

# **VTHR Recruitment Manual for Hiring Managers**



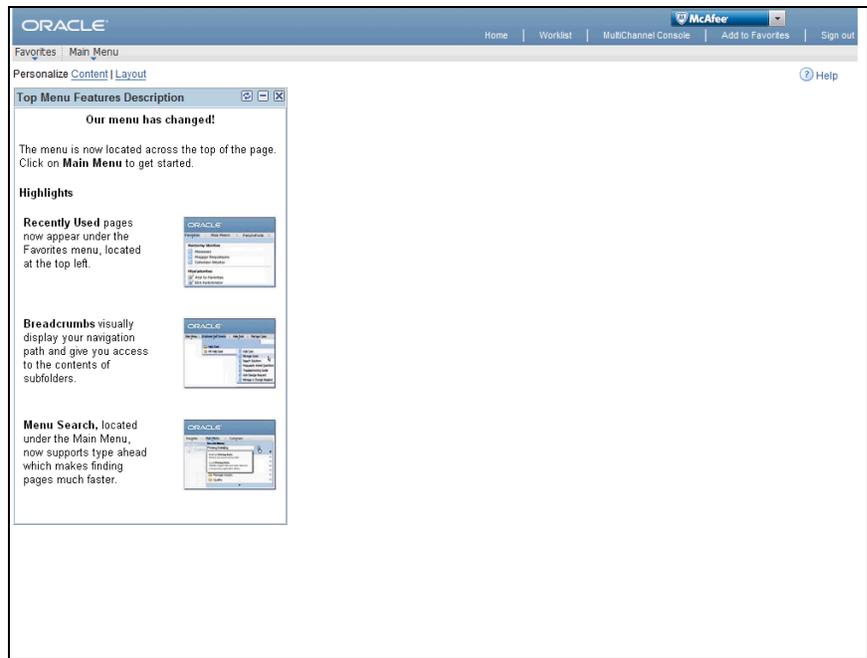
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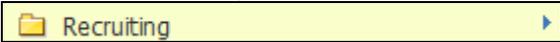
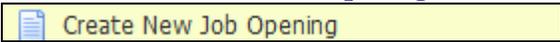
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# Hiring Manager Manual

## Recruitment\_Create Job Opening pt.1 - Hiring Manager

### Procedure



Step	Action
1.	Click the <b>Main Menu</b> button. 
2.	Click the <b>Recruiting</b> menu. 
3.	Click the <b>Create New Job Opening</b> menu. 

ORACLE McAfee

Home | Add to Favorites | Sign out

Favorites | Main Menu > Recruiting > Create New Job Opening

Help http

### Create New Job Opening

#### Enter Primary Job Opening Information

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

**Opening Information** ?

Job Opening Type: Standard Requisition

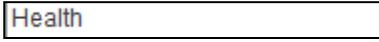
Business Unit: The State of Vermont

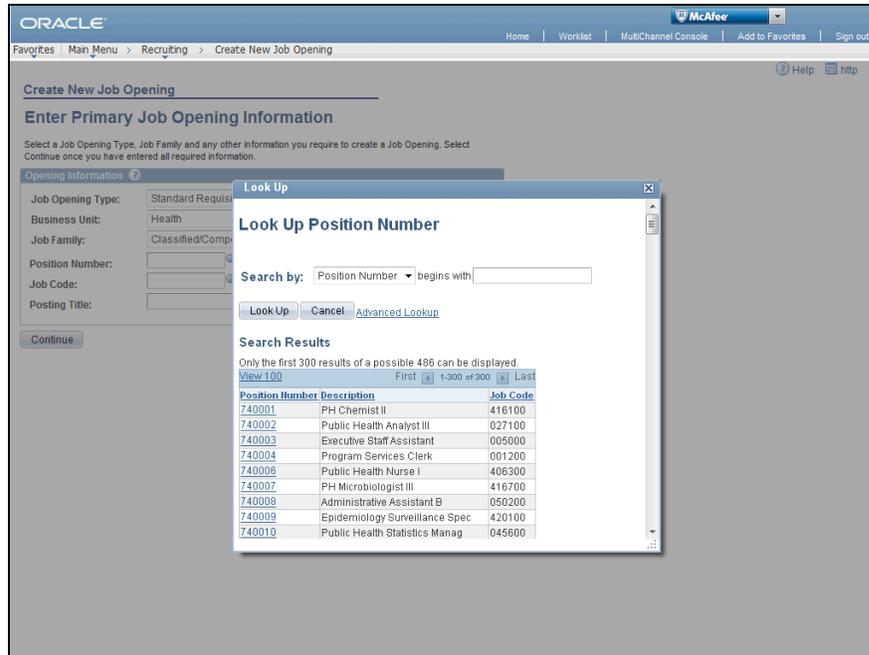
Job Family:

Position: -

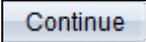
Job Code:

Posting Title:

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



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

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

**ORACLE** McAfee

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

Favorites | Main Menu > Recruiting > Create New Job Opening

**Create New Job Opening**

**Job Opening**

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

Save & Submit Save as Draft Cancel Previous Step Next Step

Job Opening Details Hiring Team Posting Information Qualifications Screening

**Opening Information**

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

Step	Action
12.	Move down to continue.  Click the <b>Scrollbar</b> .

**ORACLE** McAfee

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

Favorites | Main Menu > Recruiting > Create New Job Opening

**Create New Job Opening**

**Job Opening**

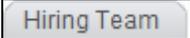
Posting Title: PH Chemist II  
 Job Opening Status: 005 Draft  
 Job Title: PH Chemist II Job Code: 416100  
 Position Number: 740001 PH Chemist II  
 Business Unit: 03420 Health  
 Job Family: 000003 Classified/Competitive

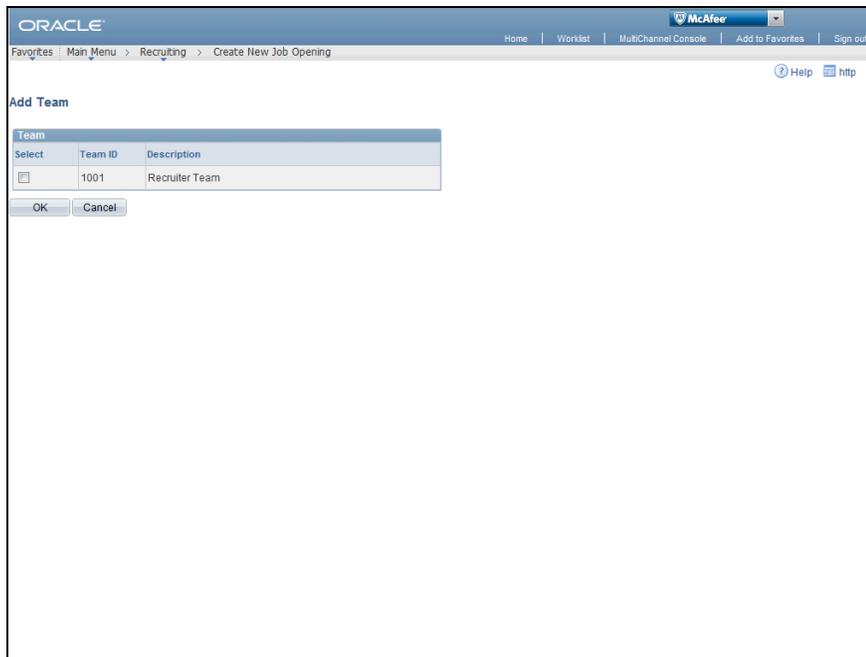
Save & Submit Save as Draft Cancel Previous Step Next Step

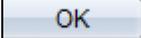
Job Opening Details Hiring Team Posting Information Qualifications Screening

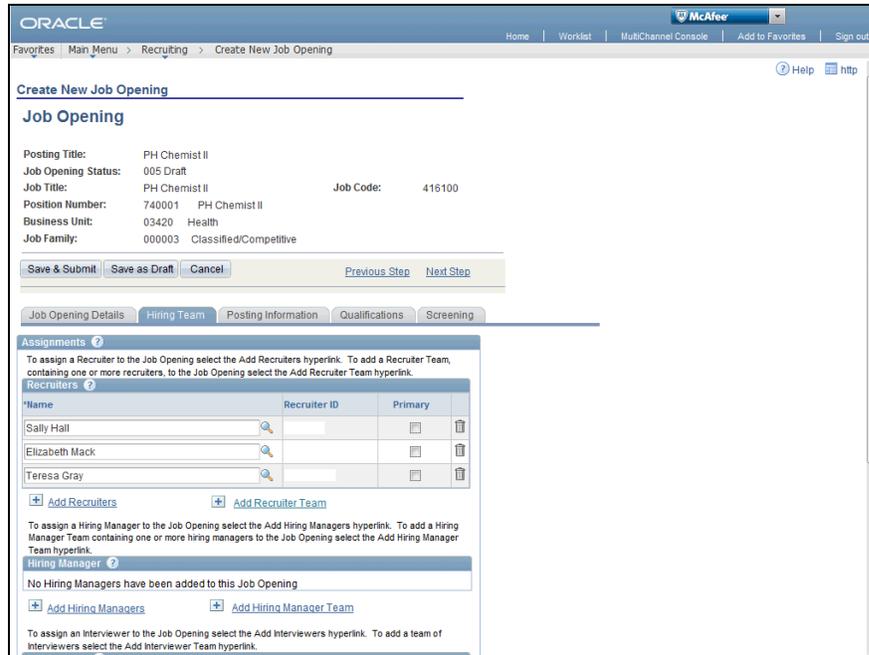
**Opening Information**

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

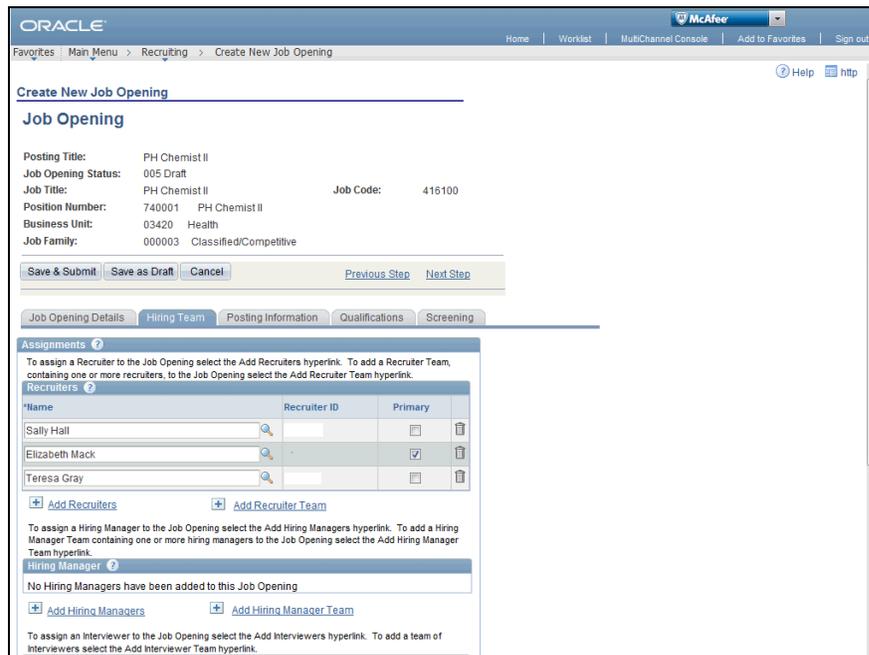
Step	Action
13.	Click the <b>Hiring Team</b> link. 
14.	Click the <b>Add Recruiter Team</b> link. 



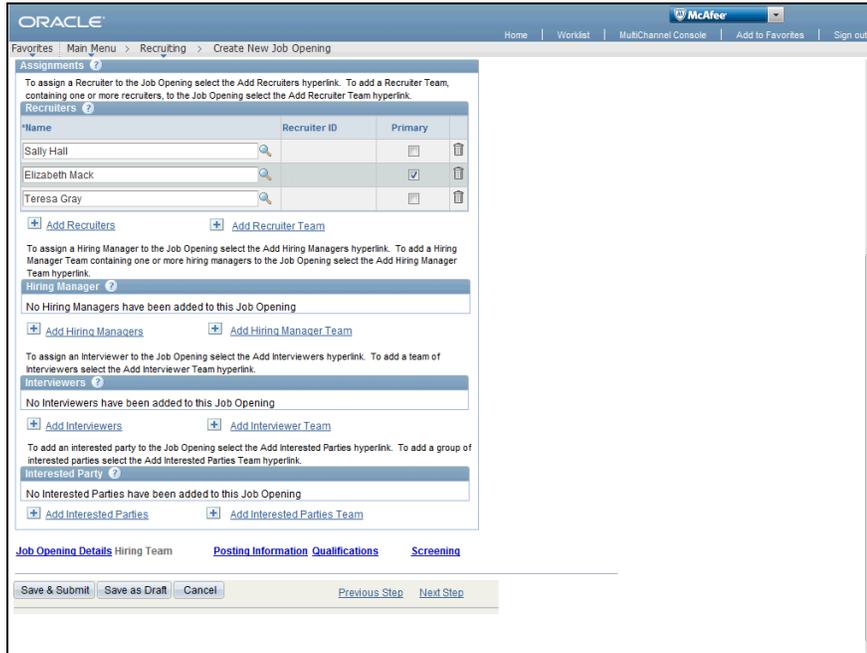
Step	Action
15.	Click the <b>Select</b> option. 
16.	Click the <b>OK</b> button. 



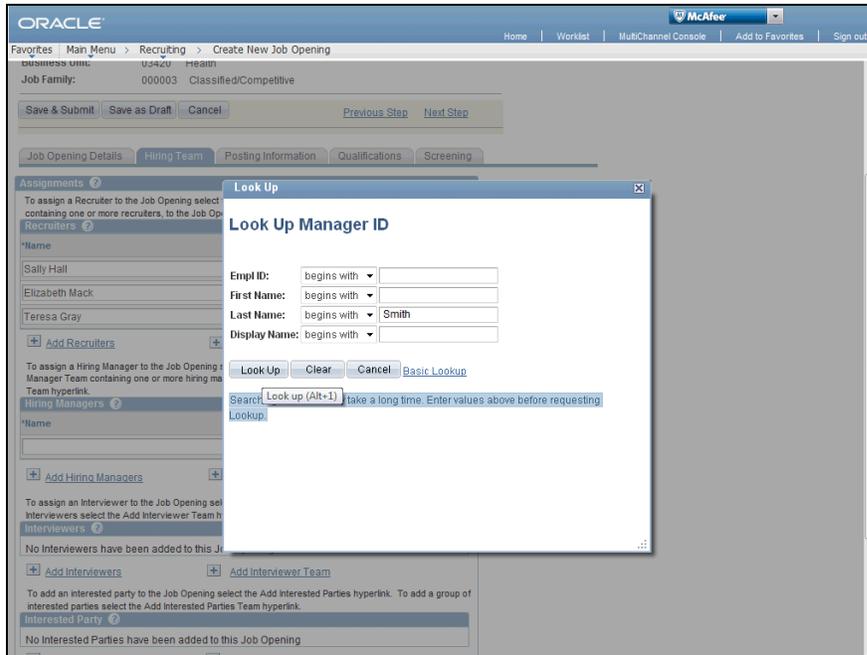
Step	Action
17.	<p>Identify your Recruiter.</p> <p>Click the <b>Primary</b> option.</p> 



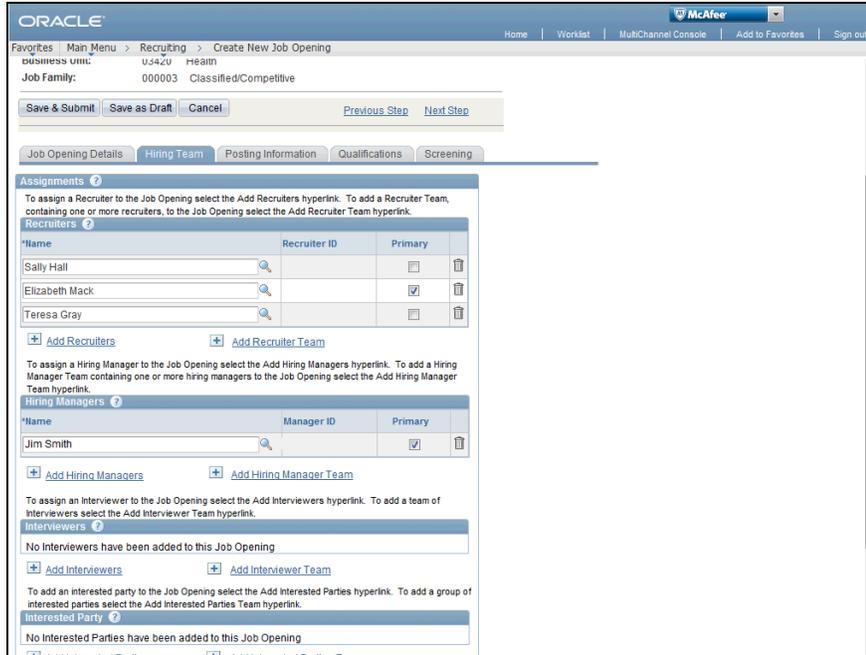
Step	Action
18.	Move down to continue.  Click the <b>Scrollbar</b> .



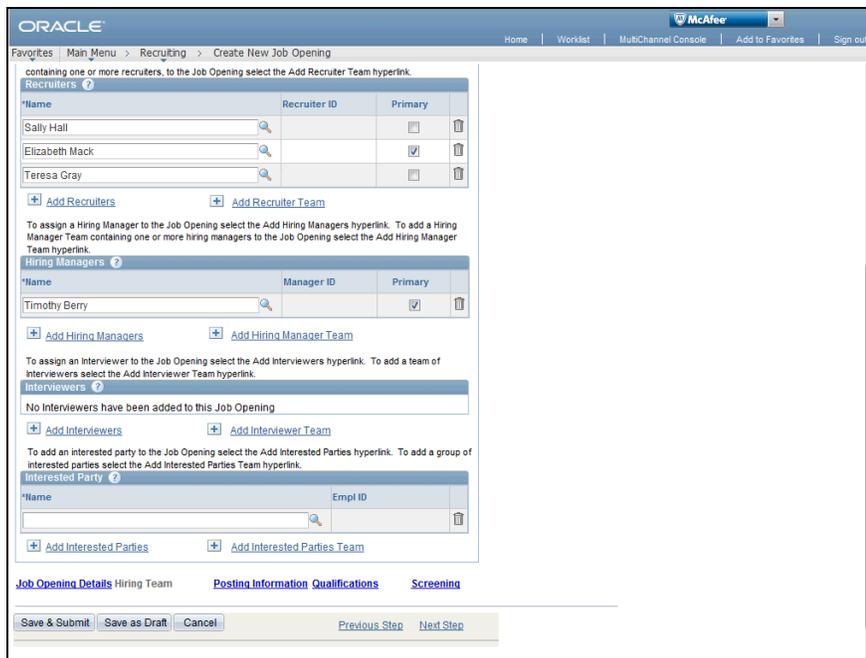
Step	Action
19.	Click the <b>Add Hiring Managers</b> link. 
20.	Click the <b>Hiring Managers</b> look up button. 



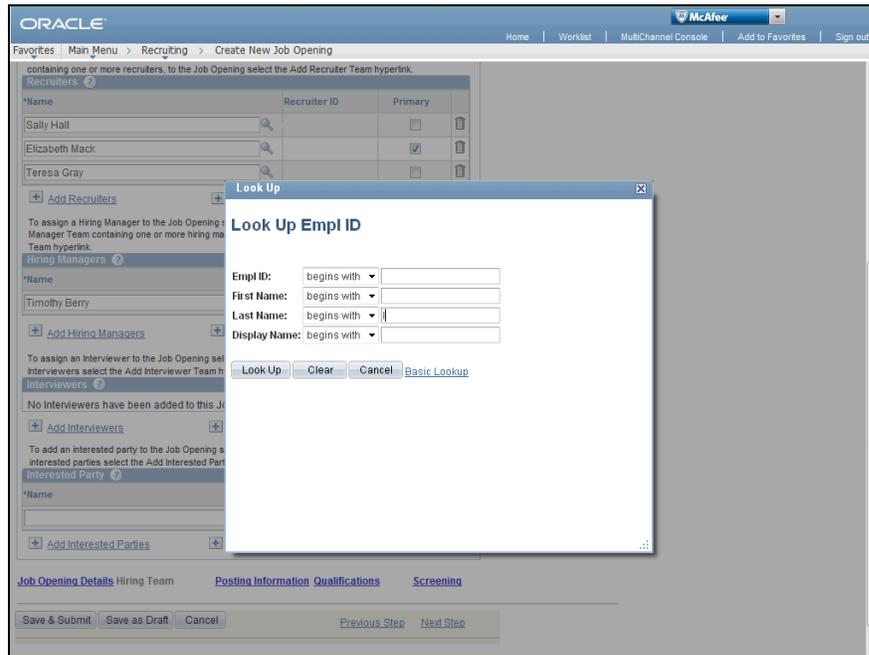
Step	Action
21.	<p>Enter the Hiring Manager's Empl ID or Last Name.</p> <p>For this example: Click in the <b>Last Name</b> field.</p> <p><input type="text" value="Smith"/></p>
22.	<p>Click the <b>Look Up</b> link.</p> <p><input type="button" value="Look Up"/></p>
23.	<p>For this example: Click the <b>Jim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

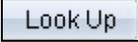


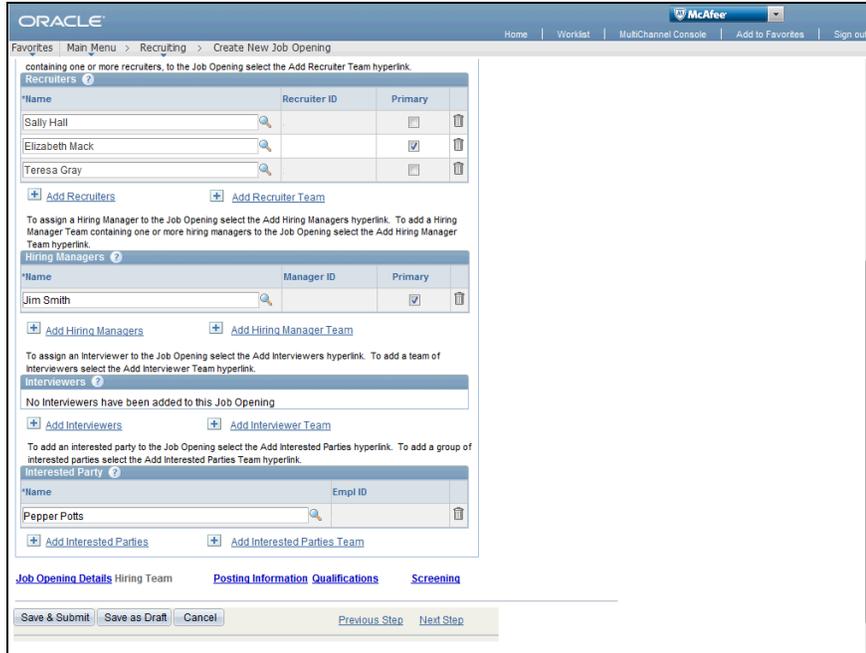
Step	Action
24.	Move down to continue.  Click the <b>Scrollbar</b> .
25.	Click the <b>Add Interested Parties</b> link.  <b>Add Interested Parties</b>



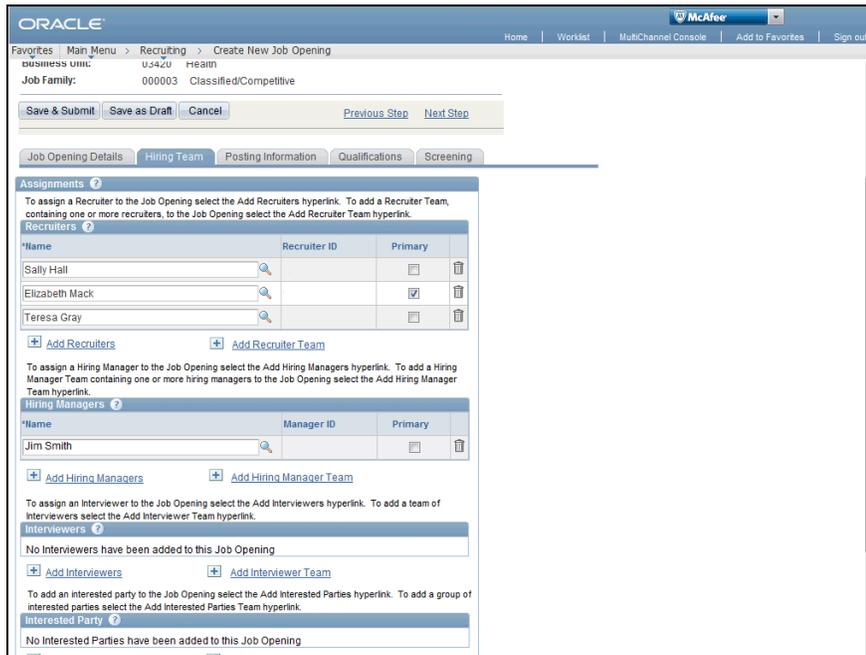
Step	Action
26.	Click the <b>Interested Party</b> look up button. 



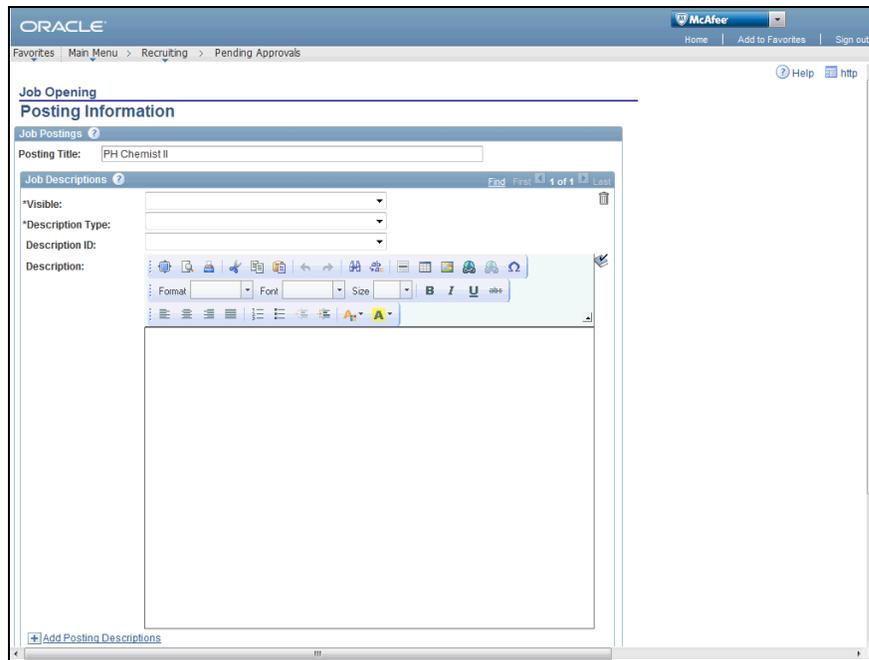
Step	Action
27.	Enter the desired information into the <b>Last Name</b> field.  For this example: Enter " <b>potts</b> ".
28.	Click the <b>Look Up</b> button. 
29.	Click the <b>Pepper Potts</b> link. 

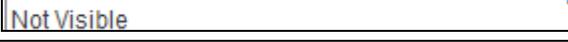


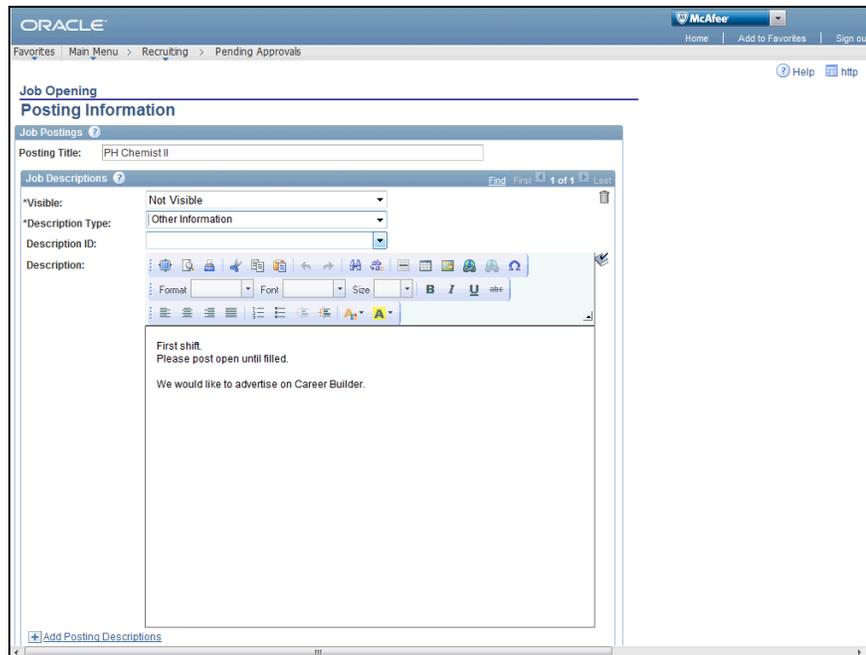
Step	Action
30.	Move to the top of the page. Click the <b>Scrollbar</b> .



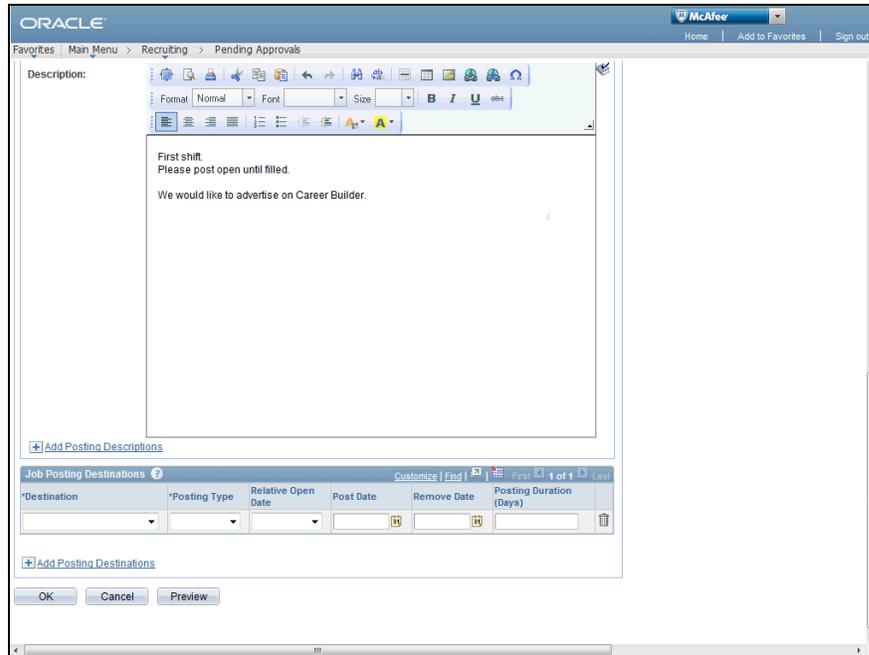
Step	Action
31.	Click the <b>Posting Information</b> tab. 
32.	Click the <b>Add Job Postings</b> link. 



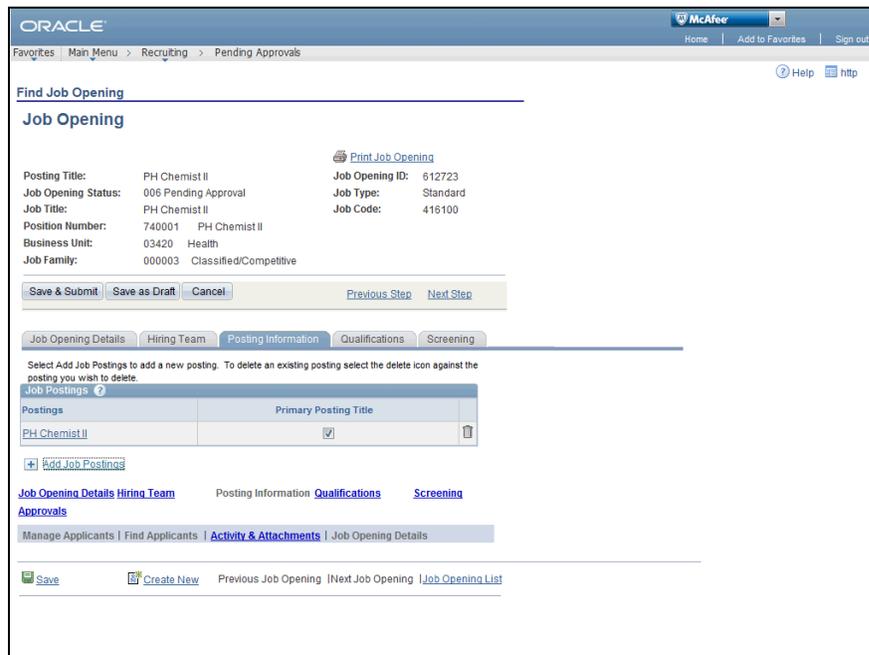
Step	Action
33.	Click the <b>Visible</b> list. 
34.	Click the <b>Not Visible</b> list item. 
35.	Click the <b>Description Type</b> list. 
36.	Click the <b>Other Information</b> list item. 

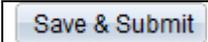
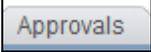


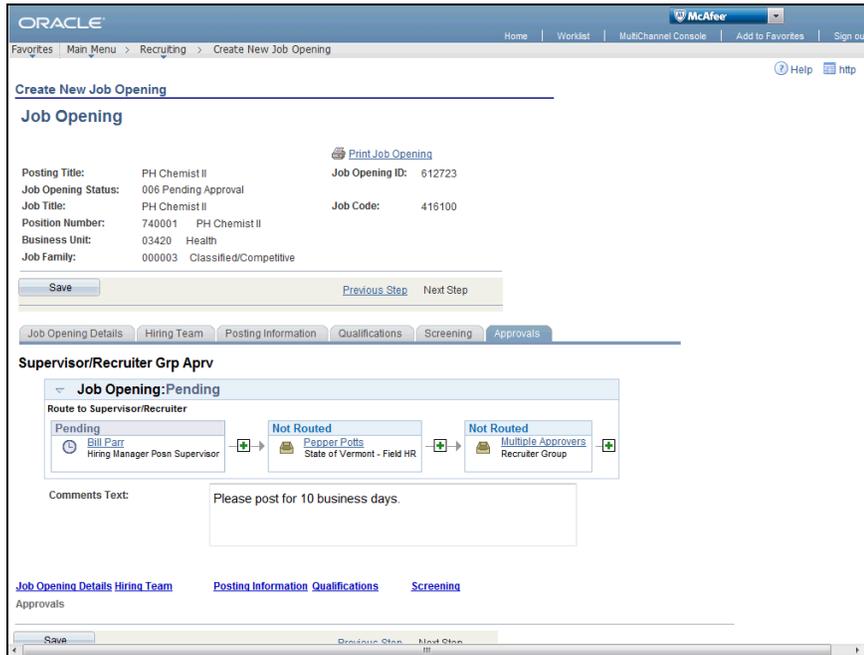
Step	Action
37.	<p>You can enter additional information about the job posting in the text box. Include anything Field DHR or Recruitment needs to know.</p> <p>For example: shift information, open until filled requests, advertising preferences, etc.</p>
38.	<p>Move down the page.</p> <p>Click the <b>scrollbar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



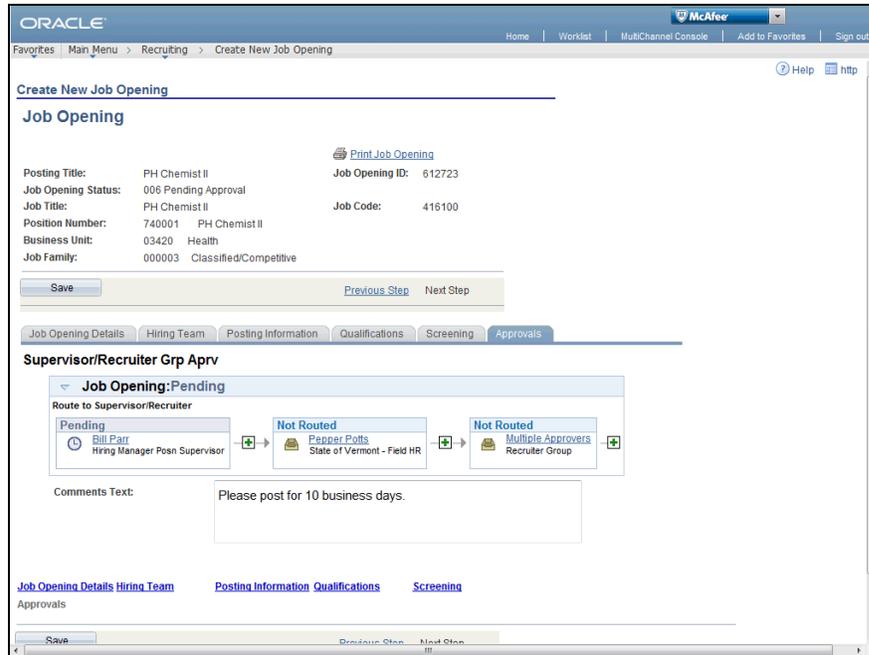
Step	Action
39.	Click the <b>OK</b> button. <div style="border: 1px solid black; padding: 5px; display: inline-block; margin-top: 5px;">OK</div>



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



Step	Action
44.	Enter the desired information into the <b>Comments Text</b> field.  For this example: Enter " <b>Please post for 10 business days.</b> "

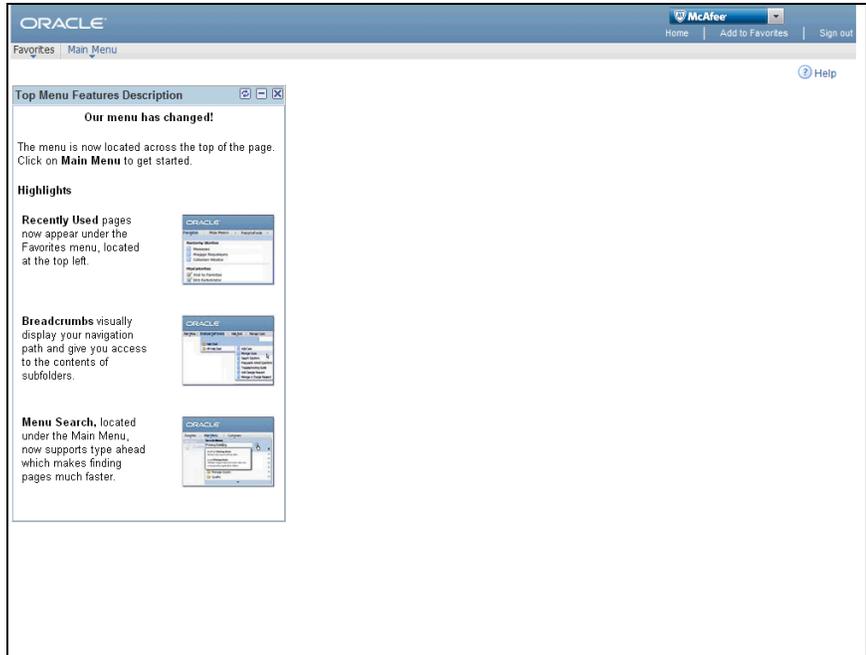


Step	Action
45.	Click the <b>Home</b> link. 
46.	<b>End of Procedure.</b>

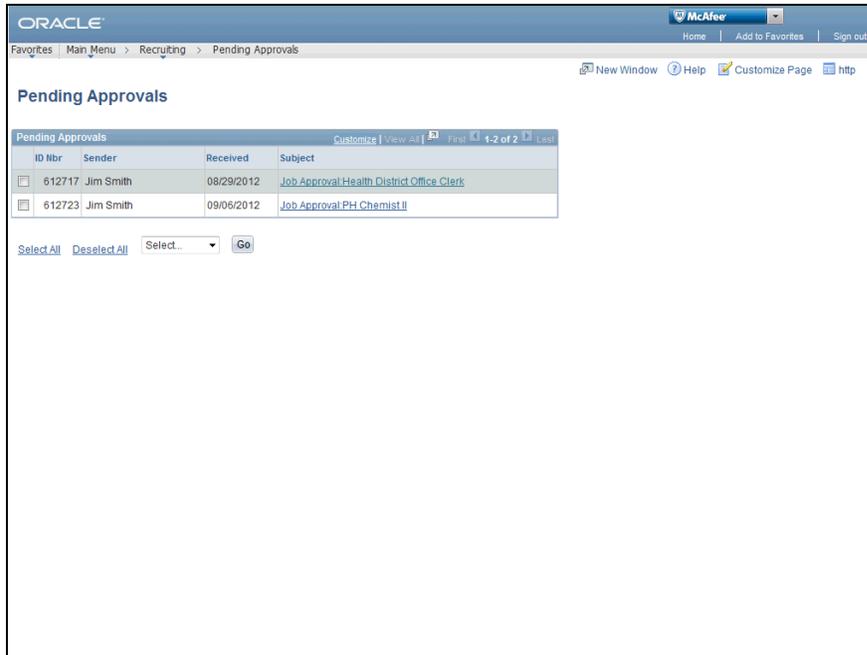
### Recruitment\_Create Job Opening pt.2 - Appointing Authority

#### Procedure

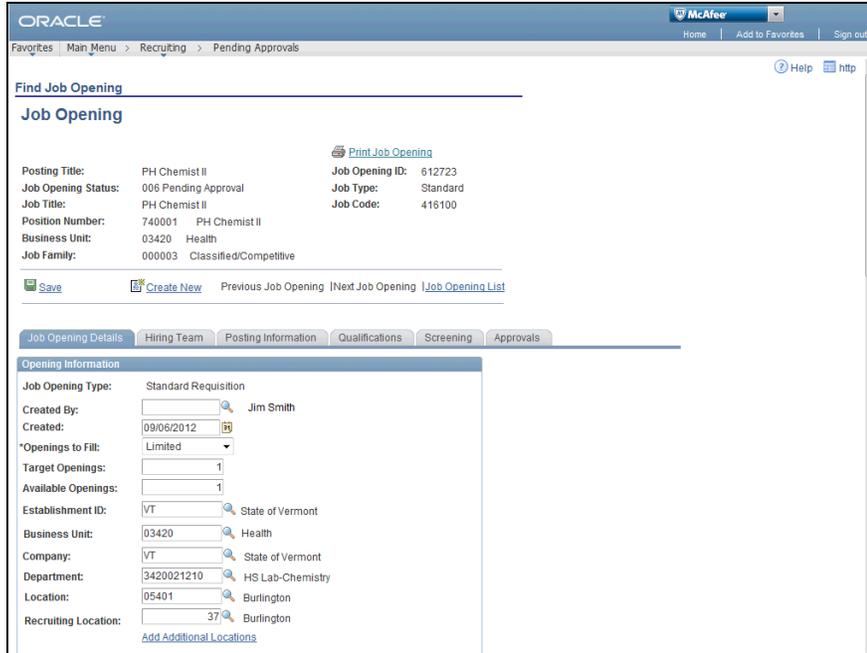
The purpose of the Appointing Authority’s review and approval of the job opening is to authorize filling the position. This approval is required to proceed with the creation of the job opening. The Appointing Authority is not reviewing the completed job posting, just the initial request to recruit.



Step	Action
1.	Click the <b>Main Menu</b> button. 
2.	Click the <b>Recruiting</b> menu. 
3.	Click the <b>Pending Approvals</b> menu. 

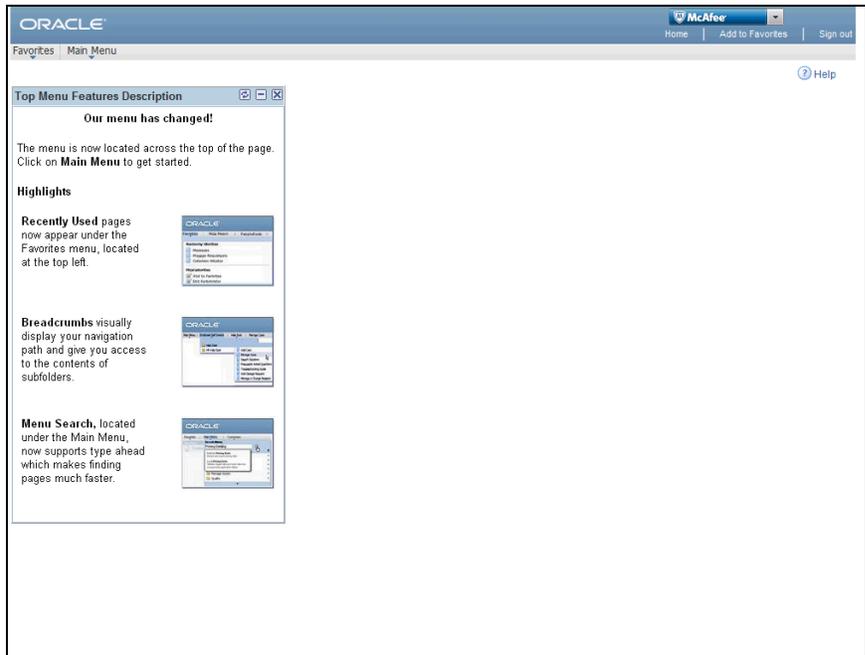


Step	Action
4.	<p>Select the Job Opening that needs approval.</p> <p>For this example:            Click the box next to the <b>612723</b> option.</p> 
5.	<p>Click the <b>Job Approval:PH Chemist II</b> link.</p> 

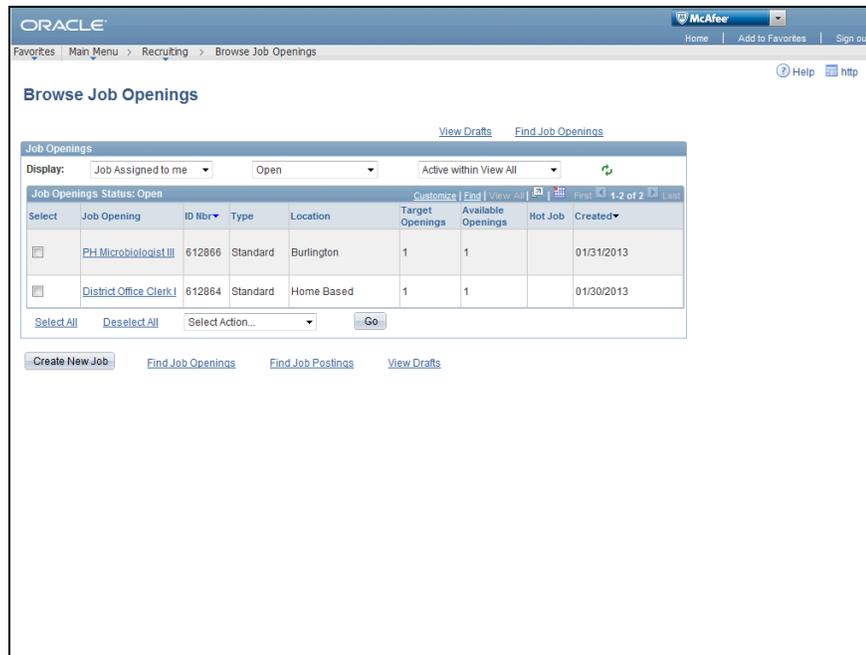


Step	Action
6.	Click the <b>Approvals</b> link. 
7.	Click the <b>Approve</b> button. 
8.	Click the <b>Home</b> link. 
9.	<b>End of Procedure.</b>

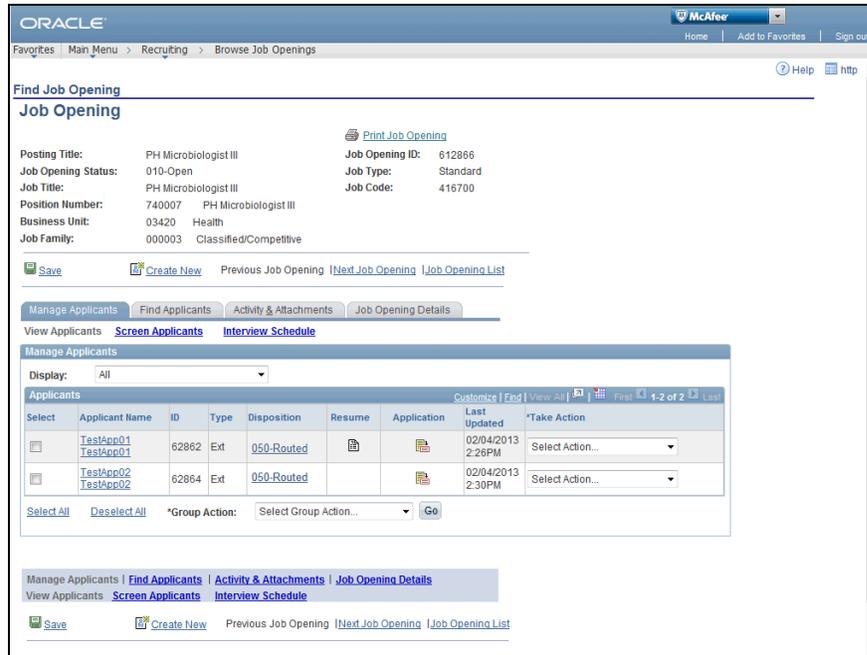
Recruitment\_Review Applicant Information  
**Procedure**



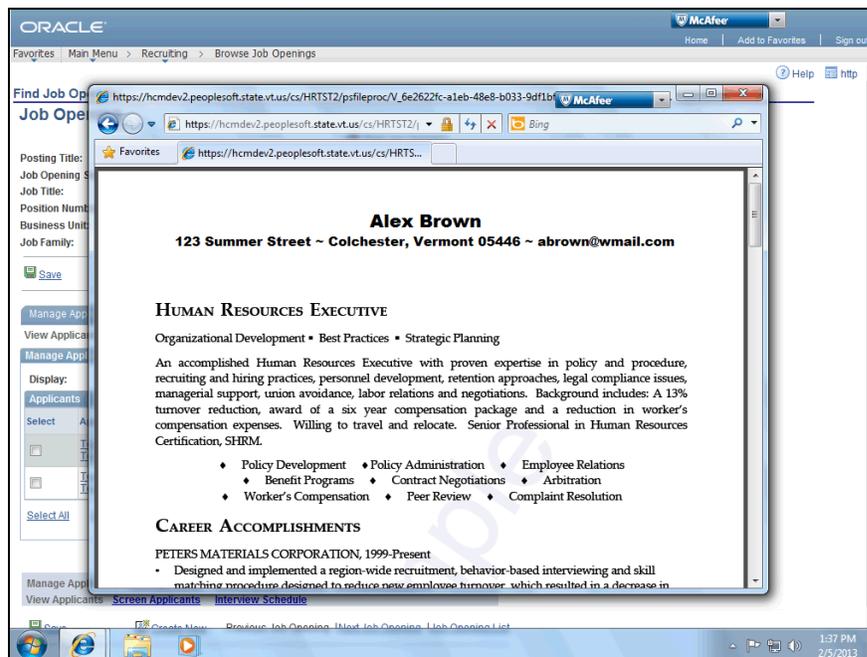
Step	Action
1.	Click the <b>Main Menu</b> button. 
2.	Click the <b>Recruiting</b> menu. 
3.	Click the <b>Browse Job Openings</b> menu. 



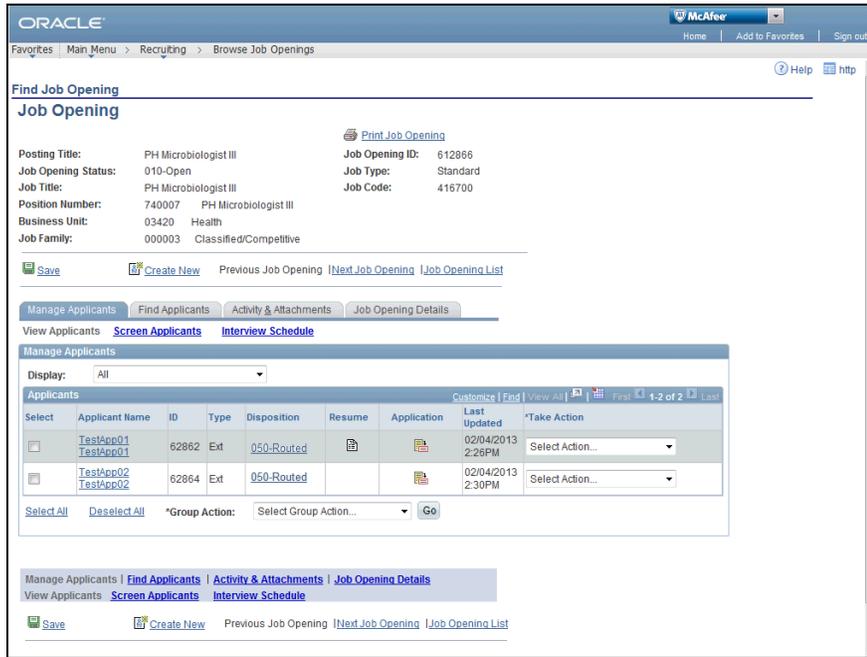
Step	Action
4.	Click the <b>PH Microbiologist III</b> link. <a href="#">PH Microbiologist III</a>
5.	<b>IMPORTANT TIP!</b> Hold down the <b>[Ctrl]</b> key when you click on an attachment. Using the <b>[Ctrl]</b> key will disable the pop-up blocker and allow you to open the file.



Step	Action
6.	Press the <b>[Ctrl]</b> key and click the <b>Resume</b> button. 



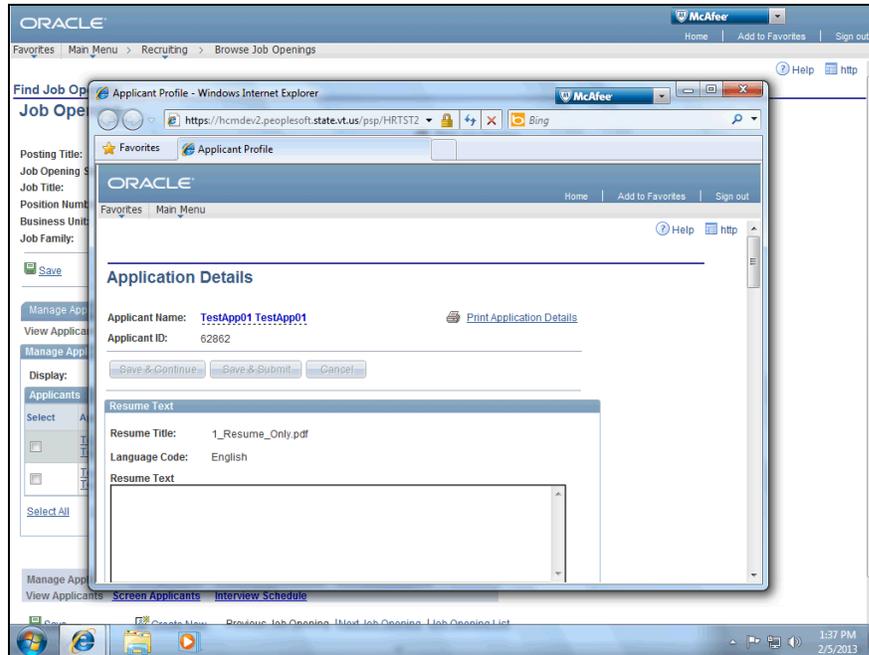
Step	Action
7.	Click the <b>Close</b> button. 



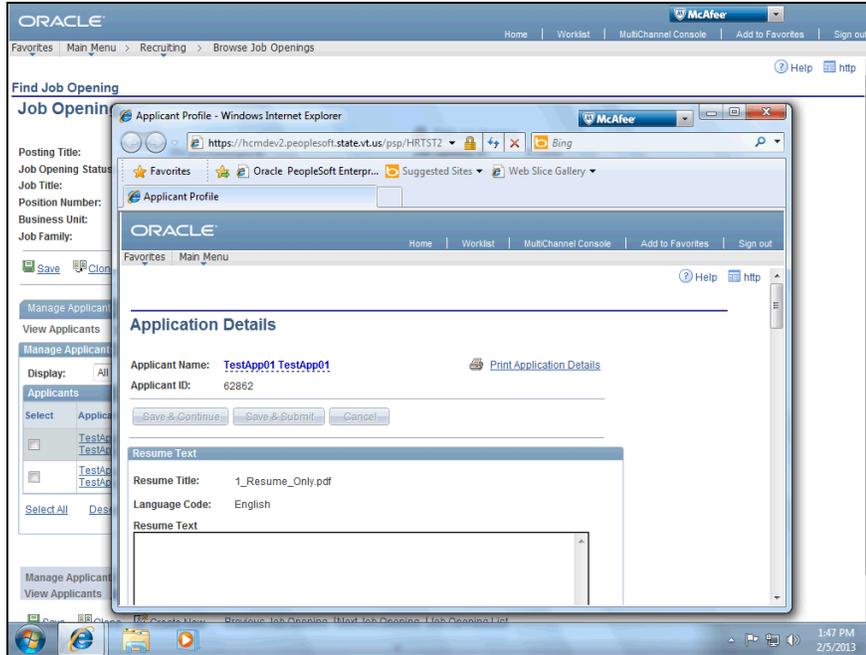
The screenshot shows the Oracle Job Opening interface. The main content area is titled 'Job Opening' and displays details for a 'PH Microbiologist III' position. Below this, there are navigation tabs for 'Manage Applicants', 'Find Applicants', 'Activity & Attachments', and 'Job Opening Details'. The 'Manage Applicants' tab is active, showing a table of applicants. The table has columns for 'Select', 'Applicant Name', 'ID', 'Type', 'Disposition', 'Resume', 'Application', 'Last Updated', and 'Take Action'. Two applicants are listed, both with a '050-Routed' disposition. Below the table, there are options to 'Select All', 'Deselect All', and a 'Group Action' dropdown.

Select	Applicant Name	ID	Type	Disposition	Resume	Application	Last Updated	Take Action
<input type="checkbox"/>	TestApp01 TestApp01	62862	Ext	050-Routed			02/04/2013 2:26PM	Select Action...
<input type="checkbox"/>	TestApp02 TestApp02	62864	Ext	050-Routed			02/04/2013 2:30PM	Select Action...

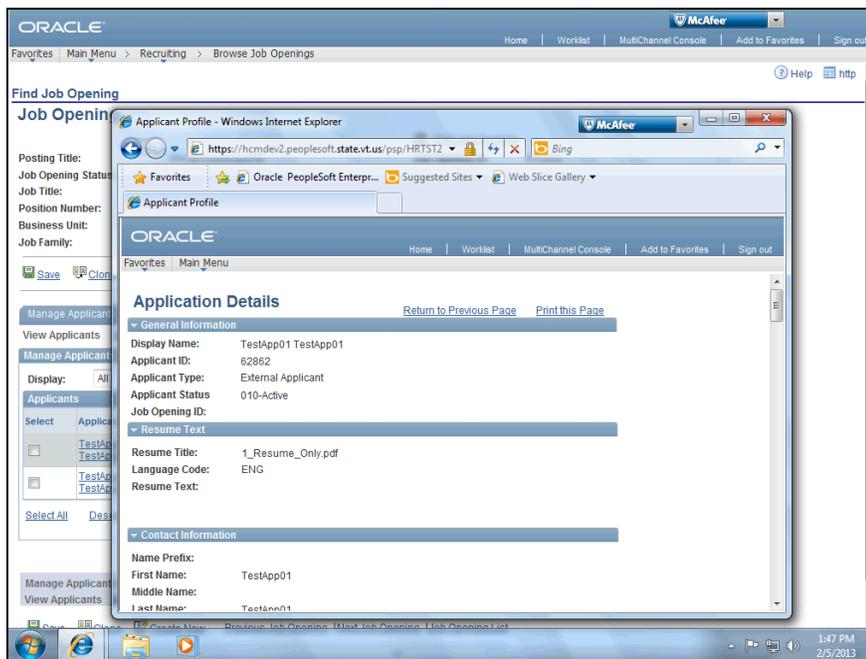
Step	Action
8.	Click the <b>Application Icon</b> object. 

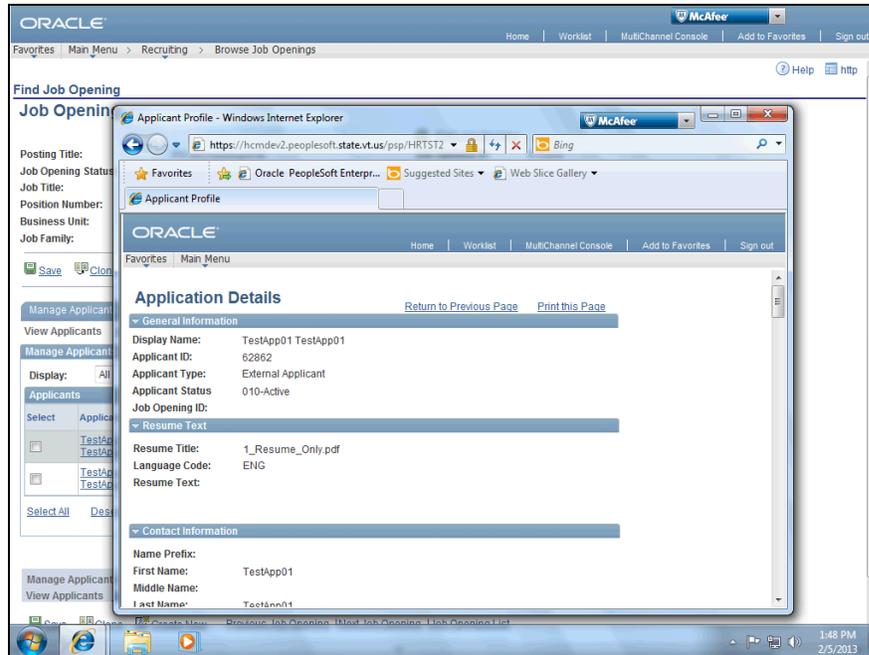


Step	Action
9.	Move down to continue.  Click the <b>Scrollbar</b> .
10.	<b>Print Application Details</b>  There are two different ways to Print Application Details.

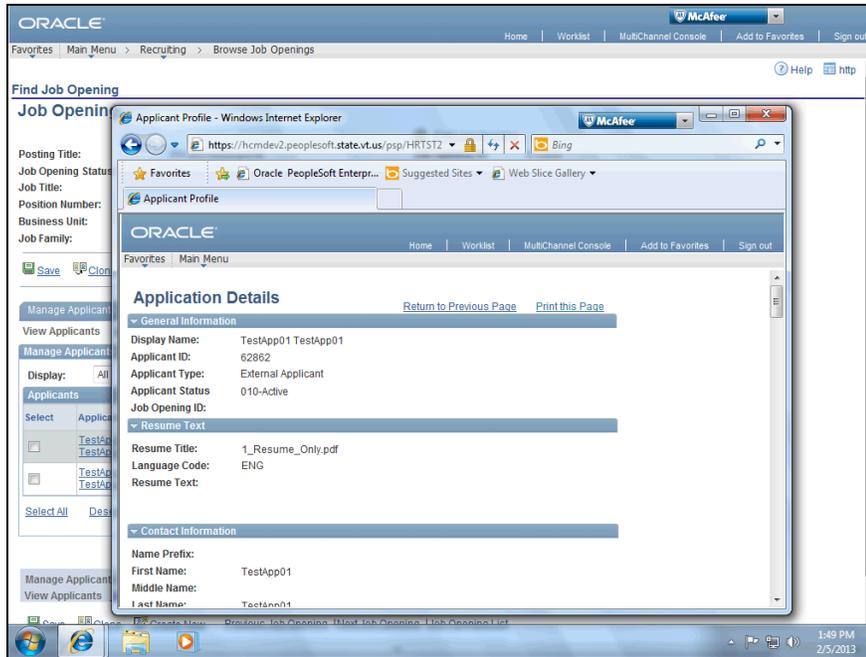


Step	Action
11.	Click the <b>Print Application Details</b> link. <a href="#">Print Application Details</a>

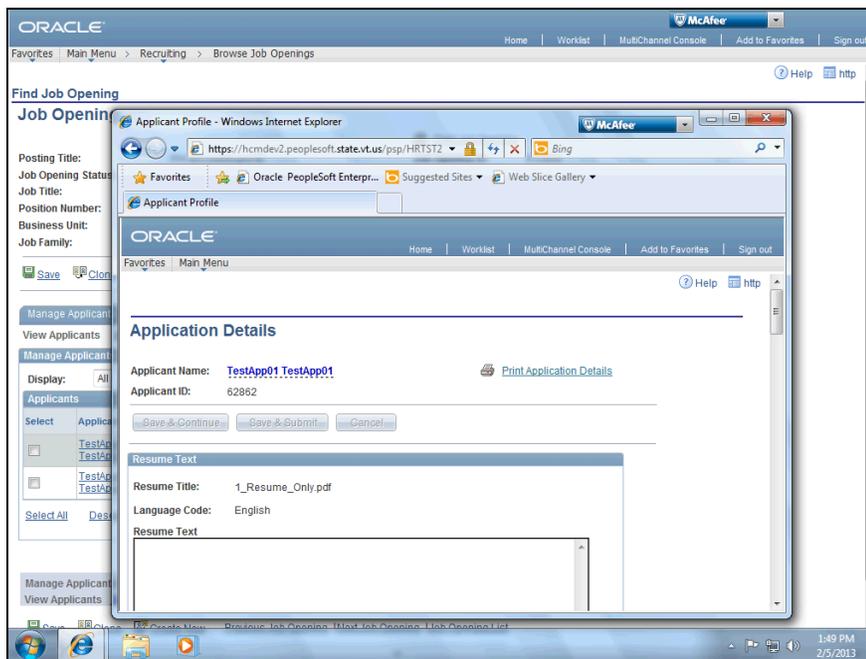




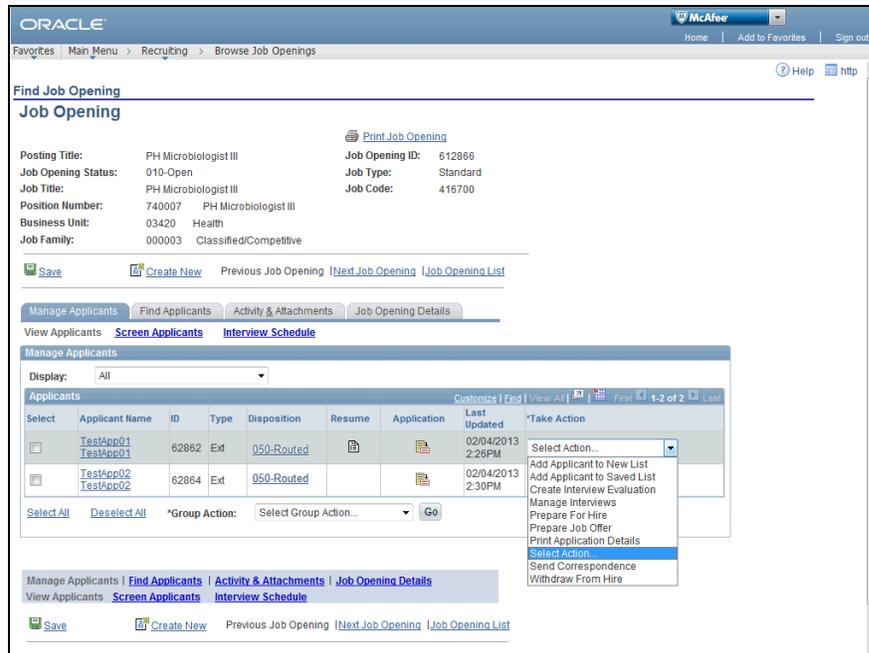
Step	Action
12.	Click the <b>Print</b> button. 
13.	Select Printer. Click the <b>Print</b> button. 



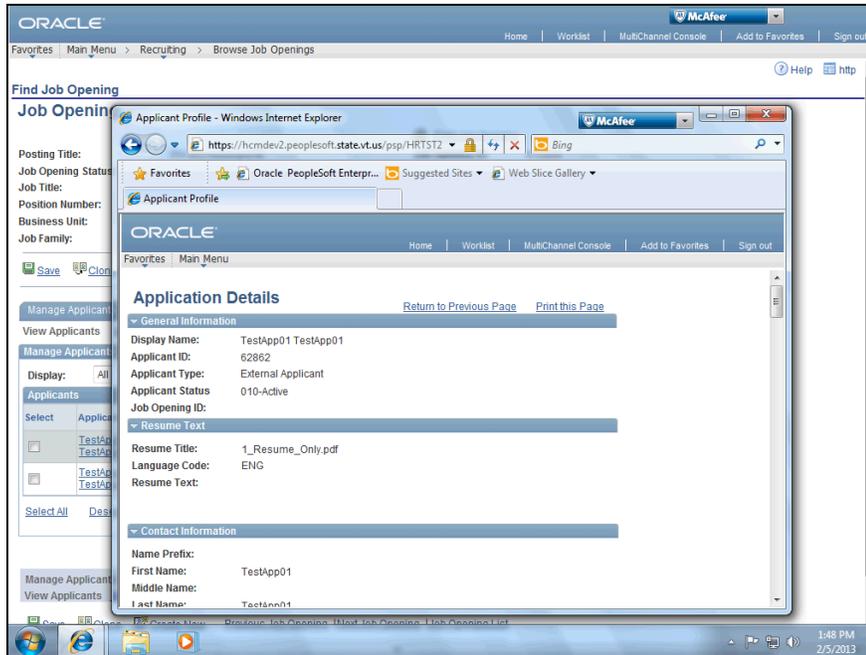
Step	Action
14.	Click the <b>Return to Previous Page</b> link. <a href="#">Return to Previous Page</a>



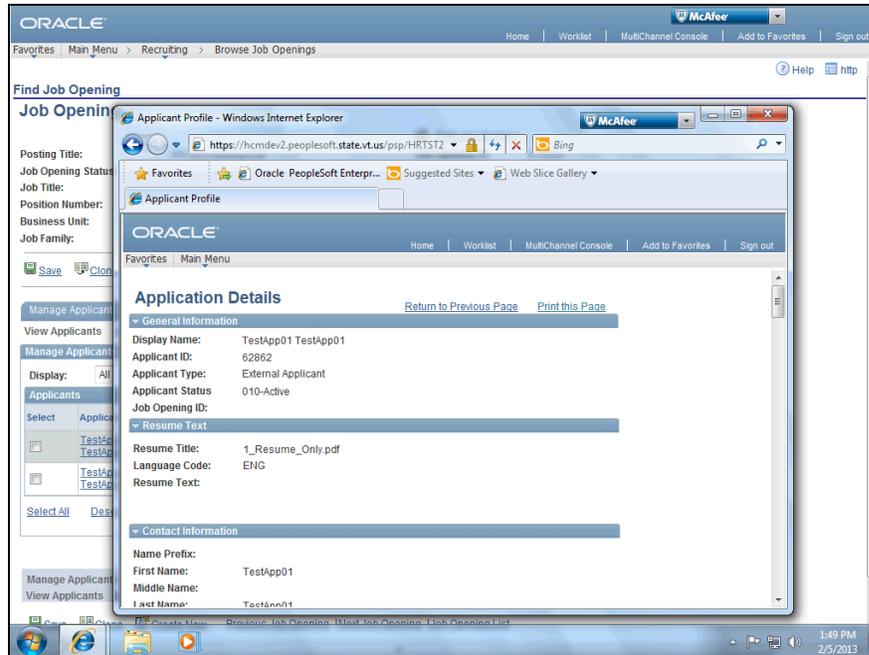
Step	Action
15.	Click the <b>Close</b> button. 
16.	You can also <b>Print Application Details</b> by using the Take Action menu.  This menu will take you directly to the printer-friendly version of the application.



Step	Action
17.	Click the <b>Print Application Details</b> list item. 



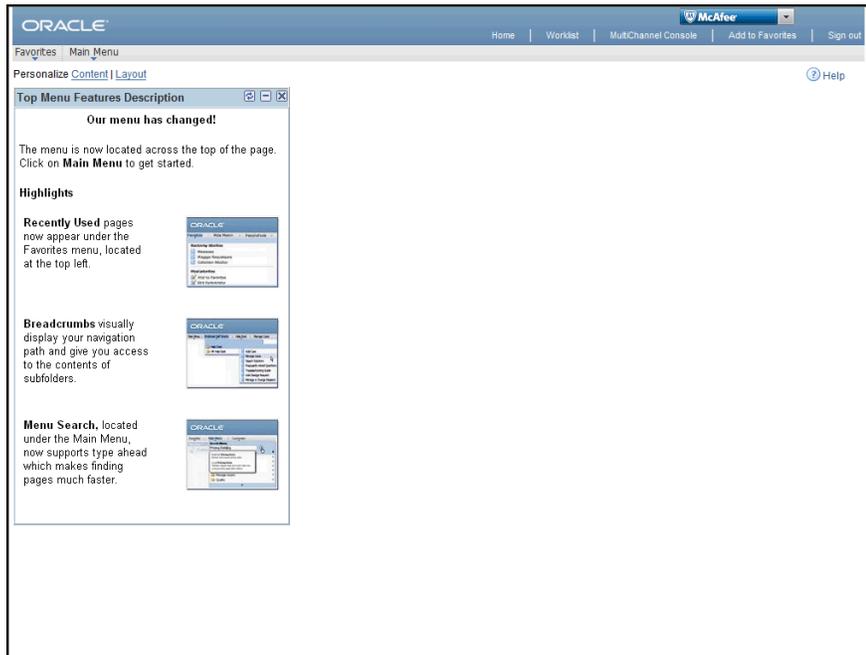
Step	Action
18.	Click the <b>Print</b> button. 
19.	Select Printer. Click the <b>Print</b> button. 

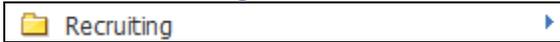
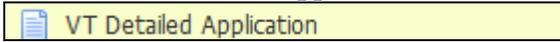


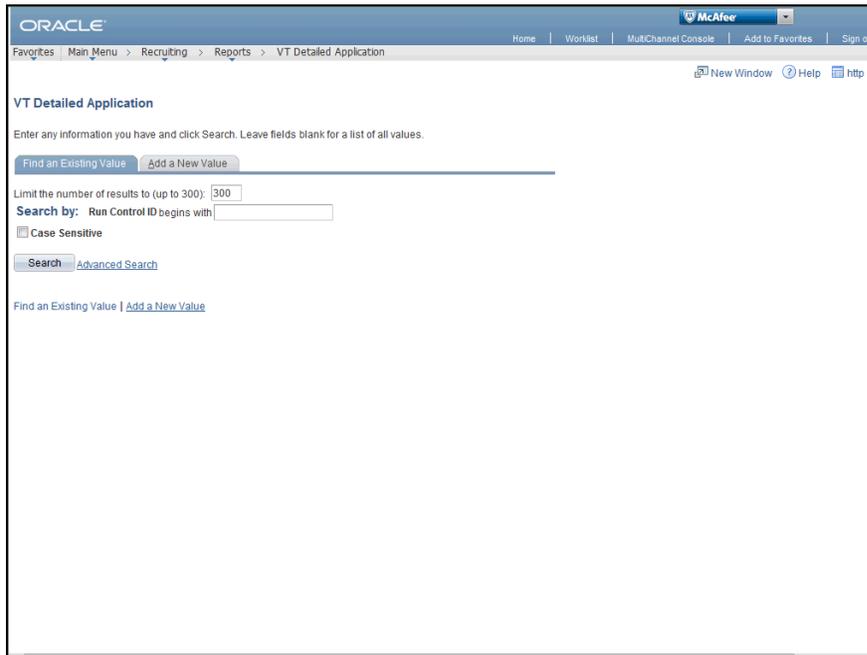
Step	Action
20.	Click the <b>Return to Previous Page</b> link. <a href="#">Return to Previous Page</a>
21.	To print multiple applications at the same time, use the <b>VT Detailed Application Report</b> .  To learn more, please view the "Run Detailed Application Report" UPK.
22.	<b>End of Procedure.</b>

### Recruitment\_Run Detailed Application Report Procedure

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



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



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

The screenshot shows the Oracle HR system interface. At the top, there is a navigation bar with 'ORACLE' and 'McAfee' logos, and a breadcrumb trail: 'Home > Worklist > MultChannel Console > Add to Favorites > Sign out'. Below this is a sub-menu: 'Favorites > Main Menu > Recruiting > Reports > VT Detailed Application'. The main content area is titled 'VT Runcl VTAPPLIC' and contains a form with the following elements:

- Run Control ID: elliem
- Language: English
- Buttons: Report Manager, Process Monitor, Run
- \*Job Opening ID: [text input]
- Routed After: [text input] Example: 09/24/12 02:48PM
- Applicant ID: [text input] Please leave blank for all
- Buttons: Save, Return to Search, Notify, Add, Update/Display

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

ORACLE McAfee

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

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

New Window | Help | Customize Page | http

**Process Scheduler Request**

User ID: ELLIEM Run Control ID: elliem

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

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

Time Zone:

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

OK Cancel

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

ORACLE McAfee

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

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

New Window | Help | Customize Page | http

**VT Runctl VTAPPLIC**

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

Language: English Process Instance: 494247

\*Job Opening ID: 612856 Routed After:

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

Please leave blank for all

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

Step	Action
15.	Click the <b>Process Monitor</b> link. <a href="#">Process Monitor</a>

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

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

Below the table, there are links for 'Go back to VT Detailed Application', 'Save', and 'Notify'. At the bottom, there are tabs for 'Process List' and 'Server List'.

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

ORACLE McAfee

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

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

Process List | Server List

View Process Request For

User ID: ELLIEM Type: Last 1 Days Refresh

Server: Name: Instance: to

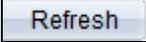
Run Status: Distribution Status:  Save On Refresh

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 <b>Refresh</b> button. 
18.	Click the <b>Details</b> link. 

ORACLE McAfee

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

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

Process Detail

Process

Instance: 494247 Type: SQR Report

Name: VTAPPLIC Description: VTAPPLIC

Run Status: Success Distribution Status: Posted

Run Update Process

Run Control ID: elliem

Location: Server

Server: PSUNX

Recurrence:

- Hold Request
- Queue Request
- Cancel Request
- Delete Request
- Restart Request

Date/Time Actions

Request Created On: 03/11/2013 4:12:50PM EDT [Parameters](#) Transfer

Run Anytime After: 03/11/2013 4:12:44PM EDT [Message Log](#)

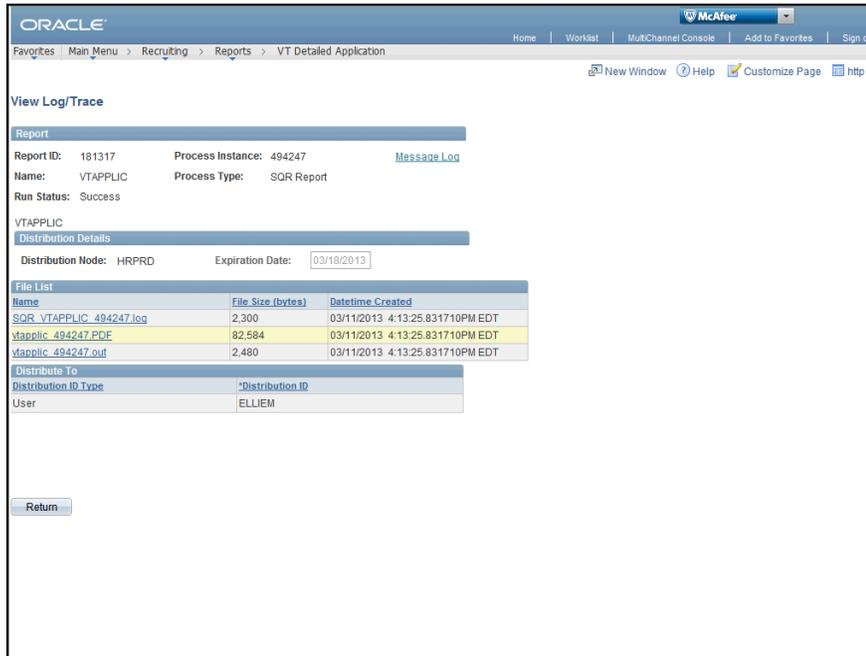
Began Process At: 03/11/2013 4:13:12PM EDT [Batch Timings](#)

Ended Process At: 03/11/2013 4:13:25PM EDT [View Log/Trace](#)

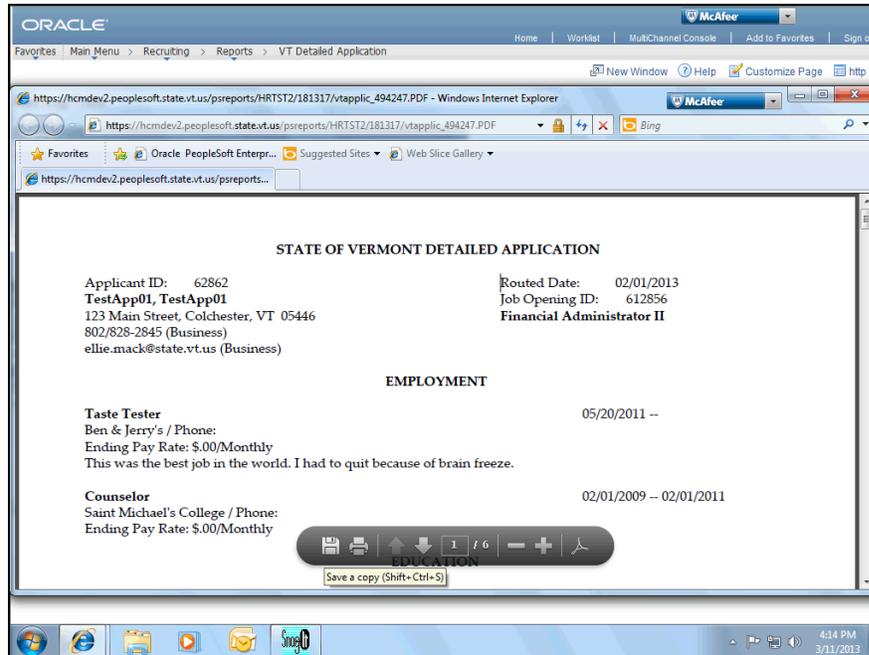
[Index Page](#)

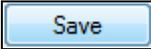
OK Cancel

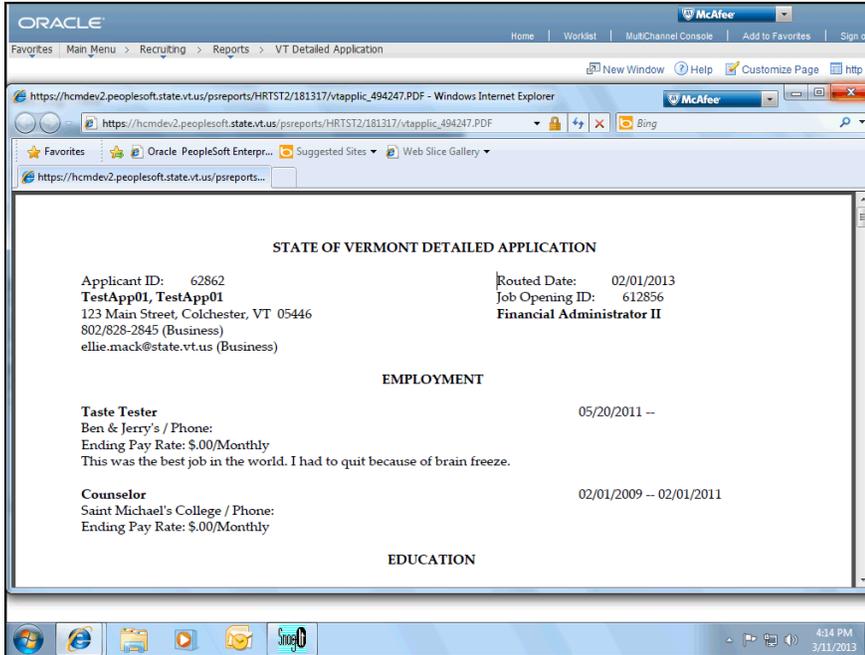
Step	Action
19.	Click the <b>View Log/Trace</b> link. <a href="#">View Log/Trace</a>



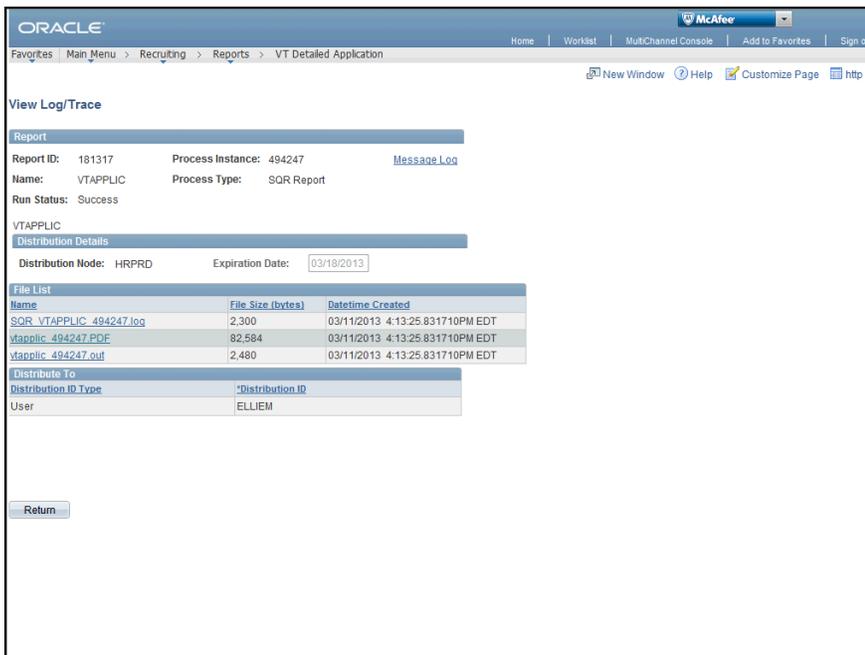
Step	Action
20.	Find the PDF file. Click the <b>vtapplic_494247.PDF</b> link. <a href="#">vtapplic_494247.PDF</a>



Step	Action
21.	Click the <b>Save</b> button. 
22.	Click the <b>Save</b> button. 

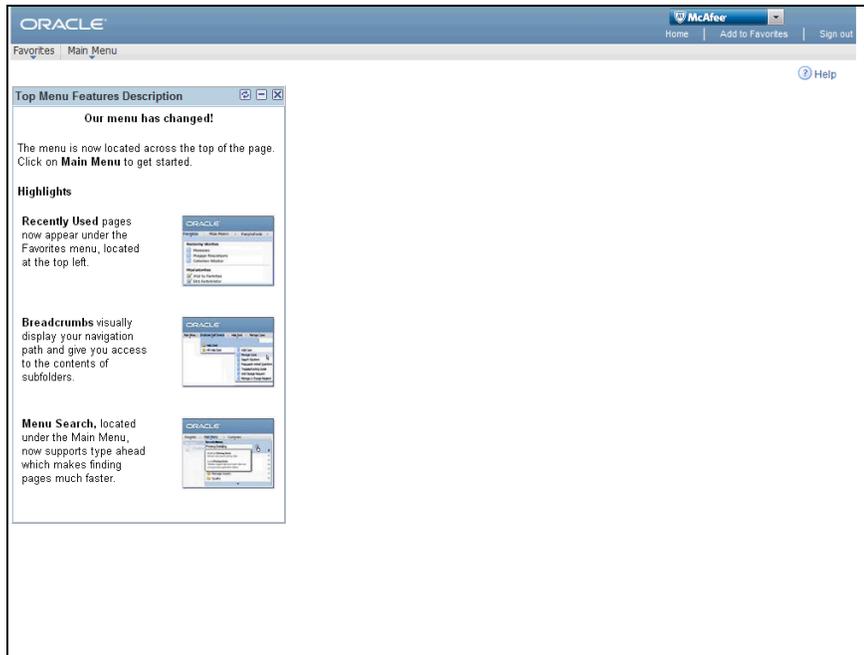


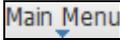
Step	Action
23.	Click the <b>Close</b> button. 

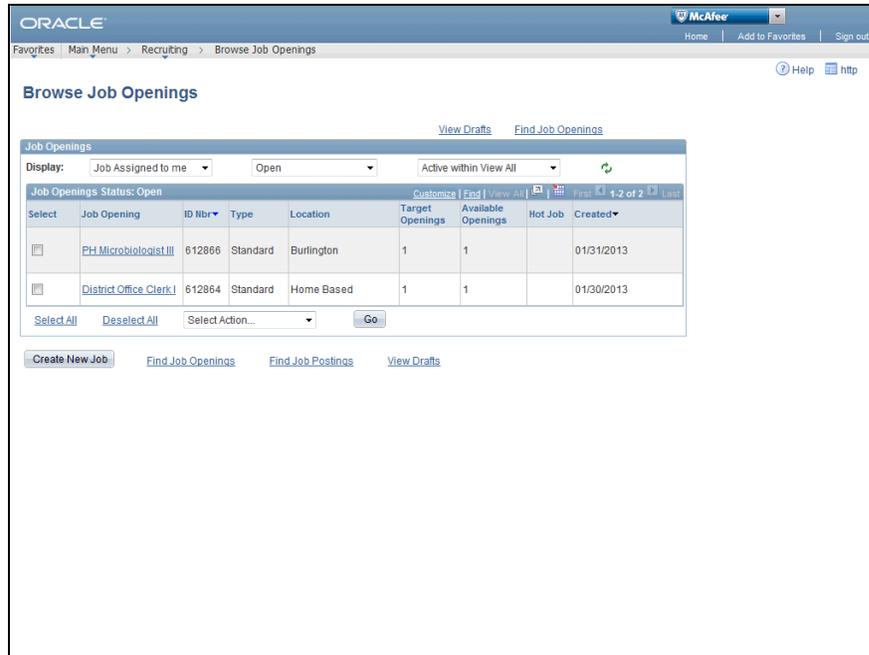


Step	Action
24.	Click the <b>Home</b> link. 
25.	<b>End of Procedure.</b>

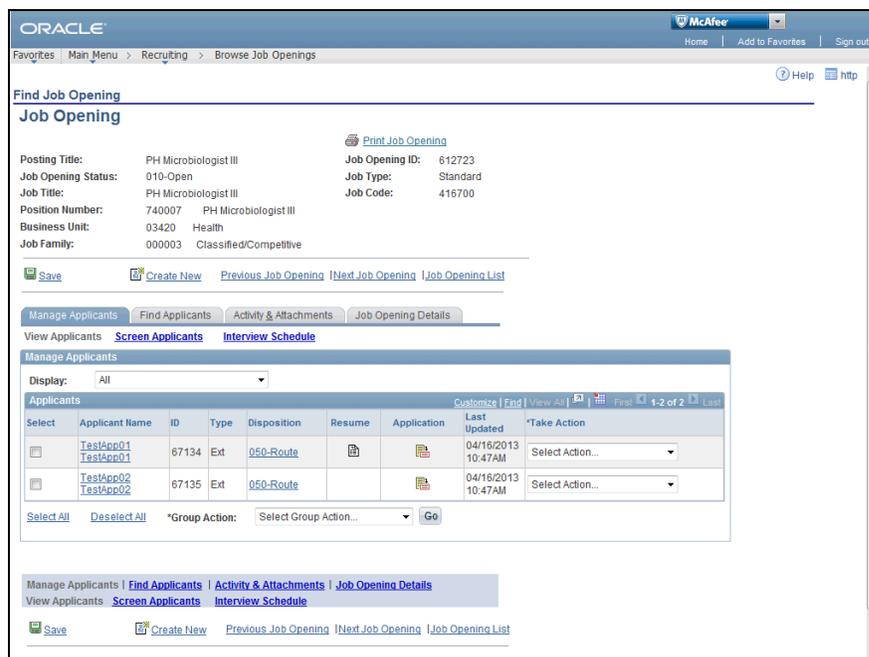
### Recruitment\_Schedule An Interview Procedure



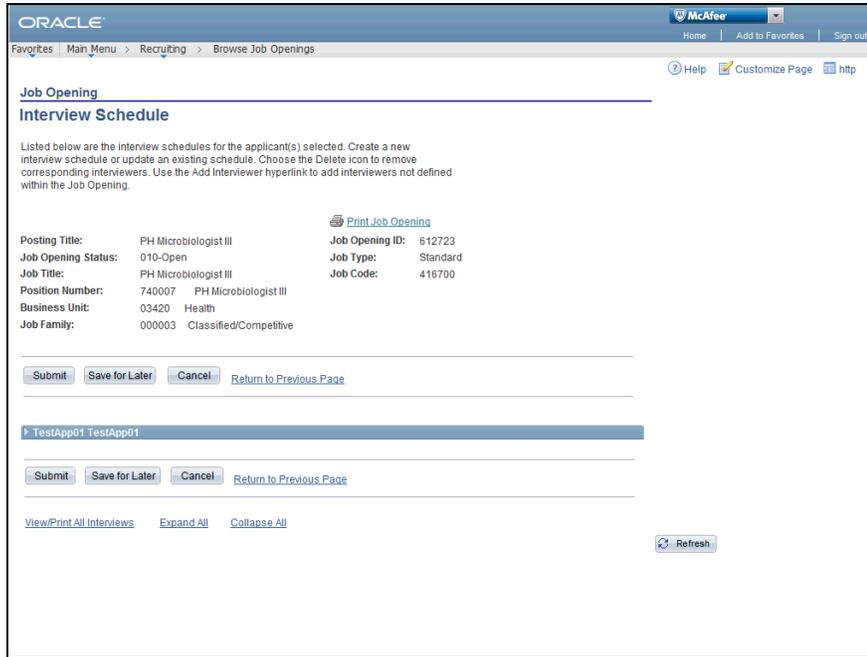
Step	Action
1.	Click the <b>Main Menu</b> button. 
2.	Click the <b>Recruiting</b> menu. 
3.	Click the <b>Browse Job Openings</b> menu. 

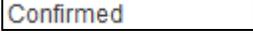


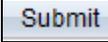
Step	Action
4.	<p>Select the Job Opening.</p> <p>For this example: Click the <b>PH Microbiologist III</b> link.</p> <p><a href="#">PH Microbiologist III</a></p>



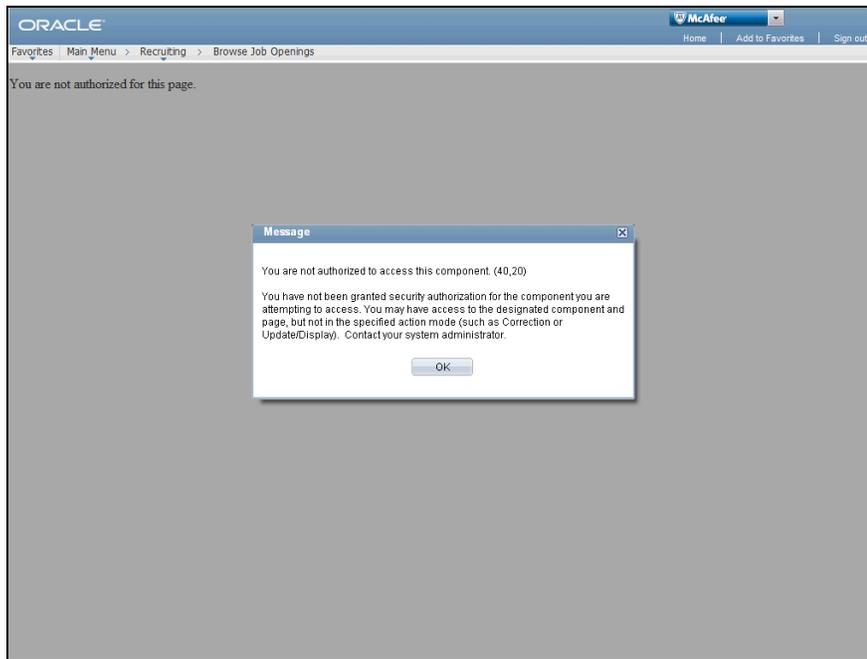
Step	Action
5.	Click the <b>Take Action</b> list. 
6.	Click the <b>Manage Interviews</b> list item. 



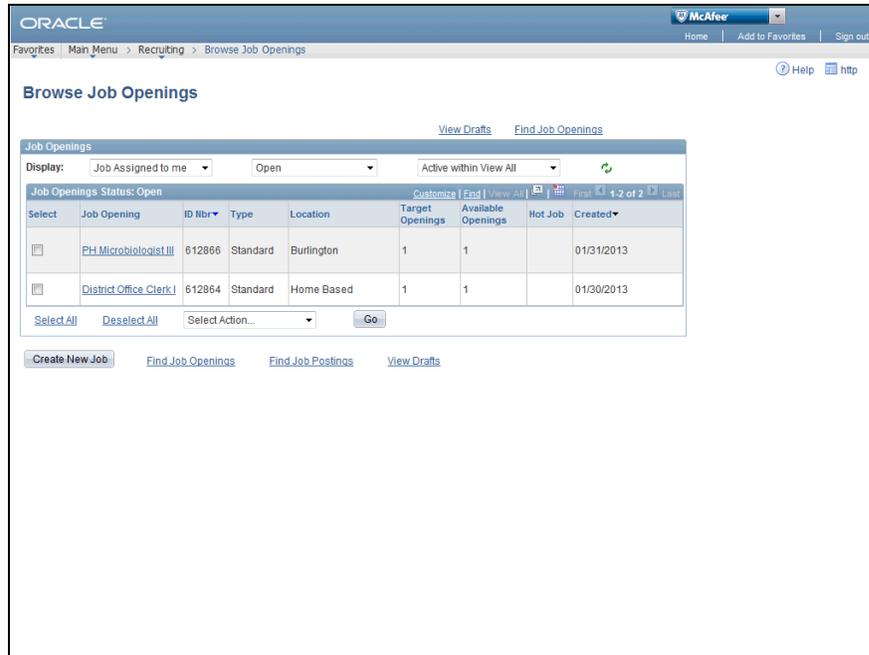
Step	Action
7.	Click the <b>Expand section</b> button. 
8.	Click the <b>Expand section</b> button. 
9.	Click the <b>Interview Status</b> list. 
10.	Click the <b>Confirmed</b> list item. 
11.	Click the <b>Interview Type</b> list. 
12.	Click the <b>Panel</b> list item. 
13.	Click the <b>Calendar Icon</b>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

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

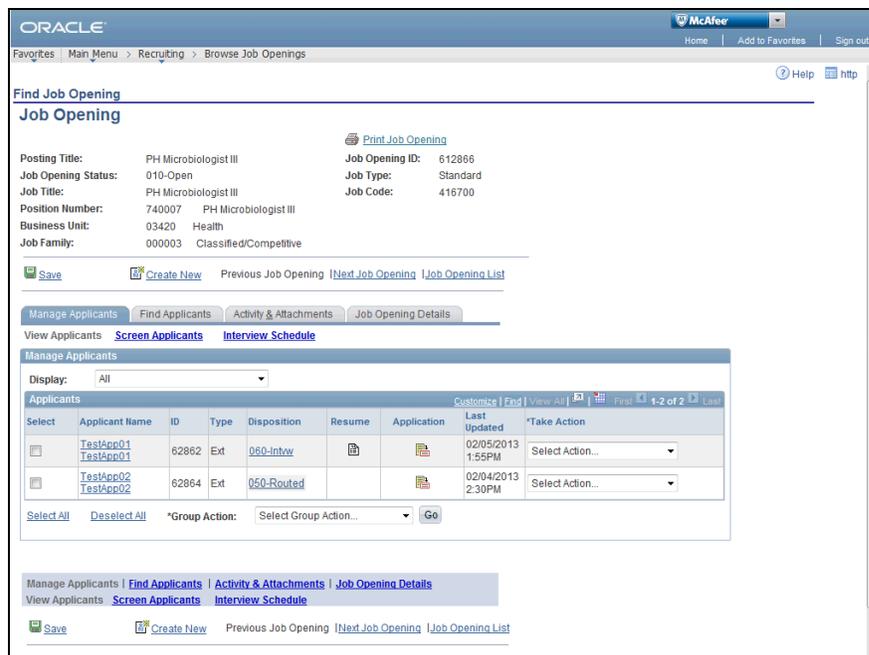
Step	Action
27.	<p>Once the Hiring Manager clicks Submit, the error message shown above will appear.</p> <p><u>Do not worry!</u> The interview information did save and the appointment was created/updated.</p> <p>To navigate back to the Job Opening, click Browse Job Openings in the breadcrumb navigation.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



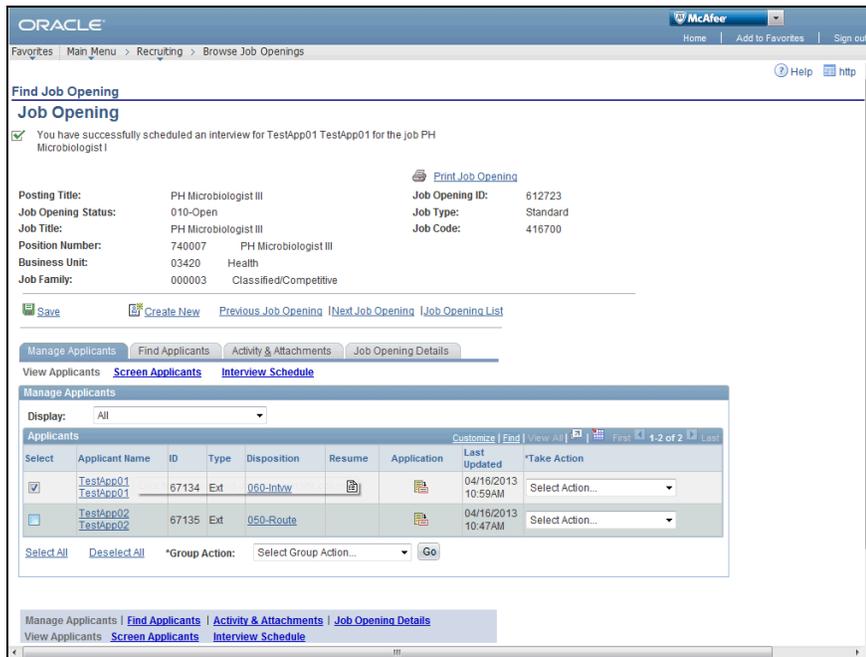
Step	Action
28.	<p>Click the <b>Browse Job Openings</b> link.</p> <p><a href="#">Browse Job Openings</a></p>



Step	Action
29.	<p>Select the Job Opening.</p> <p>For this example: Click the <b>PH Microbiologist III</b> link.</p> <p><a href="#">PH Microbiologist III</a></p>



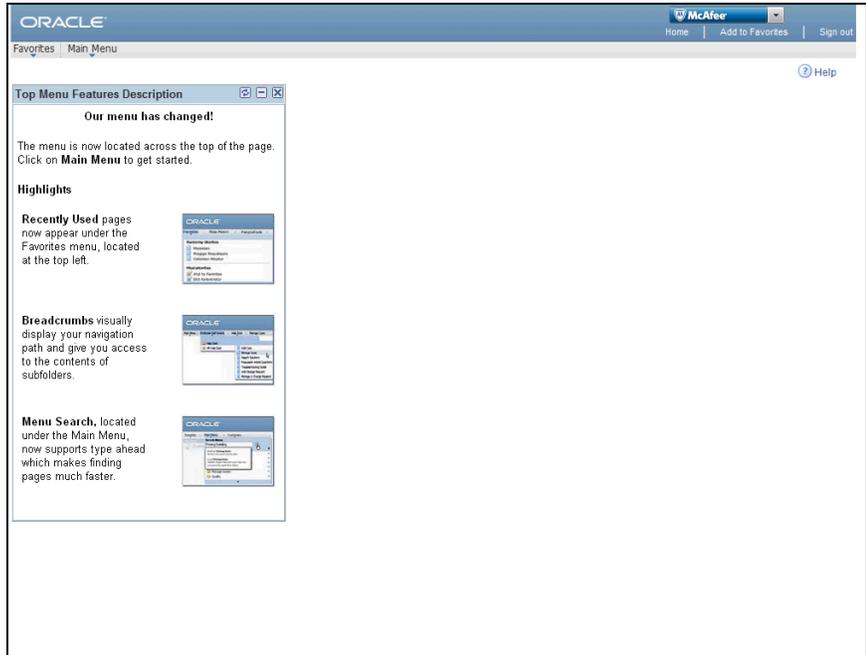
Step	Action
30.	The applicant's disposition will now be <b>060-Interview</b> .
31.	<p><b>Helpful Tip</b></p> <p>You can schedule and update multiple interviews on the same screen by using the Group Action feature.</p>



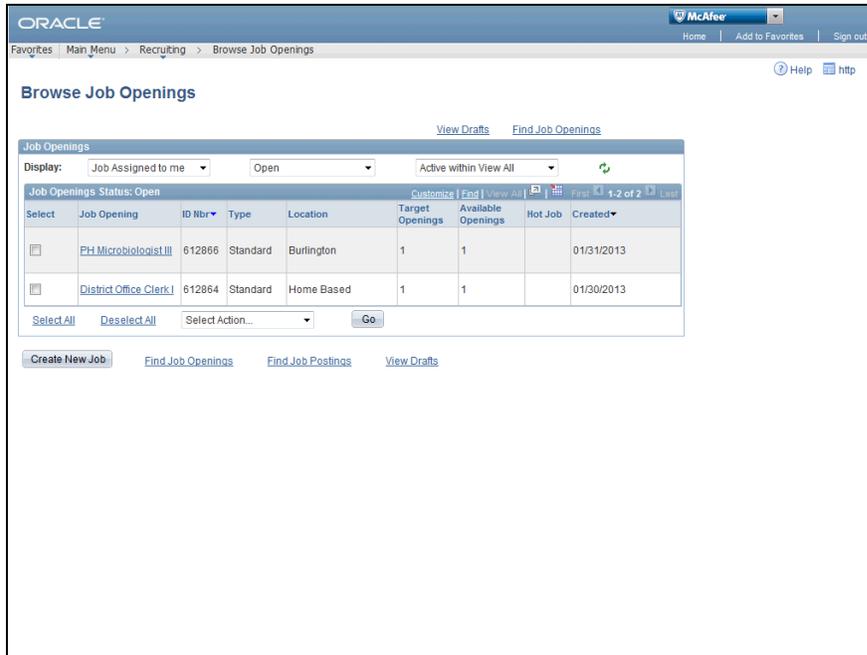
Step	Action
32.	Click the <b>Select</b> option. 
33.	Click the <b>Select</b> option. 
34.	Click the <b>Group Action</b> list. 
35.	Click the <b>Manage Interview</b> option. 
36.	Click the <b>Go</b> button. 

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

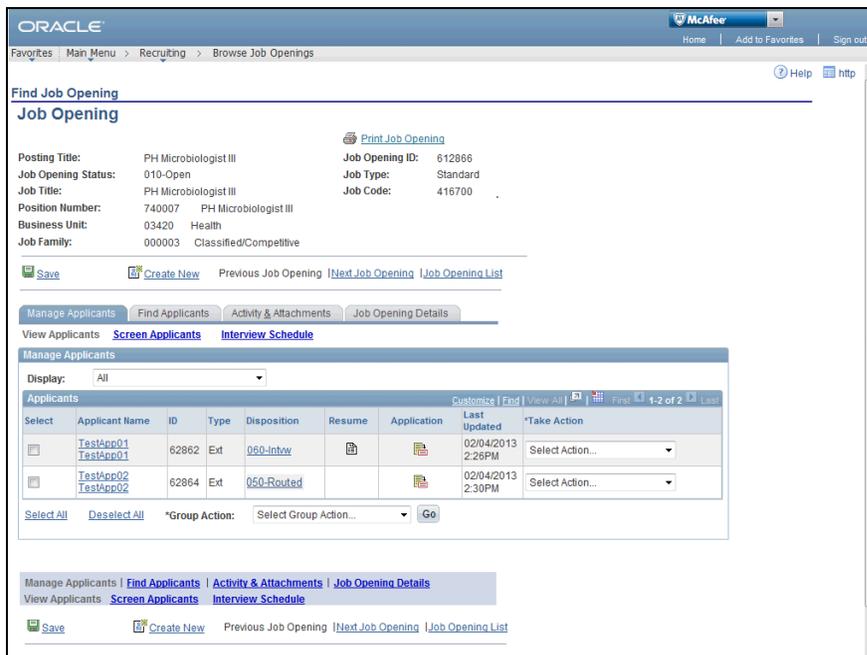
## Recruitment\_Update Interview Status Procedure



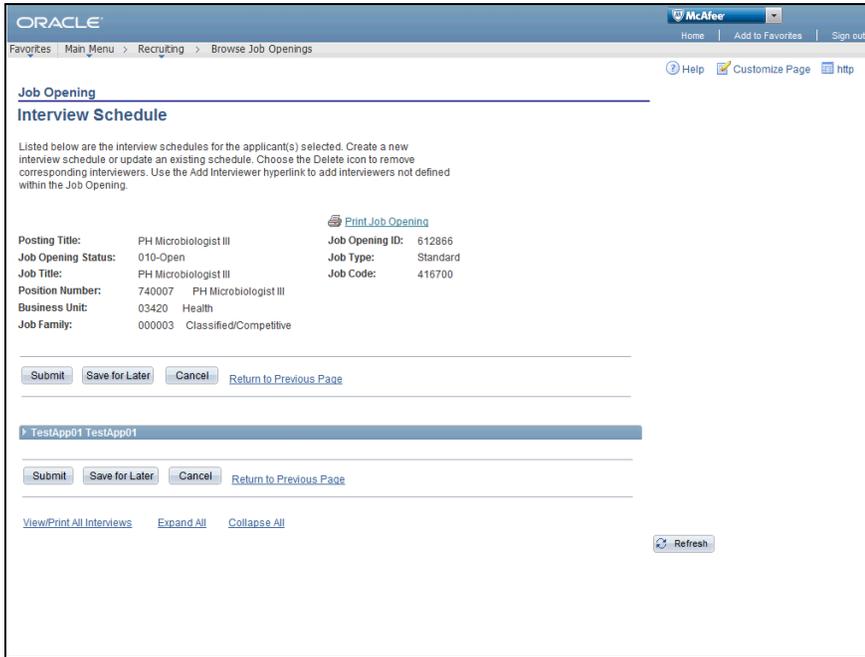
Step	Action
1.	Click the <b>Main Menu</b> button. 
2.	Click the <b>Recruiting</b> menu. 
3.	Click the <b>Browse Job Openings</b> menu. 

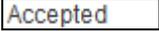
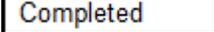
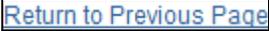


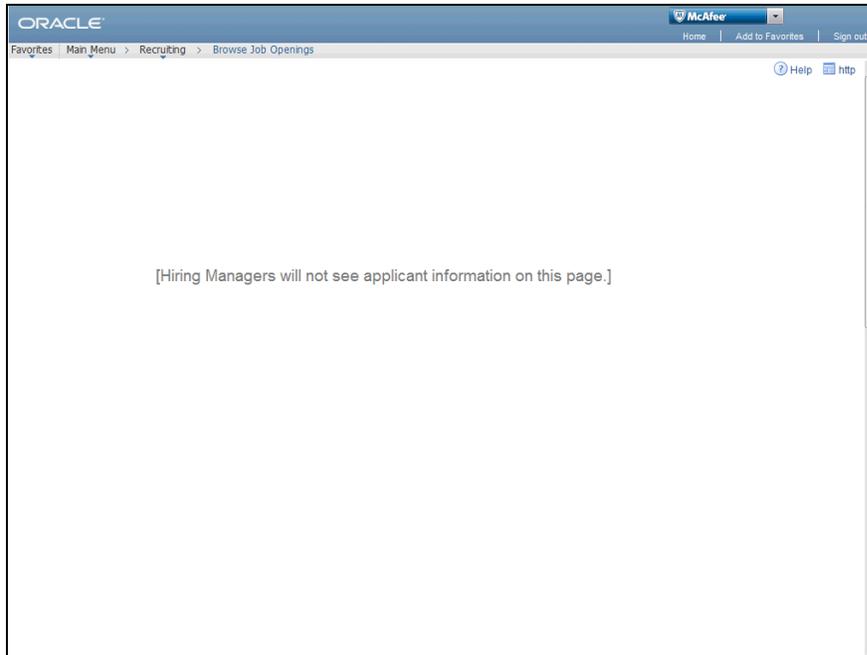
Step	Action
4.	<p>Select the Job Opening.</p> <p>For this example: Click the <b>PH Microbiologist III</b> link.</p> <p><a href="#">PH Microbiologist III</a></p>



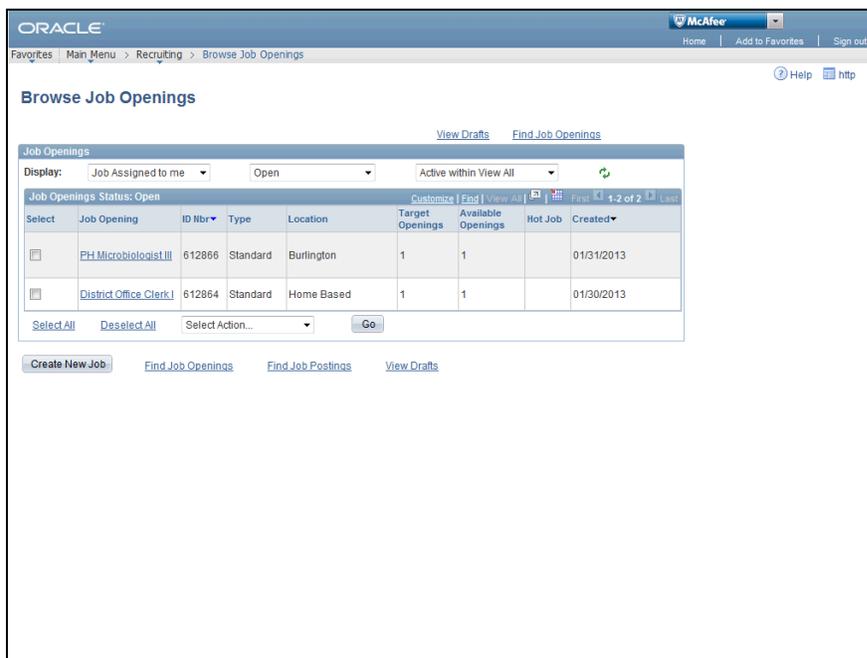
Step	Action
5.	Click the <b>Take Action</b> list. 
6.	Click the <b>Manage Interviews</b> list item. 



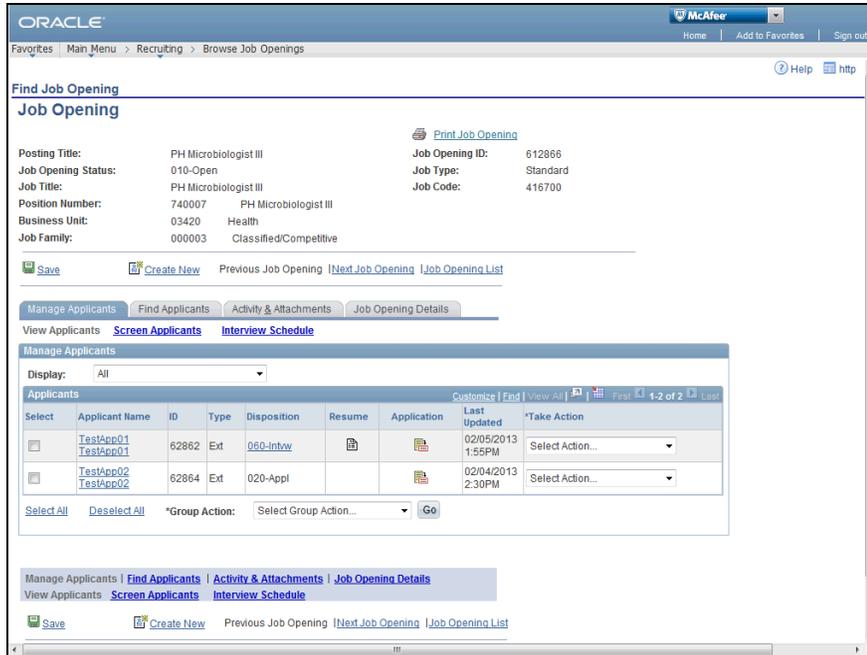
Step	Action
7.	Click the <b>Expand section</b> button. 
8.	Click the <b>Applicant Appointment Status</b> list. 
9.	Click the <b>Accepted</b> list item. 
10.	Click the <b>Interview Status</b> list. 
11.	Click the <b>Completed</b> list item. 
12.	Click the <b>Save for Later</b> button. 
13.	Click the 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



Step	Action
14.	Click the <b>Browse Job Openings</b> link. <a href="#">Browse Job Openings</a>

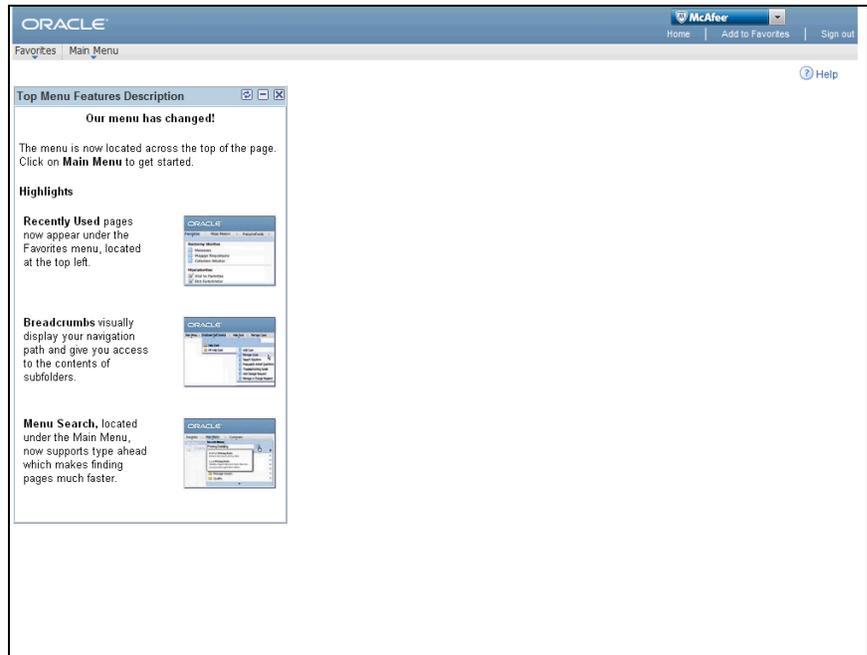


Step	Action
15.	<p>Select the Job Opening.</p> <p>For this example: Click the <b>PH Microbiologist III</b> link.</p> <p><a href="#">PH Microbiologist III</a></p>

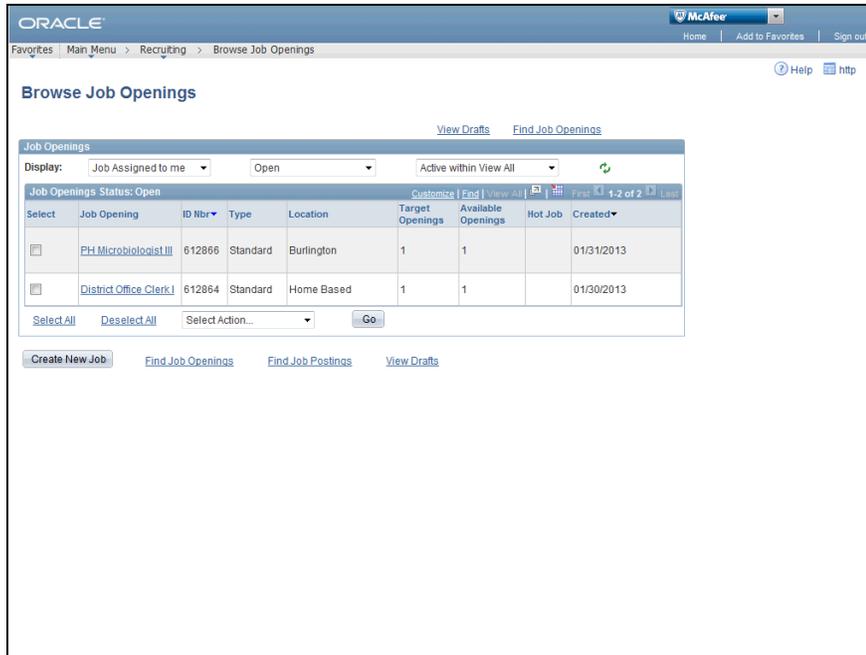


Step	Action
16.	<p>Click the <b>Home</b> link.</p> <p><a href="#">Home</a></p>
17.	<p><b>End of Procedure.</b></p>

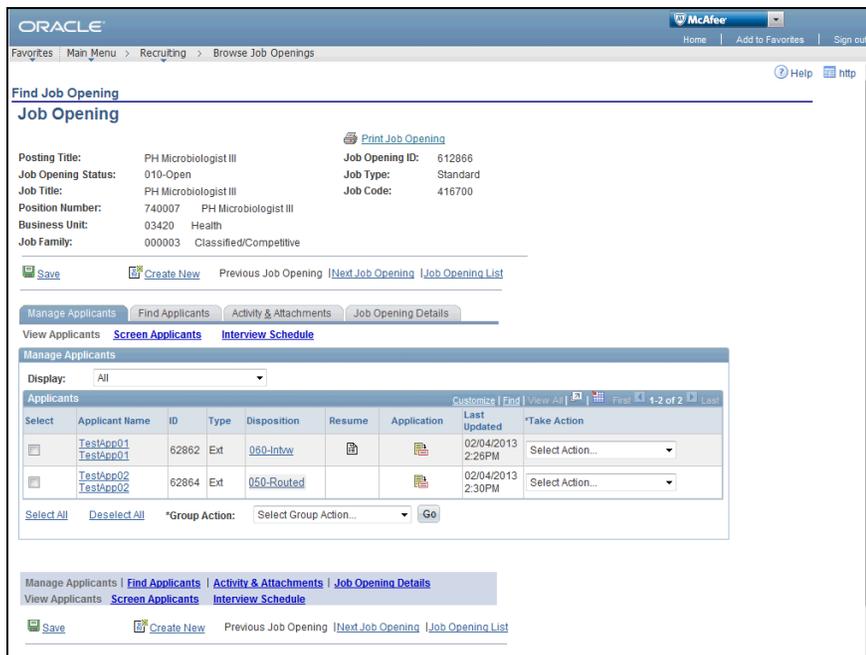
Recruitment\_Forward Applicant  
**Procedure**



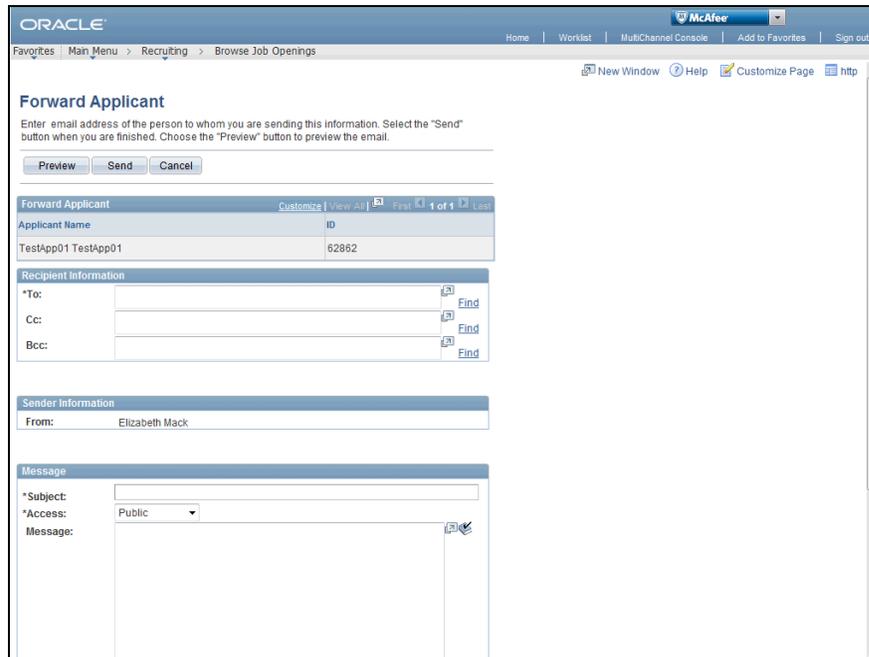
Step	Action
1.	Click the <b>Main Menu</b> button. 
2.	Click the <b>Recruiting</b> menu. 
3.	Click the <b>Browse Job Openings</b> menu. 



Step	Action
4.	<p>Select the Job Opening.</p> <p>For this example: Click the <b>PH Microbiologist III</b> link.</p> <p><a href="#">PH Microbiologist III</a></p>



Step	Action
5.	Click the <b>Take Action</b> list. 
6.	Click the <b>Forward Applicant</b> list item. 



**Forward Applicant**

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

Preview Send Cancel

Applicant Name	ID
TestApp01 TestApp01	62862

**Recipient Information**

\*To:  Find

Cc:  Find

Bcc:  Find

**Sender Information**

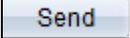
From: Elizabeth Mack

**Message**

\*Subject:

\*Access: Public

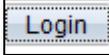
Message:

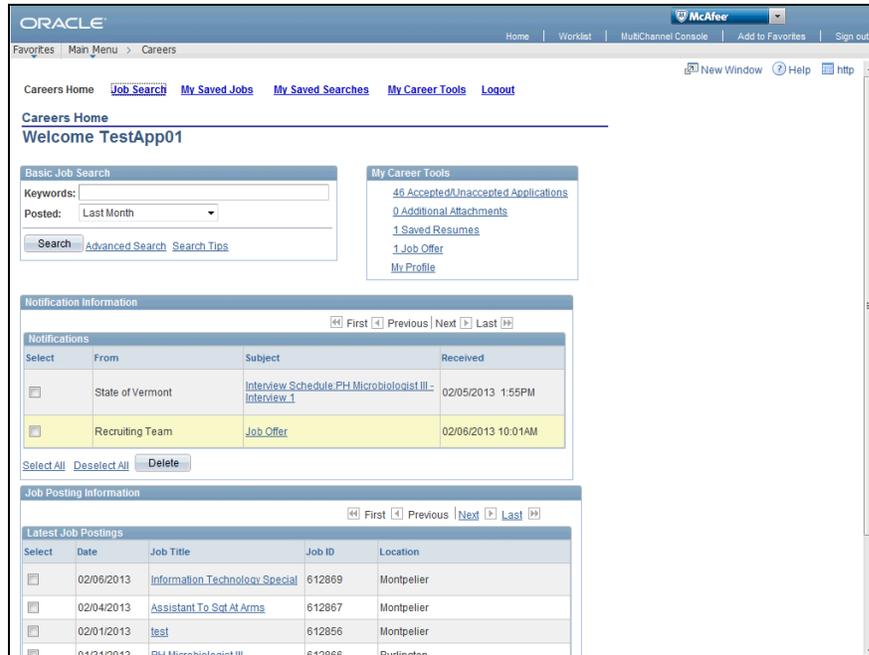
Step	Action
7.	Click in the <b>To</b> field.
8.	Enter the desired information into the <b>To:</b> field. Enter " <b>pepper.potts@state.vt.us</b> ".
9.	Enter the desired information into the <b>Cc:</b> field. Enter " <b>sally.hall@state.vt.us</b> ".
10.	Click in the <b>Subject</b> field.
11.	Enter the desired information into the <b>Subject</b> field. Enter " <b>Prepare Offer Letter</b> ".
12.	Click in the <b>Message</b> 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 <b>Send</b> button. 
15.	<b>End of Procedure.</b>

## Recruitment\_Applicant Accepts Job Offer Procedure

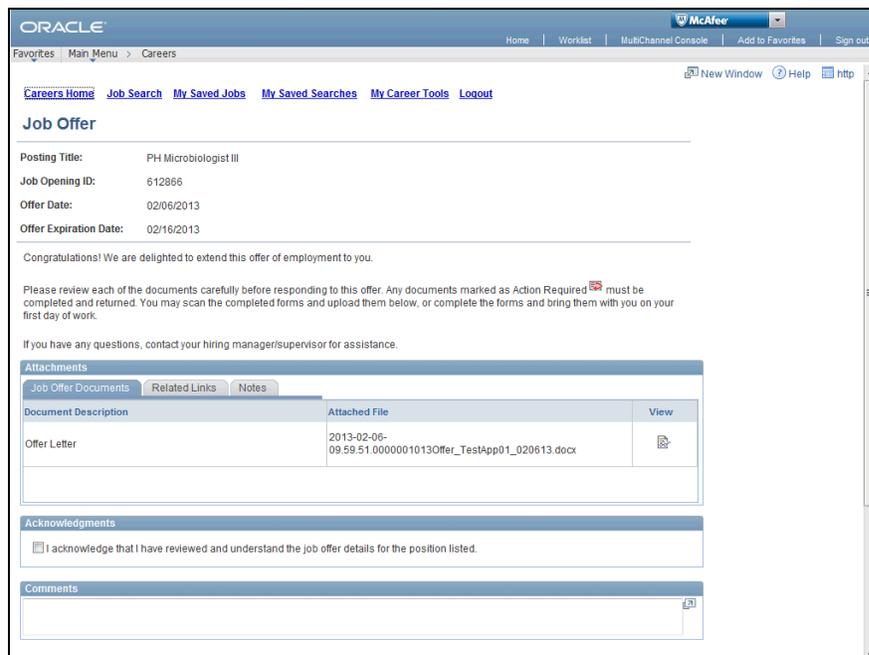
The screenshot shows the Oracle Careers portal interface. At the top, there is a navigation bar with 'ORACLE' on the left and 'McAfee' on the right. Below the navigation bar, there are links for 'Home', 'Worklist', 'MultiChannel Console', 'Add to Favorites', and 'Sign out'. The main heading is 'Careers'.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

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

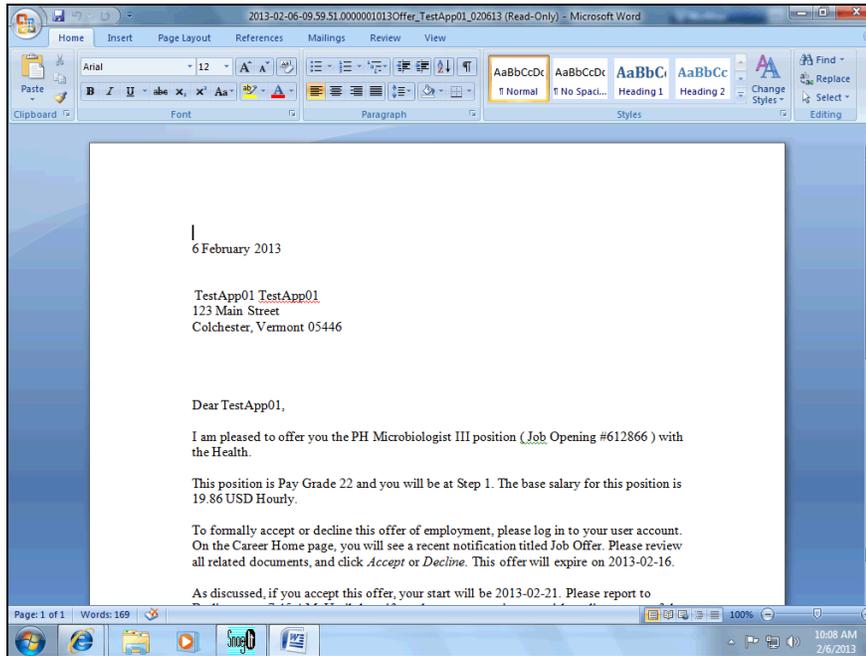
Step	Action
1.	Click the <b>Login</b> button. 



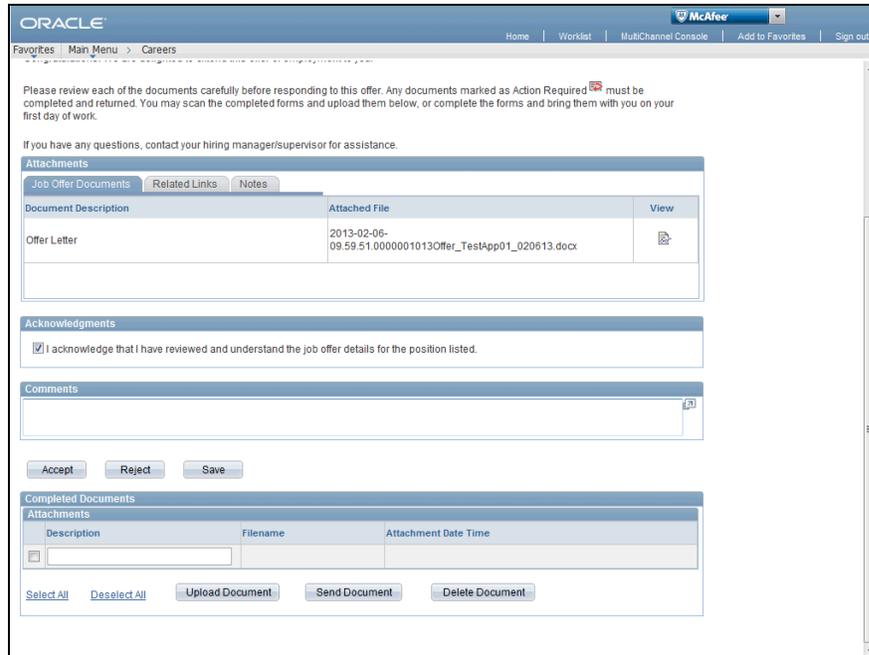
Step	Action
2.	Click the <b>Job Offer</b> link. 



Step	Action
3.	Press the <b>[Ctrl]</b> key and click the <b>View</b> button. 

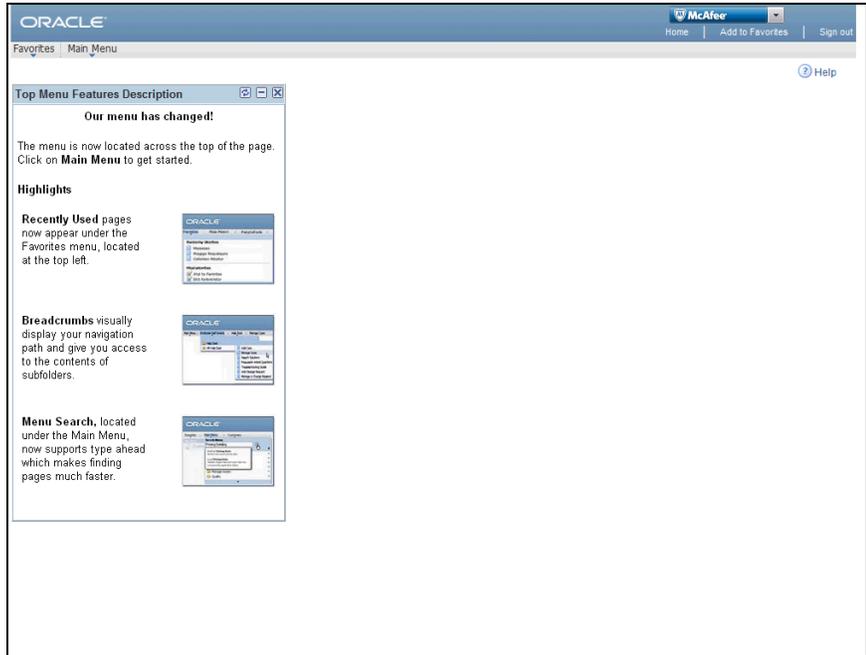


Step	Action
4.	Review the offer letter. Click the <b>Close</b> button. 

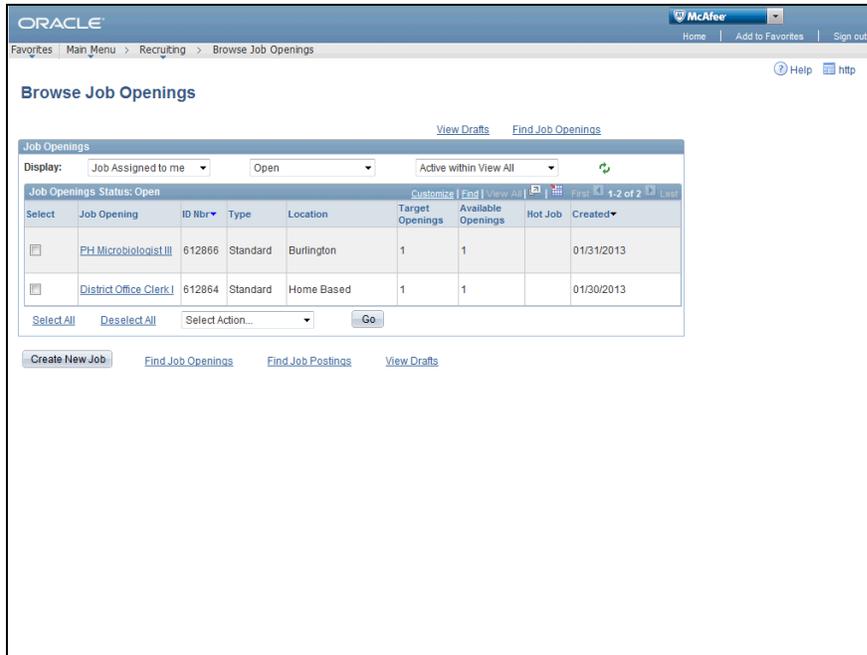


Step	Action
5.	Click the <b>acknowledgement checkbox</b> option. <input checked="" type="checkbox"/>
6.	Click the <b>Accept</b> button. <input type="button" value="Accept"/>
7.	Click the <b>OK</b> button. <input type="button" value="OK"/>
8.	Click the <b>OK</b> button. <input type="button" value="OK"/>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

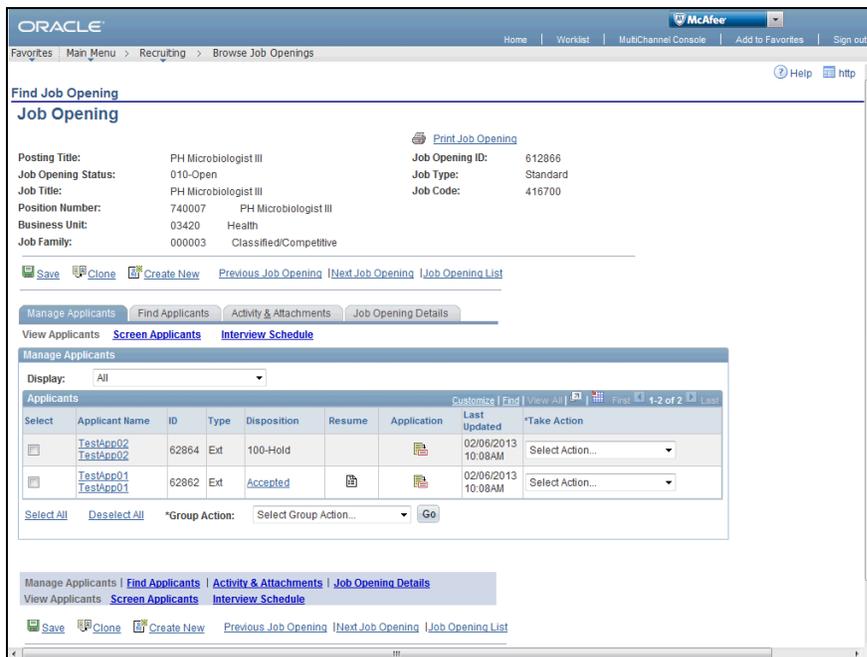
### Recruitment\_Reject Applicant & Send Correspondence Procedure



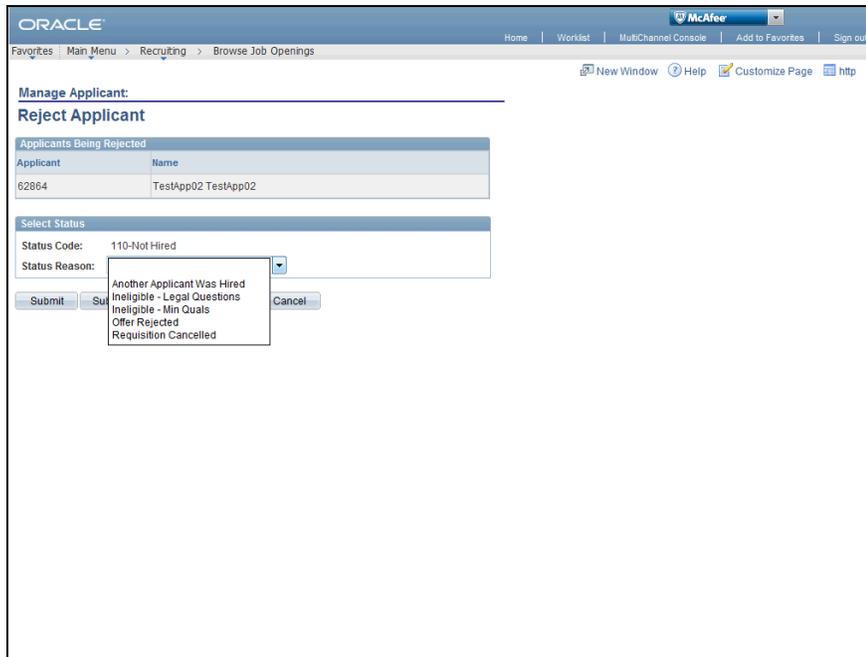
Step	Action
1.	Click the <b>Main Menu</b> button. 
2.	Click the <b>Recruiting</b> menu. 
3.	Click the <b>Browse Job Openings</b> menu. 

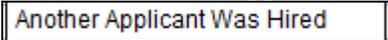


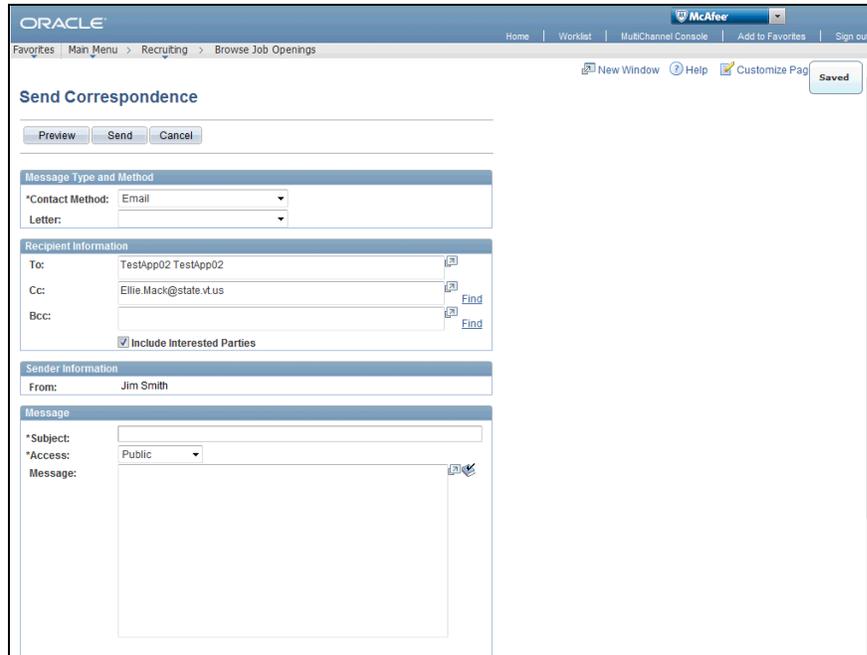
Step	Action
4.	<p>Select the Job Opening.</p> <p>For this example: Click the <b>PH Microbiologist III</b> link.</p> <p><a href="#">PH Microbiologist III</a></p>



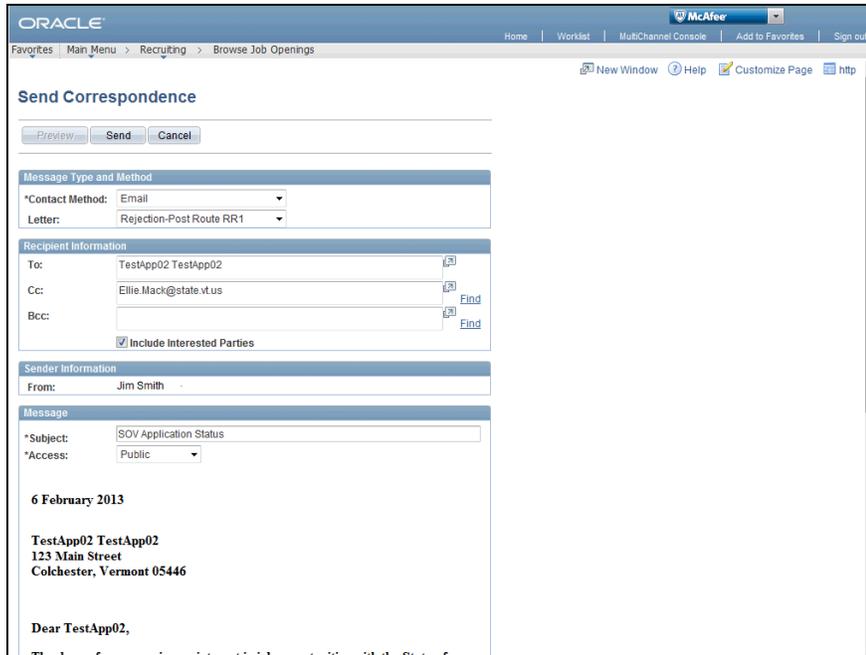
Step	Action
5.	Click the <b>Take Action</b> list. 
6.	Click the <b>Reject Applicant</b> list item. 



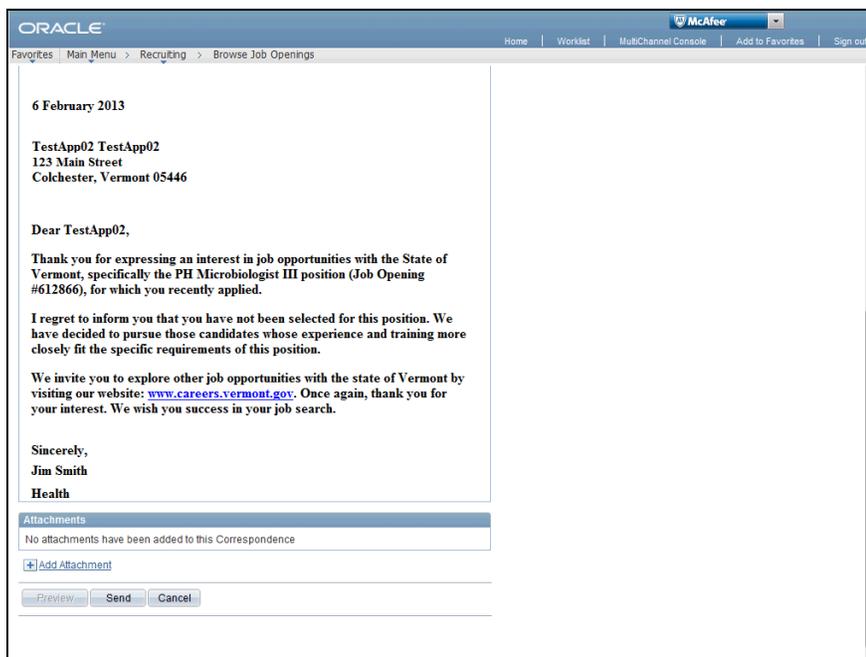
Step	Action
7.	Click the <b>Another Applicant was Hired</b> list item. 
8.	Click the <b>Submit &amp; Send Correspondence</b> button. 

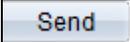


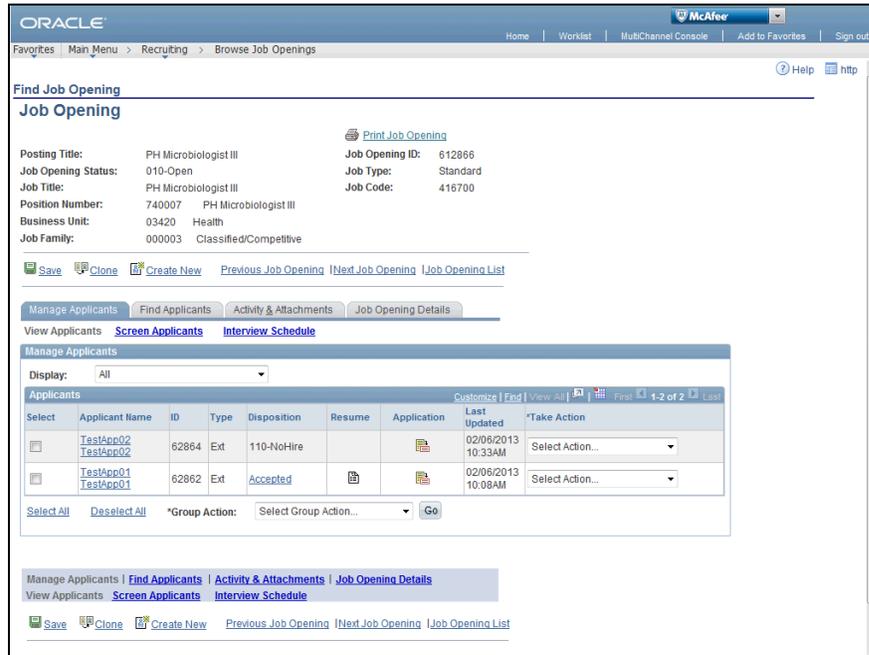
Step	Action
9.	Click the <b>Letter</b> list. <div style="border: 1px solid black; width: 200px; height: 20px; margin-left: 20px; display: flex; justify-content: flex-end; align-items: center;">▼</div>
10.	There are two standard rejection letters: <p><b>Interviewed IR:</b> Rejection letter to someone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



Step	Action
13.	Move down the page. Click the <b>Scrollbar</b> .



Step	Action
14.	Click the <b>Send</b> button. 



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