8.9 HRMS Step by Step Guide
Running Recruiting Reports

Overview: This guide provides instruction on running reports for recruiting.

In version 8.9, Oracle/PeopleSoft has changed the name of Recruit Workforce to Recruiting.

Note: The screen shots used in this guide may not be representative of your access.

To Run a Candidate List Report (APP005CU):
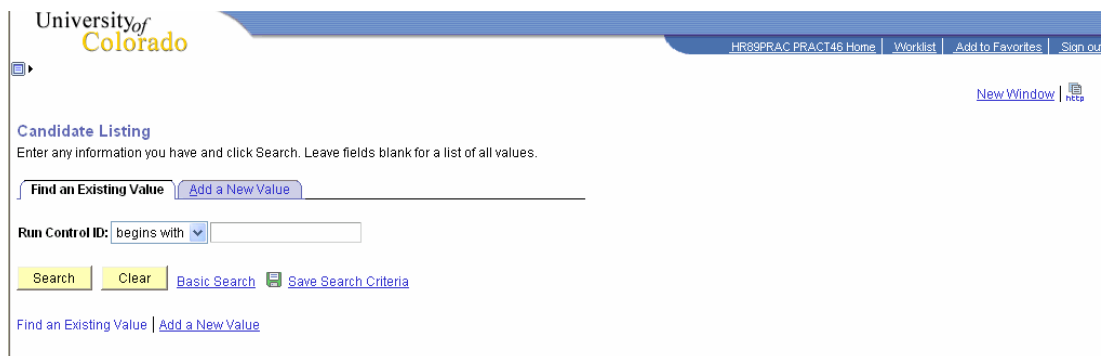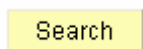
1. Navigate to Candidate Listing

- Reports and Reviews
- Recruiting
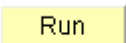- Candidate Listing
- Click on Candidate Listing
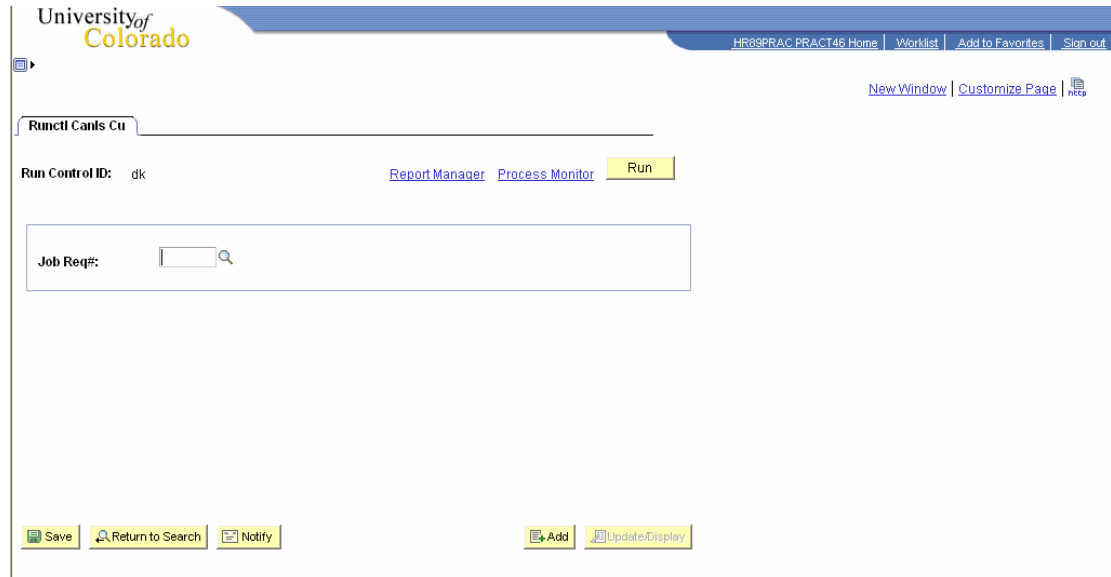
2. Candidate Listing page displays

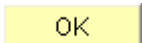- Enter existing Run Control ID or Create a new Run Control ID

- Click **Search**

3. Run Control page displays (Runctl Canls CU)

☐ Enter Job Req #

☐ Click **Run**

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New Window | Customize Page | help

Runctl Canls Cu

Run Control ID: dk   Report Manager   Process Monitor   **Run**

Job Req#: [   ] 🔍

💾 Save   🔍 Return to Search   ✉ Notify   ➕ Add   📄 Update/Display

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4. Process Scheduler Request page displays

☐ Verify PSUNX for Server Name

☐ Verify Web for *Type

☐ Select PDF (Adobe Acrobat) or CSV (Excel) for *Format

☐ Click **OK**

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New Window | Customize Page | help

Process Scheduler Request

User ID: PRACT46   Run Control ID: dk

Server Name: [PSUNX ▾]   Run Date: [02/21/2007] 📅
Recurrence: [▾]   Run Time: [9:44:54AM]   [Reset to Current Date/Time]
Time Zone: [   ] 🔍

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☑	Candidate List Report CU	APP005CU	SQR Report	Web ▾	PDF ▾	Distribution

[OK]   [Cancel]

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5. Run Control page re-displays

☐ Click **Report Manager**

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New Window | Customize Page | help

Runctl Canls Cu

Run Control ID: dk   Report Manager   Process Monitor   **Run**

Process Instance:2351

Job Req#: [017646] 🔍

💾 Save   🔍 Return to Search   ✉ Notify   ➕ Add   📄 Update/Display

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6. Report Manager page displays

☐ Defaults to Administration tab
☐ Report List displays
☐ When Status = Posted, click
   Candidate List Report CU

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New Window | Customize Page | http

| List | Explorer | Administration | Archives |

View Reports For

| User ID: | PRACT46 | Type: | | Last: | 1 | Days | Refresh |
| Status: | | Folder: | | Instance: | | to: | |

Report List   Customize | Find | View All | First ◄ 1-3 of 3 ► Last

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
☐	1220	2351	Candidate List Report CU	02/21/2007 9:46:26AM	Acrobat (*.pdf)	Posted	Details
☐	1219	2350	Candidate List Report CU	02/21/2007 9:36:54AM	Acrobat (*.pdf)	Posted	Details
☐	1218	2349	Candidate List Report CU	02/21/2007 9:35:28AM	Acrobat (*.pdf)	Posted	Details

☑ Select All   ☐ Deselect All

Delete   Click the delete button to delete the selected report(s)

Go back to Candidate Listing

Save

List | Explorer | Administration | Archives

7. Report will display in separate window
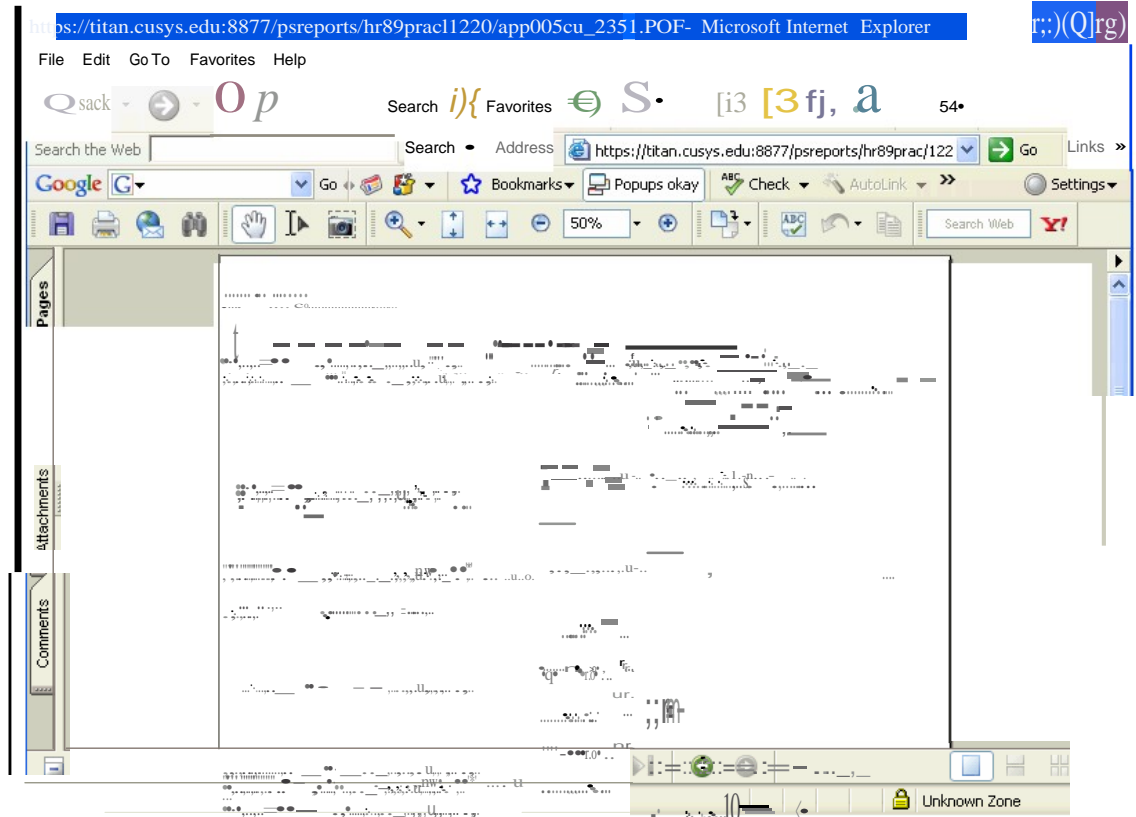
To Run Job Requisition Information Report (APP493CU):

8. Navigate to Job Requisition Information

 Reports and Reviews
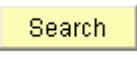 Recruiting
 Job Requisition Information

9. Job Requisition Information page displays

 Enter existing Run Control ID or Create a new Run Control ID

 Click **Search**

10. Job Requisition Information page Displays
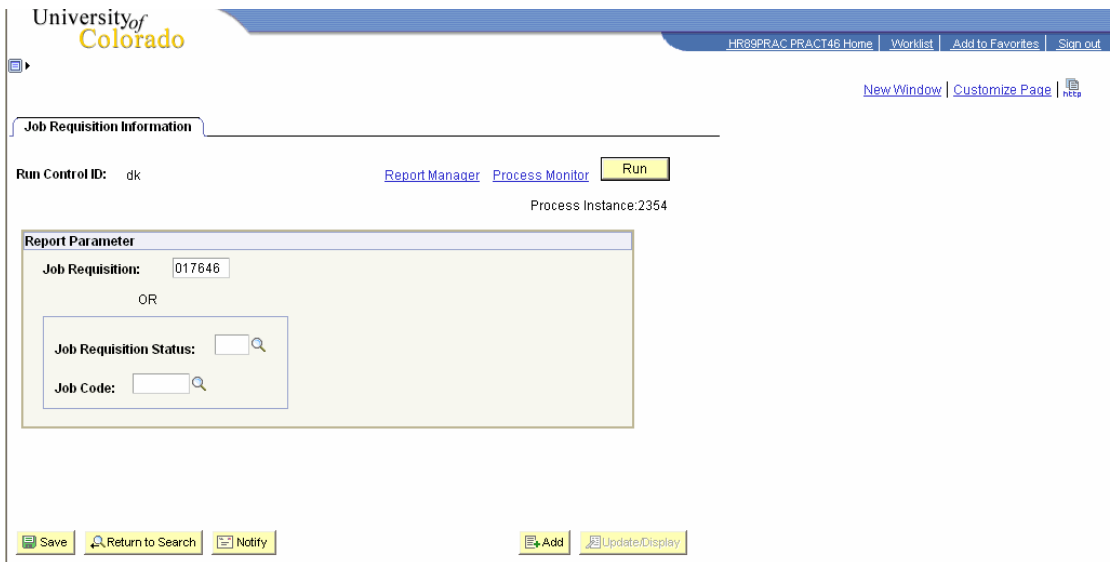
 Provide Report Parameters

 Click **Run**

11. Process Scheduler Request page displays

☐ Verify PSUNX is Server Name
☐ Verify *Type = Web
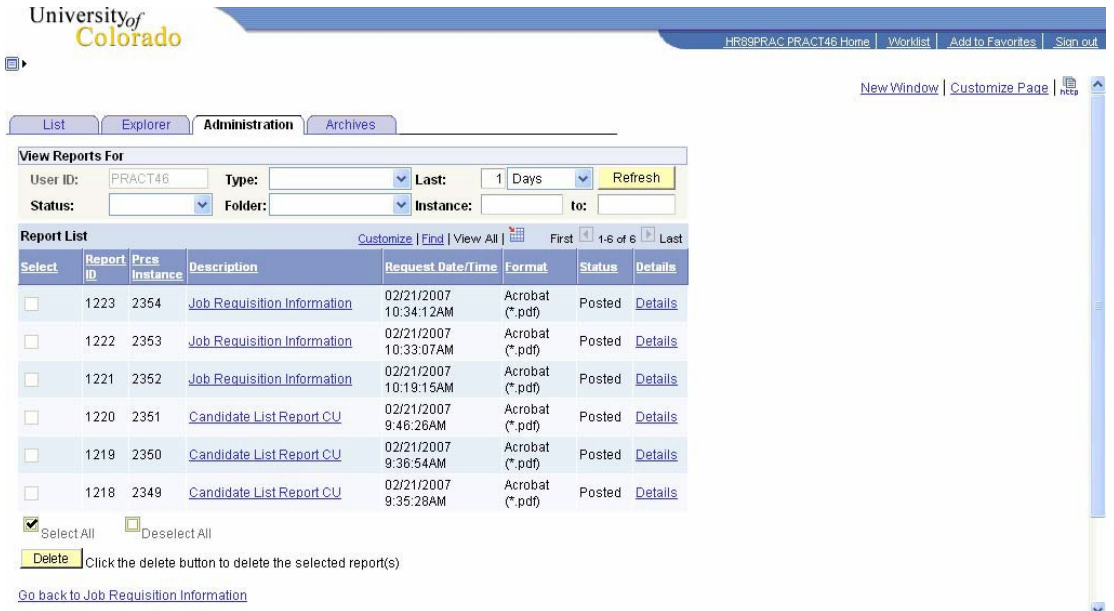☐ Verify *Format = PDF (Adobe Acrobat) or CSV (Excel)
☐ Click OK
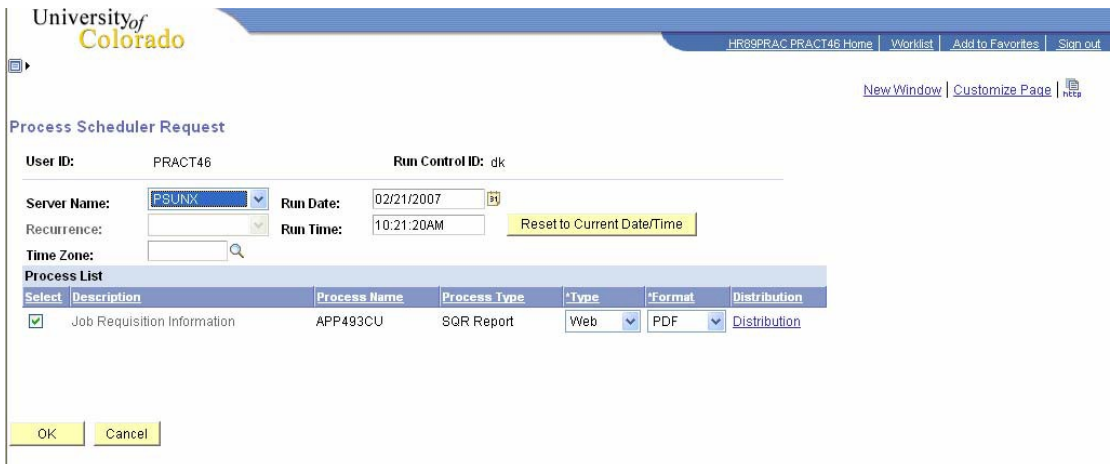
12. Job Requisition Information page displays
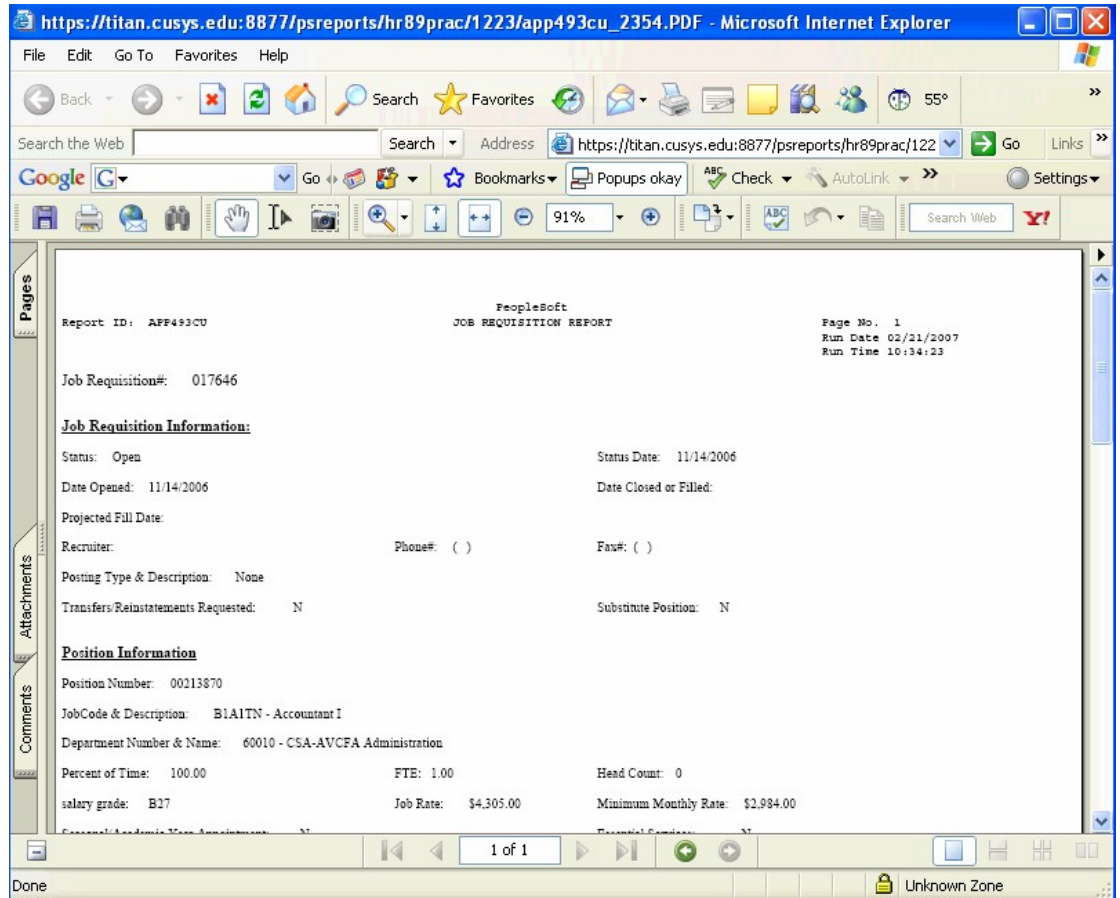
☐ Click Report Manager

13. Report Manager page displays

☐ Defaults to Administration tab
☐ When Status=Posted, click Job Requisition Information

14. **Report will display in separate window**

Running Recruiting Reports complete