Overview: In version 8.9, Recruiting functions are limited to inquiry/review and running reports.

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

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

Viewing Job Requisition Info, pages 1 - 2
Viewing Applicant Data, pages 3 - 5
Viewing Requisition Activity, pages 6 - 8

VIEW JOB REQUISITION INFO

1. Navigate to the Job Requisition page
   - Recruiting
   - Recruiting History
   - Click Job Requisition

2. Job Requisition search page displays
   - Enter one or more of the search fields
   - Click Search
3. Job Requisition Info page displays

- Review data

- Click **Job Posting**

4. Job Posting page displays

- Review data

- Viewing Job Requisition Info complete
VIEW APPLICANT DATA

1. Navigate to Applicant Data page
   - Recruiting
   - Recruiting History
   - Applicant Data

2. Applicant Data search page displays
   - Enter one or more of the search fields
   - Click Search
3. Applicant Contact Info page displays

- Review data

- Click Applicant Application Info

4. Applicant Application Info page displays

- Review data, if applicable

- Click Applicant Requisition
5. Applicant Requisition page displays

- Review data
- Viewing Applicant Data complete
VIEW REQUISITION ACTIVITY

1. Navigate to Requisition Activity page

☐ Recruiting
☐ Recruiting History
☐ Requisition Activity

2. Requisition Activity search page displays

☐ Choose a Search By value

☐ Click Search

3. All Applicants page displays

☐ Review data

☐ Click 017607 to review job requisition information
### 4. Job Requisition Info page displays

- Review data
- Click Job Posting tab to see additional information about the Requisition
- Click [OK] to return to the All Applicants page

### 5. All Applicants page displays

- Click to review applicant information

---

#### Job Requisition Info

<table>
<thead>
<tr>
<th>Job Requisition</th>
<th>Status</th>
<th>Status Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>017607</td>
<td>Open</td>
<td>11/09/2006</td>
</tr>
</tbody>
</table>

**Target Openings:** 1  
**Filled:** 0  
**Available Openings:** 1

#### Requisition Authorization

- **Date Opened:** 11/09/2006
- **Originator:**  
- **Authorizer:**  
- **Recruiter:**  
- **Telephone:**  
  - **Fax:**  
- **Recruiting Office Information:**  
- **Projected Fill Date:**

<table>
<thead>
<tr>
<th>Requisition Status</th>
<th>Status Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open</td>
<td>11/09/2006</td>
</tr>
</tbody>
</table>

[OK]  [Apply]

---

**All Applicants**

**Job Requisition**

- **Job Req:** 017607
- **Status:** Open
- **Date Opened:** 11/09/2006
- **Position:** 0558688 GenProfIV
- **DeptID:** 51000  
- **Job Code:** H65400 GenProfIV
- **Business Unit:** University of Colorado

<table>
<thead>
<tr>
<th>Applicant ID</th>
<th>Applicant Name</th>
<th>Application Date</th>
<th>Applicant Type</th>
<th>Status Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>A0132120</td>
<td>TestTest</td>
<td>11/01/2006</td>
<td>Ext Appl</td>
<td>020-Appl</td>
</tr>
</tbody>
</table>

[Save]  [Return to Search]  [Notify]
6. Applicant Application Info page displays

- Review data
- Applicant contact information only displays. (To see additional applicant data, click Applicant Data in the left-hand navigation menu)

- Click OK to return to the All Applicants page
- Viewing Requisition Activity complete

Viewing Recruiting Inquiry Pages complete