

PeopleSoft Manual

Recruiting Solutions for Site Administrators

Version 9.2
June 16, 2017



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Site Administrator Role

Site Administrators will perform the following duties:

- Intersession/Summer School
 - Run the S&I Selected Applicant Report
- Post & Bid
 - Run recruitment reports
 - Interview applicants
 - Select/reject applicants for Post & Bid

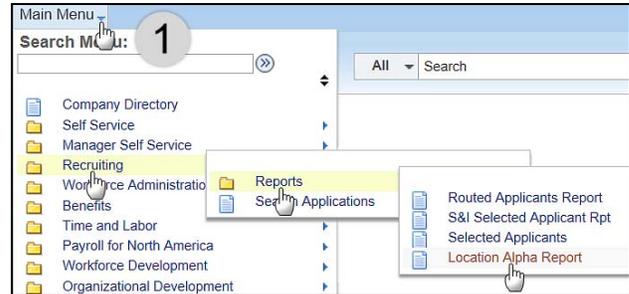
Location Alpha Report

Site Administrators can run the *Location Alpha Report* to see which employees at their site are requesting transfers through Post & Bid, or applying for Summer/Intersession jobs. **This is not a required report. It is for informational purposes only.**

Step 1

Navigate to the **Location Alpha Report** within the **Recruiting** area.

Click **Main Menu > Recruiting > Reports > Location Alpha Report**



Step 2

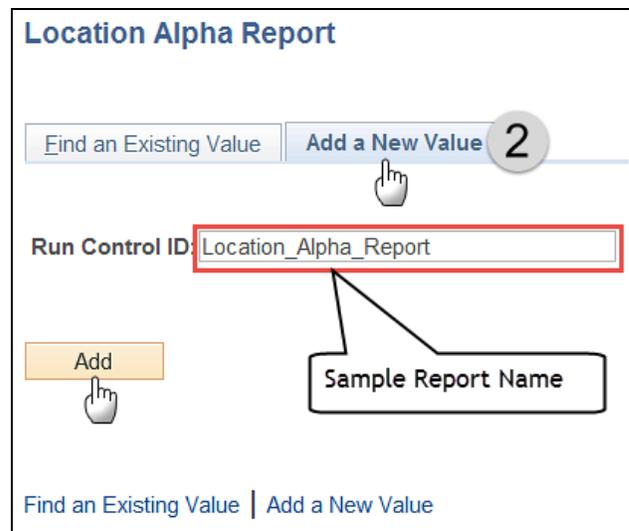
2.1 Click the **Add a New Value** tab.

2.2 Enter a **Run Control ID**. Create a name for your report. (See screenshot example)

2.3 Click the **Add** button.

NOTE: You only need to click the **Add a New Value** tab the first time you run a report. The next

time you run a report, just click the **Search** button. It will bring up all the Run Control IDs you have created. Click the appropriate link.



Step 3

Enter **Created (Open Date)**. The *Open Date* will be posted on the Certificated Postings website

<https://www.sandi.net/staff/human-resources/certificated-postings>

3.1 . All jobs for a certain recruitment period should have the same *Open Date*.

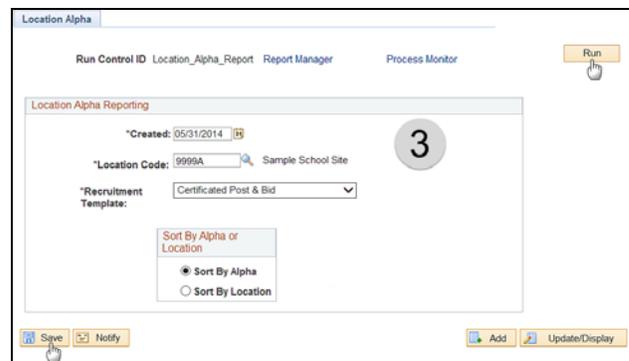
3.2 Enter the **Location Code**. (Ex: 9999A) This refers to the *Location* where the applicants' current assignments exist.

3.3 Enter the **Recruitment Template**. Select '*Certificated Post & Bid*' or '*Certificated Sum/Intersession*' depending on the recruitment period.

3.4 Select **Sort By Alpha**.

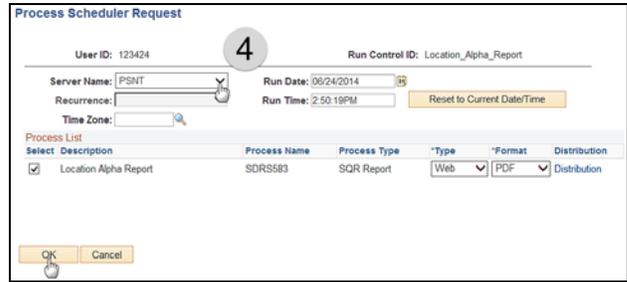
3.5 Click the **Save** button. Only the first time you setup the report.

3.6 Click the **Run** button.



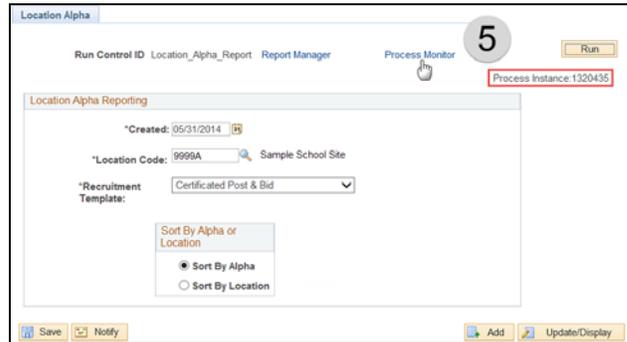
Step 4

- 4.1 Select *PSNT* from the drop-down menu for **Server Name**.
- 4.2 Click the  button.

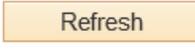


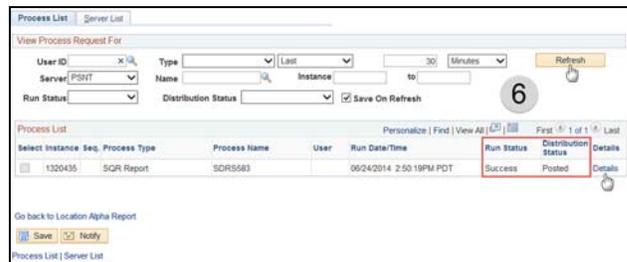
Step 5

- 5.1 Note your **Process Instance** number.
- 5.2 Click the [Process Monitor](#) link.



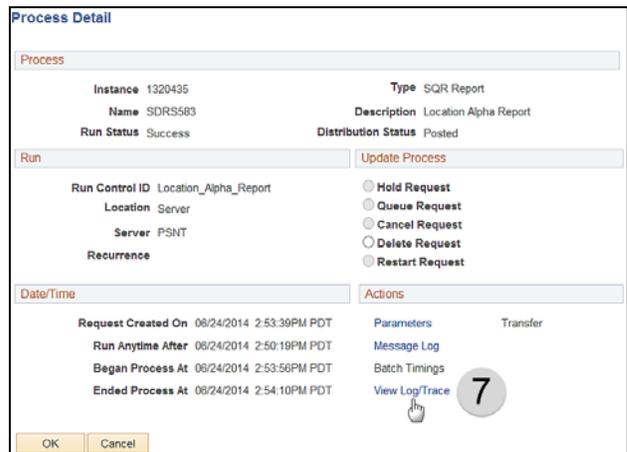
Step 6

- 6.1 Click the  button to update the **Run Status**.
- 6.2 When the **Run Status** reads **“Success”**, and the **Status** reads **“Posted”**, click the **Details** link.



Step 7

- Click the [View Log/Trace](#) link.



Step 8

Click the **.PDF** link that contains the Process Instance number that you noted above in step 5.

View Log/Trace

Report

Report ID: 899255 Process Instance: 1320440 Message Log
Name: SDRS583 Process Type: SQR Report
Run Status: Success

Location Alpha Report

Distribution Details

Distribution Node: PSREPORTS Expiration Date: 07/01/2014

File List

Name	File Size (bytes)	Datetime Created
SDRS583_1320440.PDF	8,733	06/24/2014 4:32:35.200000PM PDT
SDRS583_1320440.out	0	06/24/2014 4:32:35.200000PM PDT
SQR_SDRS583_1320440.log	1,713	06/24/2014 4:32:35.200000PM PDT

Distribute To

Distribution ID Type	Distribution ID
User	

[Return](#)

Step 9

Your report will open in Adobe Acrobat Reader. You can now view and/or print the report.

SAMPLE REPORT

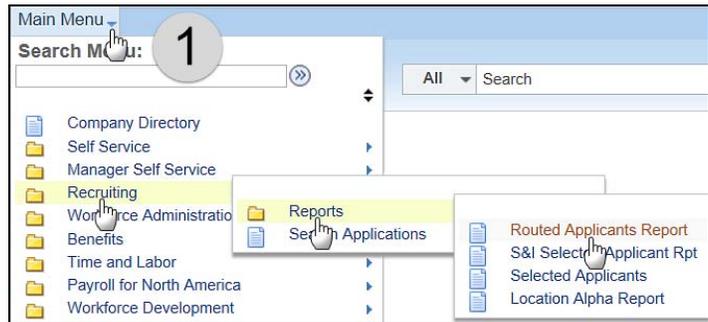
Task	Status	Created	Updated	Job Title	Session	Next Status	Next Date
...
...
...
...
...
...
...
...
...

Routed Applicants Report

The **Routed Applicants Report** shows all applicants routed to the site administrator during Post & Bid for each Job Opening. *This is a required report if you have Job Openings at your site.*

Step 1

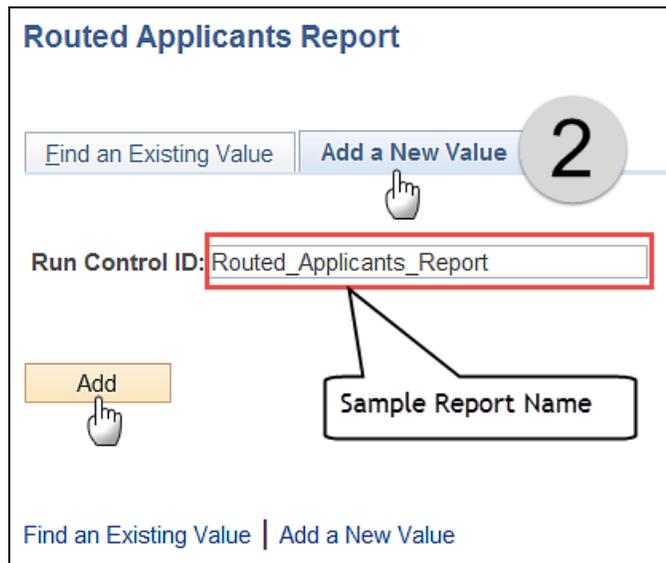
Navigate to the **Routed Applicants Report** within the **Recruiting** area. Click **Main Menu > Recruiting > Reports > Routed Applicants Report**



Step 2

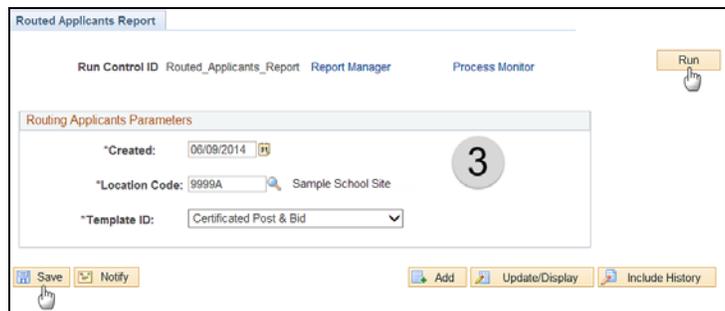
- 2.1 Click the **Add a New Value** tab.
- 2.2 Enter a **Run Control ID**. Create a name for your report. (See screenshot example)
- 2.3 Click the button.

NOTE: You only need to click the **Add a New Value** tab the first time you run a report. The next time you run a report, just click the button. It will bring up all the Run Control IDs you have created. Click the appropriate link.



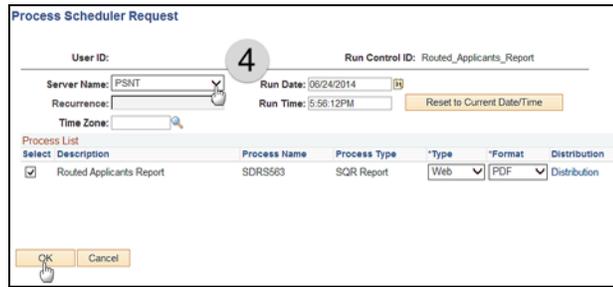
Step 3

- 3.1 Enter **Created (Open Date)**. The *Open Date* will be posted on the Certificated Postings website <https://www.sandi.net/staff/human-resources/certificated-postings>. All jobs for a certain recruitment period should have the same *Open Date*.
- 3.2 Enter **your site's Location Code**. (Ex: 9999A)
- 3.3 Enter the **Template ID**. Select '*Certificated Post & Bid*'.
- 3.4 Click the button. Only the first time you setup the report.
- 3.5 Click the button.



Step 4

- 4.1 Select *PSNT* from the drop-down menu for **Server Name**.
- 4.2 Click the  button.



Process Scheduler Request

User ID: [] Run Control ID: Routed_Applicants_Report

Server Name: **PSNT** Run Date: 06/24/2014 []

Recurrence: [] Run Time: 5:56:12PM [] [Reset to Current Date/Time]

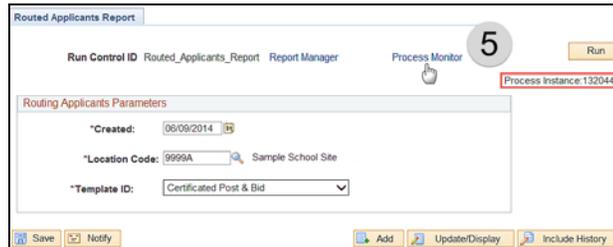
Time Zone: []

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Routed Applicants Report	SDRS563	SQR Report	Web	PDF	Distribution

[OK] [Cancel]

Step 5

- 5.1 Note your **Process Instance** number.
- 5.2 Click the [Process Monitor](#) link.



Routed Applicants Report

Run Control ID: Routed_Applicants_Report Report Manager [] Process Monitor [] [Run]

Process Instance: 1320441

Routing Applicants Parameters

*Created: 06/09/2014 []

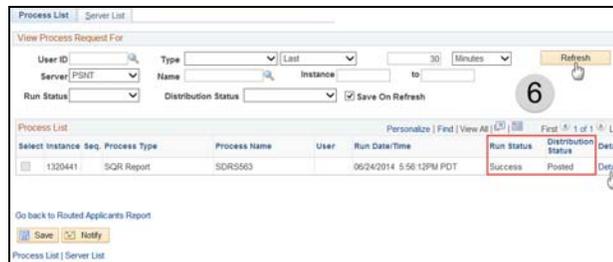
*Location Code: 9999A [] Sample School Site

*Template ID: [Certificated Post & Bid]

[Save] [Notify] [Add] [Update/Display] [Include History]

Step 6

- 6.1 Click the  button to update the **Run Status**.
- 6.2 When the **Run Status** reads **“Success”**, and the **Distribution Status** reads **“Posted”**, click the [Details](#) link.



Process List | Server List

View Process Request For

User ID: [] Type: [] Last: [] to: [] Minutes: [] [Refresh]

Server: PSNT Name: [] Instance: []

Run Status: [] Distribution Status: [] [Save On Refresh]

Select	Instance Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1320441	SQR Report	SDRS563		06/24/2014 5:56:12PM PDT	Success	Posted	[Details]

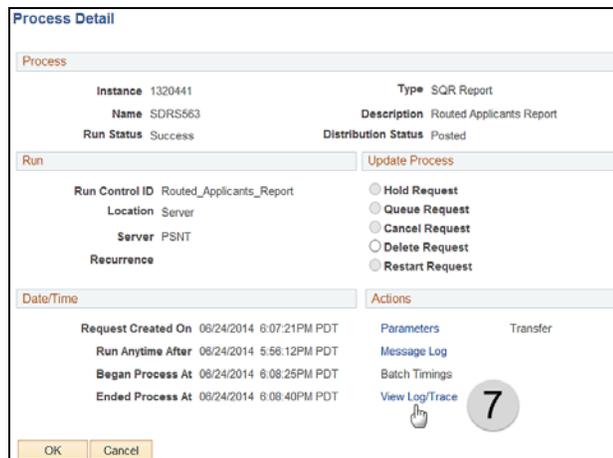
Go back to Routed Applicants Report

[Save] [Notify]

Process List | Server List

Step 7

- Click the [View Log/Trace](#) link.



Process Detail

Process

Instance: 1320441 Type: SQR Report

Name: SDRS563 Description: Routed Applicants Report

Run Status: Success Distribution Status: Posted

[Run] [Update Process]

Run Control ID: Routed_Applicants_Report [Hold Request] [Queue Request] [Cancel Request] [Delete Request] [Restart Request]

Location: Server

Server: PSNT

Recurrence: []

Date/Time

Request Created On: 06/24/2014 6:07:21PM PDT

Run Anytime After: 06/24/2014 5:56:12PM PDT

Began Process At: 06/24/2014 6:08:25PM PDT

Ended Process At: 06/24/2014 6:08:40PM PDT

Actions

Parameters [] Transfer []

Message Log []

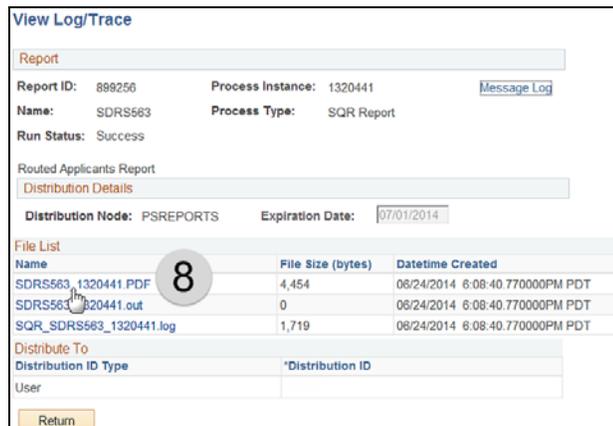
Batch Timings []

View Log/Trace []

[OK] [Cancel]

Step 8

- Click the **.PDF** link that contains the Process Instance number that you noted above in step 5.



View Log/Trace

Report

Report ID: 899256 Process Instance: 1320441 [Message Log]

Name: SDRS563 Process Type: SQR Report

Run Status: Success

Routed Applicants Report

Distribution Details

Distribution Node: PSREPORTS Expiration Date: 07/01/2014

File List

Name	File Size (bytes)	Datetime Created
SDRS563_1320441.PDF []	4,454	06/24/2014 6:08:40.770000PM PDT
SDRS563_1320441.out	0	06/24/2014 6:08:40.770000PM PDT
SQR_SDRS563_1320441.log	1,719	06/24/2014 6:08:40.770000PM PDT

Distribute To

Distribution ID Type [] *Distribution ID []

User []

[Return]

Step 9

Your report will open in Adobe Acrobat Reader. You can now view and/or print the report.

Important:

The Routed Applicants Report now contains the Routing Reason. Please review this carefully when planning interviews and making offers.

SAMPLE REPORT										
Report ID: 828263	PageInfo								9	Page No. 1
Location: 000A - All Locations Combined										
Run Date 06/25/2014										
Run Time 12:37:02										
Applicant Name	Employee ID	Applicant ID	Applicant Name	Company	Phone	Applicant Rank	STATUS	Key	Value	
		000A	011A	Pay Elementary	06/25/2014	0000	0000	0000	0000	
Job Opening Location: 070A Job Opening Number: 04209 Posting Title: Pub 2014-12 Post a Bid Spanish Teacher (1.00) Target Openings: 1.00										
There are currently no applicants in routed status for this job opening.										
Job Opening Location: 021A Job Opening Number: 04210 Posting Title: Pub 2014-12 Post a Bid Teacher Moderate/Severe Target Openings: 1.00										
There are currently no applicants in routed status for this job opening.										
Job Opening Location: 030A Job Opening Number: 04201 Posting Title: Pub 2014-12 Post a Bid Math Teacher Target Openings: 1.00										
There are currently no applicants in routed status for this job opening.										

Routing Reasons

Reason	Description
Priority Consid-Must Interview	Candidate has excess status and therefore, is ensured an interview and shall be selected. If there is more than one name listed, you must interview all candidates and select one candidate from the pool of excess teachers listed for the position.
Priority Consid-Must Offer	Candidate has excess status and therefore, is ensured an interview and shall be selected. If only one name is listed, you must interview and select.
(BLANK)	The applicant is not in a Perm or Prob status with contract, so the principal does not have to select the applicant, but the applicant may be a potential candidate for an intern program. Or, it can mean that an applicant at the secondary level does not meet ALL of the posted requirements, but the principal may still want to interview them. For example, the posted position for a middle school position may require a major in English, but a candidate with a supplemental still qualifies for the position. The principal can interview this person but does not have to select them.

Applicants Selection/Rejection

Site Administrators must review all routed applicants and interview, hire, or take action as noted in the Routing Reason located on the Routed Applicants Report. (See page 7) Once the Site Administrators have interviewed the routed applicants, and received verbal acceptance of verbal offers, the Site Administrators indicate their selected and rejected applicants for each Job Opening.

Using the *Search Applications* search page, from this list, the administrator can select or reject applicants.

Step 1

Navigate to **Search Applications** within the **Recruiting** area.

Click **Main Menu > Recruiting > Search Applications**

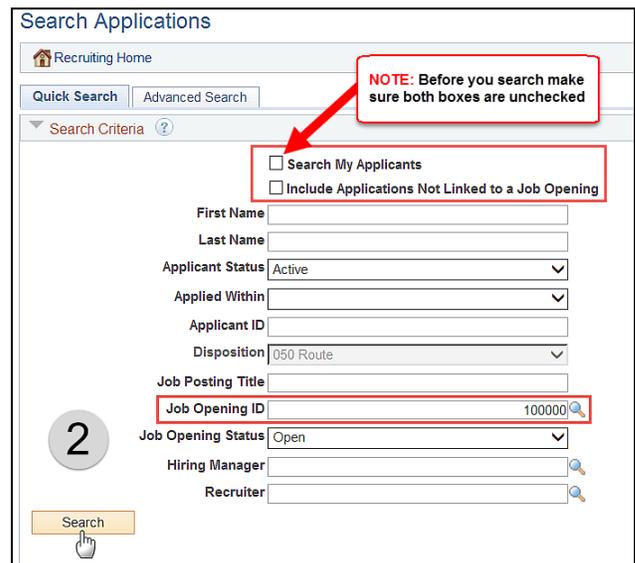


Step 2

Before you search make sure the *Search My Applicants* and *Include Applications Not Linked to a Job Opening* are unchecked. Enter the **Job Opening ID** from the *Routed Applicants Report*.

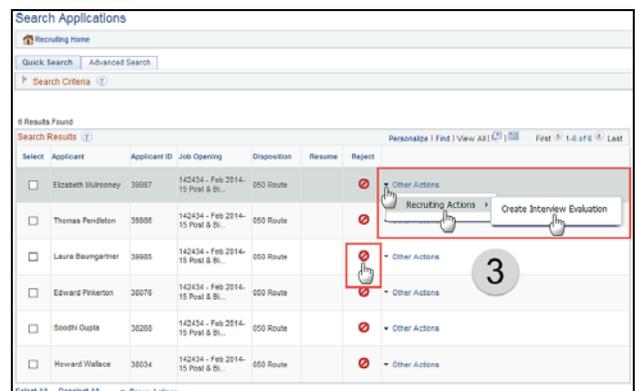
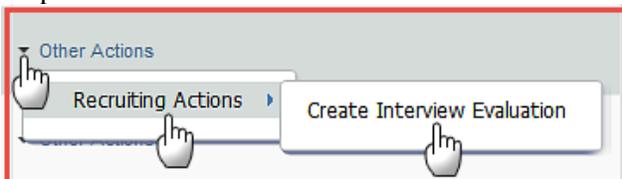
Click to view all applicants routed for that job opening. Site Administrators are restricted to viewing applicants for their location only and having the Disposition *050 – Route* only.

NOTE: The **Job Opening ID** is located on the *Routed Applicants Report*. (See page 7)



Step 3

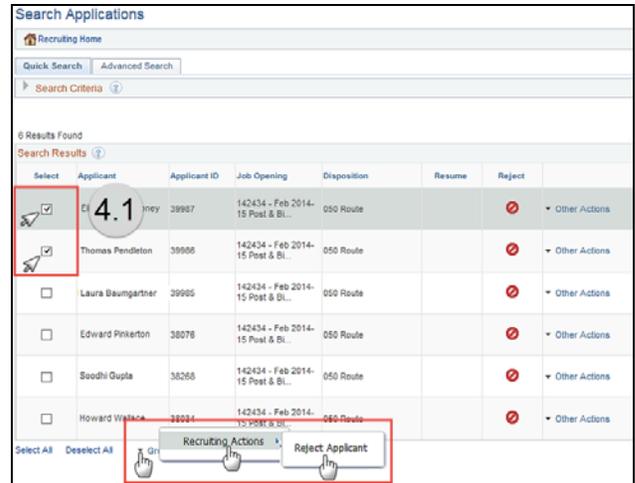
Site Administrators will be using the actions of *Reject Applicant* for rejections by clicking the **Reject** icon  or *Create Interview Evaluation* for applicant selections by using the *Other Actions* drop-down menu.



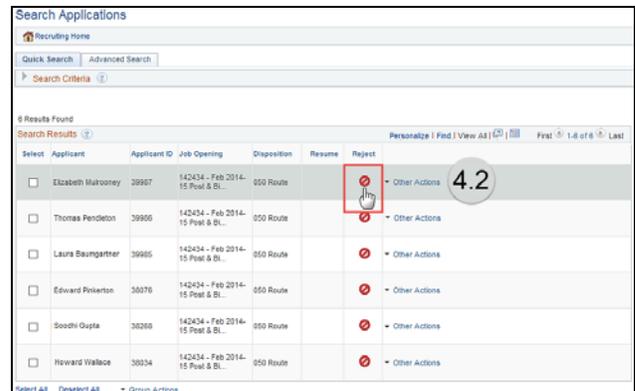
Step 4

- 4.1 To reject a group of applicants at once; click the *Select* checkbox for the applicants to be rejected. Then select *Reject Applicant* in the *Group Actions > Recruiting Actions* drop-down menu.

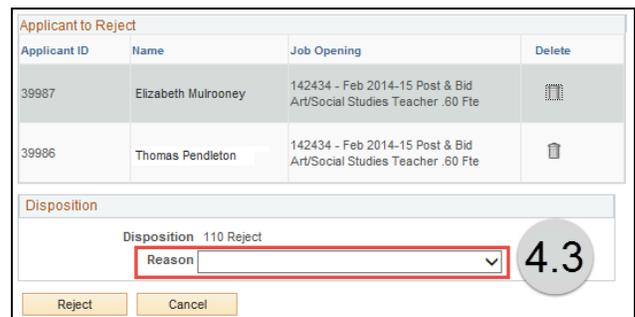
NOTE: The rejection reason must be the same for all applicants in the group.



- 4.2 To reject one applicant, click the red **Reject** icon  for that applicant.



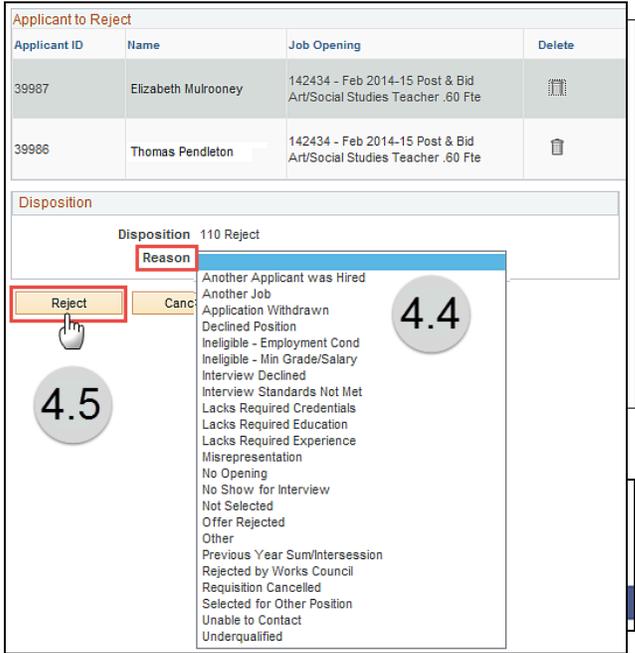
- 4.3 After triggering either the group or individual rejection, you will be taken to the **Applicant to Reject** page to select the appropriate reason for rejection.



- 4.4 Select the rejection reason from the list. (See below for list of Rejection Reasons).
- 4.5 Once you have selected the appropriate rejection reason click .

Rejection Reasons

- Another Applicant was Hired
- Another Job
- Application Withdrawn
- Declined Position
- Ineligible – Employment Cond
- Ineligible – Min Grade/Salary
- Interview Declined
- Interview Standards Not Met
- Lacks Required Credentials
- Lacks Required Education
- Lacks Required Experience
- Misrepresentation
- No Opening
- No Show for Interview
- Not Selected
- Offer Rejected
- Other
- Previous Year Sum/Intersession
- Rejected by Works Council
- Requisition Cancelled
- Selected for Other Position
- Unable to Contact
- Underqualified



Applicant ID	Name	Job Opening	Delete
39987	Elizabeth Mulrooney	142434 - Feb 2014-15 Post & Bid Art/Social Studies Teacher .60 Fte	
39988	Thomas Pendleton	142434 - Feb 2014-15 Post & Bid Art/Social Studies Teacher .60 Fte	

Disposition: 110 Reject

Reason: [Reason]

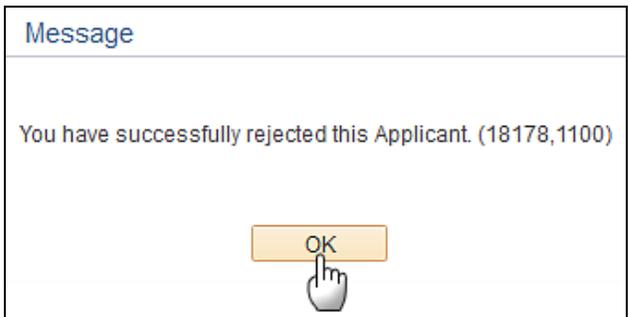
Reject [Canc]

4.5

4.4

- Another Applicant was Hired
- Another Job
- Application Withdrawn
- Declined Position
- Ineligible - Employment Cond
- Ineligible - Min Grade/Salary
- Interview Declined
- Interview Standards Not Met
- Lacks Required Credentials
- Lacks Required Education
- Lacks Required Experience
- Misrepresentation
- No Opening
- No Show for Interview
- Not Selected
- Offer Rejected
- Other
- Previous Year Sum/Intersession
- Rejected by Works Council
- Requisition Cancelled
- Selected for Other Position
- Unable to Contact
- Underqualified

Once you click **Reject** you will receive a message that you have successfully changed the disposition status. Click **OK**.



Message

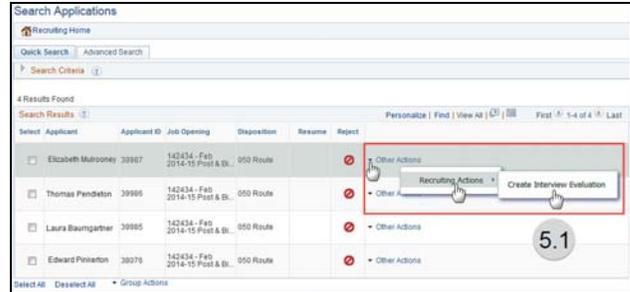
You have successfully rejected this Applicant. (18178,1100)

OK

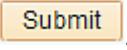
Step 5

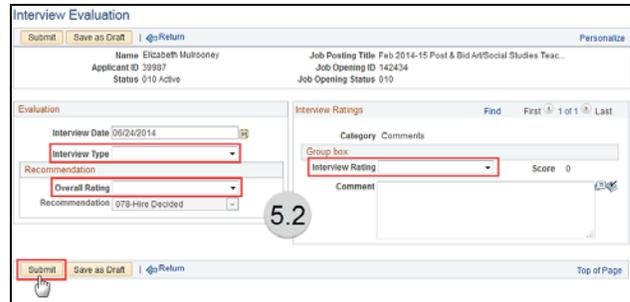
5.1 Administrators begin the selection process by selecting *Create Interview Evaluation* under the **Other Actions > Recruiting Actions** dropdown, which will open the *Interview Evaluation* page.

NOTE: You can only select one applicant, so **Group Actions** will not be used in this process.



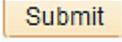
5.2 Once an applicant has been chosen via interview for the job opening, the **Interview Type, Overall Rating and Interview Rating** fields should be populated with the appropriate information. (See table.)

Click .



Field	Information to Enter
Interview Type	Select 'Campus' or 'Phone'
Overall Rating	Select 'Average' or 'Excellent'

Follow above table for information to enter.

5.3 Once you have clicked the  button, you will receive a successfully submitted interview evaluation message.

Click .



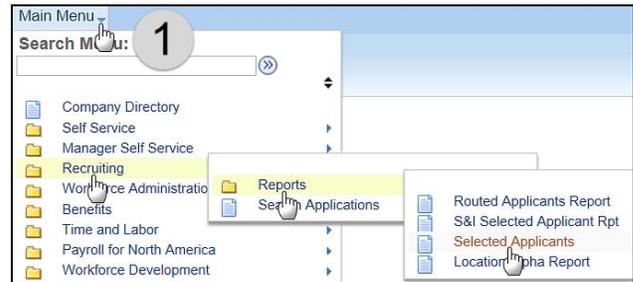
Selected Applicants Report

The *Selected Applicants Report* needs to be generated to show a list of applicants selected at the end of the Post & Bid recruitment process by Job Opening ID. The report will serve as a list of *your Hired Applicants*. *This report is for informational purposes only.*

Step 1

Navigate to the **Selected Applicants Report** within the **Recruiting** area.

Click **Main Menu > Recruiting > Reports > Selected Applicants**

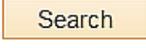


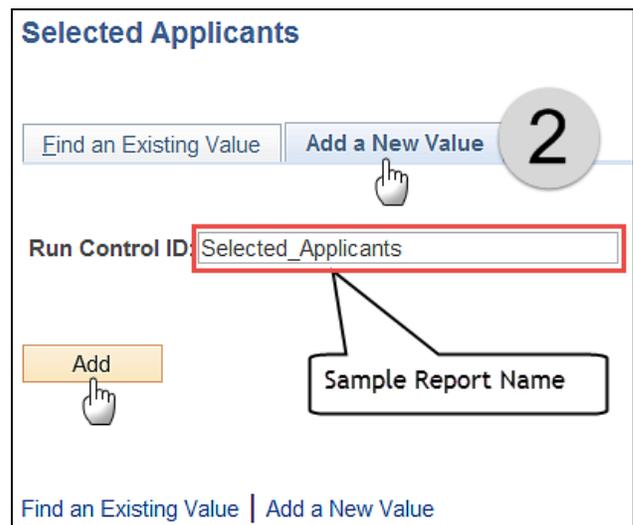
Step 2

2.1 Click the **Add a New Value** tab.

2.2 Enter a **Run Control ID**. Create a name for your report. (See screenshot example)

2.3 Click the  button.

Note: You only need to click the **Add a New Value** tab the first time you run a report. The next time you run a report, just click the  button. It will bring up all the Run Control IDs you have created. Click the appropriate link.



Step 3

3.1 Enter **Created (Open Date)**. The *Open Date* will be posted on the Certificated Postings website <https://www.sandi.net/staff/human-resources/certificated-postings>. All jobs for a certain recruitment period should have the same *Open Date*.

3.2 Enter **your site's Location Code**. (Ex: 9999A)

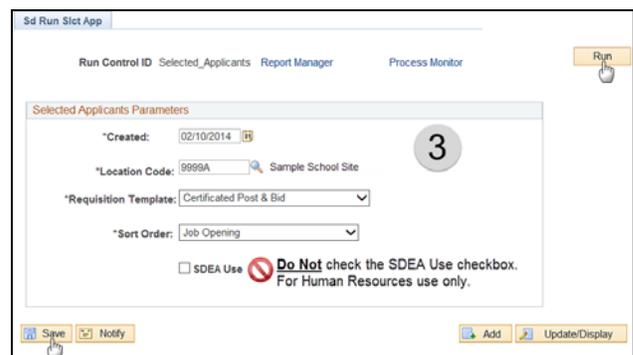
3.3 Enter the **Requisition Template**. Select '*Certificated Post & Bid*'.

3.4 Select *Job Opening* as the **Sort Order**.

3.5 **DO NOT check the SDEA Use checkbox.** This is for Human Resources use only.

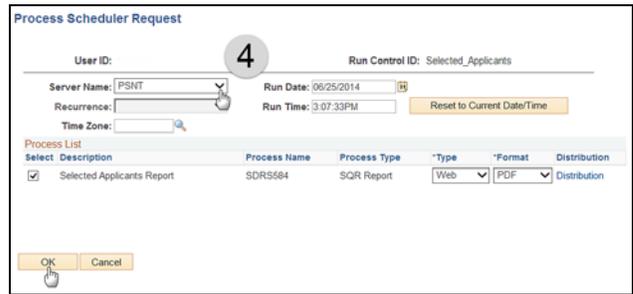
3.6 Click the  button. Only the first time you setup the report.

3.7 Click the  button.



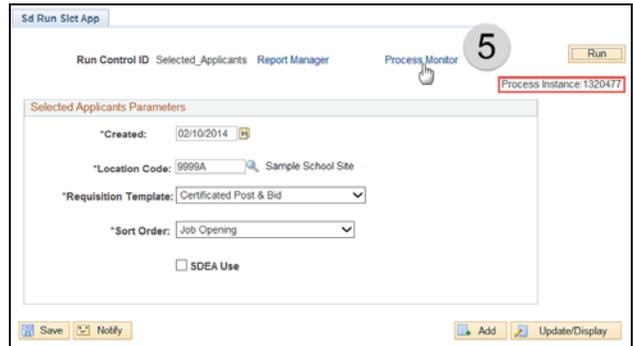
Step 4

- 4.1 Select *PSNT* from the drop-down menu for **Server Name**.
- 4.2 Click the  button.



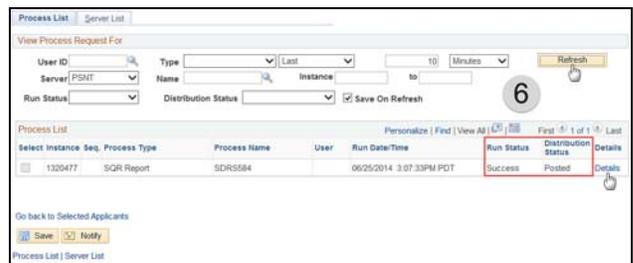
Step 5

- 5.1 Note your **Process Instance** number.
- 5.2 Click the [Process Monitor](#) link.



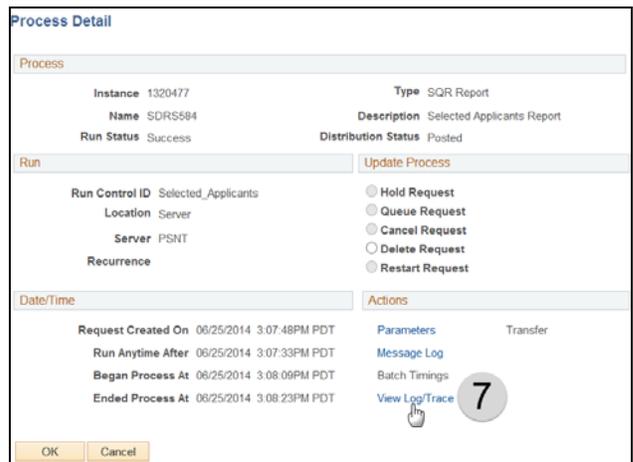
Step 6

- 6.1 Click the  button to update the **Run Status**.
- 6.2 When the **Run Status** reads “**Success**”, and the **Distribution Status** reads “**Posted**”, click the [Details](#) link.



Step 7

- Click the [View Log/Trace](#) link.



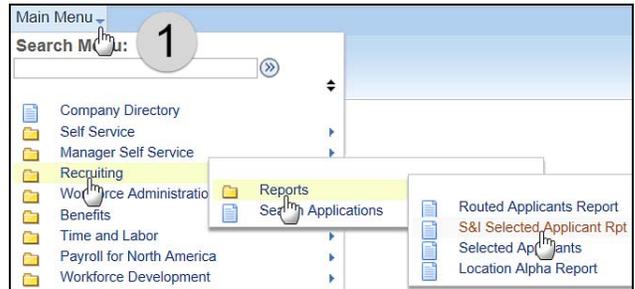
S&I Summer and Intersession Selected Applicants Report

Once the recruitment period has closed for Summer School or Intersession, the Site Administrators should generate the *S&I Selected Applicants Report*. This will show all applicants staffed for Summer/Intersession assignments. The report includes the chosen applicants' names, current locations, home phone numbers, and their new summer school assignment information. Only applicants in a status of 'Ready to Hire' or 'Hired' will be displayed. *If you have Summer School/Intersession at your site, this is a required report. Positions determined after eRecruit close date must be reported by an Add a Concurrent Job PAR.*

Step 1

Navigate to the **S&I Selected Applicants Report** within the **Recruiting** area.

Click **Main Menu > Recruiting > Reports > S&I Selected Applicants Rpt**



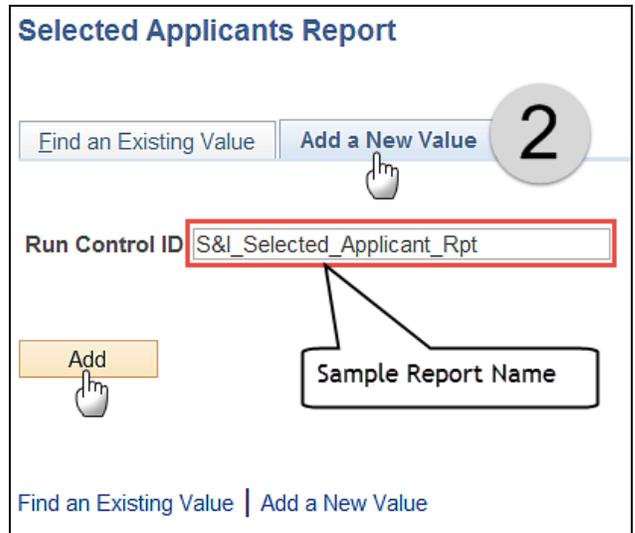
Step 2

2.1 Click the **Add a New Value** tab.

2.2 Enter a **Run Control ID**. Create a name for your report. (See screenshot example)

2.3 Click the **Add** button.

NOTE: You only need to click the **Add a New Value** tab the first time you run a report. The next time you run a report, just click the **Search** button. It will bring up all the run control IDs you have created. Click the appropriate link.



Step 3

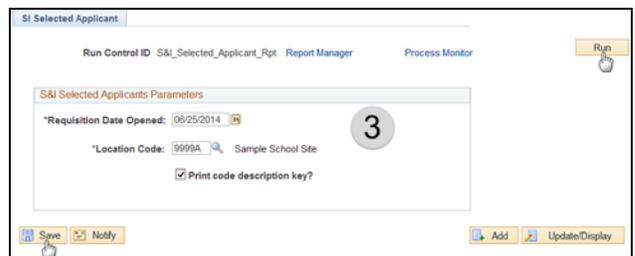
3.1 Enter the **Requisition Date Opened**. The *Open Date* will be posted on the Certificated Postings website <https://www.sandi.net/staff/human-resources/certificated-postings>. All jobs for a certain recruitment period should have the same *Open Date*.

3.2 Enter **your site's Location Code**. (Ex: 9999A)

3.3 Leave **Print code description key** checked.

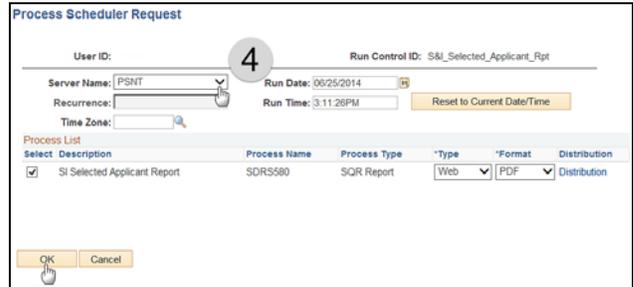
3.4 Click the **Save** button. Only the first time you setup the report.

3.5 Click the **Run** button.



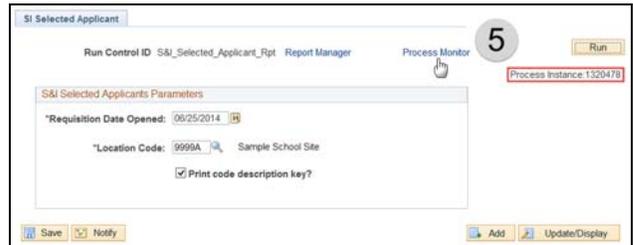
Step 4

- 4.1 Select *PSNT* from the drop-down menu for **Server Name**.
- 4.2 Click the  button.



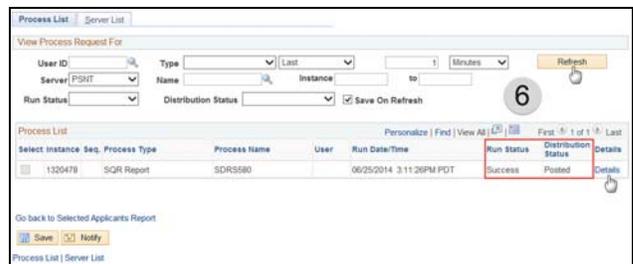
Step 5

- 5.1 Note your **Process Instance** number.
- 5.2 Click the [Process Monitor](#) link.



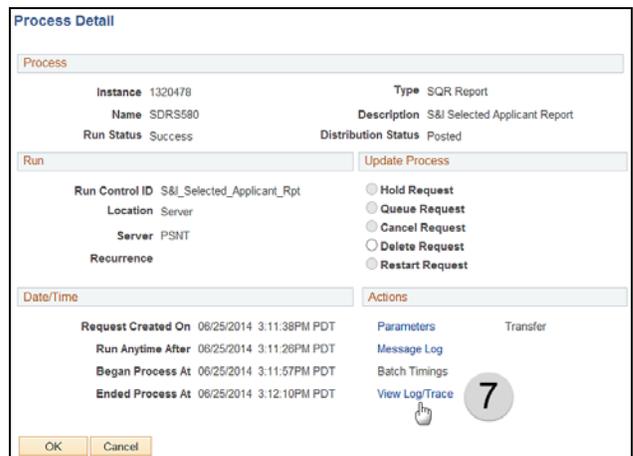
Step 6

- 6.1 Click the  button to update the **Run Status**.
- 6.2 When the **Run Status** reads **“Success”**, and the **Distribution Status** reads **“Posted”**, click the **Details** link.



Step 7

Click the [View Log/Trace](#) link.



Step 8

Click the **.PDF** link that contains the Process Instance number that you noted above in step 5.

