

Quick Reference Guide

Human Resource System used for the Hiring Process

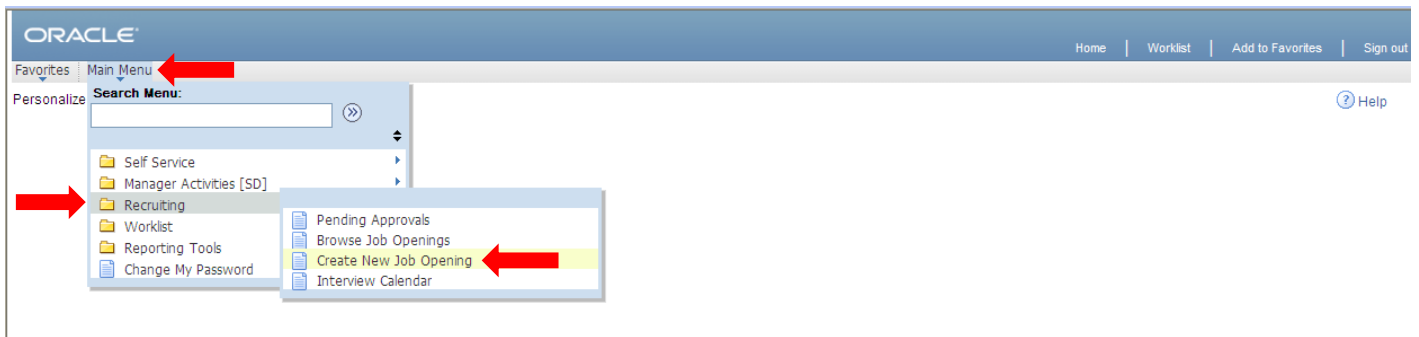
Effective 03/26/2012

**Please note: Your User ID and Password to log into the system has not changed.

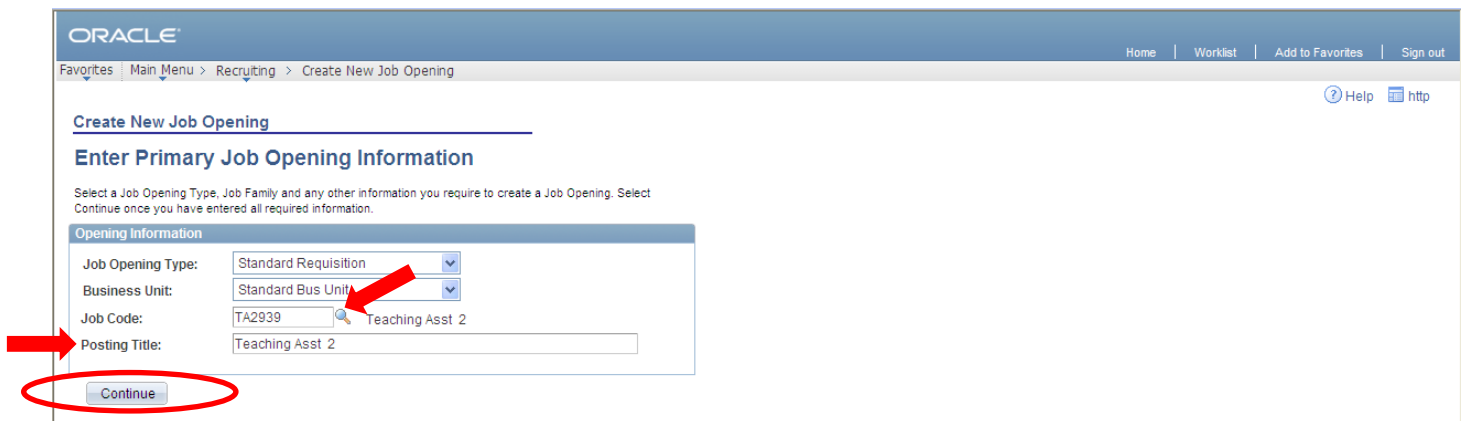
Create and Post New Job Requisitions:

Please follow the steps below to create and post a new job requisition.

1. Under Main Menu, select Recruiting and then select Create New Job Opening



2. On the Create New Job Opening – Primary Job Opening Information page, enter the Job Code of the employee you are replacing (*to look up the appropriate job code, click on the magnifying glass symbol*)
Please note: the Get Data button functionality no longer exists
3. Once a Job Code is selected, tab to the next line and the Posting Title should automatically populate
4. Click Continue



5. On the Create New Job Opening – Job Opening page, under the Job Details tab enter:
 - a. Your Department and Location codes (to look up the appropriate codes, click on the magnifying glass symbol)
 - b. Employee being replaced
 - c. Hours (actual hours worked per week)
 - d. Account code (to look up the appropriate code, click on the magnifying glass symbol)
6. Click on the Hiring Team link below the account code

The screenshot displays the Oracle HR system interface for creating a new job opening. The main window is titled "Create New Job Opening" and has a "Job Opening" sub-header. The "Job Details" tab is selected, showing fields for Posting Title (Teaching Asst 2), Job Opening Status (005 Draft), Job Title (Teaching Asst 2), and Business Unit (STDBU Standard Bus Unit). The Job Code is TA2939. Below these fields are buttons for "Save & Submit", "Save as Draft", and "Cancel", along with "Previous Step" and "Next Step" links.

The "Opening Information" section contains fields for Job Opening Type (Standard Requisition), Created By (Jayne Ropella), Created date (03/06/2012), Openings to Fill (Limited), Target and Available Openings (both 1), Establishment ID, Business Unit (STDBU), Company (Saint Paul Public Schools #625), Department, Location, and Recruiting Location. Red arrows point to the Department, Location, and Recruiting Location fields.

The "Employees Being Replaced" section has a table with columns for Name and Empl ID. A red arrow points to the "Add Employees Being Replaced" button.

The "Additional Job Specifications" section shows Job Code (TA2939) as the Primary Job Code. The "Staffing Information" section includes Region (USA), Schedule Type, Regular/Temporary (Regular), Begin and End Dates, Shift, Hours (40.00), Work Period (Weekly), and Travel Percentage (None). A red arrow points to the Hours field.

A secondary window titled "Salary Information" shows Salary Admin Plan (53B), From Grade (001), and Salary Range (14,088.000000 to 16,212.000000). Another window titled "Default Acct Code" shows a table with Account Code and Description. The "Hiring Team" link is circled in red. A red arrow points to the "Hiring Team" link.

7. On the Create New Job Opening – Job Opening page, under the Hiring Team tab:
 - a. Click on Add Recruiter and enter your HR Coordinator
 - b. Click on Add Hiring Managers and enter the Primary Contact for this position
 - c. Click on Add Interested Parties to add other individuals that will need to access online applications

8. Click Save & Submit (*this is the final step – your requisition has been submitting to accounting for approval*)

The screenshot displays the Oracle HR system interface for creating a new job opening. The 'Hiring Team' tab is highlighted with a red circle. The 'Recruiters' section includes a search field and an 'Add Recruiters' button, both indicated by red arrows. The 'Add Recruiters' button is also circled in red. The 'Add Hiring Managers' button in the 'Hiring Manager' section is circled in red. The 'Save & Submit' button at the bottom is circled in red. The page shows job details for 'Teaching Asst 2' with job code 'TA2939'.

View Requisition Activity:

Please follow the steps below to view your requisitions and a list of routed applicants.

1. Under Main Menu, select Recruiting and then select Browse Job Openings



2. On the Browse Job Openings page, you will see a listing of your open job requisitions – To view a list of eligible applicants, click on the specific Job Opening link

The screenshot shows the 'Browse Job Openings' page in the Oracle HR system. The page displays a table of job openings with columns for Select, Job Opening, ID Nbr, Type, Location, Target Openings, Available Openings, Hot Job, and Created. A red arrow points to the 'EA2 - ELL/LCD Bilingual 10 Mo' job opening link.

Select	Job Opening	ID Nbr	Type	Location	Target Openings	Available Openings	Hot Job	Created
<input type="checkbox"/>	Tchr - Emo Behavioral Disorder	990130	Standard	Johnson Senior High	1	1		02/22/2012
<input type="checkbox"/>	Tchr - English & Reading	990040	Standard	Harding Senior High	1	1		02/10/2012
<input type="checkbox"/>	EA2 - ELL/LCD Bilingual 10 Mo	990039	Standard	Adams Spanish Immersion Magnet	1	1		02/10/2012
<input type="checkbox"/>	EA2 - ELL/LCD Bilingual 10 Mo	990043	Standard	Adams Spanish Immersion Magnet	1	1		02/10/2012
<input type="checkbox"/>	Assistant Principal-Elementary	990042	Standard	Murray Junior High	1	1		02/10/2012
<input type="checkbox"/>	Tchr - Librarian	120083	Standard	The Heights Community School	1	1		01/24/2012
<input type="checkbox"/>	LT Sub - Grade 6	120045	Standard	The Heights Community School	1	1		01/13/2012
<input type="checkbox"/>	Tchr - Grade 2	120021	Standard	The Heights Community School	1	1		01/06/2012

3. On the Job Opening page, you will see a list of eligible candidates for your position – Click on the candidate’s Application icon or Resume icon to view the application/resume
4. A second screen will open with the candidate’s Application Details – Once you are done reviewing that candidate’s application, close the second screen that opened to return to the list of routed candidates

