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

4. Process Scheduler Request page displays
   - Verify PSUNIX for Server Name
   - Verify Web for *Type
   - Select PDF (Adobe Acrobat) or CSV (Excel) for *Format
   - Click OK

5. Run Control page re-displays
   - Click Report Manager
6. Report Manager page displays
- Defaults to Administration tab
- Report List displays
- When Status = Posted, click
  
  Candidate List Report CU

![Image of Report Manager page displays](image-url)
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

10. Job Requisition Information page displays

☐ Provide Report Parameters

☐ Click

Run
11. Process Scheduler Request page displays
- Verify PSUNIX 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