padding-right: 5px;">▼</div>
10.	There are two standard rejection letters: Interviewed IR: Rejection letter to someone who was interviewed for the position. Post Route RR1: Rejection letter to someone who was on the Routed Candidate List but NOT interviewed. 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; align-items: center; justify-content: center; padding: 2px;">Rejection - Post Route RR1</div>
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; align-items: center; justify-content: center; padding: 2px;">Preview</div>



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



Step	Action
14.	Click the Send button. <input data-bbox="362 1163 492 1209" type="button" value="Send"/>



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

Prepare Job Offer

Resource for Field DHR

Navigate to the Job Opening: Main Menu > Recruiting > Browse Job Openings or Find Job Openings

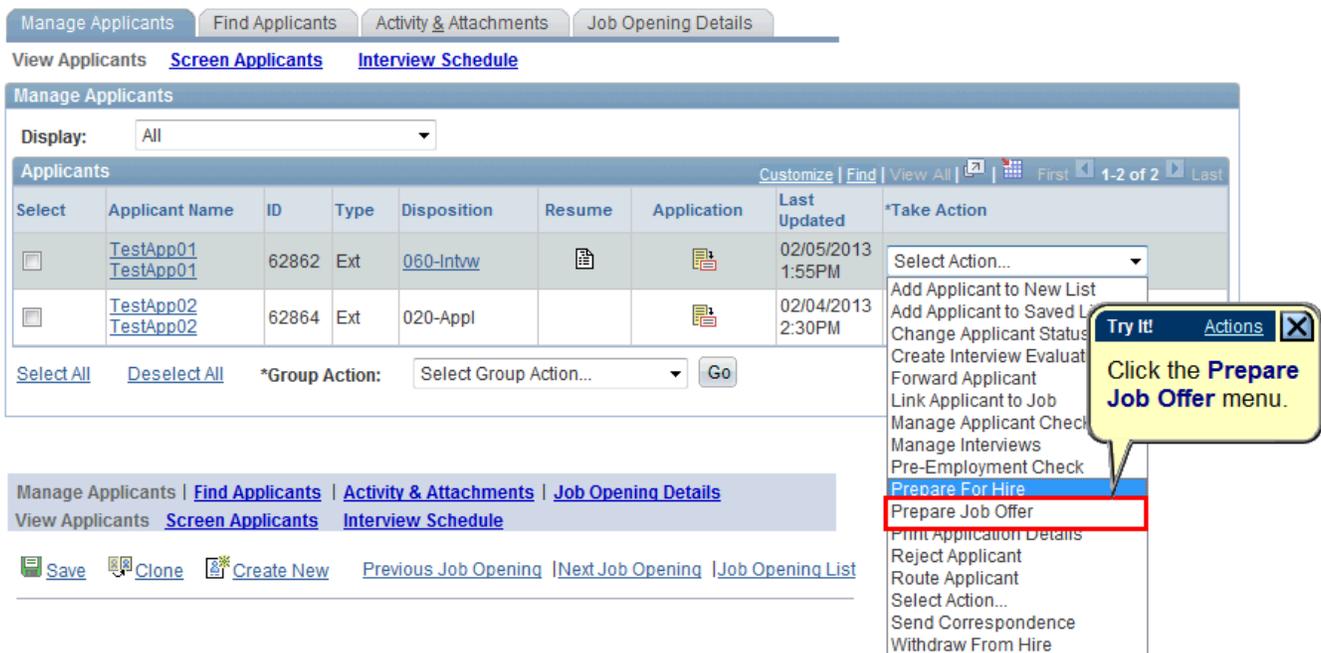
IMPORTANT!

Before you prepare an offer letter, confirm the Hiring Manager has indicated which candidates were interviewed in the system. If they have done this, you will see candidates with the status 060-Interview.

Navigate to the Prepare Job Offer page

Identify the candidate selected for offer. The candidate should be in 060-Interview status.

Click "Prepare Job Offer" from the Take Action dropdown menu.



The screenshot shows the 'Manage Applicants' interface. At the top, there are tabs for 'Manage Applicants', 'Find Applicants', 'Activity & Attachments', and 'Job Opening Details'. Below these are links for 'View Applicants', 'Screen Applicants', and 'Interview Schedule'. The main area is titled 'Manage Applicants' and features a 'Display:' dropdown set to 'All'. Below this is a table of applicants with columns: Select, Applicant Name, ID, Type, Disposition, Resume, Application, Last Updated, and *Take Action. Two applicants are listed: 'TestApp01' (ID 62862, Disposition 060-Intw) and 'TestApp02' (ID 62864, Disposition 020-App). The 'Take Action' dropdown for the first applicant is open, showing options like 'Add Applicant to New List', 'Change Applicant Status', and 'Prepare Job Offer'. The 'Prepare Job Offer' option is highlighted with a red box. A yellow callout box with a blue border and 'Try It!' header points to this option, containing the text 'Click the Prepare Job Offer menu.' Below the table are links for 'Select All', 'Deselect All', and a '*Group Action:' dropdown with a 'Go' button. At the bottom of the interface, there are more navigation links and icons for 'Save', 'Clone', 'Create New', 'Previous Job Opening', 'Next Job Opening', and 'Job Opening List'.

Before you begin, you should note....

- ✓ The Job Opening ID
- ✓ Is the position Limited or Temporary (if so, end date)
- ✓ Salary info of current employees
- ✓ Is there a Hire-into-Range?
- ✓ Has Tax Compliance been completed?
- ✓ Is Restoration applicable?
- ✓ Verify that you have SSN and DOB
- ✓ Start date



This is the Prepare Job Offer page.

Manage Applicant: Elizabeth Mack

Prepare Job Offer

Applicant Name: [Elizabeth Mack](#) Date Entered: 06/17/2013
ID: 6418 [Print Job Opening](#)
Posting Title: Assistant Purchasing Agent Job Opening ID: 612957
Job Opening Status: 010-Open Job Type: Standard
Job Title: Assistant Purchasing Agent Job Code: 020000
Position Number: 061076 Assistant Purchasing Agent
Business Unit: 01150 Buildings & Gen Serv-Gov'tal
Job Family: 000003 Classified/Competitive

Offer

[Save for Later](#) [Submit](#) [Post](#) [Add Revised Offer](#) [Unpost](#) [Delete Offer](#) [Cancel](#) [Return to Previous Page](#)

Offer Details

Job Opening: 612957 Assistant Purchasing Agent
Business Unit: 01150
Position Number: 061076 Assistant Purchasing Agent
Job Code: 020000 Assistant Purchasing Agent
Offer Date: 06/17/2013
Commencement Date:
Offer Expiration Date: 06/27/2013
Hiring Manager: 05133 Deborah Damore
Recruiter: 25947 Elizabeth Mack
Created By: Elizabeth Mack

Applicant

Applicant Type: Employee Registered
Preferred Contact: Not Specified Notify

Status

*Status: 010-Extend
Reason:
[Generate Letter](#) [Email Applicant](#) [Upload Letter](#)

Offer Letter

Letter:
Date Printed:
[Generate Letter](#) [Email Applicant](#) [Upload Letter](#)

Recommended Salary Range

Job Offer Components

*Component	*Offer Amount	Currency	Frequency

[Add Offer Component](#)

Attachments

Job Offer Documents Related Links Notes
Source: Applicant Specific Document [Add Attachment](#)

Comments

Added By:
Last Updated By:
[Add Another Comment](#) Previous Comment Next Comment

[Save for Later](#) [Submit](#) [Post](#) [Add Revised Offer](#) [Unpost](#) [Delete Offer](#) [Cancel](#) [Return to Previous Page](#)

Steps to Prepare Job Offer

1. In **Commencement Date** field, enter start date. This is a required field – if the true start date is TBD, you can update the actual offer letter to say “to be determined.”
2. Note the **Offer Expiration** field. The system will default to 10 days, but you can change it if you wish. The offer expiration date must be before the commencement date.
3. Scroll to the **Offer Letter** section. Select a letter from the Letter dropdown menu.
 - a. HRS_OFF_LETTER_OF1 – Letter for internal candidates
 - b. HRS_OFF_LETTER_OF2 – Letter for external candidates
 - c. DO NOT enter a date in the *Date Printed* field. The date will populate automatically later in the process of creating the offer letter.
4. Click the expand section arrow next to **Recommended Salary Range**. You should see the pay range for the particular job, including minimum hourly rate.
5. Enter information using the dropdown menus under **Job Offer Components**.
 - a. **Component** = Base Salary
 - b. **Offer Amount** = Enter the hourly rate. Most jobs will be Step 1, which should be displayed above in the Recommended Salary Range section.
 - c. **Currency** = USD
 - d. **Frequency** = Hourly

ORACLE

Home | Worklist | MultiChannel

Favorites | Main Menu > Recruiting > Browse Job Openings

Recruiter:

Created By: Elizabeth Mack

Applicant

Applicant Type: External Applicant Registered

Preferred Contact: Not Specified Notify

Status

*Status: 010-Extend

Reason:

Offer Letter

Letter: HRS_OFF_LETTER_OF1 Date Printed:

Generate Letter Email Applicant Upload Letter

Recommended Salary Range

	Step 1 Minimum	Midpoint	Maximum
Hourly	19.860000	25.440000	31.010000
Daily	158.880000	203.520000	248.080000
Monthly	3442.400	4409.600	5375.070
Annual	41308.800	52915.200	64500.800

Job Offer Components

*Component	Offer Amount	Currency	Frequency
Base Salary	<input type="text"/>	<input type="text"/>	<input type="text"/>

+ Add Offer Component

Attachments

Job Offer Documents | Related Links | Notes

Source: Applicant Specific Document [Add Attachment](#)

- You are ready to submit the basic information for this job offer. Scroll to the bottom of the page and click **Submit**. Once you click submit, the applicant's status will officially change to *Offer*, but the applicant will NOT receive a letter or e-mail yet.

The next several steps will explain how to generate the actual offer letter that will be posted in the applicant's account. There are two way to attach an offer letter.

****Method 1 – Generate Letter from VTHR and Upload Revised Version****

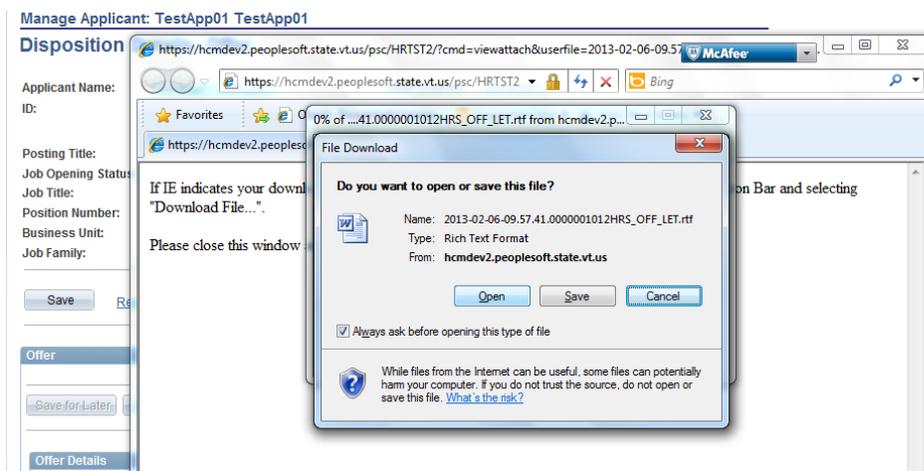
- Navigate back to the **Offer Letter** section. You will notice the links are now active.
- HOLD DOWN THE CONTROL KEY and click *Generate Letter*. Be patient. It may take several seconds for the document to open.**

*****If you don't hold down the control key, follow the steps listed under Method 2*****

The screenshot shows a web form for managing an applicant. The 'Offer Letter' section includes a dropdown menu for 'Letter' set to 'HRS_OFF_LETTER_OF1', a 'Date Printed' field, and three buttons: 'Generate Letter' (highlighted with a red box), 'Email Applicant', and 'Upload Letter'. Below this is a table for 'Job Offer Components' with columns for Component, Offer Amount, Currency, and Frequency. The table shows a 'Base Salary' of 19.860000 USD on a 'Hourly' frequency.

Component	Offer Amount	Currency	Frequency
Base Salary	19.860000	USD	Hourly

- When prompted by Microsoft Work, click **Open**.



10. Edit the offer letter as needed.
11. When you are done editing the letter, save the document to your computer. Close Microsoft Word.
12. On the Prepare Offer Letter Page, click on the **Upload Letter** link. Locate document on your PC.

Once you have uploaded the revised offer letter, it is necessary to remove the original version of the letter that was generated by the system. To do this, follow the steps below:

13. Scroll to the bottom of the page and click **Edit Offer**.
14. Delete the original offer letter by clicking the trashcan icon.
15. Option: Select the **“Action Required”** checkbox. This will require applicants to view the document before they are able to accept the offer. If you do not want this option, leave the box unchecked.
16. Click **Submit**. Page will refresh.

The screenshot shows the Oracle HR system interface. At the top, there is a navigation bar with 'ORACLE' and 'McAfee' logos, and links for 'Home', 'Worklist', and 'MultiChannel Console'. Below this is a breadcrumb trail: 'Favorites > Main Menu > Recruiting > Find Job Openings'. The main content area is divided into several sections:

- Recommended Salary Range**: A section with a blue header.
- Job Offer Components**: A table with columns for Component, Offer Amount, Currency, and Frequency. The first row shows 'Base Salary' with an amount of 19.860000, USD currency, and Hourly frequency. There is a trash icon for each row.
- Attachments**: A section with tabs for 'Job Offer Documents', 'Related Links', and 'Notes'. It contains a table with columns for Document Description, Attached File, Action Required, and View. The first row is highlighted in yellow, and its 'Action Required' and 'View' columns are highlighted with red boxes. The second row is not highlighted.
- Comments**: A section with a text area for comments and a 'Submit' button. Below the text area are fields for 'Added By:' and 'Last Updated By:'. There are also links for 'Add Another Comment', 'Previous Comment', and 'Next Comment'.
- Buttons**: At the bottom, there is a row of buttons: 'Save for Later', 'Submit' (highlighted with a red box), 'Post', 'Add Revised Offer', 'Unpost', 'Delete Offer', 'Cancel', and 'Return to Previous Page'.

****Method 2 – Upload Existing Document from PC****

1. Navigate back to the **Offer Letter** section. You will notice the links are now active.
2. Click **Upload Letter**. Locate the existing offer letter document on your PC.
3. Click Post. The Page will refresh.

Once you have uploaded the offer letter and the page refreshes, you are ready to post the offer. “Post” means that the offer letter itself will be sent to the applicant’s account so they can log into VTHR to view and accept the offer.

17. Click the **Notify Applicant** checkbox.

The screenshot shows the Oracle HR system interface for managing an offer. The top navigation bar includes 'ORACLE', 'Home', 'Worklist', and 'MultiCha'. The breadcrumb trail is 'Favorites > Main Menu > Recruiting > Browse Job Openings'. The 'Job Family' is '000003 Classified/Competitive'. Below this are 'Save' and 'Return to Previous Page' buttons.

The 'Offer' section contains several buttons: 'Save for Later', 'Submit', 'Post' (highlighted with a red box), 'Add Revised Offer', 'Unpost', 'Delete Offer', 'Cancel', and 'Return to Previous Page'.

The 'Offer Details' section includes the following information:

Job Opening:	612866	PH Microbiologist III
Business Unit:	03420	
Position Number:	740007	PH Microbiologist III
Job Code:	416700	PH Microbiologist III
Offer Date:	02/06/2013	
Commencement Date:	02/21/2013	
*Offer Expiration Date:	02/16/2013	
Hiring Manager:		Jim Smith
Recruiter:		Elizabeth Mack
Created By:	Elizabeth Mack	

The 'Applicant' section includes:

Applicant Type:	External Applicant	<input checked="" type="checkbox"/> Registered
Preferred Contact:	Not Specified	<input checked="" type="checkbox"/> Notify (highlighted with a red box)

The 'Status' section includes:

*Status:	010-Extend
Reason:	

The 'Offer Letter' section includes:

Letter:	HRS_OFF_LETTER_OF1	Date Printed:	02/06/2013
---------	--------------------	---------------	------------

At the bottom of the 'Offer Letter' section are links for 'Generate Letter', 'Email Applicant', and 'Upload Letter'.

18. Click **Post**. The system will warn you about to posting the offer. Click **OK**.

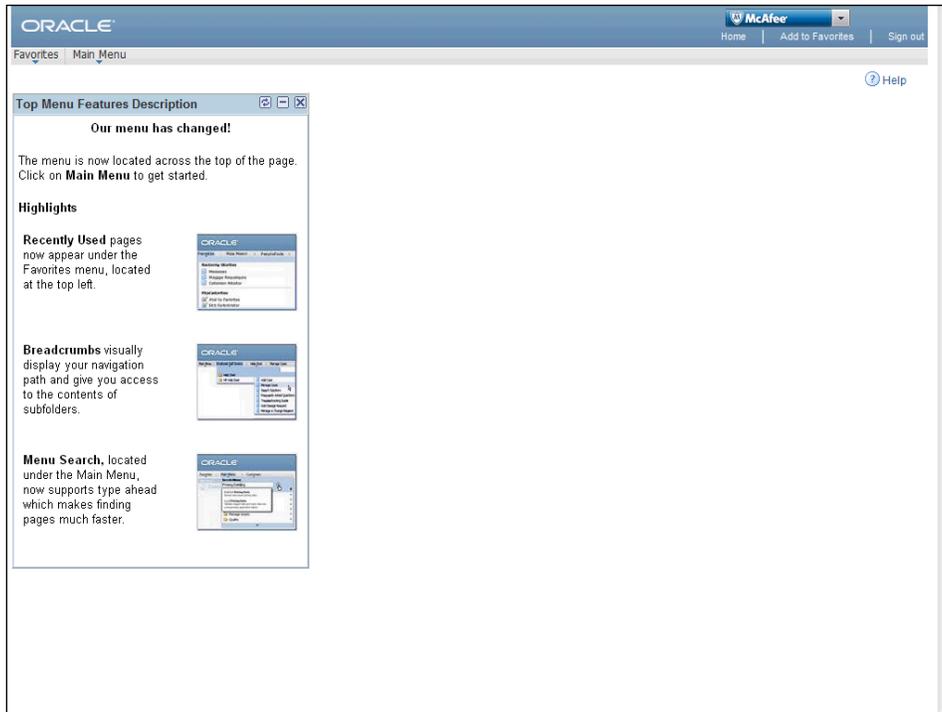
(Note: If you used Method 2 to attach the offer letter, the system will warn that you are about to submit an offer in which no letter was generated. It is giving you this warning because the “Generate Letter” tool wasn’t used. As long as you successfully uploaded a document, the candidate will still get an offer letter!)

19. Click **Submit**. A message will state the offer has been posted. Click **OK**.

20. Click *Return to Previous Page*. You will see that the applicant’s disposition is now 070-Offer.

Recruitment_DHR_Prepare Job Offer

Procedure



Step	Action
17.	Click the Main Menu button. 
18.	Click the Recruiting menu. 
19.	Click the Browse Job Openings menu. 

ORACLE McAfee

Home | Add to Favorites | Sign out

Favorites | Main Menu > Recruiting > Browse Job Openings

Help | http

Browse Job Openings

[View Drafts](#) [Find Job Openings](#)

Job Openings

Display: Job Assigned to me | Open | Active within View All

Job Openings Status: Open

Select	Job Opening	ID Nbr	Type	Location	Target Openings	Available Openings	Hot Job	Created
<input type="checkbox"/>	PH Microbiologist III	612866	Standard	Burlington	1	1		01/31/2013
<input type="checkbox"/>	District Office Clerk I	612864	Standard	Home Based	1	1		01/30/2013

Select All | Deselect All | Select Action... | Go

[Create New Job](#) | [Find Job Openings](#) | [Find Job Postings](#) | [View Drafts](#)

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

ORACLE McAfee

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

Favorites | Main Menu > Recruiting > Browse Job Openings

Job Opening

[Print Job Opening](#)

Posting Title: PH Microbiologist III | Job Opening ID: 612866
 Job Opening Status: 010-Open | Job Type: Standard
 Job Title: PH Microbiologist III | Job Code: 416700
 Position Number: 740007 | PH Microbiologist III
 Business Unit: 03420 | Health
 Job Family: 000003 | Classified/Competitive

[Save](#) [Clone](#) [Create New](#) | [Previous Job Opening](#) | [Next Job Opening](#) | [Job Opening List](#)

[Manage Applicants](#) | [Find Applicants](#) | [Activity & Attachments](#) | [Job Opening Details](#)

View Applicants | [Screen Applicants](#) | [Interview Schedule](#)

Manage Applicants

Display: All

Select	Applicant Name	ID	Type	Disposition	Resume	Application	Last Updated	*Take Action
<input type="checkbox"/>	TestApp01 TestApp01	62862	Ext	060-Intvw			02/05/2013 1:55PM	Select Action...
<input type="checkbox"/>	TestApp02 TestApp02	62864	Ext	020-Appl			02/04/2013 2:30PM	Select Action...

Select All | Deselect All | *Group Action: Select Group Action... | Go

[Manage Applicants](#) | [Find Applicants](#) | [Activity & Attachments](#) | [Job Opening Details](#)

View Applicants | [Screen Applicants](#) | [Interview Schedule](#)

[Save](#) [Clone](#) [Create New](#) | [Previous Job Opening](#) | [Next Job Opening](#) | [Job Opening List](#)

Step	Action
21.	Click the Take Action list. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Select Action... ▾</div>
22.	Click the Prepare Job Offer menu. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Prepare Job Offer</div>

ORACLE McAfee

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

Favorites | Main Menu > Recruiting > Browse Job Openings

Manage Applicant: TestApp01 TestApp01

Prepare Job Offer

Applicant Name: [TestApp01 TestApp01](#) Date Entered: 02/04/2013
ID: 62862 [Print Job Opening](#)

Posting Title: PH Microbiologist III Job Opening ID: 612866
Job Opening Status: 010-Open Job Type: Standard
Job Title: PH Microbiologist III Job Code: 416700
Position Number: 740007 PH Microbiologist III
Business Unit: 03420 Health
Job Family: 000003 Classified/Competitive

Offer

[Return to Previous Page](#)

Offer Details

Job Opening: 612866 PH Microbiologist III
Business Unit: 03420
Position Number: 740007 PH Microbiologist III
Job Code: 416700 PH Microbiologist III
Offer Date: 02/06/2013
Commencement Date:
*Offer Expiration Date: 02/16/2013
Hiring Manager: Jim Smith
Recruiter: Elizabeth Mack
Created By: Elizabeth Mack

Step	Action
23.	Enter the desired information into the Commencement Date field. Enter " 02/21/13 ".

ORACLE McAfee

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

Favorites | Main Menu > Recruiting > Browse Job Openings

Help | http

Manage Applicant: TestApp01 TestApp01

Prepare Job Offer

Applicant Name: [TestApp01 TestApp01](#) Date Entered: 02/04/2013
 ID: 62862 [Print Job Opening](#)

Posting Title: PH Microbiologist III Job Opening ID: 612866
 Job Opening Status: 010-Open Job Type: Standard
 Job Title: PH Microbiologist III Job Code: 416700
 Position Number: 740007 PH Microbiologist III
 Business Unit: 03420 Health
 Job Family: 000003 Classified/Competitive

Offer

Save for Later Submit Post Add Revised Offer Unpost Delete Offer Cancel Return to Previous Page

Offer Details

Job Opening: 612866 PH Microbiologist III
 Business Unit: 03420
 Position Number: 740007 PH Microbiologist III
 Job Code: 416700 PH Microbiologist III
 Offer Date: 02/06/2013
 Commencement Date: 02/21/13
 *Offer Expiration Date: 02/16/2013
 Hiring Manager: Jim Smith
 Recruiter: Elizabeth Mack
 Created By: Elizabeth Mack

Step	Action
24.	Move down the page. Click the Scrollbar .

ORACLE McAfee

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

Favorites | Main Menu > Recruiting > Browse Job Openings

Recruiter: Elizabeth Mack
 Created By: Elizabeth Mack

Applicant

Applicant Type: External Applicant Registered
 Preferred Contact: Not Specified Notify

Status

*Status: 010-Extend
 Reason:

Offer Letter

Letter: Date Printed:

Generate Letter Email Applicant Upload Letter

Recommended Salary Range

Job Offer Components

*Component	*Offer Amount	Currency	Frequency

Add Offer Component

Attachments

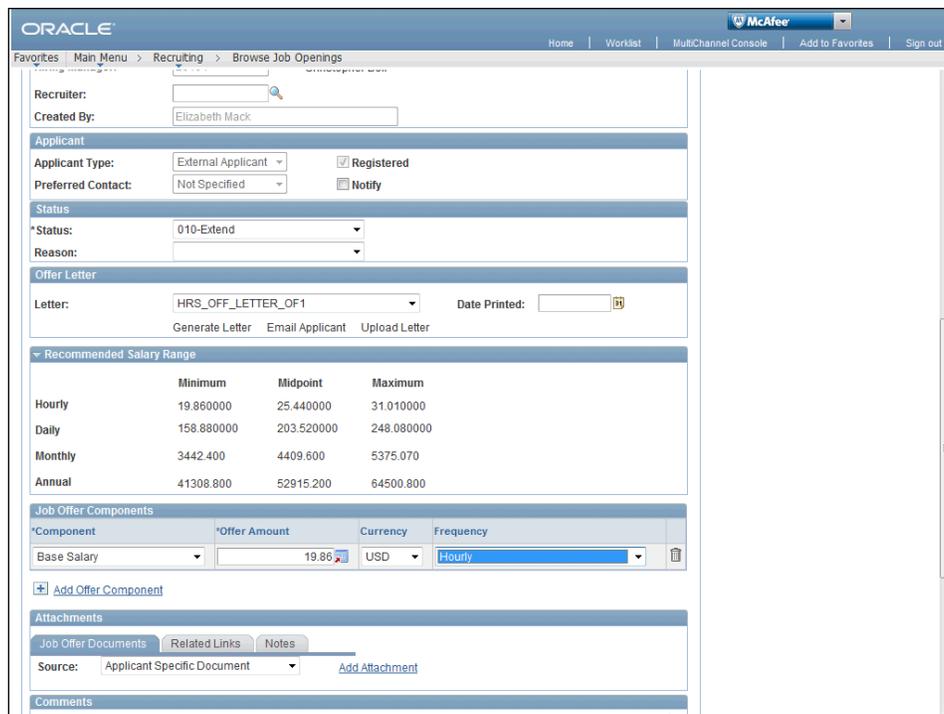
Job Offer Documents Related Links Notes

Source: Applicant Specific Document Add Attachment

Comments

Added By:
 Last Updated By:

Step	Action
25.	Click the Letter: menu. <input type="text"/>
26.	Click the HRS_OFF_LETTER_OF1 list item. <input type="text" value="HRS OFF LETTER OF1"/>
27.	Click the Expand section button. <input type="checkbox"/>
28.	Click the Component list. <input type="text"/>
29.	Enter the desired information into the Offer Amount field. Enter " 19.86 ".
30.	Click the Hourly list item. <input type="text" value="Hourly"/>



Step	Action
31.	Move down the page. Click the Scrollbar .

ORACLE McAfee

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

Favorites | Main Menu > Recruiting > Browse Job Openings

	Minimum	Midpoint	Maximum
Hourly	19.860000	25.440000	31.010000
Daily	158.880000	203.520000	248.080000
Monthly	3442.400	4409.600	5375.070
Annual	41308.800	52915.200	64500.800

Job Offer Components

*Component	*Offer Amount	Currency	Frequency
Base Salary	19.86	USD	Hourly

[Add Offer Component](#)

Attachments

Job Offer Documents | Related Links | Notes

Source: Applicant Specific Document [Add Attachment](#)

Comments

Added By:
Last Updated By:

[Add Another Comment](#) [Previous Comment](#) [Next Comment](#)

[Save for Later](#) [Submit](#) [Post](#) [Add Revised Offer](#) [Unpost](#) [Delete Offer](#) [Cancel](#) [Return to Previous Page](#)

Step	Action
32.	Click the Submit button.

ORACLE McAfee

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

Favorites | Main Menu > Recruiting > Browse Job Openings

Manage Applicant: TestApp01 TestApp01

Disposition Details: Offer

You have successfully saved TestApp01 TestApp01's job offer.

Applicant Name: [TestApp01 TestApp01](#) Date Entered: 02/04/2013
ID: 62862 [Print Job Opening](#)

Posting Title: PH Microbiologist III Job Opening ID: 612866
Job Opening Status: 010-Open Job Type: Standard
Job Title: PH Microbiologist III Job Code: 416700
Position Number: 740007 PH Microbiologist III
Business Unit: 03420 Health
Job Family: 000003 Classified/Competitive

[Save](#) [Return to Previous Page](#)

Offer

[Save for Later](#) [Submit](#) [Post](#) [Add Revised Offer](#) [Unpost](#) [Delete Offer](#) [Cancel](#) [Return to Previous Page](#)

Offer Details

Job Opening:	612866	PH Microbiologist III
Business Unit:	03420	
Position Number:	740007	PH Microbiologist III
Job Code:	416700	PH Microbiologist III
Offer Date:	02/06/2013	
Commencement Date:	02/21/2013	
*Offer Expiration Date:	02/16/2013	

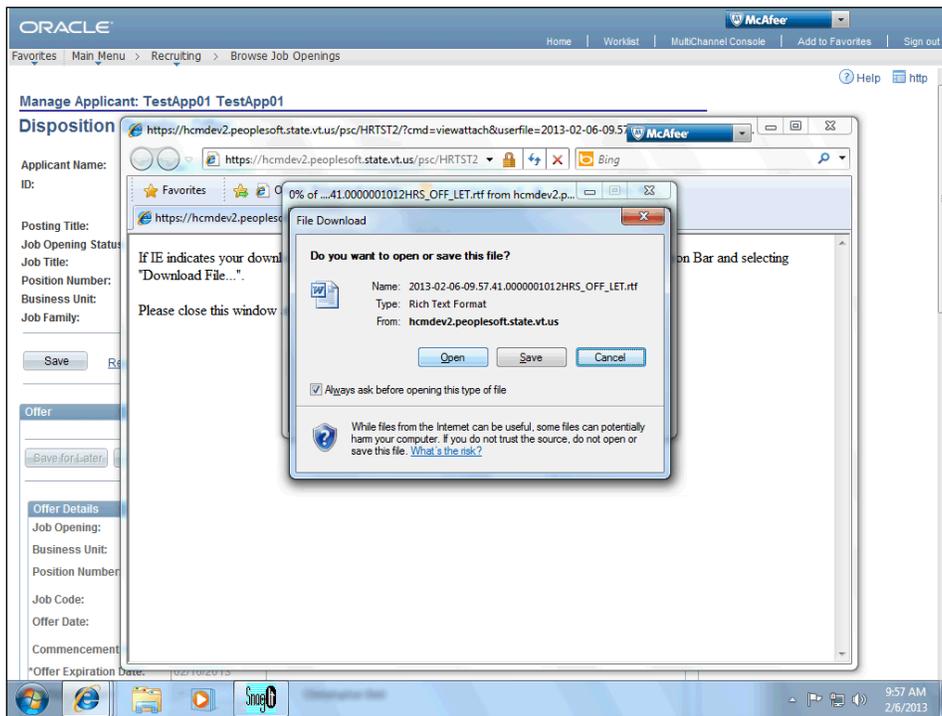
Step	Action
33.	Move down the page. Click the Scrollbar .

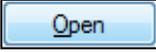
The screenshot shows the Oracle HR system interface for 'Browse Job Openings'. The page title is 'ORACLE' and the breadcrumb is 'Home > Worklist > MultiChannel Console > Add to Favorites > Sign out'. The page contains several sections:

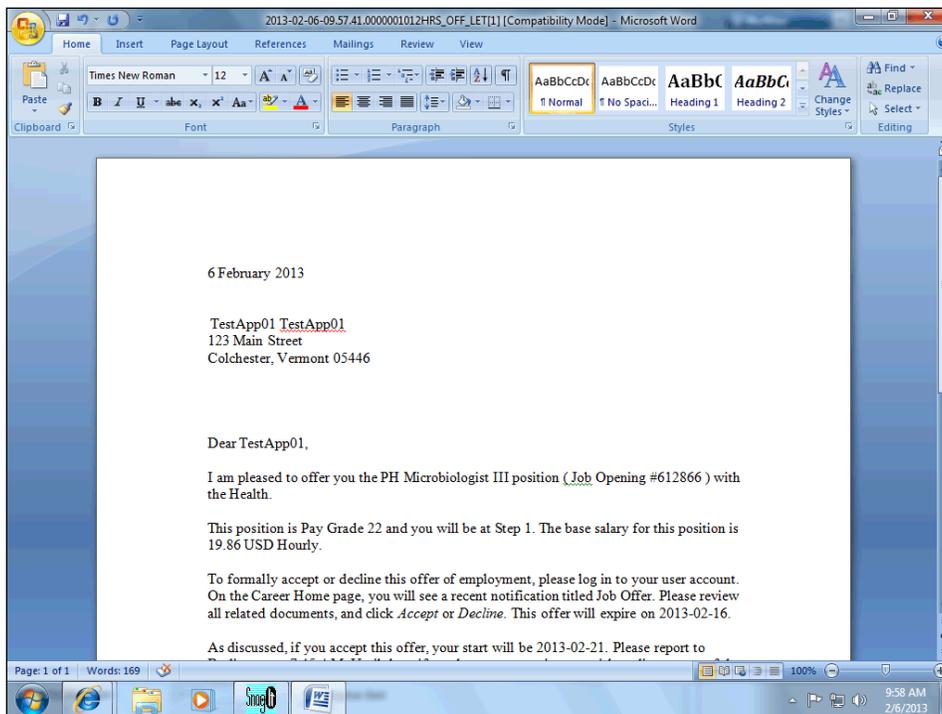
- Offer Details:** Job Opening: 612866, PH Microbiologist III; Business Unit: 03420; Position Number: 740007, PH Microbiologist III; Job Code: 416700, PH Microbiologist III; Offer Date: 02/06/2013; Commencement Date: 02/21/2013; Offer Expiration Date: 02/16/2013; Hiring Manager: Jim Smith; Recruiter: Elizabeth Mack; Created By: Elizabeth Mack.
- Applicant:** Applicant Type: External Applicant (Registered); Preferred Contact: Not Specified (Notify).
- Status:** Status: 010-Extend; Reason: (empty).
- Offer Letter:** Letter: HRS_OFF_LETTER_OF1; Date Printed: (empty). Links: Generate Letter, Email Applicant, Upload Letter.
- Recommended Salary Range:** Job Offer Components table.

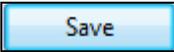
*Component	*Offer Amount	Currency	Frequency
Base Salary	19.860000	USD	Hourly

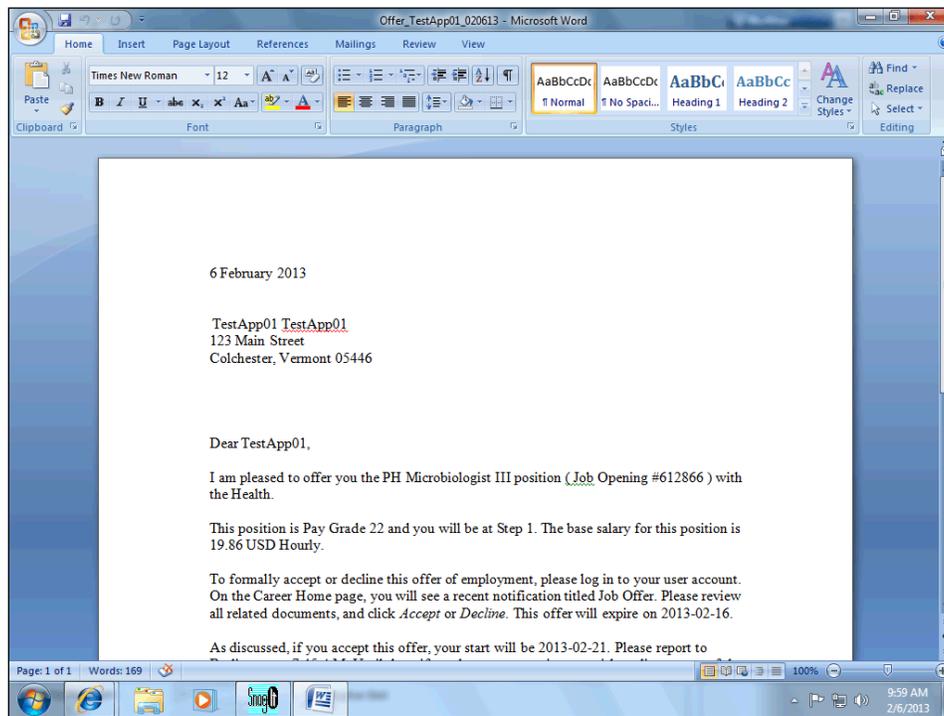
Step	Action
34.	Press the [Ctrl] key and click the Generate Letter link. Generate Letter



Step	Action
35.	Press the [Ctrl] key and click the Open button. 
	or Press [Alt+O].



Step	Action
36.	Edit the letter and save the file to your computer. Click the Office Button button. 
37.	Click the Word Document menu. 
38.	Click the Save button. 



Step	Action
39.	Click the Close button. 

ORACLE McAfee

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

Favorites | Main Menu > Recruiting > Browse Job Openings

Help | http

Manage Applicant: TestApp01 TestApp01

Disposition Details: Offer

You have successfully saved TestApp01 TestApp01's job offer.

Applicant Name: [TestApp01 TestApp01](#) Date Entered: 02/04/2013
 ID: 62862 [Print Job Opening](#)

Posting Title: PH Microbiologist III Job Opening ID: 612866
 Job Opening Status: 010-Open Job Type: Standard
 Job Title: PH Microbiologist III Job Code: 416700
 Position Number: 740007 PH Microbiologist III
 Business Unit: 03420 Health
 Job Family: 000003 Classified/Competitive

[Return to Previous Page](#)

Offer

[Return to Previous Page](#)

Offer Details

Job Opening:	612866	PH Microbiologist III
Business Unit:	<input type="text" value="03420"/>	
Position Number:	<input type="text" value="740007"/>	PH Microbiologist III
Job Code:	<input type="text" value="416700"/>	PH Microbiologist III
Offer Date:	<input type="text" value="02/06/2013"/>	PH Microbiologist III
Commencement Date:	<input type="text" value="02/21/2013"/>	
*Offer Expiration Date:	<input type="text" value="02/16/2013"/>	

Step	Action
40.	Move down the page. Click the Scrollbar .

ORACLE McAfee

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

Favorites | Main Menu > Recruiting > Browse Job Openings

Status: 010-Extend
 Reason:

Offer Letter

Letter: Date Printed:
[Generate Letter](#) [Email Applicant](#) [Upload Letter](#)

Recommended Salary Range

Job Offer Components

Component	Offer Amount	Currency	Frequency
Base Salary	19.860000	USD	Hourly

Attachments

Job Offer Documents | Related Links | Notes

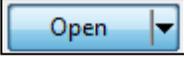
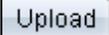
Document Description	Attached File	Action Required	View
Offer Letter	2013-02-06-09.57.41.0000001012HRS_OFF_LET.rtf	<input type="checkbox"/>	

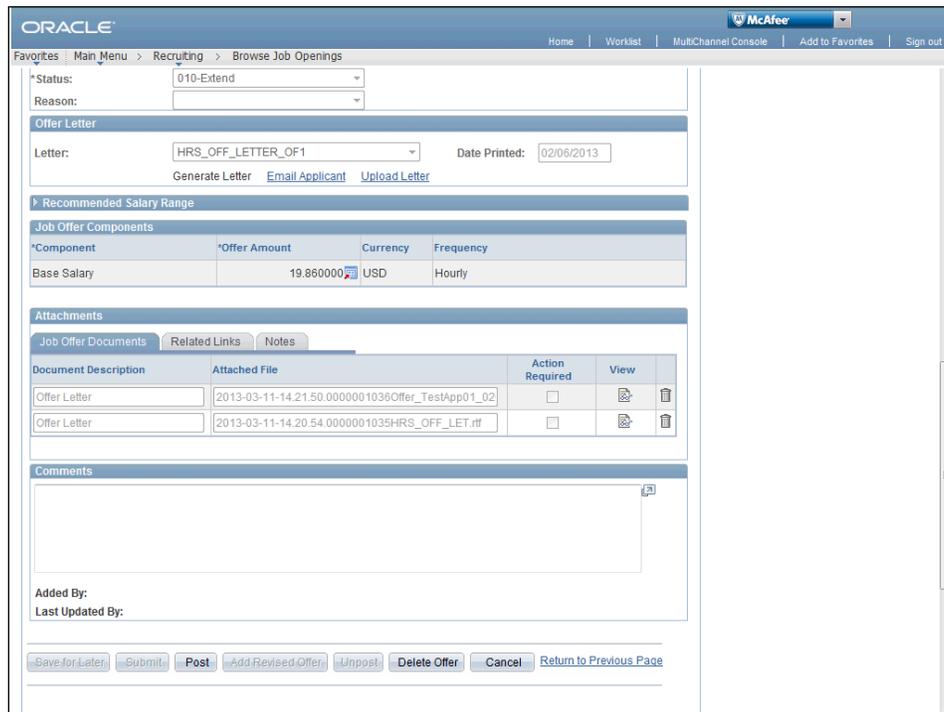
Source:

Comments

Added By:
 Last Updated By:

[Return to Previous Page](#)

Step	Action
41.	Press the [Ctrl] key and click the Upload Letter link. 
42.	Click the Browse... button. 
43.	Select the modified letter. Click the Open button. 
44.	Click the Upload button. 



Step	Action
45.	Move down the page. Click the Scrollbar .

ORACLE McAfee

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

Favorites | Main Menu > Recruiting > Find Job Openings

Generate Letter | Email Applicant | Upload Letter

Recommended Salary Range

Job Offer Components

*Component	*Offer Amount	Currency	Frequency
Base Salary	19.860000	USD	Hourly

Attachments

Job Offer Documents | Related Links | Notes

Document Description	Attached File	Action Required	View
Offer Letter	2013-03-11-14.21.50.0000001036Offer_TestApp01_02	<input type="checkbox"/>	
Offer Letter	2013-03-11-14.20.54.0000001035HRS_OFF_LET.ftf	<input type="checkbox"/>	

Source: Add Attachment

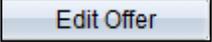
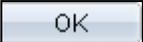
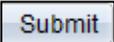
Comments

Added By:
Last Updated By:

Save for Later | Submit | Post | Add Revised Offer | Unpost | Delete Offer | Cancel | Return to Previous Page

Edit Offer

Disposition History

Step	Action
46.	Click the Edit Offer button. 
47.	Delete the original, unmodified offer letter. Click the Delete Icon button. 
48.	Click the OK button. 
49.	Click the Submit button. 

ORACLE McAfee

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

Favorites | Main Menu > Recruiting > Find Job Openings Help | http

Manage Applicant: TestApp01 TestApp01

Disposition Details: Offer

You have successfully saved TestApp01 TestApp01's job offer.

Applicant Name: [TestApp01 TestApp01](#) Date Entered: 02/04/2013
 ID: 62862 [Print Job Opening](#)

Posting Title: PH Microbiologist III Job Opening ID: 612866
 Job Opening Status: 010-Open Job Type: Standard
 Job Title: PH Microbiologist III Job Code: 416700
 Position Number: 740007 PH Microbiologist III
 Business Unit: 03420 Health
 Job Family: 000003 Classified/Competitive

[Return to Previous Page](#)

Offer

[Return to Previous Page](#)

Offer Details

Job Opening:	612866	PH Microbiologist III
Business Unit:	<input type="text" value="03420"/>	
Position Number:	<input type="text" value="740007"/>	PH Microbiologist III
Job Code:	<input type="text" value="416700"/>	PH Microbiologist III
Offer Date:	<input type="text" value="03/11/2013"/>	PH Microbiologist III
Commencement Date:	<input type="text" value="03/24/2013"/>	
*Offer Expiration Date:	<input type="text" value="03/21/2013"/>	

Step	Action
50.	Move down the page. Click the Scrollbar .

ORACLE McAfee

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

Favorites | Main Menu > Recruiting > Browse Job Openings

Job Family: 000003 Classified/Competitive

[Return to Previous Page](#)

Offer

[Return to Previous Page](#)

Offer Details

Job Opening:	612866	PH Microbiologist III
Business Unit:	<input type="text" value="03420"/>	
Position Number:	<input type="text" value="740007"/>	PH Microbiologist III
Job Code:	<input type="text" value="416700"/>	PH Microbiologist III
Offer Date:	<input type="text" value="02/06/2013"/>	
Commencement Date:	<input type="text" value="02/21/2013"/>	
*Offer Expiration Date:	<input type="text" value="02/16/2013"/>	
Hiring Manager:	<input type="text" value="Jim Smith"/>	
Recruiter:	<input type="text" value="Elizabeth Mack"/>	
Created By:	<input type="text" value="Elizabeth Mack"/>	

Applicant

Applicant Type: Registered
 Preferred Contact: Notify

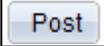
Status

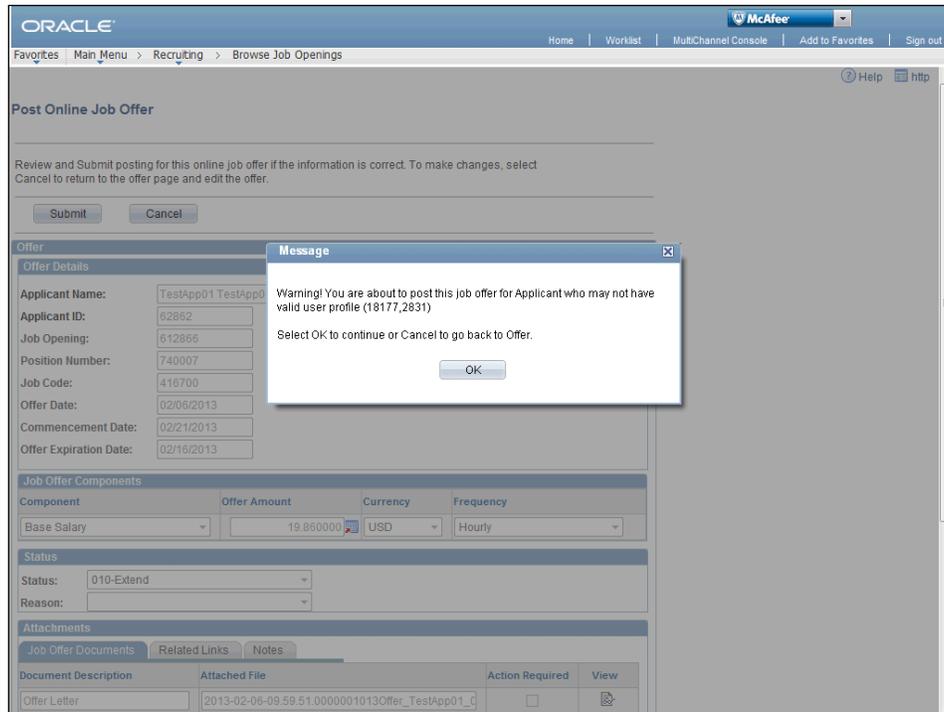
*Status:
 Reason:

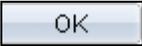
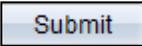
Offer Letter

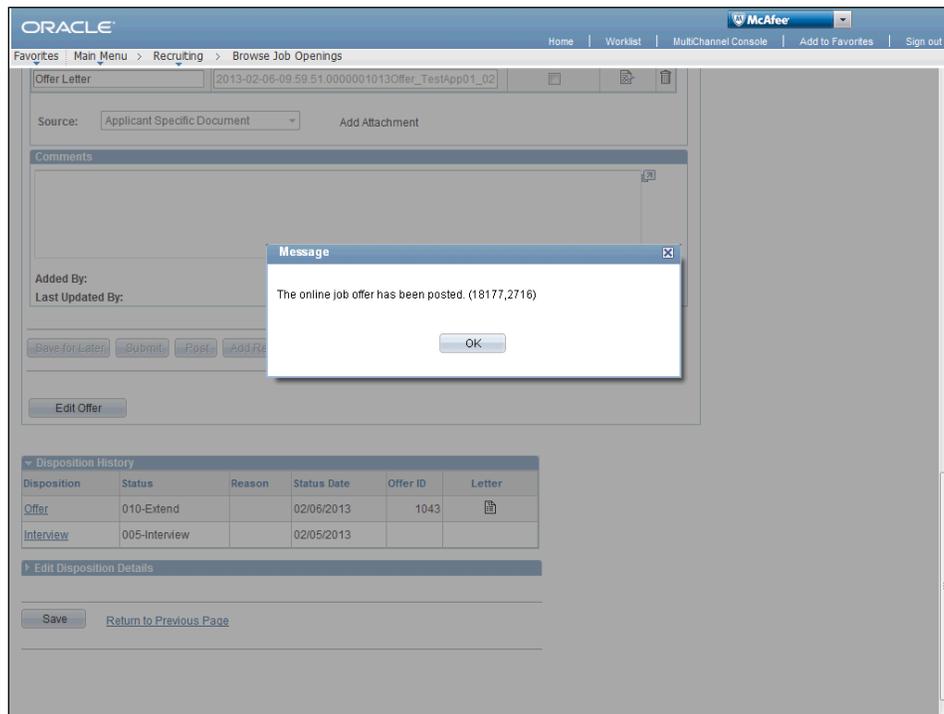
Letter: Date Printed:

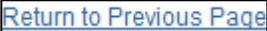
[Generate Letter](#) [Email Applicant](#) [Upload Letter](#)

Step	Action
51.	Click the Notify option. 
52.	Click the Post button. 



Step	Action
53.	Click the OK button. 
54.	Click the Submit button. 



Step	Action
55.	Click the OK button. 
56.	Click the Return to Previous Page link. 

ORACLE McAfee

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

Favorites | Main Menu > Recruiting > Browse Job Openings Help | http

Find Job Opening

Job Opening [Print Job Opening](#)

Posting Title: PH Microbiologist III **Job Opening ID:** 612866
Job Opening Status: 010-Open **Job Type:** Standard
Job Title: PH Microbiologist III **Job Code:** 416700
Position Number: 740007 PH Microbiologist III
Business Unit: 03420 Health
Job Family: 000003 Classified/Competitive

[Save](#) [Clone](#) [Create New](#) [Previous Job Opening](#) [Next Job Opening](#) [Job Opening List](#)

[Manage Applicants](#) | [Find Applicants](#) | [Activity & Attachments](#) | [Job Opening Details](#)

[View Applicants](#) | [Screen Applicants](#) | [Interview Schedule](#)

Manage Applicants

Display: All

Applicants Customize | Find | View All | First | 1-2 of 2 | Last

Select	Applicant Name	ID	Type	Disposition	Resume	Application	Last Updated	Take Action
<input type="checkbox"/>	TestApp01	62862	Ext	070-Offer			02/06/2013 9:56AM	Select Action...
<input type="checkbox"/>	TestApp02	62864	Ext	020-Appl			02/04/2013 2:30PM	Select Action...

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

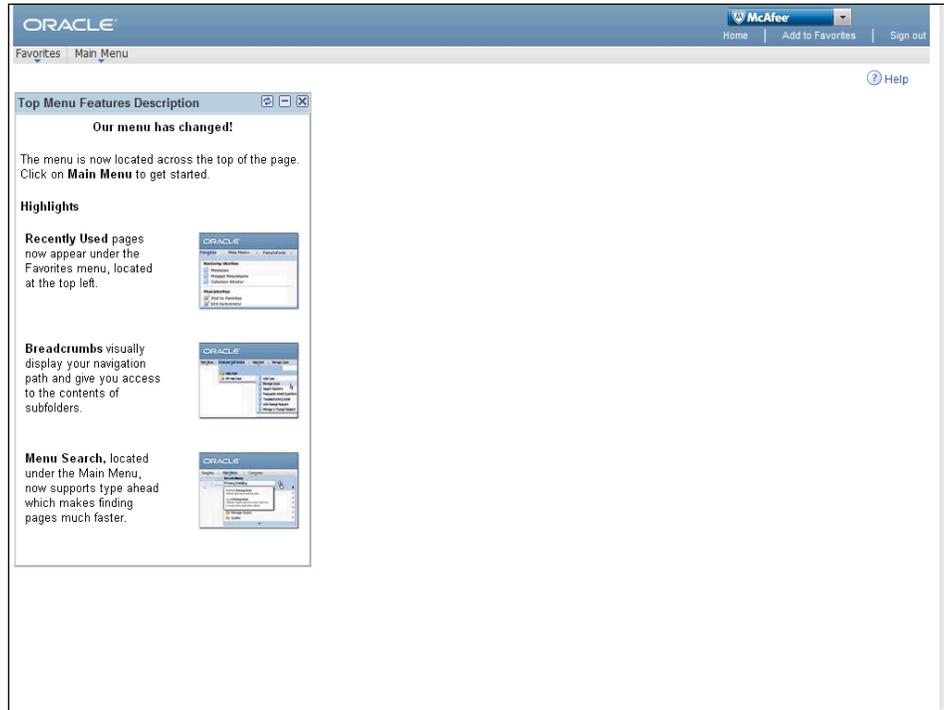
[Manage Applicants](#) | [Find Applicants](#) | [Activity & Attachments](#) | [Job Opening Details](#)
[View Applicants](#) | [Screen Applicants](#) | [Interview Schedule](#)

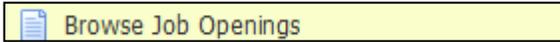
[Save](#) [Clone](#) [Create New](#) [Previous Job Opening](#) [Next Job Opening](#) [Job Opening List](#)

Step	Action
57.	Point to the 070-Offer link.
58.	End of Procedure.

Recruitment_DHR_Entering Applicants Social Security Number

Procedure



Step	Action
59.	Click the Main Menu button. 
60.	Click the Recruiting menu. 
61.	Click the Browse Job Openings menu. 

ORACLE McAfee

Home | Add to Favorites | Sign out

Favorites | Main Menu > Recruiting > Browse Job Openings

Help | http

Browse Job Openings

[View Drafts](#) | [Find Job Openings](#)

Job Openings

Display: Job Assigned to me | Open | Active within View All

Job Openings Status: Open

Select	Job Opening	ID Nbr	Type	Location	Target Openings	Available Openings	Hot Job	Created
<input type="checkbox"/>	PH Microbiologist III	612866	Standard	Burlington	1	1		01/31/2013
<input type="checkbox"/>	District Office Clerk I	612864	Standard	Home Based	1	1		01/30/2013

Select All | Deselect All | Select Action... | Go

[Create New Job](#) | [Find Job Openings](#) | [Find Job Postings](#) | [View Drafts](#)

Step	Action
62.	Click the PH Microbiologist III link. PH Microbiologist III

ORACLE McAfee

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

Favorites | Main Menu > Recruiting > Browse Job Openings

Help | http

Find Job Opening

Job Opening

[Print Job Opening](#)

Posting Title: PH Microbiologist III | Job Opening ID: 612866
 Job Opening Status: 010-Open | Job Type: Standard
 Job Title: PH Microbiologist III | Job Code: 416700
 Position Number: 740007 PH Microbiologist III
 Business Unit: 03420 Health
 Job Family: 000003 Classified/Competitive

[Save](#) | [Clone](#) | [Create New](#) | [Previous Job Opening](#) | [Next Job Opening](#) | [Job Opening List](#)

Manage Applicants | Find Applicants | Activity & Attachments | Job Opening Details

View Applicants | **Screen Applicants** | Interview Schedule

Manage Applicants

Display: All

Select	Applicant Name	ID	Type	Disposition	Resume	Application	Last Updated	Take Action
<input type="checkbox"/>	TestApp02 TestApp02	62864	Ext	110-NoHire			02/06/2013 10:33AM	Select Action...
<input type="checkbox"/>	TestApp01 TestApp01	62862	Ext	060-Intvw			02/06/2013 10:46AM	Select Action...

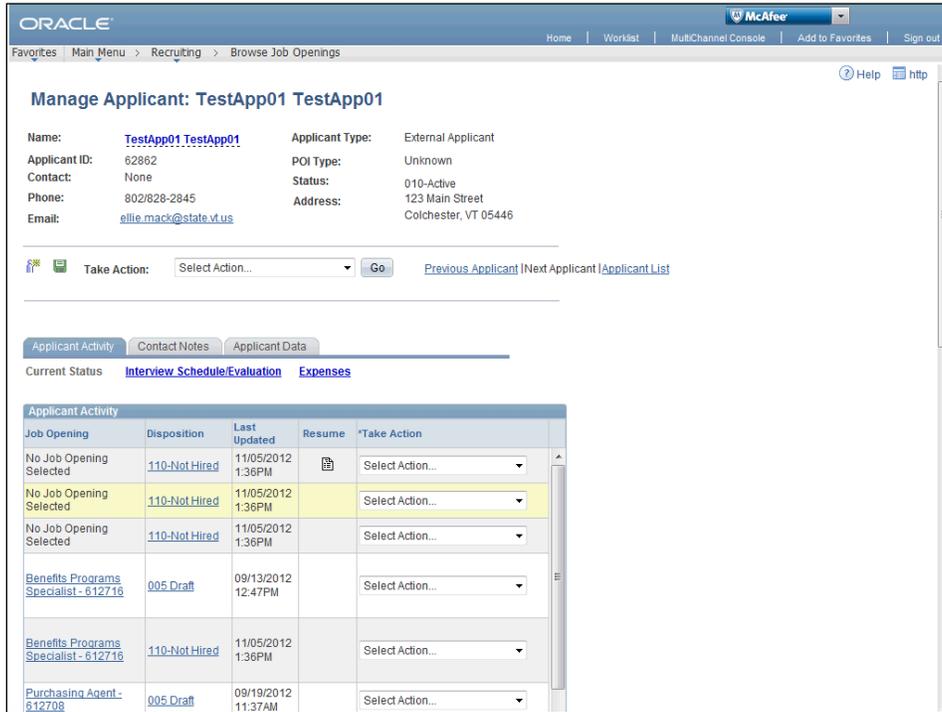
Select All | Deselect All | *Group Action: Select Group Action... | Go

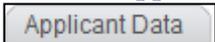
Manage Applicants | [Find Applicants](#) | [Activity & Attachments](#) | [Job Opening Details](#)

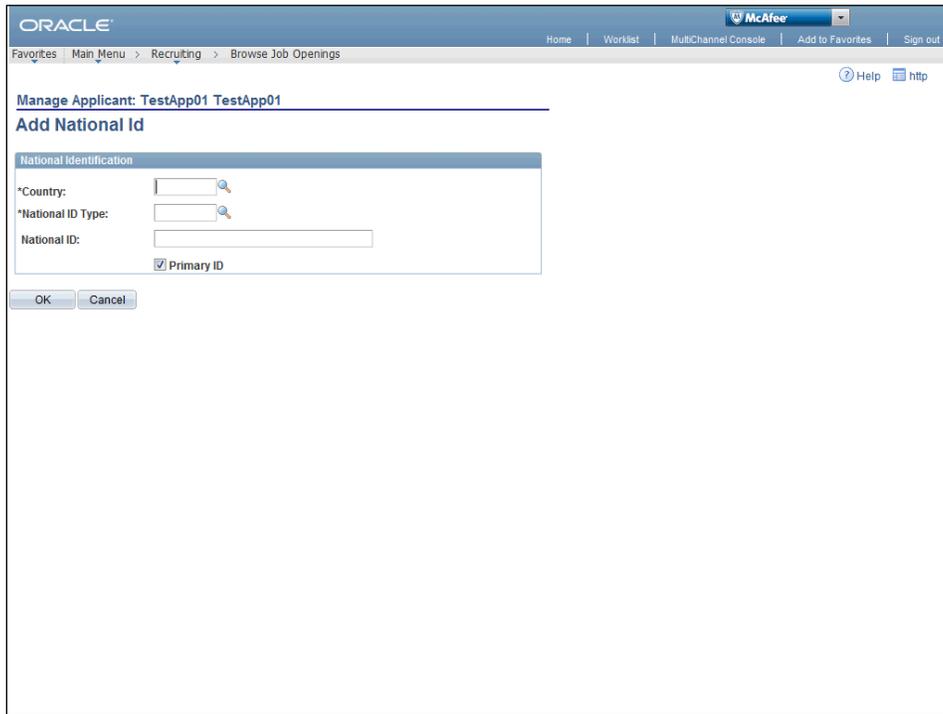
View Applicants | **Screen Applicants** | [Interview Schedule](#)

[Save](#) | [Clone](#) | [Create New](#) | [Previous Job Opening](#) | [Next Job Opening](#) | [Job Opening List](#)

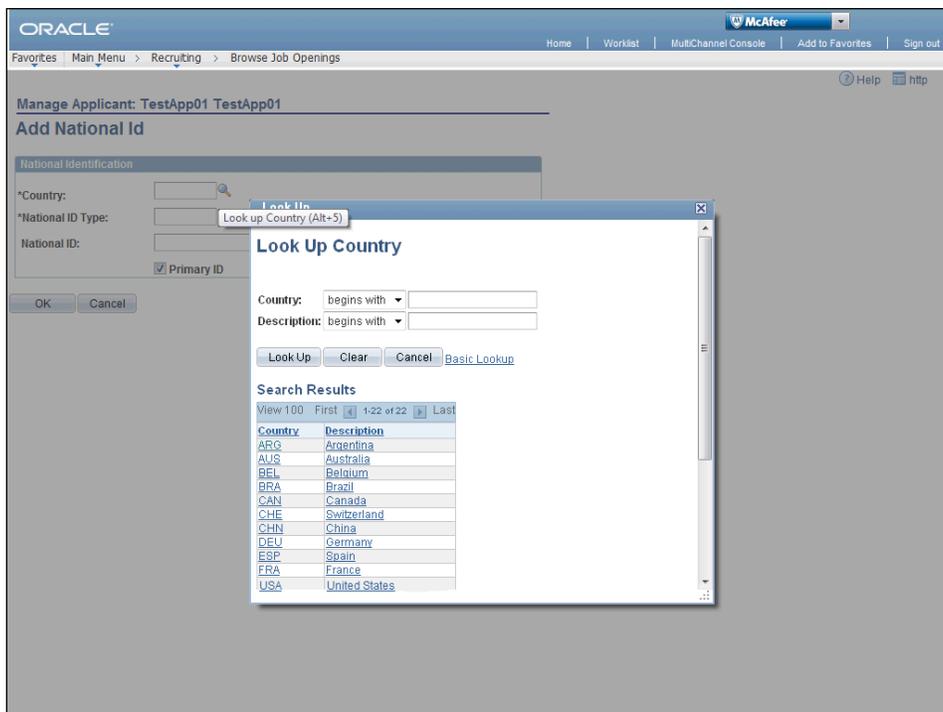
Step	Action
63.	Click the TestApp01 TestApp01 link. 



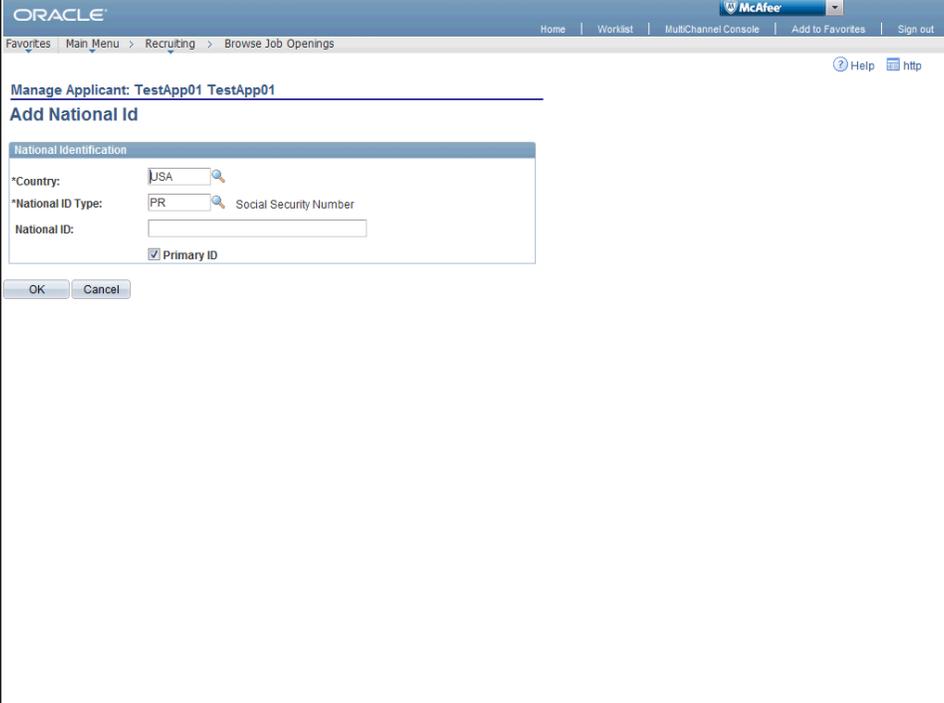
Step	Action
64.	Click the Applicant Data link. 
65.	Click the Eligibility & Identity link. 
66.	Click the Add National Identification link. 



Step	Action
67.	Type 'USA' or Click the Look up Country (Alt+5) button. 



Step	Action
68.	Click the United States link. 



The screenshot shows the Oracle HR system 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 content area shows 'Manage Applicant: TestApp01 TestApp01' and 'Add National Id'. A 'National Identification' dialog box is open, containing the following fields and options:

- *Country: USA
- *National ID Type: PR Social Security Number
- National ID: (empty text field)
- Primary ID

At the bottom of the dialog box, there are 'OK' and 'Cancel' buttons.

Step	Action
69.	Enter the desired information into the National ID field. Enter " xxx-xx-xxxx ".
70.	Click the OK button. 

Browser address bar: https://hcmdev2.peoplesoft.state.vt.us/psp/HRST2/EMPLOYEE/HRMS/c/HRSHRI

Page Title: Manage Applicant: TestApp01 TestApp01

Applicant Information:

- Name: TestApp01 TestApp01
- Applicant ID: 62862
- Contact: None
- Phone: 802/828-2845
- Email: ellie.mack@state.vt.us
- Applicant Type: External Applicant
- POI Type: Unknown
- Status: 010-Active
- Address: 123 Main Street, Colchester, VT 05446

Take Action: Select Action... [Go] [Previous Applicant](#) | [Next Applicant](#) | [Applicant List](#)

Navigation Tabs: Applicant Activity | Contact Notes | Applicant Data

Sub-Tabs: Applications & Resumes | Contact | Verification | Eligibility & Identity

Personal Information:

- Date of Birth: [Field]
- *Marital Status: Unknown
- *Gender: Unknown

USA

National Identification Table:

*Country	*National ID Type	National ID	Edit National Id
USA	PR	XXX-XX-XXXX	Edit National Id

Buttons: [Add National Identification](#)

Citizenship:

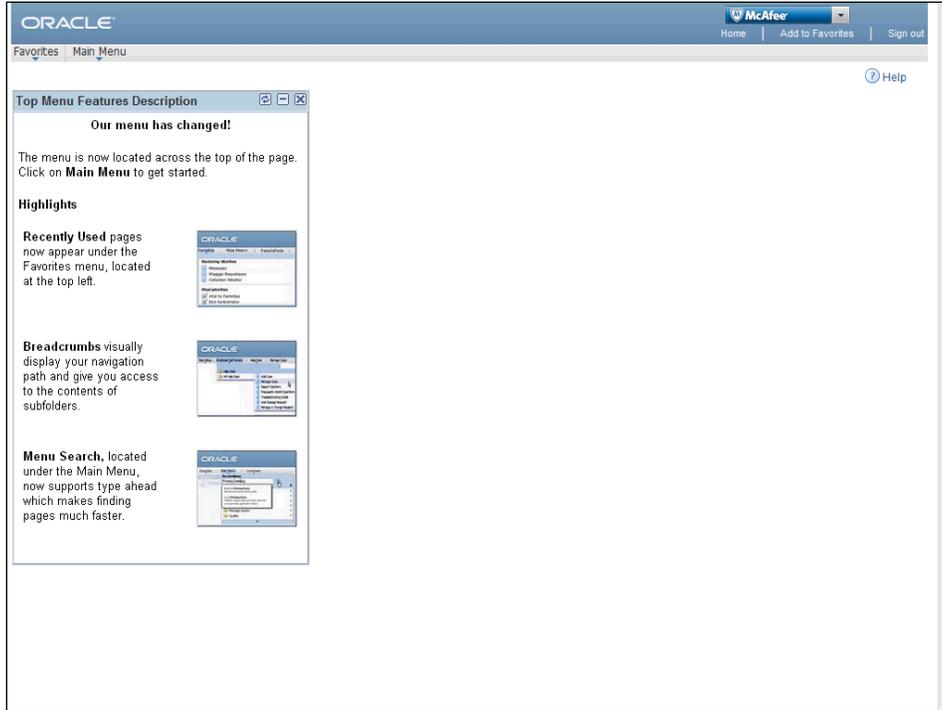
No Citizenship has been added to this applicant's profile.

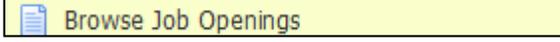
Buttons: [Add Citizenship](#)

Step	Action
71.	Point to the National ID object.
72.	Click the Save button. 
73.	End of Procedure.

Recruitment_DHR_Manage Applicant Checklists

Procedure



Step	Action
74.	Click the Main Menu button. 
75.	Click the Recruiting menu. 
76.	Click the Browse Job Openings menu. 

ORACLE McAfee

Favorites | Main Menu > Recruiting > Browse Job Openings Home | Add to Favorites | Sign out

Help http

Browse Job Openings

[View Drafts](#) [Find Job Openings](#)

Job Openings

Display: Job Assigned to me Open Active within View All

Job Openings Status: Open Customize Find View All First 1-2 of 2 Last

Select	Job Opening	ID Nbr	Type	Location	Target Openings	Available Openings	Hot Job	Created
<input type="checkbox"/>	PH Microbiologist III	612866	Standard	Burlington	1	1		01/31/2013
<input type="checkbox"/>	District Office Clerk I	612864	Standard	Home Based	1	1		01/30/2013

Select All Deselect All Select Action... Go

[Create New Job](#) [Find Job Openings](#) [Find Job Postings](#) [View Drafts](#)

Step	Action
77.	Click the PH Microbiologist III link. PH Microbiologist III

ORACLE McAfee

Favorites | Main Menu > Recruiting > Find Job Openings Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Help http

Find Job Opening

Job Opening

[Print Job Opening](#)

Posting Title: PH Microbiologist III Job Opening ID: 612866
 Job Opening Status: 010-Open Job Type: Standard
 Job Title: PH Microbiologist III Job Code: 416700
 Position Number: 740007 PH Microbiologist III
 Business Unit: 03420 Health
 Job Family: 000003 Classified/Competitive

[Save](#) [Clone](#) [Create New](#) [Previous Job Opening](#) [Next Job Opening](#) [Job Opening List](#)

Manage Applicants | Find Applicants | Activity & Attachments | Job Opening Details

View Applicants [Screen Applicants](#) [Interview Schedule](#)

Manage Applicants

Display: All

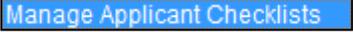
Applicants Customize Find View All First 1-2 of 2 Last

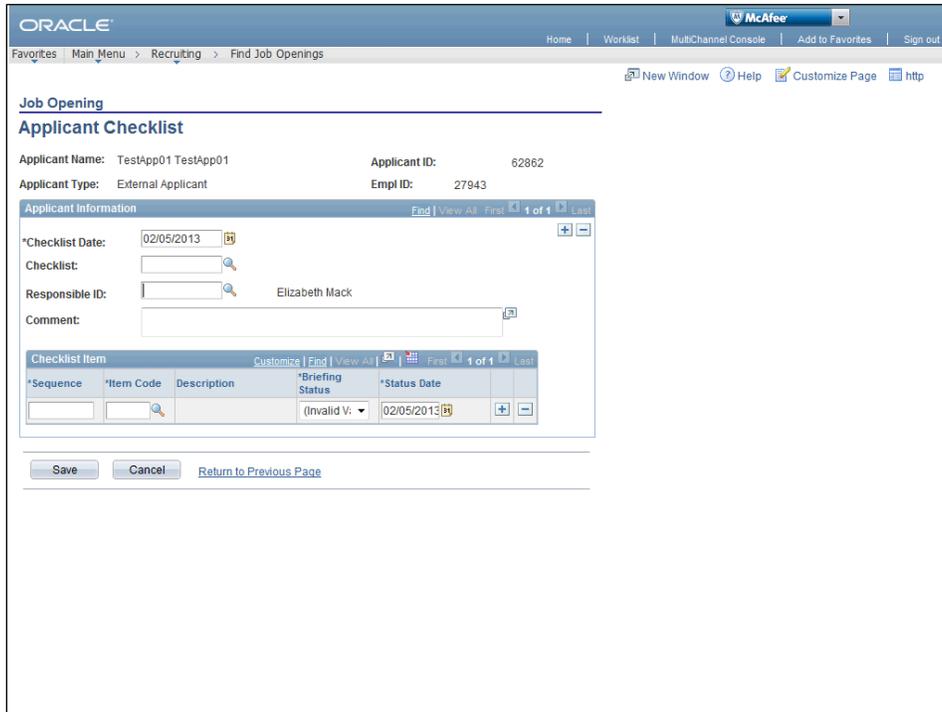
Select	Applicant Name	ID	Type	Disposition	Resume	Application	Last Updated	Take Action
<input type="checkbox"/>	TestApp01 TestApp01	62862	Ext	060-Intw			02/05/2013 1:55PM	Select Action...
<input type="checkbox"/>	TestApp02 TestApp02	62864	Ext	020-Appl			02/04/2013 2:30PM	Select Action...

Select All Deselect All *Group Action: Select Group Action... Go

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

[Save](#) [Clone](#) [Create New](#) [Previous Job Opening](#) [Next Job Opening](#) [Job Opening List](#)

Step	Action
78.	Click the Take Action list. 
79.	Click the Manage Applicant Checklists list item. 



ORACLE McAfee

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

Favorites | Main Menu > Recruiting > Find Job Openings

New Window | Help | Customize Page | http

Job Opening

Applicant Checklist

Applicant Name: TestApp01 TestApp01 Applicant ID: 62862
Applicant Type: External Applicant Empl ID: 27943

Applicant Information End | View All | First | 1 of 1 | Last

*Checklist Date: 02/05/2013

Checklist: 

Responsible ID:  Elizabeth Mack

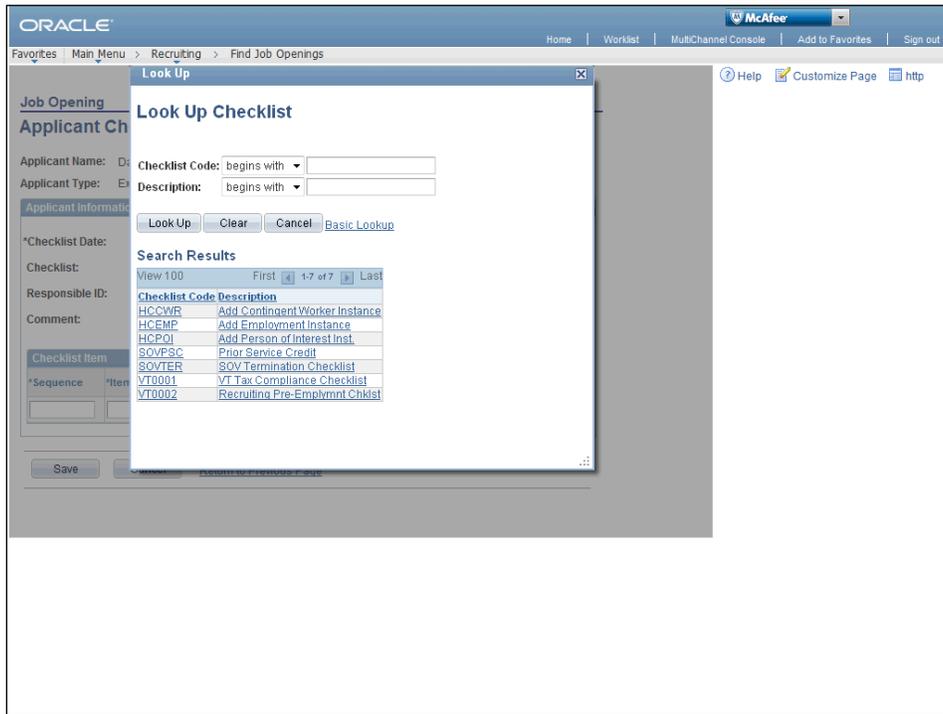
Comment: 

Checklist Item Customize | Find | View All | First | 1 of 1 | Last

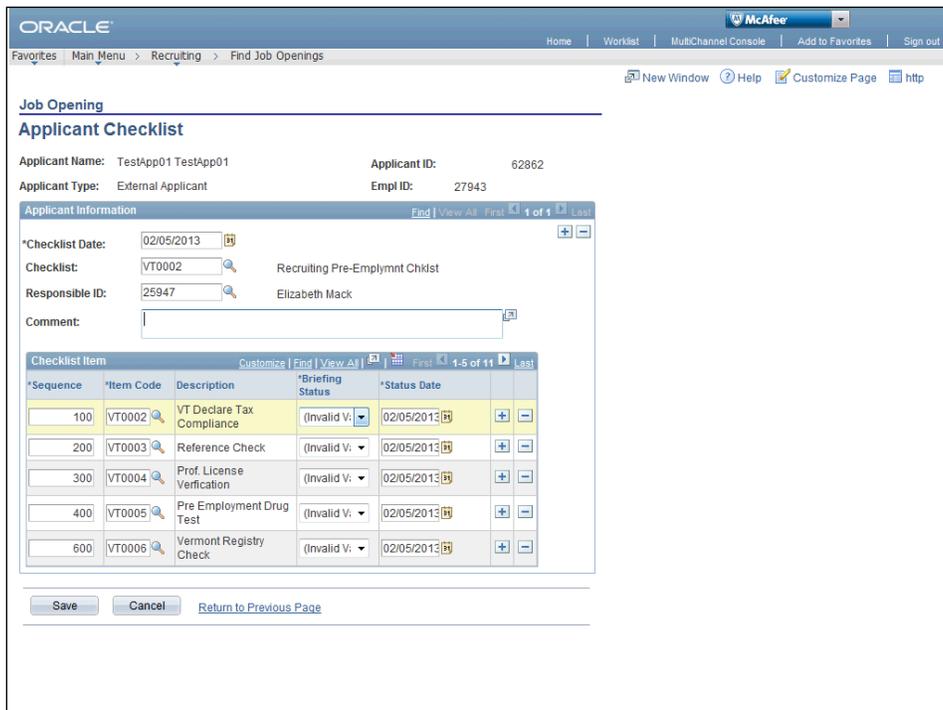
*Sequence	*Item Code	Description	*Briefing Status	*Status Date
			(Invalid V...	02/05/2013 

Save Cancel [Return to Previous Page](#)

Step	Action
80.	Click the Look up Checklist button. 



Step	Action
81.	Click the Recruiting Pre-Emplmnt Chklist link. 
82.	Enter or lookup your Employee ID number.



Step	Action
83.	Enter basic information in the Comments field if necessary. Click the Comment list item.
84.	Click the Briefing Status list item. <input data-bbox="293 443 456 485" type="text" value="(Invalid V; ▼"/>
85.	Click the Initiated list item. <input data-bbox="293 569 448 604" type="text" value="Initiated"/>
86.	Repeat this action to update the Briefing Status field for all necessary Checklist Items. Return to this page to further update completed items. Note: Whether or not a Checklist Item is actually required will vary by position, department, etc.
87.	Click the Save button. <input data-bbox="293 905 440 947" type="button" value="Save"/>
88.	Click the Return to Previous Page link. <input data-bbox="293 1031 561 1062" type="text" value="Return to Previous Page"/>
89.	End of Procedure.

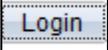
Recruitment_Applicant Accepts Job Offer

[How to Accept a Job Offer](#) (pdf)

Procedure

The screenshot shows the Oracle Careers website 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 a 'Search' button. The 'Login' section includes a 'User Name' input field with 'testapp01' entered, a 'Password' input field with masked characters, and a 'Login' button. Below these sections is a 'Job Posting Information' section with a table of 'Latest Job Postings'. The table has columns for 'Date', 'Job Title', 'Job ID', and 'Location'. Below the table are buttons for 'Select All', 'Deselect All', 'Save Selected Jobs', and 'Apply for Selected Jobs'. There is also a link for 'Apply Without Selecting Job'.

Date	Job Title	Job ID	Location
02/06/2013	Information Technology Special	612889	Montpelier
02/04/2013	Assistant To Sgt At Arms	612867	Montpelier
02/01/2013	test	612856	Montpelier
01/31/2013	PH Microbiologist III	612866	Burlington
01/30/2013	Civil Engineer I	612863	Montpelier

Step	Action
90.	Click the Login button. 

ORACLE McAfee

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

Favorites | Main Menu > Careers

Careers Home | [Job Search](#) | [My Saved Jobs](#) | [My Saved Searches](#) | [My Career Tools](#) | [Logout](#)

Careers Home

Welcome TestApp01

Basic Job Search

Keywords:

Posted: Last Month

[Advanced Search](#) [Search Tips](#)

My Career Tools

[46 Accepted/Unaccepted Applications](#)

[0 Additional Attachments](#)

[1 Saved Resumes](#)

[1 Job Offer](#)

[My Profile](#)

Notification Information

Notifications

Select	From	Subject	Received
<input type="checkbox"/>	State of Vermont	Interview Schedule.PH Microbiologist III - Interview 1	02/05/2013 1:56PM
<input type="checkbox"/>	Recruiting Team	Job Offer	02/08/2013 10:01AM

Job Posting Information

Latest Job Postings

Select	Date	Job Title	Job ID	Location
<input type="checkbox"/>	02/06/2013	Information Technology Special	612869	Montpelier
<input type="checkbox"/>	02/04/2013	Assistant To Sgt At Arms	612867	Montpelier
<input type="checkbox"/>	02/01/2013	test	612856	Montpelier
<input type="checkbox"/>	01/31/2013	PH Microbiologist III	612866	Burlington

Step	Action
91.	Click the Job Offer link. Job Offer

ORACLE McAfee

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

Favorites | Main Menu > Careers

Careers Home | [Job Search](#) | [My Saved Jobs](#) | [My Saved Searches](#) | [My Career Tools](#) | [Logout](#)

Job Offer

Posting Title: PH Microbiologist III

Job Opening ID: 612866

Offer Date: 02/08/2013

Offer Expiration Date: 02/16/2013

Congratulations! We are delighted to extend this offer of employment to you.

Please review each of the documents carefully before responding to this offer. Any documents marked as Action Required must be completed and returned. You may scan the completed forms and upload them below, or complete the forms and bring them with you on your first day of work.

If you have any questions, contact your hiring manager/supervisor for assistance.

Attachments

[Job Offer Documents](#) | [Related Links](#) | [Notes](#)

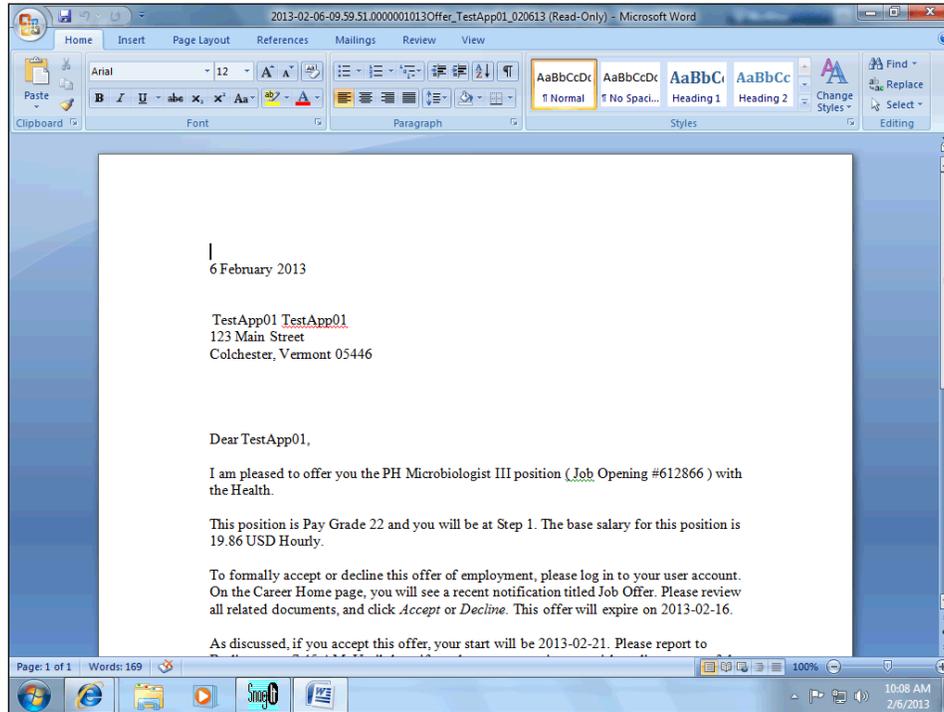
Document Description	Attached File	View
Offer Letter	2013-02-06-09.59.51.0000001013Offer_TestApp01_020613.docx	

Acknowledgments

I acknowledge that I have reviewed and understand the job offer details for the position listed.

Comments

Step	Action
92.	Press the [Ctrl] key and click the View button. 



Step	Action
93.	Review the offer letter. Click the Close button. 

ORACLE

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

Favorites | Main Menu > Careers

Please review each of the documents carefully before responding to this offer. Any documents marked as Action Required must be completed and returned. You may scan the completed forms and upload them below, or complete the forms and bring them with you on your first day of work.

If you have any questions, contact your hiring manager/supervisor for assistance.

Attachments

Job Offer Documents | Related Links | Notes

Document Description	Attached File	View
Offer Letter	2013-02-06-09.59.51.0000001013Offer_TestApp01_020613.docx	

Acknowledgments

I acknowledge that I have reviewed and understand the job offer details for the position listed.

Comments

Accept | Reject | Save

Completed Documents

Attachments

Description	Filename	Attachment Date Time
<input type="text"/>		

Select All | Deselect All | Upload Document | Send Document | Delete Document

Step	Action
94.	Click the acknowledgement checkbox option.
95.	Click the Accept button.
96.	Click the OK button.
97.	Click the OK button.
98.	Click the Careers Home link.
99.	End of Procedure.

Reject Applicant

Reject Applicant is primarily a function for Hiring Managers, but a little background information for Field HR will help the process to work better.

Additionally, *Reject Applicant* is the function to use when a candidate has accepted an offer and subsequently declines.

Key Points about *Reject Applicant*

- Applicants receive no updates in the system about the status of an application once it is forwarded to the Hiring Manager. The expectation is that Hiring Managers communicate with all applicants to inform them of the final status of their application. (See Personnel Policy 4.11) VTHR supports this expectation by providing an automated function with template letters to send to the applicants.
- There are three applicable templates for *Reject Applicant*
 - Applicants who are in Route status should receive the “Post Route RR 1” template
 - Applicants who are in Interview status should receive the “Interviewed IR” template
 - When the Status Reason for the correspondence is “Requisition Cancelled”, the template letter is “Rejection-Cancelled JobOpening”

TIP: Preview the letter to be sure that it will populate. If nothing comes up in Preview, do not send. We will need to review the Hiring Manager’s security. (This tip comes from experience, due to a couple of hiring managers who went through the process correctly, but the emails that were sent to the applicants were blank because of an issue with the manager’s setup in VTHR.)

- Once the letter is submitted, the applicant’s status is changed to “nohire”
- Once an Offer has been submitted to an applicant on the list, all applicants are changed to a status of “Hold” (unless they were already “nohire”). Additionally, once the Hire is processed, all other applicants are changed to “nohire”.

TIP: Because the Offer changes the status of all applicants, it is much easier to send the rejection letters before the Offer is submitted. Otherwise, it can be difficult to sort out which applicants require which letter and time consuming to select the correct applicants who need notification. Hiring Managers may want to hold off on notification to Interviewees until the Offer is Accepted, but that is more manageable than corresponding with all applicants at that stage.

- Here are a couple of resources regarding this function:

[Reject Applicants, Send Rejection Letters and Emails](#) - 7 minutes

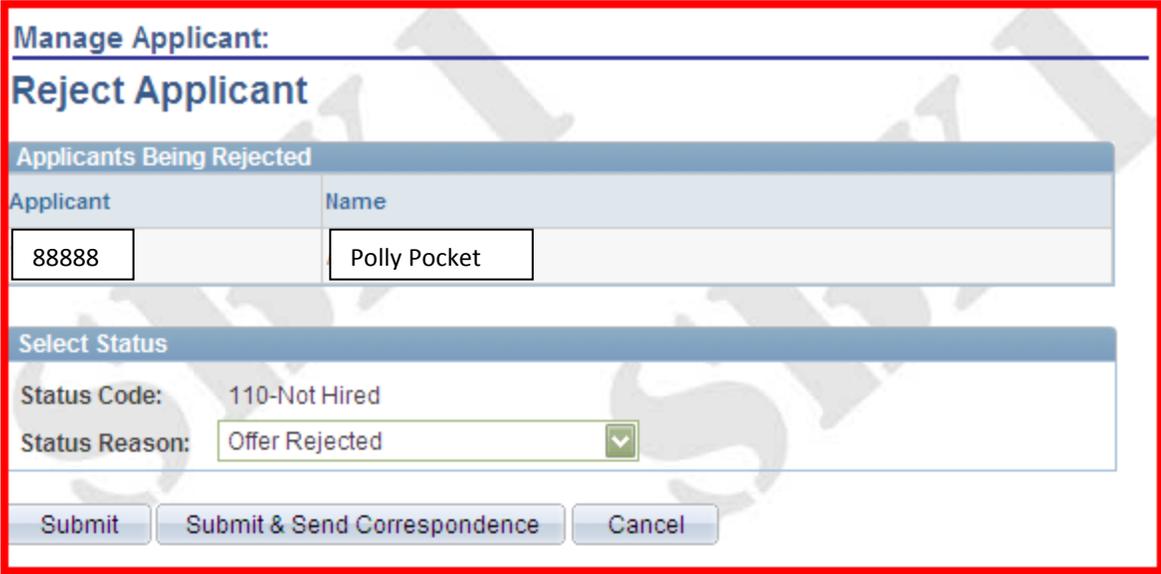
Upk: <https://knowledge.peoplesoft.state.vt.us/Management/data/toc.html> (Recruitment - Reject Applicant & Send Correspondence)

Use “Reject Applicant” if a candidate withdraws after accepting the offer

In some instances, an applicant may accept the offer, but then decline verbally after further reflection or due to a change in circumstances. The Hiring Manager or Field HR will update the applicant status in order to proceed with recruitment for the job opening.

Select Action: “Reject Applicant”

Choose “Offer Rejected”



Manage Applicant:

Reject Applicant

Applicants Being Rejected

Applicant	Name
88888	Polly Pocket

Select Status

Status Code: 110-Not Hired

Status Reason: Offer Rejected

Submit Submit & Send Correspondence Cancel

Click Submit only (you don't want to send correspondence)

The applicant's status will now be “not hired”. Go ahead and submit your new offer for the next candidate.

Posting Positions with a Multiple Headcount

More than one position number can be associated to a job posting. This feature will allow us to easily post “multiple headcount” positions with one posting.

Values in the *Target Openings* and *Available Openings* fields should be changed to reflect the headcount.

In the *Positions* section, click *Add Positions* and select the appropriate additional position numbers.

Remember, this should only be done when the positions are IDENTICAL. Location, job title/job code, unit, supervisor, shift...the positions must truly be the same.

The screenshot displays the Oracle HR system interface for creating a job opening. The top navigation bar includes 'ORACLE', 'Favorites', 'Main Menu', 'Recruiting', and 'Find Job Openings'. The main section is titled 'Opening Information' and contains various fields for job details. The 'Target Openings' and 'Available Openings' fields are highlighted in yellow and both contain the value '1'. Below this is a table titled 'Positions' with one row of data. At the bottom, there is a yellow 'Add Positions' button.

Opening Information		
*Template ID:	1015	Classified/Competitive
Job Opening Type:	Standard Requisition	
Created By:	25870	Richard Gauthier
Created:	05/21/2013	
*Openings to Fill:	Limited	
Target Openings:	1	
Available Openings:	1	
Establishment ID:	VT	State of Vermont
Business Unit:	02170	Criminal Justice Trng Council
Company:	VT	State of Vermont
Department:	2170011000	Administration
Location:	05763	Pittsford
Recruiting Location:	82	Pittsford
Add Additional Locations		
Status Code:	010-Open	
Status Reason:	New Job/Position	
*Status Date:	05/21/2013	
Desired Start Date:		
Encumbrance Date:		
Projected Fill Date:		
Date Authorized:	05/21/2013	
Referral Program ID:		
Recruitment Contact:		
Positions		
*Descr	Position Number	Primary Position
Trng Coord&Prog Plnr Hmland Se	540015	<input checked="" type="checkbox"/>
+ Add Positions		

Creating a Job without a Position Number

Information for Hiring Managers

Under special circumstances, a hiring manager can initiate recruitment without a position number. Situations that warrant posting without a position number include multiple-level recruitment and recruiting while the correct position number is in the assignment or reassignment process. Please be aware that posting without a position number is a special exception to the standard business process! Please contact Recruitment Services prior to initiating this type of recruitment.

Navigation: Main Menu > Recruiting > Create New Job Opening

- 1) Select Business Unit
- 2) Select Job Family
- 3) Skip the Position Number field and Select Job Code
- 4) Click Continue

Because a position number was not selected, you must manually enter important information on the Job Opening Details tab. The fields required are:

- 1) Company – Select State of Vermont
- 2) Department (10 digit department code)
- 3) Location
- 4) Recruiting Location (should default when you add “Location”)
- 5) Schedule Type – Indicate full-time, part-time

Once you have completed the fields noted above, proceed to the Hiring Team tab and Posting Information tab steps (See UPK: Create Job Opening pt. 1 – Hiring Manager).

If this job is part of a multiple level posting, be sure to make a note in the Posting Information section. Include the Job Opening ID numbers and job titles for the other levels.

Opening Information

*Template ID: 1015 Classified/Competitive
 Job Opening Type: Standard Requisition
 Created By: 17227 Rose Gowdey
 Created: 05/15/2013
 *Openings to Fill: Limited
 Target Openings: 1
 Available Openings: 1
 Establishment ID:
 Business Unit: 03440 Children and Family Services
 Company: VT State of Vermont
 Department:
 Location:
 Recruiting Location:
[Add Additional Locations](#)

Status Code: 005 Draft
 Status Reason:
 *Status Date: 05/15/2013
 Desired Start Date:
 Encumbrance Date:
 Projected Fill Date:
 Date Authorized:
 Referral Program ID:
 Recruitment Contact:

(scroll down the page)

Additional Job Specifications Find | View All | First | 1 of 1 | Last

Job Code: 087600 Primary Job Code

Staffing Information

Region: USA
 Schedule Type:
 Regular/Temporary: Classified
 Begin Date:
 End Date:
 Shift: Not Applicable
 Hours: 40.00
 Work Period: Weekly
 Travel Percentage: None

Salary Information

Salary Admin Plan: CLS
 From Grade: 22
 From Step: 1
 To Grade:
 To Step:
 Salary Range From: 40,497.600000 (Default From Job Code)
 Salary Range To: 63,232.000000 (Default From Job Code)
 Pay Frequency: Year
 Currency: US Dollar

[+ Add Job Codes](#) [- Delete Job Code](#)