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): University_{of} Colorado 1. Navigate to HRSOPRAC PRACT46 Home | Morklist | Add to Fevorites **Candidate Listing** Menu Main Menu > Reports and I Search: 1 Recruiting □ Reports and Reviews My Favorites Reports and Reviews Additing Funding and Suspense Job Information Rayroll and Time Recruiting □ Recruiting Candidate Listing Job Requisition Information Job Requisition Information □ Candidate Listing □ Click on Candidate Collection Personal Information Position Listing Candidate Listing Job Requisition Information Training Recruiting Vorkforce Administration Compensation Workforce Development Organizational Development Enterprise Learning Reporting Tools PeopleTools University_{of} 2. Candidate Listing Colorado page displays New Window □ Enter existing Run Candidate Listing Enter any information you have and click Search. Leave fields blank for a list of all values. Control ID or Create a Find an Existing Value new Run Control ID Run Control ID: begins with 🗸 Search Clear Basic Search 🗐 Save Search Criteria Search Find an Existing Value Add a New Value



University 6. Report Manager page displays □ Defaults to Administration tab □ Report List displays □ When Status = Posted, click

Candidate List Report CU

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elect		Instance	Description	Request Date/Time	Format	<u>Status</u>	<u>Details</u>	
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	1219	2350	Candidate List Report CU	02/21/2007 9:36:54AM	Acrobat (*.pdf)	Posted	<u>Details</u>	
	1218	2349	Candidate List Report CU	02/21/2007 9:35:28AM	Acrobat (*.pdf)	Posted	<u>Details</u>	
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7. Report will display in separate window



of

Done

To Run Job Requisition Information Report (APP493CU):

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14. Report will display in separate window

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	Job Requisition#: 017646									
	Job Requisition Information:									
	Status: Open		Status Date: 11/14/2006	Status Date: 11/14/2006						
	Date Opened: 11/14/2006		Date Closed or Filled:	Date Closed or Filled:						
	Projected Fill Date:									
TANK	Recruiter:	Phone#: ()	Fax#: ()							
	Posting Type & Description: None									
	Transfers/Reinstatements Requested: N		Substitute Position: N							
	Position Information									
Comments	Position Number: 00213870									
	JobCode & Description: BIAITN - Accountant I									
	Department Number & Name: 60010 - CSA-AVCFA Administration									
22	Percent of Time: 100.00	FTE: 1.00	Head Count: 0							
	salary grade: B27	Job Rate: \$4,305.00	Minimum Monthly Rate: \$2,984.00							
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Running Recruiting Reports complete