DISCLAIMER

Written by the North Dakota University System, February 2020.

This user guide is considered to be proprietary and confidential and may not be reproduced for any reason other than stated below without prior written consent.

EXCLUSION

This user guide has been prepared exclusively for North Dakota University System end-user training. The North Dakota University System may use information contained within this document for the sole purpose of personnel training. Additional manuals may be reproduced and edited as needed for training purposes ONLY. All other uses are prohibited without prior written consent.

Copyright © 2020 North Dakota University System. All Rights Reserved.
# Table of Contents

Introduction .................................................................................................................................................. 4

Recruiting Process Overview ........................................................................................................................ 5

Users Involved in the Recruiting Process ...................................................................................................... 6

Basics ............................................................................................................................................................. 7

Participant Involvement in the Recruiting Processes ................................................................................... 8

Approvals ...................................................................................................................................................... 9

Accessing Participant Recruiting Activities ................................................................................................. 17

Routing Response ....................................................................................................................................... 19

Interview Calendar ...................................................................................................................................... 27

Interview Evaluations .................................................................................................................................. 30

Evaluate Open Ended Questions ................................................................................................................ 34
INTRODUCTION

This user guide is intended for the role of Participant on the use of PeopleSoft HCM Recruiting Solutions v9.2 functionality in the NDUS environment.
RECRUITING PROCESS OVERVIEW

This graphic represents the high-level Recruiting Solutions processes in PeopleSoft.

<table>
<thead>
<tr>
<th>Process</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create Job Openings</td>
<td>Users create job openings; defining qualifications, creating questionnaires, establishing screening rules, creating posting content, and identifying the hiring team.</td>
</tr>
<tr>
<td>Post Job Openings</td>
<td>Users post jobs to Candidate Gateway, Campus websites, external job boards, and social media sites.</td>
</tr>
<tr>
<td>Enter Applicant Data</td>
<td>Applicants apply for job openings through Candidate Gateway.</td>
</tr>
<tr>
<td>Screen Applicants</td>
<td>Users run screening processes to calculate applicants’ qualification scores.</td>
</tr>
<tr>
<td>Route Applicants</td>
<td>Users send applicant information to interested parties and solicit feedback on next steps.</td>
</tr>
<tr>
<td>Interview Applicants</td>
<td>Users schedule interviews and solicit feedback from interviewers.</td>
</tr>
<tr>
<td>Make Offer</td>
<td>Users prepare offers for the selected candidates.</td>
</tr>
<tr>
<td>Hire Applicants</td>
<td>Users finalize the hiring of the selected candidates.</td>
</tr>
</tbody>
</table>
## Users Involved in the Recruiting Process

There are a number of different user roles involved in the Recruiting Solutions processes. Each role has different access in the system. A user in the system may be designated with more than one role.

<table>
<thead>
<tr>
<th>Role</th>
<th>Access and Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recruiter</td>
<td>Recruiters have access to the full set of recruiting activities for the job openings they are associated with, and the applicants that have applied to those job opening.</td>
</tr>
<tr>
<td>Hiring Manager</td>
<td>Hiring Manager is the term used in PeopleSoft for the role of Search Committee Chairs and Members, and for department level administrators who are responsible for creating job openings. Hiring Managers have access to a majority of the recruiting activities for the job openings they are associated with, and the applicants that have applied to those job opening. The primary difference between Recruiters and Hiring Managers is that Recruiters have additional access to search for Applicants, and Applications. Whereas Hiring Managers do not have access to these functions.</td>
</tr>
<tr>
<td>External Applicant</td>
<td>External Applicants are non-employees who can search for and apply for Job Openings through the external Candidate Gateway.</td>
</tr>
<tr>
<td>Employee Applicant</td>
<td>Employee Applicants are active employees who can search for and apply for Job Openings through Employee Self Service – Careers.</td>
</tr>
<tr>
<td>Participant</td>
<td>Participants refers to any employee who is designated to participate in the recruiting processes in some way: as Approvers, as Interviewers, as Evaluators of applicants Open Ended Questions.</td>
</tr>
<tr>
<td>HR</td>
<td>Human Resources will generally be responsible for processing the final Hire of the selected candidates through the ND Hire process.</td>
</tr>
<tr>
<td>Recruitment Administrator</td>
<td>Recruitment Administrators are the central CTS administrators who will have access to all Job Openings and Applicants. They will be responsible for overriding Approval processes, and running certain other recruiting processes that affect the system globally.</td>
</tr>
</tbody>
</table>
**BASICS**

Here are some basic FAQs regarding Recruiting Solutions.

- Users will only see Job Openings they are associated with.
- Users will only see Applicants who applied to Job Openings they are associated with.
- All Applicants must apply for Jobs through Candidate Gateway / Careers. Applicants will not be added manually.
- External applicants will apply through the external Candidate Gateway / Careers.
- Employees will apply through the Careers tile on their Employee Self Service homepage.
- Student applicants must apply through external Candidate Gateway / Careers, even if they have an existing Job record in HCM.
PARTICIPANT INVOLVEMENT IN THE RECRUITING PROCESSES

The recruiting process is primarily managed by users with the roles of Recruiter or Hiring Manager (Search Committee or department administrator). Some parts of the recruiting process allow for the participation of users who are not specifically designated in either of these roles.

Participants can be designated for the following processes:

- Approvals for Job Openings
- Approvals for Job Offers
- Providing Routing Responses
- Scheduled to Interview Applicants
- Providing Interview Evaluations
- Evaluating Applicant’s Answers to Open Ended Questions on Questionnaires
APPROVALS

In the recruiting processes, approvals are required for Job Openings and Job Offers. Each campus has defined their own unique approval chain for each of these process types within recruiting.

If a participant user is part of the approval chain, they will be notified of a pending approval by a notification email. The email will contain a link to the specific item to be approved. As an alternative, a user can view and act on pending approvals from the Approvals tile.

Accessing Approvals

Use the Approvals tile to access the Pending Approvals pages. The tile will display the number of pending approvals for the user.

Use the Pending Approvals page to view and access the pending items for approval for all types.

Click on an item to access the detail page.
**Job Opening Approval**

Use the Pending Approvals – Job Opening page to take action on a pending job opening. You can either approve or deny creating a new job opening, or push the item back to the requester.

Click on Additional Details to open the Additional Detail page.

Click on the ‘x’ button to return to the Pending Approvals – Job Opening page.

Click on Posting Destinations to open the Posting Destinations page.
Click on the ‘x’ button to return to the Pending Approvals – Job Opening page.

Click on the View Job Opening link to open the Manage Job Opening pages.

On the Manage Job Openings pages you can view details of the Job Opening, as well as view Attachments.

Click on the Activity & Attachments tab to access Attachments.
On the Activity & Attachments page you can access any Attachments associated with the Job Opening.

Click on Approval Chain to open the Approval Chain page.
On the Approval Chain pop-up page you can view who is part of the Approval Chain, and view any comments entered in the approval process.

Use the Approve, Deny, or Pushback, buttons to take action on the requested approval.
Job Offer Approval

Use the Pending Approval – Job Offer page to take action on a pending job offer. You can either approver or deny a job offer, or push the item back to the requester.

Click on the View Job Offer link to open the Prepare Job Offer page.

On the Prepare Job Offer page you can view details of the Job Offer.
Click on Approval Chain to open the Approval Chain page.

On the Approval Chain pop-up page you can view who is part of the Approval Chain.
Use the Approve, Deny, or Pushback, buttons to take action on the requested approval.

<table>
<thead>
<tr>
<th>Applicant ID</th>
<th>40406</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Opening ID</td>
<td>2921787</td>
</tr>
<tr>
<td>Start Date</td>
<td>04/06/2020</td>
</tr>
<tr>
<td>Hiring Manager</td>
<td>Krissy Kilwein</td>
</tr>
</tbody>
</table>
ACCESSING PARTICIPANT RECRUITING ACTIVITIES

![Diagram of accessing participant recruiting activities]

- Self Service
  - Time Reporting
  - Personal Information
  - Payroll and Compensation
  - Benefits
  - Recruiting Activities
  - Miscellaneous
**ROUTING RESPONSE**

Routing is the action of sending applicant information to recipients who are asked to provide input on the next step to take for the applicant.

A routing recipient will receive an email requesting their response. The email will contain a link to the Routing Response page.

To reach the page through navigation:

**Navigator > Self Service > Recruiting Activities > Routing Response**

Use the Routing Response list page to view a list of routing requests that have been sent to you.

**Filter Criteria**

**Show Applicants Routed Between:** Enter the date range for the routing requests you want to list on this page. This is matched against the route date shown in the Applicant List for Routing Response grid. **Route Response:** Select a value to filter the list by the routing response that you provided. The default value, **000 Pending** displays requests where no response has yet been provided. Select **All** to see all requests, both pending and completed. **Refresh:** Click to update the list of routing requests based on the specified filter criteria.

**Applicant List for Routing Response**

**Applicant ID and Name:** These fields identify the applicant who was routed. Click the applicant name to access the Routing Response details page, where you can supply your routing response. Each applicant that was routed to you is listed separately, even if the person who sent the routing used a group action to route multiple applicants at the same time. **Route Response:** Displays the routing response if one has been saved. **Route Date:** Displays the date that the routing was originally sent. **Posting Title:** Displays the posting title for the job opening for which you are being asked to review the applicant. **Initiator:** Displays the name of the person who routed the applicant.

**Click on an Applicant name to access the Routing Response detail page for the Applicant.**
Use the Routing Response detail page to link to view application and job details and enter a routing response.

**Routing Response**

- **Submit**
- **Return**
- **Personalize**

<table>
<thead>
<tr>
<th>Applicant Name</th>
<th>Mandy Pierce</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant ID</td>
<td>40425</td>
</tr>
<tr>
<td>Job Posting Title</td>
<td>Accounting Manager II</td>
</tr>
<tr>
<td>Job Code</td>
<td>310501 (Accounting Manager)</td>
</tr>
<tr>
<td>Job Opening ID</td>
<td>2821794</td>
</tr>
<tr>
<td>Job Opening Status</td>
<td>010 Open</td>
</tr>
<tr>
<td>Business Unit</td>
<td>DSU01 (Dickinson State University)</td>
</tr>
<tr>
<td>Position Number</td>
<td>00012234</td>
</tr>
</tbody>
</table>

**Response Details**

- **Routing Date**: 03/11/2020
- **Response Due Date**: 03/16/2020
- **Recommendation**: Enter your recommendation regarding the next step to take for this applicant for the current job opening.
- **View Application Details link**: Accesses the View Application Details page.
- **View Job Posting link**: Accesses the Manage Job Opening page.
- **Comments**: Enter comments related to the routing response.
- **Attachment**: Displays the file name of the attachment. Clicking this link opens the file.
- **Attachment Title**: Displays the description provided by the person who uploaded the file. The title shown here most likely will not match the file name used for any email attachments. The system renames files that are attached to routing emails because the original files names of the attachments might not be self-explanatory.
- **Attachment Type**: Describes the purpose of the attachment.

**Click on the View Application Details link.**
View Application Details

Use the View Application Details page to review the applicant’s complete job application details.

From this page you can link to view the applicant’s questionnaire, and view the applicant’s resume, cover letter, and any attachments.

Click on the View Questionnaire link to view the applicant’s questionnaire.
**View Questionnaire**

Use the View Questionnaire page to review an applicant’s answers to a completed questionnaire.

---

**View Questionnaire**

Mandy Pierce

<table>
<thead>
<tr>
<th>Applicant ID</th>
<th>40425</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Opening</td>
<td>2921794 Accounting Manager II</td>
</tr>
</tbody>
</table>

**Question 1003**

As of the date of hire, will you be at least 18 years old?

<table>
<thead>
<tr>
<th>Answers</th>
</tr>
</thead>
<tbody>
<tr>
<td>1001 Yes</td>
</tr>
<tr>
<td>1002 No</td>
</tr>
</tbody>
</table>

**Question 1004**

Can you provide proof, if hired, that you are eligible to work in the United States?

<table>
<thead>
<tr>
<th>Answers</th>
</tr>
</thead>
<tbody>
<tr>
<td>1001 Yes</td>
</tr>
<tr>
<td>1002 No</td>
</tr>
</tbody>
</table>

**Question 2164**

How many years experience do you have with management (managing employees and/or programs)?

<table>
<thead>
<tr>
<th>Answers</th>
</tr>
</thead>
<tbody>
<tr>
<td>10145 0 to Less than 2 years</td>
</tr>
<tr>
<td>10156 2 to 5 years</td>
</tr>
<tr>
<td>10166 5 to 10 years</td>
</tr>
<tr>
<td>10152 10 years or more</td>
</tr>
</tbody>
</table>

**Question 1066**

Do you have accounting experience in the following areas

---

Return to the Routing Response page for the Applicant, and click on the View Job Posting link.
**View Job Posting**

Use the Manage Job Opening Page to view aspects of a job opening, including applicants, reviewing activity notes, attachments, and expenses, and viewing the job opening details.

**Manage Job Opening – Applicants**

Use the Manage Job Opening - Applicants tab to review applicants for a job opening.
Manage Job Opening – Activity & Attachments

Use the Manage Job Opening - Activity & Attachments tab page to review job status history, notes, attachments, and expenses.
**Manage Job Opening - Details**

Use the Manage Job Opening - Details tab, and sub-tabs, to review opening data, including job information, job qualifications, screening settings, postings, and hiring team members.
Submit Routing Response

To provide a Routing Response, select a Recommendation, enter Comments, and click on the Submit button.

Once all of the Routing Responses have been submitted for an applicant, the recruiter will consolidate all of the responses to determine the next step for the applicant.
INTERVIEW CALENDAR

When a user has been scheduled to interview an applicant, the scheduled interview will appear on the users Interview Calendar in PeopleSoft. The user will also receive an email with details regarding the scheduled interview.

To reach the Interview Calendar page through navigation:

Navigator > Self Service > Recruiting Activities > Interview Calendar

Use the Interview Calendar page to see a weekly schedule of your interviews.

Date Controls
The interview calendar always displays a weekly schedule. The weekends are shaded gray, and the current date is shaded blue.
<Display Week Of>: When you enter a date, the system displays the week containing that date. The system also updates the date field to display the first day of the selected week.
Click the Previous Week and Next Week icons to scroll through weeks without entering actual dates.
As of <date>: Informational text shows the date and time that the data on the page was last refreshed. This text also indicates the time zone in which all dates and times are shown.
: Click the Refresh icon to refresh the data on the page.

Weekly Calendar
The calendar shows all scheduled interviews for the week. The calendar also includes links to related pages for Applicant, and Job Posting information.
Date: Displays the date for each day of the week.
Time: On days where interviews are scheduled, this column displays the start and end time of the interview.
**Applicant:** Displays the name of the applicant to be interviewed. Click the link to access the View Application Details page.

**Job Posting Title:** Displays the title of the job for which the applicant is interviewing. Click to access the Manage Job Opening page.

**Status:** Displays the interview status from the Interview Schedule page.

**Interview Location:** Displays the interview location.

**View Application Details**
## Manage Job Opening

### Applicants

<table>
<thead>
<tr>
<th>Select</th>
<th>Applicant Name</th>
<th>Set Prot</th>
<th>Applicant ID</th>
<th>Type</th>
<th>Disposition</th>
<th>Application</th>
<th>Resume</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔️</td>
<td>Victoria Smith</td>
<td></td>
<td>40023</td>
<td>External</td>
<td>Reject</td>
<td></td>
<td></td>
</tr>
<tr>
<td>✔️</td>
<td>John Doe</td>
<td></td>
<td>40024</td>
<td>External</td>
<td>Hold</td>
<td></td>
<td></td>
</tr>
<tr>
<td>✔️</td>
<td>Jane Brown</td>
<td></td>
<td>40025</td>
<td>External</td>
<td>Hold</td>
<td></td>
<td></td>
</tr>
<tr>
<td>✔️</td>
<td>Brian Davis</td>
<td></td>
<td>40026</td>
<td>External</td>
<td>Ready</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Status
- Status: Open
- Business Unit: 1542
- Department: 1542
- Job Family: 1542

### Action
- View All
- Download All
- Group Actions
INTERVIEW EVALUATIONS

Once the applicant interview has been completed, the interviewer is able to enter an Interview Evaluation. All scheduled interviews will be available for entering and viewing evaluations from the Interview Evaluations page.

To reach the Interview Evaluations page through navigation:

Navigator > Self Service > Recruiting Activities > Interview Evaluations

Use the Interview Evaluations list page to view a list of interviews you have been scheduled for.

Filter Criteria
Show Interviews Between: Enter the date range for the interviews you want to list on this page. This is matched against the interview date shown in the Applicant List for Interview Evaluations grid.
Refresh: Click to update the list of Interview Evaluations based on the specified filter criteria.

Applicant List for Interview Evaluations
Applicant ID and Name: These fields identify the applicant who scheduled for interview.
Interview Date / Start Time / Time Zone: Displays the date and time of the scheduled interview.
Job: Displays the posting title for the job opening for which you are being asked to provide the interview evaluation the applicant.
Interview Rating: For completed evaluations, this displays the overall rating entered in the evaluation.
Interview Type: Displays the interview type. When you create a new evaluation for a specific interview, the default interview type comes from the interview schedule, but you can override this value.
Action: Displays one of the following links:
• Evaluate Applicant appears when the evaluation has not yet been started. Click to access the Interview Evaluation page and begin the evaluation.
• Complete Evaluation appears when the evaluation has been saved, but not yet submitted. Click to access the Interview Evaluation page and continue to work on the evaluation.
• View Evaluation appears when the evaluation has been submitted. Click to access the read-only version of the Interview Evaluation page.

Click on an Evaluate Applicant link to access the Interview Evaluation detail page.
Use the Interview Evaluation page to create, update, or review interview evaluations.

Evaluation

**Interview Date:** Displays the date of the interview.

**Interview Type:** Displays the interview type. When you create a new evaluation for a specific interview, the default interview type comes from the interview schedule, but you can override this value. It is not necessary to keep the interview type the same in the interview evaluation and the interview schedule.

Recommendation

**Overall Rating:** Enter an overall rating.

**Recommendation:** Enter an overall recommendation.

**General Comments:** Enter text comments to support the overall recommendation.

Interview Ratings

**Category:** The grid lists the rating categories that are associated with the interview template for the job opening.

**Interview Rating:** Select a rating for the given category.

**Score:** The system displays the score that is associated with the rating you select.

**Comments:** Enter an evaluation comment for the specified category.

Enter an Interview Evaluation by selecting an Interview Rating, and entering optional comments, for each Category in the right-hand column.
**Interview Evaluation**

Submit  |  Save as Draft  |  Return

- **Name**: Mandy Pierce
- **Applicant ID**: 40425
- **Status**: 010 Active

**Evaluation**

- **Interview Date**: 03/13/2020
- **Interview Type**: Campus

**Recommendation**

- **Overall Rating**: Above Average
- **Recommendation**: Open
- **Comments**: 005 Interview, 020 Make Offer, 100 Hold, 110 Reject
Complete the Interview Evaluation by selecting an Overall Rating and Recommendation for next steps, you can also enter optional comments for the Recommendation. Click on the Submit button to complete the Interview Evaluation.

Once all of the Interview Evaluations have been submitted for an applicant, the recruiter will consolidate them to determine the next step for the applicant.
**EVALUATE OPEN ENDED QUESTIONS**

Applications for Job Openings can contain questionnaires that the applicant must answer in order to submit the application. One type of question is an Open Ended Question. This type of question does not have pre-defined answers to choose from. Instead, the applicant is required to provide a written answer to the question, similar to an essay.

When the Job Opening is created with an Open Ended Question, there must be evaluators designated who will be responsible for scoring the answers that the applicants provide to the Open Ended Questions. The point score provided for the answer is used in the screening process as part of an overall score.

If a user has been designated as an evaluator for an Open Ended Question, whenever an applicant applies for the Job Opening and provides their answer, the item will appear on the Evaluate Open Ended Questions page. In addition, the evaluator will receive an email requesting that they evaluate the applicant’s answer.

To reach the page through navigation:

**Navigator > Self Service > Recruiting Activities > Evaluate Open Ended Questions**

Use the Evaluate Open Ended Questions page to review a list of open-ended questions whose answers you have been assigned to evaluate.
**Reference Number:** To help ensure non-biased evaluation, the system identifies answers to be evaluated using a reference number rather than providing identifying information for the applicant or job opening. The reference number is used in reminder notifications as well as on this page.

**Points Given:** If you entered points on the Evaluate OE Answers page and then saved without submitting, the point value appears in this column. The column is empty for questions where you have not saved a point value.

**Evaluated:** Displays a deselected check box to indicate that the evaluation is not complete.

**Primary Recruiter:** Displays the primary recruiter, if any, for the job opening with which the question is associated.

Click the reference number to access the Evaluate OE Answers Page, where you can award points for the answer.

Use the Evaluate OE Answers (evaluated open ended answers) page to assign scores to answers for open-ended questions.

![Evaluate OE Answers](image)

**Reference Number:** The system identifies answers to be evaluated using a reference number rather than providing identifying information for the applicant or job opening. This helps ensure non-biased evaluations.

**Question:** Displays the full text of the question.

**Applicant Answer:** Displays the applicant’s answer to the question.

**Maximum Points:** Displays the maximum points that the evaluator can award the applicant for this answer.
**Total Words:** Displays the word count for the answer.

**Enter Evaluation Points:** Enter the number of points to be awarded to the applicant for this answer. Refer to the Maximum Points value to determine the rating scale for points.

Enter Evaluation Points and click on the Submit button to score the answer.

Once all of the Open Ended Questions have been evaluated for an applicant, the recruiter will be able to run the Screening processes to determine the applicants screening score.