

Quick Reference Guide

Human Resource System used for the Hiring Process

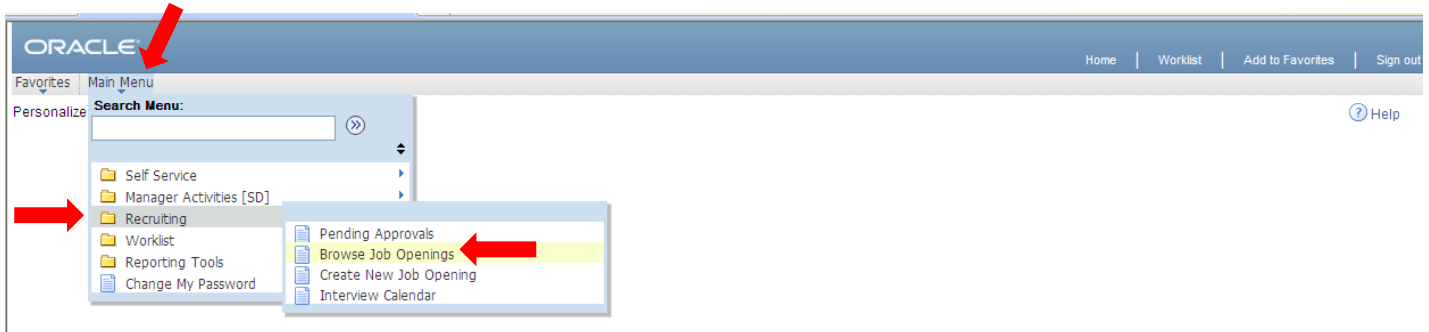
Effective 03/26/2012

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

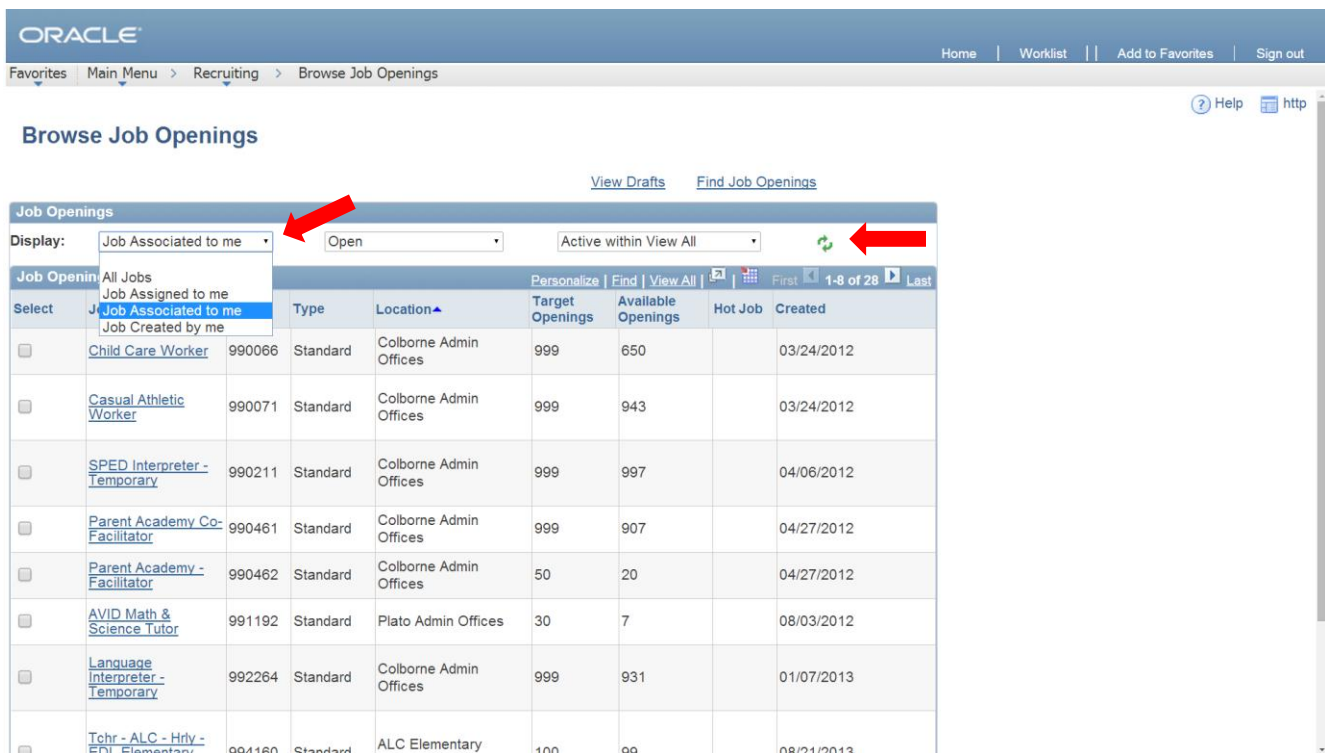
View Requisition Activity:

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. Under the Job Openings box next to Display click on the down arrow and change it from Job Assigned to me to Job Associated to me and then click on the 2 green arrows to refresh the screen.



3. 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

Browse Job Openings

[View Drafts](#) [Find Job Openings](#)

Job Openings

Display: Job Assigned to me Open Active within View All

Job Openings Status: Open Customize Find View All First 1-8 of 18 Last

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

Select All Deselect All Select Action... Go

[Create New Job](#) [Find Job Openings](#) [Find Job Postings](#) [View Drafts](#)

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.

ORACLE®

Home | Worklist | Add to Favorites

Favorites | Main Menu > Recruiting > Browse Job Openings

Help

Find Job Opening

Job Opening

[Print Job Opening](#)

Posting Title: Tchr - Spanish - Elementary Job Opening ID: 996641
 Job Opening Status: 010-Open Job Type: Standard
 Job Title: Tchr - Spanish - Elementary Job Code: 912E
 Business Unit: STDBU Standard Bus Unit

Save Clone Create New Previous Job Opening Next Job Opening Job Opening List

Manage Applicants Find Applicants Activity & Attachments Job Opening Details

View Applicants [Screen Applicants](#) [Interview Schedule](#)

Manage Applicants

Display: All

Applicants [Personalize](#) [Find](#) [View All](#) First 1-5 of 5

Select	Applicant Name	ID	Type	Disposition	Resume	Application	Former Employee	Last Updated	Take Action
<input type="checkbox"/>	Cecilia Foqarty	3764	Emp	020-Appl				07/30/2014 7:07PM	Select Action...
<input type="checkbox"/>	Nancy McGinley Myers	58034	Ext	050-Route				07/31/2014 12:53PM	Select Action...
<input type="checkbox"/>	Brittany Clausell	54654	Ext	050-Route				08/07/2014 4:41PM	Select Action...
<input type="checkbox"/>	Kimberly Johnson	19064	Ext	050-Route				08/07/2014 4:41PM	Select Action...
<input type="checkbox"/>	Kathleen Northup	64910	Ext	050-Route				08/11/2014 3:12PM	Select Action...

Select All Deselect All *Group Action: Select Group Action... Go

When looking at a candidate's Application Details, a second screen will open – Once you are done reviewing that candidate's application, close the second screen that opened to return to the list of routed candidates

The screenshot displays two overlapping Oracle HR system windows. The left window, titled 'Job Opening', shows details for a position: EA2 - ELL/LCD Bi-lingual 10 Mo, Job Opening ID: 010-Open, Job Title: EA2 - Attendance Liaison, and Business Unit: STDBU Standard Bus Unit. It includes a table of applicants with one entry for 'Seuss McSeuss' (ID: 52641, Disposition: 050-Route, Last Updated: 02/14/2012 10:07AM). A red arrow points to the 'Screen Applicants' link in the navigation bar. The right window, titled 'Application Details', shows the details for applicant 'Seuss McSeuss' (ID: 52641). It includes sections for 'Resume Text' (with a text area), 'Attachments' (stating 'No attachment has been uploaded to this applicant's profile'), and 'Preferences' (including 'Desired Start Date', 'Regular/Temporary' options, and 'Geographic Preference' with 'First Choice' and 'Second Choice' fields). A red circle highlights the 'Main Menu' link in the top navigation bar of the 'Application Details' window. The browser's address bar at the bottom shows a JavaScript error: 'javascript:hAction_win0(document.win0,HRS_JO3_LNK_WRK_HRS_EDIT_PROFILE#0', 0, 0, 'Application', false, true);'. The browser status bar shows 'Done' and 'Internet'.