
PeopleSoft HCM 9.2: Candidate Gateway

March 2013

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Contents

Preface.....	ix
Understanding the PeopleSoft Online Help and PeopleBooks.....	ix
PeopleSoft Hosted Documentation.....	ix
Locally Installed Help.....	ix
Downloadable PeopleBook PDF Files.....	ix
Common Help Documentation.....	ix
Field and Control Definitions.....	x
Typographical Conventions.....	x
ISO Country and Currency Codes.....	xi
Region and Industry Identifiers.....	xi
Access to Oracle Support.....	xii
Documentation Accessibility.....	xii
Using and Managing the PeopleSoft Online Help.....	xii
PeopleSoft HCM Related Links.....	xii
Contact Us.....	xiii
Follow Us.....	xiii
Chapter 1: Getting Started with Candidate Gateway.....	15
Candidate Gateway Overview.....	15
Candidate Gateway Business Processes.....	15
Candidate Gateway Integrations.....	16
Candidate Gateway Implementation.....	17
Chapter 2: Setting Up Candidate Gateway.....	19
Understanding Candidate Gateway Setup.....	19
Setting Up Sites.....	20
Understanding Candidate Gateway Sites.....	21
Prerequisites.....	23
Page Used to Set Up Sites.....	23
Site Setup Page.....	23
Edit Welcome Page.....	30
Configuring Text on Candidate Gateway Pages.....	30
Understanding Text Catalog Configuration for Candidate Gateway.....	31
Pages Used to Maintain Text Catalog Entries for Candidate Gateway.....	31
Identifying Text IDs for Specific Page Elements.....	31
Maintaining Text Catalog Entries for Candidate Gateway.....	33
Setting Up Candidate Gateway Password Controls.....	35
Understanding Candidate Gateway Password Controls.....	35
Page Used to Set Up Candidate Gateway Password Controls.....	36
Password Controls Page.....	36
Chapter 3: Registering and Managing Account Information.....	39
Registering Online and Signing In.....	39
Understanding Candidate Gateway Registration.....	39
Pages Used to Register Online and Sign In.....	40
Register Page.....	41
Sign In Page.....	43
Reset Password Page.....	45
Forgot User Name Page.....	45
Forgot Password Page.....	46

Managing Account Information.....	47
Understanding Account Information.....	47
Pages Used to Manage Account Information.....	48
My Account Information / My Contact Information Page.....	48
Change Password Page.....	51
Chapter 4: Searching for Jobs.....	53
Accessing Candidate Gateway.....	53
Understanding How Applicants Access Candidate Gateway.....	53
Pages Seen When Initially Accessing Candidate Gateway.....	53
Welcome Page.....	54
Using the Candidate Gateway Navigation Bar.....	56
Searching for Job Postings and Reviewing Posting Details.....	57
Understanding Job Searches.....	57
Prerequisites.....	59
Pages Used to Search for Job Postings and Review Posting Details.....	59
Job Search Page.....	60
Search Tips Page.....	66
Select Job Families Page.....	67
Select Job Functions Page.....	69
Select Locations Page.....	71
Search My Profile Page.....	73
Job Description Page.....	74
Saving Searches and Job Agents.....	76
Understanding Saved Searches and Job Agents.....	76
Pages Used to Save Searches and Job Agents.....	77
Save Search Page.....	77
My Saved Searches Page.....	78
Edit Search Page.....	79
Saving Jobs.....	80
Understanding Saved Jobs.....	80
Pages Used to Save Jobs.....	81
My Saved Jobs Page.....	81
Job Description Page.....	82
Emailing Job Postings to Friends.....	83
Understanding Emailing Job Descriptions.....	83
Pages Used to Email Job Openings to Friends.....	84
Send Email Page.....	84
Chapter 5: Applying for Jobs.....	87
Understanding the Application Process.....	87
The Online Application Process.....	87
Default Application Data.....	93
Integration With Resume Extractors.....	93
Applying for Jobs.....	96
Pages Used to Apply for Jobs.....	96
Using the Guided Application Process.....	99
Start Page.....	101
Job Details Page.....	103
Prequalify Page.....	105
Prequalify Results Page.....	107
Resume Page.....	110
Copy & Paste Resume Page.....	113

Use Existing Resume Page.....	114
<Step Name> Page.....	114
<Step Name> Page: Preferences Section.....	116
(USF) <Step Name> Page: Federal Preferences Section.....	120
(USF) <Step Name> Page: Priority Placement Section.....	120
Priority Placement Page.....	121
<Step Name> Page: Education History Section.....	122
<Step Name> Page: Work Experience Section.....	123
Work Experience Page.....	124
<Step Name> Page: Job Training Section.....	125
Job Training Page.....	125
<Step Name> Page: Profile-Related Sections.....	126
<Profile Content Type> Page.....	128
<Step Name> Page: References Section.....	129
Reference Page.....	130
<Step Name> Page: Personal Information Section.....	131
<Step Name>: Application Questionnaire Section.....	131
<Step Name> Page: Referrals Section.....	133
(NIR) Community Background Page.....	134
(USA) Diversity Page.....	135
Review/Submit Page.....	138
My Contact Information Page.....	144
Application Confirmation Page.....	145
Application Summary Page.....	146
Chapter 6: Managing Additional Applicant Activities.....	149
Reviewing Notifications.....	149
Understanding Notifications.....	149
Page Used to Review Notifications.....	149
My Notifications Page.....	149
Reviewing Activities and Uploading Attachments.....	152
Understanding Applicant Activities.....	152
Pages Used to Review Activities and Upload Attachments.....	152
My Activities Page.....	153
Add/Edit Attachment Page.....	155
Resume Page.....	156
Entering References.....	157
Understanding Reference Notifications.....	157
Pages Used to Enter References.....	158
Applicant References Page.....	158
Reference Page.....	158
Viewing Interview Schedules.....	159
Understanding Interview Notifications.....	159
Pages Used to View Interview Schedules.....	160
Interview Details Page.....	160
Reviewing and Responding to Online Job Offers.....	162
Understanding Online Job Offers.....	162
Pages Used to Review and Respond to Online Job Offers.....	162
Job Offer Page.....	163
Offer Attachment Note Page.....	166
Document Description Page.....	167
Send Notification to Recruiter Page.....	168

Chapter 7: Entering Referrals.....	171
Entering Referrals.....	171
Understanding the Referral Process.....	171
Pages Used in the Referral Process.....	172
Refer Friend - Resume Options Page.....	173
Refer Friend Contact Details Page.....	173
My Referrals Page.....	174
Review Referral Page.....	175
Review Referral Details Page.....	176
Confirming Referrals.....	177
Understanding Confirmation of Applicant-Submitted Referrals.....	177
Pages Used to Confirm Referrals.....	178
Confirm Referral - Access Page.....	178
Confirm Referral Page.....	179

Preface

Understanding the PeopleSoft Online Help and PeopleBooks

The PeopleSoft Online Help is a website that enables you to view all help content for PeopleSoft Applications and PeopleTools. The help provides standard navigation and full-text searching, as well as context-sensitive online help for PeopleSoft users.

PeopleSoft Hosted Documentation

You access the PeopleSoft Online Help on Oracle's PeopleSoft Hosted Documentation website, which enables you to access the full help website and context-sensitive help directly from an Oracle hosted server. The hosted documentation is updated on a regular schedule, ensuring that you have access to the most current documentation. This reduces the need to view separate documentation posts for application maintenance on My Oracle Support, because that documentation is now incorporated into the hosted website content. The Hosted Documentation website is available in English only.

Locally Installed Help

If your organization has firewall restrictions that prevent you from using the Hosted Documentation website, you can install the PeopleSoft Online Help locally. If you install the help locally, you have more control over which documents users can access and you can include links to your organization's custom documentation on help pages.

In addition, if you locally install the PeopleSoft Online Help, you can use any search engine for full-text searching. Your installation documentation includes instructions about how to set up Oracle Secure Enterprise Search for full-text searching.

See *PeopleTools 8.53 Installation* for your database platform, "Installing PeopleSoft Online Help." If you do not use Secure Enterprise Search, see the documentation for your chosen search engine.

Note: Before users can access the search engine on a locally installed help website, you must enable the Search portlet and link. Click the Help link on any page in the PeopleSoft Online Help for instructions.

Downloadable PeopleBook PDF Files

You can access downloadable PDF versions of the help content in the traditional PeopleBook format. The content in the PeopleBook PDFs is the same as the content in the PeopleSoft Online Help, but it has a different structure and it does not include the interactive navigation features that are available in the online help.

Common Help Documentation

Common help documentation contains information that applies to multiple applications. The two main types of common help are:

- Application Fundamentals

- Using PeopleSoft Applications

Most product lines provide a set of application fundamentals help topics that discuss essential information about the setup and design of your system. This information applies to many or all applications in the PeopleSoft product line. Whether you are implementing a single application, some combination of applications within the product line, or the entire product line, you should be familiar with the contents of the appropriate application fundamentals help. They provide the starting points for fundamental implementation tasks.

In addition, the *PeopleTools: PeopleSoft Applications User's Guide* introduces you to the various elements of the PeopleSoft Pure Internet Architecture. It also explains how to use the navigational hierarchy, components, and pages to perform basic functions as you navigate through the system. While your application or implementation may differ, the topics in this user's guide provide general information about using PeopleSoft Applications.

Field and Control Definitions

PeopleSoft documentation includes definitions for most fields and controls that appear on application pages. These definitions describe how to use a field or control, where populated values come from, the effects of selecting certain values, and so on. If a field or control is not defined, then it either requires no additional explanation or is documented in a common elements section earlier in the documentation. For example, the Date field rarely requires additional explanation and may not be defined in the documentation for some pages.

Typographical Conventions

The following table describes the typographical conventions that are used in the online help.

<i>Typographical Convention</i>	<i>Description</i>
Bold	Highlights PeopleCode function names, business function names, event names, system function names, method names, language constructs, and PeopleCode reserved words that must be included literally in the function call.
<i>Italics</i>	Highlights field values, emphasis, and PeopleSoft or other book-length publication titles. In PeopleCode syntax, italic items are placeholders for arguments that your program must supply. Italics also highlight references to words or letters, as in the following example: Enter the letter <i>O</i> .
Key+Key	Indicates a key combination action. For example, a plus sign (+) between keys means that you must hold down the first key while you press the second key. For Alt+W, hold down the Alt key while you press the W key.
Monospace font	Highlights a PeopleCode program or other code example.
... (ellipses)	Indicate that the preceding item or series can be repeated any number of times in PeopleCode syntax.

<i>Typographical Convention</i>	<i>Description</i>
{ } (curly braces)	Indicate a choice between two options in PeopleCode syntax. Options are separated by a pipe ().
[] (square brackets)	Indicate optional items in PeopleCode syntax.
& (ampersand)	When placed before a parameter in PeopleCode syntax, an ampersand indicates that the parameter is an already instantiated object. Ampersands also precede all PeopleCode variables.
⇒	This continuation character has been inserted at the end of a line of code that has been wrapped at the page margin. The code should be viewed or entered as a single, continuous line of code without the continuation character.

ISO Country and Currency Codes

PeopleSoft Online Help topics use International Organization for Standardization (ISO) country and currency codes to identify country-specific information and monetary amounts.

ISO country codes may appear as country identifiers, and ISO currency codes may appear as currency identifiers in your PeopleSoft documentation. Reference to an ISO country code in your documentation does not imply that your application includes every ISO country code. The following example is a country-specific heading: "(FRA) Hiring an Employee."

The PeopleSoft Currency Code table (CURRENCY_CD_TBL) contains sample currency code data. The Currency Code table is based on ISO Standard 4217, "Codes for the representation of currencies," and also relies on ISO country codes in the Country table (COUNTRY_TBL). The navigation to the pages where you maintain currency code and country information depends on which PeopleSoft applications you are using. To access the pages for maintaining the Currency Code and Country tables, consult the online help for your applications for more information.

Region and Industry Identifiers

Information that applies only to a specific region or industry is preceded by a standard identifier in parentheses. This identifier typically appears at the beginning of a section heading, but it may also appear at the beginning of a note or other text.

Example of a region-specific heading: "(Latin America) Setting Up Depreciation"

Region Identifiers

Regions are identified by the region name. The following region identifiers may appear in the PeopleSoft Online Help:

- Asia Pacific
- Europe
- Latin America

- North America

Industry Identifiers

Industries are identified by the industry name or by an abbreviation for that industry. The following industry identifiers may appear in the PeopleSoft Online Help:

- USF (U.S. Federal)
- E&G (Education and Government)

Access to Oracle Support

Oracle customers have access to electronic support through My Oracle Support. For information, visit <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=info> or visit <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=trs> if you are hearing impaired.

Documentation Accessibility

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program website at <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=docacc>.

Using and Managing the PeopleSoft Online Help

Click the Help link in the universal navigation header of any page in the PeopleSoft Online Help to see information on the following topics:

- What's new in the PeopleSoft Online Help.
- PeopleSoft Online Help accessibility.
- Accessing, navigating, and searching the PeopleSoft Online Help.
- Managing a locally installed PeopleSoft Online Help website.

PeopleSoft HCM Related Links

[PeopleSoft Information Portal on Oracle.com](#)

[My Oracle Support](#)

[PeopleSoft Training from Oracle University](#)

[PeopleSoft Video Feature Overviews on YouTube](#)

[HCM Abbreviations](#)

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Send us your suggestions Please include release numbers for the PeopleTools and applications that you are using.

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Chapter 1

Getting Started with Candidate Gateway

Candidate Gateway Overview

Candidate Gateway is the applicant self-service front-end to Oracle's PeopleSoft Recruiting Solutions platform. It provides a gateway for both internal and external candidates to search, apply for, and track job opportunities.

Using Candidate Gateway, you can set up an unlimited number of applicant-facing career sites for your organization. For example, you can set up separate sites for different business units or for different countries, and you can use Talent Acquisition Manager to post job openings to the appropriate sites.

A guided application process helps applicants successfully complete and submit their applications. Built-in screening functionality enables you to prescreen applicants at the very beginning of the application process and to screen applicants immediately after an application is submitted.

When applicants apply online, the system creates applicant records in PeopleSoft Talent Acquisition Manager, where you manage the overall recruiting process. During the recruiting process, certain information that originates in Talent Acquisition Manager (for example, interview schedules and job offers) is made visible in Candidate Gateway. Candidate Gateway also displays notifications that Talent Acquisition Manager generates during the recruiting process.

Much of the setup for Candidate Gateway occurs in PeopleSoft Talent Acquisition Manager. For example, you use Talent Acquisition Manager to set system-wide defaults and to define resume templates that control the layout and flow of the online application process.

Candidate Gateway Business Processes

Using Candidate Gateway, applicants can:

- View job postings, and search for job postings that meet specific criteria.
- Save job searches, and request automated emails listing latest search results.
- Save job openings for future review or action.
- Email job postings to friends.
- Apply for jobs, or submit a general application that is not for a specific job.
- Submit employment references, cover letters, and other documents.
- View notifications and interview schedules.
- Respond to offers, requests for references, or invitations to apply for additional jobs.

- Update account information, including passwords and name and contact information (external applicants), or view name and contact information as it is recorded in the PeopleSoft Human Resources system (internal applicants).
- Refer friends, confirm referrals, and check the status of a referral (internal applicants only).

View this Candidate Gateway video for an overview of Candidate Gateway business processes:



[Candidate Gateway Overview](#)

Note: External applicants who are not signed in can view and search for job postings. However, they must sign in to access all other Candidate Gateway features. If an applicant who is not signed in attempts an action that is restricted to registered users, the system prompts the applicant to sign in or register.

Candidate Gateway Integrations

Candidate Gateway integrates with:

- PeopleSoft Talent Acquisition Manager.

As the applicant self-service arm of recruiting solutions, Candidate Gateway gets both configuration settings and job opening data from Talent Acquisition Manager. Talent Acquisition Manager accesses applicant data from Candidate Gateway and delivers information to applicants using Candidate Gateway.

- PeopleSoft Human Resources.

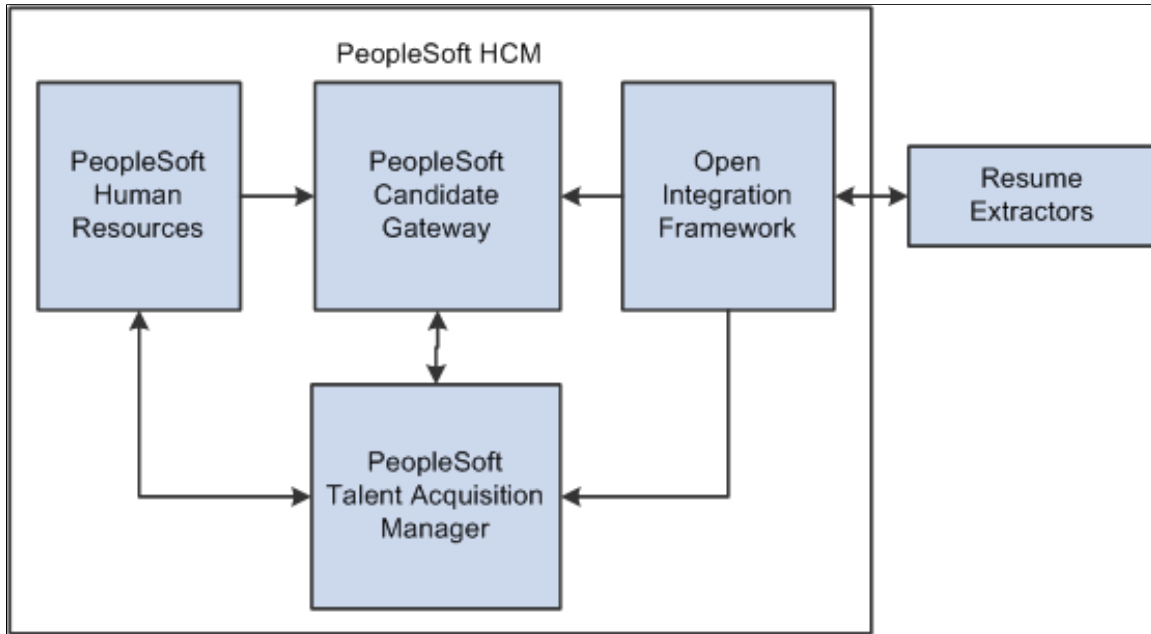
When employees use internal Candidate Gateway sites for their career searches, Candidate Gateway brings various employee data into the applicant records. Candidate Gateway also gets certain configuration options from PeopleSoft Human Resources. In particular, profile-related settings provide much of the structure for job applications.

- Third-party vendors (via the Open Integration Framework).

The open integration framework enables Candidate Gateway to integrate with third-party resume extractors, which parse resume data and enter the parsed data into job applications.

Image: Candidate Gateway integration flow with other PeopleSoft applications

This diagram illustrates how Candidate Gateway integrates with other applications.



Candidate Gateway Implementation

In the planning phase of your implementation, take advantage of all PeopleSoft sources of information, including the installation guides, table-loading sequences, data models, and business process maps.

Chapter 2

Setting Up Candidate Gateway

Understanding Candidate Gateway Setup

Setup for PeopleSoft Candidate Gateway includes both general recruiting setup and Candidate Gateway-specific setup tasks.

The following table summarizes general Recruiting Solutions setup tasks of particular significance for Candidate Gateway:

General Recruiting Solutions Setup Task	Significance for Candidate Gateway
Set up general options in the Recruiting Installation (<i>PeopleSoft HCM 9.2: Talent Acquisition Manager</i>) component.	<p>The Recruiting Installation settings affect a wide variety of processing rules for Candidate Gateway, including (but not limited to)</p> <ul style="list-style-type: none">• Whether the Job Search page displays the Latest Postings grid and, if so, the number of days of posting that appear in the grid.• The maximum number of results for a job posting search.• Whether screening questions and answers appear in a random order.• Whether online job offers are allowed.• The maximum number of job agents an applicant can have, and how long job agents stay active.
Set up profile integration (<i>PeopleSoft HCM 9.2: Talent Acquisition Manager</i>).	<p>Profile configuration determines which profile content types can be included in job openings and job applications.</p> <p>For each profile content type, you can choose whether applicants can add items to an application or whether applicants are limited to supplying information about a predefined list of items (for example, ratings for a competency).</p>
Set up recruiting statuses (<i>PeopleSoft HCM 9.2: Talent Acquisition Manager</i>).	<p>Status configuration defines the dispositions that are used during the recruiting process. In addition to establishing dispositions for various purposes, you also choose which dispositions are assigned to draft applications and submitted applications.</p>
Set up screening processes (<i>PeopleSoft HCM 9.2: Talent Acquisition Manager</i>).	<p>Screening processes include Candidate Gateway-specific screening level options for prescreening and online screening.</p> <p>Also, screening questions exist solely for use during the Candidate Gateway online application process: recruiters cannot enter an applicant's answers in Talent Acquisition Manager pages.</p>
Set up recruiting locations (<i>PeopleSoft HCM 9.2: Talent Acquisition Manager</i>).	<p>Recruiting locations are the geographical categories that are exposed to applicants in Candidate Gateway. Applicants can search for jobs based on recruiting location. Applicants can also specify recruiting location preferences in their applications, and recruiters can then use that as search criteria when searching for applicants.</p>

General Recruiting Solutions Setup Task	Significance for Candidate Gateway
Set up the job posting description library (<i>PeopleSoft HCM 9.2: Talent Acquisition Manager</i>) and job posting templates (<i>PeopleSoft HCM 9.2: Talent Acquisition Manager</i>).	Job postings that applicants see in Candidate Gateway originate in PeopleSoft Talent Acquisition Manager. The posting description library and job posting templates are used to construct these postings.
Set up application attachments (<i>PeopleSoft HCM 9.2: Talent Acquisition Manager</i>) and online job offer attachments (<i>PeopleSoft HCM 9.2: Talent Acquisition Manager</i>).	Application attachments include resumes, cover letters, transcripts, and other documents that can be attached to an application. Online job offer attachments are standard documents that you associate with offers and that applicants can access when the offer is posted to Candidate Gateway.
Set up integration with a third-party resume extractor (<i>PeopleSoft HCM 9.2: Talent Acquisition Manager</i>).	Resume extractors prepopulate the online application with data from the resume that the applicant provides.
Set up recruitment sources (<i>PeopleSoft HCM 9.2: Talent Acquisition Manager</i>).	To post jobs to a Candidate Gateway site, you need to associate the site with a recruitment source that is then used as the posting destination. (Recruitment sources can also represent other types of destinations besides Candidate Gateway sites.)
Set up resume templates (<i>PeopleSoft HCM 9.2: Talent Acquisition Manager</i>) and recruitment templates (<i>PeopleSoft HCM 9.2: Talent Acquisition Manager</i>).	Resume templates control the content and organization of the online job application. They are associated with job openings via recruitment templates.

The following table summarizes additional setup tasks that are specific to Candidate Gateway:

Candidate Gateway-Specific Setup Tasks	Comments
Set up <u>sites</u> .	Site definitions control several aspects of the applicant experience, including various job search features and job application features. You can set up multiple sites (for different business units, companies, countries, and so forth) and post job openings to the appropriate sites.
Configure <u>text on Candidate Gateway pages</u> .	The HCM Text Catalog enables you to modify page text through configuration rather than customization. Entries in the Text Catalog are context-sensitive, enabling you to vary Candidate Gateway page text based on the site and applicant type.
Set up Candidate Gateway <u>password controls</u> .	Password controls enable you to define minimum requirements for application passwords and to set a password expiration period.

Setting Up Sites

To set up sites, use the Setup Site ID (HRS_SITE_ID) component.

This topic provides an overview of Candidate Gateway sites, lists prerequisites, and discusses how to set up Candidate Gateway Sites.

Understanding Candidate Gateway Sites

You can set up an unlimited number of applicant-facing career sites for your organization. For example, you can set up separate sites for different business units or for different countries, and you can then post job openings to the appropriate sites.

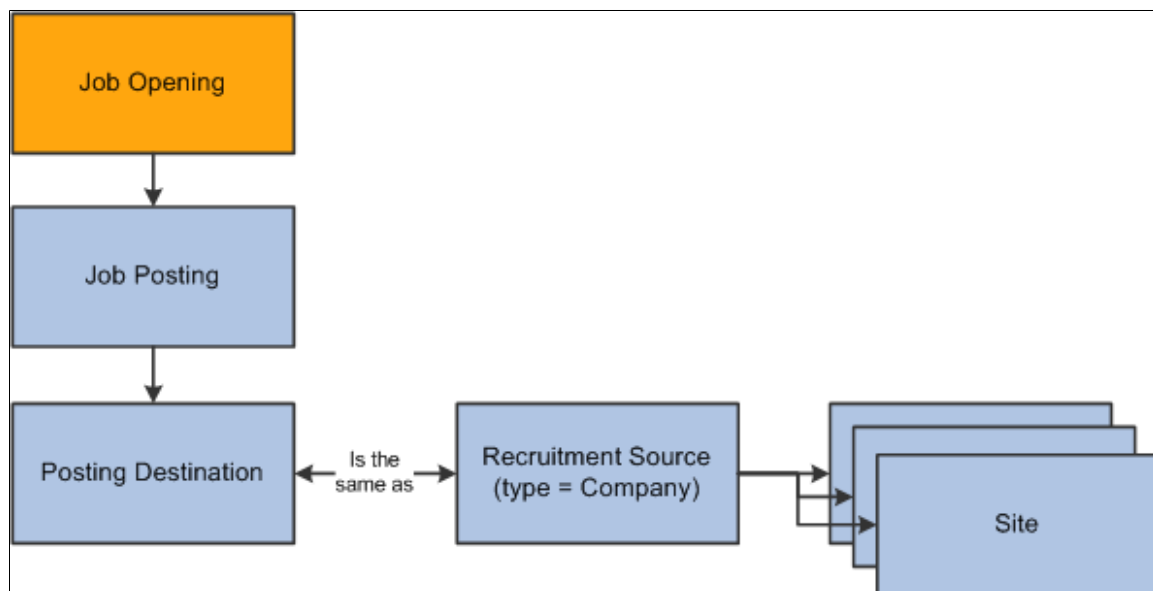
Posting Jobs to Candidate Gateway Sites

Job postings are applicant-facing job listings. When you create postings, you specify posting *destinations* where the listing will appear.

Posting destinations are simply another name for recruitment sources (*PeopleSoft HCM 9.2: Talent Acquisition Manager*). To set up a posting destination for a particular Candidate Gateway site, create a recruitment source with the source type *Company* and use the "Recruitment Sources - Company Page (*PeopleSoft HCM 9.2: Talent Acquisition Manager*)" to associate the recruitment source with one or more Candidate Gateway sites. A job posting that is sent to this destination/source then appears on the specified sites.

Image: Posting jobs to sites

This diagram illustrates the relationships that cause a job to be posted to a particular site.



Note: Recruiting Solutions does not assign postings to sites based on specific data (such as the job opening's country or business unit).

Site-Specific Configuration Options

You can manage the look and feel of each site through settings such as:

- Configuration options on the [Site Setup Page](#).

Use the Site Setup page to configure job searching and to configure certain elements of the online application process.

- Site-specific text labels for various page objects.

Candidate Gateway uses common [HCM Text Catalog](#) entries to define the labels for page elements such as page titles, group box titles, field labels, instructional text, and error or warning messages. The architecture of the Text Catalog enables you to specify different text for different sites and for different applicant types (internal and external).

Internal and External Sites

Candidate Gateway presents slightly different functionality to internal and external applicants. For example, external applicants must register before applying for jobs, while internal applicants are identified through their PeopleSoft user ID and do not need to register. However, the system does *not* use site definitions to differentiate the behavior of internal and external sites. Rather, the link that the applicant uses to access the site controls whether the site appears in its internal applicant or external applicant mode.

You can access and test your sites in both internal and external mode using the following delivered navigation:

- Internal applicant mode: navigate to Self-Service, Recruiting Activities, Careers.
- External applicant mode: select Careers under the main menu.

A single site definition is associated with both the internal and external navigation paths. To choose the site definition that is associated with these navigation paths, use the site ID field on the "Recruiting Installation - Applicants Page (*PeopleSoft HCM 9.2: Talent Acquisition Manager*)".

Access to External Sites

External applicants, by definition, do not have PeopleSoft user IDs. To give external users access to a site, you put a link to the site on a location such as your public website. The site definition includes a field for defining the URL for this external link.

Deployed in this fashion, the PeopleSoft instance that external users are accessing needs to have the appropriate security settings to allow the users to bypass signon. That is, a user who clicks the link is not presented with a PeopleSoft signon pages but is instead signed on using a generic guest user ID so that the user can be taken directly to Candidate Gateway.

If an external applicant allows a Candidate Gateway session to be idle longer than the inactivity timeout period you establish, the system's default behavior is to provide a link to the PeopleSoft logon page with the guest user ID visible. Depending on your password logic, the guest user ID could be locked if the applicant unsuccessfully attempts to sign in. For greater security and usability, replace the signon page with a page that displays an appropriate message. For example, display a message that the session has timed out, and provide a link to return to Candidate Gateway.

Note: PeopleTools user IDs have types. Although there is a delivered *External Job Applicant* type, this is not relevant to how external applicants access Candidate Gateway. Because external applicants access the site through a site-wide guest user ID that bypasses signon, they never have their own PeopleTools user IDs.

For information about user IDs, see *PeopleTools: Security Administration*

Accessibility Configuration

User-specific settings can make PeopleSoft applications more accessible to people with visual impairments and other disabilities. However, external Candidate Gateway users do not have individual

PeopleSoft user IDs that can be personalized to use the PeopleTools accessibility mode. Instead, external users bypass standard PeopleSoft signon and use a guest user ID.

Therefore, to support accessibility needs, you must create a separate accessible site where the bypass user ID is personalized to use accessibility mode. Your main website should then provide an additional link to the accessibility configured site, with information that this other website should be used by applicants who are using an assistive technology screen reader.

To configure a user ID for an accessible site:

1. Sign in with the user ID that will be used to bypass signon when applicants access the site.
2. Under the main menu, select My Personalizations.
3. Click the Personalize General Options link.
4. For the Personalization Option called *Accessibility Features*, select *Use Accessible Layout Mode*.
5. Click the OK button to save the setting.

Prerequisites

Before you can set up sites, you must:

- Set up a default resume template (*PeopleSoft HCM 9.2: Talent Acquisition Manager*).
- (Optional) Set up a default resume extractor vendor (*PeopleSoft HCM 9.2: Talent Acquisition Manager*).

Page Used to Set Up Sites

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Site Setup	HRS_SITE_ID	Set Up HCM, Product Related, Recruiting, Candidate Gateway, Site, Site Setup	Set up site definitions.

Site Setup Page

Use the Site Setup page (HRS_SITE_ID) to set up site definitions.

Navigation

Set Up HCM, Product Related, Recruiting, Candidate Gateway, Site, Site Setup

Image: Site Setup page (1 of 2)

This image is the first of two examples illustrating the Site Setup page.

Site

Site Setup

Site ?

Site ID 1

DescriptionDefault Site

Short DescriptionDefault

*Resume Template1000 ? Default

Applicant TypeExternal Applicant

CountryUnited States


Default ExtractorResume Mirror Inc

Default Set IDSHARE ?

Default PortalEMPLOYEE ?

External ERP Site

Candidate Gateway ?

☐ Display Welcome Page?  Edit

Job Search ?

Default Job Search

☒ Basic Search

☐ Advanced Search

☒ Display "Apply Without Selecting a Job"

☒ Display Hot Jobs

☒ Display Job Family

☒ Display Job Function

☒ Display Business Unit

Image: Site page (2 of 2)

This image is the second of two examples illustrating the Site Setup page.

The screenshot displays the 'Site Setup' page with two main sections: 'Job Application' and 'Test Links'.

Job Application section:

- ☐ Display Start Step Administrator Configured Text Edit
- ☒ Display Start Step Instructional Text Edit
- ☒ Display Application Terms and Agreements Edit
- ☒ Display Prequalification Terms and Agreements Edit
- ☒ Require Answers to Questions

Test Links section:

Internal Link

`http://slc00zhu.us.oracle.com:8000/psp/h920r29bx/EMPLOYEE/HRMS/c/HRS_HRAM_EMP.HRS_APP_SCHJOB.GBL?Page=HRS_APP_SCHJOB&Action=U&FOCUS=Employee&SitId=1`

External Link

`http://slc00zhu.us.oracle.com:8000/psp/h920r29bx/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCHJOB.GBL?Page=HRS_APP_SCHJOB&Action=U&FOCUS=Applicant&SitId=1`

Site**Site ID**

Displays the unique identifier for the site definition. This is used as a parameter on the URL to direct users to the correct site.

Resume Template

Select the default resume template for the site. If an applicant applies without a job opening, or if an applicant applies for a job opening that is not associated with a resume template, the system uses the default resume template to control the application process.

Applicant Type

This field is informational only. Select *Employee*, *External Applicant*, or *Non-Employee* to indicate which type of applicant uses this site.

This setting does not control the applicant type that is assigned to applicants who submit applications on this site; that value is determined by the navigation used by the applicant. For example, if an applicant accesses the site using an external link, the applicant is created as an external applicant.

Country

Select a country to use for resume extraction. Some resume extractors require a country to format names and addresses.

Default Extractor

Select a default resume extractor. The system uses the resume extractor that you specify here to extract information from applicant's resumes. If you do not select a value, applicants can attach resumes but the system cannot extract information from the resumes.

Default Set ID

Select a default setID. The setID restricts the departments and recruiting locations that are available as search criteria for a Candidate Gateway job search.

If the Default Set ID field is blank, department and recruiting location search criteria fields display all departments and recruiting locations, subject to any security restrictions.

If you select the Display Business Unit check box so that the site displays a Business Unit search field, and if an applicant selects a business unit in that field, the available departments and locations are based on the selected business unit rather than on the default setID (or lack of one).

Because there are no business unit or setID restrictions on which jobs can be posted to a site, it is possible for search results or the Latest Job Postings grid to display values that are not available as search criteria. For example, the default setID might limit the location search criteria field to locations in a specific country, but if a job in another country is posted to the site, it is still visible in the Latest Job Postings grid and can appear in search results when the search is not restricted by location.

Default Portal

Select the default portal. The system uses this portal, and the node associated with the portal, to define the URL that directs applicants to this site.

External ERP Site(external employee referral program site)

Identify the site where external candidates are directed to view and update information when their application is submitted through an employee referral or automatch search.

Candidate Gateway**Display Welcome Page?**

Select this check box to have the system display a welcome page when users navigate to the site. The welcome page includes an area for your own custom content above a button that applicants click so they can continue to the Job Search page.

Click the Edit button to access the [Edit Welcome Page](#) page, where you can configure the content of the welcome page.

Job Search

In Candidate Gateway, the Job Search page is the starting point for all applicant activity. Use the following settings to configure the appearance and behavior of the Job Search page.

Default Job Search

Choose Basic Search or Advanced Search to indicate the default search mode for the Job Search page.

Display “Apply Without Selecting a Job”

Select this check box if you want the Apply Without Selecting a Job link to appear at the bottom of the Job Search page. If you

do not select this check box, then applicants must select a job before applying to your organization.

Display Hot Jobs

Select this check box if you want the Latest Job Postings grid and the Search Results grid to display a hot job icon next to postings for hot jobs. The column that displays the icon is hidden unless at least one hot job appears in the list.

Display Job Family

Select this check box if you want applicants to be able to search by Job Family. Selecting this check box adds a Job Family column to the Latest Job Postings and Search Results grids as well as to the search criteria for both basic and advanced searches.

If your system is configured to segment jobs by job family, the job family is specified on the job opening pages. Otherwise, the job family for a job opening is derived from the job code.

Display Job Function

Select this check box if you want applicants to be able to search by Job Function. Selecting this check box adds a Job Function column to the Latest Job Postings and Search Results grids as well as to the search criteria for both basic and advanced searches.

The Job Function for a job opening is derived from the job code.

Display Business Unit

Select this check box if you want applicants to be able to search by Business Unit. The Business Unit search field is added to the advanced search, but not to the basic search. Selecting this check box also adds a Business Unit column to the Latest Job Postings and Search Results grids.

If an applicant selects a business unit, the selection then controls the values that are available in the department and recruiting locations search fields. (When the business unit field is blank, the available departments and locations are controlled by the site's default setID.)

The available business units are controlled by business unit security. Additionally, if an applicant enters department or location search criteria before selecting business unit search criteria, the selected department and location(s) further restrict the available business units.

Job Application: Start Step Configuration

In Candidate Gateway, the job application process begins with a Start step that displays relevant information, instructions, and agreements. All text comes from the HCM Text Catalog, so you can easily change the text or define different text for different sites.

Use the following check boxes to choose whether the specified elements appear on the Start step:

Display Start Step Administrator Configured Text

Select this check box to include administrator-configured text at the top of the Start step. Use this text for any purpose: to introduce your organization, make announcements, and so forth.

Click the adjacent Edit button to view or edit the text catalog entry on the Maintain Text Catalog page.

Display Start Step Instructional Text

Select this check box to include instructional text at the top of the Start step, immediately following any administrator-configured text.

This text is intended for general instructions related to the application process. Do not use it for instructions related to terms and agreements. If any terms and agreements appear on the Start step, separate agreement-specific instructional text appears after your Start Step Instructional Text.

Click the adjacent Edit button to view or edit the text catalog entry on the Maintain Text Catalog page.

Display Application Terms and Agreements

Select this check box to include application terms and agreements on the Start step. Use this text for general terms related to the submission of any job application. If you include this text, applicants must accept the terms before they can continue past the Start step.

Click the adjacent Edit button to view or edit the text catalog entry on the Maintain Text Catalog page.

Display Prequalification Terms and Agreements

Select this check box to include prequalification (prescreening) terms and agreements on the Start step when an application includes prescreening. If you include this text, applicants must accept the terms before they can continue past the Start step.

Click the adjacent Edit button to view or edit the text catalog entry on the Maintain Text Catalog page.

In addition to the four elements described here, the Start step also displays additional elements based on context. You cannot prevent these notices from appearing:

- If prescreening is active, the explanatory text specified in the screening definition is shown.
- If application terms and agreements or prequalification terms and agreements are shown, instructions for terms and agreements are also shown.

Note: The system does not display the Start step unless at least one text section is visible. Applications with prescreening always display the Start step because prescreening always requires explanatory text.

Image: Elements on the start step

This example shows the text elements on the Start step and highlights the four site-controlled text elements.

The screenshot displays the 'Start' step of a candidate application process. The top navigation bar includes steps: Start, Prequalify, Resume, Preferences, Qualifications, Referrals, Diversity, and Review/Submit. The 'Start' step is active. Below the navigation bar, the text 'Start - Step 1 of 8' is shown. The main content area is titled 'Applying for: Psychologist'. It lists several sections: '1. Start Step Administrator Configured Text', '2. Start Step Instructional Text', '3. Instructions for Terms and Agreements', '4. Prequalification notice', '5. Application Terms and Agreements', and '6. Prequalification Terms and Agreements'. Each section is highlighted with an orange box. At the bottom, there is a checkbox labeled 'I have read and agree to the above terms and agreements'.

Job Application: Answers to Questions

Require Answers to Questions

Select this check box to require applicants to answer all questions (other than open-ended questions) in job applications. When this option is active, the system will prevent applicants from continuing to the next step if there are any unanswered questions on the current step. This settings applies to prescreening questions as well as to any non-prescreening questionnaire.

Test Links

Enter URLs to be used for accessing the site in internal applicant mode and external applicant mode. Use the Internal Link and External Link test links to preview the site with your current settings.

When you create a site, the default text in the URL fields provides the parameters that identify the site and the mode. For example, the parameters for site ID 1 are:

- `&FOCUS=Applicant&SiteId=2012` for external applicants.
- `&FOCUS=Employee&SiteId=2012` for internal applicants.

Be sure to retain these parameters in the URL you enter.

Edit Welcome Page

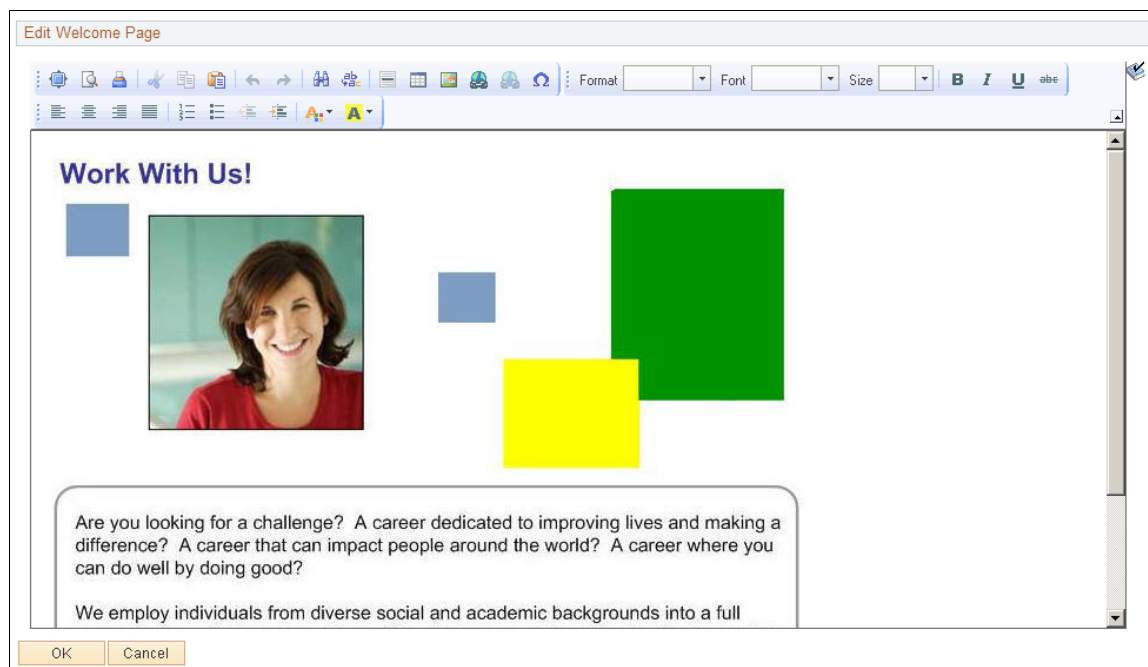
Use the Edit Welcome Page page (HRS_WELCOME_ED) to create content for the Candidate Gateway welcome page.

Navigation

On the Site Setup page, click the Edit button next to the Display Welcome Page? check box.

Image: Edit Welcome Page page

This example illustrates the Edit Welcome Page page.



This page contains a single rich text field where you create and format your welcome page content. Your welcome page can include images, text, and links.

Use the OK or Cancel button to return to the Site Setup page.

Configuring Text on Candidate Gateway Pages

This topic provides an overview of Text Catalog configuration for Candidate Gateway and describes how to:

- Identify Text IDs for specific page elements.
- Maintain Text Catalog entries for Candidate Gateway.

Note: This topic provides summary information about using the Text Catalog for Candidate Gateway. Refer to the complete Text Catalog documentation for more detailed information.

See "Configuring the Text Catalog (*PeopleSoft HCM 9.2: Application Fundamentals*)".

Understanding Text Catalog Configuration for Candidate Gateway

The Text Catalog is a common framework for controlling text that appears on PeopleSoft HCM self-service pages. The Text Catalog enables you to modify page text through configuration rather than customization. Use the Text Catalog to configure page elements such as field labels, button names, links, page instructions, and warnings.

Context-Sensitive Text

Entries in the Text Catalog are context-sensitive, allowing a particular piece of text on a page to vary. The owner ID of each Text Catalog entry determines which fields are used to control the variable text.

The Text Catalog entries for Candidate Gateway have the owner ID *HRAM*, and the context keys are Site ID and Applicant Type. This means that you can vary the text by any combination of site and applicant type.

For example, if you have different sites in different countries, and the terms & agreements for submitting an application vary by country, then you can use the Text Catalog to specify appropriate terms & agreements text for each country's site.

Text Catalog IDs

To modify the text for a particular page element, you need to know its Text Catalog ID. To help you, the Configure Text Catalog page includes a Display Text ID check box that you can select to make Candidate Gateway pages display the Text Catalog ID rather than the text.

Pages Used to Maintain Text Catalog Entries for Candidate Gateway

Page Name	Definition Name	Navigation	Usage
Configure Text Catalog: General	HR_SSTEXT_CFG	Set Up HCM, Common Definitions, Text Catalog and Notepad, Configure Text Catalog, Configure Text Catalog	Control whether Candidate Gateway pages display context-sensitive text or Text Catalog IDs.
Maintain Text Catalog	HR_SSTEXT_TEXT	Set Up HCM, Common Definitions, Text Catalog and Notepad, Maintain Text Catalog, Maintain Text Catalog	Define text catalog entries, and define the values for context-sensitive keys.

Identifying Text IDs for Specific Page Elements

Use the General tab on the Configure Text Catalog page (HR_SSTEXT_CFG) to control whether Candidate Gateway pages display context-sensitive text or Text Catalog IDs.

Navigation

Set Up HCM, Common Definitions, Text Catalog and Notepad, Configure Text Catalog, Configure Text Catalog

Image: Configure Text Catalog page: General tab

This example illustrates the Configure Text Catalog page: General tab.

Configure Text Catalog						
Applications						
General Key 1 Key 2 Key 3 Key 4 Key 5 Key 6						
Object Owner Identifier	Description	Sub ID	Description	Display Text Id		
HJPM	HCM Profile Management	JP6	Find a Profile	<input type="checkbox"/>	-	
HJPM	HCM Profile Management	PGRP	Profile Group Build	<input type="checkbox"/>	-	
HJPM	HCM Profile Management	SRCH	Verify Search	<input type="checkbox"/>	-	
HRAM	RS Applicant Manager		RS Candidate Facing Keys	<input checked="" type="checkbox"/>	-	
HRAM	RS Applicant Manager	CG	RS Candidate Facing Keys	<input checked="" type="checkbox"/>	-	
HRPM	RS Open Position Manager	CRJO	RS Job Opening	<input type="checkbox"/>	-	
HRS	RS Common Components		RS Admin Keys	<input type="checkbox"/>	-	
HTLS	TL Scheduling		Time and Labor	<input type="checkbox"/>	-	
HWCS	Workforce Comp Solutions	ALRT	eCompensation Alerts	<input type="checkbox"/>	-	
HWCS	Workforce Comp Solutions	CYCL	Job Change During Open Cycle	<input type="checkbox"/>	-	
HWCS	Workforce Comp Solutions	ECM	eComp Mgr Desktop	<input type="checkbox"/>	-	
HWCS	Workforce Comp Solutions	GRID	eCompensation Grid Labels	<input type="checkbox"/>	-	
HWCS	Workforce Comp Solutions	MSS	eComp Manager Self Service	<input type="checkbox"/>	-	
HWCS	Workforce Comp Solutions	TRWS	Total Rewards Template Section	<input type="checkbox"/>	-	
HWCS	Workforce Comp Solutions	TRWT	Total Rewards Template Header	<input type="checkbox"/>	-	

Display Text ID

To make Candidate Gateway pages display the text IDs for all Text Catalog objects, locate the row for the Object Owner Identifier *HRAM* and select the Display Text ID check box.

Examples

The following images illustrate the effect of the Display Text ID check box.

Image: Start step in regular display mode

This illustration shows a step in the Candidate Gateway guided application process as it normally appears to applicants:

Qualifications: Experience - Step 5 of 8
Applying for: Product Consultant - Sales

Work Experience

Employer	Job Title	Start Date	End Date	Edit	Delete
Johnson Tiling Ceramics	Administrative Nursing Office	06/01/1999			

[Add Work Experience](#)

Image: Start step in Text ID display mode

This illustration shows the same step as it appears when the Display Text ID check box is selected for the *HRAM* object owner. In this mode, the page displays text IDs rather than text for the page elements that are controlled by the Text Catalog.

Notice that there is an extra text catalog entry, *HRAM_CE_SINST_02*, above the Work Experience grid. You can use this to provide additional instructional text related to the grid. If the text catalog entry does not have any text, nothing appears on the page. Similar text catalog entries exist for other grids on the job application pages.

[HRAM_CEPROF_PT25]: [HRAM_CEPROF_PT29] - Step 5 of 8
Applying for: Product Consultant - Sales

[HRAM_CE_SINST_02]

[HRAM_CE_GRPB_09]

Employer	Job Title	Start Date	End Date	Edit	Delete
Johnson Tiling Ceramics	Administrative Nursing Office	06/01/1999			

[Add Work Experience](#)

Maintaining Text Catalog Entries for Candidate Gateway.

Use the Maintain Text Catalog page (HR_SSTEXT_TEXT) to define text catalog entries and to define the values for context-sensitive keys.

Navigation

Set Up HCM, Common Definitions, Text Catalog and Notepad, Maintain Text Catalog

Image: Maintain Text Catalog page

This example illustrates a text catalog entry where different text is associated with different context keys.

Maintain Text Catalog

RS Applicant Manager

Sub ID

Text ID HRAM_CE_SINST_27

Usage Grid/Scroll Heading

Description Job Posting Information

Text Entries Find | View All First 1 of 1 Last

Effective Date 01/01/1900

Context Keys and Text Find | View 1 First 1-3 of 3 Last

Site ID

Applicant Type

Job Posting Information

View/Edit as HTML

Site ID 100

Applicant Type

Open Positions

View/Edit as HTML

Site ID 110

Applicant Type

Jobs at Global Business Institute

View/Edit as HTML

Owner ID (label is invisible)

On this illustration, the text *RS Applicant Manager* is the description for the owner ID *HRAM*, which identifies this as a Candidate Gateway entry in the catalog.

Context Keys and Text

Site ID and Applicant Type

Site ID and Applicant Type are the pre-defined context keys for Candidate Gateway.

Each text ID and effective date combination needs a default value where both the Site ID and Applicant Type fields are

blank. The system uses this entry when context-specific text does not exist.

For example, if you have five sites, and four of them use the same set of terms & agreements while one uses a different set of terms & agreements, then you would create one site-specific entry for the unique site, but you would not need to create entries for the other four sites, which all use the default text.

<Text Box>

Although the text catalog framework allows long text entries, the page element where the text appears at runtime can have a lower character limit, resulting in truncated text. Any time you change a delivered text catalog entry, be sure to test your change. If the entry is truncated, you must shorten your text.

Setting Up Candidate Gateway Password Controls

This topic provides an overview of password controls for Candidate Gateway and discusses how to set up password controls.

Understanding Candidate Gateway Password Controls

External applicants must register for a Candidate Gateway account in order to apply for jobs or access certain other features. Candidate Gateway accounts are part of the recruiting system; they are *not* PeopleSoft user IDs. (External applicants access the PeopleSoft system using a generic guest ID that bypasses signon).

Candidate Gateway password control settings enable you to define password requirements such as password strength and whether passwords expire after a specified time period.

Password Control Validations

If you activate password controls:

- When an applicant creates an account or changes the password for an existing account, the system ensures that the new password meets all requirements.
- If a password expires, the user is forced to set a new password during the next logon attempt.

The expiration period for passwords is part of your password control settings.

- If the password control settings are changed, all applicants are forced to reset their password during the next logon attempt, regardless of whether the previous password meets the new requirements.
- If the recruiting system generates a new password, the generated password conforms to password requirements except that it does not observe the expiration period because system-generated passwords are single-use passwords that must be reset on first use.

The system generates passwords for users who have forgotten their passwords.

The system also generates passwords when a recruiting user requests references from an unregistered applicant. The generated password is included in the notification that the applicant receives.

Password Requirement Instructions for Applicants

The system dynamically generates a description of the password requirements that you configure. Applicants see this description any time they create a password: while registering or resetting a password.

You can override the dynamically generated description with your own text using the text catalog entry HRAM_CE_PSWD_2. If this text catalog entry is populated, then the system uses the text catalog entry instead of the system-generated description.

Page Used to Set Up Candidate Gateway Password Controls

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Password Controls	HRS_PSWD_CFG	Set Up HCM, Product Related, Recruiting, Candidate Gateway, Password Controls	Define password requirements for applicants.

Password Controls Page

Use the Password Controls page (HRS_PSWD_CFG) to define password requirements for applicants.

Navigation

Set Up HCM, Product Related, Recruiting, Candidate Gateway, Password Controls

Image: Password Controls page

This example illustrates the Password Controls page.

The screenshot shows the 'Password Controls' configuration page. It is divided into four main sections:

- Password Control:** Contains a checkbox labeled 'Enabled' which is currently unchecked.
- Password Expiration:** Contains two radio button options: 'Never Expires' (selected) and 'Expires In'. Below 'Expires In' is a text input field containing '90' followed by the label 'Days'.
- Password Strength:** Contains five numeric input fields: 'Minimum length' (set to 1), 'Special characters' (set to 0), 'Digits' (set to 0), 'Lowercase' (set to 0), and 'Uppercase' (set to 0).
- Password May Match:** Contains two checkboxes: 'User Name' and 'Primary Email', both of which are unchecked.

At the bottom of the page, there is a status bar showing 'Last Updated 01/04/2012 7:24AM' and 'By SYSTEM'.

Password Control

Enabled

Select this check box to activate password controls. When you deselect the check box, all current settings are cleared and the fields become read-only.

Password Expiration

Never Expires

Select this option if you do not want to set a limit on how long users can use a password before it must be reset.

Expires In <number of> Days

Select the Expires In option to set a limit on how long a password can be used, then define the expiration period by entering the number of Days that the password remains valid.

Password May Match

User Name

Select this check box to allow passwords that are identical to the user name (the logon ID). Passwords must still meet all password strength requirements.

Primary Email

Select this check box to allow passwords that are identical to the user's primary email. Passwords must still meet all password strength requirements.

Because password validation occurs only when a password is resent, users will not be forced to change a password due to a change in the primary email address.

Password Strength**Minimum Length**

Enter the overall minimum number of characters for passwords. This number must be large enough to accommodate any additional requirements for minimum numbers of special characters, digits, lowercase letters, and uppercase letters.

Special Characters

Enter the minimum number of special characters for passwords. The following characters are considered special characters:

! @ # \$ % ^ & * () - _ = + \ | [] { } ; : / ? . > <

Digits

Enter the minimum number of digits (numbers) for passwords.

Lowercase

Enter the minimum number of lowercase letters for passwords.

Uppercase

Enter the minimum number of uppercase letters for passwords.

Chapter 3

Registering and Managing Account Information

Registering Online and Signing In

This topic provides an overview of the Candidate Gateway registration and discusses how applicants can:

- Register for Candidate Gateway.
- Sign in to Candidate Gateway.
- Request help for a forgotten user name.
- Request help for a forgotten password.

Understanding Candidate Gateway Registration

Internal applicants do not need to register to use Candidate Gateway; they receive access through their PeopleSoft user IDs.

External applicants access the PeopleSoft system using a guest PeopleSoft ID, which bypasses the PeopleSoft sign in page. This gives applicants access to the Job Search page, but applicants must register for a Candidate Gateway account and before they can apply for jobs or perform various other tasks.

Non-employees (persons of interest such as contractors) are considered external applicants.

Candidate Gateway accounts are valid across all sites.

The Registration Process

To register, external applicants create a user name and password. Passwords must meet the requirements configured on the [Password Controls Page](#). Applicants must also supply a first and last name.

Depending on the settings on the "Recruiting Installation - Applicants Page (*PeopleSoft HCM 9.2: Talent Acquisition Manager*)", applicants may also be required to provide an email address and agree to registration terms and agreements. The system validates that an email address provided during the registration process is not already used as the primary email address for another Candidate Gateway account.

When an external applicant first accesses a site, the Job Search page displays links for signing in and for registering. If an applicant attempts an action (such as applying for a job) that is available only to registered users, then the system requires the applicant to sign in (registering first, if necessary) before continuing.

After an applicant signs in, the Job Search page displays links that give the applicant access to tools for managing a career search. These tools enable the applicant to review notifications and applications,

upload attachments, save searches, save job postings for later, and update account information (including choosing a new password).

Candidate Gateway provides registered applicants with tools for recovering a forgotten user name or resetting a forgotten password.

System-Generated User Names and Passwords

An applicant who does not already have a Candidate Gateway account is provided with a system-generated user name and password when a Talent Acquisition Manager user sends the applicant a request for references. When the applicant registers with these credentials, the system links the newly created Candidate Gateway account with the correct applicant record.

Applicants are also provided with system-generated passwords when they submit a password reset request on the Forgot Password page.

When an applicant signs in using a system-generated password, the system immediately displays the Reset Password page. The applicant cannot continue until a new password has been set.

System-generated passwords conform to any password requirements that have been configured on the [Password Controls Page](#).

Registration Terms and Agreements

If you select the Registration Agreement check box on the "Recruiting Installation - Applicants Page (*PeopleSoft HCM 9.2: Talent Acquisition Manager*)", the Register page displays registration terms and agreements, and applicants cannot complete the registration process until they acknowledge and agree to the terms.

Use this functionality for any general terms related to the use of Candidate Gateway. For example, you can use the registration agreement to obtain permission to store the applicant data that is saved at registration time and when the applicant creates a job application.

The Registration Agreement setting applies to all of your Candidate Gateway sites, but because the text of the registration terms comes from the text catalog, you can define different registration terms for different sites. To modify the registration terms, update text catalog entry HRAM_CETRMAGRE_03.

Pages Used to Register Online and Sign In

Page Name	Definition Name	Navigation	Usage
Register	HRS_CE_HM_REG	<ul style="list-style-type: none"> Click the New User link on the Job Search Page. Click the Register Now link on the Sign In page. 	Register for a new Candidate Gateway account.

Page Name	Definition Name	Navigation	Usage
Sign In	HRS_CE_HM_REG	<ul style="list-style-type: none"> Click the Sign In link on the Job Search Page Click the Sign In Now link on the Register page. If not already signed in, attempt a task (such as applying for a job) that requires the applicant to be signed in. 	Sign in to Candidate Gateway with an existing user name and password.
Reset Password	HRS_CE_REG_MIS	Click the Sign In button on the Sign In page after using a system-generated temporary password, or after Candidate Gateway password requirements have changed.	Change the password for an account.
Forgot User Name	HRS_CE_FRGT_USR	Click the Forgot User Name link on the Sign In page.	Request an email reminder with the user name associated with the provided email address.
Forgot Password	HRS_CE_FRGT_PSW	Click the Forgot Password link on the Sign In page.	Request an email with a new system-generated password.

Register Page

Applicants use the Register page (HRS_CE_HM_REG) to register for a new Candidate Gateway account.

Navigation

- Click the New User link on the Job Search Page.
- Click the Register Now link on the Sign In page.

Image: Register page

This example illustrates the Register page.

Register

If you are new, you must first register in order to continue.

*User Name

*Password

*Confirm Password

*First Name

*Last Name

Primary Email Type

Email Address

Primary Phone Type

Phone Ext

Terms and Agreements

To create and to use a Careers Home Page Account the User needs to read and agreed to the terms and conditions listed below by selecting the option "I Agree to the Terms and Agreements" to all terms and conditions for the creation and utilization of a Careers Home Page account.

In the event that these terms and conditions are not agreed upon, please use the link Return to Previous Page and in this case User will not be able to create Careers Home Page account. The User will be able to submit their application for registration once these terms and conditions have been agreed to.

☒ I agree to the Terms and Agreements

[Already Registered?](#) [Sign In Now](#)

Registration Information

User Name

The applicant must supply a user name to be used when signing into this account. User names (including system-generated user names) cannot be changed.

Password, and Confirm Password

The applicant must supply and confirm a password to be used when signing into this account. If password controls are enabled on the [Password Controls Page](#), a description of the password requirements appears next to the Password field.

Applicants can change their passwords after registering.

First Name and Last Name

Applicants must supply both a first and last name when registering.

Primary Email Type and Email Address

An email address is required only if the Email Address Required field on the "Recruiting Installation - Applicants Page (*PeopleSoft HCM 9.2: Talent Acquisition Manager*)" is set to *Yes*. Applicants can change their primary email address at any time. The system uses the primary email address for all email

notifications, including notifications for forgotten user names and passwords.

Each account must have a unique primary email address. Applicants receive an error message if they attempt to register with a primary email address that is already being used as another applicant's primary email address. This adds extra security to the Forgot User Name and Forgot Password processes, which both send account information to the applicant's primary email address.

Lack of an email address will prevent applicants from using the Forgot User Name and Forgot Password functionality.

Primary Phone Type, Phone, and Ext (Extension) Phone number information is never required.

Terms and Agreements

Terms and Agreements and I agree to the terms and agreements The Terms and Agreements section appears only if the Registration Agreement check box on the "Recruiting Installation - Applicants Page (*PeopleSoft HCM 9.2: Talent Acquisition Manager*)" is selected.

The actual terms come from the text catalog. To modify the registration terms, or to configure different terms for different Candidate Gateway sites, update text catalog entry HRAM_CETRMAGRE_03.

If registration terms appear, the Register button is not available until the applicants selects the I agree to the terms and agreements check box.

Register

Register

Click this button to complete the registration process. The system creates the new account only if all required information is present, the password meets the requirements (if any) that are configured on the [Password Controls Page](#), and the applicant has agreed to any registration terms.

Sign In Now

Click this link to access the Sign In page to sign into an existing account.

Sign In Page

External applicants use the Sign In page (HRS_CE_HM_REG) to sign in with an existing user name and password.

Navigation

- Click the Sign In link on the Job Search Page.
- Click the Sign In Now link on the Register page.
- If the applicant is not already signed in, this page appears if the applicant attempts a task (such as applying for a job) that requires the applicant to be signed in.

Image: Sign In page

This example illustrates the Sign In page.

Sign In

You must sign in to continue.

*User Name [Forgot User Name](#)

*Password [Forgot Password](#)

[Sign In](#)

[Don't have a User Name or Password? Register Now](#)

* Required Information

[Return to Previous Page](#)

User Name and Password

Enter the user name and password for an existing Candidate Gateway account.

Forgot User Name

Click this link to access the Forgot User Name page, where an applicant can request an email reminder of the user name associated with the provided email address.

Forgot Password

Click this link to access the Forgot Password page, where an applicant can request an email with a new system-generated password

Sign In

Click this button to sign in. The system validates the user name and password that the applicant entered.

Normally, signing in returns the applicant to the previous page. However, if the applicant is using a system-generated password, or if the system's password requirements have changed since the applicant last signed on, the Reset Password page appears first. The applicant must set a new password before continuing.

Register Now

Click this link to access the Register page to create a new Candidate Gateway account.

Reset Password Page

Applicants use the Reset Password page (HRS_CE_REG_MIS) to supply a new password when prompted by the system.

Navigation

Click the Sign In button on the Sign In page after using a system-generated temporary password, or after Candidate Gateway password requirements have changed.

Image: Reset Password page

This example illustrates the Reset Password page with a message indicating that the password reset is required because of changes to password requirements.

Reset Password

Update Password Information

Our password requirements have changed to strengthen security. Please select a new password that:

- (1) Has minimum of 1 character.
- (2) Does not match your user name.
- (3) Does not match any of your email addresses.

*Enter New Password

*Confirm New Password

* Required Information

[Return to Previous Page](#)

Instructional text provides information about why the applicant is required to reset the password.

The applicant enters and confirms the new password, then clicks the Update button to complete the password update.

Forgot User Name Page

Applicants use the Forgot User Name page (HRS_CE_FRGT_USR) to request an email reminder of the user name associated with the provided email address.

Navigation

Click the Forgot User Name link on the Sign In page.

Image: Forgot User Name page

This example illustrates the Forgot User Name page.

Forgot User Name

The email address entered here will search primary email addresses and send the matching User Name to you.

Forgot Your User Name?

*Primary Email Address

Email User Name

* Required Information

[Return to Previous Page](#)

Applicants enter their email address and click the Email User Name button. If the applicant's email address is recognized, the system sends an email notification (HRS_APPLICANT_PASSWORD) that contains the user name that is associated with that address.

If the email address is not recognized, a message appears stating that there is no record of the applicant's email address.

Forgot Password Page

Applicants use the Forgot Password page (HRS_CE_FRGT_PSW) to request an email with a new system-generated password.

Navigation

Click the Forgot Password link on the Sign In page.

Image: Forgot Password page

This example illustrates the Forgot Password page.

Forgot Password

Enter your User Name and a message will be sent to your primary email address with your new generated password.

Forgot Your Password?

*Enter your User Name

Reset Password

* Required Information

[Return to Previous Page](#)

Applicants enter their user name and click the Reset Password button.

If the user name is for an account where a primary email address exists, the system creates a new password and sends the applicant an email notification (HRS_APPLICANT_PASSWORD) that contains the new password. When the applicant signs on with the new system-generated password, the system immediately prompts the applicant to set a new password.

If the applicant has not provided an email address, a message appears stating that the applicant doesn't have an email address and must register for a new account.

Managing Account Information

This topic provides an overview of account information and discusses how to:

- Manage name and contact information.
- Update passwords.

Note: Applicants must be signed in before they can perform these tasks.

Understanding Account Information

External applicants use the My Account Information page to update their name and contact information and to change their passwords. Applicants cannot change their user names.

Internal applicants do not self-register for Candidate Gateway, so they do not have Candidate Gateway user names or passwords. Their account information is limited to read-only name and contact information from the Human Resources (HR) system. The page where internal applicants view this data is accordingly called My Contact Information rather than My Account Information.

Default Country for External Applicants

Contact information for external applicants include a Country field that is required, even if no other address information exists. The system uses this country to determine whether an application with no job opening will include the USA-specific Diversity step where applicants optionally supply gender and ethnicity information.

The default value for the Country field comes from the primary permission list for the user ID that is being used to provide guest access to the site. If the guest user ID does not have a primary permission list, or if that permission list does not have a default country, then the default country comes from the [Site Setup Page](#).

To set the default country for the guest user IDs:

1. Choose or create the PeopleTools user ID and permission list that you will use for this purpose.
See PeopleTools: Security Administration
2. Access the User Profiles - General page (PeopleTools, Security, User Profiles, User Profiles, General) for the guest user ID, and enter the permission list in the Primary field in the Permission Lists section of the page.

3. Access the Org Defaults by Permission Lst - Defaults page (Set Up HCM, Foundation Tables, Organization, Org Defaults by Permission Lst, Defaults) and enter the default country in the Country field.

See "Setting Up Primary Permission List Preferences (*PeopleSoft HCM 9.2: Application Fundamentals*)".

Pages Used to Manage Account Information

Page Name	Definition Name	Navigation	Usage
My Account Information	HRS_APP_PRFILEINFO	External applicants click the My Account Information link on the Job Search page or on other top-level Candidate Gateway pages if the applicant is signed in.	External applicants can view and update their name, preferred contact method, address, email, and phone information.
My Contact Information	HRS_APP_PRFILEINFO	Internal applicants click the My Contact Information link on the Job Search page or on other top-level Candidate Gateway pages.	Internal applicants use this page to view name and contact information from the PeopleSoft HR system.
Change Password	HRS_APP_PSSWD_HLP	Click the Change Password link on the My Account Information page (external applicants only).	External applicants use this page to make password changes.

My Account Information / My Contact Information Page

External applicants use the My Account Information page (HRS_APP_PRFILEINFO) to view and update their contact information and password.

Internal applicants use the My Contact Information page (HRS_APP_PRFILEINFO) to view their contact information.

Navigation

External applicants click the My Account Information link on the Job Search page or on other top-level Candidate Gateway pages if the applicant is signed in.

Internal applicants click the My Contact Information link on the Job Search page or on other top-level Candidate Gateway pages.

Image: My Account Information page (external applicants)

This example illustrates the My Account Information page for external applicants.

My Account Information

[Job Search](#) | [My Notifications](#) | [My Activities](#) | [My Saved Jobs](#) | [My Saved Searches](#) | [My Account Information](#)

Signed In as Nora | [Sign Out](#)

You can update your name, address, phone number and email here. Changes made to your contact details on this page will be updated on all of the jobs you have applied to.

Account Settings

User Name

nora

Preferred Method of Contact

Email

Password

[Change Password](#)

Name

Name Format

English

Name Prefix

*First Name

Nora

Middle Name

*Last Name

Dooley

Name Suffix

Address

Country

United States

Address 1

Address 2

Address 3

City

State

Postal

County

Email Address

Email Address	Primary	*Email Type	Delete
nora.dooley@sample.com	<input checked="" type="checkbox"/>	Home	

Add Email Address

Phone

Phone Number	Extension	Primary	*Phone Type	Delete
555/555-5555		<input checked="" type="checkbox"/>	Home	

Add Phone

* Required Information

Save

Image: My Contact Information page (internal applicants)

This example illustrates the My Contact Information page for internal applicants.

My Contact Information [Job Search](#) | [My Notifications](#) | [My Activities](#) | [My Saved Jobs](#) | [My Saved Searches](#) | [My Contact Information](#) Signed In as Betty

As an Employee, you cannot change your name or address information here, you must submit a request to HR.

Account Settings	
User Name	Preferred Method of Contact Not Specified
Password Change Password	

Name	
Name Format English	Name Prefix Mrs
First Name Betty	Middle Name
Last Name Locherty	Name Suffix

Address	
Country United States	
Address 1 643 Robinson St	
Address 2	
Address 3	
City Buffalo	State New York
Postal 74940	County

Email Address			
Email Address	Primary	Email Type	Delete
betty@xyzcompany.com	<input checked="" type="checkbox"/>	Business	
HCMIGENUser1@ap6023ferns.us.oracle.com	<input checked="" type="checkbox"/>	Home	

Phone				
Phone Number	Extension	Primary	Phone Type	Delete
555/123-4567		<input checked="" type="checkbox"/>	Main	

* Required Information

Account Settings

User Name

Displays an external applicant's user name. This cannot be changed.

Internal applicants do not have user names.

Password and Change Password

The password field displays the Change Password link. External applicants can click this link to access the Change Password page.

The link is disabled for internal applicants, who access Candidate Gateway using their PeopleSoft user IDs.

Preferred Method of Contact

External applicants select from the following preferred contact methods: *Email*, *Mail*, *Phone*, or *Not Specified*. Recruiters can refer to this information when they want to contact the applicant.

For internal applicants, the field is read-only. Talent Acquisition Manager users can update an employee's preferred method of contact on the Manage Applicant page: Applicant Data tab: Personal Information section. (*PeopleSoft HCM 9.2: Talent Acquisition Manager*)

Name, Address, Email Address, and Phone Number

External applicants use these fields to view and update name and contact information.

For internal applicants, the fields are read-only, and the data comes from the HR system.

Name	Candidate Gateway displays only one name. If an employee has multiple names in the HR system, Candidate Gateway displays the primary name.
Address	Candidate Gateway displays only one address. If an employee has multiple addresses in the HR system, Candidate Gateway displays the one with type <i>Home</i> and a current effective date.
Email Address	<p>Applicants can have multiple email addresses. In the Email Address grid, each row must be associated with a type (home, business, and so forth), and one row must be marked Primary unless the grid is empty. Any email address that was supplied during the registration process is initially designated as primary.</p> <p>Only applicants who provide an email address can receive recruiting-related email notifications, which are always sent to the primary email address.</p>
Phone	Applicants can have multiple phone numbers. In the Phone grid, each row must be associated with a type (home, business, and so forth), and one row must be marked Primary unless the grid is empty. Any phone number that was supplied during the registration process is initially designated as primary.

Change Password Page

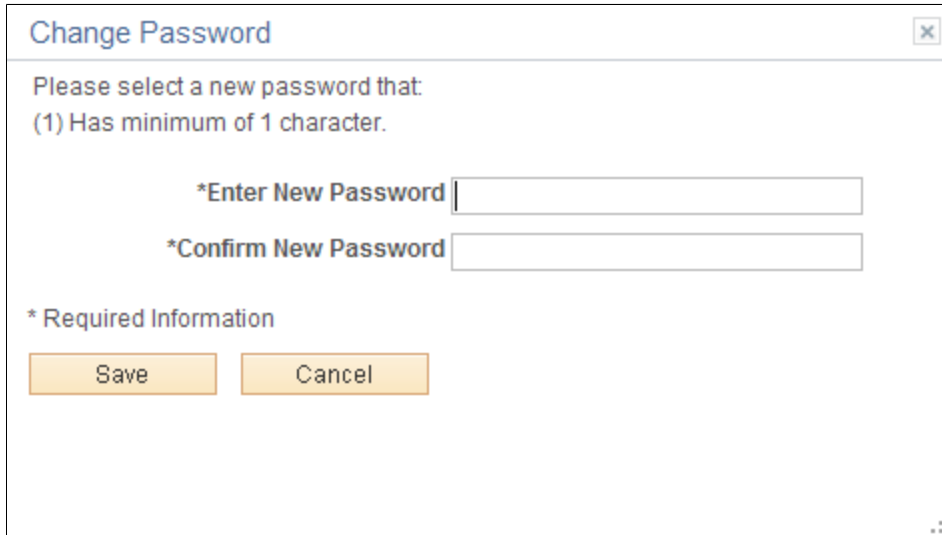
External applicants use the Change Password page (HRS_APP_PSSWD_HLP) to make password changes.

Navigation

Click the Change Password link on the My Account Information page.

Image: Change Password page

This example illustrates the Change Password page.

A screenshot of a 'Change Password' dialog box. The title bar says 'Change Password' with a close button. The main text says 'Please select a new password that:' followed by '(1) Has minimum of 1 character.' Below this are two input fields: '*Enter New Password' and '*Confirm New Password'. At the bottom, there is a section titled '* Required Information' containing two buttons: 'Save' and 'Cancel'. A small icon of three dots is in the bottom right corner of the dialog box.

To change the password, an applicant enters the new password, reenters the new password to confirm it, and clicks Save. The system validates that the new password is not the same as the old password.

If password controls are enabled, a description of the password requirements appears at the top of the page and the system validates that the password meets any requirements established on the [Password Controls Page](#).

Chapter 4

Searching for Jobs

Accessing Candidate Gateway

This topic provides an overview of how applicants access PeopleSoft Candidate Gateway and discusses:

- The Candidate Gateway welcome page.
- The common navigation bar for Candidate Gateway pages.

Understanding How Applicants Access Candidate Gateway

External applicants access Candidate Gateway sites using links that you provide, such as a link on your public website. A PeopleSoft guest ID is embedded in the link so that external applicants can bypass the PeopleSoft sign in page. The link gives the applicant access to the Job Search page, but the applicant must register to create a Candidate Gateway account before applying for jobs or performing various other tasks.

Internal applicants do not register for Candidate Gateway; they receive access through their PeopleSoft user IDs. Internal applicants can access Candidate Gateway sites using links that you provide (for example, a link on your intranet site), or, if they are already signed in to the PeopleSoft system, they can access Candidate Gateway through the standard PeopleSoft menus. Both access methods require internal applicants to sign in before they get to any Candidate Gateway pages.

If the [Site Setup Page](#) for a Candidate Gateway site is configured to display a welcome page, external applicants see your organization's welcome page when they navigate to the site. When applicants continue past the welcome page (or if no welcome page is shown), Candidate Gateway initially displays the [Job Search Page](#).

Pages Seen When Initially Accessing Candidate Gateway

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Welcome	HRS_WELCOME_PG	Once a site is deployed, you can provide applicants with a direct link to the site. Implementers can access a test external site by selecting Careers under the main menu. (Internal applicants do not see the Welcome page.)	View an organization's welcome message if the site includes one.

Page Name	Definition Name	Navigation	Usage
Job Search	HRS_APP_SCHJOB	<p>Once a site is deployed, you can provide applicants with a direct link to the site.</p> <p>Implementers can access a test site using the following menu navigation:</p> <ul style="list-style-type: none"> • To access the site as an internal applicant, select Self Service, Recruiting Activities, Careers • To access the site as an external applicant, select Careers under the main menu. <p>If there is no welcome page, the Job Search page appears when applicants first access the site.</p> <p>If there is a welcome page (applicable only to external sites), click the Search Jobs Now button on the Welcome page.</p>	<p>Conduct a job search, and navigate to additional Candidate Gateway pages.</p> <p>See Job Search Page</p>

Welcome Page

External applicants use the Welcome page (HRS_WELCOME_PG) to view an organization's welcome message when visiting a Candidate Gateway site.

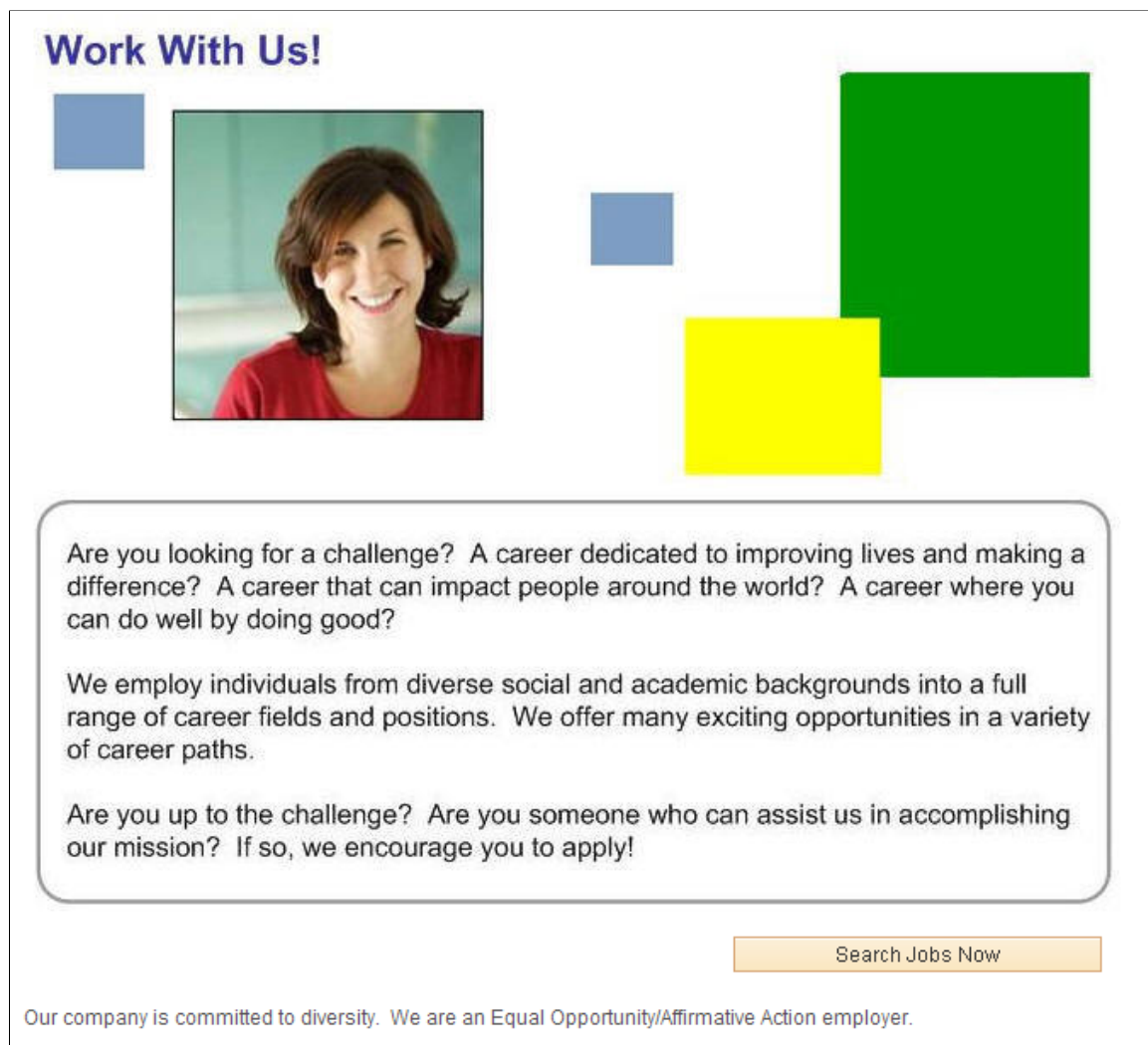
Navigation

Once a site is deployed, you can provide applicants with a direct link to the site. Until then, implementers can access a test external site by selecting Careers under the main menu.

This navigation displays the site specified on the "Recruiting Installation - Applicants Page (*PeopleSoft HCM 9.2: Talent Acquisition Manager*)". If the site does not include a welcome page, this navigation goes directly to the Job Search page instead.

Image: Welcome page

This example illustrates a sample Welcome page.



<Welcome Content>

Displays the content that is defined for the site using the [Edit Welcome Page](#). The custom content can include images, texts and links.

Search Jobs Now

Applicants click this button to continue to the Job Search page.

Using the Candidate Gateway Navigation Bar

A consistent navigation bar appears on most pages throughout Candidate Gateway. (The navigation bar does not, however, appear on the pages used to apply for a job, where the applicant uses a guided application process to navigate through a fixed set of steps.)

Image: Navigation bar on the Job Search page

This example illustrates the navigation bar on the Job Search page. The same navigation bar appears on pages throughout Candidate Gateway.

Navigation Links

These links appear only if the applicant is signed in. The link to the current page is always disabled.

Job Search

Click to access the [Job Search Page](#)

My Notifications

Click to access the [My Notifications Page](#).

My Activities

Click to access the [My Activities Page](#).

My Saved Jobs

Click to access the [My Saved Jobs Page](#).

My Saved Searches

Click to access the [My Saved Searches Page](#).

My Account Information

This link appears if the applicant is an external applicant. The applicant clicks this link to access the [My Account Information Page](#).

My Contact Information

This link appears if the applicant is an internal applicant. The applicant clicks this link to access the [My Contact Information Page](#).

Links for Signing In or Registering

These links appear in the top right corner of the page when an external applicant is not yet signed in.

Sign In

The applicant clicks this link to access the [Sign In Page](#)

New User

The applicant clicks this link to access the [Register Page](#).

Additional Page Elements

These elements appear in the top right corner of the page when an applicant is signed in.

Signed in as <first name>

This message shows the first name of the applicant who is currently signed in.

Sign Out

This link is visible only for external applicants. The applicant clicks this link to sign out.

Searching for Job Postings and Reviewing Posting Details

This topic provides an overview of job searches and discusses how applicants can:

- Search for job postings.
- Review job posting details.

Note: External applicants do not need to sign in to perform job searches or view job postings.

Understanding Job Searches

This topic discusses job searches in PeopleSoft Candidate Gateway.

Search Types

PeopleSoft Candidate Gateway offers three types of job searches:

- Basic search

Basic searches include a keyword search along with fields for limiting search results based on recruiting location and how recently the job was posted. Options on the [Site Setup Page](#) control whether the basic search also supports searching by job family and job function.

- Advanced search

The advanced search includes all of the basic search options along with additional fields for searching by department, job opening ID, regular/temporary, full time/part time, shift, and salary. An option on the Site Setup page controls whether the advanced search supports searching by business unit. Internal applicants can also search by hiring manager and recruiters.

- Search My Profile search (internal applicants only)

Internal applicants use the profile search to find job postings that match their person, job, or interest profiles. This search option is available only if you select *Yes* for both the Allow Profile Utilization and Person Profile Integration fields on the "Recruiting Installation - General Page (*PeopleSoft HCM 9.2: Talent Acquisition Manager*)"

Use the Site Setup page to choose whether the basic search or the advanced search is the default search that appears when applicants first access Candidate Gateway.

Maximum Search Results

All job posting searches are powered by Oracle Secure Enterprise Search (SES). Therefore, these searches observe the system-wide setting that sets the maximum number of SES search results. The delivered maximum for SES is 300 results, but administrators can use the SES console to change this maximum.

You can further restrict the number of search results by entering a lower maximum in the Max Jobs Returned from Search field on the "Recruiting Installation - Jobs Page (*PeopleSoft HCM 9.2: Talent Acquisition Manager*)". Note, however, that you cannot use this setting to increase the number of search results beyond the SES maximum.

Latest Job Postings

Settings on the "Recruiting Installation - Jobs Page (*PeopleSoft HCM 9.2: Talent Acquisition Manager*)" control whether the Job Search page initially displays the a list of the latest job postings and, if so, the number of days that the system looks back when selecting job postings to include in the list. The list includes job postings with a posting date within the number of days that you specify.

If the Latest Job Postings list is shown, it is visible when applicants first access the Job Search page. After an applicant performs a search, the search results replace the latest job postings list. Applicants can re-display the latest job postings using either the Clear Search button or the Show Latest Job Postings link.

If the Latest Job Postings list is not shown, the Job Search page does not display any job postings until an applicant performs a search.

Available Job Postings

Both search results and the Latest Job Postings list include only jobs that meet the following criteria:

- The job opening has an open status.

You define which job opening statuses are open using the "Statuses and Reasons Page (*PeopleSoft HCM 9.2: Talent Acquisition Manager*)".

- The job posting is current.

Job postings dates are specified on the "Posting Information Page (*PeopleSoft HCM 9.2: Talent Acquisition Manager*)". Job postings are current from the Post Date until the Remove Date.

- The job is posted after the earliest posting date that you specify on the "Build Search Index Settings Page (*PeopleSoft HCM 9.2: Talent Acquisition Manager*)".

A job is available as long as the posting is still open after the specified date, even if the actual posting date is before the specified date.

- The job is posted to the site where the applicant is performing the search.

The posting destination for a job controls which site(s) the job is posted to. Jobs are posted to the posting destinations specified on the "Posting Information Page (*PeopleSoft HCM 9.2: Talent Acquisition Manager*)". These posting destinations correspond to recruitment sources that you define on the "Recruitment Sources - Source Setup Page (*PeopleSoft HCM 9.2: Talent Acquisition Manager*)", and recruitment sources with the source type "Company" are associated with one or more Candidate Gateway sites.

- The posting type must be *External* if the applicant accessed the site as an external user, and the posting type must be *Internal* if the applicant accessed the site as an external or internal applicant.

The posting type comes from the Posting Type field on the Posting Information page.

Prerequisites

To support job posting searches, you must deploy and build these indexes:

- The HC_HRS_JOB_POSTING index supports the basic and advanced searches. It includes data from the job posting.
- The HC_HRS_JOB_CONTENT index supports the Search My Profiles search. It includes profile data from the posted job openings.
- The HC_JPM_PERSON_PROFILE index supports the Search My Profiles search. It includes employee profile data.

For additional information, refer to the documentation for building recruiting search indexes (*PeopleSoft HCM 9.2: Talent Acquisition Manager*) and for building employee profile indexes. (*PeopleSoft HCM 9.2: Human Resources Manage Profiles*)

See also *PeopleTools: PeopleSoft Search Technology*

Pages Used to Search for Job Postings and Review Posting Details

Page Name	Definition Name	Navigation	Usage
Job Search	HRS_APP_SCHJOB	<ul style="list-style-type: none"> • If there is no welcome page, the Job Search page appears when applicants first access the site. External applicant may see the Welcome page first. • Click the Job Search link in the navigation bar that appears on pages throughout Candidate Gateway if the applicant is signed in. 	<ul style="list-style-type: none"> • Search for jobs, start an application for a single job, or add a job to the saved jobs list. • Refer a friend for a job (internal applicants only). • View summary information about the notifications and activities (if the applicant is signed in).
Search Tips	PTSF_SEARCH_TIPS	Click the Search Tips link on the Job Search page.	View tips for constructing keyword searches.
Select Job Families	HRS_JOB_FAMILYSC	Click the Job Families link or icon on the Job Search page, if the site is configured to allow searching by Job Family.	Select one or more job families to use as search criteria.
Select Job Functions	HRS_JOB_FUNC_SC	Click the Job Functions link or icon on the Job Search page, if the site is configured to allow searching by Job Function.	Select one or more job functions to use as search criteria.

Page Name	Definition Name	Navigation	Usage
Select Locations	HRS_LOCATIONS_SC	Click the Locations link or icon on the Job Search page.	Select one or more recruiting locations to use as search criteria.
Search My Profile	HRS_APP_SCHMYPRF	Click the Search Your Profiles link on the Careers Home page.	Search for job openings that match one of your profiles. This page is available only to internal applicants.
Job Description	HRS_APP_JBPST	Click a job title on the Job Search page.	<ul style="list-style-type: none"> • View complete posting information for a job. • Start an application for a single job, add a job to the saved jobs list, or email the job to a friend. • Refer a friend for the job (internal applicants only).

Job Search Page

Applicants use the Job Search page (HRS_APP_SCHJOB) to:

- Search for jobs, start an application for a single job, or add a job to the saved jobs list.
- Refer a friend for a job (internal applicants only).
- View summary information about the notifications and activities (if the applicant is signed in).

Navigation

- If there is no welcome page, the Job Search page appears when applicants first access the site. External applicant may see the Welcome page first.
- Click the Job Search link in the navigation bar that appears on pages throughout Candidate Gateway if the applicant is signed in.

Image: Job Search page: basic search

This example illustrates the Job Search page in basic search mode. In this example, the applicant is an internal applicant with existing notifications and activities. The Latest Job Postings list is visible, indicating that the applicant either has not performed a search or has re-displayed the latest job postings after performing a search.

Job Search
[Job Search](#) | [My Notifications](#) | [My Activities](#) | [My Saved Jobs](#) | [My Saved Searches](#) | [My Contact Information](#)
Signed in as Karen

Basic Search

Keywords [Search Tips](#)

Job Families [All Job Families](#)

Job Functions [All Job Functions](#)

Locations [All Locations](#)

Jobs Posted Within

[Advanced Search](#)
[Search My Profiles](#)

My Notifications

1 job offer has been received

5 notifications are received

My Activities

2 applications are submitted

1 application is not submitted

1 resume is saved

1 cover letter or attachment saved

Latest Job Postings

Job Title	Job ID	Location	Job Family	Job Function	Business Unit	Posted Date	Hot Job	Refer a Friend	Save Job	Apply
1 Product Consultant - Sales	504019	Arizona	Sales		Global Business Institute BU	01/02/2013		<input type="button" value="Refer a Friend"/>	<input type="button" value="Save Job"/>	<input type="button" value="Apply"/>
2 Sales Product Consultant	504007	California Location	Sales		Global Business Institute BU	01/11/2013		<input type="button" value="Refer a Friend"/>	<input type="button" value="Save Job"/>	<input type="button" value="Apply"/>

[Apply Without Selecting a Job](#)
[Job Search](#) | [My Notifications](#) | [My Activities](#) | [My Saved Jobs](#) | [My Saved Searches](#) | [My Contact Information](#)

Image: Job Search page: advanced search

This example illustrates the Job Search page in advanced search mode. In this example, the applicant has already performed the search, so the Search Results list replaces the Latest Job Postings list.

Job Search | Job Search | My Notifications | My Activities | My Saved Jobs | My Saved Searches | My Contact Information | Signed In as Betty

Advanced Search

Keywords: Search Tips

Department:

Locations:

Job Opening ID:

Regular/Temporary Position:

Full/Part Time:

Shift:

Desired Pay: Currency:

Recruiter:

Hiring Manager:

Jobs Posted Within:

[Basic Search](#) [Search My Profiles](#)

[Show Latest Job Postings](#) 2 Jobs Found

Search Results

Job Title	Job ID	Location	Posted Date	Refer a Friend	Save Job	Apply
1 Radiologist - Burns Unit	504023	New Jersey Operations	06/15/2012	<input type="button" value="Refer a Friend"/>	<input type="button" value="Save Job"/>	<input type="button" value="Apply"/>
2 Radiologist - Aids Research	504025	New Jersey Operations	06/15/2012	<input type="button" value="Refer a Friend"/>	<input type="button" value="Save Job"/>	<input type="button" value="Apply"/>

[Apply Without Selecting a Job](#) [Job Search](#) | [My Notifications](#) | [My Activities](#) | [My Saved Jobs](#) | [My Saved Searches](#) | [My Contact Information](#)

The initial search mode depends on the settings on the [Site Setup Page](#).

My Notifications

If the applicant is signed in, this group box displays links with summary information about the applicant's online job offers and notifications. Clicking any link displays the My Notifications page.

Links are visible only when there is at least one instance of the listed object. The entire group box is hidden if there are no online job offers or notifications.

<number of> job offers have been received

Displays the number of online job offers that are listed on the My Notifications page.

<number of> notifications are received

Displays the number of notifications that are listed on the My Notifications page.

My Activities

If the applicant is signed in, this group box displays links with summary information about the applicant's career search activities. Clicking any of the links displays the My Activities page.

Links are visible only when there is at least one instance of the activity. The entire group box is hidden if there are no activities.

<number of> applications are submitted

Displays the number of applications that the applicant has submitted. This includes applications where the applicant failed prescreening and was not allowed to continue.

<number of> applications are not submitted

Displays the number of applications that the applicant has saved but not submitted.

<number of> resumes are saved

Displays the number of unique resumes across all submitted applications. Resumes in unsubmitted applications are not counted.

<number of> cover letters or attachments saved

Displays the number of non-resume attachments that the applicant has uploaded on the My Activities page.

Basic Search

Keywords

Applicants use this field to enter search keywords. The search process looks for the keywords in the posting title and in the posting description.

Search Tips

Applicants click this link to view keyword searching tips on the [Search Tips Page](#).

Job Families

This search criteria field appears only if the site is configured for job family searching.

An applicant clicks the Job Family link to access the [Select Job Families Page](#), where the applicant selects job family search criteria. The currently selected job family or families are listed next to the link.

If the system is not configured to segment job openings by job family, the job opening will not have job family data and the search process will look instead for the job family that is associated with the job code.

Job Functions

This search criteria field appears only if the site is configured for job function searching.

An applicant clicks the Job Functions link to access the [Select Job Functions Page](#), where the applicant selects job function search criteria. The currently selected job function or functions are listed next to the link.

Locations

An applicant clicks the Locations link to access the [Select Locations Page](#), where the applicant selects recruiting location search criteria. The currently selected recruiting locations are listed next to the link.

Note: The system searches for job postings with the exact location(s) specified. Nested locations are not considered.

Jobs Posted Within

An applicant uses this field to search based on how recently the job was posted. The default value is *Last Month*. Additional options are *Last Week*, *Last Three Months*, *Last Year*, and *Anytime*.

This field does not affect which postings appear in the Latest Job Postings list.

Search

An applicant clicks this button to perform a search for job postings that meet all of the specified criteria. If the Latest Job Postings list was visible before the search was performed, the search results replace the list of latest job postings.

Clear Search

An applicant clicks this button to restore all search criteria fields to their default values and to remove the Search Results list from the page. If the Job Search page is configured to display the Latest Job Postings list, clearing the search results also causes the list of latest job postings to reappear.

Save Search

An applicant clicks this button to access the [Save Search Page](#), where the applicant can save search criteria for later use or for automated search result notifications.

Advanced Search

An applicant clicks this link to display the advanced search criteria fields.

Search My Profiles

This link is visible only to internal applicants. It appears only if both the Allow Profile Utilization and Person Profile Integration fields on the "Recruiting Installation - General Page (*PeopleSoft HCM 9.2: Talent Acquisition Manager*)" are set to *Yes*.

Internal applicants click this link to access the [Search My Profile Page](#), where they can search for jobs that match their person, job, or interest profiles.

Advanced Search

The advanced search includes all of the basic search criteria fields as well as the following additional fields.

Business Unit

This field appears only if the site is configured for business unit searching. This field is a drop-down list box if there are fewer than 75 values, otherwise it is a prompt field.

If an applicant selects a business unit, the selection then controls the values that are available in the department and recruiting locations search fields. (When the business unit field is blank, the available departments and locations are controlled by the site's default setID.)

The available business units are controlled by business unit security. Additionally, if an applicant enters department or location search criteria before selecting business unit search criteria, the selected department and location(s) further restrict the available business units.

Department	<p>Applicants select a department for searching. This field is a drop-down list box if there are fewer than 75 values, otherwise it is a prompt field.</p> <p>If the Business Unit field is visible and the applicant has selected a business unit, the selected business unit controls which departments are available for selection.</p> <p>If the Business Unit field is not visible or no business unit has been selected, the default setID specified on the Site Setup page controls which departments are available. If the site does not have a setID, all departments in the system are available for selection, regardless of setID.</p>
Job Opening ID	Applicants use this field to enter a single job opening ID as search criteria.
Regular/Temporary Position	Applicants use this field to search for jobs based on whether the job is <i>Regular</i> or <i>Temporary</i> .
Full/Part Time	Applicants use this field to search for jobs based on whether the job is <i>Full-Time</i> , <i>Part-Time</i> , or <i>On Demand</i> .
Shift	Applicants use this field to search for jobs with a particular shift. Options include <i>Any</i> , <i>Compressed</i> , <i>Day</i> , <i>Evening</i> , <i>Night</i> , <i>Rotation</i> , and <i>Not Applicable</i> .
Desired Pay and Currency	Applicants use these fields to search for jobs that meet their salary requirements. Job openings meet this criteria if the applicant's salary requirement is less than or equal to the maximum salary specified in the job opening.
Recruiter	<p>This field is visible only to internal applicants.</p> <p>Internal applicants use this field to search for jobs where the recruiter they specify is the primary recruiter.</p>
Hiring Manager	<p>This field is visible only to internal applicants.</p> <p>Internal applicants use this field to search for jobs where the hiring manager they specify is the primary hiring manager.</p>
Basic Search	Applicants click this button to return to basic search mode.

Latest Job Postings or Search Results

The Latest Job Postings list and the Search Results list include the same columns. Postings are sorted first by whether the job is a hot job, then by posting date. The Latest job postings appear only if the Display Latest Postings field on the "Recruiting Installation - Jobs Page (*PeopleSoft HCM 9.2: Talent Acquisition Manager*)" is set to *Yes* and no search has been performed. The Days Available for Latest Posting field on the Recruiting Installation - Jobs page controls how far back the system looks when identifying jobs to include in the Latest Job Postings list.

Show Latest Job Postings

This link appears above the Search Results list. Clicking the link clears the search results and re-displays the Latest Job Postings list.

Job Title and Job ID

These fields identify the job opening. Applicants click the job title link to access the [Job Description Page](#), where they can see the complete job posting information.

Location

Displays the primary recruiting location for a job opening. This field does not indicate whether the job is associated with additional recruiting locations.

If the location displayed in the search results does not match the location search criteria, the location specified in the search criteria is a non-primary location for the job.

Job Family, Job Function, and Business Unit

These columns are visible only if the Site Setup page is configured to include them as search criteria.

Posted Date

Displays the date that the job was posted to the current site.

**Hot Job**

Displays the hot job icon for any jobs that are hot jobs. Hot jobs appear first in the job posting list. If there are no hot jobs, this column is hidden.

Refer a Friend

This button is visible only to internal applicants.

Internal applicants click this button to initiate the process of referring a friend for a job opening. The [Refer Friend - Resume Options Page](#) appears.

Save Job

Applicants click this button to add a job to the list of jobs on the [My Saved Jobs Page](#).

The My Saved Jobs page is the only Candidate Gateway page where applicants can initiate a multi-job application.

Apply

Applicants click this button to begin a [job application](#) for the specified job.

Apply Without Selecting a Job**Apply Without Selecting a Job**

Applicants click this button to begin a job application that is not associated with any particular job.

Search Tips Page

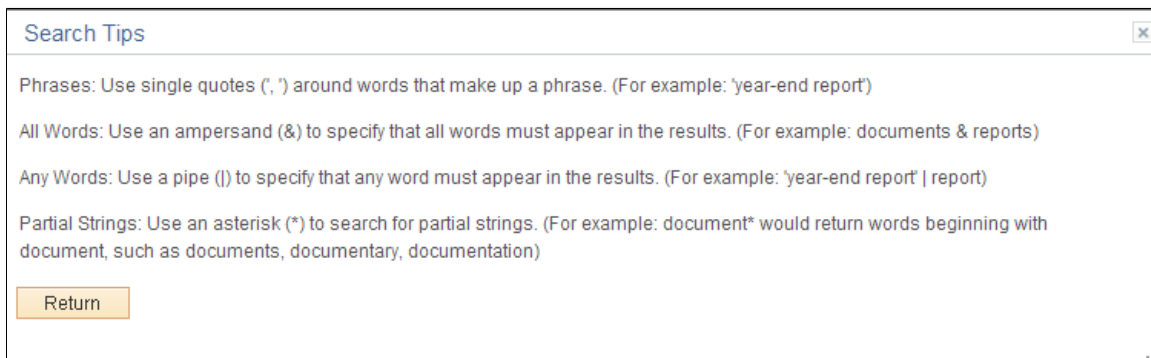
Applicants use the Search Tips page (PTSF_SEARCH_TIPS) to view tips for constructing keyword searches.

Navigation

Click the Search Tips link on the Job Search page.

Image: Search Tips page

This example illustrates the Search Tips page.



Select Job Families Page

Applicants use the Select Job Families page (HRS_JOB_FAMILYYS_SC) to select one or more job families to use as search criteria.

Navigation

Click the Job Families link or icon on the Job Search page, if the site is configured to allow searching by Job Family.

Image: Select Job Families page

This example illustrates the Select Job Families page.

Select	Job Family
<input checked="" type="checkbox"/>	(Select All Job Families)
<input type="checkbox"/>	Academic Affairs
<input type="checkbox"/>	Accounting
<input type="checkbox"/>	Administrative
<input type="checkbox"/>	Administrative Support
<input type="checkbox"/>	Air Operations and Support
<input type="checkbox"/>	Army Aviation - MRC
<input type="checkbox"/>	Army Gunners - MRC
<input type="checkbox"/>	Army Medical - MRC
<input type="checkbox"/>	Army Signals - MRC
<input type="checkbox"/>	Australian Job Family
<input type="checkbox"/>	Benefits Job Family
<input type="checkbox"/>	CG- Artistic Careers
<input type="checkbox"/>	CG-Architecture and Engineerin
<input type="checkbox"/>	CG-Office and Admin support

OK Cancel

The Job Families grid lists all job families in the system.

(Select All Job Families)

Applicants select this check box when they do not want to use specific job families as search criteria. When applicants select this check box, the system deselects all of the individual job families listed on this page.

When all job families are selected, the Job Search page displays the text *All Job Families* next to the Job Functions link rather than listing all of the job families by name.

<Job Family>

Applicants can select or deselect individual job families to use as search criteria. Selecting an individual job family deselects the (Select All Job Families) check box. If individual job families are selected, the Job Search page lists the selected values next to the Job Families link.

Select Job Functions Page

Applicants use the Select Job Functions page (HRS_JOB_FUNC_SC) to select one or more job functions to use as search criteria.

Navigation

Click the Job Functions link or icon on the Job Search page, if the site is configured to allow searching by Job Function.

Image: Select Job Functions page

This example illustrates the Select Job Functions page.

Select	Job Function
<input checked="" type="checkbox"/>	(Select All Job Functions)
<input type="checkbox"/>	ACCOUT FUNCTION
<input type="checkbox"/>	Administration
<input type="checkbox"/>	Air-Land Operations
<input type="checkbox"/>	Air-Land Operations
<input type="checkbox"/>	Battle Group
<input type="checkbox"/>	CG-Job function for EE
<input type="checkbox"/>	CG1-Job funct Artistic Careers
<input type="checkbox"/>	Commercial & Industry
<input type="checkbox"/>	Communications
<input type="checkbox"/>	Engineering Services
<input type="checkbox"/>	Finance and Accounting
<input type="checkbox"/>	General Flying
<input type="checkbox"/>	General Flying
<input type="checkbox"/>	HR-FUNCTION

OK Cancel

The Job Functions grid lists all job functions in the system.

(Select All Job Functions)

Applicants select this check box when they do not want to use specific job functions as search criteria. When applicants select this check box, the system deselects all of the individual job functions listed on this page.

When all job functions are selected, the Job Search page displays the text *All Job Functions* next to the Job Functions link rather than listing all of the job functions by name.

<Job Function>

Applicants can select or deselect individual job functions to use as search criteria. Selecting an individual job function deselects the (Select All Job Functions) check box. If individual job functions are selected, the Job Search page lists the selected values next to the Job Functions link.

Select Locations Page

Applicants use the Select Locations page (HRS_LOCATIONS_SC) to select one or more recruiting locations to use as search criteria.

Navigation

Click the Locations link or icon on the Job Search page.

Image: Select Locations page

This example illustrates the Select Locations page.

Select	Location
<input checked="" type="checkbox"/>	(Select All Locations)
<input type="checkbox"/>	Amsterdam
<input type="checkbox"/>	Antwerpen
<input type="checkbox"/>	Arizona
<input type="checkbox"/>	Aspen
<input type="checkbox"/>	Belfast - Northern Ireland
<input type="checkbox"/>	Calgary Branch
<input type="checkbox"/>	California
<input type="checkbox"/>	California Location
<input type="checkbox"/>	Canadian Headquarters
<input type="checkbox"/>	Christchurch
<input type="checkbox"/>	Corporation Headquarters
<input type="checkbox"/>	DO Western Region
<input type="checkbox"/>	Delaware Operations
<input type="checkbox"/>	East

OK Cancel

The locations that appear in this list depend on the default setID specified on the [Site Setup Page](#):

- If the Site Setup page specifies a default setID, the Locations list includes only recruiting locations that are associated with the default setID.

If an applicant does not specify location criteria (that is, the applicant selects All Locations as the search criteria), searching encompasses all recruiting locations in the system, not just the locations that are associated with the default setID.

- If no default setID exists, the Locations list includes all recruiting locations in the system, regardless of setID.

(Select All Job Locations)

Applicants select this check box when they do not want to use specific locations as search criteria. When applicants select this check box, the system deselects all of the individual locations listed on this page.

When all locations are selected, the Job Search page displays the text *All Locations* next to the Locations link rather than listing all of the locations by name.

<Location>

Applicants can select or deselect individual locations to use as search criteria. Selecting an individual location deselects the (Select All Job Locations) check box. If individual locations are selected, the Job Search page lists the selected values next to the Locations link.

Search My Profile Page

Internal applicants use the Search My Profile page (HRS_APP_SCHMYPRF) to search for job openings that match the applicant's own person, job, or interest profile.

Navigation

Click the Search Your Profiles link on the Careers Home page.

Image: Search My Profiles page

This example illustrates the Search My Profiles page.

Search My Profile Job Search | My Notifications | My Activities | My Saved Jobs | My Saved Searches | My Contact Information Signed In as Betty

Select one from your Person, Job or Interest List profiles below then press 'Search' to find Job Openings that match the profile selected.

Profile Category	Profile ID	Description
<input checked="" type="radio"/> Person Profile	100424	Betty Locherty
<input type="radio"/> Job Profile	100730	Director-Finance
<input type="radio"/> Job Profile	150004	Dir-Finance
<input type="radio"/> Interest Profile	100885	Admin Assistant
<input type="radio"/> Interest Profile	100886	Analyst - Financial
<input type="radio"/> Interest Profile	100887	Accountant
<input type="radio"/> Interest Profile	100888	General Clerk

Search

Score	Job Title	Job ID	Location	Posted Date	Refer Friend	Save Job	Apply
17	Bring Your Arbitration Experience to Labor Relations	503708	Delaware Operations	08/04/2009	Refer Friend	Save Job	Apply
15	Clerical Assistant - Medical Scheme Claims	500001	Corporation Headquarters	01/27/2009	Refer Friend	Save Job	Apply

Profile Information

This grid lists the person, job, and interest profiles that are associated with the internal applicant who is using the page. The applicant selects a single profile to use for the search.

Search

The system looks for job openings with profiles that have similar content to the selected profile.

Search Results

This grid is identical to the search results grid for basic and advanced searches except that the profile search includes a Score column. The score indicates how closely the job opening matches the applicant's profile. The system initially sorts the results by score so that the closest match is first in the list.

If a job posting has changed but has not yet been re-indexed, an applicant who clicks the job title to view job details will see a message that the information is temporarily unavailable.

Job Description Page

Applicants use the Job Description page (HRS_APP_JBPST) to:

- View complete posting information for a job.
- Start an application for a single job, add a job to the saved jobs list, or email the job to a friend.
- Refer a friend for the job (internal applicants only)

Note: If you access job details from the Saved Jobs page, a slightly different Job Description page (HRS_CE_JOB_DTL) appears. On that page, there is no Save Job button because the job is already on the Saved Jobs list.

Navigation

Click a job title on the Job Search page.

Image: Job Description page

This example illustrates the Job Description page.

The screenshot shows a web page titled "Job Description". At the top, there is a navigation bar with links: "Job Search", "My Notifications", "My Activities", "My Saved Jobs", "My Saved Searches", and "My Contact Information". On the right side of the navigation bar, it says "Signed In as Betty". Below the navigation bar, there is a section titled "Job Details" with a light blue background. This section contains the following information:

- Job Title:** Director of Finance
- Job ID:** 504026
- Location:** Corporation Headquarters
- Full/Part Time:** Full-Time
- Regular/Temporary:** Regular

Below the "Job Details" section, there is a paragraph describing the role: "The Director of Finance is responsible for reporting and analysis of the financial results, including presentations to the company's Finance Committee. This opportunity offers an excellent salary and a great company atmosphere for the right professional to prosper."

Next is the "Job Duties:" section, which lists the following responsibilities:

- Prepares monthly financial reports
- Prepares and develops quarterly and annual financial reports
- Prepares annual financial plan and monitors performance against plan
- Oversees investment accounting function

Following is the "Requirements: Keys to Success:" section, which lists the following requirements:

- Excellent analytical skills and strong attention to detail
- Strong problem solving capabilities
- Excellent written and verbal communication skills
- Organizational and project management skills

Next is the "Education:" section, which lists the following requirements:

- Bachelor's Degree in Finance or Accounting
- Master's in Finance or Accounting a plus

Finally, there is the "Experience:" section, which lists the following requirements:

- 10 years of Experience in Finance and related fields
- Minimum of 5-7 years management experience is a requirement

At the bottom of the page, there are four buttons: "Apply", "Save Job", "Email to Friend", and "Refer a Friend". Below these buttons, there is a link "Return to Previous Page" and the same navigation bar as at the top.

Job Details

This area of the page displays summary information about the job opening.

<Posting Description>

The posting description appears below the job details section. The posting description comes from the "Posting Information Page (*PeopleSoft HCM 9.2: Talent Acquisition Manager*)".

When a recruiter creates a posting description, sections within the description can be marked as visible to internal applicants, external applicants, or both. In Candidate Gateway, the appropriate sections are concatenated based on whether the applicant is internal or external.

Apply

Applicants click this button to begin a job application for the specified job.

Save Job

Applicants click this button to add the job to the list of jobs on the My Saved Jobs Page.

Email to Friend

Applicants click this button to access the Send Email Page, where they supply a friend's email address and send the job information to the friend.

Refer a Friend

This button is visible only to internal applicants.

Internal applicants click this button to initiate the process of referring a friend for a job opening. The [Refer Friend - Resume Options Page](#) appears.

Saving Searches and Job Agents

This topic provides an overview of saved searches and job agents and discusses how applicants can:

- Save search criteria.
- Review saved searches.
- Edit saved searches

Note: Applicants must sign in before they can save searches and job agents. The system prompts applicants to sign in if necessary.

Understanding Saved Searches and Job Agents

When applicants are signed in to Candidate Gateway, they can save criteria from basic or advanced searches. (Search My Profile searches cannot be saved.) Saving enables applicants to rerun the searches without having to re-enter their search criteria.

Applicants can run the saved searches from the My Saved Searches page. The My Saved Searches page additionally enables applicants to delete and edit saved searches.

When saving a search, applicants can choose to receive automated email notifications listing jobs that meet the saved search criteria. These saved searches are known as *job agents*, although this term is not used on the Candidate Gateway pages.

To support job agent notifications, you must regularly run the Job Agent (*PeopleSoft HCM 9.2: Talent Acquisition Manager*) Application Engine process (HRS_JOB_AGNT). Each time the process runs, the system checks for job openings that meet the saved search criteria. If there are postings that match the criteria, the system sends the applicant both a Candidate Gateway notification and an email with information about the search results. The email includes links to individual job openings that match the applicant's criteria, up to the maximum number of job openings specified in the Max Job Posts Per Notification field on the "Recruiting Installation - Jobs Page (*PeopleSoft HCM 9.2: Talent Acquisition Manager*)". If the number of matches exceeds the maximum, the email directs the applicant to visit the Candidate Gateway to view all of the search results.

In Candidate Gateway, the job agent notification is a link that, when clicked, runs the saved search and displays the results on the Job Search page.

If the applicant has multiple job search agents, the system generates separate emails and notifications for each job agent.

Although applicants can save an unlimited number of searches, the "Recruiting Installation - Applicants Page (*PeopleSoft HCM 9.2: Talent Acquisition Manager*)" page has two settings that limit an applicant's job agents:

- The Maximum Job Agents field controls how many job agents an applicant can have.

- The Days Job Search Agent Active field controls how long a job agent remains active.

After a job agent expires, no further notifications are sent. However, the search still remains available as a regular saved search.

Pages Used to Save Searches and Job Agents

Page Name	Definition Name	Navigation	Usage
Save Search	HRS_APP_SAV_SCH	Click the Save Search button on the Job Search page (after entering search criteria).	Save search criteria, and optionally request email notifications with search results.
My Saved Searches	HRS_APP_SEARCHES	Click the My Saved Searches link in the navigation bar that appears on pages throughout Candidate Gateway if the applicant is signed in.	View, edit, delete, and run saved searches.
Edit Search	HRS_APP_EDTSCH	Click the Edit icon for a saved search on the My Saved Searches page.	Edit a saved search.

Save Search Page

Applicants use the Save Search page (HRS_APP_SAV_SCH) to save search criteria and to request email notifications with search results.

Navigation

Click the Save Search button on the Job Search page (after entering search criteria).

Image: Save Search page

This example illustrates the Save Search page.

Save Search

Job Search | My Notifications | My Activities | My Saved Jobs | My Saved Searches | My Account Information

Signed In as Karla | Sign Out

Select the checkbox and enter an email address if you want the search results for this saved search to be emailed to you

My Saved Search

*Name My Search

☒ Notify me when new jobs meet my criteria

*Send email notification to

Current Saved Searches

Search Name	Created On	Notification Email
SALES JOBS IN CA	01/08/2013	kbenefier@oraclesample.com

* Required Information

[Return to Previous Page](#) Job Search | My Notifications | My Activities | My Saved Jobs | My Saved Searches | My Account Information

My Saved Search

Name My Search

Applicants enter a unique name to identify the saved search.

Notify me when new jobs meet my criteria

Applicants select this check box to save the search criteria as a job agent.

If the applicant already has the maximum number of job agents (configured in the Maximum Job Agents field on the "Recruiting Installation - Applicants Page (*PeopleSoft HCM 9.2: Talent Acquisition Manager*)"), the system issues an error, and the applicant must deselect the check box before saving.

Send email notification to

If the search is being saved as a job agent, the applicant must supply an email address for the job agent email notifications. The applicant's primary email address is the default value.

Save Search

Clicking this button saves the search.

Current Saved Searches

This grid lists the applicant's existing saved searches to provide context for the current saved search. Reviewing existing saved searches helps applicants choose a unique name for the Name My Search field.

Related Links

[Understanding Saved Searches and Job Agents](#)

My Saved Searches Page

Applicants use the My Saved Searches page (HRS_APP_SEARCHES) to view, edit, delete, and run saved searches.

Navigation

- Click the My Saved Searches link in the navigation bar that appears on pages throughout Candidate Gateway if the applicant is signed in.
- Click the Save button on the Save Search page.

Image: My Saved Searches page

This example illustrates the My Saved Searches page.







My Saved Searches

Job Search | My Notifications | My Activities | My Saved Jobs | My Saved Searches | My Account Information

Signed In as Karla | Sign Out

The Search button performs the search and shows your results on the Job Search page.

Saved Searches

Search Name	Created On	Notifications Email	Edit	Delete	Search
CONSULTING JOBS	01/08/2013	kbenefier@oraclesample.com			<div>Search</div>
SALES JOBS ANYWHERE	01/08/2013	No notifications will be sent			<div>Search</div>
SALES JOBS IN CA	01/08/2013	kbenefier@oraclesample.com			<div>Search</div>

Return to Previous Page

Job Search | My Notifications | My Activities | My Saved Jobs | My Saved Searches | My Account Information

Saved Searches

Search Name

Displays the unique search name entered by the applicant.

Created On

Displays the date that the applicant created the saved search.

Notifications Email

If the search was saved as a job agent, this field displays the email where job agent notifications are sent. Otherwise, this field displays the message *No notifications will be sent*.

**Edit**

Clicking this icon displays the [Edit Search Page](#), where the applicant can modify search criteria and job agent settings.

**Delete**

Clicking this icon deletes a saved search.

Search

Clicking this icon performs the saved search. The [Job Search Page](#) appears and displays both the search criteria and the search results.

Edit Search Page

Applicants use the Edit Search page (HRS_APP_EDTSCH) to edit a saved search.

Navigation

Click the Edit icon for a saved search on the My Saved Searches page.

Image: Edit Search page

This example illustrates the Edit Search page.

Job Title	Job ID	Location	Job Family	Job Function	Business Unit	Posted Date	Save Job	Apply
1 Administrative Assistant (Medical Operations)	504005	Corporation Headquarters	Administrative Support	Commercial & Industry	Global Business Institute BU	06/15/2012	Save Job	Apply
2 CG18-Visual Arts	300229	California Location	CG- Artistic Careers	CG1-Job funct Artistic Careers	Global Business Institute BU	01/27/2012	Save Job	Apply

Saved Search Settings

The fields from the [Save Search Page](#) appear so that applicants can change either the search name or the job agent settings.

Search Criteria

The original search criteria appears. Applicants can review and modify the criteria. Clicking the Run Search button enables applicants to preview their search results.

The page initially displays the original search mode (Basic Search or Advanced Search), but applicants can switch modes.

Saving Changes

Save Search

Clicking this button saves the search. If the search name is unchanged, saving updates the existing saved search. If the search name is changed, saving creates a new saved search.

Search Results

The system performs the saved search when an applicant initially accesses the page, and updates the results when an applicant clicks the Run Search button. The search results provide the applicant with feedback about the search criteria, but the results are not actionable. Therefore, the Refer Friend, Save Job, and Apply buttons are always disabled on this page.

Saving Jobs

This topic provides an overview of saved jobs and discusses how to review saved jobs.

Note: Applicants must sign in before they can save jobs. The system prompts applicants to sign in if necessary.

Understanding Saved Jobs

Applicants can select and save jobs that they are interested in and apply to these jobs at a later date.

Applicants can save jobs from the Job Search page or from the Job Description page. Applicants view their saved jobs on the My Saved Jobs page. There is no limit to the number of jobs that an applicant can save.

On the My Saved Jobs page, applicants can initiate job applications for one or more jobs from the list. This is the only Candidate Gateway page where applicants can initiate a multi-job application.

Pages Used to Save Jobs

Page Name	Definition Name	Navigation	Usage
My Saved Jobs	HRS_APP_SVDJB_SEC	<ul style="list-style-type: none"> Click the My Saved Jobs link in the navigation bar that appears on pages throughout Candidate Gateway if the applicant is signed in. Click the Save Job button on the Job Search page or the Job Description page. 	View and delete saved jobs, and start applications for saved jobs.
Job Description	HRS_CE_JOB_DTL	Click a job title on the My Saved Jobs page.	<ul style="list-style-type: none"> View complete posting information for a job. Start an application for a single job or email the job to a friend. Refer a friend for the job (internal applicants only).

My Saved Jobs Page

Applicants use the My Saved Jobs page (HRS_APP_SVDJB_SEC) to view, delete, and apply for saved jobs.

Navigation

- Click the My Saved Jobs link in the navigation bar that appears on pages throughout Candidate Gateway if the applicant is signed in.
- Click the Save Job button on the Job Search page or the Job Description page.

Image: My Saved Jobs page

This example illustrates the My Saved Jobs page.

My Saved Jobs Job Search My Notifications My Activities My Saved Jobs My Saved Searches My Contact Information Signed In as Betty						
Select Job Title to review the job details. You can apply for multiple jobs by checking each job and selecting the Apply for Selected Jobs button.						
Saved Jobs						
Job Title	Job ID	Location	Status	Job Family	Posted Date	Saved Date
<input type="checkbox"/> Executive Services Administrator	504004	Corporation Headquarters	Open	Administrative Support	06/06/2012	01/22/2013
<input type="checkbox"/> Public Relations Manager	10116	San Francisco	Open	RS Administrative Job Family	10/01/2012	01/22/2013
Apply for Selected Jobs Remove Selected Jobs Refer a Friend						
Return to Previous Page Job Search My Notifications My Activities My Saved Jobs My Saved Searches My Contact Information						

Saved Jobs

<check box>

Before applying for selected jobs or removing selected jobs from the saved jobs list, applicants select this check box to choose one or more jobs.

Job Title	Displays the job posting title. Clicking the title displays the Job Description page.
Status	Displays the status of the job opening. The system does not automatically remove closed, cancelled, or on hold jobs from an applicant's list of saved jobs. However, if the applicant attempts to apply for a job that is not open, the system displays a message that the job is no longer available and directing the applicant to deselect the unavailable job.
Apply for Selected Jobs	Clicking this button initiates an application for the selected job or jobs. <hr/> Note: The My Saved Jobs page is the only Candidate Gateway page where applicants can initiate a multi-job application.
Remove Selected Jobs	Clicking this button removes the selected job or jobs from the list of saved jobs.
Refer a Friend	This button is visible only to internal applicants. Internal applicants click this button to initiate the process of referring a friend for the selected job or jobs. The <u>Refer Friend - Resume Options Page</u> appears.

Job Description Page

Use the Job Description page (HRS_CE_JOB_DTL) to

- View complete posting information for a job.
- Start an application for a single job or email the job to a friend.
- Refer a friend for the job (internal applicants only).

Navigation

Click a job title on the My Saved Jobs page.

Image: Job Description page (accessed from the My Saved Jobs page)

This example illustrates the Job Description page that is accessed from the My Saved Jobs page.

Job Description Job Search | My Notifications | My Activities | My Saved Jobs | My Saved Searches | My Contact Information Signed in as Betty

Job Details

Job Title	Screening-Multiple Jobs	Job ID	300265
Location	San Francisco	Full/Part Time	Full-Time
Regular/Temporary	Regular		

Specialized experience is defined as engineering experience in the conceptualization, design, and development of instrumentation systems used in marine research.

Experience will include

- leading successful operations at sea,
- developing and performing tests on new and innovative systems,
- deploying large oceanographic moorings,
- planning ROV operations, and
- related field engineering in support of major research projects.

Also experience managing and/or supervising engineers and technicians in the technical workplace and in the field is necessary.

[Apply](#) [Email to Friend](#) [Refer a Friend](#)

This page is identical to the Job Description Page that is accessed from the Job Search page except that there is no Save Job button because the job has already been saved.

Emailing Job Postings to Friends

This topic provides an overview of emailing job postings and discusses how to email a job to a friend.

Note: Applicants do not need to sign in to email jobs to friends.

Understanding Emailing Job Descriptions

When applicants find a job opening that might interest someone they know, they can use the system to email the job opening to that person. The email is sent from the system and not from the applicant's personal email address.

The applicant can modify the email subject at runtime. The body text is read-only, except that the Send Email page includes a field where the applicant enters a name that the system embeds in the body text. The applicant-entered name enables the recipient to see who requested that the email be sent.

The message text comes from the PeopleTools generic template HRS_CE_EML_FRND (PeopleTools, Workflow, Notifications, Generic Templates). This template uses text catalog entry HRAM_CEEMLFND_SUB1 as the email subject and text catalog entry HRAM_CEEMLFND_BOD1 as the email message body.

The body of the message includes separate links that external and internal applicants use to access the Candidate Gateway site and review the job posting. The links are valid only as long as the job is posted. For example, if a job is posted internally but not externally, then the link for external applicants will not work.

Pages Used to Email Job Openings to Friends

Page Name	Definition Name	Navigation	Usage
Send Email	HRS_JOB_EML_FRND	Click the Email to Friend button on the Job Description page.	Email jobs to friends.

Send Email Page

Applicants use the Send Email page (HRS_JOB_EML_FRND) to email jobs to friends.

Navigation

Click the Email to Friend button on the Job Description page.

Image: Send Email page

This example illustrates the Send Email page.

To

An applicant enters a comma-delimited list of email addresses to which the message will be sent.

Your Name

An applicant enters his or her own name in this field. The system references this name in the default email message text, which begins with the sentence *<Your Name> saw this job opening and thought you might find it interesting.*

Subject

Applicants can optionally modify the email subject. The default subject is *Interesting job at <company>*. The company name comes from the job opening.

Message

Applicants cannot modify the message text.

Send

Clicking this button sends the email notification to the designated recipients.

Chapter 5

Applying for Jobs

Understanding the Application Process

This topic provides overviews of:

- The online application process.
- Default application data.
- Integration with resume extractors.

This Candidate Gateway overview video includes a demonstration of the online application process:



[Candidate Gateway Overview](#)

The Online Application Process

Starting an Application

Applicants can start a new job application from the Job Search page, the Job Details page, or the Saved Jobs page. Depending on how the applicant initiates the application, the application can include one, multiple, or no job openings:

- Clicking the Apply button on the Job Details page or on the Job Search page starts an application for a single job.
- Clicking the Apply for Selected Jobs button on the My Saved Jobs page starts an application for one or multiple jobs, depending on how many jobs were selected.
- Clicking the Apply Without Selecting a Job link on the Job Search page starts an application with no jobs.

This link can be hidden by deselecting the Display “Apply Without Selecting a Job” check box on the [Site Setup Page](#).

Resume Template Selection

Resume templates control several of the steps in the application process. The system loads resume template settings as follows:

- If an applicant applies without selecting a job opening, the system uses the default resume template that is associated with the site.
- If the applicant applies for a single job opening, the system uses the resume template for that job opening.

- If an applicant applies for more than one job at a time, the system merges the associated resume templates so that all sections are included in the application (but no sections are duplicated).

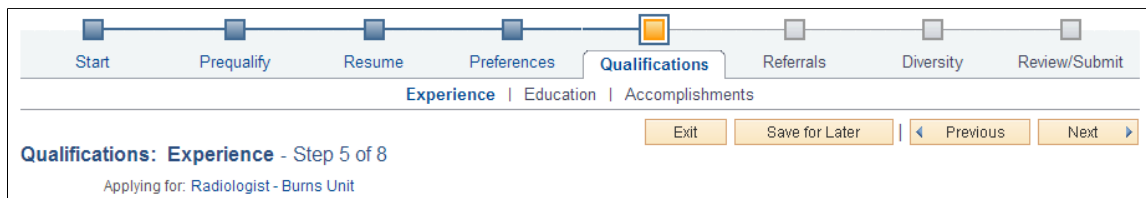
See "Setting Up Resume Templates (*PeopleSoft HCM 9.2: Talent Acquisition Manager*)"

The Online Application Process

Candidate Gateway guides applicants through the job application with a horizontal bar that displays each step in the process.

Image: Guided application process

This example illustrates the guided application process.

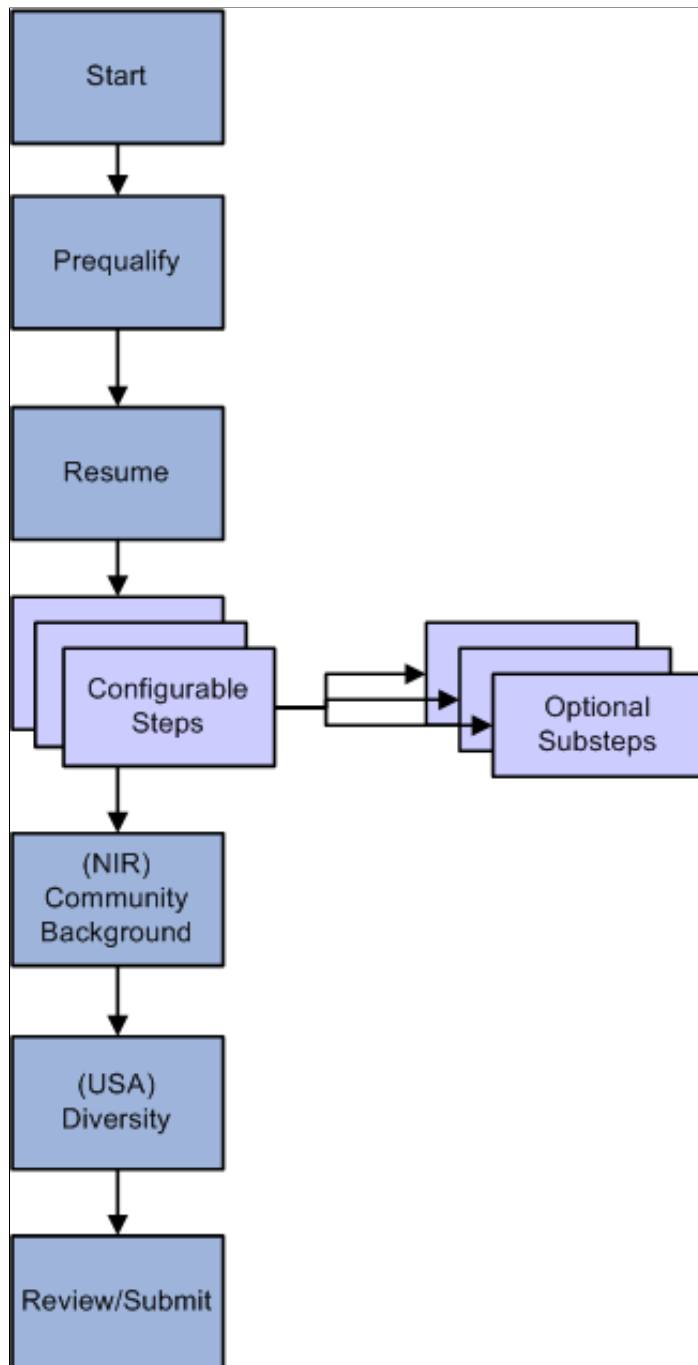


To complete an application, applicants must visit each step in the guided application process. The guided process requires applicants to access each step in the order shown: the Next button is the only way to move to the next step. Applicants can, however, revisit completed steps at any time.

The site definition, the resume template, and the job opening(s) can all impact the steps that appear during the application process. Although these various configuration options affect which steps appear, the overall sequence of steps is fixed, as shown in the following diagram.

Image: Steps in the job application process

This diagram illustrates the sequence of steps during the job application process.



The following table describes the application steps and explains what causes each step to appear.

Step	Description	Conditions When the Step Appears
Start	<p>Displays notices and terms and agreements.</p> <p>If terms and agreements appear, the applicant must agree to the terms before continuing to the next step.</p>	<p>The start steps appears if either of the following conditions is true:</p> <ul style="list-style-type: none"> • The site definition is configured to display one or more of these start step elements: administrator-configured text, instructional text, or application terms and agreements. • The application requires prescreening, which always places a prescreening notice on the Start step. <p>The site definition controls whether prescreening terms and agreements appear in addition to the prescreening notice.</p>
Prequalify	<p>Displays prescreening questions. Depending on the site configuration, the applicant may be required to supply answers before continuing.</p> <p>When the applicant continues to the next step, the system evaluates the answers and immediately displays the prescreening results. Jobs where the applicant fails prescreening are removed from the application.</p> <p>If no jobs are left in the application, the applicant cannot continue. If at least one job is left in the application, the applicant can continue, and system updates the guided process to remove anything that is no longer relevant to the remaining job openings.</p>	<p>The Prequalify step appears when either of the following conditions is true:</p> <ul style="list-style-type: none"> • The applicant applies for one or more job openings with prescreening. • The applicant applies without a job opening, and the site's default resume template includes prescreening. <p>See "Setting Up Screening for a Job Opening (PeopleSoft HCM 9.2: Talent Acquisition Manager)"</p>
Resume	Enables applicants to supply a resume using methods defined in the resume template.	The Resume step appears unless the resume template is configured to skip this step.

Step	Description	Conditions When the Step Appears
Configurable steps	<p>These steps, which are configured on the resume template, can display any of the following data entry sections:</p> <ul style="list-style-type: none"> • Preferences • (USF) Federal Preferences • (USF) Federal Priority Placement • Education History • Work Experience • Training • Profile content types (for example, competencies or languages) • References • Personal Information • Online Questionnaire • Referrals 	Resume templates define the configurable steps (and optional substeps) in the application process.
(NIR) Community Background	Enables applicants for jobs in Northern Ireland to enter their community background information.	<p>The Community Background step appears if the Use Community Background check box is selected on the Country Specific page in the resume template definition.</p> <p>The system does not consider the actual location of the job opening, only the settings on the resume template.</p>

Step	Description	Conditions When the Step Appears
(USA) Diversity	Enables applicants for jobs in the United States to enter gender and ethnicity information.	<p>The Diversity step appears when an external applicant applies for a job that is located in the United States.</p> <p>Specifically, the step appears when any of a job opening's recruiting locations are associated with a physical location in the United States. The Diversity step does not appear when a job opening's recruiting location doesn't reference any physical locations.</p> <p>If an applicant applies without a job opening, the Diversity step appears if the applicant's country (as shown in the address section of the applicant's profile) is the United States. The applicant's country is required, even if no other address information exists. For information on default values for the Country field, see Understanding Account Information.</p>
Review and Submit	Enables applicants to review their application before submitting it.	The Review and Submit step is the only required step for every application. It is not configurable.

Draft Applications

The system automatically saves application data every time an applicant moves to a different step in the application process. An application is also saved when an applicant exits an unsubmitted application by clicking either the Save for Later button or the Exit button (except when the applicant immediately exits from the first step in the application). The exception is that community background information for Northern Ireland and race and ethnicity data for the United States are saved only when an application is submitted.

Applications that have been saved without being submitted are draft applications. Draft applications have the status *Not Submitted* in the Applications grid on the My Activities page. They also appear as unsubmitted applications in the My Activities group box on the Job Search page.

When an applicant accesses a draft application, the system normally places the applicant on the last saved step. If the applicant previously continued past either the Community Background step for Northern Ireland or the Diversity step for the United States, the system returns the applicant to those steps.

The system returns the applicant to the Start step if any of the following configuration changes have occurred since the application was saved:

- Changes to the terms and agreements on the Start Step.

These changes can occur because of changes to text catalog entries, or they can occur when changes to the Site Setup page affect which terms and agreements sections appear on the Start Step page.

- Changes to the Resume step or to the configurable steps from the resume template.

When the system returns the applicant to the Start step, the applicant's previously entered data is preserved, but the applicant must still revisit each step.

Submitted Applications

After applicants submit an application, they cannot make changes to it. However, users can reapply for the same job if they need to provide updated information. When applicants reapply for jobs, a warning message lets them know that they have already applied for the job and asks if they want to apply again.

Submitted applications have the status *Submitted* in the Applications grid on the [My Activities Page](#) page.

When an applicant accesses a submitted application, the system displays read-only application data on the [Application Summary Page](#).

Application-Related Notifications

When an application is submitted, the system sends a confirmation email to the applicant. This is not configurable.

Prescreening and online screening can be configured to send the applicant an email with prescreening results.

Default Application Data

If an external applicant already has any existing draft or submitted applications, the system brings data from the most recently created application (whether or not that application has been submitted) into any new applications. The system does not bring in a default resume, answers to questions, competency ratings, or referral information, but all other types of application data are brought into new applications. Applicants can review and modify this default application data as they step through the application process.

For internal applicants, the system imports data from the employee profile and then supplements it with additional non-conflicting data from the most recently created application. Even if imported profile content was manually removed from the most recently submitted application, the system continues to bring it into each new application as long as it is part of the employee's profile.

Note that work experience data from an internal applicant's previous applications does not get brought into new applications. For internal applicants, work experience is brought in only from the employee's human resources record (as seen on the "Prior Work Experience Page (*PeopleSoft HCM 9.2: Human Resources Administer Workforce*)").

Integration With Resume Extractors

This topic provides a general overview of the use of resume extractors to populate the online application form. For information about setting up resume extractors, see "Setting Up Recruiting Vendors (*PeopleSoft HCM 9.2: Talent Acquisition Manager*)" and "Setting Up Data Mapping (*PeopleSoft HCM 9.2: Talent Acquisition Manager*)".

The Resume Extraction Process

If you integrate with a third-party resume extractor, the extraction process parses data from the applicant's resume attachment and populates application fields automatically. Resume parsing does not apply to resumes that are entered using the Copy & Paste resume option.

See "Understanding Resume Management (*PeopleSoft HCM 9.2: Talent Acquisition Manager*)".

Here is how resume extraction works:

1. An applicants uploads a resume.
2. The resume extractor parses the resume and enters data in the appropriate application fields.

Parsing occurs immediately; the applicant does not need to continue to the next step

Data from the resume extraction process overwrites any existing application data, including the default data that the system imports from a previous application or from an employee profile.

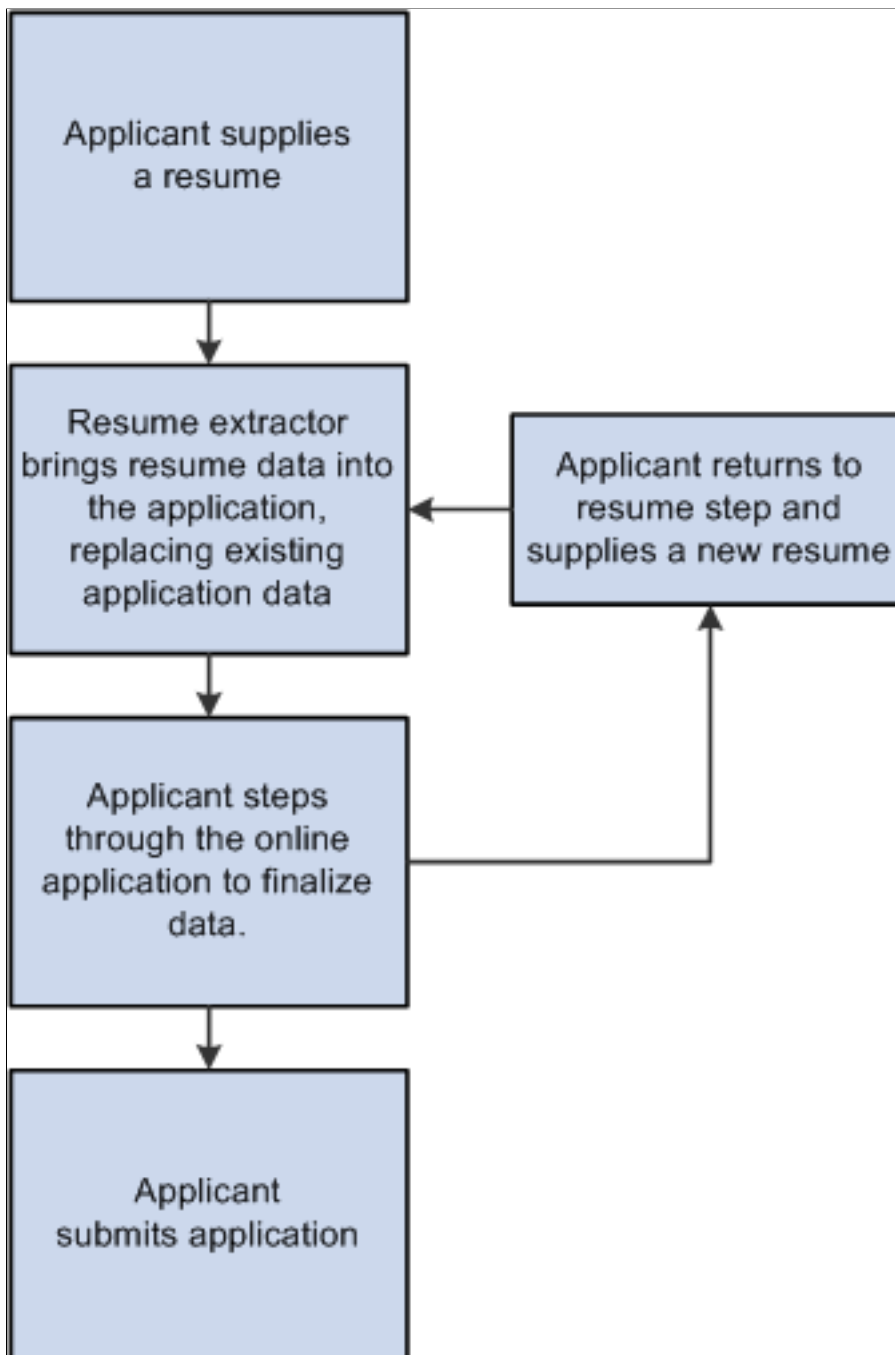
3. Applicants continue to step through the online application process, reviewing data and supplying any missing information.

Sometimes the resume extraction process will create a row of data that is missing required information. In this situation, the system prevents the applicant from moving past the step with the missing information until all required data is supplied. A red warning icon identifies the incomplete data, and the applicant must resolve the issue before continuing to the next step.

If an applicant returns to the resume step and supplies a new resume, the newly extracted data replaces the previous data, and the applicant must go through each application step again to verify the newly extracted information.

Image: Resume extraction process

The following diagram shows how a resume extractor is used during the online application process. The extractor uses resume information to enter default values into the application form. While proceeding through the remaining steps, the applicant can review and modify the data provided by the resume extractor.



Extracting Name and Contact Data

The resume extraction process handles contact information as follows:

- The resume extractor does not overwrite any existing name or physical address in the system.

If no physical address exists in the system, then the resume extractor inserts any physical address found in the resume. Because Candidate Gateway stores only one address for the applicant, only the first address is used if more than one is found in the resume.

- If no email address or phone number exists in the system, then the resume extractor will insert any found in the resume.
- If email addresses and phone numbers already exist in the system, then the resume extractor will add new ones found in the resume.

If an email or phone type is already in use (for example, the extractor finds a home phone number, but one already exists in the system), then the new email or phone number is added using the type *Other*. If the *Other* type already exists, it is overwritten, and any additional email or phone numbers in the resume are ignored.

Applying for Jobs

This topic discusses the pages that applicants use to complete an online job application.

Note: External applicants must sign in before starting a job application. The system prompts applicants to sign in if necessary.

Pages Used to Apply for Jobs

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Start	HRS_CE_START	<ul style="list-style-type: none"> • Begin the job application process by clicking Apply on the Job Search page, the Job Description page, or the My Saved Jobs page. • Apply without a job by clicking the Apply Without a Job Opening link on the Job Search page. 	Review notices and accept any terms and conditions. If none exist, this page does not appear.
Job Details	HRS_JOB_DTL_SEC2	Click the job title(s) in the Applying For field that appears on every step of the guided application process.	Review job opening details.

Page Name	Definition Name	Navigation	Usage
Prequalify	HRS_APP_JOPRESCRN (for applications with a job opening) HRS_APP_PRESCREEN (for applications without a job opening)	Click the Next button on the Start step. Note: This page appears only if the application includes prescreening.	Answer prescreening questions.
Prequalify Results	HRS_CE_JOSCR_RSLT2	Click the Next button on the Prequalify step.	Review prescreening results.
Resume	HRS_RESUME_OPTION	Click the Next button on the Start Step page.. If the guided application process does not include the Start step, the Resume page is the first page in the guided application process.	Supply a resume as part of a job application. The resume template settings control whether an applicant can continue without supplying a resume.
Copy & Paste Resume	HRS_APPLY_RESUME	Click the Copy & Paste Resume button on the Resume page.	Enter resume text into a rich text field, and provide a resume title and language.
Use Existing Resume	HRS_RESUMES_SEC	Click the Use Existing Resume button on the Resume page. This button is hidden if no resumes have been previously submitted.	Choose a resume from a list of previously-submitted resumes.
<Step Name> (as configured on the resume template)	HRS_CE_PROFILE	In the guided application process, click the Next button until you reach this step.	Enter application data. The specific steps and the type of data entered in each step is based on the resume template and on the job opening.
(USF) Priority Placement	HRS_CE_G_D_PP	On a step that shows the Priority Placement grid, click the Add Priority Placement button or click the Edit icon on an existing row of data.	Enter priority placement information.
Work Experience	HRS_CE_D_WRK_EXP	On a step that shows the Work Experience grid, click the Add Work Experience button or click the Edit icon on an existing row of data.	Enter work experience information.
Job Training	HRS_CE_D_TRAINING	On a step that shows the Job Training grid, click the Add Job Training button or click the Edit icon on an existing row of data.	Enter job training information.

Page Name	Definition Name	Navigation	Usage
References	HRS_CE_D_REFERENCE	On a page that shows the References grid, click the Add References button or click the Edit icon on an existing row of data.	Enter name and contact information for a person who can supply a professional or personal reference.
<Profile content type>	HRS_CG_APP_DETAIL (when adding a new profile item) HRS_CG_APP_DTL_SEC (when editing an existing profile item)	On a page that shows a profile-related grid, click the Add <content type> button or click the Edit icon on an existing row of data.	Enter details about a profile-based qualification.
(NIR) Community Background	HRS_APP_CB2	In the guided application process, click the Next button until you reach this step.	Enter community background information for Northern Ireland.
(USA) Diversity	HRS_CE_SELF_IDENT	In the guided application process, click the Next button until you reach this step.	Enter gender and ethnicity information for equal employment opportunity reporting in the United States.
Review/Submit	HRS_CE_REVIEW	In the guided application process, click the Next button until you reach this step.	Review application data, and submit an application.
My Contact Information	HRS_APP_PRFILE_SEC	Click the Edit icon in the My Contact Information section of the Review/Submit page.	External applicants use this page to review and update name contact information. Internal applicants can review this information, but they cannot make any changes because the information comes from HR records.
Application Confirmation	HRS_CE_CONFIRM	Click the Submit Application button on the Review/Submit page.	View a confirmation that an application has been successfully submitted, and review online screening results for job openings that include pass and fail messages for online screening.
Application Summary	HRS_CE_REVIEW	Click the My Activities link in the navigation bar that appears on pages throughout Candidate Gateway. In the Applications grid, click the link for an application with the status <i>Submitted</i> .	Review a submitted application.

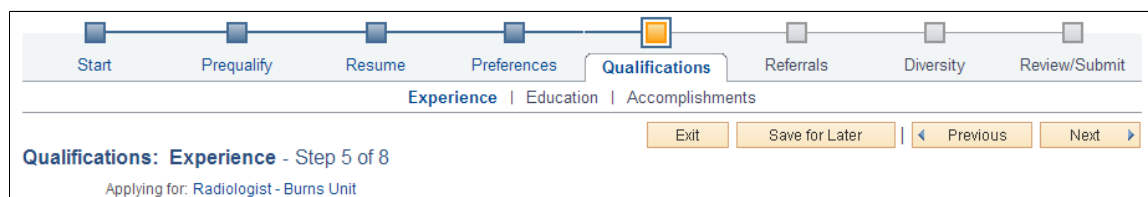
Using the Guided Application Process

The Candidate Gateway guided application process includes the following elements that appear on all steps:

- A navigation bar showing the overall sequence of steps.
- A row of navigation buttons that appears below the horizontal bar and also at the bottom of the step.
- A page title and step count (for example, step 5 of 8).
- An Applying For link listing the job opening(s) that the applicant is applying for.

Image: Common elements in the guided application process

This example illustrates common elements in the guided application process. In this example, the horizontal navigation bar includes eight steps. The icons for the first four steps are blue, indicating that the applicant has already visited those steps. The icon for the next step is orange, indicating that it is the step currently being viewed. The current step (Qualifications) also has substeps for Experience, Education, and Accomplishment. These are shown under the main navigation bar. The icons for the final three steps in the process are gray, indicating that the applicant has not yet visited those steps.



Navigation Bar

<Step>

The navigation bar shows an applicant all of the steps in the application process. An applicant must navigate through all of the steps to complete the application. On the final Review/Submit step, the applicant can submit the application.

Steps are represented by both a label and an icon. The icon for the current step is orange. Unvisited steps have gray icons, and the icons for completed steps are blue.

Depending on the resume template configuration, some steps may have substeps. Substeps have a label, but no icon. They are visible only when the applicant is on the parent step.

Applicants can return to already-visited steps and substeps by clicking the icon or the label in the navigation bar. However, applicants cannot use the navigation bar to access steps that they have not yet visited. Instead, applicants use the Next button to navigate to unvisited steps and substeps in sequence.

When an applicant moves to a different step (regardless of the method), the system validates that all required information is present on the current step. If any required information is

missing, a message appears, and the applicant must provide the missing information before continuing.



Display Previous Steps and Display Next Steps

If an application has more steps or substeps than the navigation bar can display at one time, these overflow icons appear at the edges of the navigation bar. Applicants can use these icons to view the additional steps.

The number of steps that the navigation bar displays at one time is based on the length of the step labels. (Resume templates include a setting for overriding the number of steps to display, but Oracle recommends against using this option.)

Buttons

Exit

Clicking this button exits the application process. If the applicant has not moved past the Start step, the system does not save the application. Otherwise, the system saves the application in draft status (that is, with the *Draft* disposition) before exiting.

Draft applications show the status as *Not Submitted* in the Applications grid on the My Activities page.

When an applicant accesses an unsubmitted application, the system normally restarts the application on the last saved step. However, if there have been changes to the terms and agreements shown on the Start step, or if there have been changes to steps controlled by the resume template, the system returns the applicant to the Start step. The applicant's previously entered data is preserved, but the applicant must still revisit each step.

Save for Later

Clicking this button saves an in-progress application without submitting it. After saving the application, the system displays a dialog box so that the applicant can choose to continue working on the application or to exit the application.

This button is not visible on the Start step.

Previous

Clicking this button saves changes to the current step and navigates to the previous step. The button is disabled for the first step in the application process.

Next

Clicking this button saves changes to the current step and navigates to the next step. If any required information is missing on the current step, a message appears, and the applicant must provide the missing information before continuing to the next step.

On the last step of the application process (the Review/Submit step), the next button is replaced by a Submit Application button.

Submit Application

This button appears only on the Review/Submit step. An applicant clicks this button to submit the application. Applicants cannot make any further changes to an application that has been submitted. To provide an updated application, the applicant can re-apply.

Applications that have been submitted have the status *Submitted* in the Applications grid on the My Activities page. They also appear as submitted application in the My Activities group box on the Job Search page.

Page Title and Step Number

<Title Text>

Displays a page title that includes both the step name and the step number, such as *Start - Step 1 of 8*

Job Openings in Application

Applying For

Displays the posting titles of all job openings included in the application. This text is a link that the applicant can click to open the [Job Details Page](#).

If the applicant applied without selecting a job, this field displays the text *You have not selected a job*.

If an applicant fails prescreening for a subset of the jobs in a multi-job application, the system removes that subset of jobs from the list of job openings. Applicants can also manually remove jobs from an application on the Review/Submit page. Applicants cannot, however, add jobs to an application.

Start Page

Applicants use the Start page (HRS_CE_START) to review notices and accept any terms and conditions.

This page appears if the site definition is configured to show start step content or if the application includes prescreening.

Navigation

- Begin the job application process by clicking Apply on the Job Search page, the Job Description page, or the My Saved Jobs page.
- Apply without a job by clicking the Apply Without a Job Opening link on the Job Search page.

Image: Start page

This example illustrates the Start page. In this example, the numbered text for each start page element shows the name of the element rather than actual text that you would use.

Note: The following text elements appear on the Start step without labels, but the illustration above identifies these text elements on the page.

1. Start Step Administrator Configured Text

Appears only if activated on the Site Setup Page. This text can serve any purpose. For example, use it to introduce your organization, make announcements, and so forth.

2. Start Step Instructional Text

Appears only if activated on the Site Setup page. This text is intended for general instructions related to the application process. It should not be used for instructions related to terms and agreements, as a separate text block exists for that purpose.

3. Instructions for Terms and Agreements

Appears immediately above the Agreements title bar if any agreements are shown. The delivered text instructs applicants to read the terms and agreements and explains that they must agree to the terms before continuing.

Prequalification Notices

4. Prequalification Notices

Appears if the application includes prescreening. You cannot disable prescreening notices.

The notice text comes from the Explain Text ID field in the job opening's prescreening setup (or, if there is no job opening, from the prescreening setup on the resume template).

The relevant job title and job ID appear before the notice. If the application includes multiple jobs with prescreening, notices for jobs that use the same Explain Text ID are consolidated. That is, the titles and job IDs for all jobs using a particular notice are listed before the notice. If jobs use different Explain Text IDs, the notices appear sequentially under the appropriate job titles and IDs.

Agreements

5. Application Terms & Agreements

Appears only if activated on the Site Setup page. This text sets forth general terms related to the submission of any job application.

6. Prequalification Terms & Agreements

Appears only if the application includes prescreening *and* the Site Setup page is configured to show prequalification terms and agreements. This text sets forth agreements related to the prescreening process.

Consent to Terms and Agreements

I have read and agree to the above terms and agreements

Appears only if the Site Setup page is configured to show either application terms & agreements or prequalification terms & agreements. Applicants must select the check box to indicate consent to the terms and agreements before they can continue to the next step.

Job Details Page

Applicants use the Job Details page (HRS_JOB_DTL_SEC2) to review detailed posting information for the jobs included in the application. For a multi-job application, the page lists all jobs in collapsible sections.

Navigation

Click the job title(s) in the Applying For field that appears on every step of the application.

Image: Job Details page for a single job opening

This example illustrates the Job Details page when the application includes a single job opening.

Job Details

Job Title

Product Consultant - Sales

Job ID

504019

Location

California Location

Full/Part Time

Full-Time

Regular/Temporary

Regular

Work closely with customers throughout the sales process. Foster a successful relationship endearing the customer to our business. Work hard to network and negotiate with potential clients about their orders, generating revenue for the company.

Job Duties:

- Attend sales meetings, conferences and events
- Handle clients in a professional manner
- Deal with customer issues
- Process customer orders
- Keep up to date with product developments
- Call clientele
- Devise new sales or marketing strategies
- Work with other departments
- Schedule appointments, calls, and meetings

Skills:

- Self motivated
- Professional
- Passionate about the sales industry
- Superior expertise in sales
- Quality customer service expertise
- Creative and innovative sales ideas
- First-class time and project management capabilities
- Extremely good at internet and web marketing

Education:

Have at least a bachelors degree. This degree is typically in a business related field such as marketing, finance or communications. Having a higher-level degree is valuable for those hoping to acquire higher managerial positions.

Close

Image: Job Details page for a multi-job application

This example illustrates the Job Details page for a multi-job application. The page includes collapsible sections for each job. Initially, the section for the first job is expanded and the sections for all other jobs are collapsed.

The screenshot shows a web application window titled "Job Details". It contains two job entries. The first entry is for "Bellhop" (Job ID 300268) and is expanded. It shows details such as "Location: San Francisco", "Full/Part Time: Full-Time", and "Regular/Temporary: Regular". Below these details is a paragraph describing the incumbent's role as the leader of the Engineering Development Division (EDD) of the Pacific Marine Marine Environmental Laboratory (PMEL). The second entry is for "Porter" (Job ID 290049) and is collapsed. A "Close" button is located at the bottom left of the window.

Close

Clicking this button closes the Job Details page and returns the applicant to the guided application process.

Prequalify Page

Applicants use the Prequalify page (HRS_APP_JOPRESCRN for applications with a job opening, or HRS_APP_PRESCREEN for applications without a job opening) to answer prescreening questions.

Navigation

Click the Next button on the Start step.

Image: Prequalify page

This example illustrates the Prequalify page.

Prequalification Questions

This section displays a numbered list of questions. These questions come from the prescreening definition on the job opening (or, for applications without a job opening, from the prescreening definition on the resume template). In a multi-job application, prescreening questions for all jobs are consolidated into one list.

Prescreening questions never have default answers, even if the applicant previously applied for the job.

Radio buttons indicate that the question has one correct answer. Check boxes indicate that the question has multiple correct answers. Prescreening questions cannot be open-ended.

If the Require Answers to Questions check box on the [Site Setup Page](#) is selected, the section title includes the word *(Required)*, and applicants must supply answers to all questions before continuing.

When the applicant clicks the Next button to continue, the system immediately evaluates the answers and determines whether the applicant passes prescreening.

Note: After passing prescreening and continuing to the next step, applicants can return to the Prequalify step to review the questions and answers, but in this mode, the questions are read-only.

Related Links

"Understanding Prescreening and Online Screening (*PeopleSoft HCM 9.2: Talent Acquisition Manager*)"

Prequalify Results Page

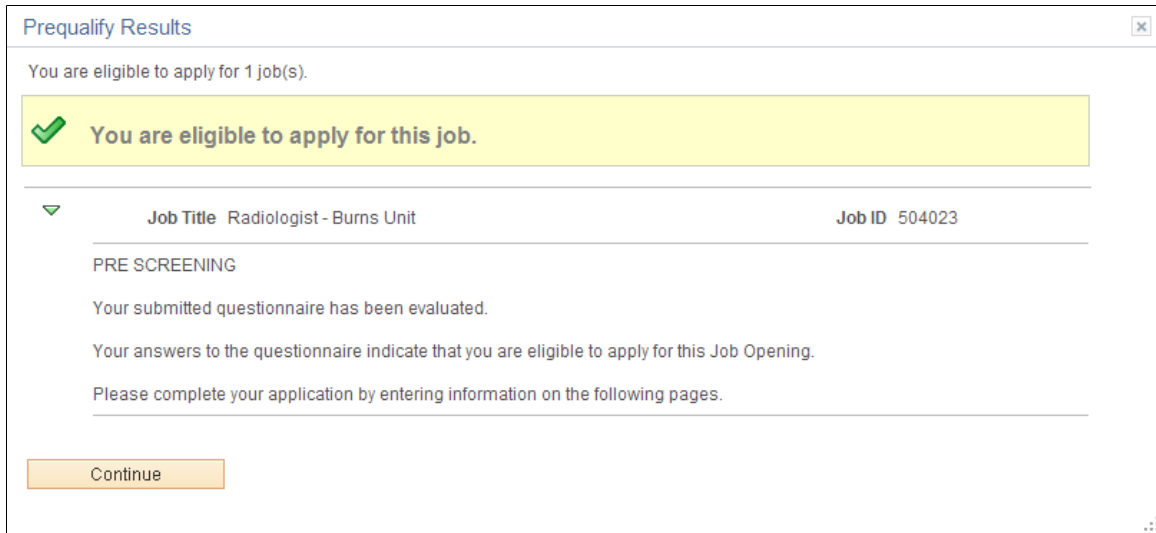
Applicants use the Prequalify Results page (HRS_CE_JOSCR_RSLT2) to review prescreening results.

Navigation

Click the Next button on the Prequalify step.

Image: Prequalify Results page

This example illustrates the Prequalify Results page when the applicant applies for a single job and passes prescreening.



The screenshot shows a web browser window titled "Prequalify Results". At the top, it says "You are eligible to apply for 1 job(s)." Below this is a yellow banner with a green checkmark icon and the text "You are eligible to apply for this job." Underneath the banner is a table with two columns: "Job Title" and "Job ID". The first row of the table shows "Radiologist - Burns Unit" and "504023". Below the table, the text "PRE SCREENING" is displayed. This is followed by three lines of text: "Your submitted questionnaire has been evaluated.", "Your answers to the questionnaire indicate that you are eligible to apply for this Job Opening.", and "Please complete your application by entering information on the following pages." At the bottom of the page is a "Continue" button.

Job Title	Job ID
Radiologist - Burns Unit	504023

PRE SCREENING

Your submitted questionnaire has been evaluated.

Your answers to the questionnaire indicate that you are eligible to apply for this Job Opening.

Please complete your application by entering information on the following pages.

Continue

Image: Prequalify Results page for multiple jobs.

This example illustrates the Prequalify Results page when the applicant applies for multiple jobs. In this example, the applicant passed prescreening for one job and failed prescreening for another job. A third

job in the application did not have any prescreening questions, so it is included in the list of jobs for which the applicant is eligible to apply.

Prequalify Results

You are eligible to apply for 2 job(s). You are not eligible to apply for 1 job(s).

✓

You are eligible to apply for these jobs.

▼

Job Title

Sales Product Consultant

Job ID

504007

PRE SCREENING

Your submitted questionnaire has been evaluated.

Your answers to the questionnaire indicate that you are eligible to apply for this Job Opening.

Please complete your application by entering information on the following pages.

▼

Job Title

Route Sales Representative

Job ID

504008

You are automatically eligible for this job as no prequalification questions existed.

✗

You are not eligible to apply for this job.

▼

Job Title

Product Consultant - Sales

Job ID

504019

PRE SCREENING

The questionnaire submitted by you has been evaluated.

Your answers to the questions indicate that you do not meet the eligibility requirements to apply for this position.

You can review your submitted application at any time by signing into your account and reviewing your activity summary.

Continue

Prescreening Summary

You are eligible to apply for <number of> job(s) and You are not eligible to apply for <number of> job(s)

One or both of these messages appear at the top of the page to summarize the number of jobs that the applicant is eligible and ineligible to apply for.

If prescreening occurs in a multi-job application, any jobs without prescreening are included in the count of eligible jobs.

Prescreening Details

You are eligible to apply for <this job / these jobs> and You are not eligible to apply for <this job / these jobs>

One or both of these sections appear depending on the prescreening results. Within each section, there is a list of the eligible or ineligible jobs.

Each job appears in a collapsible section that shows the job title, the job ID, and the pass or fail message from the prescreening setup.

Continue or Close

Continue

Clicking this button displays the next step in the application process. This button appears if the applicant is eligible to apply for at least one job.

Close

This button appears only when the applicant is not eligible to apply for any jobs. Clicking this button closes the application and returns the applicant to the Job Search page.

Resume Page

Applicants use the Resume page (HRS_RESUME_OPTION) first to supply a resume as part of a job application and then to review the resume that was supplied.

The application process includes a Resume step unless the resume template is configured to skip this step.

Navigation

Click the Next button on the Start Step page..

If the guided application process does not include the Start step, the Resume page is the first page in the guided application process.

Image: Resume page: choose resume method

This example illustrates the Resume page before the applicant supplies a resume.

The screenshot shows the 'Resume - Step 3 of 8' page. At the top, a progress bar indicates the current step is 'Resume'. Below the progress bar, the text 'Applying for: Product Consultant - Sales' is displayed. A message states: 'Please provide us with your resume using one of the option buttons below:'. Under the heading 'Resume Options', there are four buttons: 'Attach Resume', 'Use Existing Resume', 'Copy & Paste Resume', and 'Apply without a resume'. Each button has a corresponding description to its right. At the bottom of the page, there are navigation buttons: 'Exit', 'Save for Later', 'Previous', and 'Next'.

Image: Resume page: file attached

This example illustrates the Resume page after an applicant attaches a resume.

The screenshot shows the 'Resume - Step 3 of 8' page after a resume has been attached. The progress bar remains at 'Resume'. The text 'Applying for: Product Consultant - Sales' is still present. Below the heading 'Current Resume', there is a table with three columns: 'View Resume', 'Resume Title', and 'Language'. The first row shows 'KarlBenefferResume.pdf' in the 'View Resume' column, 'KarlBenefferResume.pdf' in the 'Resume Title' column, and 'English' in the 'Language' column. Below the table, there is a button labeled 'Use Different Resume'. At the bottom of the page, there are navigation buttons: 'Exit', 'Save for Later', 'Previous', and 'Next'.

Note: If resume parsing is active, it occurs as soon as an applicant uploads a resume. Parsing is used only for attached resumes, not for resumes that are entered using the Copy & Paste Resume option.

Resume Options

The Resume Options group box appears if the applicant has not yet selected a resume. The resume template controls which of the following options are available.

Attach Resume

Clicking this button displays the File Attachment dialog so that the applicant can upload an attachment.

PeopleTools manages the physical storage locations of file attachments using the URL Maintenance page (PeopleTools > Utilities > Administration > URLs). Settings for the HRS_APP_ATCH_CG URL identifier determine whether there are any file type restrictions for resumes that applicants upload.

The URL identifier settings also control the physical storage location for the attached file, which must match the location for the HRS_APP_ATCH URL identifier used for attachments that are uploaded in PeopleSoft Talent Acquisition Manager.

See "Setting Up Application Attachments (*PeopleSoft HCM 9.2: Talent Acquisition Manager*)".

Use Existing Resume

Clicking this button displays the Use Existing Resume page, where applicants choose an already-submitted resume to reuse.

This button is hidden if the applicant does not have any already-submitted resumes. Applicants can view all of their submitted resumes in the Resumes grid on the My Activities page.

Copy & Paste Resume

Clicking this button displays the Copy & Paste Resume page, where applicants can enter formatted resume text in a rich text field.

Apply without a resume

An applicant selects this check box to indicate that no resume will be provided.

Current Resume

The Current Resume group box appears after an applicant supplies a resume.

View Resume

Clicking this link opens the resume.

For attached resumes, this link text is the file name. Clicking the link opens the resume in a new window.

For copy/pasted resumes, the link text is the resume title.

Clicking the link opens the Copy & Paste Resume page in read-only mode.

Resume Title

This field appears only for attached resumes. Applicants use this field to label the resume with a title that is not subject to file name restrictions.

Language

Applicants use this field to select the language of their resume. This field is informational only.

Use Different Resume

Clicking this button removes the current resume from the application. The Resume step returns to its initial appearance, displaying the Resume Options group box instead of the Current Resume group box.

Copy & Paste Resume Page

Applicants use the Copy & Paste Resume page (HRS_APPLY_RESUME) to enter formatted resume text into a rich text field.

Navigation

On the Resume page, click the Copy & Paste Resume button, or click the View Resume link for a resume that was already copied and pasted.

Image: Copy & Paste Resume page

This example illustrates the Copy & Paste Resume page.

The screenshot shows a web form titled "Copy & Paste Resume". It includes a text input for a title, a dropdown menu for language (currently set to "English"), and a large rich text editor for the resume content. The rich text editor has a toolbar with icons for bold, italic, underline, font color, and other formatting options. At the bottom of the form, there are "Save" and "Cancel" buttons. A note at the bottom left states "* Required Information".

Title Applicants use this field to enter a resume title. This title becomes the link text in the Current Resume section of the Resume page. It also identifies the resume on other Candidate Gateway pages, including the My Activities page and the Use Existing Resume page.

Language Applicants use this field to select the language of their resume. This field is informational only.

Resume Applicants can type or paste resume text into the Resume rich text field, and then use the available formatting tools and spell check to further manage the presentation of the resume text.

Save Click to save the resume and return to the Resume step.

Cancel Click to return to the Resume step without saving changes.

Use Existing Resume Page

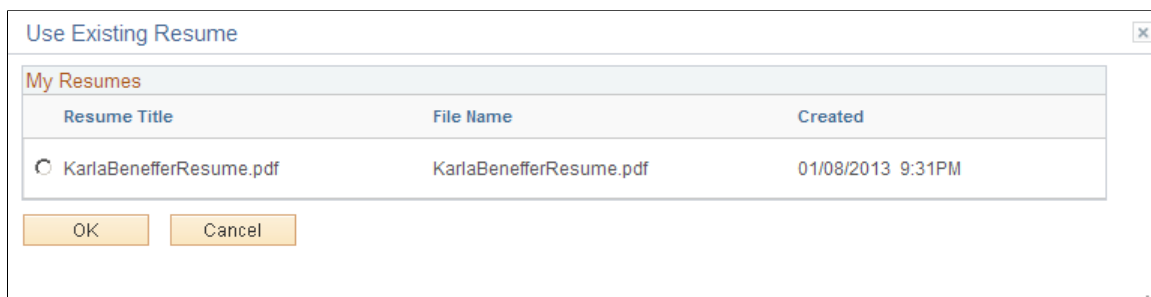
Applicants use the Use Existing Resume page (HRS_RESUMES_SEC) to select a previously-submitted resume to associate with the job application.

Navigation

Click the Use Existing Resume button on the Resume page. This button is hidden if no resumes have been previously submitted.

Image: Use Existing Resume page

This example illustrates the Use Existing Resume page.



Resume Title	File Name	Created
<input type="radio"/> KarlaBenefferResume.pdf	KarlaBenefferResume.pdf	01/08/2013 9:31PM

My Resumes

This grid lists all of an applicant's previously submitted resumes. To use a resume in the current application, the applicant selects the radio button next to the resume and then clicks the OK button.

<Step Name> Page

Applicants use the <Step Name> pages (HRS_CE_PROFILE) to enter additional application information. The step names and the sections that appear for each step are controlled by the resume template(s) for the application.

Navigation

In the guided application process, click the Next button until you reach the steps that display sections defined in the resume template.

Image: <Step Name> page

This example illustrates the <Step Name> page for a step with no substeps.

Preferences - Step 4 of 8

Applying for: Product Consultant - Sales

Employment Preferences

1. I can start my new job on or after

2. I am looking for the following kind of work

☐ Regular

☐ Temporary

☒ Either

3. I want to work

☐ Full-Time

☐ Part-Time

☒ Either

Exit Save for Later Previous Next

Image: <Step Name> page with substeps

This example illustrates the <Step Name> page for a step that has substeps.

Qualifications: Experience - Step 5 of 8

Applying for: Product Consultant - Sales

Work Experience

Employer	Job Title	Start Date	End Date	Edit	Delete
Widgets, Inc	Senior sales consultant	01/01/2006			

Add Work Experience

Job Training

Course Title	School Name	Start Date	Edit	Delete
Effective Communication	internal seminar	06/11/2012		

Add Job Training

Exit Save for Later Previous Next

Using a resume template, implementers define steps and optional substeps for the application process, along with the sections that appear on each step or substep.

These are the sections that can appear on these steps:

1. Preferences
2. (USF) Federal Preferences
3. Education History

4. Work Experience
5. Training
6. (USF) Federal Priority Placement
7. Profile content types (for example, competencies or languages)
8. References
9. Personal Information
10. Application Questionnaire
11. Referrals

Note: This list reflects the section order when multiple sections appear on the same step or substep. To change the order, implementers must place the sections on separate steps and order the steps as needed.

<Step Name> Page: Preferences Section

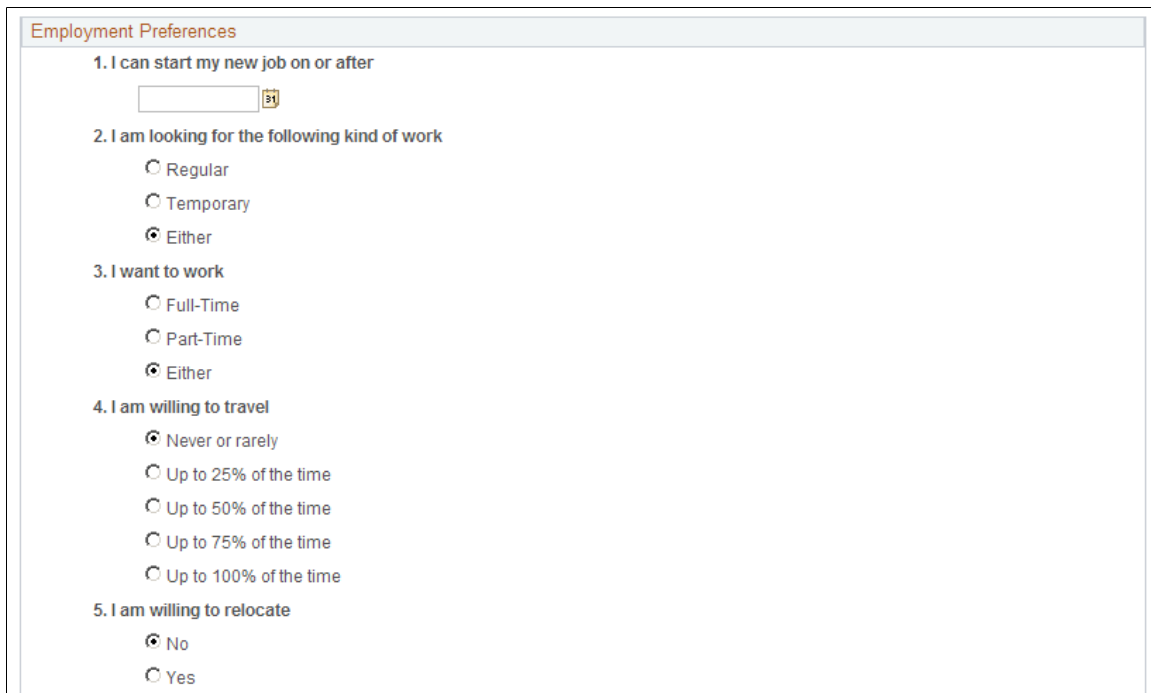
Applicants use the Preferences section to enter general work preferences.

Navigation

Access a step that is configured to include the Preferences section.

Image: <Step Name> page: Preferences section (1 of 2)

This is the first of two examples illustrating the Preferences section that can appear on a resume template step.



The image shows a screenshot of a web form titled "Employment Preferences". The form contains five numbered questions with radio button options:

1. I can start my new job on or after
 31
2. I am looking for the following kind of work
 - ☐ Regular
 - ☐ Temporary
 - ☒ Either
3. I want to work
 - ☐ Full-Time
 - ☐ Part-Time
 - ☒ Either
4. I am willing to travel
 - ☒ Never or rarely
 - ☐ Up to 25% of the time
 - ☐ Up to 50% of the time
 - ☐ Up to 75% of the time
 - ☐ Up to 100% of the time
5. I am willing to relocate
 - ☒ No
 - ☐ Yes

Image: <Step Name> page: Preferences section (2 of 2)

This is the second of two examples illustrating the Preferences section that can appear on a resume template step.

6. I am available to work the following days of the week

☒ Monday ☒ Tuesday ☒ Wednesday ☒ Thursday ☒ Friday ☐ Saturday ☐ Sunday

7. I want to work the following shift(s)

☒ Not Applicable
☐ Day
☐ Evening
☐ Night
☐ Compressed
☐ Rotating
☐ Any

8. I want to work

hours per week

9. I require a minimum pay of

Amount Currency Frequency

10. I would prefer a work location in or around

my first choice
 my second choice

Comments about where I prefer to work:

1. I can start my job on or after

Applicants use this field to enter the first day that they are available to work. During screening, the system checks that this date is on or before the date in the job opening's Desired Start Date field.

2. I am looking for the following kind of work

Applicants use this field to specify whether they will accept regular work, temporary work, or either type of work. When screening based on this preference, the system checks that the applicant will accept the type of work that is specified in the job opening's Regular/Temporary field.

The default value is *Either* unless the applicant selected a different value in the last saved application.

3. I want to work

Applicants use this field to specify whether they will accept full-time work, part-time work, or either. When screening based on this preference, the system checks that the applicant will accept the type of work that is specified in the job opening's Schedule Type field.

The default value is *Either* unless the applicant selected a different value in the last saved application.

4. I am willing to travel

Applicants use this field to indicate the maximum amount of travel they will accept. When screening based on this preference, the system checks that the applicant will travel at

least the amount that is specified in the job opening's Travel Percentage field.

The default value is *Never or rarely* unless the applicant selected a different value in the last saved application.

5. I am willing to relocate

Applicants use this field to indicate if they are willing to relocate. This field is not used to screen applicants.

The default value is *No* unless the applicant selected a different value in the last saved application.

6. I am available to work the following day(s) of the week

Applicants use this field to indicate which days of the week they can work. This field is not used to screen applicants.

The default selections are Monday through Friday unless the applicant selected different values in the last saved application.

7. I want to work the following shift(s)

Applicants use this field to indicate which shifts they are available to work. When screening based on this preference, the system checks that the applicant is available to work the shift that is specified in the job opening's Shift field.

The default value is Not Applicable.

8. I want to work <number of> hours per week

Applicants use this field to indicate how many hours per week they are willing to work. When screening based on this preference, the system checks that the applicant is willing to work at least the number hours that is specified in the job opening's Hours field.

The default value is *40* unless the applicant selected a different value in the last saved application.

9. I require a minimum pay of

For this question, applicants use the Amount, Currency, and Frequency fields to specify their minimum acceptable salary. When screening based on this preference, the system checks that the applicant will accept the maximum salary specified in the job opening.

10. I would prefer a work location in or around

Applicants use the "my first choice" and "my second choice" fields to indicate their preferred work locations. The field is a drop-down list box if there are up to 75 values, or as prompt fields if there are more values.

The available recruiting locations are the those that are valid for the business unit(s) of the job opening(s).

If the applicant applied without a job opening, the available recruiting locations the those that are associated with the default setID identified on the [Site Setup Page](#). If the site does not have a default setID, all recruiting locations in the system are available.

When screening based on this preference, the system checks that at least one of the applicant's choices is a valid recruiting location for the job opening. The system does not consider the relationships between recruiting locations for this purpose.

For example, if the *Western Region* recruiting location lists the *Headquarters* recruiting location as one of its sub-locations, an applicant whose first choice location is *Western Region* is not considered a match for a job in the *Headquarters* region.

(USF) <Step Name> Page: Federal Preferences Section

Applicants use the Federal Preferences section to enter information that is specific to US Federal implementations.

Navigation

Access a step that is configured to include the Federal Preferences section.

Image: <Step Name> page: Federal Preferences section

This example illustrates the Federal Preferences section that can appear on a resume template step.

The screenshot shows a form titled "Federal Preferences" with the following fields and options:

- Eligible to Work in U.S.:** A dropdown menu with "No" selected.
- Federal civilian employee?:** Four checkboxes:
 - ☐ Previous Federal Employee
 - ☐ Previous Agency Employee
 - ☐ Current Federal Employee
 - ☐ Current Agency Employee
- Veterans Preference:** A dropdown menu with "None" selected.
- Reserve Category:** A dropdown menu.
- Uniformed Service:** A dropdown menu.
- Military Grade:** A dropdown menu.
- Military Separation Status:** A dropdown menu.
- Military Service Start Date:** A date input field with a calendar icon.
- End Date:** A date input field with a calendar icon.
- Effective Date:** A date input field with a calendar icon, showing "01/09/2013".
- Military Status:** A dropdown menu with "Not indicated" selected.
- National ID:** A text input field.

Federal Preferences

The fields in the Federal Preferences section correspond to similarly-named fields in the Federal Preferences group box on the "Application Details Page (*PeopleSoft HCM 9.2: Talent Acquisition Manager*)".

(USF) <Step Name> Page: Priority Placement Section



Applicants use the Priority Placement section to provide information about their US Federal priority placement standing.

Navigation

Access a step that is configured to include the Priority Placement section.

Image: <Step Name> page: **Priority Placement section**

This example illustrates the Priority Placement section that can appear on a resume template step.

Priority Placement					
End Date	Pay Plan	Occupational Series	Salary Grade	Edit	Delete
12/31/2013	GS	0110	09		
Add Priority Placement					

Note: Within the resume template, the Priority Placement section can be marked as required, forcing applicants to supply at least one row of data.

Priority Placement

Applicants use this section to enter their priority placement standing. The Priority Placement process (*PeopleSoft HCM 9.2: Talent Acquisition Manager*) uses this information, along with the salary grade and level for the job opening, to identify any applicants that have an entitlement to priority placement consideration.

Priority Placement Page

Applicants use the Priority Placement page (HRS_CE_G_D_PP) to enter priority placement information.

Navigation

On a step that shows the Priority Placement grid, click the Add Priority Placement button or click the Edit icon on an existing row of data.

Image: Priority Placement page

This example illustrates the Priority Placement page. When adding new priority placement data, the page title is Add Priority Placement.

This is the same "(USF) Priority Placement Page (*PeopleSoft HCM 9.2: Talent Acquisition Manager*)" that Talent Acquisition Manager users access from the "Application Details Page (*PeopleSoft HCM 9.2: Talent Acquisition Manager*)".

<Step Name> Page: Education History Section

Applicants use the Education History section to indicate their highest level of education.

Navigation

Access a step that is configured to include the Education History section.

Image: <Step Name> page: Education History section

This example illustrates the Education History section that can appear on a resume template step.

Education History

Highest Education Level

Applicants use this field to indicate their highest education level. The selected value, in conjunction with work experience data, is used during screening to determine whether the applicant has the number of years of relevant work experience that are required of applicants with the specified level of education.

<Step Name> Page: Work Experience Section



Applicants use the Work Experience section to enter information about their work history.

Navigation

Access a step that is configured to include the Work Experience section.

Image: <Step Name> page: Work Experience section

This example illustrates the Work Experience section that can appear on a resume template step.

Work Experience					
Employer	Job Title	Start Date	End Date	Edit	Delete
Widgets, Inc	Senior sales consultant	01/01/2006			

[Add Work Experience](#)

Note: Within the resume template, the Work Experience section can be marked as required, forcing applicants to supply at least one row of data.

Work Experience

This grid displays summary information about work experience that the applicant has entered on the [Work Experience Page](#).

For internal applicants, the system brings in prior work experience from employee's Human Resources records (as seen on the "Prior Work Experience Page (*PeopleSoft HCM 9.2: Human Resources Administer Workforce*)"). The applicant can add or remove work experience in the application without affecting the Human Resources data.

Unlike other types of application data, work experience that an internal applicant adds in an application is not carried forward to subsequently created applications, which will show only the data from the Human Resources system.



Edit

An applicant clicks this icon to view or modify work experience details on the Work Experience page.

Add Work Experience

An applicant clicks this button to open the Work Experience page and enter a new row of work experience.

Work Experience Page

Applicants use the Work Experience page (HRS_CE_D_WRK_EXP) to enter information about their work history.

Navigation

On a step that shows the Work Experience grid, click the Add Work Experience button or click the Edit icon on an existing row of data.

Image: Work Experience page

This example illustrates the Work Experience page. When adding new work experience data, the page title is Add Work Experience.

Add Work Experience

*Start Date End Date

*Employer

*Ending Job Title

Supervisor

Supervisor Email

Supervisor Phone

☒ OK to contact?

Description

Country

Address 1

Address 2

Address 3

City

State

Postal

County

* Required Information

Save Save and Add Another Cancel

Start Date and End Date

These dates determine the number of years of experience represented by this entry. When the end date is blank, work experience is calculated through the current date.

When work experience and education are used as screening criteria, the system uses an applicant's total years of experience (across all work experience entries) to determine whether the applicant has the number of years of relevant work experience

that are required of applicants with the specified level of education.

Save

An applicant clicks this button to save the current work experience data and return to the guided application process.

Save and Add Another

An applicant clicks this button to save the current work experience data and clear the page. The applicant can then enter an additional row of work experience. The Work Experience grid (which is visible behind the dialog box) does not display the saved data until the applicant closes the dialog box.

Cancel

An applicant clicks this button to close the dialog box and return to the guided application process without saving the current data. Work experience data that was previously saved using the Save and Add Another button is not canceled.

<Step Name> Page: Job Training Section



Applicants use the Job Training section to enter information about job training that they have received.

Navigation

Access a step that is configured to include the Job Training section.

Image: <Step Name> page: Job Training section

This example illustrates the Job Training section that can appear on a resume template step.

Job Training				
Course Title	School Name	Start Date	Edit	Delete
Effective Communication	internal seminar	06/11/2012		
Add Job Training				

Note: Within the resume template, the Job Training section can be marked as required, forcing applicants to supply at least one row of data.

Job Training

This grid displays the job training information that the applicant has entered on the [Job Training Page](#).



Edit

An applicant clicks this icon to modify training details on the Job Training page.

Add Job Training

An applicant clicks this button to open the Job Training page and enter a new row of training.

Job Training Page

Applicants use the Job Training page (HRS_CE_D_TRAINING) to enter job training information.

Navigation

On a step that shows the Job Training grid, click the Add Job Training button or click the Edit icon on an existing row of data.

Image: Job Training Page

This example illustrates the Job Training Page. When adding new training data, the page title is Add Job Training.

Save

An applicant clicks this button to save the current job training data and return to the guided application process.

Save and Add Another

An applicant clicks this button to save the current job training data and clear the page. The applicant can then enter an additional row of job training. The Job Training grid (which is visible behind the dialog box) does not display the saved data until the applicant closes the dialog box.

Cancel

An applicant clicks this button to close the dialog box and return to the guided application process without saving the current data. Job training data that was previously saved using the Save and Add Another button is not canceled.

<Step Name> Page: Profile-Related Sections



Applicants use profile-related sections to enter various types of information that the system captures as profile data.


Navigation





Access a step that is configured to include a profile-related section.

Image: <Step Name> page: profile-related sections

This example illustrates a few of the profile-related sections that can appear on resume template steps. The resume template controls if and where each profile-related sections appears.

Licenses and Certifications			
License	Issue Date	Edit	Delete
HXPFO6.Oracle Certified	01/08/2013		
Add Licenses and Certifications			

Competencies		
Competencies	Effective Date	*Proficiency
Abstract thinking	01/08/2013	5-Expert 

Language Skills			
Language		Edit	Delete
Spanish			
English			
Add Language Skills			

Note: Within the resume template, profile-related sections can be marked as required, forcing applicants to supply at least one row of data.

<Content Type>

All profile-based qualifications (such as competencies, language skills, or licenses & certificates) are rendered as grids.

The Page "> (PeopleSoft HCM 9.2: Talent Acquisition Manager) in Talent Acquisition Manager controls which fields appear in the grid. It also controls whether applicants can add rows to a grid and delete rows from a grid.

When the applicant cannot add and delete rows, the grid is prepopulated with items that are associated with the job opening, and the applicant can provide details related to those items. The Competencies grid is delivered with this configuration, so applicants can rate themselves with regard to the competencies in the job opening, but they cannot add or remove competencies.

Note: If an applicant cannot add items to a grid and the job openings do not have any items to load into the grid, the section is hidden. If the hidden grid is the only section on a step or substep, the entire step or substep is removed from the guided application process.

**Edit**

An applicant clicks this icon to view or modify details for a specific profile content item. This icon is not visible in grids that are configured to prevent applicants from adding rows.

Add <Content Type>

An applicant clicks this button to open a details page and add new content for a particular profile content type. This button is not visible for grids that are configured to prevent applicants from adding rows.

<Profile Content Type> Page

Applicants use the <Profile Content Type> page (HRS_CG_APP_DETAIL when adding a new profile item, or HRS_CG_APP_DTL_SEC when editing an existing profile item) to enter details about a profile-based qualification.

Navigation

On a page that shows a profile-related grid, click the Add <content type> button or click the Edit icon on an existing row of data.

Image: <Profile Content Type> page

This example illustrates the <Profile Content Type> page. When adding new profile data, the page title is Add <Profile Content Type>.

Add Language Skills

*Evaluation Date 01/08/2013

*Language SP Spanish

Reading Proficiency 2 - Moderate

Speaking Proficiency 3 - High

Writing Proficiency 2 - Moderate

☐ Native Language

☐ Able To Translate

☐ Able To Teach

* Required Information

Save Save and Add Another Cancel

Page Title and Fields

All of the profile-based qualifications use the same detail pages, but the page title and content vary according to the specific qualification. For example, when you access the page from the Language Skills grid, the title is Language Skills (or Add Language Skills, if you are in add mode), and the page displays fields that have been defined as part of the Language Skills profile content type.

Although your *PeopleSoft HCM 9.2: Human Resources Manage Profiles* configuration determines the fields that are part of each profile content type and the valid values for prompt fields, settings on the Page "> (PeopleSoft HCM 9.2: Talent Acquisition Manager) page in Talent Acquisition Manager control which fields applicants can see on this detail page.

Effective-Dated Key Fields for Content Items

The detail page where you enter a content item always includes a field for the content item identifier (for example, the language code or the competency code). The values for this field are controlled by an effective date. The label for the effective date can vary.

For example, in the illustration above, the effective date field is labeled Evaluation Date, and the value shown is January 8, 2013. The valid values for the Language field are the language codes that are active as of that date.

Buttons

Save

An applicant clicks this button to save the current profile data and return to the guided application process.

Save and Add Another

An applicant clicks this button to save the current profile data and clear the page. The applicant can then enter an additional row of profile data. The related grid (which is visible behind the dialog box) does not display the saved data until the applicant closes the dialog box.

Cancel

An applicant clicks this button to close the dialog box and return to the guided application process without saving the current data. Profile data that was previously saved using the Save and Add Another button is not canceled.

<Step Name> Page: References Section



Applicants use the References section to supply the names of people who can provide personal or professional references.

Navigation

Access a step that is configured to include the References section.

Image: <Step Name> page: References section

This example illustrates the References section that can appear on a resume template step.

References				
Reference	Title	Employer	Edit	Delete
Thomas Wright	Sales Manager	Widgets, Inc		
Add Reference				

Note: Within the resume template, the References section can be marked as required, forcing applicants to supply at least one row of data.

**Edit**

An applicant clicks this icon to view or modify details for a specific reference.

Add Reference

An applicant clicks this button to open the References page and enter a new reference.

Reference Page

Applicants use the Reference page (HRS_CE_D_REFERENCE) to enter information for a reference.

Navigation

On a page that shows the References grid, click the Add References button or click the Edit icon on an existing row of data.

The References grid can appear in two places: on an application step, and on the [Applicant References Page](#).

Applicants access the Applicant References page from the Candidate Gateway notification that is generated when a Talent Acquisition Manager user sends a request for references. (*PeopleSoft HCM 9.2: Talent Acquisition Manager*)

Image: Reference page

This example illustrates the References page. When adding new references, the page title is Add Reference.

Add Reference

*Reference Type

*Reference Name

*Title

Employer

Phone

Email Address

Country

Address 1

Address 2

Address 3

City

State

Postal

County

* Required Information

Applicants use this page to provide name and contact information for people who can be contacted to supply professional or personal references.

Buttons

Save

An applicant clicks this button to save the reference and return to the guided application process.

Save and Add Another

An applicant clicks this button to save the current reference and clear the page. The applicant can then enter an additional reference. The References grid (which is visible behind the dialog box) does not display the saved data until the applicant closes the dialog box.

Cancel

An applicant clicks this button to close the dialog box and return to the guided application process without saving the current data. References that were previously saved using the Save and Add Another button are not canceled.

<Step Name> Page: Personal Information Section

Applicants use the Personal Information section to enter marital status, birth date, and gender information.

Navigation

Access a step that is configured to include the Personal Information section.

Image: <Step Name> page: Personal Information section

This example illustrates the Personal Information section that can appear on a resume template step.

The image shows a form titled "Personal Information" with a light blue header. Below the header, there are three fields arranged vertically. The first field is "Marital Status" with a dropdown menu showing "Unknown". The second field is "Date of Birth" with a text input box and a calendar icon to its right. The third field is "Gender" with a dropdown menu showing "Male".

A resume template that includes the Personal Information section also specifies which of the three personal information fields to display.

The applicant's gender is stored in the same record regardless of whether it is collected in the Personal Information section or on the [\(USA\) Diversity Page](#). Changes to the data on one page are reflected on the other page as well.

<Step Name>: Application Questionnaire Section

Applicants use the Application Questionnaire section to answer questions.

Navigation

Access a step that is configured to include the Application Questionnaire section.

Image: <Step Name> page: Application Questionnaire section

This example illustrates the Application Questionnaire section that can appear on a resume template step.

Application Questionnaire (Required)

1. How do you manage the tasks that are part of your workload?

☐ I complete tasks in the order they are assigned to me.

☐ As I am assigned new tasks, or come across new items to be addressed, I prioritize them taking into consideration importance and due date.

2. Do you possess a valid Driver's license?

☐ Yes

☐ No

Open Ended Questions

Why would you like to work for the Global Business Institute? Please provide your answer in paragraph form in the space provided below. Your answer should not be longer than 100 words.

Word Count

Total Words 0

Note: If the job openings do not have any questions other than prescreening questions, this section is hidden. If it is the only section on a step or substep, the entire step or substep is removed from the guided application process.

Application Questionnaire

This group box displays a numbered list of questions. The list includes all questions from the job opening except for open-ended questions and questions that were used for prescreening. In a multi-job application, questions for all jobs are consolidated into one list.

Radio buttons indicate that a question has one correct answer. Check boxes indicate that a question has multiple correct answers.

Settings on the "Recruiting Installation - Jobs Page (*PeopleSoft HCM 9.2: Talent Acquisition Manager*)" page control whether questions appear in a random order or in the order specified on the job opening(s). An additional installation setting controls whether each questions's answers appear in random order or in the order specified in the question definition.

If the Require Answers to Questions check box on the [Site Setup Page](#) is selected, the section title includes the word

(Required), and applicants must supply answers to all questions before continuing.

Open Ended Questions

This group box displays any open-ended questions from the job openings. Answers to open-ended questions are not required regardless of the settings on the Site Setup page.

Word Count

An applicant clicks this button, which appears under each open-ended question, to obtain a current word count for the answer. The word count appears in the Total Words field.

<Step Name> Page: Referrals Section

Applicants use the Referrals section to indicate how they learned about the job.

Navigation

Access a step that is configured to include the Referrals section.

Image: <Step Name> Page: Referrals Section

This example illustrates the Referrals section that can appear on a resume template step. In this example, the applicant was referred by an employee, so several employee-specific fields are visible.

How did you learn of the job?

Applicants use this field to select a referral source. The available values are recruitment sources (*PeopleSoft HCM 9.2: Talent Acquisition Manager*) where the source type is *Marketing* or *Employee*. If the applicant selects an employee recruitment source, several additional fields appear.

This field is required if the resume template is configured to require applicants to enter a referral source.

Additional Information

This field appears only if the referral source is a marketing recruitment source for which subsources have been defined.

Applicants use the field to select from the list of predefined subsources.

A resume template that requires applicants to enter a referral source can also require applicants to enter a subsourse. If the selected source does not have any subsources, this requirement is ignored.

Specific Referral Source	Applicants use this field to enter freeform text with additional information about the referral source.
Referral Name	This field appears only if the referral source is an employee recruitment source. Applicants use this field to enter the name of the referring employee. Recruiters use this information when looking up the employee ID of the referring employee.
Email Address	This field appears only if the referral source is an employee recruitment source. Applicants use this field to enter the email address of the referring employee. The system uses this email address to send the referring employee a notification requesting verification of the referral. Only verified referrals are eligible for awards under an employee referral program.
Member of your Family	This field appears only if the referral source is an employee recruitment source. Applicants use this field to indicate whether the referring employee is a family member. Depending on an employee referral program's rules, family member referrals may not be eligible for referral awards.
Are you a former employee	Applicants use this field to indicate whether they are former employees. This information is of interest to recruiters. It can also affect a referring employee's eligibility for a referral award.

(NIR) Community Background Page

Applicants use the Community Background page (HRS_APP_CB2) to enter community background information for Northern Ireland.

Note: The Community Background step appears only if it is activated in the resume template.

Navigation

In the guided application process, click the Next button until you reach this step.

Image: (NIR) Community Background Page

This example illustrates the Community Background Page.

The screenshot shows a web application interface for the 'Community Background' step. At the top, a progress bar indicates the sequence of steps: Start, Resume, Preferences, Experience, **Community Background** (highlighted with an orange square), and Review/Submit. Below the progress bar, navigation buttons are visible: Exit, Save for Later, Previous, and Next. The main heading is 'Community Background - Step 5 of 6', followed by the text 'Applying for: CG11-Molecular Biologist_N.Ireland'. A section titled 'Community Background Information' contains a paragraph explaining the employer's commitment to equality of opportunity and the legal requirement to collect community background information. Below this text is a dropdown menu labeled '*Community'.

Applicants cannot continue to the next step without either community background information.

If an applicant supplies information and then exits the application without saving, community background information is not saved. When resuming the application, the applicant is returned to this step and must enter community background data again before continuing.

Community

Applicants must supply select *Catholic*, *Protestant*, or *Undetermined/Other* before continuing to the next step in the application process.

(USA) Diversity Page

External applicants use the Diversity page (HRS_CE_SELF_IDENT) to enter gender and ethnicity information for equal employment opportunity reporting in the United States. Internal applicants do not see this page.

Note: The application process includes this step only when an external applicant applies for a job opening in the United States or when an external applicant with a US address applies without a job opening.

Navigation

In the guided application process, click the Next button until you reach this step.

Image: Diversity page with two-part question for ethnicity

This example illustrates the Diversity page when the system is configured to use two questions to collect ethnicity and race information.

Diversity - Step 7 of 8

Applying for: [Product Consultant - Sales](#)

You are invited to provide the information requested below regarding diversity.

Diversity

Our organization is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, applicants are invited to voluntarily self- identify their gender and their race or ethnicity.

The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations. When reported, data will be aggregated and will not identify any specific individual.

Gender

Gender

Ethnicity and Race Identification

1. Are you Hispanic or Latino? [Explain](#)

☐ Yes, I am Hispanic or Latino.

☐ No, I am not Hispanic or Latino.

2. What is your race? Select one or more. [Explain](#)

☐ American Indian or Alaska Native

☐ Asian

☐ Black or African American

☐ Native Hawaiian or Pacific Islander

☐ White

☐ I decline to provide my Diversity details

Image: (USA) Diversity Page

This example illustrates the Diversity Page when the system is configured to use one question to collect ethnicity data.

The screenshot shows the 'Diversity' page, which is Step 7 of 8 in the application process. The navigation bar at the top includes links for Start, Prequalify, Resume, Preferences, Qualifications, Referrals, Diversity (highlighted), and Review/Submit. Below the navigation bar, there are buttons for 'Exit', 'Save for Later', 'Previous', and 'Next'. The main content area is titled 'Diversity - Step 7 of 8' and indicates the applicant is applying for 'Product Consultant - Sales'. A message states: 'You are invited to provide the information requested below regarding diversity.' The 'Diversity' section contains a text block explaining the organization's commitment to diversity and confidentiality. Below this, there are two main input areas: 'Gender' with a dropdown menu currently showing 'Please Specify', and 'Ethnic Identification' with a dropdown menu and a trash icon. An 'Add Ethnic Group' button is located below the 'Ethnic Identification' section. At the bottom of the form, there is a checkbox labeled 'I decline to provide my Diversity details'. The bottom navigation bar also includes 'Exit', 'Save for Later', 'Previous', and 'Next' buttons.

Applicants cannot continue to the next step without either entering gender and ethnicity information or selecting the I decline to provide my Diversity details check box.

If an applicant supplies information and then exits the application without saving, race and ethnicity data is not saved. When resuming the application, the applicant is returned to this step and must enter race and ethnicity data again before continuing.

Gender

Gender The applicant can select either *Male* or *Female*.

Ethnicity and Race Identification

If the Two-Question Format (Ethnicity) check box is selected on the "Country Specific Page (*PeopleSoft HCM 9.2: Application Fundamentals*)", this group box appears.

1. Are you Hispanic or Latino? The applicant selects a radio button to answer Yes or No.

2. What is your race? Select one or more. The applicant selects one or more of these check boxes:

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Pacific Islander

- White

Ethnic Identification

If the Two-Question Format (Ethnicity) check box is not selected on the "Country Specific Page (*PeopleSoft HCM 9.2: Application Fundamentals*)", this group box appears.

Ethnic Group

The applicant can select from a list of predefined ethnic groups, or the applicant can select *Not Specified*.

Add Ethnic Group

An applicant who identifies as belonging to more than one ethnic group can click this button to add additional Ethnic Group drop-down list boxes to the page.

Decline to Provide Diversity Details

I decline to provide my Diversity details

An applicant who does not wish to provide diversity data selects this check box.

Review/Submit Page

Applicants use the Review/Submit page (HRS_CE_REVIEW) to review application data and to submit an application.

Navigation

In the guided application process, click the Next button until you reach this step.

Image: Review/Submit page (1 of 5)

This is the first of five examples illustrating the Review/Submit page.

Start

Prequalify

Resume

Preferences

Qualifications

Referrals

Diversity

Review/Submit

Exit

Save for Later

Previous

Submit Application

Review/Submit - Step 8 of 8

Applying for: **Product Consultant - Sales, Management - Staff Assistant**

Review your application and make any changes before submitting.

My Contact Information

Email jbertholt@generic.com

Phone

Address 14 Larj Crescent, Greenhills, CA 99999

Jobs Applied For

Select the trash can icon to delete jobs for which you no longer wish to apply. The jobs you delete will not be included when you submit your application.

Job Title	Job ID	Delete
Product Consultant - Sales	504019	
Management - Staff Assistant	300270	

Online Screening Notice

Product Consultant - Sales 504019

We will assess your application and advise you of the outcome online after you submit your application. You will see your online results on the confirmation page after you have submitted your application.

Management - Staff Assistant 300270

We will assess your application and advise you of the outcome online after you submit your application. You will see your online results on the confirmation page after you have submitted your application.


Prequalify

You are eligible to apply for this job. Product Consultant - Sales 504019

You are eligible to apply for this job. Management - Staff Assistant 300270

Image: Review/Submit page (2 of 5)

This is the second of five examples illustrating the Review/Submit page.

Preferences	
I can start my new job on or after	
I am looking for the following kind of work	Either
I want to work	Either
I am willing to travel	Never or rarely
I am willing to relocate	No
I am available to work the following days of the week	Mon, Tue, Wed, Thu, Fri
I want to work the following shift(s)	Not Applicable
I want to work	
I require a minimum pay of	
I would prefer a work location in or around	
Comments about where I prefer to work	


Federal Preferences	
Eligible to Work in U.S.	No 
Federal civilian employee?	<input type="checkbox"/> Previous Federal Employee <input type="checkbox"/> Previous Agency Employee <input type="checkbox"/> Current Federal Employee <input type="checkbox"/> Current Agency Employee
Veterans Preference	None
Reserve Category	
Uniformed Service	
Military Grade	
Military Separation Status	
Military Service Start Date	End Date
Effective Date	01/08/2013
Military Status	Not indicated
National ID	

Image: Review/Submit page (3 of 5)

This is the third of five examples illustrating the Review/Submit page.





Education History				
Highest Education Level G-Bachelor's Level Degree				
Work Experience				
Employer	Job Title	Start Date	End Date	Edit
Widgets, Inc	Senior sales consultant	01/01/2006		
Priority Placement				
End Date	Pay Plan	Occupational Series	Salary Grade	Edit
12/31/2013	GS	0110	09	
Job Training				
Course Title	School Name	Start Date	Edit	
Effective Communication	internal seminar	06/11/2012		

Image: Review/Submit page (4 of 5)

This is the fourth of five examples illustrating the Review/Submit page.









Degrees			
Degrees			Edit
Bachelor of Arts			
Memberships			
You have not added any memberships to your application.			
Licenses and Certifications			
Licenses and Certifications		Issue Date	Edit
HXPFO6.Oracle Certified		01/08/2013	
Competencies			
Competencies	Effective Date	Proficiency	Edit
Abstract thinking	01/08/2013	5-Expert	
Language Skills			
Language Skills			Edit
English			
Spanish			


Image: Review/Submit page (5 of 5)

This is the fifth of five examples illustrating the Review/Submit page.

References			
Reference	Title	Employer	Edit
Thomas Wright	Sales Manager	Widgets, Inc	

Personal Information	
Marital Status	Unknown
Date of Birth	
Gender	Female

Referrals	
How did you learn of the job?	
Specific Referral Source	
Are you a former employee	No

Diversity	
Gender	Female 

Exit | Save for Later | Previous | Submit Application

The Review/Submit step provides a read-only summary of application data.

Buttons

Submit Application

On the Review/Submit page, the Submit Application button replaces the Next button. When the applicant clicks the Submit Application button, the system performs online screening, if applicable, then displays the Application Confirmation page.

Applicants cannot make any further changes to an application that has been submitted. To provide an updated application, the applicant must re-apply.

Applications that have been submitted have the status *Submitted* in the Applications grid on the My Activities page. They also appear as submitted application in the My Activities group box on the Job Search page.

General-Purpose Sections

My Contact Information

An applicant's contact information is general to the applicant (and not specific to an individual application), but the Review/Submit page displays contact information so that the applicant can verify the data. Clicking the Edit icon opens the My Contact Information Page in a modal window where external applicants can update their contact information. Contact information for internal applicants comes from the HR system and cannot be updated in Candidate Gateway.

Jobs Applied For

This section appears only for multi-job applications. It lists the jobs that are included in the application, and provides a delete option so that the applicant can remove jobs. Removing a job from an application is not reversible.

Jobs that were removed from the application because the applicant did not pass prescreening are not listed here.

Online Screening Notice

This group box appears only if online screening is active and if the online screening definition includes an Explain Text ID identifying the online screening notice.

The relevant job title and job ID appear before the notice. If the application includes multiple jobs with online screening, the notices for jobs that use the same Explain Text ID are consolidated. That is, the titles and job IDs for all jobs using a particular notice are listed before the notice. If jobs use different Explain Text IDs, the notices appear sequentially under the appropriate job titles and IDs.

Prequalify

The Prequalify group box appears only if the application included prescreening. It lists all job openings that were originally included in the application, even if some job openings were subsequently removed because the applicant failed prescreening. For each job, the grid displays a message stating whether the applicant is eligible or ineligible to apply.

Summary of Application Data

The following sections displays read-only summaries of the application data:

1. Resume
2. Preferences
3. Federal Preferences
4. Education History
5. Work Experience
6. Priority Placement
7. Job Training
8. <Profile Sections>
9. References
10. Personal Information
11. Referrals
12. Diversity

13. Community Background



An Edit icon enables applicants to easily access any data that they want to modify.

- For empty grids and for data that the applicant entered directly on a step page, clicking the Edit icon returns the applicant to the relevant step or substep.

Sections where the Edit icon does this include Resume, Preferences, Federal Preferences, Education History, Personal Information, Referrals, and Diversity.

- For data that the applicant originally entered on a modal detail page, clicking the Edit icon opens the same modal detail page so that the applicant can modify the data without leaving the Review/Submit step.

The Edit icon opens modal windows for existing rows in the grids for Work Experience, Priority Placement, Job Training, and References. It also opens modal windows for profile-related data unless it is a profile type (such as competencies) where the applicant originally entered data on the main step page rather than on a modal detail page.

Note: The Review/Submit page does not display questionnaire data.

My Contact Information Page

External applicants use the My Contact Information page (HRS_APP_PROFILE_SEC) page to review and update name contact information. Internal applicants use this page to review name and contact information, but they cannot make any changes because the information comes from HR records.

Navigation

Click the Edit icon in the My Contact Information section of the Review and Submit page.

Image: My Contact Information page

This example illustrates the My Contact Information page.

The screenshot shows a web form titled "My Contact Information". It is divided into four main sections: Name, Address, Email Address, and Phone.

Name Section: Includes a "Name Format" dropdown set to "English", "Name Prefix" and "Name Suffix" dropdowns, and text fields for "*First Name" (Karl) and "*Last Name" (Beneffer).

Address Section: Includes a "Country" dropdown set to "United States", text fields for "Address 1" (100 Wutzeltsep Street), "Address 2", and "Address 3", a "City" field (Steinbacher), a "State" dropdown (Florida), and a "Postal" field (99999). There is also a "County" dropdown set to "USA".

Email Address Section: A table with columns: "Email Address", "Primary", "*Email Type", and "Delete". It contains one entry: "kbeneffer@iopoiopio.com" with "Primary" checked and "Email Type" set to "Business". Below the table is an "Add Email Address" button.

Phone Section: A table with columns: "Phone Number", "Extension", "Primary", "*Phone Type", and "Delete". It contains one entry with "Primary" checked and "Phone Type" set to "Select...". Below the table is an "Add Phone" button.

The fields on this page are the same as those on the [My Account Information / My Contact Information Page](#).

Application Confirmation Page

Applicants use the Application Confirmation page (HRS_CE_CONFIRM) to:

- Receive confirmation that an application has been successfully submitted.
- Review online screening results for job openings that include pass and fail messages for online screening.


Navigation

Click the Submit button on the Review and Submit page.

Image: Application Confirmation page

This example illustrates the Application Confirmation page.

Application Confirmation


Your job application has been successfully submitted.

You have applied for the following job(s):

Jobs Applied For				
Job Title	Job ID	Location	Job Posting Date	Application Date
Product Consultant - Sales	504019	California Location	06/15/2012	01/09/2013

Online Screening Results

ONLINE NOTIFICATION REGARDING YOUR SUBMITTED APPLICATION

We are pleased to advise that the application you have submitted has been accepted for further consideration in terms of GBIBU's Recruitment policy.

In terms of the agreements under which you have made this application GBIBU will proceed with screening and checks to determine the contents of your application. Please note that the contents of this notification are invalidated should there be any incorrect or misstated information in your application.

Your application has been successfully submitted. If you need to update your job application, you will need to reapply. If you wish to view the status of this job application, select the link below to return to the Job Search page and review the My Activities section.

[Return to Job Search](#)
[View Submitted Application](#)

Job Applied For

This grid lists the jobs that were included in the submitted application. The grid does not show jobs that were removed from the application because the applicant failed prescreening.

Online Screening Results

This group box appears if any there are any online screening pass or fail notices for the applicant. Pass and fail messages are optional for online screening.

The relevant job title and job ID appear before the notice. If the application includes multiple jobs with online screening, the notices for jobs that use the same Explain Text ID are consolidated. That is, the titles and job IDs for all jobs using a particular notice are listed before the notice. If jobs use different Explain Text IDs, the notices appear sequentially under the appropriate job titles and IDs.

Application Summary Page

Use the Application Summary page (HRS_CE_REVIEW) to review a submitted application.

Navigation

Click the My Activities link in the navigation bar that appears on pages throughout Candidate Gateway.

In the Applications grid, click the link for an application with the status *Submitted*.

Image: Application Summary page (1 of 2)

This is the first of two examples illustrating the Application Summary page.

Application Summary		Job Search My Notifications My Activities My Saved Jobs My Saved Searches My Account Information
Applying for: Product Consultant - Sales		
My Contact Information		
Email	kbeneffer@iopoioiopl.com	
Phone		
Address	100 Wutzeltsep Street, Steinbacher, FL 99999	
Prequalify		
You are eligible to apply for this job.	Product Consultant - Sales	504019
Resume		
View Resume		
Karla Beneffer Resume		
Preferences		
I can start my new job on or after		
I am looking for the following kind of work: Regular		
I want to work: Full-Time		
I am willing to travel: Up to 75% of the time		
I am willing to relocate: No		
I am available to work the following days of the week: Mon, Tue, Wed, Thu, Fri		
I want to work the following shift(s): Not Applicable		
I want to work: 40 hours per week		
I require a minimum pay of		
I would prefer a work location in or around		
Comments about where I prefer to work		
Education History		
Highest Education Level	G-Bachelor's Level Degree	

Image: Application Summary page (2 of 2)

This is the second of two examples illustrating the Application Summary page.

Work Experience			
Employer	Job Title	Start Date	End Date
Widgets, Inc	Sales Consultant	10/01/2006	View

Job Training	
You have not added any training information to your application.	

Competencies		
Competencies	Effective Date	Proficiency
Abstract thinking	02/16/2013	5-Expert

References			
Reference	Title	Employer	
Nina Waters	Sales Manager	Widgets, Inc	View

Referrals	
How did you learn of the job?	Employee
Specific Referral Source	Betty Locherty
Referral Name	
Email Address	Betty.Locherty@oracle.sample.com
Member of Your Family	No
Are you a former employee	No

Diversity	
Gender	Female
Ethnic Group	African American

[Return to Previous Page](#)
[Job Search](#) |
 [My Notifications](#) |
 [My Activities](#) |
 [My Saved Jobs](#) |
 [My Saved Searches](#) |
 [My Account Information](#)

The Application Summary page is a read-only version of the Review/Submit Page, rendered without the guided application process.

Chapter 6

Managing Additional Applicant Activities

Reviewing Notifications

This topic provides an overview of Candidate Gateway notifications and discusses how applicants can review and act on notifications.

Applicants must sign in before they can access the My Notifications page.

Understanding Notifications

Certain actions in Talent Acquisition Manager create Candidate Gateway notifications in addition to email notifications. Summary information about the notifications appears in the My Notifications group box on the Job Search page. The complete list of notifications appears on the My Notifications page, where applicants can view notification details, take action, and delete notification.

The My Notifications page also lists all of an applicant's posted job offers. These appear in addition to the notifications that are generated when offers are posted.

Page Used to Review Notifications

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
My Notifications	HRS_CE_NOTIFY	<ul style="list-style-type: none">Click the My Notifications link in the navigation bar that appears on pages throughout Candidate Gateway if the applicant is signed in.Click a link in the My Notifications group box on the Job Search page.	Review and act on notifications and online job offers.

My Notifications Page

Applicants use the My Notification page (HRS_CE_NOTIFY) to review and act on notifications and online job offers.

Navigation

- Click the My Notifications link in the navigation bar that appears on pages throughout Candidate Gateway if the applicant is signed in.
- Click a link in the My Notifications group box on the Job Search page.

Image: My Notifications page

This example illustrates the My Notifications page.

My Notifications

Job Search

My Notifications

My Activities

My Saved Jobs

My Saved Searches

My Contact Information

Signed In as Karen

Job Offers

View Offer	Job Title	Job ID	Status	Location	Offer Date	Expiration Date
View Offer	Product Consultant - Sales	504019	New	California Location	01/20/2013	01/30/2013

Notifications

Subject	Received	Delete
You are scheduled for a job interview: Product Consultant - Sales (Job ID 504019)	01/20/2013 5:21PM	
Please add your references	01/20/2013 5:19PM	
Your automated job search SALES has returned results	01/20/2013 5:30PM	
You have a job offer: Product Consultant - Sales (Job ID 504019)	01/20/2013 5:28PM	
You are invited to apply for a job: Sales Product Consultant (Job ID 504007)	01/20/2013 5:25PM	

Return to Previous Page

Job Search

My Notifications

My Activities

My Saved Jobs

My Saved Searches

My Contact Information

Job Offers

This grid lists all of an applicant's posted job offers, including accepted, rejected, and expired offers. If an offer is unposted, it no longer appears here.

View Offer

Clicking this link displays the [Job Offer Page](#), where the applicant can review the offer and, if the offer has not yet expired, the applicant can accept or reject the offer.

Job Title and Job ID

These fields identify the job that is associated with the offer.

Status

Displays one of the following values:

- *New*: the offer has been posted, but the applicant has not yet viewed it.
- *Viewed*: the applicant viewed the offer, but has not yet acted on it.
- *Accepted*: the applicant accepted the offer.
- *Rejected*: the applicant rejected the offer.
- *Expired*: the offer expired without being accepted or rejected.

Location

Displays the primary recruiting location associated with the job.

Offer Date

Displays the date that the offer was posted.

Expiration Date

Displays the date that the offer expires.

Notifications

This grid lists notifications that an applicant has received. Applicants can delete notifications that they no longer want to see.

Your automated job search <search name> has returned results

Job search notifications appear if an applicant saves search criteria as a job agent and the Job Agent (*PeopleSoft HCM 9.2: Talent Acquisition Manager*) process generates results for the saved search.

Clicking the notification link displays the search results on the [Job Search Page](#).

You are scheduled for a job interview

Interview notifications appear if a recruiter selects the Notify Applicant check box when scheduling an interview on the "Interview Schedule Page (*PeopleSoft HCM 9.2: Talent Acquisition Manager*)". The notification is not removed if the interview is subsequently cancelled.

Clicking the notification link displays the [Interview Details Page](#), where the applicant can review interview information.

Note: If Talent Acquisition Manager is configured for full calendar integration with Microsoft Outlook, the system does not create Candidate Gateway notifications for interviews.

Please add your references: <job title and ID>

Reference request notifications appear if a recruiter clicks the Request References button on the References section of the "Manage Applicant page: Applicant Data Tab (*PeopleSoft HCM 9.2: Talent Acquisition Manager*)".

Clicking the notification link displays the [Applicant References Page](#), where the applicant can add or modify references.

You have a job offer: <job title and ID>

Offer notifications appear if a recruiter posts a job offer on the "Prepare Job Offer Page (*PeopleSoft HCM 9.2: Talent Acquisition Manager*)". If the offer is subsequently unposted, the system removes the offer notification.

Clicking the notification link displays the [Job Offer Page](#), where the applicant can review and respond to the offer.

Note: Posted offers also appear the Job Offers grid on the My Notifications page. Applicants cannot delete rows from this grid, so the offer remains visible to the applicant even if the offer notification is deleted.

You are invited to apply for a job: <job title and ID>

Invitations to apply for a job appear if a recruiter links an applicant to a job opening that includes screening questions. The applicant's existing applications don't include answers to the questions, so the applicant is invited to reapply.

Recruiters can link applicants to job openings on the "Link Applicant to Job Opening Page (*PeopleSoft HCM 9.2: Talent Acquisition Manager*)" or on the "Application Details Page (*PeopleSoft HCM 9.2: Talent Acquisition Manager*)".

Clicking the notification displays the **Job Description Page**, where the applicant can review the job information and click the **Apply** button to start an application.

Reviewing Activities and Uploading Attachments

This topic provides an overview of applicant activities and describes the My Activities page.

Note: Applicants must sign in before they can access the My Activities page.

Understanding Applicant Activities

In Candidate Gateway, applicants use the My Activities page to review their applications (submitted and unsubmitted), to view resumes, and to upload non-resume attachments.

For applications and resumes which are created elsewhere, the page provides summary grids with links that you click to review details.

Attachments, on the other hand, are managed directly on the My Activities page.

Pages Used to Review Activities and Upload Attachments

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
My Activities	HRS_CE_ACTVTY	<ul style="list-style-type: none"> Click the My Activities link in the navigation bar that appears on pages throughout Candidate Gateway if the applicant is signed in. Click a link in the My Activities group box on the Job Search page. 	<ul style="list-style-type: none"> Review summary information about applications and resumes. Manage non-resume attachments.
Add Attachment or Edit Attachment	HRS_APPL_ATTACH_NR	<ul style="list-style-type: none"> Click the Add Attachment button on the My Activities page. Click the Edit icon for an existing attachment. 	Enter attachment information and upload attachments.

Page Name	Definition Name	Navigation	Usage
Resume	HRS_VIEW_RESUME	In the Resumes grid on the My Activities page, click the title of a resume that was copied and pasted into the system. This grid shows only resume from submitted applications.	View resume that was copied and pasted into the system. (For uploaded resumes, the system opens the attached file directly rather than displaying it on a PeopleSoft page.)

My Activities Page

Applicants use the My Activities page (HRS_CE_ACTVTY) to:

- Review summary information about applications and resumes.
- Manage non-resume attachments.

Navigation

- Click the My Activities link in the navigation bar that appears on pages throughout Candidate Gateway if the applicant is signed in.
- Click a link in the My Activities group box on the Job Search page.

Image: My Activities page

This example illustrates the My Activities page.

My Activities
[Job Search](#) | [My Notifications](#) | [My Activities](#) | [My Saved Jobs](#) | [My Saved Searches](#) | [My Contact Information](#)
Signed in as Karen

Display applications from All Applications

Applications

Job Title	Job ID	Location	Status	Submitted Date
Sales Product Consultant - Delaware Area	500356	California Location	Not Submitted	
Route Sales Representative	504008	Oklahoma	Submitted	01/21/2013 4:04PM
Product Consultant - Sales	504019	California Location	Submitted	01/20/2013 5:14PM
Sales Product Consultant	504007	California Location	Submitted	01/20/2013 5:16PM

Resumes

Resume Title	Attached File	Created
K_Simmons_Resume.pdf	K_Simmons_Resume.pdf	01/20/2013 5:15PM
Karen Simmons Resume		01/21/2013 4:05PM

My Cover Letters and Attachments

File Name	Attachment Type	Purpose	Uploaded	Edit	Delete
K_Simmons_Cover_Letter.pdf	Cover Letters	Cover Letter	01/20/2013 5:17PM		

Add Attachment

[Return to Previous Page](#)
[Job Search](#) | [My Notifications](#) | [My Activities](#) | [My Saved Jobs](#) | [My Saved Searches](#) | [My Contact Information](#)

Applications

This grid lists an applicant's submitted and unsubmitted applications.

Display Applications From

Applicants use this field to filter the application grid to show only applications that they created within a specified time frame.

Applicants can view all of their applications, or applications from the last week, month, three months, or year.

Job Title

If the application has been submitted, clicking the job title displays the [Application Summary Page](#).

If the application is unsubmitted, clicking the job title opens the guided application process so that the applicant can continue with the job application.

This field displays the job posting title unless the applicant initiated the application as a multi-job application. In this case, the field displays the text *Multiple Job Application*. However, if jobs were removed from a multi-job application (either manually or because the applicant failed prescreening), and exactly one job remained in the application at the time the application was submitted, this field displays that job's posting title.

Note: *Multiple Job Application* refers only to applications where the applicant explicitly chose to include multiple jobs in a single application. If an application is linked to one or more jobs in Talent Acquisition Manager, each linked job appears in a separate row and the Job Title field displays the job posting title.

Status

This field displays *Submitted* if the application has been submitted. If an applicant failed prescreening for all job openings and was not allowed to continue the job application, the application is still considered to have been submitted.

This field displays *Not Submitted* if the application was saved for later and the applicant is able to continue with the job application.

Note: The status does not reflect any subsequent recruiting activity in PeopleSoft Talent Acquisition Manager after the applicant submitted the application. Even if the application is rejected or the job opening is filled, the status for a submitted application remains *Submitted*.

Submitted Date

Displays the date and time that the application was submitted. This column is blank for applications that have not been submitted.

Resumes

This grid lists all resumes from the applicant's submitted applications. The grid does not include resumes from unsubmitted applications.

Resume Title

Displays the resume title that the applicant supplied during the application process. If the resume is a file attachment, clicking

the title opens the file. If the resume was copied and pasted into the application, clicking the title displays the Resume page.

Attached File

If the resume is a file attachment, this field displays the file name. Otherwise, this field is blank.

Created

Displays the date and time that the applicant added this resume to an application.

My Cover Letters and Attachments

Applicants use this grid to manage non-resume attachments such as cover letters, references, transcripts, and so forth. These attachments are not linked to any particular application.

File Name

Click the file name to open the attachment. The system opens the attachment in a separate window.

Attachment Type

Displays the attachment type that the applicant selected when adding the attachment.

Purpose

Displays the attachment purpose that the applicant entered when adding the attachment.

Uploaded

Displays the date that the applicant uploaded the attachment.



Edit

Clicking the Edit icon opens the Edit Attachment page, where the applicant can modify the attachment type and purpose.

Applicants cannot use the Edit Attachment page to change the attached file. Instead, the applicant should delete the original attachment and add a new one.

Add Attachment

Clicking this button opens the Add Attachment page, where the applicant can upload a new attachment.

Add/Edit Attachment Page

Applicants use the Add Attachment page (HRS_APPL_ATTACH_NR) to enter attachment information and upload attachments. When an applicant edits an existing attachment, the page title is Edit Attachment.

Navigation

- Click the Add Attachment button on the My Activities page.
- Click the Edit icon for an existing attachment.

Image: Attachment page

This example illustrates the Attachments page. In this example, page title is Add Attachment because the applicant is uploading a new file attachment.

Note: An applicant who is editing an existing attachment can change the attachment type and purpose, but the applicant cannot upload a new file.

Attachment Type

Applicants use this field to categorize attachments by selecting from attachment types that are configured on the "Attachment Type Setup Page (*PeopleSoft HCM 9.2: Talent Acquisition Manager*)".

Attachment Purpose

Applicants use this field to enter a free text description of the purpose of the attachment.

In Talent Acquisition Manager, the Attachments grid on the "Application Details Page (*PeopleSoft HCM 9.2: Talent Acquisition Manager*)" uses the column header *Description* for the attachment purpose.

Upload Attachment

Clicking this button opens the File Attachment dialog box, where the applicant chooses and uploads a file.

<file name>

After the applicant uploads a file, the file name replaces the Upload Attachment button. The file name is a link that opens the file.

Resume Page

Applicants use the Resume page (HRS_VIEW_RESUME) to view a resume that was copied and pasted into the system.

Navigation

In the Resumes grid on the My Activities page, click the title of a resume that was copied and pasted into the system.

Image: Resume page

This example illustrates the Resume page.

The screenshot shows a web interface for viewing a resume. At the top, there's a navigation bar with links: 'Job Search | My Notifications | My Activities | My Saved Jobs | My Saved Searches | My Account Information'. On the right, it says 'Signed in as Karia | Sign Out'. Below this, the page title is 'Resume'. The main content area has a sub-header 'View Resume' and shows details for 'Karia Benefer Resume' in 'English'. The resume content is displayed in a scrollable box with sections: 'Professional Summary' (three bullet points), 'Education' (three bullet points), and 'Experience' (three bullet points). At the bottom left, there's a link 'Return to Previous Page'.

Entering References

This topic provides an overview of reference notifications and discusses how to:

- Review references.
- Add reference details.

Note: Applicants must sign in before they can enter references.

Understanding Reference Notifications

If a recruiter clicks the Request References button on the References section of the "Manage Applicant page: Applicant Data Tab (*PeopleSoft HCM 9.2: Talent Acquisition Manager*)", the system sends an email notification (HRS_UPDATE_REFERENCES) asking the applicant to provide updated references. The email notification contains a link to Candidate Gateway. The system also posts a Candidate Gateway notification, which appears on the My Notifications page.

Applicants can click the notification link to access the Applicant References page, where they can submit references.

Note: If a recruiter sends a reference request to an applicant who is not a registered user of Candidate Gateway, the email notification includes an auto-generated user name and password that enables the applicant to sign in, see the notification, and submit references. By using these system-generated logon credentials, the applicant ensures that the Candidate Gateway account is properly associated with the existing applicant record.

Pages Used to Enter References

Page Name	Definition Name	Navigation	Usage
Applicant References	HRS_CE_APP_REF	Click a reference request notification on the My Notifications page.	Review and update professional and personal references.
Reference	HRS_CE_D_REFERENCE	<ul style="list-style-type: none"> Click the Add Reference button on the Applicant References page. Click the Edit icon for an existing reference. 	Enter detailed information for a reference.

Applicant References Page

Applicants use the Applicant References page (HRS_CE_APP_REF) to review and update their professional and personal references.

Navigation

Click a reference request notification on the My Notifications page.

Image: Applicant References page

This example illustrates the Applicant References page.



Edit

An applicant clicks this icon to view or modify reference details on the Reference page.

Add Reference

An applicant clicks this button to open the Reference page and enter detailed information for a new reference.

Reference Page

Applicants use the Reference page (HRS_CE_D_REFERENCE) to enter information for a reference.

Navigation

- Click the Add Reference button on the Applicant References page.
- Click the Edit icon for an existing reference.

Image: Reference Page

This example illustrates the Reference page. When adding new references, the page title is Add Reference.

The screenshot shows a web form titled "Reference" with a close button in the top right corner. The form contains the following fields:

- *Reference Type:** A dropdown menu with "Professional" selected.
- *Reference Name:** A text input field containing "Tom Stevens".
- *Title:** A text input field containing "Senior Sales Manager".
- Employer:** A text input field containing "Widgets, Inc".
- Phone:** A text input field containing "555-111-2222".
- Email Address:** A text input field containing "tom.stevens@widgets.com".
- Country:** A dropdown menu with "United States" selected.
- Address 1:** A text input field.
- Address 2:** A text input field.
- Address 3:** A text input field.
- City:** A text input field.
- State:** A dropdown menu.
- Postal:** A text input field.
- County:** A text input field.

At the bottom left, there is a legend: "* Required Information". Below the legend are two buttons: "Save" and "Cancel".

This is the same Reference Page that applicants use to enter references from within a job application.

Viewing Interview Schedules

This topic provides an overview of interview notifications and discusses how applicants can review interview details.

Note: Applicants must sign in before they can view interview schedules in Candidate Gateway.

Understanding Interview Notifications

If a recruiter selects the Notify Applicant check box when scheduling an interview on the "Interview Schedule Page (*PeopleSoft HCM 9.2: Talent Acquisition Manager*)", the system sends an email notification (HRS_INTVWSCHED_APPL) with information about the interview schedule. The

email notification contains a link to Candidate Gateway. The system also posts a Candidate Gateway notification, which appears on the My Notifications page.

In Candidate Gateway, clicking the Candidate Gateway notification displays the Interview Details page, where the applicant can review interview details such as the date and time, a list of reviewers, the location, directions, and any applicant notes that were entered into the interview schedule. The Interview Details page always shows the most current information for the interview, even if the interview details have changed since the notification was sent.

If an interview is canceled in Talent Acquisition Manager, the system deletes any existing notification for that interview. If the interview is later reinstated, the system sends a new notification only if the Notify Applicant check box is selected when the reinstated interview is submitted.

If an applicant already has a Candidate Gateway notification for an interview, and a recruiting user makes a change and sends a new notification, the system does not create an additional Candidate Gateway notification. However, If the applicant deleted the previous Candidate Gateway interview notification, then the notification process creates a new one.

Note: If Talent Acquisition Manager is configured for full calendar integration with Microsoft Outlook, the system does not create Candidate Gateway notifications for interviews.

Related Links

"Scheduling and Managing Interviews (*PeopleSoft HCM 9.2: Talent Acquisition Manager*)"

"Understanding Calendar Integration Options (*PeopleSoft HCM 9.2: Talent Acquisition Manager*)"

Pages Used to View Interview Schedules

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Interview Details	HRS_NOT_INT_DTL	Click an interview notification on the My Notifications page.	View details for an interview.

Interview Details Page

Applicants use the Interview Details page (HRS_APP_INT_DET_SB) to view the details for an interview.

Navigation

Click an interview notification on the My Notifications page.

Image: Interview Details page

This example illustrates the Interview Details page.

Interview Details [Job Search](#) | [My Notifications](#) | [My Activities](#) | [My Saved Jobs](#) | [My Saved Searches](#) | [My Contact Information](#) Signed In as Karen

Job Title: Product Consultant - Sales Job Opening ID: 504019
 Applicant Name: Karen Timmons Interview Type:

Interview Details

Date: 01/28/2013
 Start Time: 9:00AM
 End Time: 9:30AM
 Time Zone: PST

Interviewers

Interviewer Name
 Antonio Santos
 Betty Locherty

Location

Room 1,
 Ground Floor,
 Global Business Centre,
 548 Sydwelgh Boulevard,
 San Francisco

Directions

Proceed to Maritway Underground Station. When leaving the station take the Sydwelgh Boulevard exit and turn right. Walk 3 blocks to Global Business Centre on the same side of the road as the station exit.

Recruiter Comments

This will be a group interview.

[Return to Previous Page](#) [Job Search](#) | [My Notifications](#) | [My Activities](#) | [My Saved Jobs](#) | [My Saved Searches](#) | [My Contact Information](#)

Interview Details

The Date, Start Time, End Time, and Time Zone fields show the interview date and time in the time zone entered on the "Interview Schedule Page (*PeopleSoft HCM 9.2: Talent Acquisition Manager*)".

Interviewers

Displays the names of the interviewers as entered on the Interview Schedule page.

Location

Displays the location text from the Interview Schedule page.

Directions

Displays the directions that are associated with the interview venue that is specified on the Interview Schedule page. The venue directions are entered on the "Interview Facilities Page (*PeopleSoft HCM 9.2: Talent Acquisition Manager*)".

This section of the page is hidden if the interview is not associated with a venue or if the venue definition does not include directions.

Recruiter Comments

Displays any applicant comments entered on the Interview Schedule page.

Note: This page does not display interview notes or attachments. It also does not display the text of the interview email notification that the system sends the applicant.

Reviewing and Responding to Online Job Offers

This topic provides an overview of online job offers and discusses how applicants review and respond to them.

Note: Applicants must sign in before they can access online job offers.

Understanding Online Job Offers

When PeopleSoft Talent Acquisition Manager is configured to support online job offers, recruiters can post offers to Candidate Gateway. Applicants can then review offer documents, accept or reject the offer, and upload offer or employment documents that need to be returned to your organization.

When the job offer is posted to Candidate Gateway, the system sends the applicant an email notification (HRS_OFFER_NOTICE) alerting the applicant that the offer is posted. In Candidate Gateway, both the offer and the offer notification appear on the My Notifications page. Clicking either the offer or the offer notification displays the detailed offer information on the Job Offer page.

Pages Used to Review and Respond to Online Job Offers

Page Name	Definition Name	Navigation	Usage
Job Offer	HRS_ONL_OFR_CE_DTL	Click an offer or an offer notification on the My Notifications page.	Review a job offer, accept or reject it, and upload documents.
Job Offer Attachment Note	HRS_CE_ATTNOTE_SC2	On the Job Offer page, click the link for an offer attachment with the type <i>Note</i> .	View the text of an offer-related note (<i>PeopleSoft HCM 9.2: Talent Acquisition Manager</i>) that was created using the document definition capabilities of the PeopleSoft HCM attachment framework. Note: Document definitions are not typically used in recruiting.
Document Description	HRS_ONL_OFR_DD_SEC	Click the Upload Documents button on the Job Offer page, then upload a file.	Enter a description for a file that is uploaded to the Return Completed Documents grid on the Job Offer page.
Send Notification to Recruiter	HRS_ONL_OFR_NT_SEC	Click the Send Selected to Recruiter button on the Job Offer page.	Send uploaded documents to the primary recruiter for the job opening.

Job Offer Page

Applicants use the Job Offer page (HRS_ONL_OFR_CE_DTL) to review job offers, accept or reject them, and upload offer-related or employment-related documents.

Navigation

Click an offer or an offer notification on the My Notifications page.

Image: Job Offer page (1 of 2)

This is the first of two examples illustrating the Job Offer page.

Job Offer Job Search | My Notifications | My Activities | My Saved Jobs | My Saved Searches | My Account Information Signed In as Karla | Sign Out

We'd like to hire you for the following position:

Posting Title General Office Clerk
Job Opening ID 504001
Offer Date 02/17/2013
Offer Expiration Date 02/27/2013

Here's what you need to do:

Step 1 - review the job offer information.
Step 2 - either accept or reject the offer.
Step 3 - return any indicated documents from Step 1 to your recruiter.

If you have any questions, please contact your recruiter for assistance.

Step 1 - Review Offer Information

Action Required	Type	Details
	Document	Offer Letter
	Document	GBIBI Benefits
	Note	Your planned vacation
	URL	GBI Benefits Overview
	Document	Nondisclosure agreement

Image: Job Offer page (2 of 2)

This is the second of two examples illustrating the Job Offer page. In this example, the applicant has not yet accepted or rejected the offer.

Step 2 - Acknowledge Offer

☒ I acknowledge that I have reviewed and understand the job offer details for the position listed.

Comments

Step 3 - Return Completed Documents

File Name	Description	Attachment Date Time	Sent Date Time	Delete
<input type="checkbox"/> Signed_Nondisclosure.pdf	Signed non-disclosure	01/21/2013 7:18PM		

[Return to Previous Page](#) Job Search | My Notifications | My Activities | My Saved Jobs | My Saved Searches | My Contact Information

Offer Message

The greeting at the top of the offer page varies depending on the offer status. The following table lists the text catalog entries that are used depending on the offer status.

Offer Status	Text Catalog ID for Message	Delivered Text
Accepted	HRAM_CEONLNOFR_10	<i>Congratulations! We are delighted that you have accepted this offer of employment.</i>
Rejected	HRAM_CEONLNOFR_11	<i>We are sorry you have decided to reject this offer of employment.</i>
Expired	HRAM_CEONLNOFR_12	<i>We are sorry this offer of employment has expired.</i>
Open	HRAM_CEONLNOFR_13	<i>We'd like to hire you for the following position.</i>

Step 1 - Review Offer Information

This grid lists the documents that were attached to the offer on the "Prepare Job Offer Page (*PeopleSoft HCM 9.2: Talent Acquisition Manager*)".



Action Required

The Action Required icon appears when the Action Required check box was selected for an attachment on the Prepare Job Offer page. This icon draws attention to documents that the applicant needs to review or return.

Type

Indicates whether the document is an *Attachment*, a *URL*, or a *Note*. (Typically, the recruiting system not configured to support notes in offers. Instead, recruiters incorporate any notes into the offer letter.)

Details

Displays the document name. Clicking this link opens the document. Attachments and URLs open in new windows. Notes are displayed on the Job Offer Attachment Note page.

Step 2 - Acknowledge Offer

The fields in this step are disabled after the applicant accepts or rejects the offer, so applicants cannot change their response. Any changes must be handled manually and require that the applicant contact the recruiter.

I acknowledge that I have reviewed and understand the job offer details for the position listed.

Before accepting an online job offer, the applicant must acknowledge that the offer and all attachments have been reviewed and understood. The Accept button is not available until the applicant selects this check box.

Comments

The applicant can enter comments before accepting or rejecting an offer. The comments are included in the contact note (*PeopleSoft HCM 9.2: Talent Acquisition Manager*) that the system creates when the applicant clicks the Accept or Reject button.

Comments remain visible on the Job Offer page after the applicant accepts or rejects the offer.

Accept

An applicant clicks this button to accept a job offer. This button is not available until the applicant selects the acknowledgement check box.

The applicant is prompted to confirm the accept action, and when the applicant confirms acceptance, the system:

- Updates the offer status to *020 Accept*.
- Sends a notification (HRS_OFFER_RESPONSE) to the recruiter.
- Creates an applicant contact note with the subject *Online Acceptance of Job Offer*.

Reject

An applicant clicks this button to reject an offer.

The applicant is prompted to confirm the reject action, and when the applicant confirms the rejection, the system:

- Updates the offer status to *110 Offer Rejected*.
- Sends a notification (HRS_OFFER_RESPONSE) to the recruiter.
- Creates an applicant contact note with the subject *Online Rejection of Job Offer*.

Note: Depending on the status change effects that you have configured, updating the offer status can also trigger various other status changes, including changes to the applicant's disposition. If notifications are active for the particular status changes that occur, the status changes also trigger the relevant recruiter notifications. Notifications for changes to the Offer status use the OtherStsEffect template. Notifications for changes to an applicant's disposition use the ApplicantStsEffect template. See "Understanding Recruiting Statuses (*PeopleSoft HCM 9.2: Talent Acquisition Manager*)".

Step 3 - Return Completed Documents

Applicants can optionally upload documents such as completed offer forms either before or after accepting an offer. For example, an applicant can print a confidentiality agreement, sign it, then scan and upload the document.

The Return Completed Documents grid shows the documents that the applicant has uploaded and provides a mechanism for sending those documents to the job opening's primary recruiter.

<Select>

To send selected documents to the recruiter, an applicant selects the check box next to the documents.

File Name

Displays the file name of a document that the applicant has uploaded.

Description

Displays the description that the applicant provided when uploading the document. The applicant cannot change the

description except by deleting the document and uploading it again.

Attachment Date Time

Displays the date and time that the applicant uploaded the document.

Sent Date Time

If the applicant has already sent the document to the recruiter, this field displays the date and time that the document was sent. Otherwise, this field is blank.

Send Selected to Recruiter

An applicant clicks this button to send selected documents to the job opening's primary recruiter. Although this button is not available until at least one document has been uploaded, applicants are not required to select documents before clicking this button. If no documents are selected, clicking this button enables the applicant to send a text notification to the recruiter.

Note: After a document has been sent to the recruiter, the applicant cannot delete the document from the document list.

Upload Documents

An applicant clicks this button to upload an additional document. The standard PeopleTools file attachment dialog box appears. After uploading a document, the system prompts the applicant to enter the document description.

Offer Attachment Note Page

Use the Job Offer Attachment Note page (HRS_CE_ATTNOTE_SC2) to view the text of an offer-related note (*PeopleSoft HCM 9.2: Talent Acquisition Manager*) that was created using the document definition capabilities of the PeopleSoft HCM attachment framework.

Navigation

On the Job Offer page, click the link for an offer attachment with the type *Note*.

Image: Job Offer Attachment Note page

This example illustrates the Offer Attachment Note page.

The screenshot shows a web application window titled "Job Offer Attachment Note". Inside the window, the following information is displayed: "Modified 02/13/2013 2:08PM", "Subject this is a note", and "Note note this is". A large text area is visible below the subject line. At the bottom left of the window, there is an orange button labeled "Return".

This page displays the note date, subject, and text.

Document Description Page

Applicants use the Document Description page (HRS_ONL_OFR_DD_SEC) to enter a description for a file that the applicant uploads to the Return Completed Documents grid on the Job Offer page.

Navigation

Click the Upload Documents button on the Job Offer page, then upload a file. This page appears immediately after the file is uploaded, before the Job Offer page is re-displayed.

Image: Document Description page

This example illustrates the Document Description page.

The screenshot shows a web application window titled "Document Description". Inside the window, the following information is displayed: "Description Signed non-disclosure" and a "View Document" link. At the bottom left of the window, there is an orange button labeled "OK".

Note: , Applicants cannot cancel the upload from this page.

Description

The applicant enters an optional description for the attachment.
The applicant cannot edit this description after closing this page,

nor can the applicant add a description later after leaving the field blank on this page. To change or add a description, the applicant needs to delete the original attachment and upload the file again.

View Document

Clicking this link opens the attached file in a new window.

Send Notification to Recruiter Page

Applicants use the Send Notification to Recruiter page (HRS_ONL_OFR_NT_SEC) to send uploaded offer and employment forms to the primary recruiter for the job opening.

Navigation

Click the Send Document button on the Job Offer page.

Image: Send Notification to Recruiter page

This example illustrates the Send Notification to Recruiter page.

Completed Documents	
Filename	Description
Signed_Nondisclosure_Agreement.pdf	Signed nondisclosure agreement

Subject

If no documents were selected when the applicant accessed this page, the applicant enters a subject for the message. If there were documents selected, then the system sets the subject text, and this field is read-only.

Notes

Applicants use this field to enter additional information to send to the recruiter.

Completed Documents

This grid appears only if the applicant selected documents before accessing this page. The read-only grid displays the file names and descriptions of the selected documents.

Send

Clicking this button submits the message. The system creates a contact note with the attachments and sends an email

notification (HRS_OFFER_DOC_ATCH) to the primary recruiter for the job opening.

Entering Referrals

Entering Referrals

This topic provides an overview of the referral process and discusses how employees can refer friends for jobs.

Note: Only employees can refer friends. External applicants do not have access to this feature.

Understanding the Referral Process

This topic describes the process where employees refer friends for job openings.

Employee Refers a Friend

When an employee refers a friend, the employee enters basic information about the friend, and the system notifies the friend of the referral so that the friend can submit a complete application.

Friends can be referred either with or without a job opening selected:

- When an employee clicks the Refer a Friend button on the Job Search page or the Job Description page, the friend is referred for a single job opening.
- When an employee clicks the Refer a Friend button on the My Saved Jobs page, and no job openings are selected, the friend is referred without a job opening.
- When an employee clicks the Refer a Friend button on the My Saved Jobs page, and one or more job openings are selected, the friend is referred for all selected job openings.

During the referral process, employees must enter the friend's name and contact information and can optionally submit the friend's resume.

When the referral is submitted, the system creates an applicant record and an application record. The application has a disposition of *Draft*.

The system also sends the friend an email with a request to complete the application. The email includes links for accessing the site as either an external applicant or an internal applicant.

Friend Registers and Completes an Application

In the email that the friend receives, the link for an external applicant includes an embedded referral code. When the friend follows the link and then registers for a new account, the account is automatically associated with the applicant record that was created during the referral process. Any information provided during the referral process (for example, the friend's name and contact information) carries through to the new Candidate Gateway account.

After the friend signs in, the My Activities group box and My Activities page both show the draft application as an unsubmitted application. If the job opening includes a questionnaire (whether or not the questions are used for prescreening), Candidate Gateway additionally displays a notification inviting the applicant to apply for the job opening. This system deletes this notification if the applicant starts working on the existing draft application.

To start the application process, the friend goes to the My Activities page and clicks the job title. This takes the friend into the guided application process. The friend must start at the beginning, but the referral process prepopulates certain information:

- If the referring employee supplied a resume during the referral process, the Resume step uses that resume by default.
- The referral section of the application (if included as part of the resume template) has *Employee* as the default referral source (the “How did you learn of the job” field).

As long as the referral was initiated through the Candidate Gateway, the system automatically identifies the employee as the referral source for purposes of awards under an employee referral program. It is not necessary for the applicant to identify the employee as the referral source.

Employee Confirms Referral

When an applicant enters an employee's name and email address in the referral information section of an application, the system automatically sends a notification to the employee asking for confirmation of the referral. This occurs regardless of whether the application is in response to a referral from the employee.

The request to confirm a referral includes an auto-generated referral tracking ID and password that the employee uses to validate the referral on the Confirm Referral page. If an employee attempts to confirm a referral that was originally established through the Refer a Friend process, a message informs the employee that the referral is already confirmed.

Employee Checks Referral Status

Employees who have referred friends can use the Review Referral Details page to see the referral status.

Pages Used in the Referral Process

Page Name	Definition Name	Navigation	Usage
Refer Friend - Resume Options	HRS_ERP_RES_OPTION	Click the Refer a Friend button on the Job Search page, the Job Description page, or the My Saved Jobs page.	Enter the friend's resume. The resume options (including the option to continue without using a resume) depend on the resume template for the application.
Refer Friend Contact Details	HRS_ERP_APP_PROFILE	Click the Continue button on the Refer Friend - Resume Options page.	Enter the friend's name and contact information.
My Referrals	HRS_ERP_APP_APLC	Click the Save and Submit button on the Refer Friend Contact Details page.	Confirms that a referral has been submitted.

Page Name	Definition Name	Navigation	Usage
Review Referral	HRS_EE_REVW_SRCH	<ul style="list-style-type: none"> Click the View Completed Referrals link on the My Referrals page. Self-Service, Recruiting Activities, Check Referral Status 	Review a list of referred applicants.
Review Referral Details	HRS_EE_REVW_DTL	Click the name of a referred applicant name on the Review Referral page.	View the detailed information about a referral.

Refer Friend - Resume Options Page

Applicants use the Refer Friend - Resume Options page (HRS_ERP_RES_OPTION) to choose how and whether to submit a friend's resume for a referral.

Navigation

Click the Refer a Friend button on the Job Search page, the Job Description page, or the My Saved Jobs page.

Image: Refer Friend - Resume Options page

This example illustrates the Refer Friend - Resume Options page.

Refer Friend - Resume Options
Applying for: Systems Analyst

Please provide us with your friend's resume using one of the option buttons below:

Current Resume

You have not yet attached your friend's resume to their referral

Resume Options

Provide us with your friend's resume
 Copy and Paste your friend's resume
☐ Refer friend without a resume

[Return to Previous Page](#)

This page works the same as the [Resume Page](#) that applicants use. The resume options depend on the resume template for the job.

Refer Friend Contact Details Page

Applicants use the Refer Friend Contact Details page (HRS_ERP_APP_PROFILE) to enter a friend's name and contact information for a referral.

Navigation

Click the Continue button on the Refer Friend - Resume Options page.

Image: Refer Friend Contact Details page

This example illustrates the Refer Friend Contact Details page.

Refer Friend Contact Details
Applying for: Systems Analyst

Name

Name Format: English
 *First Name:
 *Last Name:
 Name Prefix:
 Middle Name:
 Name Suffix:

Address

Country: United States
 Address 1:
 Address 2:
 Address 3:
 City:
 State:
 Postal:
 County:

Email Address

Email Address	Primary	*Email Type	Delete
<input type="text"/>	<input checked="" type="checkbox"/>	Select...	

Add Email Address

Phone

Phone Number	Extension	Primary	*Phone Type	Delete
<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	Select...	

Add Phone

* Required Information

Save and Submit Cancel [Return to Previous Page](#)

The employee must enter at least a first and last name before submitting the referral. Although an email address is not required, without it the system cannot send an email to invite the applicant to apply.

Any name and contact information provided here carries through to the new Candidate Gateway account, if the friend creates one.

My Referrals Page

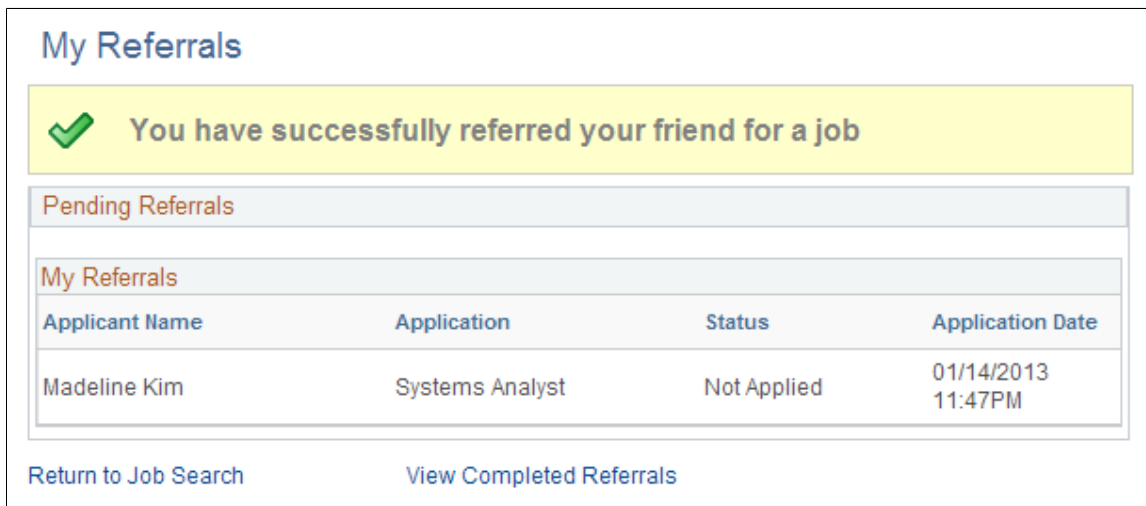
Applicants use the My Referrals page (HRS_ERP_APP_APLC) to view a confirmation that a referral has been submitted.

Navigation

Click the Save and Submit button on the Refer Friend Contacts Details page.

Image: My Referrals page

This example illustrates the My Referrals page.



The screenshot shows the 'My Referrals' page. At the top, there is a blue header with the text 'My Referrals'. Below this is a yellow banner with a green checkmark icon and the text 'You have successfully referred your friend for a job'. Under the banner is a section titled 'Pending Referrals' in a light blue box. Below this is a table with the title 'My Referrals'. The table has four columns: 'Applicant Name', 'Application', 'Status', and 'Application Date'. There is one row of data showing 'Madeline Kim' as the applicant, 'Systems Analyst' as the application, 'Not Applied' as the status, and '01/14/2013 11:47PM' as the application date. At the bottom of the page, there are two links: 'Return to Job Search' and 'View Completed Referrals'.

Applicant Name	Application	Status	Application Date
Madeline Kim	Systems Analyst	Not Applied	01/14/2013 11:47PM

This page shows only the friend that was just referred. To view a list of referrals, the applicant clicks the View Completed Referrals link to access the Review Referral page.

Review Referral Page

Use the Review Referral page (HRS_EE_REVW_SRCH) to review a list of previous referrals.

Navigation

- Click the View Completed Referrals link on the My Referrals page.
- Self-Service, Recruiting Activities, Check Referral Status

Image: Review Referral page

This example illustrates the Review Referral page.

The screenshot shows the 'Review Referral' page for Betty Locherty. It includes a title 'Review Referral', the user's name 'Betty Locherty', and a prompt 'Select an Applicant below to view referral details.' Below this is a table titled 'Referred Applicants' with three rows: 'R A', 'MY FRIEND', and 'Madeline Kim'. At the bottom is a link 'Return to Job Search'.

Referred Applicants
R A
MY FRIEND
Madeline Kim

The Referred Applicants grid lists all friends whom the employee has referred. The employee clicks a name to view the details for the referral.

If the employee accessed this page from the My Referrals page (that is, after completing the Refer a Friend process), a Return to Job Search link appears so that the employee can return to the Job Search page in Candidate Gateway.

If the employee accessed this page from the main PeopleSoft menu, the Return to Job Search link does not appear.

Review Referral Details Page

Use the Review Referral Details page (HRS_EE_REVW_DTL) to view the detailed information about the referral.

Navigation

Click the name of a referred applicant on the Review Referral page.

Image: Review Referral Details page

This example illustrates the Review Referral Details page.

Review Referral Details

Betty Locherty

Applicant Information

Applicant Name Jacqueline Bertholt
 This applicant has not been hired. Eligibility and Awards are not determined until the applicant has been hired.

Job Requisitions Referred

Job Opening	Posting Title	Requisition Status	Status Date
503705	Radiologist - Burns Unit	010 Open	08/04/2009

[Return to Previous Page](#)

Confirming Referrals

This topic discusses how employees confirm referrals that they did not initiate.

Understanding Confirmation of Applicant-Submitted Referrals

When applicants use Candidate Gateway to apply for jobs, they use the [Referrals](#) section of the application to indicate how they learned about the job. (The resume template controls whether the Referrals section is included in the application.)

When the recruitment source that the applicant selects in the How did you learn of the job? field is a recruitment source with source type Employee, the Referrals section displays the Referral Name and Email Address fields to collect additional information about the employee referral. The Member of Your Family check box also appears, as this information can be relevant to award processing for an employee referral program.

When the application is submitted, the system sends a notification to the referral email address provided by the applicant. The notification requests confirmation of the referral. It includes a link to the Confirm Referral - Access page, and provides a referral ID (called the “track ID”) and a password that the employee uses to access the referral to confirm it. The email also contains a link to the Review Referral page, where the employee can track the status of the referral after confirming it.

An employee's failure to confirm the referral does not affect the recruitment process for the applicant. However, if the employee does not confirm an applicant-provided referral, the employee is not eligible to receive award payments for the referral.

Note: This confirmation process is used only when the applicant provides the referral information. No confirmation is necessary when an employee initiates a referral using the Refer Friend button in Candidate Gateway.

Pages Used to Confirm Referrals

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Confirm Referral - Access	HRS_REF_CONFIRM1	Self Service, Recruiting Activities, Confirm Referral, Confirm Referral-Access	Initiate the confirmation process by entering the referral track ID and password received by email.
Confirm Referral	HRS_REF_CONFIRM2	Click the Submit button on the Confirm Referral - Access page	Confirm or cancel the referral initiated by an applicant.

Confirm Referral - Access Page

Use the Confirm Referral - Access page (HRS_REF_CONFIRM1) to initiate the referral confirmation process by entering the referral track ID and password received by email.

Navigation

Self Service, Recruiting Activities, Confirm Referral, Confirm Referral-Access

Image: Confirm Referral - Access page

This example illustrates the Confirm Referral - Access page.

Referral Track ID

An employee uses this field to enter the tracking ID for the referral transaction. The system generates this ID when the applicant submits the application with the referral, and the system emails the ID to the employee.

Password

An employee uses this field to enter the password for the referral transaction. The system generates this password when the applicant submits the application with the referral, and the system emails the password to the employee.

Submit

An employee clicks this button to continue to the Confirm Referral page so that the referral can be confirmed.

Confirm Referral Page

Use the Confirm Referral page (HRS_REF_CONFIRM2) to confirm or cancel a referral initiated by an applicant.

Navigation

Click the Submit button on the Confirm Referral - Access page

Image: Confirm Referral page

This example illustrates the fields and controls on the Confirm Referral page.

The screenshot displays the 'Confirm Referral' page. At the top, the title 'Confirm Referral' is in blue. Below it, the name 'Betty Locherty' is shown. A paragraph of instructions follows: 'Please review the applicant's name below. If you want to be the referral source for this applicant, choose the Refer This Applicant button at the bottom of the page. Otherwise, choose the Cancel button to end this transaction.' Below this text is a box titled 'Applicant Information' which contains the text 'Name Michaela Dooley'. At the bottom of the page are two orange buttons: 'Refer This Applicant' and 'Cancel'.

Refer this Applicant

An employee clicks this button to confirm the referral.

Cancel

An employee clicks this button to cancel the transaction without confirming the referral. This does not deny the referral, and the employee can still confirm the referral later.

