

8.9 HRMS Step by Step Guide

Viewing Recruiting History Pages – Inquire Only

Job Requisition, Applicant Data, Requisition Activity

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

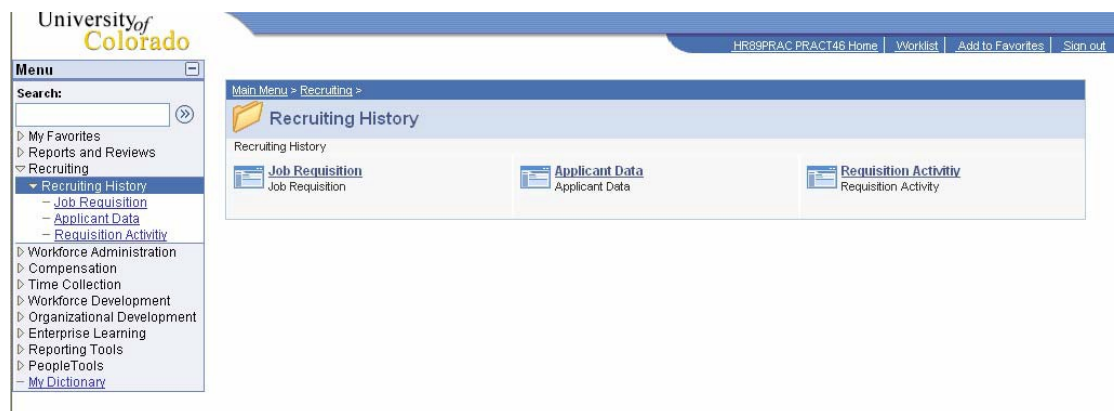
Viewing Applicant Data, pages 3 - 5

Viewing Requisition Activity, pages 6 - 8

VIEW JOB REQUISITION INFO

1. Navigate to the Job Requisition page

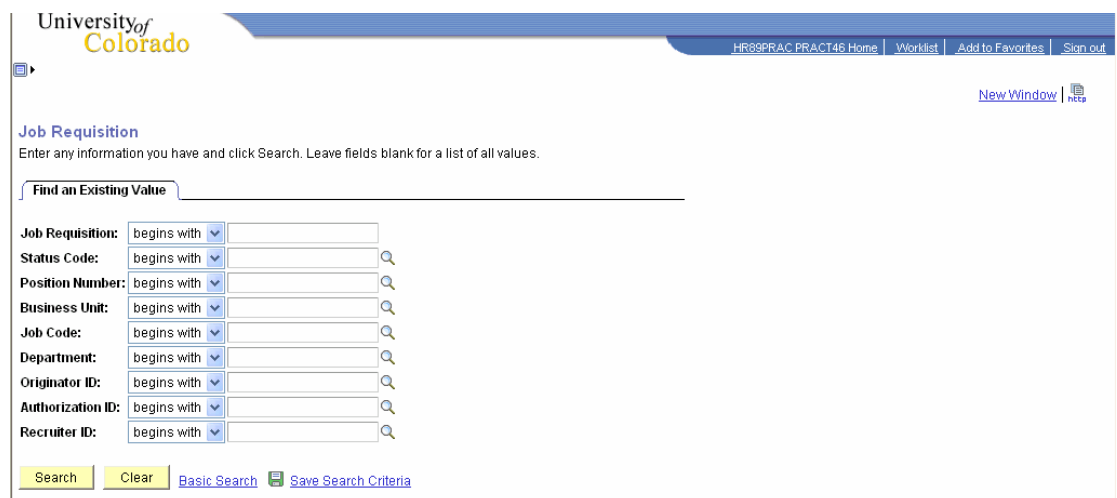
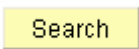
- Recruiting
- Recruiting History
- Click Job Requisition



2. Job Requisition search page displays

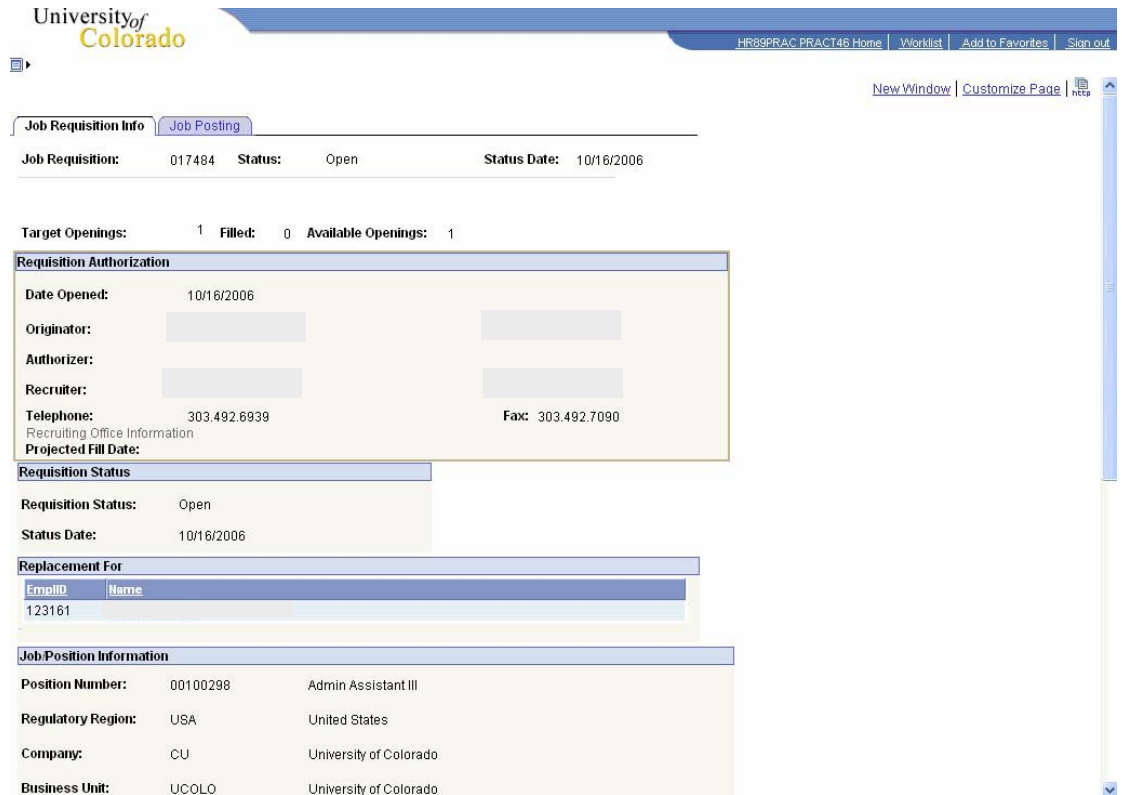
- Enter one or more of the search fields

- Click



3. Job Requisition Info page displays

- Review data
- Click [Job Posting](#)



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HR&SPRAC PRACT46 Home | Worklist | Add to Favorites | Sign out

New Window | Customize Page |

Job Requisition Info | **Job Posting**

Job Requisition: 017484 Status: Open Status Date: 10/16/2006

Target Openings: 1 Filled: 0 Available Openings: 1

Requisition Authorization

Date Opened: 10/16/2006

Originator: [Redacted]

Authorizer: [Redacted]

Recruiter: [Redacted]

Telephone: 303.492.6939 Fax: 303.492.7090

Recruiting Office Information

Projected Fill Date:

Requisition Status

Requisition Status: Open

Status Date: 10/16/2006

Replacement For

EmpID	Name
123161	[Redacted]

Job Position Information

Position Number: 00100298 Admin Assistant III

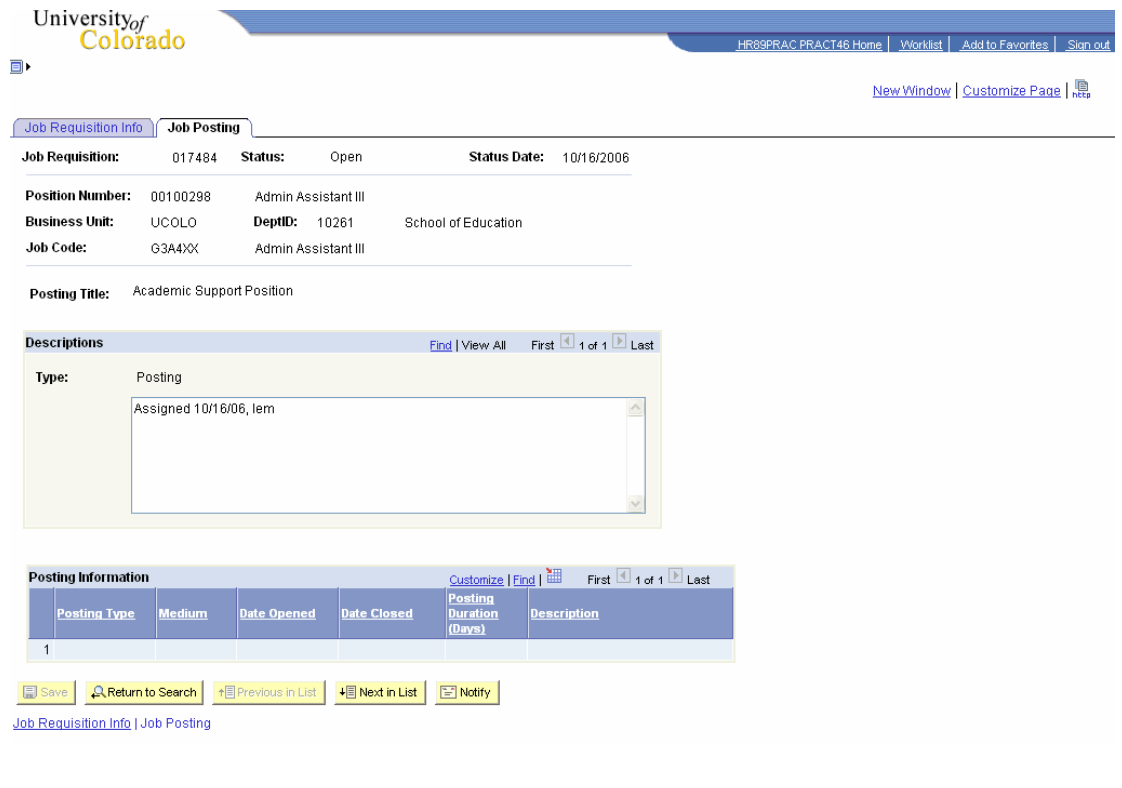
Regulatory Region: USA United States

Company: CU University of Colorado

Business Unit: UCOLO University of Colorado

4. Job Posting page displays

- Review data
- Viewing Job Requisition Info complete



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HR&SPRAC PRACT46 Home | Worklist | Add to Favorites | Sign out

New Window | Customize Page |

Job Requisition Info | **Job Posting**

Job Requisition: 017484 Status: Open Status Date: 10/16/2006

Position Number: 00100298 Admin Assistant III

Business Unit: UCOLO DeptID: 10261 School of Education

Job Code: G3A4XX Admin Assistant III

Posting Title: Academic Support Position

Descriptions Find | View All First 1 of 1 Last

Type
Posting Assigned 10/16/06, 1ern

Posting Information Customize | Find First 1 of 1 Last

Posting Type	Medium	Date Opened	Date Closed	Posting Duration (Days)	Description
1					

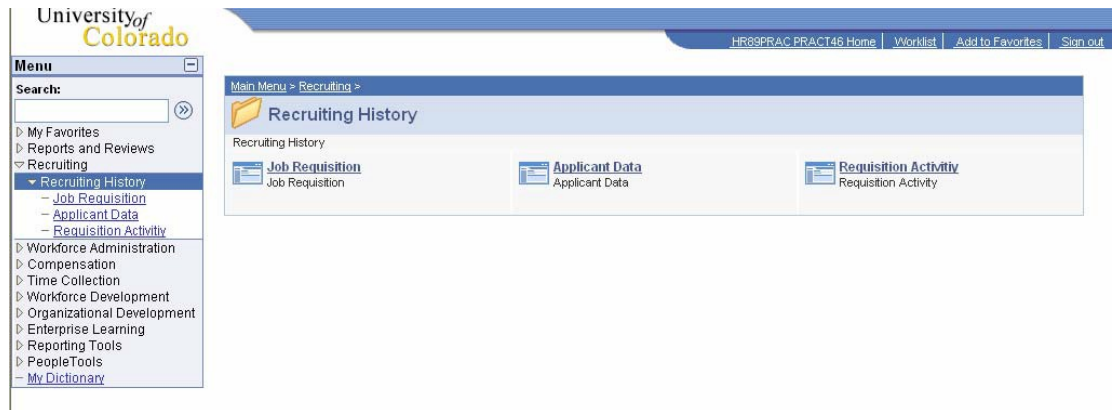
Save Return to Search Previous in List Next in List Notify

[Job Requisition Info](#) | [Job Posting](#)

VIEW APPLICANT DATA

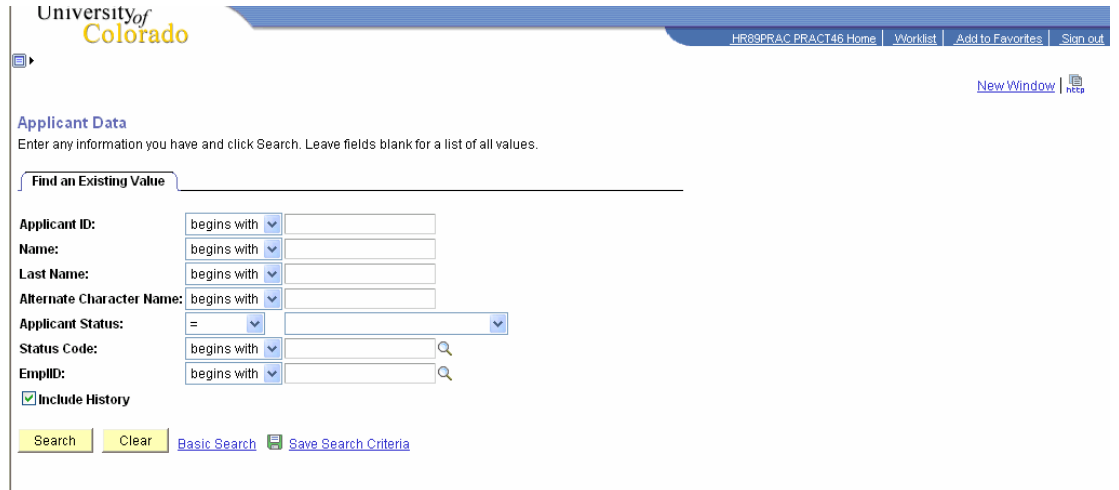
1. Navigate to Applicant Data page

- 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

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New Window | Customize Page | Help

Applicant Contact Info | Applicant Application Info | Applicant Requisition

Primary Name Find | View All First 1 of 1 Last

Applicant ID: EmpID: T800000

Applicant Type: Non-Employee

Effective Date: 02/03/2004 Gender: F Female

Format Using: USA United States Refresh the Name Field

Person Name

Prefix:

First: Billy Bob Middle:

Last: Suffix:

Name:

Home Address

Country: USA United States

Address: 456 Main St Edit Address

Copy Home to Mail Address

Email Phones

Mailing Address

Country: USA United States

4. Applicant Application Info page displays

- Review data, if applicable
- Click

Applicant Requisition

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HR89PRAC PRACT46 Home | Worklist | Add to Favorites | Sign out

New Window | Customize Page | Help

Applicant Contact Info | Applicant Application Info | Applicant Requisition

Applicant ID: EmpID: T800000

Name:

Applicant Type: Non-Employee

Application Information Find | View All First 1 of 1 Last

Application Date: 02/03/2004

Applicant Status: Active

Status Date: 02/03/2004

Purge Date:

Highest Education Level: A-Not Indicated

Language Code:

Preferences

Business Unit: UCOLO UCOLO Willing to Travel Percent:

Willing to Relocate

Location 1:

Location 2:

Job Function:

Geographic Preference

5. Applicant Requisition page displays

- Review data
- Viewing Applicant Data complete

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HR&PRAC PRACT46 Home | Worklist | Add to Favorites | Sign out

New Window | Customize Page | netp

Applicant Contact Info | Applicant Application Info | **Applicant Requisition**

Applicant ID: EmplC
Name:
Applicant Type: Non-Employee

Application Find | View All First 1 of 1 Last
Application Date: 02/03/2004

Job Requisitions Find | View All First 1 of 1 Last

Job Req #: Job Requisition100283 Requisition Status: Filled
Position: 00100283 ProgAst II Business Unit: UCOLO UCOLO
Job Code: H4R2XX ProgAst II Department: 10230 EAsnLng&Cv

Disposition

Status Date: 02/03/2004 Letter:
Disposition: 020-Applied Letter Dt:

Save | Return to Search | Previous in List | Next in List | Notify | Previous tab | Next tab | Refresh | Update/Display | Include History

[Applicant Contact Info](#) | [Applicant Application Info](#) | [Applicant Requisition](#)

VIEW REQUISITION ACTIVITY

1. Navigate to Requisition Activity page

- Recruiting
- Recruiting History
- Requisition Activity

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HR89TEST.T PPL Home | Worklist | Add to Favorites | Sign out

Menu

Search: []

- My Favorites
- Reports and Reviews
- Recruiting
 - Recruiting History
 - Job Requisition
 - Applicant Data
 - Requisition Activity
- Workforce Administration
- Compensation
- Time Collection
- Workforce Development
- Organizational Development
- Enterprise Learning
- Set Up HRMS
- Reporting Tools
- My Dictionary

Main Menu > Recruiting >

Recruiting History

Recruiting History

- Job Requisition**
Job Requisition
- Applicant Data**
Applicant Data
- Requisition Activity**
Requisition Activity

2. Requisition Activity search page displays

- Choose a Search By value
- Click **Search**

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New Window | []

Requisition Activity

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value []

Search by: Job Requisition begins with []

Search [Advanced Search](#)

3. All Applicants page displays

- Review data
- Click [017607](#) to review job requisition information

All Applicants

Job Requisition

Job Req: [017607](#)

Status: Open

Date Opened: 11/08/2006

Position: 00508088 GenProf IV

DeptID: 51000 PBS

Business Unit: University of Colorado

Job Code: H6G4XX GenProf IV

Customize | Find | View All | First 1 of 1 Last

Applicant ID	Applicant Name	Application Date	Applicant Type	Status Code
A0132120	Test,Test	11/01/2006	Ext Appl	020-AppI

Save **Return to Search** **Notify**

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

Job Requisition Info
Job Posting

Job Requisition: 017607 **Status:** Open **Status Date:** 11/08/2006

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

Requisition Authorization

Date Opened: 11/08/2006

Originator:

Authorizer:

Recruiter:

Telephone: Recruiting Office Information **Fax:**

Projected Fill Date:

Requisition Status

Requisition Status: Open

Status Date: 11/08/2006

OK
Apply

[Job Requisition Info](#) | [Job Posting](#)

5. All Applicants page displays

- Click Applicant Name Test,Test to review applicant information

All Applicants

Job Requisition

Job Req: [017607](#)

Status: Open **Date Opened:** 11/08/2006

Position: 00508088 GenProf IV **DeptID:** 51000 PBS

Business Unit: University of Colorado **Job Code:** H6G4XX GenProf IV

[Customize](#) | [Find](#) | View All | First ◀ 1 of 1 ▶ Last

Applicant ID	Applicant Name	Application Date	Applicant Type	Status Code
A0132120	Test,Test	11/01/2006	Ext Appl	020-AppI

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

Applicant Application Info

[Find](#) | [View All](#) | First Last

Applicant ID:	A0132120	EmpID:	
Applicant Type:	External Applicant		
Effective Date:	11/01/2006	Gender:	U Unknown
Format Using:	USA United States	<input type="button" value="Refresh the Name Field"/>	

Person Name

Prefix:		Middle:	
First:	Test	Suffix:	
Last:	Test		
Name:	Test,Test		

Home Address

Country:	USA United States		
Address:	Test Test, CO 80303	Edit Address	
		<input checked="" type="checkbox"/> Copy Home to Mail Address	

Viewing Recruiting Inquiry Pages complete