

Minnesota Management & Budget

Recruiting Solutions

Recruiter User Guide

Updated: 07/19/2019

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Overview of PeopleSoft Recruiting Solutions

Recruiting Solutions is a part of Oracle’s Human Capital Management system (SEMA4) and interfaces with current systems gaining efficiencies in moving applicants through the different roles – from applicant to candidate to finalist to Pre Boarding and finally Onboarding.

Recruiting Solutions is comprised of two modules:

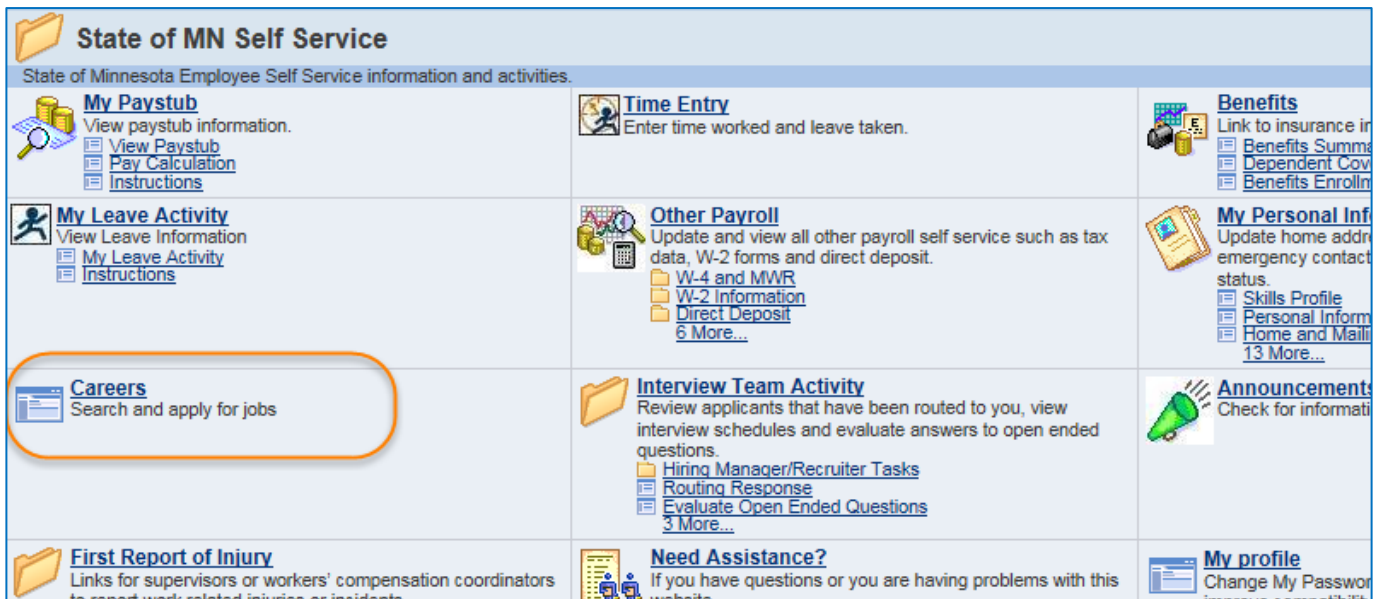
Recruiting is the module that Recruiters and Hiring Managers will use to create job openings and manage applicants.

- ❖ Create Job Openings
- ❖ Post Job Openings
- ❖ Manage Applicants
- ❖ Screen Applicants
- ❖ Manage Applications
- ❖ Manage Interviews
- ❖ Prepare for Hire

Careers is the public-facing side where state employees and external applicants will:

- ❖ Search and apply for job openings
- ❖ View and apply for saved job openings
- ❖ Create job search agent
- ❖ Upload resume & cover letter
- ❖ Review Applications
- ❖ Track Job Openings
- ❖ Maintain contact information
- ❖ Accept job offers

Current state employees will access Careers through State of MN Self Service.



External Applicants access Careers at: mn.gov/careers

The Guide to Your Next Career

Nurses. Engineers. Park Rangers. Communications professionals. If you are looking for a career change, the State of Minnesota offers a number of jobs in a wide array of fields. By joining the team you will not only gain access to great health benefits and professional development, you will be helping to build a better Minnesota. So whether you are a native Minnesotan or new to the land of 10,000 lakes, why not see what great career awaits within Minnesota government? We'd love to have you

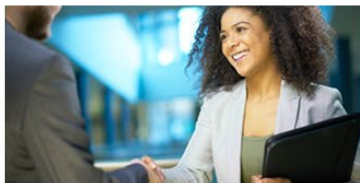


Tips to improve your experience on this website:

[Clearing browser history and cache](#)

[Additional tips to improve your experience](#)

Search for Careers Within the State of Minnesota



External Applicants

Interested in working for the State of Minnesota? Check out our job openings to find a career that's the perfect fit. [Search for jobs now.](#)



Current Employees

Looking for a promotion within the State of Minnesota? Or perhaps there's another agency that interests you. Learn about the application and bidding process or search for jobs through the [Careers Portal in Self Service.](#)



Accessible Applicant Portal

Using a screen reader? Enter our [accessible applicant portal.](#)

CAREERS

- [Accessibility](#)
- [Contact Us](#)
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Minnesota Management & Budget
658 Cedar Street
Saint Paul, MN 55155



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Careers

Careers is the applicant-facing module of Recruiting Solutions.

Search for Jobs/Save Searches

Applicants can search for jobs, view a list of the latest job openings, view job descriptions, and save job searches. When saving a search, Applicants can choose to receive automated email notifications. Applicants can indicate job postings as a favorite for later review in their My Favorite Jobs link.

Apply for Jobs

Applicants follow a guided navigation process when applying to jobs and complete the application process. Applicants can save job postings to a list for later review.


Review Notifications

As an Applicant moves through the review process, notifications related to interviews, and job offers are sent to the Applicants' primary email address and to their Careers My Notifications page.

Accept a Job Offer online

If you are offered a job, you will receive an email with instructions to view the offer details on your **My Notifications** page and accept or reject the offer online.

Select the **View Offer** link to open the job offer page.

My Notifications		Job Search My Notifications 3 My Activities My Favorite Jobs My Job Search Agent My Contact Information				
Job Offers						
View Offer	Job Title	Job ID	Status	Location	Offer Date	Expiration Date
View Offer 	Accounting Officer	1153	New	St. Paul	08/20/2015	12/31/2015

The Job Offer page provides step-by-step instructions to:

- Step 1: Review Offer Information by selecting the Offer Letter link.
- Step 2: Acknowledge Offer.
- Step 3: Return Completed Documents if requested.
- Step 4: Select Accept or Reject.

Maintain Personal and Account Information

Once registered, external Applicants can manage their account information, and reset their user name and password as needed. Employees will manage their Careers account information in Self Service.

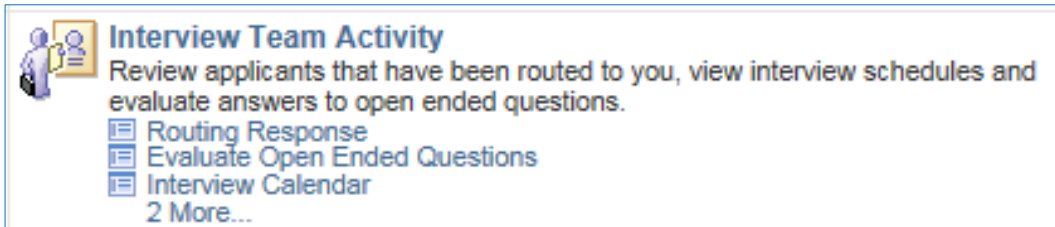
Email a Friend

When State employees or external Applicants find a job opening that might interest someone they know, they can use the Careers system to email the job posting to that person. However, when a State employee emails an internal job posting link to a non-State employee, the non-State employee will not be able to view the job posting. Job posting links expire when the job posting closes.

Interview Team Activity Folder

When you are on an interview or hiring team, you may receive email notifications to respond to interview team activities such as viewing applications, job opening information, and evaluating Applicant responses.

All interview team activities are performed in Self Service in the Interview Team Activity folder.



Routing Responses

When Applicant information has been routed to you, select the Routing Response link in the email notification you receive.

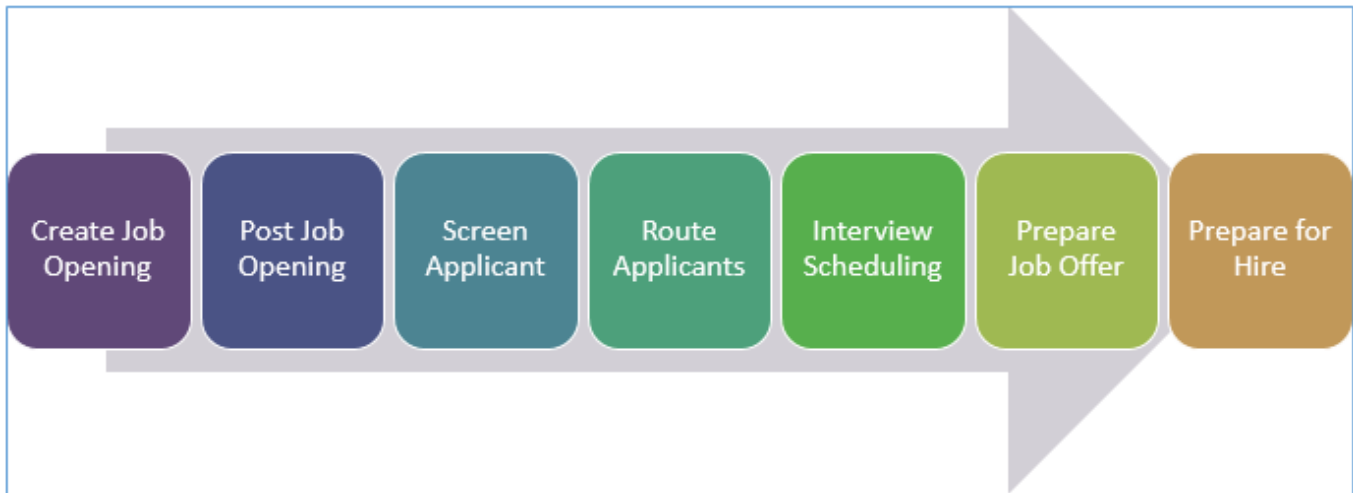
- 1) Select a response from the drop down menu.
- 2) Select Save when finished. Your response is then sent to Human Resources, the Hiring Manager, or both.
- 3) Select Return to go back to your Routing Response page.

The **Evaluate Open Ended Questions** page contains answers to open ended questions that Human Resources or the Hiring Manager asked the Applicant when they applied.

- 1) Select the Reference Number link to view specific job Applicant responses and to score the Applicant's response.
- 2) After scoring, select the Submit button.
- 3) Your response is then sent to Human Resources, the Hiring Manager, or both.

Interview Calendar and **Interview Team Schedule** pages provide interview information such as: date, time, location, and the Applicant's name. Select the interview time link for additional interview details.

Recruiting Solutions Business Process



Create a Job Opening

Create and manage job openings for your agency. A single job opening can be used to fill one or many vacancies. Job openings include details about the job including; job class, agency, location, position number, work schedule, and salary.

Post Job Opening

Once a Job opening is created a Recruiter with posting authority will post the job. Recruiters will be able to assess the effectiveness of the various posting sources by tracking which Applicants come from which source in OBIEE.

Screen Applicants

The screening process help Recruiters and Hiring Manager's understand an Applicant's ability to successfully perform the job. Questions posed to the job seeker while they complete the online application are used to automatically remove unqualified job seekers from the Applicant pool by assessing pre-determined minimum qualifications.

Route Applicants

A Recruiter can send employees involved in the hiring process a notification (by email) requesting a recommended disposition for an Applicant.

Interview Applicants

Interviews can be scheduled and managed through Recruiting Solutions. Candidates and members of the hiring/interview team are automatically scheduled and notified.

Prepare Job Offer

Recruiters will prepare job offers in Recruiting Solutions. Finalists will accept (or reject) job offers within the system.

Prepare for Hire

Recruiters can integrate the hire from Recruiting Solutions to SEMA4. This process sends Applicant data to SEMA4 which begins the Manage Hire pre-boarding process.

Recruiting Solutions Roles

Recruitment Administrator: This role is limited to MMB staff. Recruiters should contact their Agency Services Representative to grant posting authority, add screening questions to the system, or to merge Applicants.

Recruiter with Posting Authority: The **M_Recruiter** role is given to the Admin Login ID in SEMA4 and added to the Employee ID in Self Service. Recruiters that have been granted delegation of authority to post jobs to Careers. This role will also have access to create job openings, manage Applicants, prepare job offer, and prepare for hire in Recruiting Solutions. This role will also be able to edit job openings in “open” status. If you currently have delegation of authority to post jobs, MMB will provide this access. The process to request and receive delegation authority remains unchanged.

Recruiter without Posting Authority: The **M_Recruiter** role is given to the Admin Login ID in SEMA4 and added to the Employee ID in Self Service. This role will have access to create job openings, manage Applicants, prepare job offer, and prepare for hire in Recruiting Solutions. A Recruiter without posting authority will only be able to create job openings in draft status. They will not be able to post jobs to Careers or make edits to a job in “open” status. They will send the draft job opening to a Recruiter with posting authority to post on Careers.

Recruiter Limited: The **M_Search Applicants** role is given to the Admin Login ID in SEMA4 and added to the Employee ID in Self Service. This role will have access to Search Job Openings, Search Applicants, Search Applications, Upload Resume and Send Correspondence for their agency’s postings only. The Recruiter Limited role will not have the authority to Create or Post Job Openings, Edit Dispositions or access to Related Content reports. This role was designed for an HR Assistant or Receptionist to provide assistance to the HR Office and does not require the Recruiter role.

All Recruiters need to complete the SWIFT Security Access Form.

Hiring Manager: The **M_Hiring_Manager** role is auto-generated to managers and supervisors based on the Manager Level on their Job Code Profile in SEMA4. This grants access to the Hiring Manager/Recruiter tasks folder is within the Interview Team Activities folder in Self Service. This role is updated on a nightly batch process and does not required a Security Access form.

Hiring Manager Proxy: Agencies may also assign a proxy to work on behalf of a manager or supervisor. Proxies will have the same access as a manager or supervisor. Request for this access requires a SWIFT Security Access Form.

Active State Employee: The **M_RS Self Service** role is auto-generated to all active employees on their Self-Service employee ID and grants access to Careers and the Interview Team Activity folder (Routing Response, Evaluate Open Ended Questions, Interview Calendar, Interview Team Schedule, and ARL Claimers Only). Upon separation from State service, employees will have the Careers link folder removed from their Self Service account and would need to apply for any positions on the public Careers website.

External Applicant: Will access the Careers website at [Minnesota Careers](#) to search and apply for jobs, and manage their Applicant activities. External Applicants will create and manage their own Careers user name and passwords.

Affirmative Action Officer: A new role has been created for Affirmative Action Officers who are not Recruiters. Affirmative Action Officers will have access to the system so that they can monitor the hiring process. Their access allows them to see the demographic make-up of the Applicant pool. Affirmative Action officers need to complete the SWIFT Security Access Form.

Accessing Recruiting Solutions



Never share your password. There is no such concept of a shared license with Recruiting Solutions. Access to Recruiting Solutions is assigned to Recruiters after completing training and submitting a completed Request for Access to SWIFT Statewide Systems form. You are assigned a row level security profile that will give you access to the Recruiting folder for your agency. Users will have different access based on their security profile.

During business hours Recruiters will sign in to SEMA4 using their Administrative (SEMA4) ID and password. **Business Hours**

Monday –Thursday: 7 a.m. – 7 p.m.

Friday's: 7 a.m. – 5 p.m.

Signing in to Recruiting Solutions:

- 1) Open the SEMA4 Sign in page
- 2) Enter your **Administrative User ID** and **Password**.
- 3) Select the **Sign In** button.
- 4) **Navigation:** Main Menu > Recruiting > Recruiting Home
- 5) Select the **Recruiting Home** link to access your recruiting home page.

After business hours access: The Hiring Manager/Recruiter Task folder the actions available will be based on your security and if you are associated with a Job Opening.

- 1) Open the [Self Service Portal](#)
- 2) Enter Employee ID and **Password**.
- 3) Select the **Sign In** button.
- 4) **Navigation:** Main Menu > State of MN Self Service > Interview Team Activities > Hiring Manager/Recruiter Tasks

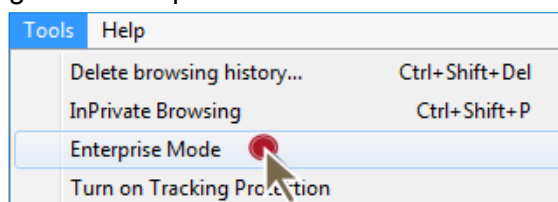
Supported Browsers

As you work in PeopleSoft applications; you might notice that slight variations exist on the same transaction page depending on the browser that you use. On occasion, some browsers cause Recruiting Solutions to exhibit behaviors that vary from the expected behavior. Some of these differences are very subtle and have no impact on the performance of the application, while others might alter the look and function of Recruiting Solutions pages.

PeopleSoft certifies multiple browsers and browser versions for use with their applications, however, as web based technologies evolve, and our MN.IT policies adapt, browsers will need to be tested with all

- ✓ Mozilla Firefox 24.x or higher
- ✓ Google Chrome 35.x or higher
- ✓ Internet Explorer 9 and 11*

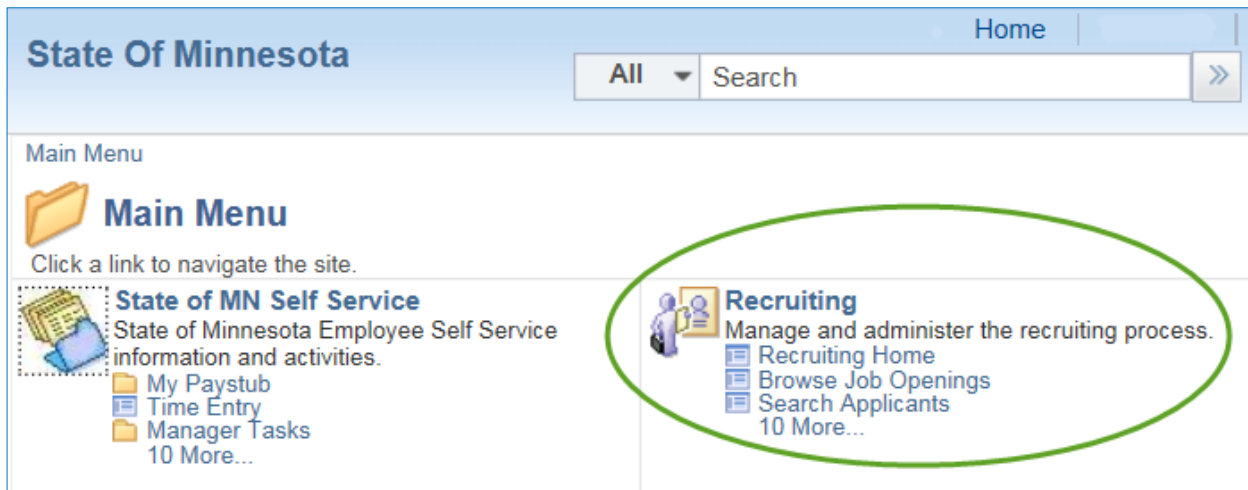
*If you are using IE11 Enterprise Mode needs to be turned off. Enterprise Mode is in the Tools menu.



Contact MN.IT support if you need help with Browsers.

Recruiting Home Page

The **Recruiting Home** page displays the Quick Links that provide access to recruiting actions.



Quick Links:

Browse Job Openings: Search for job openings using a combination of keyword and Filter By search criteria.

Search Applicants: Perform a quick search for Applicants that have applied to your job openings.

Search Applications: Search recruiting records based on a combination of Applicant and job opening criteria such as Applicant name, Applicant status, application date, disposition, job posting title, job opening ID, job opening status, Recruiter, etc.

Search Job Openings: Once a job is in open status, a Recruiter will use Search Job Opening to find their job and open the **Manage Job Opening** page. Search for job openings with search criteria fields. For example Job Posting Title, Job Opening ID, Status, Recruiter, and job Association.

Create Job Opening: This link will bring you to the Job Details page where you will follow the process of creating a job opening.

Interview Calendar: Schedule interviews and send appointments to Applicants. Once scheduled, you are able to print out an interview calendar. If an appointment is changed you will need to send a new appointment. Changing on this schedule does not update the Applicant's calendar.

Helpful Tips:

Multiple Browser Windows:

Recruiters who also access SEMA4 can be logged into Recruiting Solutions in one browser window (Internet Explorer) and SEMA4 (Firefox) in another browser window at the same time.

System time out:

Recruiting Solutions and Careers will time out after 20 minutes of inactivity. Users will receive pop up warning when they have reached 20 minutes of inactivity.

Recruiting Home Page continued




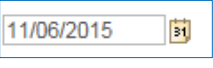

Should the system time out:

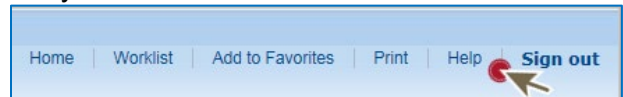
- Recruiters and Hiring Managers are brought back to the Administrative/SEMA4/Self Service log in page.
- Employees are brought back to Self Service login page.
- External Applicants are brought back to the Careers site.

System Navigation Tips:

Use the provided navigation on each page, such as Return to previous page. Avoid using the browser back and forward buttons to navigate. This will result in inconsistent data and may not save information properly. To move on to another action in Recruiting Solutions use the breadcrumb navigation.

Common System Icons:

-  Recruiting Home is also a link used to return to the Quick Links page.
-  **Look Up** icon to search for and select criteria.
-  **Spell check** icon is available in fields that you will use to type information.
-  **Calendar** icon is best to use to make sure the date format is correct.
-  Trash can to delete rows.
- For Recruiting Solutions help select the Help link at the top of the page. This will link you to the HR HR Toolbox.



Recruiting Solutions Recruitment Areas

Recruiting Solutions has six recruitment areas. Each recruitment area has statuses and reasons to move an Applicant through the process. A status change in one recruitment area can affect the status in another recruiting area. This automatic cascading effect will assist with managing some of your recruiting processes.

1) Job Opening: Statuses associated with the Job Opening.

- Draft:** Job Opening status when creating a Job. A job in this status is not active in Careers.
- Open:** The job must be in this status to post to Careers
- Hold:** A job in open status can be changed to hold if there is a delay for approval, or there is uncertainty regarding the position.
- Filled/Closed:** Status when the position has been filled.
- Canceled:** Use when a job opening has not resulted in a hire. For example if a previous incumbent returns to the job.

2) Applicant: Statuses associated with an Applicant, not their application.



A Recruiter should not change the Applicant status. This is managed by the system administrator.

- Active:** Assigned to an external Applicant when they have successfully submitted an application. All active state employees are at this status.
- Hired:** When an Applicant has been hired.
- Inactive:** Applicant status if deceased or if the Applicant has multiple accounts which have been merged. The source account is set to Inactive.
- Queued:** Not used by the state

3) Recruitment Summary: Dispositions (the statuses in the Recruitment Summary area) track the progress of an Applicant through the recruiting process. On the Manage Job Opening page > Applicants tab, Recruiters can filter the list of Applicants based on disposition on the Phase Progression Bar. Applicants should move through the process in the order of the Phase Progression Bar.

Manage Job Opening

[Return](#) | [Recruiting Home](#) | [Search Job Openings](#) | [Previous](#) | [Next](#) | [Create New](#) | [Clone](#) | [Refresh](#) | [Add Note](#) | [Search Questionnaire](#) | [Personalize](#)

Job Opening ID 10680 Status 010 Open
 Job Posting Title Cook Business Unit R29AF (DNR-AFSCME)
 Job Code 000197 (Cook) Department R2941H5 (PAT-R1 Itasca DL Rest)

[Applicants](#) | [Applicant Screening](#) | [Activity & Attachments](#) | [Details](#)

All (6) | Applied (1) | Reviewed (0) | Screen (0) | Route (0) | Interview (0) | Offer (0) | Hire (0) | Hold (0) | Reject (5)

Applicants ? Find | [View All](#) | [Print](#)

Select	Applicant Name	Applicant ID	Submitted Date Time	Type	Disposition	Reason	View Notes	Application	Resume	Interest	Print
<input type="checkbox"/>	Dozerdrew, Andrew	110788	04/28/2017 11:02AM	External	Wdraw App	Candidate Withdrawn				☆☆☆☆X	



In order to run screening results on Applicants who have applied to a job opening, the Applicants must have a disposition of **Applied** or **Reviewed**. The system will not screen Applicants in other dispositions.

Recruiting Solutions Recruitment Areas continued

All: This is not a status but a place holder to see all Applicants that have applied.

Applied: An Applicant has successfully submitted their application to the job, or has been linked to the job opening.

Reviewed: A Recruiter edits this disposition after reviewing the application to move the Applicant to the next step. A Recruiter can review applications as they come into the job.

Screen: Applicant disposition when screening results have been applied.

Route: Recruiter has routed application, resume or Applicant information to a Hiring Manager or subject matter expert for further Applicant processing.

Interview: An Applicant is in the interview process.

Offer: Applicant disposition when the Prepare Job Offer process is complete. The job offer has been sent to the Applicant and waiting their acceptance.

Hire: Applicant's disposition when the Prepare for Hire process has been sent to HR. This includes Applicants that are in the Manage Hire queue in SEMA4 waiting to be processed or have already been processed and are hired.

Hold: Disposition for duplicate applications from an Applicant. Also used to indicate that a decision needs further review. This is the only Applicant disposition that can be changed back to Route or Interview once a decision has been made.

Reject: The screening process will change the Applicants disposition to reject if they did not meet job qualifications. The Recruiter may also edit disposition to reject after reviewing the application. If the Applicant updated their application to 'Withdrawn Application' they will be moved to the status of Reject.

The other Applicant statuses in Recruitment Area 3 (Applicants tab on the Manage Job Opening page) are indicated in the All phase progression bar on the Applicants Disposition column.

Applicants											
Applicant Search Applicant Screening Activity & Attachments Details											
All (9)	Applied (2)	Reviewed (2)	Screen (2)	Route (3)	Interview (0)	Offer (0)	Hire (0)	Hold (0)	Reject (0)		
Applicants ?											
Select	Applicant Name	Applicant ID	Submitted Date Time	Type	Disposition	Reason	View Notes	Application	Resume	Interest	Mark Reviewed
<input type="checkbox"/>	Anderson, Aarthur	148826	10/11/2017 10:12AM	External	Screen	Preliminary Screen				☆☆☆☆X	
<input type="checkbox"/>	Carlson, Grace	148803	10/12/2017 11:10AM	External	Reviewed	Continued Interest/Under Consi				☆☆☆☆X	
<input type="checkbox"/>	Evensen, Isabel	148797	10/12/2017 12:27PM	External	Applied					☆☆☆☆X	
<input type="checkbox"/>	Gilseth, Todd R	4277	10/11/2017 11:06AM	Employee	Route	Continued Interest - Manager				☆☆☆☆X	
<input type="checkbox"/>	Kogler, Kent Matthew	25137	10/12/2017 8:17AM	Employee	Screen	Preliminary Screen				☆☆☆☆X	

Linked: Applicants Disposition if they have been linked to a job opening by a Recruiter. This disposition is only used if there are no screening questions.

Recruiting Solutions Recruitment Areas continued

Linked Questionnaire: Applicants Disposition if they have been linked to a job opening with screening questions. The Recruiter should use this disposition in most cases as they are not able to answer screening questions on behalf of an Applicant.

Offer Accepted: Applicant has accepted the online Job Offer sent by the Recruiter. Offers for all new hires and rehires must be posted online. The Applicant may accept the offer online. NOTE: A Recruiter may accept the offer on behalf of the Applicant for direct hires and adding a concurrent job.

Ready to Hire: Applicants disposition when the Prepare for Hire has been processed and the Applicant is in the Manage Hire queue waiting to be processed in SEMA4 by HR.

Failed Prescreening: Displays when an Applicant has applied to a job opening with a Prequalification screening level question. Their answer did not allow them to proceed with the application process. These Applicants will show up in the All and Reject sections of the phase progression bar. At this screening level an Applicant will not receive information on appeal rights.

Rejected Online Screening: Applicant has failed Online Screening level questions. Recruiters will be able to see the Applicant's application and how they answered the screening questions. These Applicants will show up in the All and Reject sections of the phase progression bar. At this screening level an Applicant will receive information on appeal rights.

Withdrawn: The Applicant is no longer available for this job. The Recruiter or Hiring Manager can select this disposition.

Withdrawn Application: Applicant has withdrawn their application. When an Applicant withdraw's their application in the following statuses: Draft, Applied, Linked, Linked Questionnaire, Reviewed, Screen, Route, or Interview. When an Applicant withdraw's their application in the following statuses: Route or Interview the Recruiter and Hiring Manager will receive an email notifying them that the Applicant has withdrawn their application for the job. This is the only time a Recruiter or Hiring Manager will get this notification. If an Applicant withdraw's their application in any other status, the Recruiter and Hiring Manager will not receive notification but will see this Applicant status on the Manage Job Opening page.

- 4) **Route:** The statuses in this recruitment area indicate the options for an Applicant after application review and screening. A Recruiter routes Applicants to Hiring Managers for review. The recipients of the Route request will recommend one of these statuses. The Recruiter will change the final routing status by editing the Applicant's disposition on the Manage Job Opening page.

Route: Recruiter has routed Applicants to a Hiring Manager or subject matter expert for review.

Invite for Interview: Indicates that you intend to proceed to the next step in the recruiting process by inviting an Applicant to interview.

Hold: Can be used when a decision is pending.

Reject: Disposition if the Applicant is no longer under consideration.

Withdrawn: Applicant is no longer available for the job opening.

Withdrawn Application: Applicant has withdrawn their application.

Recruiting Solutions Recruitment Areas continued

5) Interview: Recruiters will edit an Applicant's disposition based on Routing Responses.

Interview: Applicant has been invited to interview.

Make Offer: Recruiter will Prepare Job Offer.

Hold: Can be used when a decision is pending.

Reject: Disposition if the Applicant is no longer under consideration.

Withdrawn: Applicant is no longer available for the job opening.

6) Offer: The statuses in this recruitment area identify the progress of an Applicant in the Job Offer stage.

Draft: Job Offer status prior to the Recruiter posting to the Applicant.

Extend: Recruiter will Prepare Job Offer.

Accept: The Applicant has accepted the offer. After the Applicant accepts the job offer online a Recruiter will then accept job offers on Manage Job Opening page.

Acceptance Withdrawn: Applicant has withdrawn their job offer acceptance.

Hold: Can be used when a decision is pending.

Offer Rejected: Applicant has rejected the job offer.

Offer Withdrawn: Recruiter has withdrawn the job offer.

Create a Job Opening

This section is to be used as a resource that provides a definition for each field in the Create Job Opening process.

Creating a Job Opening is the first step in the Recruiting Solutions recruiting process. Both Recruiters and Hiring Managers can create a job opening; however, only Recruiters with posting authority can post a job to Careers.

Before creating a job in Recruiting it is best practice to have an approved position number, budget, and properly allocated position description. Please plan ahead to allow sufficient time to complete this information.

Navigation: Main Menu > Recruiting > Recruiting Home > Create Job Opening

Select the **Create Job Opening** quick link.



This will open the Primary Job Opening Information page.

Primary Job Opening Information page

This page collects data that must be provided **before** you can enter additional job opening details. Data entered here determines specific default content on the main job opening page.



Use the Look Up icon in each field to search for and select criteria.




An asterisk "*" indicates that information is required in that field before proceeding.


Primary Job Opening Information

[Recruiting Home](#)

Job Details


Job Opening Type:

*Business Unit:  DNR-AFSCME


Department:  F&W License Reg/Title Staff

Position Number:  Customer Svcs Specialist Int

Job Code: Customer Svcs Specialist Int

*Recruiting Location:  St. Paul

*Job Posting Title:

Job Opening Type: This is where you will select the type of job opening that you are creating.  You cannot change the type of job opening after you select the Continue button on this page and move on to the Job Opening page. The two choices are:

Standard Requisition: A standard requisition is for specific jobs or positions that you want to fill. Example: RTE (Request to Employ) job type. You must provide specific data regarding the job or position code. This is the system default choice.

Continuous Job Opening: A continuous job opening (previously known as RTA or Request to Announce) represents a recruitment used to fill many jobs over a specific period of time. This type of job opening can be used as a placeholder for possible candidates and can potentially remain open for an indefinite amount of time. Continuous job openings do not require a position number.

Primary Job Opening Information page continued

Business Unit: The business unit is required and will default based on the Recruiter's security. The Look up icon is available to search for and select a different business unit that you have security to.

You must select the business unit before you can select any other field on this page.

The business unit determines options for Department, Position Number, Job Code, and Job Posting Title. The business unit is an agency's code plus two characters representing a bargaining agreement plan for the job you are filling. For example: T79AF. T79 is the agency code for the Department of Transportation. AF stands for AFSCME.

Department: Department is required if you do not use a Position Number. Confirm that the business unit is selected first. The Department is the ID used in SEMA4 and is the division/unit associated with this job opening. This code identifies an agency's organizational entity, such as department, division, or work group.

Position Number:

If the Job Opening has one Target Opening, it is recommended that you select the position number on the Primary Job Opening page. When the Position Number is entered here the Department, Job Code and Job Posting Title fields are auto-filled from SEMA4 position record. A Recruiter can add a different Position number if needed before the Prepare Job Offer action.

For Job Openings with more than one Target Opening, such as an open continuous or Unlimited Number of Openings, create the Job Opening without a position number. The Position Numbers will need to be added to the Job Details page before the Prepare Job Offer action.

Job Code: The job code associated with this job opening. **If you are not using a Position Number to create the Job Opening, you must enter a Job Code.** If the Position Number field contains a value, the system derives the job code from the position number. If you select a Position Number first, the Job Code field will automatically populate.

Recruiting Location: This field is required and you will need to select the primary recruiting location associated with this job opening. If the job opening is for multiple locations, additional recruiting locations can be added on the forthcoming Job Opening page. **The Recruiting Location on the job posting is what Applicants will see and can search by in Careers.**

Job Posting Title: This field is required. This is the job classification and will default in from the position number or job code. The system uses the primary posting title to identify the job opening on various pages throughout the system. The primary posting title is also the default title when you create job postings.

You can change the primary posting title to include the working title on the Job Postings tab only. For example: Management Analyst 4 – Project Manager. Always leave as the default job classification, and then add a dash and the working title or job option.

Select the Continue button to proceed in creating this job opening.



This will open the Job Opening page.

If you do not select the Continue button, the job opening will not be created.

Job Opening Page

Job Opening toolbar:

The toolbar options on the Job Opening page will change with the status of the Job Opening.

Job Opening	
Save and Open Save as Draft Recruiting Home Notification Start Over	
Job Opening ID NEW	Status 005 Draft
Job Posting Title Customer Svcs Specialist Int	Business Unit R29AF (DNR-AFSCME)
Job Code 003636 (Customer Svcs Specialist Int)	Department R29X714 (F&W License Reg/Title Staff)
Position Number 00044680 (Customer Svcs Specialist Int)	Primary Recruiting Location 1001 (St. Paul)

In the initial status of Draft both the **Save and Open** and **Save as Draft** buttons will be active for Recruiters with posting authority. Recruiters without posting authority and Hiring Managers will only see the Save as Draft button.

Save as Draft: When building the Job Opening use the Save as Draft button along the way to save your work.

Recruiting Home link: Use to navigate back to the Recruiting Home page.

Notification link: Used to send a Recruiter an email message to notify them that your Job Opening draft is ready for review and **Save and Open**. The Notification link is visible only when the Job Opening is in draft status.

Start Over link: Used to return to the Primary Job Opening Information page to start over. This link appears in Draft status.

The Job Opening header contains identifying information about the job opening. This information will show on each tab of the Job Opening page.

The header information is read only and will reference;

Job Opening ID: The Job Opening ID will be NEW until saved as a draft. The Job Opening ID is a system generated, next number.

Job Posting Title: This is populated based on the Position Number or Job Code.

Job Code: This field displays the Job Code associated with the job opening.

Position Number: If added on the Primary Job Opening Information page.

Status: Job Opening status

Business Unit: Selected on the Primary Job Opening Information.

Department: Selected on the Primary Job Opening Information.

Primary Recruiting Location: Selected on the Primary Job Opening Information.

Job Opening Page - Job Details tab

Opening Information: This section displays information that has defaulted in from the Primary Job Opening Information page.

The screenshot shows the 'Job Opening' page with the 'Job Details' tab selected. The page contains the following information:

- Buttons: Save and Open, Save as Draft, Recruiting Home, Notification, Start Over
- Job Opening ID: NEW
- Job Posting Title: Interpret Guide
- Job Code: 001846 (Interpret Guide)
- Primary Recruiting Location: 1033 (_Gooseberry Falls State Park)
- Tabs: Job Details (selected), Qualifications, Screening Options, Job Postings, Hiring Team
- Opening Information section (highlighted in blue)
- Job Opening Type: Standard Requisition
- Created By: [Searchable field]
- Created: 01/28/2016
- PIN: [Field]

Job Opening Type: View only, type was selected on the Primary Job Opening Information page.

Created By: **This field should not be changed.** Defaults in the name and employee ID of the person creating the Job Opening.

Created: Defaults to the date the job opening was created.

PIN: System assigned when the Save as Draft button is selected.

Note: The PIN is for exceptional processing only. This cannot be used to Search Job Openings.

Openings to Fill options

The screenshot shows the 'Openings to Fill' dropdown menu with the following options:

- *Openings to Fill: Limited Number of Openings (selected)
- Target Openings: Unlimited Number of Openings
- Available Openings: 1

- **Limited Number of Openings:** System default. Use when filling a specific number Target Openings.
- **Unlimited Number of Openings:** Use to continue accepting applications without a specific number of job openings identified such as when a posting is open continuous. The job opening stays open until the Recruiter changes the Job Opening status to Closed.

Target Openings: This field appears when Limited is chosen in the **Openings to Fill** field.

A Recruiter should not change the number of target openings once the position has been posted. The overall philosophy is one position = one vacancy. If a new location or additional target openings are needed the job needs to be reposted. You cannot just tack on additional target openings. For multiple target openings follow the open continuous procedures.

Job Details tab continued

Available Openings: This number needs to be equal to the Target Openings number initially. As Applicants' dispositions change to Hired, the system decreases this number by one. The job status will remain as Open until all available jobs are filled.

Establishment ID: **This field should not be changed.** The value defaults to the establishment ID assigned to the position record in SEMA4. This will be blank when a Position Number is not used in the Primary Job Opening Information page.

Business Unit: Once the job has been created **the Business Unit should not be changed.** The default value is the value that was entered on the Primary Job Opening Information page.

Company: Be sure that **SMN-State of Minnesota** is in this field. This will default in if you create a Job Opening with a Position Number.

NOTE: If you are cloning a job or creating a Job Opening without a Position Number you will need to enter the Company of SMN.

Establishment ID	<input type="text"/>		
Business Unit	R29AF		DNR-AFSCME
Company	SMN		State of Minnesota

Department: The default value is the value you entered on the Primary Job Opening Information page.

The Department is required if a position number is not used.



Status Code: Displays the current job opening status. When creating a new job opening the status default is Draft.

Status Reason: Not currently used by the State

Status Date: The date the Job Opening status went into effect.

Desired Start Date: This field is informational only. At this time, MMB suggests that Recruiters and Hiring Managers leave this field blank.

Recruitment Contact: Not currently used by the State.

Department	R29X211		(I)IEL-BecomingAnOutdoor Woman
Status Code	005 Draft		
Status Reason	<input type="text"/>		
Status Date	01/28/2016		
Desired Start Date	<input type="text"/>		
Recruitment Contact	<input type="text"/>		

Locations: This location field is not visible to Applicants. This is the Location within the Department ID in SEMA4 and will default in based on the Position Number. If you do not use a Position Number it will be blank. If you list multiple locations one must be marked as the primary location.



Job Details tab continued

Recruiting Locations: This is a **required field**. Job openings must be associated with at least one Recruiting Location. Select the Add Recruiting Location button to add other locations. Use the Look Up feature to find other locations.



The Recruiting Location is what is visible to Applicants in Careers. When Applicants search for job openings on Careers, the Filter By Location field is the Primary Recruiting Location on the Job Opening. In the Search Results section, if the job has multiple recruiting locations, the text Multiple appears in this area.

Target Openings: The Recruiting Location Target Opening number must match the Target and Available opening numbers. The total number of target openings for all recruiting locations cannot exceed the overall number of target openings for the job opening.



Recruiting Locations ?			
*Recruiting Area	Recruitment Area Description	Primary Recruiting Area	Target Openings
1033 	_Gooseberry Falls State Park	<input checked="" type="checkbox"/>	<input type="text" value="1"/> 
<input type="button" value="Add Recruiting Location"/>			

Positions: Used to indicate the position number for the job opening. The Position Number is the PCN in SEMA4. You may have multiple position numbers in a job opening. Use the Look up icon to select the position numbers associated with this job opening.




If you did not create the job opening with a position number the Position Numbers will need to be added here before the Prepare Job Offer action.

The system will work best if you use the Look up icon to select the position numbers associated with this job opening. Select the Add Position button to add more Position Numbers.

Positions		
*Position Number	Position	Primary Position
<input type="text"/> 		<input type="checkbox"/> 
<input type="button" value="Add Position"/>		

Employees Being Replaced: Not used by the State

Employees Being Replaced	
*Employee ID	Name
1 	
<input type="button" value="Add Employee"/>	

Job Details tab continued

Additional Job Specifications: This section contains job opening data that can vary by job code when a job opening includes more than one job code.

Additional Job Specifications ?
Find | View All
First 1 of 1 Last

Interpret Guide
 Primary Job Code

Staffing Information ?

Region

Schedule Type

Regular/Temporary

Begin Date

End Date

Shift

Hours

Work Period

Travel Percentage

Salary Information ?

Salary Admin Plan	3	Service	
From Grade	61		3
From Step	1		
To Grade	61		3
To Step	12		
Salary Range From	15.520000	(Default From Job Code)	
Salary Range To	20.390000	(Default From Job Code)	
Pay Frequency	Hour		
Currency	US Dollar		

Add Job Code
Delete Job Code

Job Code: Defaults from the Primary Job Opening Information. There **must be one primary job code** on a job opening. If the job opening is associated with multiple jobs, one must be selected as primary.

Staffing Information: The work schedule information for a job opening while a job opening is in Draft status, the specific fields you see can vary depending on your role and security. Once the job is in an Open status, all users can see all fields.

Region: This field should not be changed. Leave the default value as USA.

Schedule Type: Indicate whether this job is Full-Time, Intermittent, or Part-Time.

Regular/Temporary: Indicate whether this job is: Emergency, Intern, Limited, Limited Academic, Non-State, Provisional, Seasonal, Temporary, Trainee, Unlimited, or Unlimited/Academic.

Begin Date and End Date: These fields are informational only. This field may be used for seasonal or temporary job openings. Use the calendar icon to choose dates.

Shift: Use the drop down menu to select the shift.

Hours: Leave the default value. These are the work hours associated with the job code.

Work Period: Leave the default value. Time associated with the job code.

Travel Percentage: Specify the percent of travel required for this job.

Salary Information: View only. The information populates from SEMA4 based on the primary job code.

Add Job Code button: Use this field to enter additional job codes when posting at multiple job classifications on the same job opening.

Delete Job Code button: Delete selected job code.

Job Opening Page - Qualifications tab

The Qualifications tab will be used by Recruiters and Hiring Managers, to select screening questions for a job opening.

The Additional Job Specifications will display the primary Job Code.

Scroll to the bottom of the Qualifications tab to the Screening Questions section.

All job openings must contain the ALL APPLICANTS screening question.

ALL APPLICANTS: I certify that my application, resume and supplemental information that I have submitted, including my answers to any screening questions, are true, complete and accurate to the best of my knowledge. Note: If you select "No" you will no longer be considered for this job.



If you do not include this screening question the system will not display the RSV status in your list of Applicants.

To add Screening Questions:

- Select the Look Up icon to select questions.
- Enter search criteria and select the lock up icon to open the **Look Up** button.
- Select on the screening question **ALL APPLICANTS** link to add the question.

Qualifications tab continued

To add more questions select the **Add Screening Question** button.

The **Load from Question Set** button is used to import predefined sets of screening questions.

*Question	Question Order	Action
ALL APPLICANTS		View Answers

Question Order: Enter a number value in this field to specify the order the questions will appear to the Applicant.

*Question	Question Order	Action
ALL APPLICANTS	3	View Answers
Math add sub mult div	1	View Answers
Work exper public finance	2	View Answers

Action column: Select the **View Answers** link to view the entire question, correct answer and points assigned, if any. Select the Return button.

Answers to Screening Questions

Question

Do you have training, education or experience providing customer service?

Answer	Default Points	Correct Answer
Yes	25	<input checked="" type="checkbox"/>
No	0	<input type="checkbox"/>



Answers to screening questions are in the following formats:

- Yes/No
- Multiple choice
- Checkboxes
- Text box or open-ended.

Select the trash icon to delete questions.

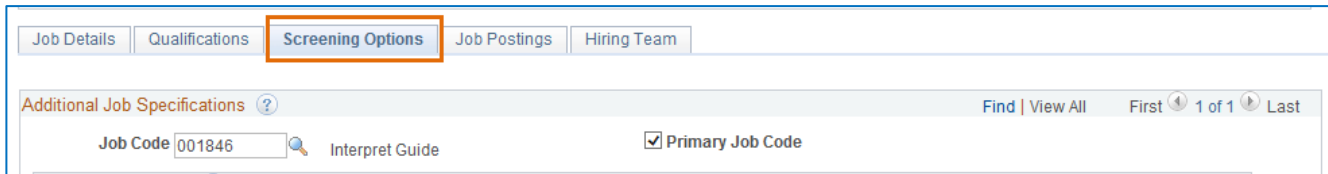
*Question	Question Order	Action
ALL APPLICANTS	1	View Answers
ELIG CURRENT EMPLOYEE	2	View Answers

When you have completed added the Screening Questions for this Job Opening, scroll to the top of the page to Select the **Save as Draft** button and select the **Screening Options** tab.

Job Opening Page - Screening Options tab

The Screening Options tab is used to enter Screening Requirements for a job opening.

Additional Job Specifications: This will show the Primary Job Code from the Job Details tab



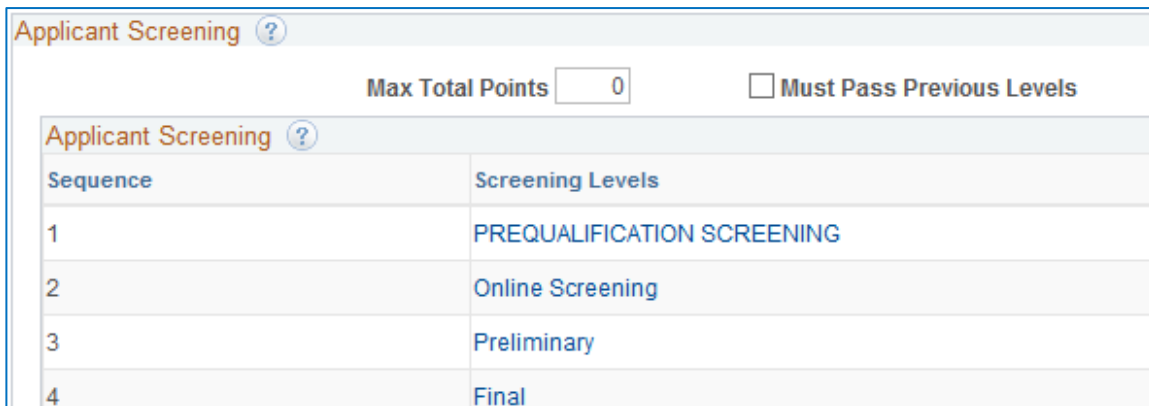
Applicant Screening section

Max Total Points: The maximum points an Applicant can accumulate across all screening levels. This number is typically 100.

Must Pass Previous Levels: When this is checked Applicants who fail a previous screening level are not processed when screening is applied.

Sequence: Determines the order in which you run the screening levels. You may delete screening levels that are not being used.

Screening Levels: This will list the links for the various screening levels. Select a Screening Level to access the criteria for that level.



Sequence	Screening Levels
1	PREQUALIFICATION SCREENING
2	Online Screening
3	Preliminary
4	Final

The State of Minnesota has four screening levels.

The Prequalification and Online screening level results are applied automatically when the Applicant answers the questions during the application process in Careers.

Prequalification: This screening level appears on the first train stop of the application process in Careers. The Applicant will receive a message informing them that they are not eligible to apply based on their responses and will not be able to complete the online application. This notification will not include appeal rights. Applicants that fail this screening level will appear in the “All” phase progression bar on the Manage Job Opening page. They will have a status of Failed PR.

Online: Questions added to this screening level are based on minimum job qualifications. If the Applicant does not meet the minimum qualifications at this level they will receive a message after they have submitted their application. If they fail, this notification will include their appeal rights. Applicants that fail at this screening level will appear in the “All” and “Reject” phase progression bar. They will have the status of Failed Online.


Screening Options tab continued

The Preliminary and Final screening levels are run by the Recruiter on Manage Job Opening page.

Preliminary: ***This is the level that the required “ALL APPLICANTS” question is added***
 This level is also used for other minimum job qualifications questions. The Recruiter runs and reviews preliminary screening question answers on this level to populate RSV points for Applicants. The Recruiter will use Send Correspondence at this level. The reject letter template includes information on appeal rights.

Final: This level is used for preferred qualifications and screening results are objective. Applicants are ranked based on points, how they have answered screening questions at this level.

It is best practice to delete the screening levels that are not used.


Select the trash icon  and OK on the Delete Confirmation message.

Delete Confirmation

Delete current/selected rows from this page? The delete will occur when the transaction is saved.

If you have deleted a Screening Level and need to add it back in, Select the **Add Screening Option** button.

Applicant Screening Max Total Points Must Pass Previous Levels

Sequence	Screening Levels	
3	Preliminary	

Select the Screening Level you want to add.
 Select the OK button.

Add Screening Levels

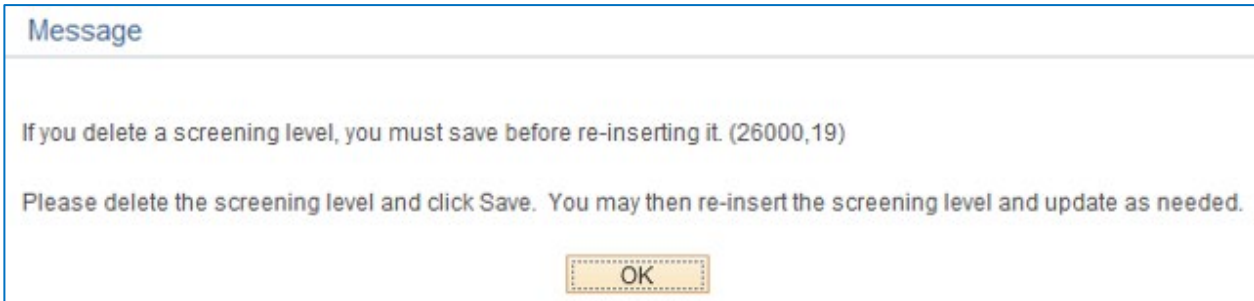
Add Screening Options

Select	Screening ID	Description
<input type="checkbox"/>	1004	Preliminary
<input type="checkbox"/>	1005	Final
<input checked="" type="checkbox"/>	1012	PREQUALIFICATION SCREENING
<input type="checkbox"/>	1013	Online Screening

Screening Options tab continued

Select the **Save as Draft** button.

If you do not save as draft you will receive this message when you select the Screening Level link that has been added it back in.



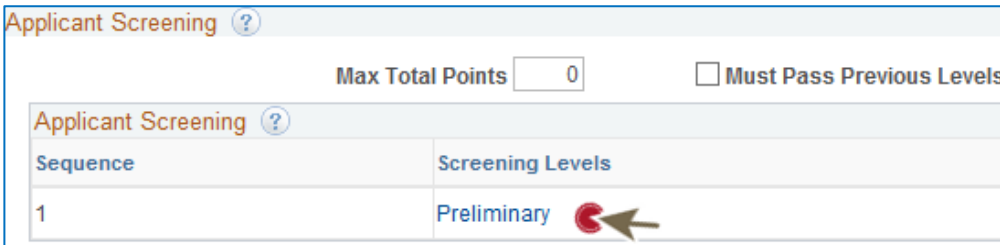
Screening Options tab – Screening Criteria

Screening Criteria page.

For each Screening Level used, the Screening Requirements need to be checked for the screening questions that you added on the Qualifications tab.

This example is in the **Preliminary** screening level.

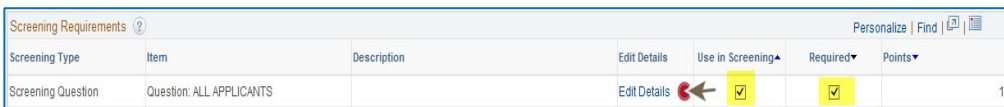
Select the Screening level link to open the Screening Criteria page.



This will open the **Screening Criteria** page.

In the Screening Requirements section, check the **Use in Screening** and **Required** check box for the Screening Question for this Screening Level (Preliminary).

- **Use in Screening:** Select this checkbox for the questions that should be answered by Applicants.
- **Required:** Selecting this checkbox does not force Applicants to answer this question, but Applicants who do not answer will fail this screening level.
- **Points:** Will default when Use in Screening and Required are checked.
- **Edit Details:** Select the link for each screening question to view the question points, or to change point amounts. Recruiters can choose to change the default points assigned to each answer in the Points fields.

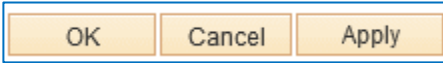


Note: The General Requirement Screening Type will also display here. They default in from the Position Number. They are informational only on this page and screening requirements should not be checked. This not being used at the State.

Select the **OK** button to save your changes and return to the Job Opening page.

Select **Cancel** to cancel any changes you made.

The **Apply** button will save the changes and stay on this page.



Repeat this step for screening questions that have been added in other Screening Levels; Prequalification, Online, or Final.

Screening Options tab – Screening Option Description and Scoring Definition

Other information on the **Screening Criteria** page includes the **Screening Option Description** and **Scoring Definition**. The recommended defaults in this section are set up when screening questions are added to the system.

Send Letter as Email When Results Are Applied: This defaults as unchecked and cannot be changed.

Screening Option Description ?

Name: Preliminary Screening ID: 1004

Pass Status: 030 Screen

Pass Reason: Preliminary Screen

Fail Status: 110 Reject

Fail Reason: Failed Preliminary Screening

Letter: Acknowledgement Letter LAQ

Send Letter as Email When Results Are Applied

Scoring Definition ?

Assign Points

Percent Needed to Pass: 100 Use Raw Points

Maximum Points to Assign:

Points Assigned for Pass: Points Assigned for Fail:

Manually Assign Status

When questions are added to the system a point value is required. Recruiters can choose to change the default points assigned to each answer in the **Points** fields.

Select the Edit Details link to view the Question Details and Question Points.

Screening Requirements ?				Personalize Find		
Screening Type	Item	Description	Edit Details	Use in Screening	Required	Points
Screening Question	Question: ALL APPLICANTS		Edit Details	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10

Define Screening Points

Question Details

Question ID I certify that my application, resume and supplemental information that I have submitted, including my answers to any screening questions, are true, complete and accurate to the best of my knowledge. Note: If you select "No" you will no longer be considered for this job.

Long Description	Points	Correct Answer
Yes	<input type="text" value="10"/>	Y
No	<input type="text" value="0"/>	N

OK
Cancel

Select the OK button to return to the Screening Criteria page.
 Select Cancel to cancel any changes you made.

Job Opening Page - Job Postings Tab

General Overview

The state has created job posting templates to maintain a consistent job display for Applicants applying for state jobs. We are requiring that the template standards are followed when creating job postings in Recruiting Solutions. The templates are using Arial font, size 12 or larger to meet accessibility standards. Agency logos have been tagged so they are also accessible. If graphics, videos, or links are added to the job posting, you must ensure that the information meets accessibility guidelines before adding to the job posting.

A job opening can be posted at multiple levels or job classifications. In Recruiting Solutions you are able to tailor the postings for different destinations and audiences with templates. If a job opening is posted at multiple levels, one must be marked as primary. The title of that posting is then used as the job opening title throughout the recruiting system.

Job Opening

Save and Open
Save as Draft
Recruiting Home
Notification
Start Over

Job Opening ID 13168	Status 005 Draft
Job Posting Title Account Clerk Senior	Business Unit G02AF (Administration-AFSCME)
Job Code 000632 (Account Clerk Senior)	Department G021023 (FMR AP-Purchasing-Smart)
Position Number 00000180 (Account Clerk Senior)	Primary Recruiting Location 1001 (St. Paul)

Job Details
Qualifications
Screening Options
Job Postings
Hiring Team

Job Postings ?



Recruiters now have the option to **Build Job Posting**, which automatically completes certain items, or **Add Job Posting** to manually create the posting.

If your job opening does not need to be posted, do not generate a posting. Some job openings will be filled non-competitively or by linking candidates from a shared job opening pool.

Personnel Rule 3900.3200 advises the types of jobs that need to be posted and those requirements have not changed with this system implementation. To take advantage of the onboarding process, for jobs that do not need to be posted to the public, such as emergency hires, temp unclassified, or work out of class, agencies will create a job opening in Recruiting Solutions and save the job without a Job Posting. The Link or PIN process is used to initiate Prepare Job Offer and Prepare for Hire step on the Manage Job Opening page. The Applicant will receive instructions to collect new hire data and to complete their activity guide in self-service.

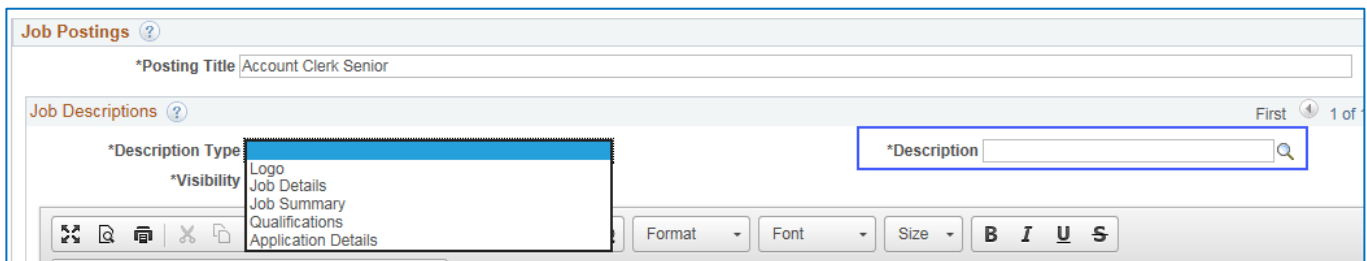
Description Types

In Recruiting Solutions the job posting structure is divided into 5 different sections that are named Description Types. Each Description Type contains templates that will populate standard information that can be edited based on the job opening information. Using the templates in each of the Description Types provides consistency to the look and feel of the job postings for the State.

1. **Logo:** Select agency logo from the Description look up.
2. **Job Details:** Includes place holder Job Class, Working Title, and Job Posting Details
3. **Job Summary:** Enter Job Summary information based on the job opening.
4. **Qualifications:** Includes minimum, preferred, physical, and additional requirements.
5. **Application Details:** Place holder to update contact information, Why Work For Us statement, How To Apply instructions, and the Equal Employment Opportunity statement.

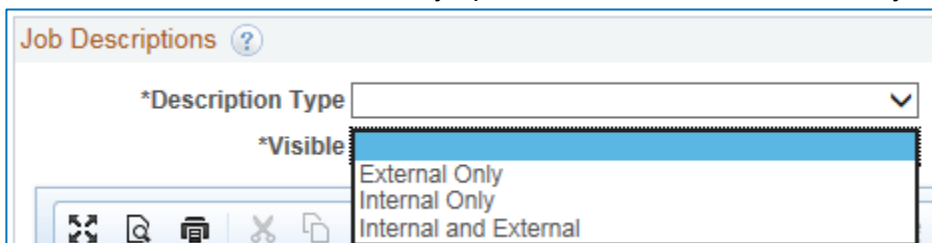
Description

Each Description Type has a Description (template). Use the Look Up icon to select the Description. The template can be edited based on the job opening requirements. It is acceptable to copy and paste from a word document.



Visibility

In each Description Type the Recruiter will also need to select the visibility. Recruiting Solutions is designed so that you can display one set of job posting details to the public and another set of posting details to current State employees. If you wish to present different wording to your external versus internal audience, use the visibility options to indicate which view they will see.



Job Postings Tab continued

Internal and External – Use this visibility option for **Logo**, **Job Summary**, and **Application Details**. These Description Type templates do not vary for internal and external.

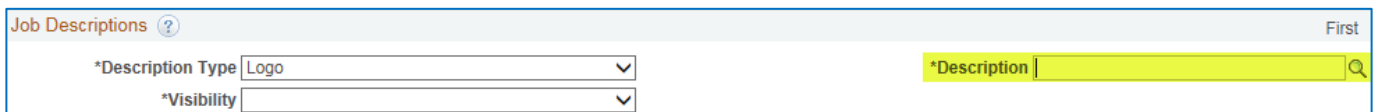
The **Job Details** Description Type template varies based on additional requirements that may be needed.

- **Internal Only** visibility will display additional fields that are required by union contracts. Delete any fields/rows that are not applicable to your posting based on the union that represents the job. Use this visibility when you have selected the Job Details Standard or Minnesota State Standard Internal template.
- **External Only** visibility does not include these additional fields. Use this visibility when you have selected the Job Details Standard or Minnesota State Standard External template.

There may be different **Qualifications** requirements for internal Applicants versus external Applicants. Be sure to customize using visibility options (internal only and external only).

What to include in each of the 5 job description templates:

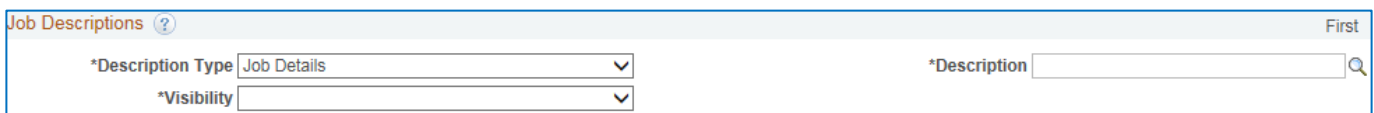
1. **Logo:** Select your Agency logo from the Description Look Up icon. The agency logos in the system have been checked for accessibility, the size has been verified and it is consistent with the brand that we are seeking. If your logo is missing from the list, do not just paste your logo into the job posting. **Instead, use the generic State of Minnesota logo.**



The screenshot shows the 'Job Descriptions' form with the following fields:

- *Description Type: Logo (selected)
- *Visibility: (empty)
- *Description: (empty text box with a search icon)

2. **Job Details:** Select the Job Details template from the Descriptions Look Up icon. The internal view was designed as a guide to remind you to look at the relevant contract language. If you decide the job posting details that external Applicants see should be the same for internal Applicants, choose “Internal and External” for visibility. If the job details are different for the internal view, create two versions of job details section – one for “Internal Only” (what current State employees will see) and one for “External Only” (what the public will see).



The screenshot shows the 'Job Descriptions' form with the following fields:

- *Description Type: Job Details (selected)
- *Visibility: (empty)
- *Description: (empty text box with a search icon)

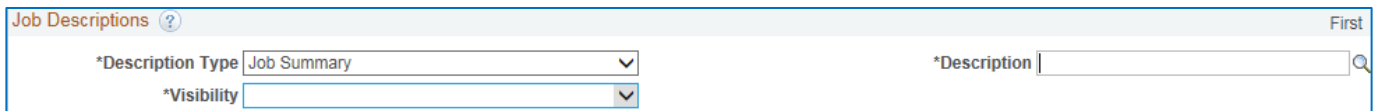
3. **Job Summary:** Select the only option of Job Summary from the Description Look Up icon. In the text box enter a brief (2-5 sentence) description of the job.

Include any special instructions to Applicants for example:

- Number of vacancies available: “There are 3 vacancies that will be filled from this posting.”
- Job being posted at multiple levels: “This vacancy is being posted as 2 job classes - HR Specialist 1 and HR Specialist 2. Final job class will be determined based on successful Applicant’s qualifications.”

What to include in each of the 5 job description templates continued

- Various locations available: “Jobs are available in St. Paul, Arden Hills, and Edina.”
- Travel requirements: “This job requires frequent day time travel and occasional overnight stays.”
- For Open Continuous Postings, include the duration of the posting and how long the Applicant list will be used to fill vacancies in your Agency: “Applications received from this posting will be used to fill current and future vacancies in this job class at the Department of Transportation through June 30, 2016.”



Job Descriptions ? First

*Description Type

*Description

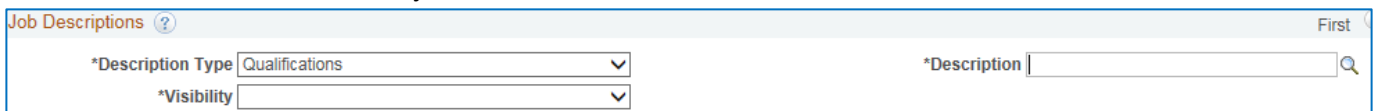
*Visibility

- 4. Qualifications:** Select the only option of Qualifications Standard in the Description field.

Minimum and Preferred Qualifications: Indicate qualifications for the position. For AFSCME clerical jobs, choose minimum qualifications from the Position Qualifications Menu.

Physical Requirements: Refer to the HR Toolbox for guidance with [accessible wording for physical requirements](#).

Additional Requirements: Indicate Agency specific requirements, Criminal History Check, Reference Check, or Physical Exam.



Job Descriptions ? First

*Description Type

*Description

*Visibility

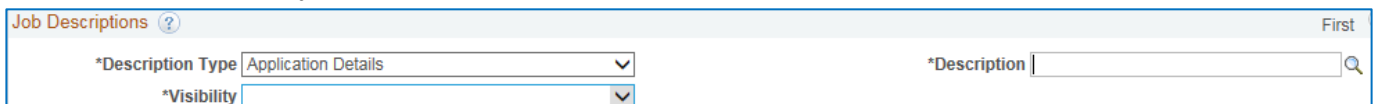
- 5. Application Details:** There are 2 Description options; Minnesota State and Standard. They include the following information:

Why Work For Us: This is optional to include in your posting. An example is included in the template. Customize as you wish. You can choose visibility for internal versus external audience.

How to Apply: Use standard language in the template.

Equal Employment Opportunity: Do not change language in the template. Minnesota State template has different (required) wording than standard template.

Contact: Always include contact information – name, email and phone number.



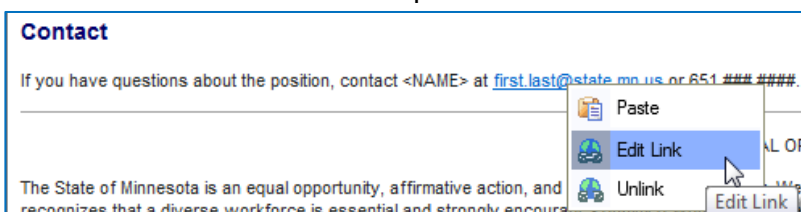
Job Descriptions ? First

*Description Type

*Description

*Visibility

To ensure that the email properties are correct in the Contact information, right Select on the email address link in this Description. Select the Edit Link.



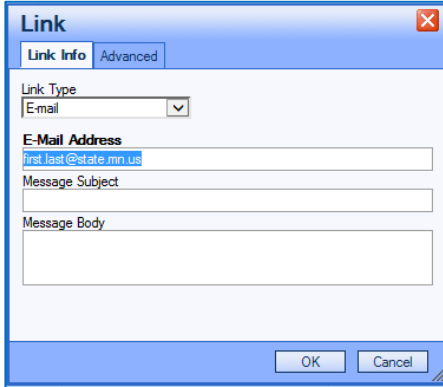
Contact

If you have questions about the position, contact <NAME> at first.last@state.mn.us or 651-###-####.

The State of Minnesota is an equal opportunity, affirmative action, and recognizes that a diverse workforce is essential and strongly encourages qualified women

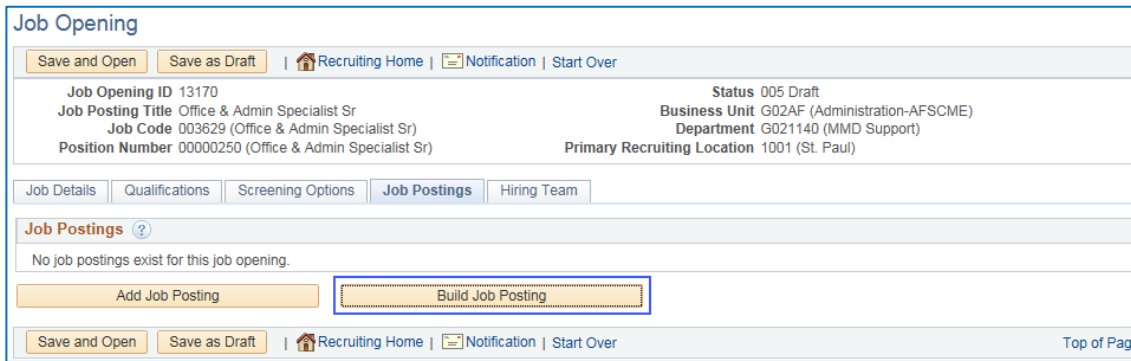
Context menu options: Paste, Edit Link, Unlink, Edit Link

The Link Type should be E-mail. Type in the desired email address in the E-mail Address field. Select ok.



Build Job Posting

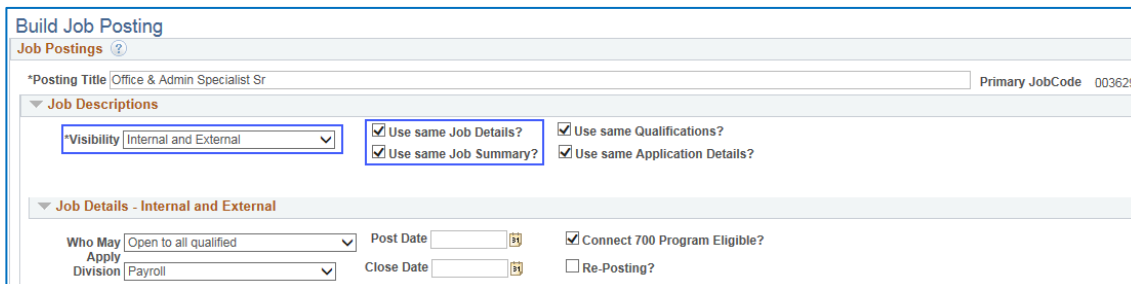
Select the **Build Job Posting** button to start generating the job posting.



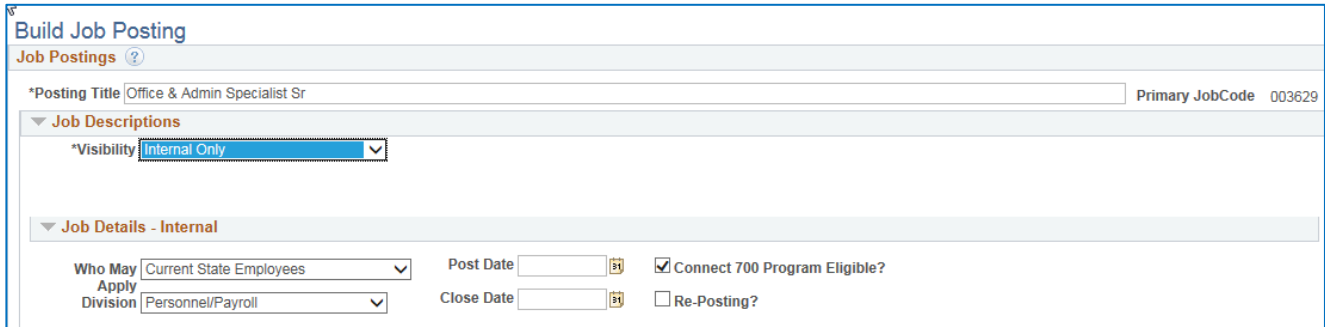
Build Job Posting page is displayed when user selects the Build Job Posting button.

Select **Visibility** for Internal only or Internal and External. Once the job posting is built, the visibility can't be changed.

If Internal and External visibility is chosen, you can still create different Job Postings for Internal and External, by unchecking the 'Use same' checkboxes. The checkboxes allow you to choose to use (or not) the same posting descriptions on Internal and External postings. If you unselect 'Use Same Job Details' (or Job Summary, etc.) it will allow you to set up different criteria for Internal Job Postings and External Job Postings. If 'Use Same Job Details' is un-checked, one job detail row is created with visibility set to 'Internal Only' and another job detail row is created with visibility set to 'External Only'.



If Internal Only is checked, the “Use same” checkboxes disappear.



Build Job Posting
 Job Postings ?

*Posting Title Office & Admin Specialist Sr Primary JobCode 003629

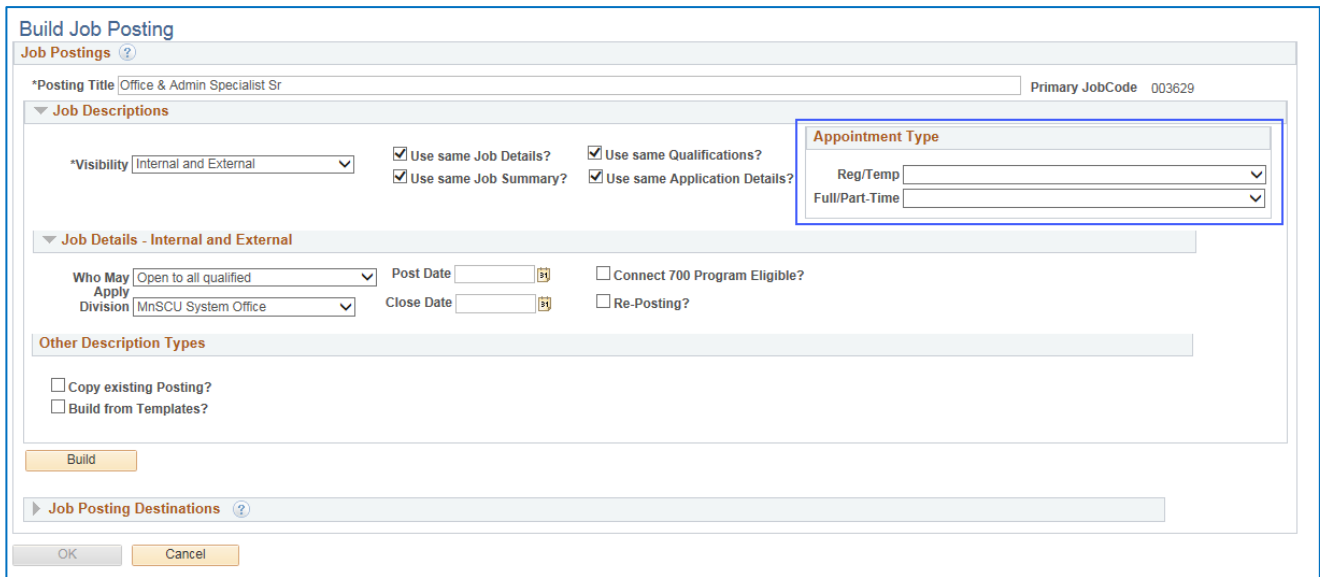
Job Descriptions

*Visibility Internal Only

Job Details - Internal

Who May Apply Current State Employees Post Date [] [] [] Connect 700 Program Eligible?
 Division Personnel/Payroll Close Date [] [] [] Re-Posting?

Note: For Minnesota State College and University job openings only **Appointment Type** will also display.



Build Job Posting
 Job Postings ?

*Posting Title Office & Admin Specialist Sr Primary JobCode 003629

Job Descriptions

*Visibility Internal and External Use same Job Details? Use same Qualifications?
 Use same Job Summary? Use same Application Details?

Appointment Type
 Reg/Temp [] [] []
 Full/Part-Time [] [] []

Job Details - Internal and External

Who May Apply Open to all qualified Post Date [] [] [] Connect 700 Program Eligible?
 Division MnSCU System Office Close Date [] [] [] Re-Posting?

Other Description Types

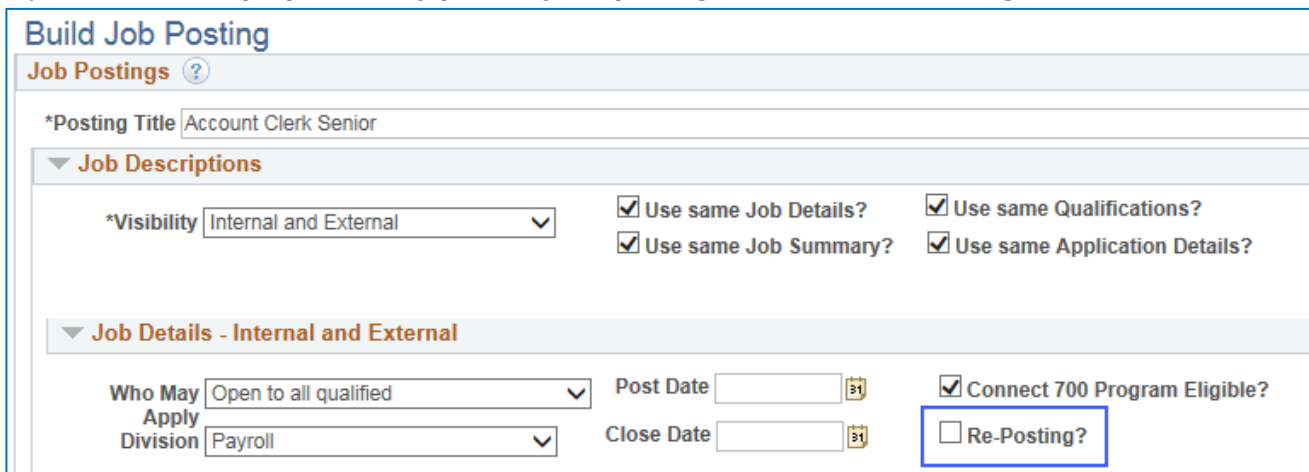
Copy existing Posting?
 Build from Templates?

Build

Job Posting Destinations ?

OK Cancel

If you are reposting a **previously posted job opening**, select the **Re-Posting?** Check-box.



Build Job Posting
 Job Postings ?

*Posting Title Account Clerk Senior

Job Descriptions

*Visibility Internal and External Use same Job Details? Use same Qualifications?
 Use same Job Summary? Use same Application Details?

Job Details - Internal and External

Who May Apply Open to all qualified Post Date [] [] [] Connect 700 Program Eligible?
 Division Payroll Close Date [] [] [] Re-Posting?

Prior Post Date will only display if the user selects **Re-Posting?** Check-box.

Enter the **Post Date** and **Close Date** by selecting the calendar Look Up icon. If these fields are left blank, it will default to posting today and closing after 7 days.

Choose your method for building the posting by selecting either **Copy existing Posting?** Or **Build from Templates?** Then select the **Build** button.

If Building From Templates:

The **Create from Templates** section opens. First, use the Look Up icon to select the Logo for this posting.

Contact information is used when **Build from Templates?** Check-box is selected. Contact Information will default from the primary **Recruiter Id**. If no primary Recruiter has been selected, **Creator** is used. User can change the Employee ID if the defaults are incorrect.

Now select the **Build** button to generate the posting from templates.

After previewing the job posting, select **Return to Previous Page**, so you can edit the posting section.

Job Posting

Job Title Accounting Technician
 Job ID 11853
 Location St. Paul
 Full/Part Time Full-Time
 Regular/Temporary Unlimited

Return to Previous Page Switch to Internal View

Logo



Job Details

Job Class: Accounting Technician

Working Title: Accounting Technician

Who May Apply: Open to all qualified job seekers

The **Job Posting Destinations** will default in with Posting Type driven by the value chosen for **Visibility**. The Post Date and Remove Date will also auto-generate, based on the values provided in the Build Job Posting – Job Details section.

Build Job Posting

Job Postings *Posting Title [Office & Admin Specialist S] x Primary JobCode 003629

Job Descriptions

*Visibility Internal and External Use same Job Details? Use same Qualifications?
 Use same Job Summary? Use same Application Details?

Job Details - Internal and External

Who May Apply Open to all qualified Post Date 05/26/2017 Connect 700 Program Eligible?
 Division Personnel/Payroll Close Date 06/16/2017 Re-Posting?

Other Description Types

Copy existing Posting?
 Build from Templates?

Create from Templates

Logo 002 Minnesota Department of Administration

Contact Information

EmpID 00627600 Name Diana Evensen
 Phone 651259-3669 Email Swift.Testing@state.mn.us

Build

Job Posting Destinations

Destination	Posting Type	Post Date	Remove Date	Posting Duration (Days)
STATE OF MINNESOTA ACCESSIBLE	External Posting	05/26/2017	06/17/2017	22
STATE OF MINNESOTA EMPLOYEE	Internal Posting	05/26/2017	06/17/2017	22
STATE OF MINNESOTA GENERAL	External Posting	05/26/2017	06/17/2017	22

OK Cancel

Select OK.

Select the **Primary Posting Title** checkbox for the new posting (will be the last posting in the list).

The screenshot shows a web interface for managing job postings. At the top, there are navigation links like 'Return', 'Recruiting Home', 'Search Job Openings', 'Previous', 'Next', 'Create New', 'Clone', 'Add Note', and 'Search Questionnaire'. Below this, job details are displayed: Job Opening ID 12492, Job Posting Title Office & Admin Specialist Sr, Job Code 003629, Position Number 00582000, Status 010 Open, Business Unit G10AF, and Department G100042. A tabbed interface includes 'Applicants', 'Applicant Search', 'Applicant Screening', 'Activity & Attachments', and 'Details'. Under 'Job Postings', a table lists the current posting with the 'Primary Posting Title' checkbox checked. Buttons for 'Add Job Posting' and 'Build Job Posting' are visible. The bottom navigation bar is identical to the top one.

You can now edit the various sections of the job posting, adding the specifics for this Job Opening. Simply select in the Posting Description text box, and make your edits. Select OK at the bottom of the page when you're done. Then Save as Draft.

The screenshot displays the 'Posting Information' edit page. It features a 'Print' button at the top right. The 'Job Postings' section shows the current posting title. Below are three 'Job Descriptions' sections. The first is for the 'Logo' with a search for 'Minnesota Department of Administration'. The second, 'Job Details', is active and shows a rich text editor with the text: 'Job Class: Office and Administrative Specialist, Senior' and 'Working Title: Office & Admin Specialist Sr - DRE4.4.Refresh'. Below this, it lists 'Who May Apply: Open to all qualified job seekers', 'Date Posted: 05/28/2017', 'Closing Date: 08/18/2017', 'Hiring Agency/Seniority Unit: Mn Management & Budget / Mn Mgmt & Budget - AFSCME', and 'Division/Unit: Personnel/Payroll / ELD Training'. The third section is for the 'Job Summary'. Each section has 'Add Posting Description' and 'Delete Posting Description' buttons.

If Copying an Existing Posting:

Enter the new Post Date, Close Date, and Connect 700 Program Eligibility if you want this information automatically populated.

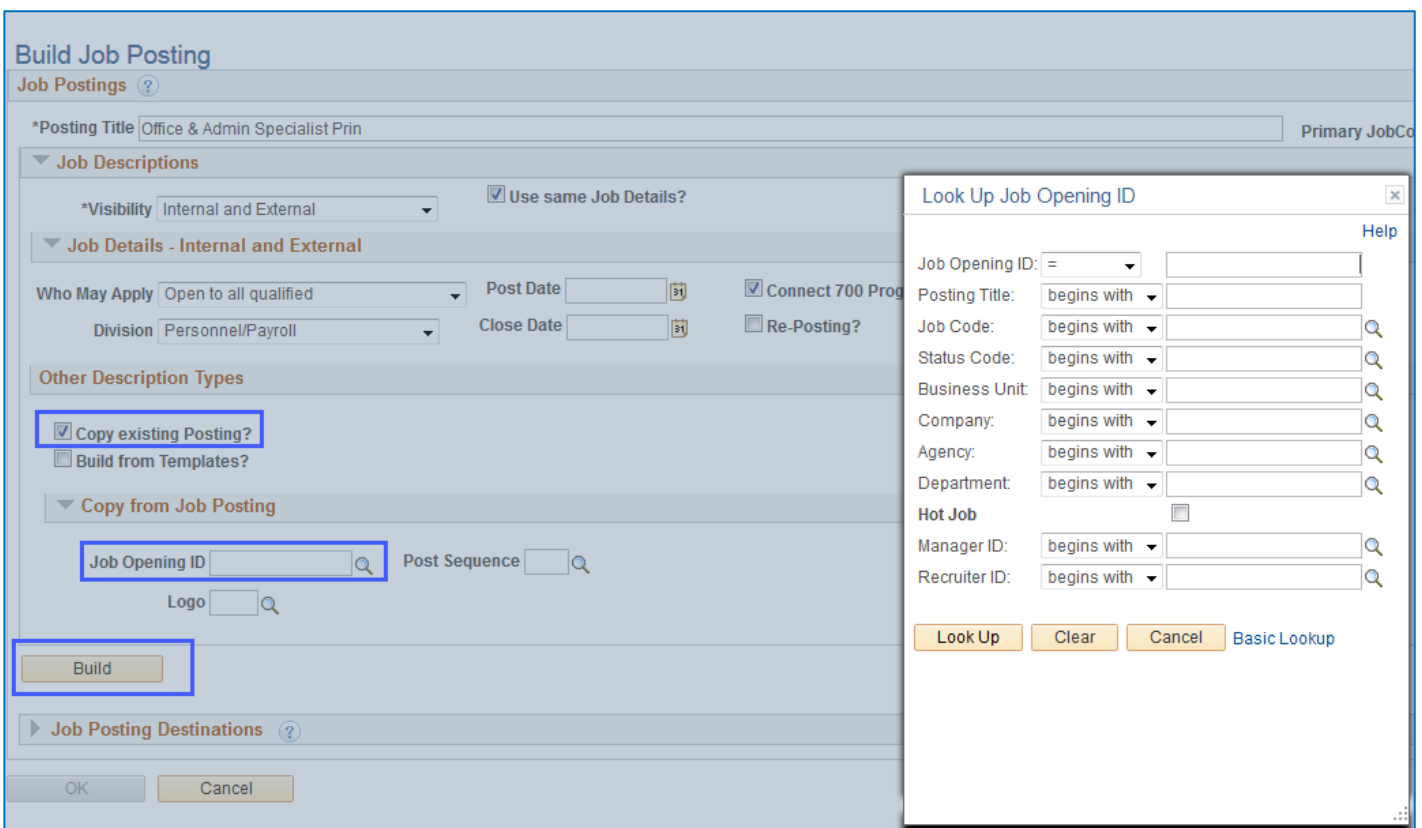
Job Class: Office & Administrative Specialist, Principal

Working Title: Office & Admin Specialist Prin

Who May Apply: Open to all qualified job seekers
 Date Posted: mm/dd/yyyy
 Closing Date: mm/dd/yyyy
 Hiring Agency/Seniority Unit: Mn Management & Budget / Mn Mgmt & Budget - AFSCME
 Division/Unit: Personnel/Payroll / ELD Training
 Work Shift/Work Hours: Day Shift
 Days of Work:
 Travel Required: No
 Salary Range: \$18.76 - \$25.32/hourly
 Classified Status: Classified
 Bargaining Unit/Union: 206 - Clerical/AFSCME
 Work Area: (Required for AFSCME)
 FLSA Status: Nonexempt

Connect 700 Program Eligible: Yes

Copy from Job Posting section opens and you can use Look Up icon to find the existing posting.



Build Job Posting

Job Postings ?

*Posting Title: Office & Admin Specialist Prin Primary JobCo

Job Descriptions

*Visibility: Internal and External Use same Job Details?

Job Details - Internal and External

Who May Apply: Open to all qualified Post Date: [] Connect 700 Program
 Division: Personnel/Payroll Close Date: [] Re-Posting?

Other Description Types

Copy existing Posting?
 Build from Templates?

Copy from Job Posting

Job Opening ID: [] Post Sequence: []
 Logo: []

Build

Look Up Job Opening ID

Job Opening ID: = []
 Posting Title: begins with []
 Job Code: begins with []
 Status Code: begins with []
 Business Unit: begins with []
 Company: begins with []
 Agency: begins with []
 Department: begins with []
 Hot Job:
 Manager ID: begins with []
 Recruiter ID: begins with []

Look Up **Clear** **Cancel** Basic Lookup

OK Cancel

If Copying an Existing Posting continued

The **Job Opening ID** of the job you are editing will default in. NOTE: Both Job Openings must be in the same Business Unit.

Post Sequence will default to last posting (this will be the last posting for the job opening you cloned). You can change that to other postings if more than 1 exists.

Use the Look Up icon to select the Logo for this job posting.

Select the **Build** button – See screenshot above.

Review the job posting to ensure the correct information was entered. If not, select **Return to Previous Page**, correct your selections on the **Build Job Posting** page, and re-select the **Build** button.

Select the **OK** button to return to the **Job Postings** tab, and Save as Draft.

Build Job Posting

Job Postings ?

*Posting Title Office & Admin Specialist Prin Primary JobCode 003630

▼ Job Descriptions

*Visibility Internal and External Use same Job Details?

▼ Job Details - Internal and External

Who May Apply Open to all qualified Post Date Connect 700 Program Eligible?

Division Personnel/Payroll Close Date Re-Posting?

Other Description Types

Copy existing Posting?
 Build from Templates?

▼ Copy from Job Posting

Job Opening ID Post Sequence Account Clerk

Logo Minnesota Department of Health

Build

▼ Job Posting Destinations ?

Destination	Posting Type	Post Date	Remove Date	Posting Duration (Days)
STATE OF MINNESOTA ACCESSIBLE	External Posting	05/26/2017	06/02/2017	7
STATE OF MINNESOTA EMPLOYEE	Internal Posting	05/26/2017	06/02/2017	7
STATE OF MINNESOTA GENERAL	External Posting	05/26/2017	06/02/2017	7

OK **Cancel**

Select the **Primary Posting Title** checkbox for the new posting (will be the last posting in the list).

Job Opening

Save and Open Save as Draft | Recruiting Home | Notification | Start Over

Job Opening ID NEW Status 005 Draft
 Job Posting Title Office & Admin Specialist Prin Business Unit G10AF (Mn Mgmt & Budget - AFSCME)
 Job Code 003630 (Office & Admin Specialist Prin) Department G100042 (ELD Training)
 Position Number 00031411 (Office & Admin Specialist Prin) Primary Recruiting Location 1001 (St. Paul)

Job Details Qualifications Screening Options **Job Postings** Hiring Team

Job Postings ?

Postings	Primary Posting Title
Office & Admin Specialist Prin	<input checked="" type="checkbox"/>

Add Job Posting **Build Job Posting**

Save and Open Save as Draft | Recruiting Home | Notification | Start Over Top of Page

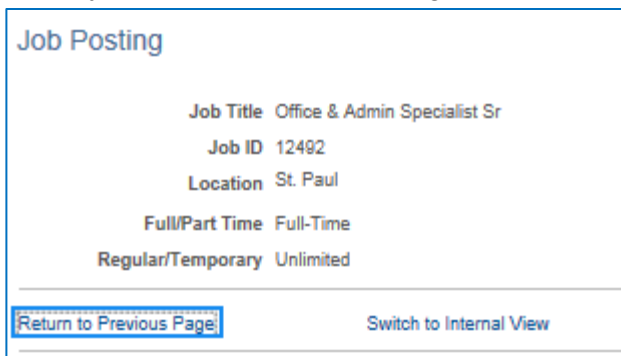
If Copying an Existing Posting continued

Delete the original posting(s) added when the clone was done.
Each Posting Description section is editable.

Select the **Preview** button to see the job posing.



When you are finished previewing, select the Return to Previous Page link.



Select the **OK** button on the Posting Information page.

Select the **Save as Draft** button.

If the **Re-Posting?** Check-box is selected, **Previous Post Date** will display and default to the last posting open date. The date can be changed. A message will print in the posting that includes this date. If **Previous Post Date** is removed, a message prints without dates.

- Verified Salary Information refreshes on the new job opening when it's created by cloning another job opening. It doesn't refresh in the posting automatically, but the **Build Job Posting** page can be used to correct the posting dates and salary.



Job postings are scheduled to run daily at midnight.

Add Job Posting

Select on the **Add Job Posting** button to start generating the job posting.

Manage Job Opening

Save | Return | Recruiting Home | Search Job Openings | Previous | Next | Create New | Clone | Add Note | Search Questionnaire | >>

Job Opening ID 12492 Status 010 Open
 Job Posting Title Office & Admin Specialist Sr Business Unit G10AF (Mn Mgmt & Budget - AFSCME)
 Job Code 003629 (Office & Admin Specialist Sr) Department G100042 (ELD Training)
 Position Number 00582000 (Office & Admin Specialist Sr)

Applicants | Applicant Search | Applicant Screening | Activity & Attachments | **Details**

Job Details | Qualifications | Screening Options | Job Postings | Hiring Team

Job Postings ?

No job postings exist for this job opening.

Add Job Posting Build Job Posting

Save | Return | Recruiting Home | Search Job Openings | Previous | Next | Create New | Clone | Add Note | Search Questionnaire | >>



Select the **Save As Draft** button often as you build the Job Posting to save your work. Do this by selecting **OK** at the bottom of the Job Descriptions page. This will take you back to the Job Opening page.

To continue adding Job Posting details select the job title link in the Job Posting section.

Applicants | Applicant Search | Applicant Screening | Activity & Attachments | **Details**

Job Details | Qualifications | Screening Options | Job Postings | Hiring Team

Job Postings ?

Postings	Primary Posting Title	Print
Behavior Analyst 1/Designated Coordinator	<input checked="" type="checkbox"/>	

Add Job Posting Build Job Posting

Job Posting Destinations and Dates

Select the **Add Posting Destination** button to add Destinations.

If the job is open competitive select the following 3 Job Posting Destinations and Posting Types:

STATE OF MINNESOTA **ACCESSIBLE**: **External** Posting

STATE OF MINNESOTA **GENERAL**: **External** Posting

STATE OF MINNESOTA **EMPLOYEE**: **Internal** Posting

Job Posting Destinations ?

*Destination	*Posting Type	Post Date	Remove Date	Posting Duration (Days)
STATE OF MINNESOTA ACCESSIBLE	External Posting	01/13/2016	01/23/2016	10
STATE OF MINNESOTA GENERAL	External Posting	01/13/2016	01/23/2016	10
STATE OF MINNESOTA EMPLOYEE	Internal Posting	01/13/2016	01/23/2016	10

Add Posting Destination

STATE OF MINNESOTA ACCESSIBLE and **STATE OF MINNESOTA GENERAL** must always be selected together. Select **External Posting** for the Posting Type.

The job posting destination is displayed on the external Careers site. Applicants will choose between the accessible button and the non-accessible button to view and apply for jobs.

STATE OF MINNESOTA EMPLOYEE

All job openings must be posted with this destination. **Select Internal Posting for the Posting Type.**

If the job opening is posted for internal employees only, the Recruiter would only need to select this destination. The job will be posted in the Self Service Careers folder. There is not a state of Minnesota accessible option. Current State employees have their accessibility options selected in Self Service.

Post Date: Enter the date on which you want the job posted to this destination.

Remove Date: This is the date that the posting is removed from the Careers destination. The job posting is removed from Careers at the stroke of midnight on this date.

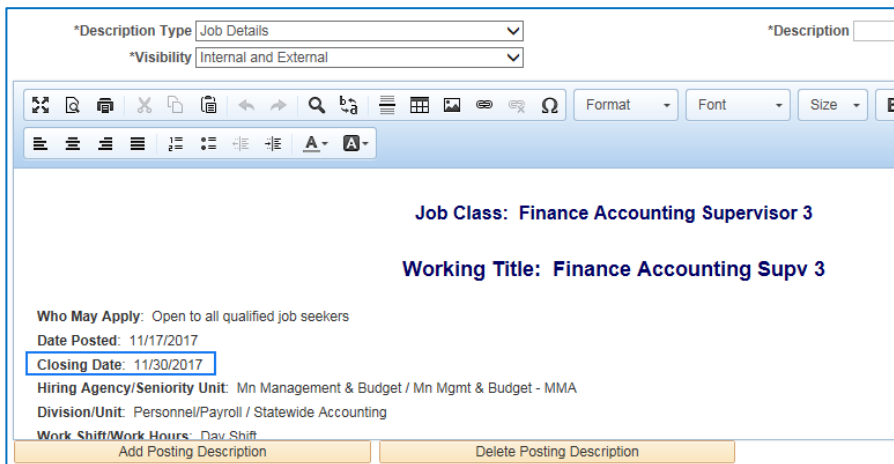
Posting Duration (Days): You may leave the Remove Date blank and enter a number of days the posting should be up. The system will calculate and auto populate the Remove Date based on duration.

Job Posting Closing Date vs Job Destination Remove Date

Job Posting Closing Date: The Closing Date is the last day the posting will appear on the website or Self Service, through 11:59 p.m.

Remember, the Closing Date cannot be a holiday or a weekend.

The Closing Date (highlighted below) is located in the Job Details posting description template.



*Description Type: Job Details
*Description: []
*Visibility: Internal and External

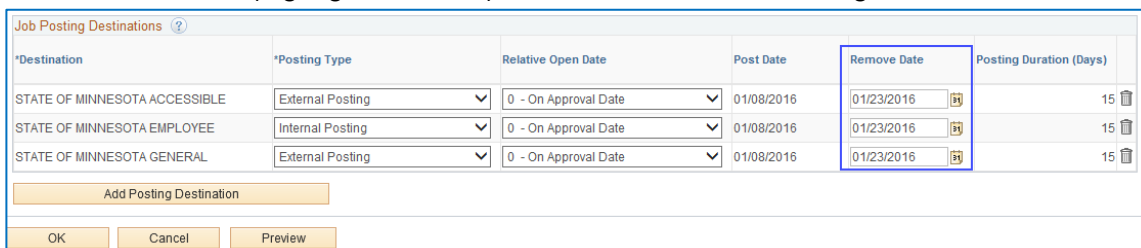
Job Class: Finance Accounting Supervisor 3
Working Title: Finance Accounting Supv 3

Who May Apply: Open to all qualified job seekers
Date Posted: 11/17/2017
Closing Date: 11/30/2017
Hiring Agency/Seniority Unit: Mn Management & Budget / Mn Mgmt & Budget - MMA
Division/Unit: Personnel/Payroll / Statewide Accounting
Work Shift/Work Hours: Day Shift

Add Posting Description Delete Posting Description

Job Destination Remove Date: The Remove Date is when the posting will be removed from the website or Self Service, so must be the day after the Closing Date. For example, if the Closing Date is 12/14/2015, the Remove Date must be 12/15/2015.

The Remove Date (highlighted below) is located in the Job Posting Destination section.



*Destination	*Posting Type	Relative Open Date	Post Date	Remove Date	Posting Duration (Days)
STATE OF MINNESOTA ACCESSIBLE	External Posting	0 - On Approval Date	01/08/2016	01/23/2016	15
STATE OF MINNESOTA EMPLOYEE	Internal Posting	0 - On Approval Date	01/08/2016	01/23/2016	15
STATE OF MINNESOTA GENERAL	External Posting	0 - On Approval Date	01/08/2016	01/23/2016	15

Add Posting Destination

OK Cancel Preview

Extending a Job Posting

Only a Recruiter with Posting Authority can edit the posting dates.

To extend a Job Posting change the Remove Date in the Job Posting Destination section.

*Destination	*Posting Type	Relative Open Date	Post Date	Remove Date	Posting Duration (Days)
STATE OF MINNESOTA ACCESSIBLE	External Posting	0 - On Approval Date	01/08/2016	01/23/2016	15
STATE OF MINNESOTA EMPLOYEE	Internal Posting	0 - On Approval Date	01/08/2016	01/23/2016	15
STATE OF MINNESOTA GENERAL	External Posting	0 - On Approval Date	01/08/2016	01/23/2016	15

Add Posting Destination

OK Cancel Preview

Remember to also update the Closing Date on the Job Details Description Type.

*Description Type: Job Details *Description:

*Visibility: Internal and External

Format Font Size B

Job Class: Finance Accounting Supervisor 3

Working Title: Finance Accounting Supv 3

Who May Apply: Open to all qualified job seekers

Date Posted: 11/17/2017

Closing Date: 11/30/2017

Hiring Agency/Seniority Unit: Mn Management & Budget / Mn Mgmt & Budget - MMA

Division/Unit: Personnel/Payroll / Statewide Accounting

Work Shift/Work Hours: Day Shift

Add Posting Description Delete Posting Description

Preview Job Posting

Select the **Preview** button on the bottom of the page to preview the job posting.

*Destination	*Posting Type	Post Date	Remove Date	Posting Duration (Days)
STATE OF MINNESOTA ACCESSIBLE	External Posting	01/13/2016	01/23/2016	10
STATE OF MINNESOTA GENERAL	External Posting	01/13/2016	01/23/2016	10
STATE OF MINNESOTA EMPLOYEE	Internal Posting	01/13/2016	01/23/2016	10

Add Posting Destination

OK Cancel **Preview** Print

Preview Job Posting continued

If you are creating two postings, one for external Applicants and one for internal applications, select the **Switch to Internal View/Switch to External View** links when in Preview to see the other version.



When finished previewing, select the Return to Previous Page link. This will bring you back to the Posting Information page.

Select the **OK** button to save your changes and return to the Job Opening page.

On the Job Opening page select **Save as Draft**.

Job Posting set up example: Posting to state employees only

Description Type: **Logo**

Description: **select agency logo**

Visibility: **Internal Only**

*Description Type	Logo	Description	Select agency logo
*Visibility	Internal Only		

Description Type: **Job Details**

Description: Job Details **Standard Internal** (or Job Details Minnesota State **Standard Internal**)

Visibility: **Internal Only**

*Description Type	Job Details	Description	Job Details Standard Internal
*Visibility	Internal Only		

Description Type: **Job Summary**

Description: **Job Summary**

Visibility: **Internal Only**

*Description Type	Job Summary	Description	Job Summary
*Visibility	Internal Only		

Description Type: **Qualifications**

Description: **Qualifications Standard**

Visibility: **Internal Only**

*Description Type	Qualifications	Description	Qualifications Standard
*Visibility	Internal Only		

Description Type: **Applications Details**

Description: **Application Details Standard** (or **Application Details Minnesota State**)

Visibility: **Internal Only**

*Description Type	Application Details	Description	Application Details Standard
*Visibility	Internal Only		

Job Posting Destinations:

Posting Type:

Enter dates for each Destination

STATE OF MINNESOTA EMPLOYEE

Internal Posting

*Destination	*Posting Type	Relative Open Date	Post Date	Remove Date	Posting Duration (Days)
STATE OF MINNESOTA EMPLOYEE	Internal Posting				

Job Posting set up example: Open Competitive

Posting to employees and public when the content of the posting is the same.

Description Type: **Logo**

Description: **select agency logo**

Visibility: **Internal and External**

Job Descriptions	
*Description Type	Logo
*Visibility	Internal and External
Description	Select agency logo

Description Type: **Job Details**

Description: Job Details **Standard External** (or Job Details Minnesota State **Standard External**)

Visibility: **Internal and External**

*Description Type	Job Details
*Visibility	Internal and External
Description	Job Details Standard External

Description Type: **Job Summary**

Description: **Job Summary**

Visibility: **Internal and External**

*Description Type	Job Summary
*Visible	Internal and External
Description	Job Summary

Description Type: **Qualifications**

Description: **Qualifications Standard**

Visibility: **Internal and External**

*Description Type	Qualifications
*Visible	Internal and External
Description	Qualifications Standard

Description Type: **Applications Details**

Description: **Application Details Standard** (or **Application Details Minnesota State**)

Visibility: **Internal and External**

*Description Type	Application Details
*Visible	Internal and External
Description	Application Details Standard

Job Posting Destinations: Posting Type: **Enter dates for each Destination**

STATE OF MINNESOTA ACCESSIBLE External Posting

STATE OF MINNESOTA GENERAL External Posting

STATE OF MINNESOTA EMPLOYEE Internal Posting

Job Posting Destinations						
*Destination	*Posting Type	Post Date	Remove Date	Posting Duration (Days)		
STATE OF MINNESOTA ACCESSIBLE	External Posting	01/13/2016	01/23/2016	10		
STATE OF MINNESOTA GENERAL	External Posting	01/13/2016	01/23/2016	10		
STATE OF MINNESOTA EMPLOYEE	Internal Posting	01/13/2016	01/23/2016	10		
Add Posting Destination						

Job Posting Example (2 Job Details Description Types):

Competitive posting to employees and public but when employees should see different Job Details than the public.

Description Type: **Logo**

Description: **select agency logo**

Visibility: **Internal and External**

Job Descriptions	
*Description Type	Logo
*Visibility	Internal and External
Description	Select agency logo

Description Type: **Job Details**

Description: Job Details **Standard External** (or Job Details Minnesota State **Standard External**)

Visibility: **External Only**

*Description Type	Job Details
*Visibility	External Only
Description	Job Details Standard External

Description Type: **Job Details**

Description: Job Details **Standard Internal** (or Job Details Minnesota State **Standard Internal**)

Visibility: **Internal Only**

*Description Type	Job Details
*Visibility	Internal Only
Description	Job Details Standard Internal

Description Type: **Job Summary**

Description: **Job Summary**

Visibility: **Internal and External**

*Description Type	Job Summary
*Visible	Internal and External
Description	Job Summary

Description Type: **Qualifications**

Description: **Qualifications Standard**

Visibility: **Internal and External**

*Description Type	Qualifications
*Visible	Internal and External
Description	Qualifications Standard




Description Type: **Applications Details**

Description: **Application Details Standard** (or **Application Details Minnesota State**)

Visibility: **Internal and External**

*Description Type	Application Details
*Visible	Internal and External
Description	Application Details Standard

Job Posting Destinations: Posting Type: **Enter dates for each Destination**
STATE OF MINNESOTA ACCESSIBLE External Posting
STATE OF MINNESOTA GENERAL External Posting
STATE OF MINNESOTA EMPLOYEE Internal Posting

Job Posting Destinations ?						
*Destination	*Posting Type	Post Date	Remove Date	Posting Duration (Days)		
STATE OF MINNESOTA ACCESSIBLE	External Posting	01/13/2016	01/23/2016	10		
STATE OF MINNESOTA GENERAL	External Posting	01/13/2016	01/23/2016	10		
STATE OF MINNESOTA EMPLOYEE	Internal Posting	01/13/2016	01/23/2016	10		
Add Posting Destination						

Job Opening Page - Hiring Team tab

Assignments section: Adding Recruiters or Hiring Managers is optional for agencies to use. Each agency will have to determine the best way to use this feature based on your business process.



When an employee is added as a Recruiter, Hiring Manager, or Interview Team member on the Hiring Team tab they should not apply to the job. If they apply they will no longer have access to see the job opening as a Recruiter or Hiring Manager.

Job Opening

[Save and Open](#) | [Save as Draft](#) | [Delete](#) | [Recruiting Home](#) | [Search Job Opening](#) | [Notification](#) | [Print Job Opening](#)

Job Opening ID 1098	Status 005 Draft
Job Posting Title Customer Svcs Specialist Int	Business Unit R29AF (DNR-AFSCME)
Job Code 003636 (Customer Svcs Specialist Int)	Department R29X714 (F&W License Reg/Title Staff)
Position Number 00044680 (Customer Svcs Specialist Int)	Primary Recruiting Location 1001 (St. Paul)

[Job Details](#) | [Qualifications](#) | [Screening Options](#) | [Job Postings](#) | **[Hiring Team](#)**

Assignments

Recruiters

No Recruiters have been added to this Job Opening

[Add Recruiter](#) | [Add Recruiter Team](#)

Hiring Manager

No Hiring Managers have been added to this Job Opening

[Add Hiring Manager](#) | [Add Hiring Manager Team](#)

Recruiters:

Adding Recruiters may work well for agencies that have Recruiters that work in teams on specific job openings. Additional Recruiters can be added to a job opening at any time. A Recruiter does not need to be on the Hiring Team to update the job opening but Recruiters must have security to the department associated with the job opening to make updates.

Add yourself as the primary Recruiter to job openings that you create. The primary Recruiter receives all offer-related notifications external Applicants submit through Careers. As the primary Recruiter you are considered to be “assigned to” the job opening so when you Search Job Openings you are able to select “Jobs Assigned to me” in the My Association drop down. When you add additional Recruiters to the Job Opening they will also receive notifications when action is taken or needed on the Job Opening. Non-primary Recruiters would select “Jobs Associated with me.”

Search Job Openings

[Recruiting Home](#) | [Browse Job Openings](#) | [Create Job Opening](#) | [Search Job](#)

▼ Search Criteria ?

Job Posting Title

Job Opening ID

Status

Category

Most Recent Activity

Job Opening Type

Hot Job

My Association

Hiring Manager

Recruiter

Add Recruiter Team button to add a team of Recruiters you have already predefined. This action will save time when adding recruiting staff. Teams need to be created before they become options to add to the Job Opening.

Add Hiring Manager options:

1. Add the Hiring Manager when you create the job opening. This will allow the Recruiter and Hiring Manager to work together to review Applicants and the manager can indicate the disposition of each Applicant. Recruiters will only be able to add Hiring Manager staff at their agency.

A Recruiter with posting authority can add the Hiring Manager to the job opening **after** the pool of Applicants that met minimum qualifications has been determined. The Hiring Manager is then able to view the Applicants, their application, and resume in the Manage Job Opening page. The cover letter can be viewed from the Manage Application page. The Hiring manager is able to rate their interest and change Applicant disposition.

2. If your agency does not want Hiring Managers to view Applicants for a job opening in Recruiting Solutions, do not add a Hiring Manager to the job opening. In this option the Recruiter assumes the responsibility of reviewing the Applicants and changing dispositions in Recruiting Solutions. The Recruiter will either send the Applicants to Hiring Managers outside the system using secure email or Route the Applicants to the Hiring Manager. The Hiring Managers will review Applicants in the Interview Team Activity Folder.

If the job opening has more than one Hiring Manager, one must be identified as the primary Hiring Manager by selecting the checkbox in the Primary column.

Interviews section:

This section is informational only. It does not interface with Outlook.

If an employee is on the interview team the Recruiter will route the Applicants to them. The employee/interview team member will then access Applicant information from their **Interview Team Activity** folder in Self Service.



Note: Hiring Managers and Interview Team members can only be added to the job opening if they work at the Agency of the job opening. If they do not work for the same Agency, Recruiters will need to send Applicant information to them outside of Recruiting Solutions.

A Recruiter will be able to print a single PDF file containing all applications and answers to screening questions that they can provide to search committees or interview teams for review. If providing this file through email, it should be attached and sent using an encrypted/secure email system

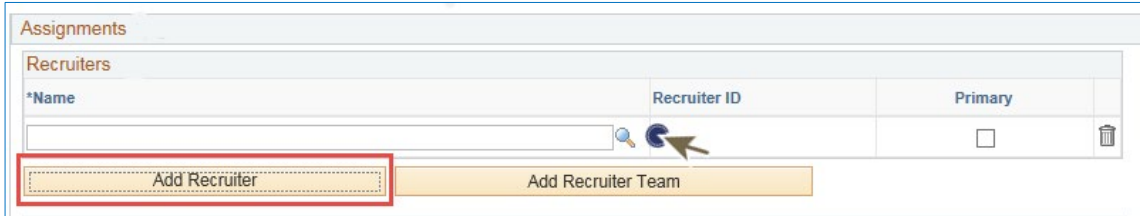
Add Hiring Manager Team: Add a team of Hiring Managers that have been predefined. This action will save time when adding Hiring Manager staff. Teams need to be created before they become options to add to the Job Opening.

Adding Recruiters and Hiring Managers to the Job Opening

The steps to add Assignments are the same. Below are the steps to Add Recruiter as an example.

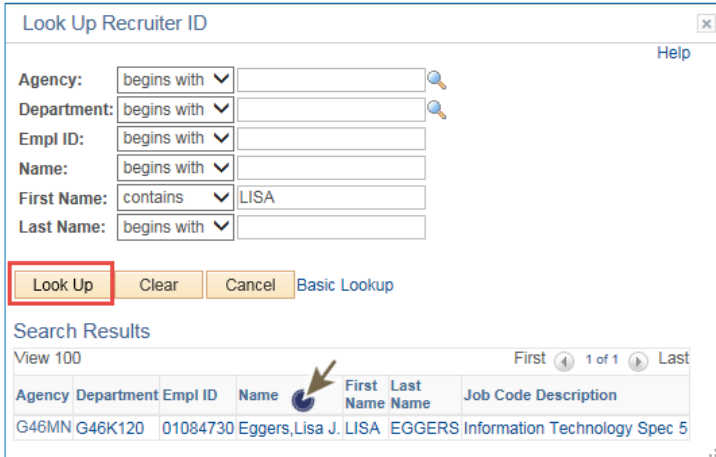
Select the **Add Recruiter** button.

Use the Look Up icon to search for Recruiters from your agency. If the job opening has more than one Recruiter, one must be identified as the primary Recruiter.

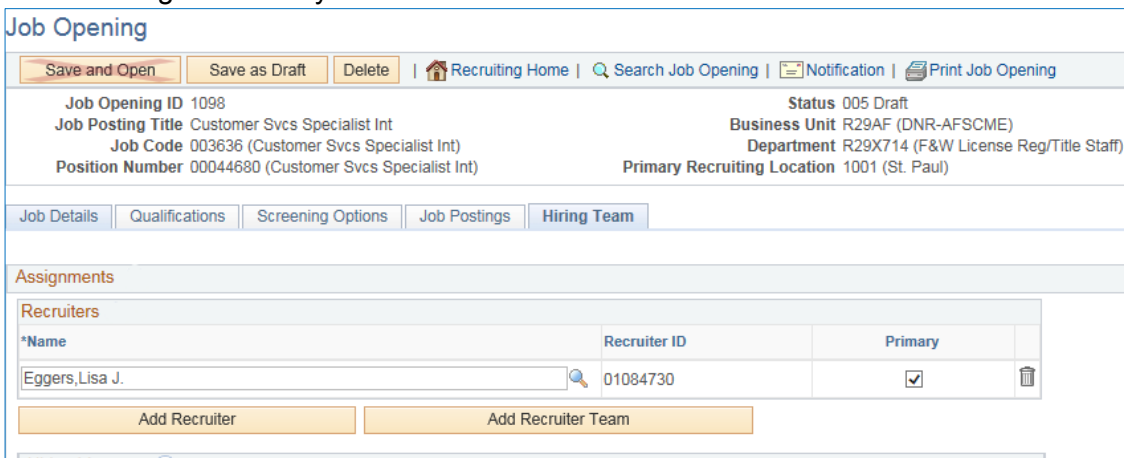


Enter criteria in the fields and select the **Look Up** button.

Select the Recruiter link from the Search Results section.



On the Hiring Team tab you will see the selected Recruiter has been added.



When finished adding the Assignments select the **Save as Draft** button.

Great Job!!! You have created a Job Opening!

Job Opening Draft Notification

Recruiters without posting authority and Hiring Managers will need to notify a Recruiter with Posting Authority that a job opening has been created and is in Draft status.

Select the **Notification** link within the Job Opening located on the main toolbar.

Job Opening

Save as Draft |
 Recruiting Home |
 Notification |
 Start Over

Job Opening ID NEW	Status 005 Draft
Job Posting Title General Maintenance Worker	Business Unit H75AF (Vets Affairs -AFSCME)
Job Code 001725 (General Maintenance Wrkr)	Department H75A3B1 (Mpls Housekeeping Staff B)
Position Number 00093691 (General Maintenance Worker)	Primary Recruiting Location 1036 (Minneapolis)

This will open the Send Notification page.

Use the Find link to search for the Recruiter with posting authority that you are sending this email too. The Find link will open the Find Email Address page. You will only be able to search for employees from your agency. Enter Employee ID or Name and select the Search button

Find Email Address

Find Employees

Employee ID

Name

Search Cancel

Search Results

Select the row of the recipient in the Search Results. Select the Add Selected button.

In the Subject enter the Job Opening ID and Job Posting Title. In the Message type your note to the Recruiter.

Send Notification

Recipient Information

*To Find

Cc Find

Bcc Find

Sender Information

From

Message

*Subject

Message

Send Cancel

Select the **Send** button when finished.

Post a Job Opening

Only Recruiters with posting authority (delegation of authority from MMB) can post a job opening. Recruiters with posting authority have a **Save and Open** button and a **Save as Draft** button on the Job Opening page.

Recruiters with posting authority view:

Job Opening

Save and Open | Save as Draft | Notification | Start Over

Job Opening ID NEW	Status 005 Draft
Job Posting Title Customer Svcs Specialist Sr	Business Unit G10AF (Mn Mgmt & Budget - AFSCME)
Job Code 003637 (Customer Svcs Specialist Sr)	Department G100016 (System Compliance Acctg)
Position Number 00582040 (Customer Svcs Specialist Sr)	Primary Recruiting Location 1001 (St. Paul)

Recruiters without posting authority and Hiring Managers will only have a **Save as Draft** button on the Job Opening page.

Job Opening

Save as Draft | Recruiting Home | Notification | Start Over

Job Opening ID NEW	Status 005 Draft
Job Posting Title Customer Svcs Specialist Sr	Business Unit G10AF (Mn Mgmt & Budget - AFSCME)
Job Code 003637 (Customer Svcs Specialist Sr)	Department G100016 (System Compliance Acctg)
Position Number 00582040 (Customer Svcs Specialist Sr)	Primary Recruiting Location 1001 (St. Paul)

Recruiters without posting authority and Hiring Managers will use the **Notification** link on the job opening toolbar to inform their designated Recruiter with posting authority to review the job opening draft and to post the job opening. When the Save as Draft is selected for the Job Opening, the **Job Opening ID** changes from NEW to a Job Opening ID number.

Once the job opening has been reviewed, to post a job opening:

Select the **Save and Open** button. This will change the **Status** of the job opening from Draft to Open.

View before a job opening has been saved:

Job Opening

Save and Open | Save as Draft | Recruiting Home | Notification | Start Over

Job Opening ID NEW	Status 005 Draft
Job Posting Title Office & Admin Specialist Prin	Business Unit G10AF (Mn Mgmt & Budget - AFSCME)
Job Code 003630 (Office & Admin Specialist Prin)	Department G100067 (Enterprise Learning & Develop)
Position Number 00031411 (Office & Admin Specialist Prin)	Primary Recruiting Location 1001 (St. Paul)

View after selecting the Save and Open button:

Job Opening

Save | Recruiting Home | Clone | Create New | Print Job Opening

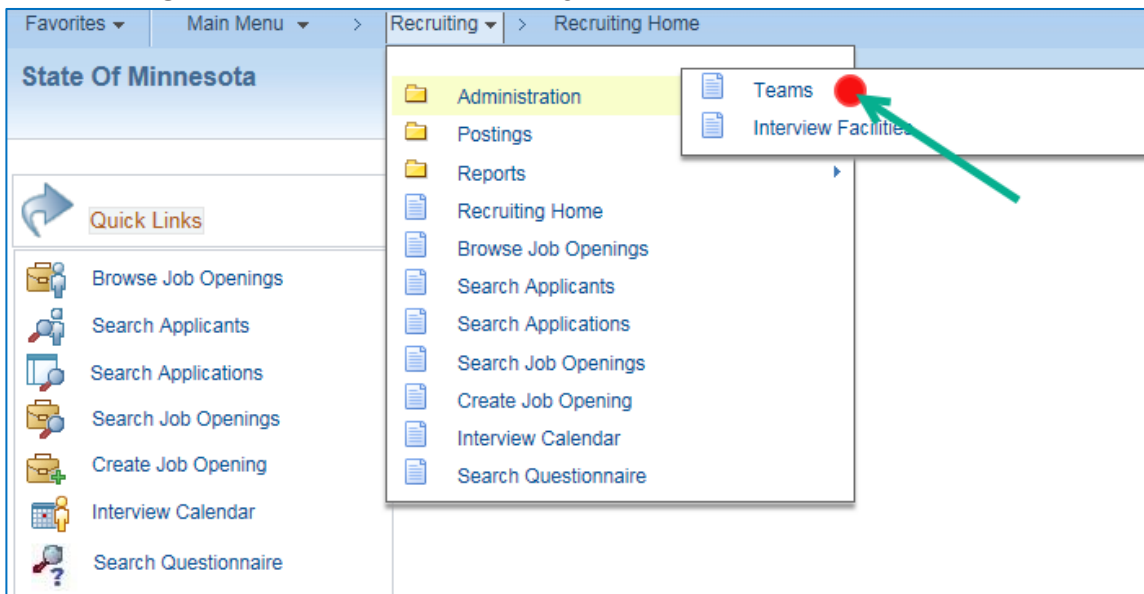
Job Opening ID 1437	Status 010 Open
Job Posting Title Office & Admin Specialist Prin	Business Unit G10AF (Mn Mgmt & Budget - AFSCME)
Job Code 003630 (Office & Admin Specialist Prin)	Department G100067 (Enterprise Learning & Develop)
Position Number 00031411 (Office & Admin Specialist Prin)	Primary Recruiting Location 1001 (St. Paul)

Creating Hiring Teams for Your Agency

Once you create a team they can be added to the Job Opening on the Hiring Team tab by selecting the **Add Team** buttons. Hiring Managers and Interview Team members can only be added to the job opening if they work at the Agency of the job opening. If they leave the agency they will no longer have access to the Job Opening. There is not a limit to the number of teams you create or to the number of teams to which an employee can belong.

To create a team, use the breadcrumb navigation feature:

Navigation: Main Menu > Recruiting > Administration > Teams



Select the **Add a New Value** tab.

Define Team

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value
Add a New Value

▼ Search Criteria

Search by: Team ID ▼ =

[Advanced Search](#)

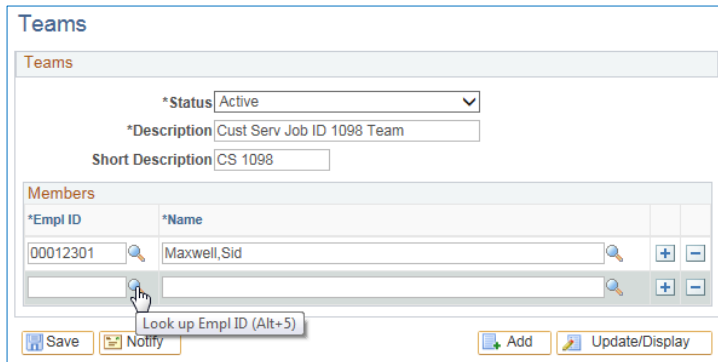
[Find an Existing Value](#) | [Add a New Value](#)

Status: select Active in the drop down menu.

Description: Create a team name. There is a 30 character limit.

Short Description: Abbreviated Description name. This field is often used for reporting purposes.

Members: Use the look up icon to search by Empl ID (employee id) or Name.



*Empl ID	*Name		
00012301	Maxwell, Sid	+	-
		+	-

Use the plus and minus buttons to add or remove team members.

Select the **Notify** button to send an email to the team members.

Select the **Add** button to create another team.

Select the **Save** button. The Team ID will be assigned and can be added to a Job Opening.

Update/Display: Brings you back to the Team Search Criteria page.

Use the breadcrumb navigation to go to another activity in Recruiting Solutions.

Search Job Openings

Once you have created a Job Opening, you will use the Search Job Openings page to navigate to the Manage Job Opening page.

Navigation: Main Menu > Recruiting > Recruiting Home > Search Job Opening

Select the **Search Job Opening** quick link.



Use the Search Criteria section to enter search information.

- **Job Posting Title:** Enter the job posting title. The system searches for job openings that contain the text that is entered; an exact match is not necessary.
- **Job Opening ID:** Enter a single job opening ID. Searching by ID is the most efficient way to access the record for a specific job opening whose ID you know. Select the Look Up icon to search for job opening IDs. You will only see the job openings to which you have security access.
- **Status:** Select a job opening status from the drop down menu. The default value is Open. The value in this field affects which group actions you can perform on your search results. Other statuses are: Canceled, Closed, Draft, and Hold.
- **Category:** Select the drop down arrow to see a list of your categories. Categories are a personal organizational tool, and your categorization is not visible to other users.
- **Most Recent Activity:** Select a time period from the drop down menu to see job opening status changes. Changes other than status changes are not considered activity for purposes of searching based on when the most recent activity occurred.
- **Job Opening Type:** Select either Continuous Job Opening or Standard Requisition.
- **Hot Job:** Not used by the State at this time
- **My Association:** Select a value representing your association with the job opening. Options are:
 - All Jobs
 - Jobs Assigned to me: Jobs that you are the primary Hiring Manager or primary Recruiter.
 - Jobs Associated with me: Jobs that you created or if you are on the hiring team.
 - Jobs Created by me: If you created the draft of the Job Opening the system indicates your Employee ID in the Creator field.
- **Hiring Manager:** Search for job openings associated with a particular Hiring Manager. Select the Look Up icon to select a Hiring Manager.
- **Recruiter:** Search for job openings associated with a particular Recruiter. Select the Look Up icon to select a Recruiter.
- **Created By:** Search for job openings associated with a particular creator. Select the Look Up icon to select a creator.
- **Agency:** Search for job openings associated with a particular agency. Select the Look Up icon to select an agency.

- **Department:** Use this field to search based on the job opening’s department. This field is available only after you enter an agency.
- **Job Code:** Use this field to search based on the job opening’s job code. Select the Look Up icon to select a job code.
- **Recruitment Contact:** This field is not currently used.

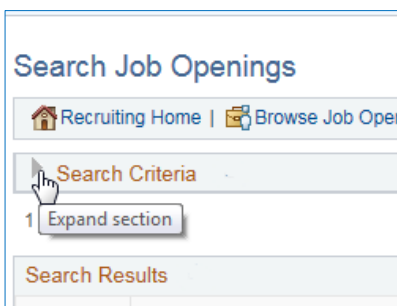
Once the Search Criteria has been chosen select the **Search** button to perform the search.

Results are displayed in the Search Results section.

Select	Job Opening	Job ID	Status	Type	Category	Recruiting Location	Target Openings	Available Openings	Total Applicants	Created
<input type="checkbox"/>	Customer Svcs Specialist Int	1098	Draft	Standard Requisition		St. Paul	1	1	0	08/27/2015

To access the Manage Job Opening page, select on the Job Opening title link.

To begin a new search, select the arrow to the left of Search Criteria to expand the section.



Cloning a Job Opening



Important notes before you use the Clone feature in Recruiting Solutions:

- **When you Clone a job opening you are **not** able to change the Business Unit on the cloned job.** If you would like to use the job posting information from another agency copy the information to a MS Word document. Then you are able to copy and paste the information into the new Job Opening with the appropriate Business Unit.
- The Job that you are cloning must have a Position Number.
- The cloning feature is best utilized for jobs that have a high volume of turn over within the same business unit. Examples are Human Services Technician and Trainee Corrections Officer.
- A Job Opening that is in Draft status cannot be cloned.
- When you clone a job opening it will be in Draft status so that you are able to change dates and posting duration. Review all information in the new job opening before saving.
- Information that is not copied to the cloned job includes; posting dates, notes and attachments, Applicants and all Applicant related data, and category. Category is a personalization and not visible to other users.

To clone a job opening:

Navigation: Main Menu > Recruiting > Recruiting Home > Search Job Openings

1. Enter job opening search criteria.
2. Select **Search**.
3. Under job opening, select on the name of the job you want to clone.
4. Select the **Clone** link. The **Clone** link is located on the toolbar of any **Manage Job Opening** page.

Manage Job Opening

[Return](#) | [Recruiting Home](#) | [Search Job Openings](#) | [Next](#) | [Create New](#) | Clone | [Refresh](#) | [Add Note](#) | [Interviews](#) | [No Category](#) | >>

Job Opening ID 1096 Job Posting Title Electronic Technician Senior Job Code 000938 (Electronic Technician Senior) Position Number 00072040 (Electronic Technician Senior)	Status 010 Open Business Unit R32AF (Pollution Cntrl-AFSCME) Department R32E630 (EAO AAS Air Monitoring Unit)
--	---

5. **New Posting Title:** The default title will be the original Posting Title. You are able to change the title if necessary.
6. **Number of New Job Openings:** The default is 1. This number represents the number of cloned job openings and **not** how many positions you want to fill for this job. You can change this number if you need to clone more than 1 job for this Business Unit.
7. Select the **Clone** button.

Job Opening ID 1096

Posting Title Electronic Technician Senior

*New Posting Title Electronic Technician Senior

*Number of New Job Openings

Clone
Cancel

Cloning a Job Opening continued.

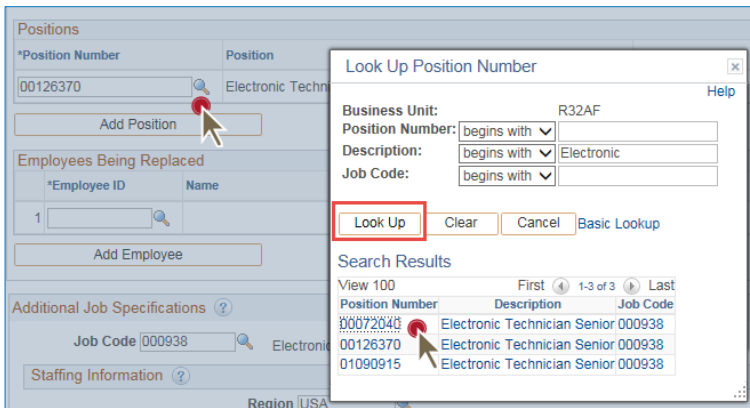
A message will appear that the Job Opening successfully clones. A new job opening id number is assigned and it is in Draft status.



Select the Job Opening ID number link to access the Manage Job Opening page for the new job.

Review the Job Details Tab

- **Created By:** displays the person who created the new job opening.
- **Created:** (date) displays the date that the new job opening is created.
- **Status Code:** defaults to Draft.
- **Status Date:** displays the date that the new job opening is created.
- **Establishment ID:** do not change
- **Business Unit:** do not change
- **Recruiting Location:** Use the look up icon to select.
- **Position Number:** To change the Location or Position number, **do not delete the record.** Use the **look up icon to select the new criteria.**



Data from the Qualifications, Screening Options, Job Postings, and Hiring Team tabs are copied to the new job opening.



You will need to change the Dates on the Job Postings tab on the Job Details Description template. You will also need to add the Job Posting and Removal dates on Job Posting Destinations.

When your edits are complete, select the **Save as Draft** button and notify the Recruiter with posting authority to review and post.

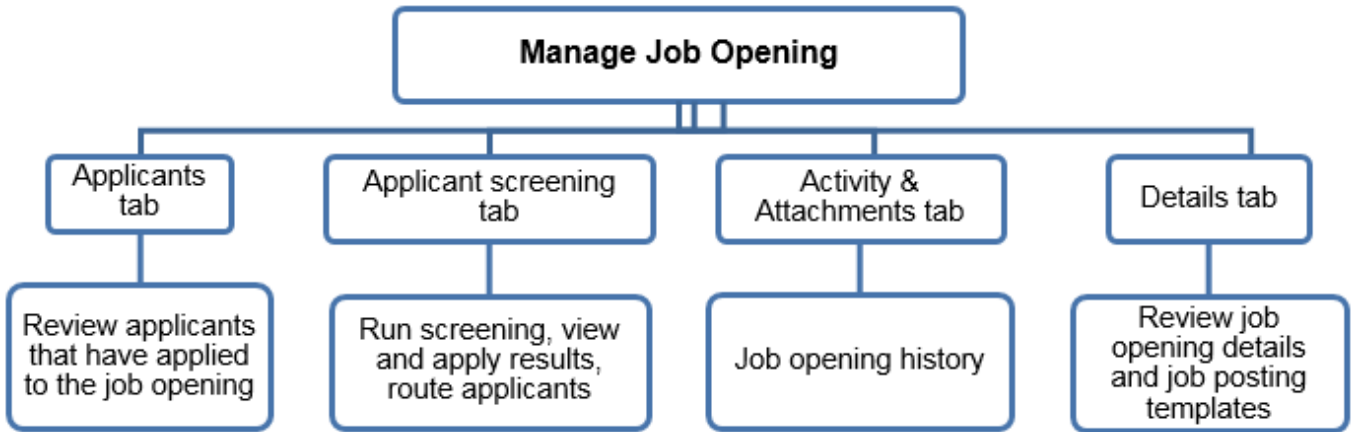
Manage Job Opening page

The Manage Job opening page provides a central location for Recruiters to review job opening data and perform tasks related to the job opening.

This is the page that Recruiters will use most once the job is in Open status. They will manage Applicants associated with a job opening, run Preliminary Screening, and review job opening-related activity.

The Manage Job Opening page is accessed via the Search Job Openings link on the Recruiting Home page.

Structure of the Manage Job Opening page



Manage Job Opening page continued

Navigation: Main Menu > Recruiting > Recruiting Home > Search Job Openings

Enter search criteria.

Select the job opening name link in the Search Results section on the Search Job Openings page.

Search Job Openings

[Recruiting Home](#) | [Browse Job Openings](#) | [Create Job Opening](#) | [Search Job Postings](#)

Search Criteria

1 Results Found

Search Results

Select	Job Opening	Job ID	Status	Type	Category	Recruiting Location	Target Openings	Available Openings	Total Applicants	Created
<input type="checkbox"/>	Customer Svcs Specialist Int	1098	Open	Standard Requisition		St. Paul	1	1	0	08/27/2015

Select All Deselect All Group Actions

This will open the Manage Job Opening page.

Manage Job Opening

[Return](#) | [Recruiting Home](#) | [Search Job Openings](#) | [Next](#) | [Create New](#) | [Clone](#) | [Search Questionnaire](#) | [Print Job Opening](#) | [No Category](#)

Job Opening ID 13171	Status 010 Open
Job Posting Title Office & Admin Specialist Prin	Business Unit G10AF (Mn Mgmt & Budget - AFSCME)
Job Code 003630 (Office & Admin Specialist Prin)	Department G100042 (ELD Training)
Position Number 00031411 (Office & Admin Specialist Prin)	

Links available on the Manage Job Opening toolbar;

- **Return:** Back to the previous page.
- **Recruiting Home:** Back to the Recruiting Home page.
- **Search Job Openings:** Back to the Search Job Openings page.
- **Previous** and **Next:** Are visible if the search results contain more than one job opening. The previous or next links navigate to the other job openings.
- **Create New:** Create a new job opening.
- **Clone:** Clone the current job opening. **Note:** Cannot change the Business Unit on a cloned job.
- **Refresh:** Updates the page with new submitted applications.
- **Add Note:** Add a job opening note.
- **Interview:** Select to manage and view Applicant's interview schedule.
- **No Category:** Recruiters can categorize their job openings. Categories are a personal organizational tool and are not visible to other users.
- Select the >> - to see additional links available on the toolbar
- **Print Job Opening:** Select the link to print this job opening. **Note:** The report will appear in a new browser window.
- **Personalize:** change your toolbar display.

The read-only header area of the page contains identifying information about the job opening.

The tabs on the Manage Job Opening page provide the following overall structure for managing your job-related tasks and data.

Manage Job Opening page - Applicants tab

Review Applicants and perform various Applicant-related tasks.

Manage Job Opening

[Return](#) | [Recruiting Home](#) | [Search Job Openings](#) | [Create New](#) | [Clone](#) | [Refresh](#) | [Add Note](#) | [Search Questionnaire](#) | [Print Job Opening](#) | [Personalize](#)

Job Opening ID 12886 Status 010 Open
 Job Posting Title State Prog Admin Intermediate Business Unit R29MP (DNR-MAPE)
 Job Code 003605 (State Prog Admin Intermediate) Department R29T2H5 (OSD MR Region 2 Facility Ops)
 Position Number 01015396 (State Prog Admin Intermediate)

[Applicants](#) | Applicant Screening | Activity & Attachments | Details

All (4)	Applied (1)	Reviewed (0)	Screen (1)	Route (0)	Interview (0)	Offer (0)	Hire (0)	Hold (0)	Reject (2)
---------	-------------	--------------	------------	-----------	---------------	-----------	----------	----------	------------

Applicants ?

Select	Applicant Name	Applicant ID	Submitted Date Time	Type	Disposition	Reason	View Notes	Application	Resume	Interest	Route
<input type="checkbox"/>	Johnson, QQueenie	148822	11/21/2017 10:58AM	External	Screen	Preliminary Screen				☆☆☆☆X	
<input type="checkbox"/>	Canterbury, Ggreg	148804	11/21/2017 10:55AM	External	Reject	Lacks Minimum Qualifications				☆☆☆☆X	
<input type="checkbox"/>	Carlson, Ggrace	148803	11/21/2017 10:59AM	External	Reject	Lacks Minimum Qualifications				☆☆☆☆X	
<input type="checkbox"/>	Fakure, FFanny	148800	11/21/2017 12:55PM	External	Linked Que	Layoff List				☆☆☆☆X	

[Select All](#) [Deselect All](#) ▾ Group Actions

[Return](#) | [Recruiting Home](#) | [Search Job Openings](#) | [Create New](#) | [Clone](#) | [Refresh](#) | [Add Note](#) | [Search Questionnaire](#) | [Print Job Opening](#) | [Top of Page](#)

Applicants: List of all Applicants associated with this job opening.

Phase progression bar: The number of Applicants in each phase of the recruiting process displayed in a phase progression bar; All, Applied, Reviewed, Screen, Route, Interview, Offer, Hire, Hold, and Reject.

The phase bar also provides filtering so you can easily restrict the Applicant list to include only Applicants in a particular phase.



When using Group Actions be sure that you have selected the appropriate Phase Progression Bar. For example if you want to send correspondence to the Applicants in Interview status select the Interview Phase Progression bar before Group Action.

Group Actions link: Select the Select All link to perform Recruiting or Applicant Actions on a group of Applicants.

Select: Use the **Select All** and **Deselect All** links to select or deselect Applicants so that you can perform group actions on the selected rows. Select individual check boxes if only selecting a small number.

Recruiting Actions relate to the recruiting process for an Applicant. Actions available are determined by the Applicant's current status. Changing dispositions for a group of selected Applicants to Review, Route, and Reject are available as a group action.

Applicant Actions are actions related to the Applicant. Actions available are determined by the Applicant's current status.

Other Actions link: Individual Applicants Recruiting and Applicant actions are available based on your security.

Recruiting Actions relate to an Applicant's application for a specific job opening. Actions available are determined by the Applicant's current status.

Applicant Actions are actions that affect the overall Applicant record rather than a specific application related to the Applicant. Actions available are determined by the Applicant's current status.


Manage Job Opening > Applicants Tab continued.


Applicants tab columns and icons:

Icons on the Applicant tab are visible when you have the authority to perform the action on a specific Applicant.

Application icon:  Select to view a single Applicant's application for the job opening.

Resume icon:  Select to open the Applicant's resume if submitted by the Applicant.

Mark Reviewed icon:  Select to update the Applicant's disposition to Reviewed. Once you select the icon you will receive a pop up message saying that you have reviewed this Applicant. The icon will then disappear for this Applicant.

Route icon:  Select to open the Route Applicant page. This is where you can route Applicants to another Recruiter, Hiring Manager, or interview team for review.

Route Applicant

Submit | Return

Applicants to Route

Applicant ID	Name	Job Opening	
148812	Safari, Ssara	Electrician - FF Clone	

Routing Details ?

*Routing Status: 010 Route Reason: Connect 700
Continued Interest - Manager
Expert Review Requested
Meets Minimum Qualifications

Recipients ?

*Routing Date	*Name	Response Due Date
11/17/2017	Gilseth, Todd R Manager	

Add Recipient Add Hiring Team


Notification ?


Comments


Preview Notification

Notify me when a Recipient responds

Submit | Return Top of Page

Interview icon:  Select to open the Interview Schedule page to manage interviews actions in Recruiting. Note: Interview Schedule will send an initial appointment but if the appointment is changed using this feature, it will not send the updated information.

Print icon:  Select to print the Applicant's application for this job opening. The application opens in a new browser window, where you can print it using your browser's print command.

Interest icon:  The interest level is informational only and is optional to use. It is specific to the job opening, but can be seen and changed by users with the Recruiter role and agency security. You are able to Search Applicants based on interest level.

Manage Job Opening > Applicants Tab continued.



Employee Referral: This graphic and column will appear in an Applicant's row if they indicated on their application that they were referred by an employee. It is informational only and will not open a new page. This is not being used by the state.

Applicant Name: Select the Applicant's name to access their Manage Applicant page for this job opening.

Applicant ID: System generated number assigned to the Applicant.

Type: Refers to whether the Applicant is an external Applicant or an employee.

Submitted Date Time: The date and time the Applicant submitted their application.

Note: An Applicant can apply multiple times to a job opening. Recruiters will need to review the submitted date time column to determine the last application submitted by the Applicant date.

Change the disposition to hold for duplicate applications from that Applicant.

Disposition: The available dispositions displayed are based on the Applicant's current disposition on the job opening.

Reason: Populated based on Applicant's disposition status.

This chart shows the Applicant disposition on the Manage Job Opening page and what the Applicant will see in Careers on their My Activities page.

Applicant Disposition	What the Applicant sees in Careers on their My Activity Page
Draft	Not Submitted
Applied Linked Reviewed Screen	Applied
Linked Questionnaire	Questionnaire Response Required
Hold	Based on Hold Status Reason selected by the Recruiter: Duplicate - Duplicate application or Under Consideration
Route Interview	Under Consideration
Offer	Offer Extended
Offer Accepted Ready to Hire	Offer Accepted
Hired	Hired
Reject Failed Prescreening Reject Online Screening Inactive Withdrawn	No longer under consideration

Manage Job Opening page - Applicant Screening tab

The Applicant Screening tab is where the Recruiter will run screening for the Applicants on the job opening. The Screening Levels section displays summary information about the job opening's screening levels that were set up on the Screening Options tab when the job opening was created.

If the job opening has multiple job codes, you can scroll to see the screening levels for each job code.

Manage Job Opening

Return | Recruiting Home | Search Job Openings | Previous | Next | Create New | Clone | Add Note | Search Questionnaire | Print Job Opening | >> Personalize

Job Opening ID 13165 Status 010 Open
 Job Posting Title Laborer General UAT Business Unit
 Job Code 000414 (Laborer General) Department R29D433 (WL-R4 TalcotLake/Slayton Paper)
 Position Number 00487890 (Laborer General)

Applicants | **Applicant Screening** | Activity & Attachments | Details

Screening Levels

Run | Select... | Go | Process Monitor

Job Opening / Jobs

Job Opening ID 13165 Laborer General UAT
 Job Code 000414 10 - Laborer General

Screening Levels	Last Run Date	Submitted By	Results Applied
Preliminary			

Return | Recruiting Home | Search Job Openings | Previous | Next | Create New | Clone | Add Note | Search Questionnaire | Print Job Opening | >> Top of Page

The Screening Results link will appear after the Recruiter has run the Process Monitor for each screening level.

Manage Job Opening

Return | Recruiting Home | Search Job Openings | Previous | Next | Create New | Clone | Add Note | Search Questionnaire | Print Job Opening | >>

Job Opening ID 13165 Status 010 Open
 Job Posting Title Laborer General UAT Business Unit
 Job Code 000414 (Laborer General) Department R29D433 (WL-R4 TalcotLake/Slayton Paper)
 Position Number 00487890 (Laborer General)

Applicants | **Applicant Screening** | Activity & Attachments | Details

Screening Levels | **Screening Results**

Run | Select... | Go | Process Monitor

Job Opening / Jobs

Job Opening ID 13165 Laborer General UAT
 Job Code 000414 10 - Laborer General

The Screening Results link is available only if screening results exist. It lists all screening levels that have results and provides summary statistics about the applicants that were screened. Select the Screening Results link to see the list of applicants who were processed.

Note: Recruiters should not change screening questions if there are Applicants on the Manage Job Opening page. If the original screening questions are not appropriate, the Recruiter should:

- 1) Cancel the job opening.
- 2) Clone the job opening, add the new screening questions, and repost the job (Recruiter with posting authority).
- 3) Link all Applicants that applied to the previous job posting using the status reason Linked-Questionnaire.

The Applicants who have previously applied will receive a system generated email telling them to apply to the new job posting. They will need to reapply to this job opening to complete the new screening questions.

Manage Job Opening page - Activity & Attachments tab

Information for this job opening is available based on security.

Manage Job Opening Related Content ▾

Save | Return | Recruiting Home | Search Job Openings | Create New | Clone | Add Note | Interviews | No Category | Print Job Opening Personalize

Job Opening ID 1096 Status 010 Open
 Job Posting Title Electronic Technician Senior Business Unit R32AF (Pollution Contrl-AFSCME)
 Job Code 000938 (Electronic Technician Senior) Department R32E630 (EAO AAS Air Monitoring Unit)
 Position Number 00072040 (Electronic Technician Senior)

Applicants | Applicant Screening | **Activity & Attachments** | Details

Job History

Date	Subject	Reason	Action Taken By
08/26/2015	010 Open		
08/26/2015	005 Draft		

Notes
 No notes have been added to this Job Opening.
 Add Note

Attachments
 No Attachments have been added to this Job Opening.
 Add Attachment

Expenses
 No Expenses have been added to this Job Opening.
 Add Expense

Save | Return | Recruiting Home | Search Job Openings | Create New | Clone | Add Note | Interviews | No Category | Print Job Opening Top of Page

Job History: This section provides a status history of the job opening.

- **Date:** Displays the date the status was assigned.
- **Subject:** Displays the status description.
- **Reason:** Displays the status reason, if one was supplied when the status was assigned.
- **Action Taken By:** Displays the name of the person whose action updated the status.

Notes: Add general notes associated with this job opening. Access to view notes for a job opening is based on security. To add a note to a job opening, select the Add Note button.

Note Date: 10/05/2015 *Audience: Public ▾

*Subject:

Details:

- **Note Date:** The date the note is created.
- **Audience:** only option is Public
- **Subject:** Enter the subject of the note.
- **Details:** Displays the note.
- Spell check icon
- Select the Add Note button to display the note.

Add Attachment is not used by the state.

Expenses is informational only. It does not interface with SWIFT. It will display a list of expenses associated with the job opening but is not used in reporting at go live.

Manage Job Opening page - Details tab

Use this tab to review job opening data that was entered when the job opening was originally created. The subsections under the Details tab are the same as Create Job Opening:

- Job Details
- Qualifications
- Screening Options
- Job Postings
- Hiring Team

Note: Only Recruiters with Posting Authority can edit job opening information once the job is in the status of Open.

Changes made to the Job Posting at this point will change the job postings on the website. You may need to do this to correct a typo. You may not change any substantive information, such as screening questions once a job is posted. If substantive changes are needed the job will need to be reposted.

Manage Job Opening

[Save](#) | [Return](#) | [Recruiting Home](#) | [Search Job Openings](#) | [Previous](#) | [Next](#) | [Create New](#) | [Clone](#) | [Add Note](#) | [Search Questionnaire](#) | >>

Job Opening ID 2343 Status 010 Open
 Job Posting Title Behavior Modification Assistant Business Unit H55AF (Human Svcs-AFSCME)
 Job Code 002555 (Behavior Modification Asst) Department H55X028 (Customized Residential Support)

[Applicants](#) | [Applicant Search](#) | [Applicant Screening](#) | [Activity & Attachments](#) | **[Details](#)**

[Job Details](#) | [Qualifications](#) | [Screening Options](#) | [Job Postings](#) | [Hiring Team](#)

Personalizing the Manage Job Opening page

Reorder, hide, and sort columns on your Manage Job Opening page. Select the **Personalize** link.

Manage Job Opening

[Return](#) | [Recruiting Home](#) | [Search Job Openings](#) | [Previous](#) | [Next](#) | [Create New](#) | [Clone](#) | [Refresh](#) | [Add Note](#) | [Search Questionnaire](#) | >> **[Personalize](#)**

Job Opening ID 2343 Status 010 Open
 Job Posting Title Behavior Modification Assistant Business Unit H55AF (Human Svcs-AFSCME)
 Job Code 002555 (Behavior Modification Asst) Department H55X028 (Customized Residential Support)

[Applicants](#) | [Applicant Search](#) | [Applicant Screening](#) | [Activity & Attachments](#) | [Details](#)

All (458)	Applied (0)	Reviewed (0)	Screen (0)	Route (99)	Interview (5)	Offer (0)	Hire (21)	Hold (19)	Reject (314)
------------------	-------------	--------------	------------	------------	---------------	-----------	-----------	-----------	--------------

Applicants ?

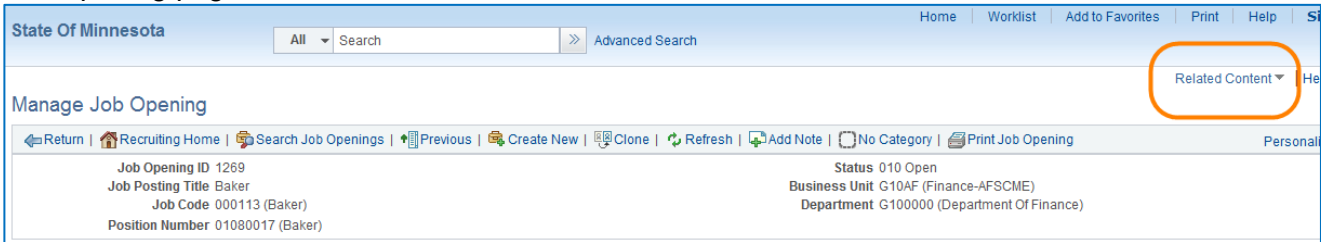
Select	Applicant Name	Applicant ID	Submitted Date Time	Type	Disposition	Reason	View Notes	Application	Resume	Interest	Mark Reviewed
--------	----------------	--------------	---------------------	------	-------------	--------	------------	-------------	--------	----------	---------------

Related Content on the Manage Job Opening page

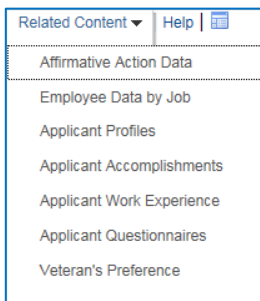
The Related Content links are reports Recruiters can run. The reports will provide Applicant data for the job opening. Recruiters can download this information to a spreadsheet and filter by their required criteria.

The Related Content reports do not include applications in draft status, withdrawn or applications marked as duplicates. Rejected applications are included if further review is necessary.

To access the reports select the grey arrow next to the **Related Content** link on the top of the Manage Job Opening page.

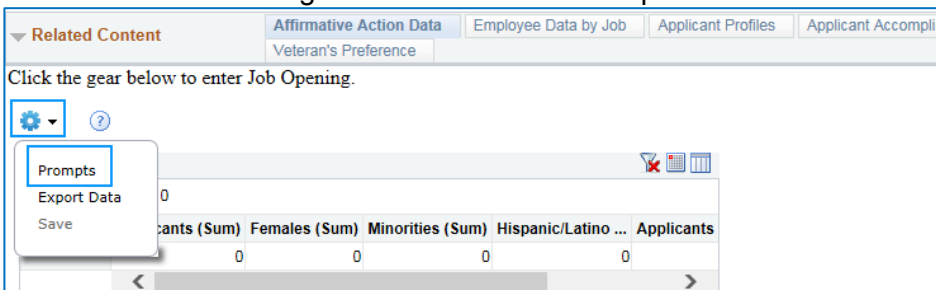


This will open the list of reports.

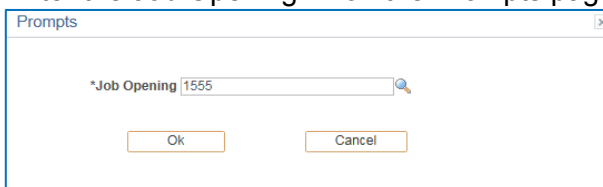


That action will split the screen and populate the Related Content view at the bottom of the screen.

- Select the blue gear icon and select Prompts.



- Enter the Job Opening ID on the Prompts page.



- Select OK. You only need to do this once. This will populate the results on all the reports.

Select on the report tabs to review the information on each report.



Affirmative Action Data by Job

The Affirmative Action Data report is to help detect evidence of adverse selection within ethnic groups in the recruitment and hiring activities. This report is based on Applicant's responses to ethnicity, disability, and gender. It includes a total for each group and for each category as a whole. In addition to the count totals, the report calculates the ratio of total offers in each group to the total Applicants in the group, and the impact on ethnic minorities as compared to white males.

Select the number link for additional information. A pop-up window displays detailed information about this data. Select the download icon in the pop-up window to download the data to an excel spreadsheet. Select the **Return** button when done.



Select the Hide Filters icon to hide or show the filter criteria (i.e. Job Opening ID number).



Select the Download icon to download table data to an Excel spreadsheet.



Select the Scrolling icon to expand table columns.



Select the plus icon to expand table data..



Select the minus icon to close table data.

Veterans Preference

This report lists the RSV status of Applicants.

Applicant Profiles, Applicant Accomplishments, Applicant Work Experience

Reports contain information pulled from the application.

Applicant Questionnaires

This report provides the list of job opening screening questions and the Applicant's responses.

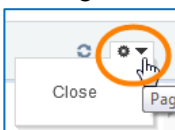
Employee Data by Job

Data is pulled from the employee SEMA4 record. Use the Employee Data by Job table to verify job related information on Applicants that are current employees. When making hiring decisions Recruiters need employee data to comply with union rules regarding seniority, recall and bumping rights.

Recruiters can also download table results into the following formats by selecting on the name link:

- Excel Spreadsheet
- CSV Text File
- XML File

When you are finished reviewing the Related Content data close the split screen window by selecting the small gear to the right of the report tabs and select Close.



Setting Job Openings to Cancel, Close or Hold

Recruiters that have either created the job opening or are added as a Recruiter can change the status of a Job Opening to Cancel, Close or Hold.

- **Hold:** A job in open status can be changed to hold if there is a delay for approval, or there is uncertainty regarding the position.
- **Closed:** Status when the position has been filled. Changing a Job Opening status to Close will also change Applicants with a disposition of Applied to Reject.
- **Canceled:** Use when a job opening has not resulted in a hire. For example if a previous incumbent returns to the job.

Navigation: Main Menu > Recruiting > Recruiting Home > Search Job Openings



- On the Search Job Openings page enter the Job Opening ID and select **Search**.
- In the Search Results section select the checkbox of the jobs to take action on. Select the **Group Actions** link and select the appropriate action: Cancel, Close, or Hold.

Search Job Openings

[Recruiting Home](#) | [Browse Job Openings](#) | [Create Job](#)

Search Criteria

1 Results Found

Search Results

Select	Job Opening	Job ID
<input checked="" type="checkbox"/>	Customer Svcs Specialist Sr	1004

Select All Deselect All Group Actions

- Add Job Note
- Cancel
- Close
- Hold

When you select an action (Cancel, Close, or Hold) you will receive a confirmation message to perform this action or to cancel it. Select **OK** to perform this action. Select **Cancel** to undo this action.

Do you want to change the status of the selected job openings to Close? Select OK to continue or Cancel to modify your selection.

Job ID	Job Opening
1004	Customer Svcs Specialist Sr

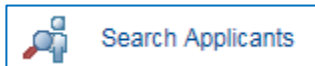
You will receive a message that you have successfully changed the job opening status. Select **OK** to finish this action.

To view job openings after they have closed, go to the Search Job Openings page, select Closed in the **Status** drop down menu and select the **Search** button.

Search Applicants

This section describes the search pages that can be used to search for Applicants.

Navigation: Main Menu > Recruiting > Recruiting Home > Search Applicants



Search My Applicants: Select to search Applicants that have applied to job openings in your agency. If the checkbox is not selected, the search results will contain **all** Applicants that have applied for jobs in departments to which the Recruiter has security access.

First Name and **Last Name:** To search by name, enter a full or partial first name or last name.

Applicant Status: The default is Active.

Applicant Type: Employee, External Applicant, and Non-employee.

Applied Within: To limit the search to applications that were received within a specific time frame.

Applied Between: Enter a date range based on when the application was received.

Job Opening ID: Search for Job openings that you have security for.

Applicant ID: System generated ID assigned to Applicants.

Search Applicants

[Recruiting Home](#)

▼ Search Criteria

Search My Applicants

First Name

Last Name

Alternate Character Name

Applicant Status

Applicant Type

Applied Within

Applied Between And

Job Opening ID

Applicant ID

Manage Applicant Page

This page provides a central location for Applicant data. A Recruiter will only see Applicant data if they have security to a job opening that the Applicant has successfully applied to.

There are 2 ways to access the Manage Applicant page.

1. From the Manage Job Opening page.

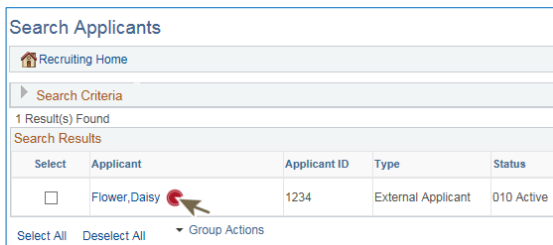
Navigation: Main Menu > Recruiting > Recruiting Home > Search Job Opening > Manage Job Opening Page

- Select on the name link of an Applicant.

2. From Search Applicants.

Navigation: Main Menu > Recruiting > Recruiting Home > Search Applicants

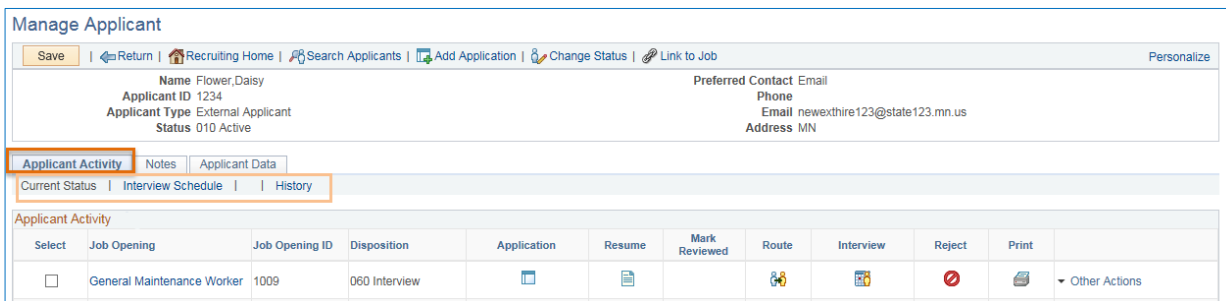
- Enter Search criteria to find an Applicant.
- Select the Applicant name link on the Search Results page.



This will open the Manage Applicant page.

Manage Applicant page - Applicant Activity Tab:

Manage recruiting activities for the Applicant.



- **Current Status** link will display the Applicants Activity. This will list all the jobs an Applicant has applied or attempted (draft status) to apply to.
- **Interview Schedule** link: Select the date link to view additional details for an interview if one is already scheduled. Select the **Create Interview** button to schedule an interview.
- **History** link: Displays **Applicant Activity** for jobs associated with you. This page is read only.

Manage Applicant page - Notes Tab:

The Notes Summary displays system generated correspondence to an Applicant. Recruiters cannot add Applicant notes on this tab. Recruiters will only see system generated notes that occur when notifications

are sent via Send Correspondence. You will only see notes associated with the jobs for which you have security access.

The Applicant will see the correspondence on this tab on their My Notification page in Careers.

Select	Subject and Details	Note Date
<input checked="" type="radio"/>	Online Job Offer Posted The online job offer was posted on 2015-09-28 at 18:50:55.000000 o'clock.	09/28/2015 6:50PM

Manage Applicant page - Applicant Data Tab:

This tab is used only to verify DD214 or enter an employee ID. Contains Applicant personal information and references.

Note: Recruiters **must not change** the **Applicant Type** or **Status Code** on this tab. Information on the Applicant Data tab is associated with the Applicant and not a specific job opening. Therefore if you change the Applicant Type or Status Code here it will change the Applicant's information for all the jobs that they have applied to.

Please contact you agency services representative if you have a need to change the Applicant Type or Status Code.

Applicant Activity	Notes	Applicant Data															
Personal Information References																	
Applicant *Applicant Type: External Applicant Preferred Contact: Email Employee ID: <input type="text"/>		Applicant Status *Status Code: Active Status Date: 10/12/2015 Status Reason: <input type="text"/> Registered Online: Yes															
Name Name Format: English Name Prefix: <input type="text"/> *First Name: Judy Middle Name: <input type="text"/> *Last Name: Jetson Name Suffix: <input type="text"/>		Email Addresses <table border="1"> <thead> <tr> <th>Primary</th> <th>*Email Type</th> <th>Email Address</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>Other</td> <td>maxine@hotmail.com</td> </tr> </tbody> </table> Add Email Address	Primary	*Email Type	Email Address	<input checked="" type="checkbox"/>	Other	maxine@hotmail.com									
Primary	*Email Type	Email Address															
<input checked="" type="checkbox"/>	Other	maxine@hotmail.com															
Address Country: United States Address 1: <input type="text"/> Address 2: <input type="text"/> Address 3: <input type="text"/> City: <input type="text"/> State: Minnesota Postal: <input type="text"/> County: <input type="text"/>		Phone Numbers <table border="1"> <thead> <tr> <th>Primary</th> <th>*Phone Type</th> <th>Telephone</th> <th>Extension</th> <th>Country Code</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>Home</td> <td>763/555-5555</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Other</td> <td>555/555-5555</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table> Add Phone Number	Primary	*Phone Type	Telephone	Extension	Country Code	<input checked="" type="checkbox"/>	Home	763/555-5555	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	Other	555/555-5555	<input type="text"/>	<input type="text"/>
Primary	*Phone Type	Telephone	Extension	Country Code													
<input checked="" type="checkbox"/>	Home	763/555-5555	<input type="text"/>	<input type="text"/>													
<input type="checkbox"/>	Other	555/555-5555	<input type="text"/>	<input type="text"/>													
Veteran DD-214 Verified: <input type="checkbox"/> Date Verified: <input type="text"/>																	

Update the DD-214 Verified Box and Date Verified Field

State Agency Responsibilities:

1. The Recruiter should verify the DD-214 of RSV invited to interview either before or at the time of the interview.
2. If the DD-214 meets eligibility, check the DD-214 Verified Box and enter the Date Verified.

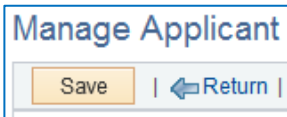
Important Note: The DD-214 Verified check box and Date Verified fields only need to be entered once for each RSV. Once the information is entered, all state agency Recruiters will be able to view the DD-214 verification information for that RSV.

Employee ID field

Before the Prepare for Hire step is completed a Recruiter should always verify in SEMA4 if an external finalist is a former employee. When the finalist accepts the job offer online their SSN should be recognized as a former employee. The Recruiter needs to look in SEMA4 to find their old employee ID and enter it in their Applicant Data record in Recruiting Solutions.

If the employee ID is not entered here for a former employee, the Prepare for Hire process will not populate the correct Hire Type of Rehire and cannot be processed in Manage Hires in SEMA4.

If you have entered an Employee ID or checked DD-214 select the **Save** button and the Return link.



Other Actions on the Manage Applicant page

Other Actions is a drop down menu in the Applicant Activity tab on the Manage Applicant page

The screenshot shows the 'Manage Applicant' interface. At the top, there are navigation links: Save, Return, Recruiting Home, Search Applicants, Next, Change Status, and Link to Job. The applicant's details are displayed: Name Canterbury, Ggreg; Applicant ID 148804; Applicant Type External Applicant; Status 010 Active. Preferred Contact Email: Phone 651/555-1212; Email ggreg@ggreg.com; Address Testing Address Change on Applications Anoka, MN... Below this is the 'Applicant Activity' section with tabs for Notes and Applicant Data. A table lists job openings with columns for Select, Job Opening, Job Opening ID, Disposition, Application, Resume, Route, Interview, Reject, and Print. A dropdown menu is open over the 'Other Actions' column, showing options: Prepare Job Offer, Edit Application Details, Edit Disposition, Recruiting Actions, and Applicant Actions.

Select	Job Opening	Job Opening ID	Disposition	Application	Resume	Route	Interview	Reject	Print	Other Actions
<input type="checkbox"/>	Engineering Aide Inter	12823	050 Route							Other Actions
<input type="checkbox"/>	Office & Admin Specialist Sr	12822	060 Interview							Other Actions
<input type="checkbox"/>	Accounting Technician	12825	070 Offer							Other Actions
<input type="checkbox"/>	Office & Admin Specialist Int	12824	050 Route							Other Actions

The Other Actions available are based on the current disposition of an Applicant and as they are defined by your security role.

Recruiting Actions relate to an application for a specific job opening.

Examples of recruiting actions are:

Edit Disposition: Used to manually change an Applicant's status on a job opening.

Edit Application Details: Use to review the Applicants complete job details.

Prepare Job Offer: Used to create and manage a job offer on a job opening.

Prepare for Hire: Submit the hire request to HR. This action is only available for Applicants with the disposition of Offer Accepted, Ready to Hire, or Hired.

Applicant Actions affect the overall Applicant record rather than a specific job opening.

Examples of Applicant actions are:

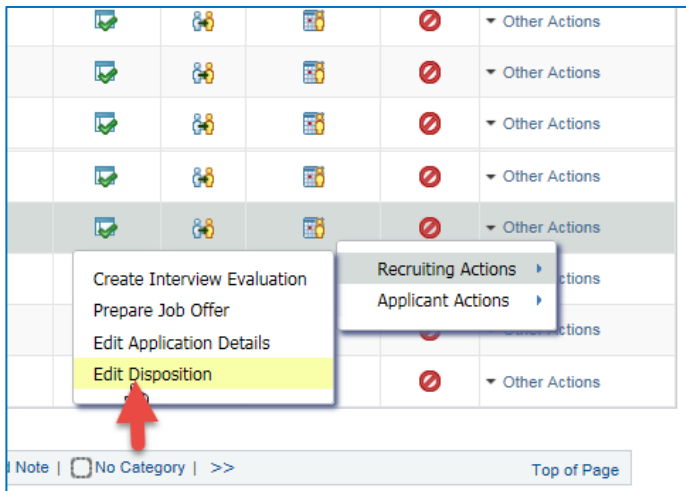
Send Correspondence: Send letters via email to Applicants.

Link Applicant to Job: Invite the Applicant to apply to another job opening.

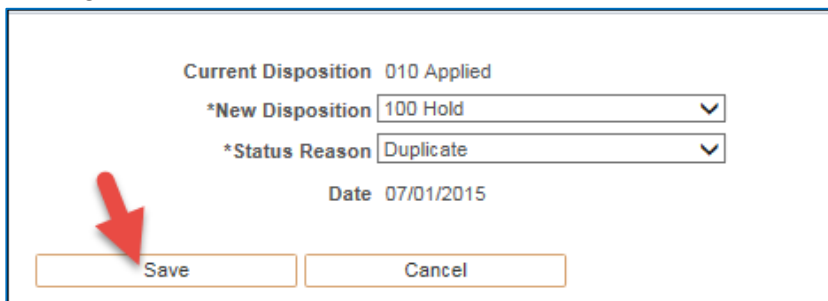
Managing Multiple Applications (from one Applicant)

Applicants can apply multiple times to a job opening, Recruiters will see all applications from all Applicants in Applied status on the Manage Job Opening Applicants tab All phase progression bar. Select the Applicant Name column to group all applications from an Applicant in order to see who submitted multiple applications. Only the most recently submitted application will be considered by the Recruiter. All previously submitted applications can be manually tracked by the Recruiter with the New Disposition of **Hold** and the Status Reason of **Duplicate**.

To do this, select the **Other Actions** link for the Applicant. Select **Recruiting Actions** and Edit Disposition.



Change the **New Disposition** field to Hold. Select Duplicate as the **Status Reason**. Select **Save**.



The screenshot shows a form with the following fields: 'Current Disposition' (010 Applied), '*New Disposition' (100 Hold), '*Status Reason' (Duplicate), and 'Date' (07/01/2015). There are 'Save' and 'Cancel' buttons at the bottom. A red arrow points to the 'Save' button.

On the Manage Job Opening page the Applicant's will be in the Hold phase progression bar and their disposition will be Hold with the reason of Duplicate.

Applicant Screening

The Preliminary and Final screening levels are run by the Recruiter on Manage Job Opening page. The Prequalification and Online screening level results are applied automatically when the Applicant answers the questions during the application process in Careers.

Note: Recruiters should not change screening questions or criteria after Applicants have applied. If the original screening questions are not appropriate, the Recruiter should:

- 1) Close the job opening.
- 2) Clone the job opening, add the new screening questions, and repost the job (Recruiter with posting authority).
- 3) Link all Applicants that applied to the previous job posting using the status reason Linked-Questionnaire.

The Applicants who have previously applied will receive a system generated email telling them to apply to the new job posting. They will need to reapply to this job opening to complete the new screening questions.

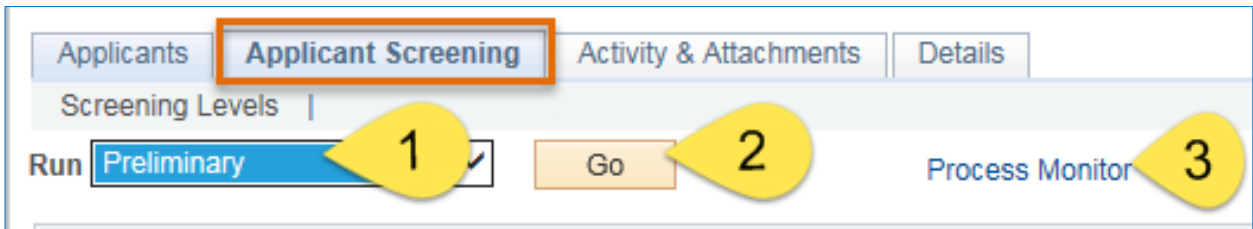
Once there are Applicants in applied status on the Manage Job Opening page you can run screening on the preliminary screening level. In order to run screening results on Applicants who have applied to a job opening, the Applicants must have a disposition of **Applied** or **Reviewed**. **The system will not screen Applicants in other dispositions.**

Run Screening

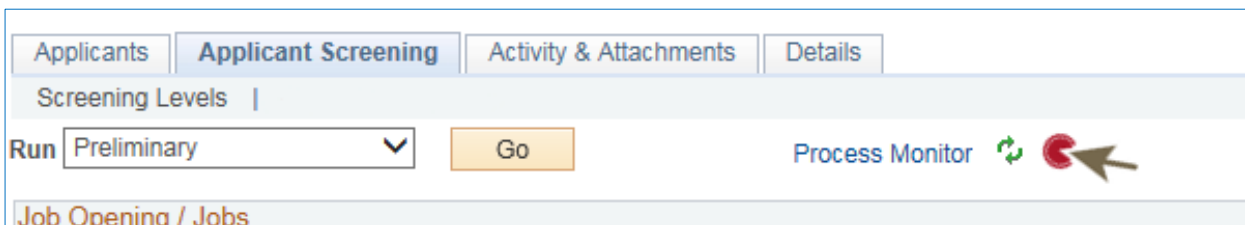
Navigation: Main Menu > Recruiting > Recruiting Home > Search Job Openings - Manage Job Opening page, Applicant Screening tab.

It is important to follow the Run Screening steps in this order:

- 1) In the **Run** drop down menu select Preliminary.



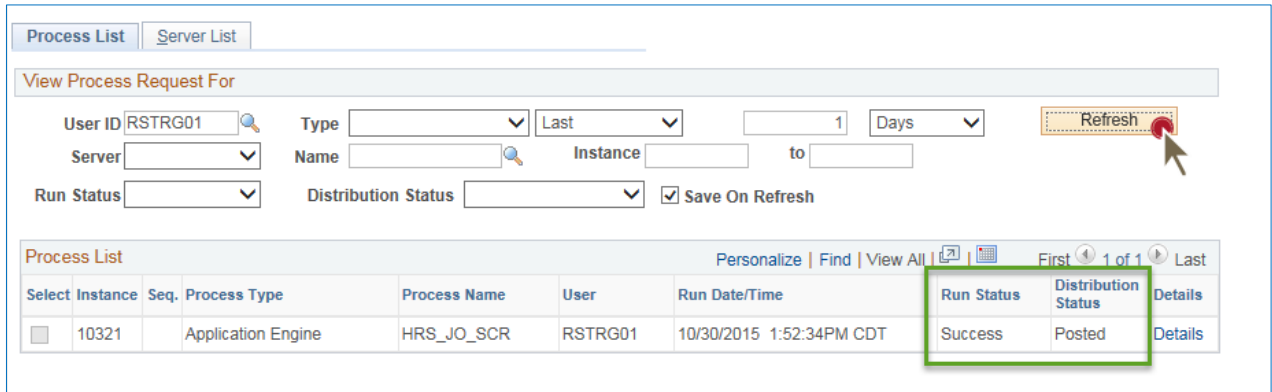
- 2) Select **Go**.
- 3) Select the **Process Monitor** link.



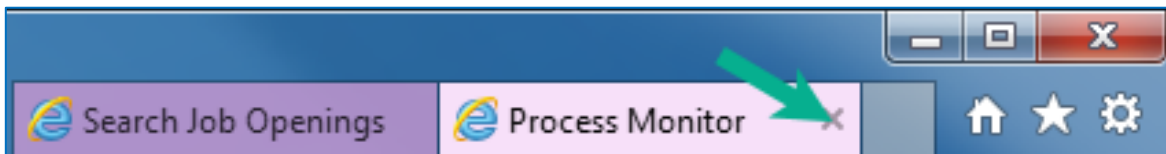
- This will open a new browser window.


Run Screening continued

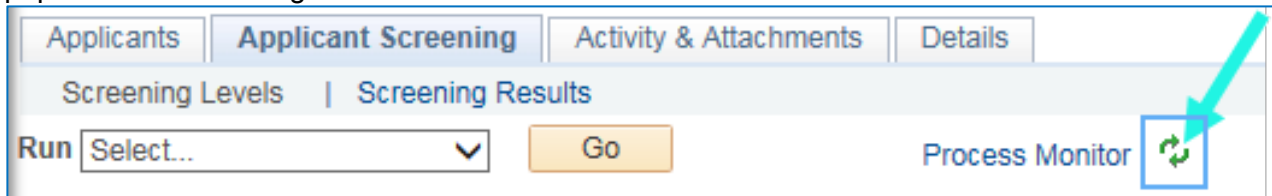
- Select the **Refresh** button until the **Run Status** is **Success** and the **Distribution Status** is **Posted**.



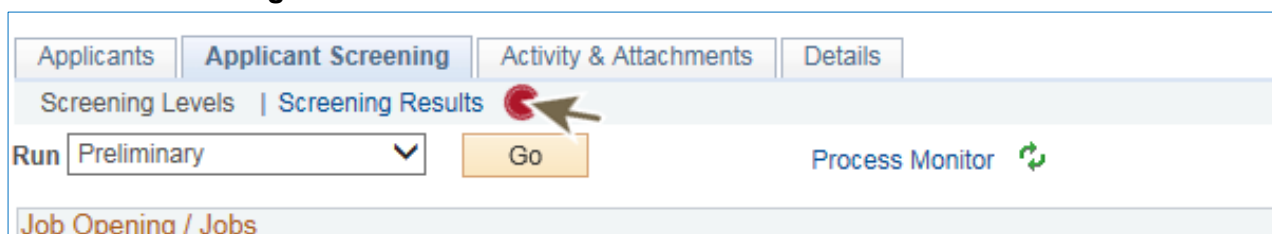
- Close the Process Monitor window.



- 4) On the Manage Job Opening page, Applicant Screening tab: Select the refresh icon  to populate the Screening Results link.



- 5) Select the **Screening Results** link.



Run Screening continued

- 6) To review an Applicant's screening results select the Applicants Score link.

Note: The RSV and Veterans Preference columns are displayed on the Screening Results.

Select	Job Code	Job Code Name	Primary Job	Screening Level
<input checked="" type="radio"/>	003605	State Prog Admin Intermediate		3-Preliminary

Select	Score	Points	Veterans Preference	RSV	Applicant Name
<input type="checkbox"/>	100%	10.0	10		Johnson,Qqueenie
<input type="checkbox"/>	100%	10.0	5	RSV	Canterbury,Ggreg
<input type="checkbox"/>	100%	10.0	0		Carlson,Ggrace

- 7) The Score link will open the Screening Details page.

Screen Applicants

Screening Details

Applicant ID 148822

[Return to Previous Page](#)

Job/Job Opening Summary Find | View All First 1 of 1 Last

Job Opening ID 12886 State Prog Admin Intermediate
 Job Code 003605 07 - State Prog Admin Intermediate

Screening Level Summary Find | View All First 1 of 1 Last

Screening Level Preliminary
 Screening Points 10.0 Level Score 10.0
 Screening Status Passed Status Date 11/21/2017
 Status Reason

Level Points Detail

General Requirements 0
 Education/Experience 0
 JPM Content Score 0
 Screening Questions 10 [View Questionnaire Results](#)

Run Screening continued

Select on the View Questionnaire Results link to view the answers.

Screen Applicants

Questionnaire Results

Johnson, Qqueenie

Applicant ID 148822

Screening Level Preliminary

[Return to Previous Page](#)

CORRECT I certify that my application, resume and supplemental information that I have submitted, including my answers to any screening questions, are true, complete and accurate to the best of my knowledge. Note: If you select "No" you will no longer be considered for this job.

Screening Questions		
<input checked="" type="checkbox"/>	Yes	10
<input type="checkbox"/>	No	

Subtotal 10

[Return to Previous Page](#)

- 8) Select Return to Previous Page link to navigate back to the Screening Results page.
- 9) Select the Apply Results button when you have completed reviewing the results.

Manage Job Opening

[Return](#) | [Recruiting Home](#) | [Search Job Openings](#) | [Previous](#) | [Next](#) | [Create New](#) | [Close](#)

Job Opening ID 1398
Job Posting Title Customer Svcs Specialist
Job Code 003635 (Customer Svcs Specialist)
Position Number 00020990 (Customer Svcs Specialist)

[Applicants](#) | **[Applicant Screening](#)** | [Activity & Attachments](#) | [Details](#)

[Screening Levels](#) | [Screening Results](#)

Run Select... Go Process Monitor

Apply Results

Select	Job Code	Job Code Name	Primary Job	Screening Level
<input checked="" type="radio"/>	003635	Customer Svcs Specialist		3-Preliminary

This warning message will appear: Apply screening results?

Screening results will be applied to all screened Applicants. This will update the Job Opening disposition for each screened Applicant and they will not be included in any subsequent screening processes. If screened Applicants need to be included in subsequent screening, choose Apply after all levels have been run. Select OK to continue or Cancel to abort.

Run Screening continued

10) You will now see “Yes” displayed in the Results Applied column.

Applicants Applicant Screening Activity & Attachments Details											
Screening Levels Screening Results											
Run	Select...	Go	Process Monitor								
Apply Results											
Screening Levels											
Select	Job Code	Job Code Name	Primary Job	Screening Level	Last Run Date	Applicants Screened	Applicants Passed	Applicants Failed	Unapplied Results	Submitted By	
<input checked="" type="radio"/>	003605	State Prog Admin Intermediate		3-Preliminary	11/21/17 11:01AM	3	3	0	0	Tappan, Erin M	
Applicants											
Select	Score	Points	Veterans Preference	RSV	Applicant Name	Applicant ID	Disposition	Screening Result	Results Applied	Status Date	Applicant Type
<input type="checkbox"/>	100%	10.0	10		Johnson, Queenie	148822	030 Screen	Passed	Yes	11/21/2017	External Applicant
<input type="checkbox"/>	100%	10.0	5	RSV	Canterbury, Greg	148804	030 Screen	Passed	Yes	11/21/2017	External Applicant
<input type="checkbox"/>	100%	10.0	0		Carlson, Grace	148803	030 Screen	Passed	Yes	11/21/2017	External Applicant

11) Select on the Applicants tab to navigate back to the main page.

When you select the **Apply Results** button the system updates Applicants' dispositions according to the rules you set for the screening level, and it finalizes results. The system does the following:

1. If an Applicant fails screening (Screening Result column displays Failed), when you Apply Results, they will be excluded from any additional screenings, their disposition changes to **Reject..**
2. If an Applicant has passed screening (Screening Result column displays Passed), when you Apply Results, their disposition changes to **Screen.**


Applying Screening will not generate a letter to an Applicant at this time.

Reviewing Screening Results


Recruiters can run screening levels as needed without applying screening results. When screening results have been applied the Applicant's disposition is changed and they will no longer be able to run screening on those Applicants.

The Screening Results page lists all screening levels that have results and provides summary statistics about the Applicants who were processed in each screening. Select a screening level, by selecting the radio button for that level, to see a complete list of Applicants who were processed, along with results for each Applicant.


The Screening Levels section will list the Last Run Date, Submitted By and Results Applied. Selecting a Screen Level Name will open the Screening Criteria page.

Job Opening / Jobs			
Job Opening ID	1372	Interpret Guide	
Job Code	001846	61 - Interpret Guide	
Screening Levels ?			
Screen Level Name	Last Run Date	Submitted By	Results Applied
Preliminary	11/07/15 9:16AM		No
Final			

Select on the Screening Results link to view Applicant's results.

Applicants	Applicant Screening	Activity & Attachments	Details
Screening Levels	Screening Results		

The Applicants section lists the detailed results for Applicants who were processed in the specific screening.

Applicants ?											Personalize	Find	View All	First	1-2 of 2	Last
Select	Score	Points	Veterans Preference	RSV	Applicant Name	Applicant ID	Disposition	Screening Result	Results Applied	Status Date	Applicant Type	Route				
<input type="checkbox"/>	0%	0.0	10	RSV	Bunny1,Funny	1310	030 Screen	Passed	No	11/07/2015	Employee					

In this section, Recruiters can review Applicant's score, points, veteran's preference, RSV and screening results columns/fields.

Select: Select Applicants to include when you use the Route button on this page. Selection does not affect which Applicants are included when you run a screening level.

Score: Displays the percent of the maximum possible score that the Applicant earned. Select the Score column name to sort results. Selecting a score (for example: 100% or 50%) to view additional information on how the score was determined, the screening questions that were asked, and the Applicants responses.

Note: At this time, the Score column may not properly sort. The name sort is based on if the name is capitalized on the application. Recruiters should use the Points column when sorting scores.

Points: Displays the overall screening points that the Applicant earned for the screening level.

Depending on the screening level configuration that was set up when the job opening was created, this could be the raw points that the Applicant earned, or it could be a fixed number that is associated with a pass or fail status. Select the Points column name to sort results.


Reviewing Screening Results continued

Veterans Preference: Recruiters must comply with the State of Minnesota Veteran Preference law. Recruiting Solutions pulls Applicant responses from their self-identification page when they apply for a job on Careers. Select the Veterans Preference column name to sort results. The veteran preference points are defined as follows:

Type of Veteran Note: within the types of veterans there is also a ranking. The system performs these rankings automatically.	Points displayed in the Veterans Preference Column	How Applicants responded to the Veteran Preference questions on the Self-Identify page when they applied for a job opening on Careers. Note: Responses are application specific and could be different from one application to another.
RSV Disabled veteran (highest ranking 10 point veteran)	10	I am a recently separated Veteran, AND I am a disabled veteran with a currently existing, compensable, service-connected disability as judged by the US Veteran's Administration or by the Retirement Board of the Branches of the Armed Forces.
Disabled veteran (second highest ranking 10 point veteran)	10	I am a disabled veteran with a currently existing, compensable, service-connected disability as judged by the US Veteran's Administration or by the Retirement Board of the Branches of the Armed Forces.
Spouse of a disabled veteran who cannot qualify because of a disability does not get RSV preference (third highest ranking 10 point veteran)	10	I am the spouse of a disabled veteran who cannot qualify because of the disability
RSV Non-disabled veteran (highest ranking 5 point veteran)	5	I am a recently separated Veteran.
Non-disabled veteran (second highest ranking 5 point veteran)	5	I am a non-disabled veteran
Widow/Widower (not remarried) of a deceased veteran does not get RSV preference (third highest ranking 5 point veteran)	5	I am the widow/widower (not remarried) of a deceased veteran
Non-veteran	0	I am not a veteran OR I do not wish to answer

Review Screening Results continued

RSV: will display RSV if Applicant's selected RSV (Recently Separated Veteran) on their self-identification page when they applied on Careers. Otherwise the field is blank. Select the RSV column name to sort results.

Applicants ?										Personalize	Find	View All	First	1-2 of 2	Last
Select	Score	Points	Veterans Preference	RSV	Applicant Name	Applicant ID	Disposition	Screening Result	Results Applied	Status Date	Applicant Type	Route			
<input type="checkbox"/>	0%	0.0	10	RSV	Bunny1,Funny	1310	030 Screen	Passed	No	11/07/2015	Employee				

Applicant Name and Applicant ID: These fields display identifying information about the Applicant. Select an Applicant's name to access their record or Manage Applicant page.

Disposition: Displays the disposition that **will be** assigned when results are applied (**not the Applicant's current disposition**). This disposition is based on the screening settings and whether the Applicant passed or failed the screening level.

Screening Result: Displays *Passed* or *Failed*. If the **Manually Assign Status** checkbox was selected on the Job Opening - Screening Criteria page, then you can change the status. Otherwise, this field is read-only.

Results Applied: Displays Yes if results have been applied to all screened Applicants.

Displays *No* if results have not been applied to any Applicants.

Displays *Partial* if results have been applied to some (but not all) Applicants.

Status Date: Displays the date that the Applicant's pass or fail status was determined.

Applicant Type: either *External Applicant*, *Employee*, or *Non-Employee* (a person of interest who already has data in SEMA4 but is not a current employee).


Route: Select to route an Applicant. The Route Applicant page appears.

Select All and **Deselect All** links are used to select or deselect rows of Applicants so that you can perform group actions on the selected rows.

Rejecting Applicants

Rejecting an Applicant means you are removing an Applicant from being considered for a position.

To update an individual Applicant's disposition to reject;

1. Select the Reject Icon. 
2. Select the Applicant > Other Actions > Recruiting Actions > Edit Disposition.
 - In the New Disposition drop down menu select 110 Reject.
 - In the Status Reason drop down menu select the appropriate Status Reason.
 - Select Save. This will take you back to the Manage Job Opening page.

Current Disposition 020 Reviewed

*New Disposition 110 Reject ▼

*Status Reason Lacks Minimum Qualifications ▼

Date 02/17/2016

Save
Cancel

The Applicant will now have the status of Reject and moved to the Reject phase progression bar.

To reject multiple Applicants:

3. Navigate to the Manage Job Opening page > Select the appropriate phase progression bar, select the Applicants to be rejected > select **Group Actions** link on the bottom of the page > Recruiting Actions > Reject Applicant.

Manage Job Opening

Return | Recruiting Home | Search Job Openings | Create New | Clone | Refresh | Add Note | Search Questions

Job Opening ID 12886 Status
 Job Posting Title State Prog Admin Intermediate Business Unit
 Job Code 003605 (State Prog Admin Intermediate) Department
 Position Number 01015396 (State Prog Admin Intermediate)

Applicants | Applicant Screening | Activity & Attachments | Details

All (3)	Applied (0)	Reviewed (0)	Screen (3)	Route (0)	Interview (0)		
Applicants ?							
Select	Applicant Name	Applicant ID	Submitted Date Time	Type	Disposition	Reason	View Notes
<input type="checkbox"/>	Johnson,Qqueenie	148822	11/21/2017 10:58AM	External	Screen	Preliminary Screen	
<input checked="" type="checkbox"/>	Canterbury,Ggreg	148804	11/21/2017 10:55AM	External	Screen	Preliminary Screen	
<input checked="" type="checkbox"/>	Carlson,Ggrace	148803	11/21/2017 10:59AM	External	Screen	Preliminary Screen	

Select All Deselect All ▾ Group Actions

Return | Recruiting Home | Search

Recruiting Actions ▾
 Applicant Actions ▾

Mark Reviewed
 Mark Interview
 Manage Interviews
Reject Applicant
 Edit Application Details
 Route Applicant
 Print Application Details

Add Note | Search Questions

Rejecting Applicants continued

The **Applicant to Reject** page displays the Applicant or group of Applicants to be rejected.

- In the Disposition section, the read-only **Disposition** field displays 110 Reject.
- Select a reject reason from the **Reason** drop down menu.

Applicant to Reject

Applicant ID	Name	Job Opening	Delete
148804	Canterbury,Ggreg	12886 - State Prog Admin Intermediate	
148803	Carlson,Ggrace	12886 - State Prog Admin Intermediate	

Disposition

Disposition 110 Reject

*Reason Lacks Minimum Qualifications

Reject
Reject and Correspond
Cancel

- The **Reject** button will edit the disposition and not send a notification to the Applicant.
- The **Reject and Correspond** button will edit the disposition and open the Send Correspondence page where the Recruiter can select a Letter template and compose an email to the Applicants.
 - Note:** If you select Reject and Correspond and select the Cancel button on the Send Correspondence page, **only the email correspondence is canceled**. The Applicant status will change to reject because the action has already been selected.
- The **Cancel** button will reject the action. It will take you back to the Manage Job Opening page and not edit the Applicant’s disposition.

The Applicants will now have the status of Reject and moved to the **Reject phase progression bar**.

Manage Job Opening

Return | Recruiting Home | Search Job Openings | Create New | Clone | Refresh | Add Note | Search Questionnaire | Print Job Opening | >> Personalize

Job Opening ID 12886 Status 010 Open
 Job Posting Title State Prog Admin Intermediate Business Unit R29MP (DNR-MAPE)
 Job Code 003605 (State Prog Admin Intermediate) Department R29T2H5 (OSD MR Region 2 Facility Ops)
 Position Number 01015396 (State Prog Admin Intermediate)

Applicants | Applicant Screening | Activity & Attachments | Details

All (4)	Applied (1)	Reviewed (0)	Screen (1)	Route (0)	Interview (0)	Offer (0)	Hire (0)	Hold (0)	Reject (2)
---------	-------------	--------------	------------	-----------	---------------	-----------	----------	----------	------------

Applicants Find | View All |

Select	Applicant Name	Applicant ID	Submitted Date Time	Type	Disposition	Reason	View Notes	Application	Resume	Interest	Print
<input type="checkbox"/>	Canterbury,Ggreg	148804	11/21/2017 10:55AM	External	Reject	Lacks Minimum Qualifications				☆☆☆☆X	
<input type="checkbox"/>	Carlson,Ggrace	148803	11/21/2017 10:59AM	External	Reject	Lacks Minimum Qualifications				☆☆☆☆X	

Select All Deselect All ▾ Group Actions

Return | Recruiting Home | Search Job Openings | Create New | Clone | Refresh | Add Note | Search Questionnaire | Print Job Opening | >> Top of Page

Linking Applicants to Job Openings

Recruiters will have limited ability to link Applicants to job openings. The ability to Link an Applicant is based on the Recruiters security. Recruiters will only be able to search for and link Applicants that have applied to jobs within their Agency.



Recruiters will be able to view the last application completed by the Applicant when they applied to a job in your Agency. If an Applicant later applied to a job in another Agency, you will not be able to view their updated application. Consequently, do not use the linked application to make final decisions regarding the Applicant's qualifications for the job.

It is best practice to use the link functionality to invite an Applicant to apply to a job that is currently posted and open for application. In order to be linked to a job an Applicant will need to have an account on Careers.

It is recommended that you only use the linking functionality for limited purposes as follows:

- To invite an Applicant to apply to a job opening in your Agency that is currently posted and open for application.
- When it is necessary to link a Layoff referral to your job opening for further consideration.
- When it is necessary to link an Applicant to a job opening using an Open Continuous job opening for cross appointment purposes.

When a Recruiter links the Applicant, they will receive a notification on their My Notification link in Careers inviting them to apply by the posting close date.

The Applicant disposition on the Manage Job Opening page will be Linked Que. When the linked Applicant completes their application in Careers their status will change to Applied

Note: If a Recruiter applies screening before the linked Applicant applies the Applicant disposition will be Reject.

Navigation: Main Menu > Recruiting > Recruiting Home > Search Applicants

- Enter Applicant information and select Search.
- Select the Applicant checkbox.
- Select the **Actions** link on the person(s) row you want to link.
- Select the **Link Applicant to Job** action in the drop down menu.


The screenshot shows the 'Search Applicants' interface. At the top, there are navigation links for 'Recruiting Home' and 'Search Questionnaire'. Below that is a 'Search Criteria' section with a help icon. The main area shows '1 Result(s) Found' and a table of search results. The table has columns for 'Select', 'Applicant', 'Applicant ID', 'Type', 'Status', 'Phone', 'Email Address', 'Date Applied', and 'Actions'. One applicant is listed: Canterbury, Ggreg with ID 148804, Type 'External Applicant', Status '010 Active', Phone '651/555-1212', and Email 'ggreg@ggreg.com'. The 'Date Applied' is '11/21/2017'. The 'Actions' column has a dropdown menu expanded, showing three options: 'Change Applicant Status', 'Link Applicant to Job' (highlighted in yellow), and 'Send Correspondence'. At the bottom left of the table, there are 'Select All', 'Deselect All', and 'Group Actions' options.

Select	Applicant	Applicant ID	Type	Status	Phone	Email Address	Date Applied	Actions
<input type="checkbox"/>	Canterbury, Ggreg	148804	External Applicant	010 Active	651/555-1212	ggreg@ggreg.com	11/21/2017	<ul style="list-style-type: none"> Change Applicant Status Link Applicant to Job Send Correspondence


Linking Applicants to Job Openings continued

This will open the **Applicants to be Linked** page.

Applicants without email addresses will not receive a Job Opening Questionnaire.

Applicants to be Linked			
Applicant	Name	Email Address	
148804	Canterbury, Ggreg	ggreg@ggreg.com	

Add Applicant

Job Openings			
Job Opening ID	Posting Title	Job Posted	Questionnaire
			

Add Job Opening

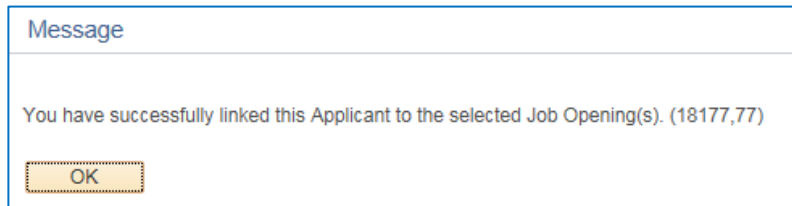
Disposition Information	
*Disposition	019 Linked Questionnaire
Reason	
Date	11/21/2017

Link Cancel

1. The Applicants to be Linked section displays the Applicant ID and name for the Applicant(s) who is being linked to the job opening. The Email Address field displays the Applicant's email address. If an Applicant is linked to a job opening that includes screening questions, the system sends the Applicant an email notification requesting that the Applicant reapply for the job. Reapplying allows the Applicant to answer the screening questions. Select the **Add Applicant** button to add additional Applicants to this action.
2. In the Job Openings section, select the job opening(s) ID to link your Applicant(s) to. Security prevents you from adding any job openings that you do not already have permission to access. The posting title will autofill once you select a job opening ID. In the **Job Posted** field, a Yes will display if there is an active posting for the job opening or a No if there is not. The system displays a warning if you link Applicants to un-posted job openings. You can either continue or cancel. If the job is not posted, the link that is emailed to the Applicant to apply for the job opening, will not work. The Questionnaire field displays a Yes if the job opening includes screening questions or No if it does not. Select the **Add Job Opening** button to add additional job openings to this action.
3. In the **Disposition** field specify the Applicant(s) initial disposition. The state recommends Recruiters use the Linked-Questionnaire disposition. This disposition is defined as "the disposition when a Recruiter has a linked an Applicant to a job opening that has screening questions or "questionnaire." This disposition is also used to send to potential Applicants an automated email inviting them to apply for a job opening." This disposition does not mean that an Applicant has applied for a job opening. When a Recruiter uses this disposition, they are sending an Applicant an email telling them to apply for a job opening but the Applicant must actually apply for the job opening on Careers. After an Applicant applies for the job opening, the system will change their disposition to another disposition such as: Applied, Draft, Failed Prescreening, etc.

Linking Applicants to Job Openings continued

- The **Date** filed displays the current date and cannot be updated.
- Select the **Link** button when finished. You should receive the following pop-up message from the system: Select OK



On the **Manage Applicant** page Applicant Activity tab the disposition will be Linked Questionnaire.

Manage Applicant										
Save Return Recruiting Home Search Applicants Change Status Link to Job					Personalize					
Name Canterbury,Greg Applicant ID 148904 Applicant Type External Applicant Status 010 Active					Preferred Contact Email Phone 651/555-1212 Email gggreg@ggreg.com Address Testing Address Change on Applications Anoka, MN...					
Applicant Activity Notes Applicant Data										
Current Status Interview Schedule History										
Applicant Activity										
Select	Job Opening	Job Opening ID	Disposition	Application	Resume	Route	Interview	Reject	Print	Other Actions
<input type="checkbox"/>	Laborer General UAT	13166	019 Linked Questionnaire							Other Actions
<input type="checkbox"/>	State Prog Admin Intermediate	12886	110 Reject							Other Actions
<input type="checkbox"/>	Engineer Administrative - DRE RETEST	12872	050 Route							Other Actions
<input type="checkbox"/>	Accounting Technician	12825	070 Offer							Other Actions

The system also creates a contact note in the Applicant's record recording this action. When an Applicant is linked to multiple job openings at once, the system sends only one email per Applicant. To view the note navigate to the Manage Applicant page and select their Notes tab.

Manage Applicant										
Save Return Recruiting Home Search Applicants Change Status Link to Job					Personalize					
Name Canterbury,Greg Applicant ID 148904 Applicant Type External Applicant Status 010 Active					Preferred Contact Email Phone 651/555-1212 Email gggreg@ggreg.com Address Testing Address Change on Applications Anoka, MN...					
Applicant Activity Notes Applicant Data										
Notes Summary										
Select	Subject and Details						Note Date	Owner ID	Author	Other Actions
<input checked="" type="radio"/>	Invitation to apply for job Dear Canterbury,Greg, We invite you to apply for the following State of Minnesota job opening: 13166 - Laborer General UAT https://www.sema4.state.mn.us:7211/psc/...						11/21/2017 12:35PM	13166	Tappan,Erin M	
Note Details										
Author Tappan,Erin M Contact Method Outbound Email Subject Invitation to apply for job Details Dear Canterbury,Greg,			Contact Date 11/21/2017 Audience Public			Find View All Edit Note				
We invite you to apply for the following State of Minnesota job opening: 13166 - Laborer General UAT https://www.sema4.state.mn.us:7211/psc/hcm92iq/EMPLOYEE/HRMS/c/HRMS_HRAM.HRS_APP_SCHJOB.GBL?Page=HRS_APP_SCHJOB&Action=U&FOCUS=Applicant&SiteId=1002 1. For more information about this job, go to www.mn.gov/careers, or to Self Service if you are a current State of Minnesota employee, and sign in to your account. 2. Click the My Notifications link at the top of the page. 3. Click on the Job Title to view the job posting. 4. If interested, click Apply to begin the application process. Thank you. Do not reply. This message was automatically generated.										

Within Careers the Applicant will see a notification with the subject "You are invited to apply for a job: <job posting title and ID>" on their My Notifications page.

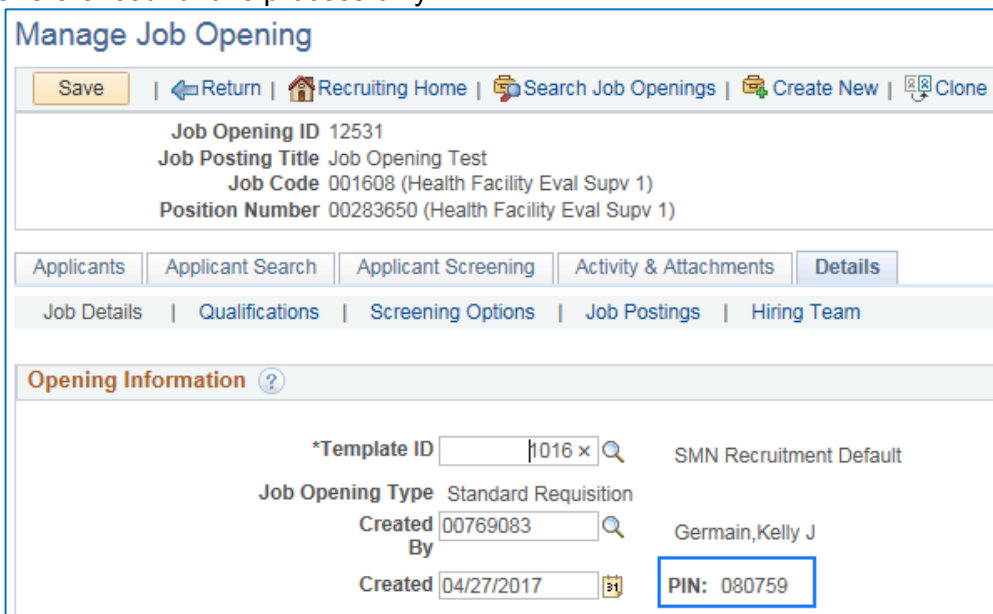
Selecting the notification subject displays the posting description, and the Applicant can select the Apply button to begin the application process in Careers.

Using the PIN Process (for authorized use only)

The PIN “for authorized use only” functionality was developed so that Recruiters could have an Applicant apply to a job opening. This process is for specific and limited use.

- When it is necessary to add a “claimer” to a closed job opening.
- A direct hire to a job that was not posted and you wish to use the Recruiting Solutions technology to Prepare Job Offer, Prepare for Hire, and send the hire through the Manage Hires component in SEMA4.
- Appeal process if the Job Opening is still in open status in Recruiting Solutions.
- The Layoff List process.
- To invite an Applicant to apply if they never submitted an application for a job in your agency.

A PIN number is generated and displayed on the job opening details page when every job opening is saved. It is referenced for this process only.



The screenshot shows the 'Manage Job Opening' interface. At the top, there are navigation buttons: Save, Return, Recruiting Home, Search Job Openings, Create New, and Clone. Below this, the job details are listed: Job Opening ID 12531, Job Posting Title Job Opening Test, Job Code 001608 (Health Facility Eval Supv 1), and Position Number 00283650 (Health Facility Eval Supv 1). A tabbed interface includes Applicants, Applicant Search, Applicant Screening, Activity & Attachments, and Details. Underneath are links for Job Details, Qualifications, Screening Options, Job Postings, and Hiring Team. The 'Opening Information' section contains fields for Template ID (1016), Job Opening Type (Standard Requisition), Created By (00769083), and Created (04/27/2017). A PIN field is highlighted with a red box, showing the value 080759.



Recruiters will need to communicate this information to the Applicant via email. There is not a letter template in Recruiting to select for this process.

In the communication:

- Instruct the Applicant to log in to their account on Careers and select the My Activities link and complete an application by selecting on the link “Add Application (authorized use only)”. If the Applicant is a State employee they will go to Self Service to submit an application using the same link. If the Applicant does not have an account they will need to register first.
- Provide the **Agency Code**, **Job Opening ID** and **PIN** number to the Applicant. You can find Job Opening ID and PIN numbers on the Manage Job Opening page. Agency Code is the first three digits plus MN. For example; G10MN
- **Note:** Be sure to tell the Applicant the PIN is for their use only and to contact you after submitting their application.

Using the PIN Process continued

Applicant's My Activity page. Selects on the link **"Add Application (authorized use only)"**

The screen below will appear when the link is selected. Applicant enters the Agency Code, Job Posting ID and PIN number you provided.

Add Application (authorized use only)

Agency Code:

ID:

PIN:

Applicant can now apply to the job. The Applicant should notify the Recruiter when their application is submitted.

Layoff and Workers' Compensation Lists

The Layoff and Workers' Compensation lists are used to track employees who have rights to vacancies under the bargaining unit contracts. Minnesota Management & Budget (MMB) has created and will manage the Layoff and Workers' Compensation Lists in Recruiting Solutions. The Layoff and Workers' Compensation lists are located in the Job Openings. Only Recruiters have access to these lists in Recruiting Solutions. **Please note the Layoff Lists are separate from the Workers' Compensation Lists.**

Layoff Lists vs. Workers' Compensation Lists:

Agencies must follow applicable contract language when considering employees on Layoff Lists and Workers' Compensation lists. Each bargaining unit specifies different rights for employees on Layoff. It is the obligation of each human resources office to be knowledgeable of the Layoff rights for each contract/plan before proceeding to post the position. When a supervisor/manager submits a request to fill a vacancy, Recruiters will verify the lists to insure that available Layoff and Workers' Compensation names are being considered for a job opening.

Layoff Lists:

- Before posting a position for open competition, Recruiters must give consideration to eligible employees on the Layoff Lists. Recruiters can check for employees on Layoff who may be entitled to rights to a vacancy by checking the Layoff Lists. Please be advised, employees on these lists may not have an application or resume, as this is not required to be on the Layoff Lists.
- MMB will automatically place laid-off employees on the **Seniority Unit** Layoff list. If notified by the employee, MMB will also add them to the **Bargaining Unit** Layoff list. Recruiters will be able to tell if an employee is on the Seniority Unit Layoff list or the Seniority Unit and Bargaining Unit Layoff list by looking at the tracking.
- All employees on the Layoff list will have a disposition of Reviewed. The reason code will be "**Seniority Layoff List Only**" if they are solely on the Seniority Unit Layoff list. The reason will be "**BargUnit+Seniority LayoffList**" if the employee is on **both** Layoff lists.
- To hire an employee or add an Applicant on the Layoff Lists to your job opening you will Link them to the Job.

Workers' Compensation Lists:

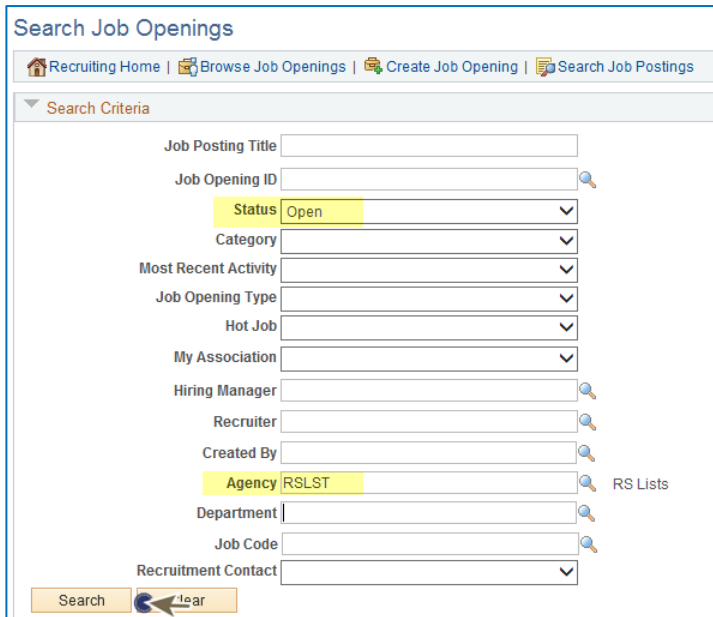
- After the Layoff Lists have been cleared, and the job is posted competitively, before considering other candidates, the agency must consider Claimers, Bidders, and employees on the Workers' Compensation lists.
- Employees are placed on Workers' Compensation lists when the Department of Administration Workers' Compensation Placement Coordinator determines the employee is qualified. MMB will add the employee to any job classification lists indicated by Administration.
- All employees on the Workers' Compensation lists will have a disposition of Reviewed. The reason code will be "**Workers' Comp Continued Int.**" All employees on this list will have a resume or application, as these are collected by the Workers' Compensation Placement Coordinator.
- Recruiters should work with the Department of Administration's Workers' Compensation Coordinator to hire the Applicant. This may involve pinning, linking, or having the employee apply directly to the job opening.

Locating the Layoff and Workers' Compensation Lists:

All Layoff and Workers' Compensation lists are accessed using Search Job Openings. The Layoff and Workers' Compensation lists all have the agency code of RSLST. Navigation: Main Menu > Recruiting > Search Job Openings.

To search for all lists, in the Search Criteria select:

1. **Status:** Select **Open**.
2. **Agency:** Select the Look Up button or enter **RSLST**.
3. Select the **Search button**.



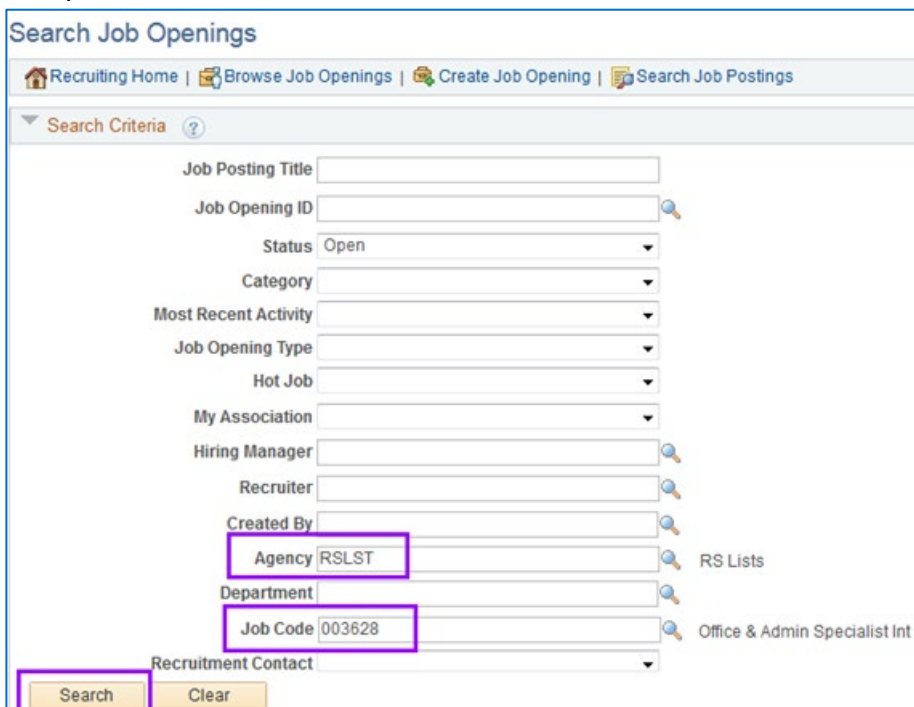
Search Job Openings

[Recruiting Home](#) |
 [Browse Job Openings](#) |
 [Create Job Opening](#) |
 [Search Job Postings](#)

▼ Search Criteria

Job Posting Title
 Job Opening ID
 Status **Open** ▼
 Category ▼
 Most Recent Activity ▼
 Job Opening Type ▼
 Hot Job ▼
 My Association ▼
 Hiring Manager
 Recruiter
 Created By
 Agency **RSLST** RS Lists
 Department
 Job Code
 Recruitment Contact ▼

You may narrow the search by selecting a **Job Code**. The results will be blank if a Layoff or Workers' Compensation list doesn't exist for the selected Job Code.



Search Job Openings

[Recruiting Home](#) |
 [Browse Job Openings](#) |
 [Create Job Opening](#) |
 [Search Job Postings](#)

▼ Search Criteria

Job Posting Title
 Job Opening ID
 Status Open ▼
 Category ▼
 Most Recent Activity ▼
 Job Opening Type ▼
 Hot Job ▼
 My Association ▼
 Hiring Manager
 Recruiter
 Created By
 Agency **RSLST** RS Lists
 Department
 Job Code **003628** Office & Admin Specialist Int
 Recruitment Contact ▼

Locating the Layoff and Workers' Compensation Lists continued

On the Search Job Opening page select the link of the appropriate Job Opening Layoff or Workers' Compensation List.

Search Job Openings

[Recruiting Home](#) |
 [Browse Job Openings](#) |
 [Create Job Opening](#) |
 [Search Job Postings](#)

Search Criteria ?

2 Results Found

Search Results ?

Select	Job Opening	Job ID	Hiring Manager	Status
<input type="checkbox"/>	Office & Admin Specialist Int - WORKERS' COMP LIST	2264		Open
<input type="checkbox"/>	Office & Admin Specialist Int - LAYOFF LIST	1160		Open

Select All Deselect All Group Actions

This will open the Manage Job Opening page with the names of potential employee Applicants.

Manage Job Opening

[Return](#) |
 [Recruiting Home](#) |
 [Search Job Openings](#) |
 [Create New](#) |
 [Clone](#) |
 [Refresh](#) |
 [Add Note](#) |
 [Search Questionnaire](#) |
 [Print Job Opening](#) |
 >>

Job Opening ID 10194 Status 010 Open
 Job Posting Title Registered Nurse Supervisor - Skilled Nursing Care... Business Unit RSLMM (RS Lists-MMA)
 Job Code 002154 (Registered Nurse Supervisor)

[Applicants](#) |
 [Applicant Search](#) |
 [Activity & Attachments](#) |
 [Details](#)

All (3)	Applied (0)	Reviewed (3)	Screen (0)	Route (0)	Interview (0)	Offer (0)	Hire (0)
---------	-------------	--------------	------------	-----------	---------------	-----------	----------

Applicants ?

Select	Applicant Name	Applicant ID	Submitted Date Time	Type	Disposition	Reason	View Notes	Application
<input type="checkbox"/>			11/28/2017 11:51AM	Employee	Reviewed	Seniority Layoff List Only		<input type="checkbox"/>
<input type="checkbox"/>			12/19/2016 9:36AM	Employee	Reviewed	BargUnit+Seniority Layoff List		<input type="checkbox"/>
<input type="checkbox"/>			12/19/2016 9:42AM	Employee	Reviewed	BargUnit+Seniority Layoff List		<input type="checkbox"/>

Recruiters will use the Related Content reports on the Manage Job Opening page to determine if there are employees on the Layoff or Workers' Compensation Lists who must be considered for their job opening(s).

Related Content ▾ | Help |

- Affirmative Action Data
- Employee Data by Job
- Applicant Profiles
- Applicant Accomplishments
- Applicant Work Experience
- Applicant Questionnaires
- Veteran's Preference

Locating the Layoff and Workers' Compensation Lists continued

The Employee Data by Job and Applicant Profiles reports contain the necessary information for determining if an employee must be considered for a job.

The **Employee Data by Job** report includes the employee ID, job code seniority date, employee status, Full- or Part-Time status, city of layoff, as well as the compensation rate. The Employee Data by Job report pulls all employment records of the employee. If an employee was laid off from one position but currently holds or held a position on another job record, both records will appear on the report.

The **Applicant Profiles** report includes the employee's preferences (days of work, locations, shift, and travel, etc.).

Reviewing Layoff or Workers' Compensation Applicant Information

Select the application icon for an individual to open the Manage Application page.

Manage Job Opening

Return | Recruiting Home | Search Job Openings | Create New | Clone | Refresh | Add Note | No Category

Job Opening ID 1043
 Job Posting Title Accounting Technician - LAYOFF LIST
 Job Code 000774 (Accounting Technician)

Applicants | Applicant Search | Activity & Attachments | Details

All (2)	Applied (2)	Reviewed (0)	Screen (0)	Route (0)	Interview (0)			
Applicants								
Select	Applicant Name	Applicant ID	Submitted Date Time	Type	Disposition	Reason	Application	Res
<input type="checkbox"/>			12/09/15 10:05AM	Employee	Applied			
<input type="checkbox"/>			12/10/15 9:56AM	Employee	Applied			

The Manage Application page includes that employee's contact information, resume, cover letter work preferences such as desired work days, geographic preferences, education, degrees, and work experience.

Manage Application

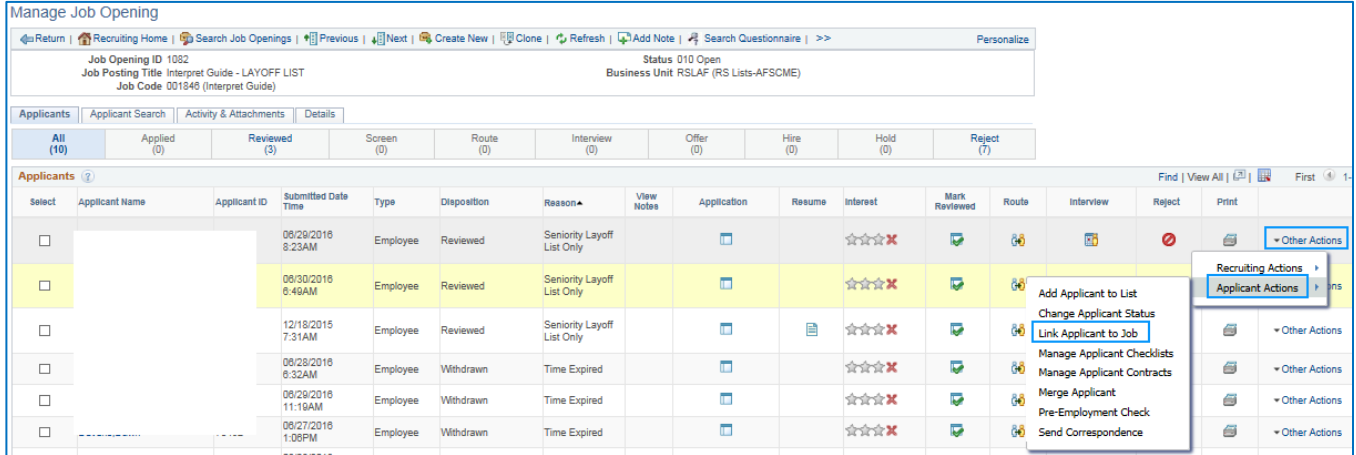
Return | Recruiting Home | Search Applications | Add Applicant Note | Print | Refresh

Applicant		Job Opening	
Name	Preferred Contact	Job Opening ID 12413	Status Open
Applicant ID	Phone	Job Posting Title Management Analyst 4 - LAYOFF ...	Business Unit RSLMP (RS Lists-MAPE)
Applicant Type	Email	Job Code 000634 (Management Analyst 4)	Department
Status	Address	Recruiter	Job Type Continuous
		Hiring Manager	Position Number
		Salary Range 26.060000 to 38.640000 USD/Hour	

Note: A green box highlights the 'Applicant ID' field with the text: 'Review the application for each employee that must be considered for the job opening.'

Attaching an Applicant to Your Job Opening

To add an Applicant on the Layoff or Workers' Compensation Lists to your job opening you will Link them to the Job. On the Manage Job Opening page, select Other Actions for the eligible employee, then select Applicant Actions, and select Link Applicant to Job.

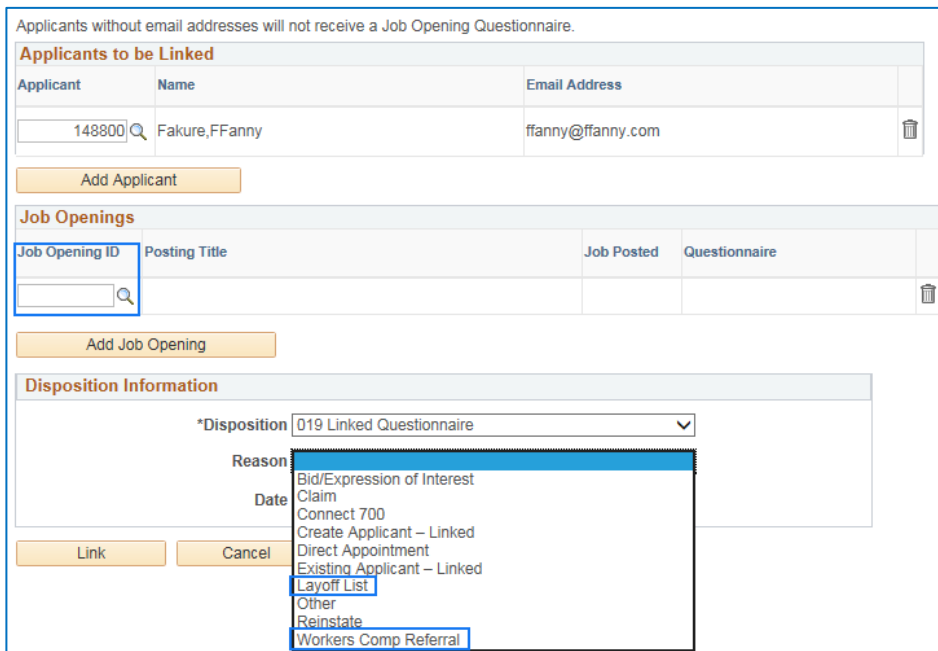


In the Job Openings section of the page that appears, enter the **Job Opening ID**.

In the Dispositions Information section:

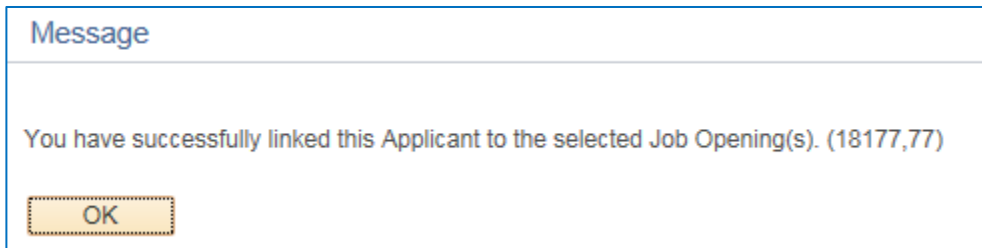
- Select the **Disposition** of either **Linked** or **Linked Questionnaire**.
 - **Linked:** This disposition is only used if this is a direct hire and there are no screening questions.
 - **Linked Questionnaire:** The Recruiter should use this disposition in most cases as they are not able to answer screening questions on behalf of an Applicant.
- Select the **Reason** of either **Layoff List** or **Workers' Comp Referral**.

Select the Link button.



Attaching an Applicant to Your Job Opening

Say OK on the Message:



The Applicant will receive a notification in their Careers > My Notification folder.

Their status on the Manage Job Opening page will be Linked Questionnaire. A second application row will show once they have actually applied for the job, and this is the row to use for movement thru the Phase Progression Bar.

Claiming Process in Recruiting Solutions

Employee receives notice of Layoff which includes information about claiming rights.

HR staff in the Agency where the Layoff is occurring works with the employee being laid off. They provide information to the employee about claiming rights and available job seeking resources including the ARL Claimers Only query available in self-service.

The report that is available here will show all Layoff Lists and job openings that have been announced but have not yet been filled. The agency Recruiter will work with the employee and discuss this report during the layoff process.

Agency HR staff, or employee with claiming rights, contacts the Recruiter with an open position* to coordinate the claiming process.

*The position must still be open and, may or may not still be posted on Careers.

When claiming, Agency HR staff must provide the Recruiter with a copy of the Layoff notice and the resume of the claimer, via secure email.

The Recruiter assesses the qualifications of the claimer and determines if the claimer meets the minimum qualifications. If the claimer is qualified:

1. The Recruiter will work with the Hiring Manager to arrange an interview.
2. The Recruiter will use the "link" functionality in Recruiting Solutions to link the claimer to the job opening. When the claimer is "linked", the system will send out an automated email to the claimer inviting them to apply to the position.
 - If the job is still posted on Careers, the agency **may** allow this process to move forward because the claimer can then submit an application and answer the screening questions. This is not required because the Recruiter has already assessed the qualifications of the claimer.
 - If the job is NOT still posted on Careers, the claimer can't apply to the job opening, but will still receive the automated message. In this situation, the Recruiter will need to notify the claimer to IGNORE the automated email generated from the system.

If the claimer is not qualified, the Recruiter notifies the Agency HR staff person/claimer.

If the claimer is hired to the position, the Recruiter will use the normal prepare job offer and prepare for hire process in Recruiting Solutions.

Recently Separated Veterans (RSV)

State agencies must comply with the State of Minnesota RSV legislation.

M.S. 43A.11 Subd 7. - RSV is a veteran as defined in section 197.447 and has served in active military service on or after September 11, 2001 and has been honorably discharged as shown by the DD-214.

Applicants who meet the minimum qualifications for a vacant position and claim disabled veteran's preference shall be listed in the Applicant pool ahead of all other Applicants. Applicants who meet the minimum qualifications for a vacant position and claim nondisabled veteran's preference shall be listed in the Applicant pool after those claiming disabled veteran's preference and ahead of nonveterans. Each recently separated veteran who meets minimum qualifications for a vacant position and has claimed a veterans or disabled veterans preference must be considered for the position. The top five recently separated veterans must be granted an interview for the position by the hiring authority.

To view RSV status you need to process/run screening.

Navigation: Main Menu > Recruiting > Recruiting Home > Search Job Opening – Manage Job Opening, Applicant Screening tab, under screening results.

State Agency Responsibilities:

- 1) Review the RSV column for Applicants who have self-identified as RSV.
- 2) If five or fewer qualified RSV apply, the agency must invite those veterans to interview.
- 3) If more than five qualified RSV apply, and the agency chooses to invite only five to interview, document the reasons the top five were selected for interview.

Applicants ?												
Select	Score	Points	Veterans Preference	RSV	Applicant Name	Applicant ID	Disposition	Screening Result	Results Applied	Status Date	Applicant Type	Route
<input type="checkbox"/>	50%	20.0	10		Eagle,Ed 10 pt Disabled veteran	1152	030 Screen	Passed	Yes	09/25/2015	External Applicant	
<input type="checkbox"/>	100%	40.0	10	RSV	Bananie,Annie 10 pt RSV Disabled Vet	1146	030 Screen	Passed	Yes	09/25/2015	External Applicant	
<input type="checkbox"/>	50%	20.0	10	RSV	Bonebright,Bonnie 10 pt RSV Disabled Vet	1149	030 Screen	Passed	Yes	09/25/2015	External Applicant	
<input type="checkbox"/>	0%	0.0	10	RSV	Chung,Connie 10 pt RSV Disabled veteran	1150	110 Reject	Failed	Yes	09/25/2015	External Applicant	
<input type="checkbox"/>	100%	40.0	10		Dong,David 10 pt Disabled veteran	1151	030 Screen	Passed	Yes	09/25/2015	External Applicant	
<input type="checkbox"/>	100%	40.0	10		Gersh,George 10 pt Spouse of disabled vet	1154	030 Screen	Passed	Yes	09/25/2015	External Applicant	
<input type="checkbox"/>	0%	0.0	10		Faller,Frank 10 pt Disabled veteran	1153	110 Reject	Failed	Yes	09/25/2015	External Applicant	
<input type="checkbox"/>	0%	0.0	10		Ingles,Igna 10 pt Spouse of disabled vet	1156	110 Reject	Failed	Yes	09/25/2015	External Applicant	
<input type="checkbox"/>	50%	20.0	10		Hiccuupps,Hilda 10 pt Spouse of disabled vet	1155	030 Screen	Passed	Yes	09/25/2015	External Applicant	
<input type="checkbox"/>	50%	20.0	5		Krieg,Gail 5 pt Widow/Widower	1027	030 Screen	Passed	Yes	09/25/2015	Employee	
<input type="checkbox"/>	100%	40.0	5	RSV	Johns,Jimmy2 RSV 5pt Non-disabled veteran	1157	030 Screen	Passed	Yes	09/25/2015	External Applicant	
<input type="checkbox"/>	50%	20.0	5	RSV	Khan,Kat 5 pt RSV Non-disabled vet	1158	030 Screen	Passed	Yes	09/25/2015	External Applicant	
<input type="checkbox"/>	0%	0.0	5	RSV	Lounge,Larry 5pt RSV Non-disabled veteran	1159	110 Reject	Failed	Yes	09/25/2015	External Applicant	
<input type="checkbox"/>	100%	40.0	5		Getchell,Vikki 5 pts Widow/Widower	1160	030 Screen	Passed	Yes	09/25/2015	Employee	
<input type="checkbox"/>	0%	0.0	5		Maroon,Monk 5pt Widow/Widower of vet	1161	110 Reject	Failed	Yes	09/25/2015	External Applicant	

Update the DD-214 Verified Box and Date Verified Field

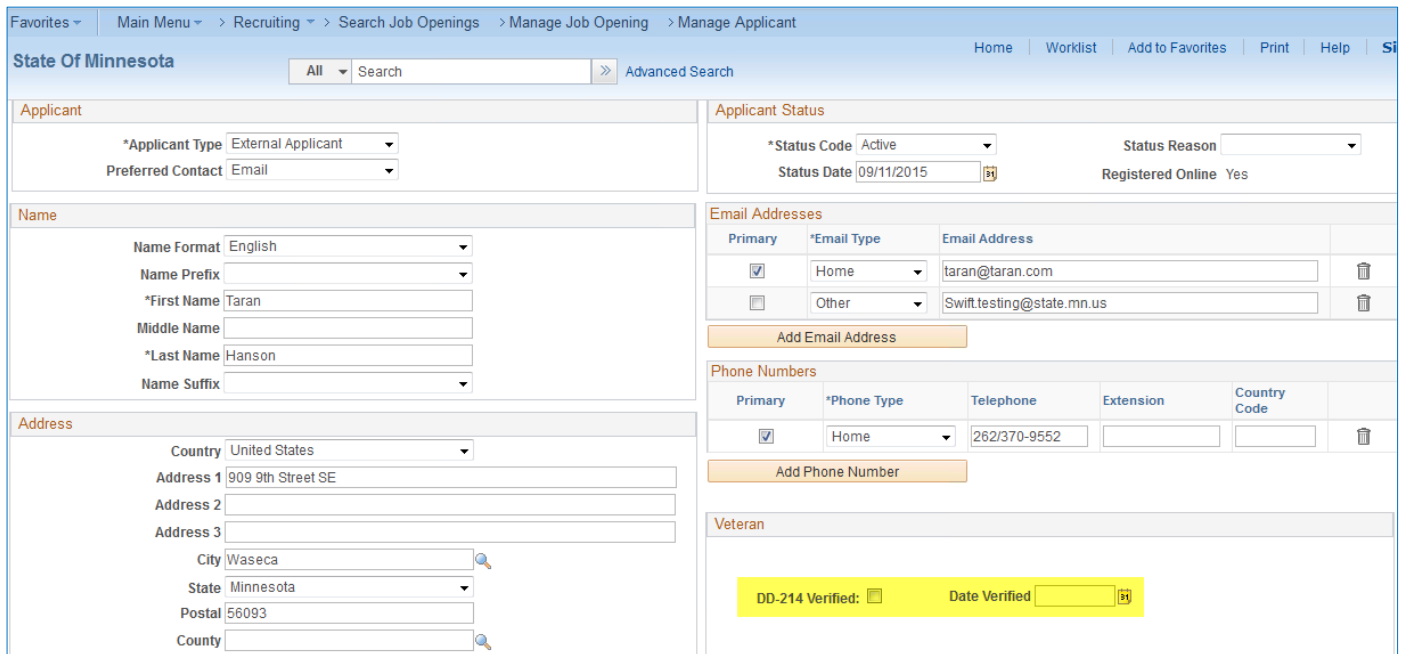
State Agency Responsibilities:

- 1) The Recruiter should verify the DD-214 of RSV invited to interview either before or at the time of the interview.
- 2) If the DD-214 meets eligibility, check the DD-214 Verified Box and enter the Date Verified.

Important Note: The DD-214 Verified check box and Date Verified field only needs to be entered once for each RSV. Once the information is entered, all state agency Recruiters will be able to view the DD-214 verification information for that RSV.

Navigation: Main Menu > Recruiting > Recruiting Home > Search Job Opening > Manage Job Opening > Applicants tab > Select the Applicant name link.

This will open the Manage Applicant page: Select the Applicant Data Tab to see DD-214 Verified and Date Verified.



The screenshot displays the 'Manage Applicant' interface for a State of Minnesota applicant. The 'Applicant' tab is active, showing details for 'Taran Hanson'. Key fields include:

- Applicant Type:** External Applicant
- Status Code:** Active
- Name:** Taran Hanson
- Address:** 909 9th Street SE, Waseca, MN 56093
- Email Addresses:** taran@taran.com (Primary), swift.testing@state.mn.us (Other)
- Phone Numbers:** 262/370-9552 (Home)
- Veteran Section:** DD-214 Verified: Date Verified:

Instructions for reviewing the DD-214 form:

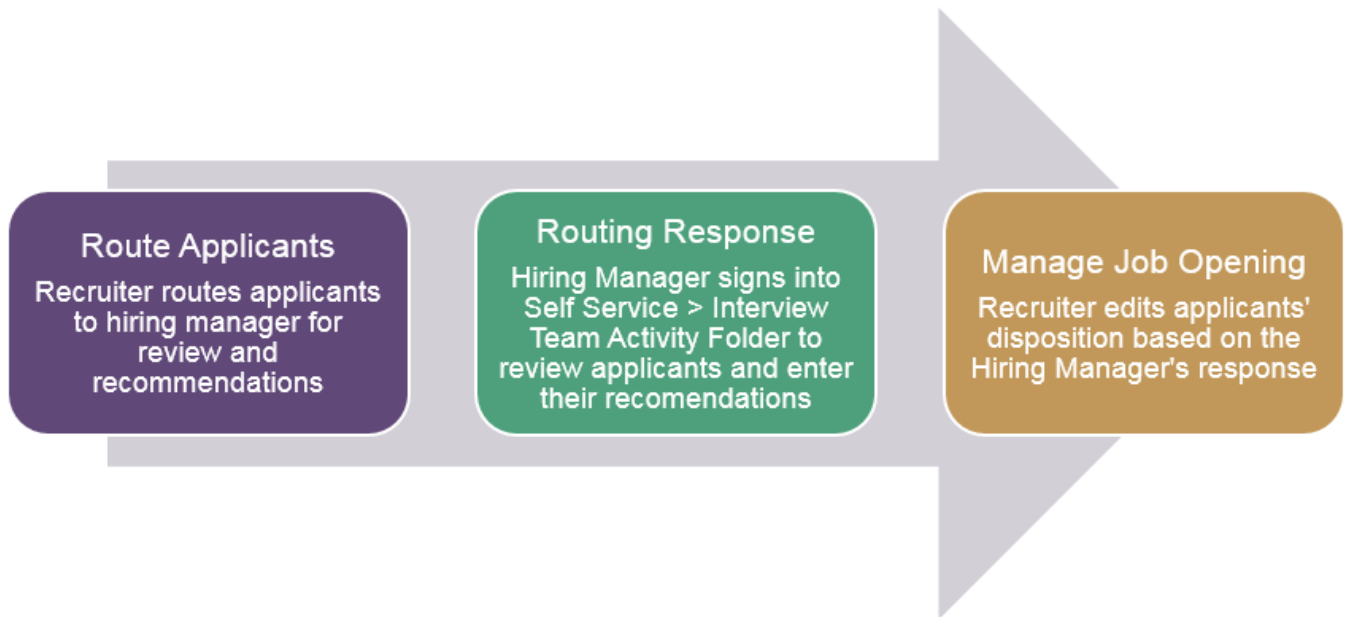
To qualify as a **Recently Separated Veteran**, you must meet **all** of the following criteria:

1. Have separated under honorable conditions from any branch of the armed forces of the United States (**Block #24**) should indicate "honorable."
2. Have served on active duty for 181 consecutive days or more or for the full period ordered to active duty OR have separated by reason of disability incurred while serving on active duty (**Block #12 c**);
3. Be a United States citizen or resident alien;
4. Have served in active military service at any time on or after September 11, 2001 as shown on your form DD-214 (**Block #12 a and b**).
 - Blocks 12a, 12b, and 12c, indicate the length of active military service. These dates should reflect active military service at any time on or after September 11, 2001.

Recruiting Solutions Routing Process

When a Recruiter has completed the initial review and screening process, the Applicants are ready to route to Hiring Managers or other employees (subject matter experts, other Recruiters, or interview team members) of your agency for review and recommendation.

After the screening process has helped you evaluate Applicants you are ready to route Applicants for additional review. Routing is the action of sending requests that ask people (Hiring Managers or interview teams) to provide responses.







Route Applicants

When a Recruiter routes an Applicant the Applicant's disposition will change to Route. After Recruiters collect recommendations from the Hiring Manager and/or interview team, they then change the Applicant's disposition based on the responses.

Navigation: Search Job Opening > enter Job Opening ID > Manage Job Opening > Select the Job Title link

A Recruiter can route Applicants as a group action or individually.

Individually: Select the Route Icon for the selected Applicant.

Applicants										
Select	Applicant Name	Applicant ID	Submitted Date Time	Type	Disposition	Reason	Application	Resume	Route	Int
<input type="checkbox"/>	Bunny1,Funny	1310	10/30/15 10:54AM	Employee	Screen	Preliminary Screen				

As a group:

- Verify that the Applicants are in the Reviewed or Screen status.
- Select the appropriate phase progression bar.
- Select All
- Group Actions > Recruiting Actions > Route Applicant

The screenshot shows the 'Manage Job Opening' page for Job Opening ID 1359, Job Posting Title Welder, Job Code 000761 (Welder), and Position Number 00059150 (Welder). The 'Applicants' tab is active, showing a status bar with 'Screen (2)' selected. Below the status bar is a table of applicants:

Select	Applicant Name	Applicant ID	Submitted Date Time	Type	Disposition	Reason
<input checked="" type="checkbox"/>	Bunny1,Funny	1310	10/30/15 10:54AM	Employee	Screen	Preliminary Screen
<input checked="" type="checkbox"/>	S	1408	10/30/15 10:57AM	Employee	Screen	Preliminary Screen

Below the table, the 'Group Actions' dropdown menu is open, showing the following options:

- Recruiting Actions >
- Applicant Actions >
- Mark Reviewed
- Manage Interviews
- Reject Applicant
- Route Applicant
- Print Application Details

On the Route Applicant page:

- 1) Select the Routing Status of Route.
- 2) Select the Reason of Expert Review Requested.
- 3) Use the Look Up icon to search for the Name of the Recipient.
- 4) Enter Response Due Date. Optional.
- 5) Select the Add Recipient button if routing to more than 1 employee.
- 6) Enter Comments in the Notification section.

- 7) The check boxes will default as checked for “Consolidate all Applicants in one email” and “Notify me when a Recipient responds.”

Route Applicant

Submit | Return

Applicants to Route

Applicant ID	Name	Job Opening	
1310	Bunny1,Funny	Welder	
1408	S .	Welder	

Routing Details

*Routing Status: 010 Route Reason: Expert Review Requested

Recipients

*Routing Date	*Name	Assignment	Response Due Date
12/17/2015		Manager	

Add Recipient Add Hiring Team

Notification

Comments

Consolidate all applicants in one email

Notify me when a Recipient responds

Preview Notification

- 8) Select the Preview Notification button. The subject can be edited. The message provides navigation to the recipient. Select OK

Preview Notification

Recipient(s)

To: K

Message

*Subject: Applicant(s) have been routed for your review

Message

Dear M

Your action is required. The following applicant(s) have been routed to your Welder position, job posting 1359. Please see comments or contact Amy Wassmund to discuss next steps in the hiring process.

To ensure fairness for all candidates in the hiring process, please review the applicant list carefully and report any potential conflicts of interest that you may have to your manager.

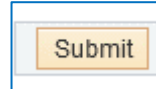
Go to the Interview Team Activity > Hiring Manager / Recruiter Tasks > Search Job Opening page in Self Service and enter Job Opening ID 1359 to view the applicants.

Applicant(s) Routed:
Bunny1,Funny;

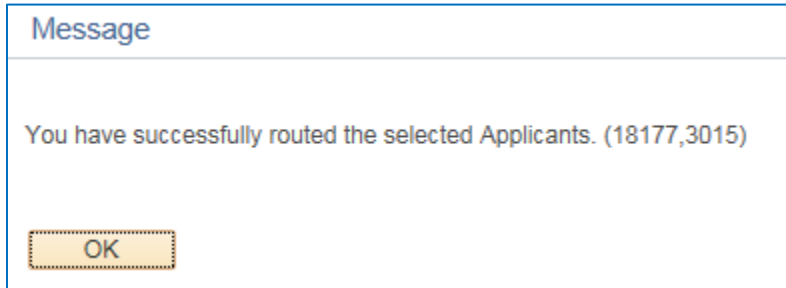
Comments:

OK Cancel

9) On the Route Applicants page select the Submit button.



10) Select OK on the Message.



11) The Applicants disposition is updated to "Route" and they have moved into that phase progression bar.

Manage Job Opening

[Return](#) | [Recruiting Home](#) | [Search Job Openings](#) | [Create New](#) | [Clone](#) | [Refresh](#) | [Add Note](#) | [No Category](#) | [Print Job Opening](#)

Job Opening ID 1359 **Status** 010 Open
Job Posting Title Welder **Business Unit** E77AF (Mn Zoo-AFSC)
Job Code 000761 (Welder) **Department** E770214 (Facilities M)
Position Number 00059150 (Welder)

[Applicants](#) | [Applicant Screening](#) | [Activity & Attachments](#) | [Details](#)

All (2)	Applied (0)	Reviewed (0)	Screen (0)	Route (2)	Interview (0)	Offer (0)
---------	-------------	--------------	------------	-----------	---------------	-----------

Applicants

Select	Applicant Name	Applicant ID	Submitted Date Time	Type	Disposition	Reason	Application	Resume	Route
<input type="checkbox"/>	Bunny1,Funny	1310	10/30/15 10:54AM	Employee	Route				
<input type="checkbox"/>	S. [redacted]	1408	10/30/15 10:57AM	Employee	Route				

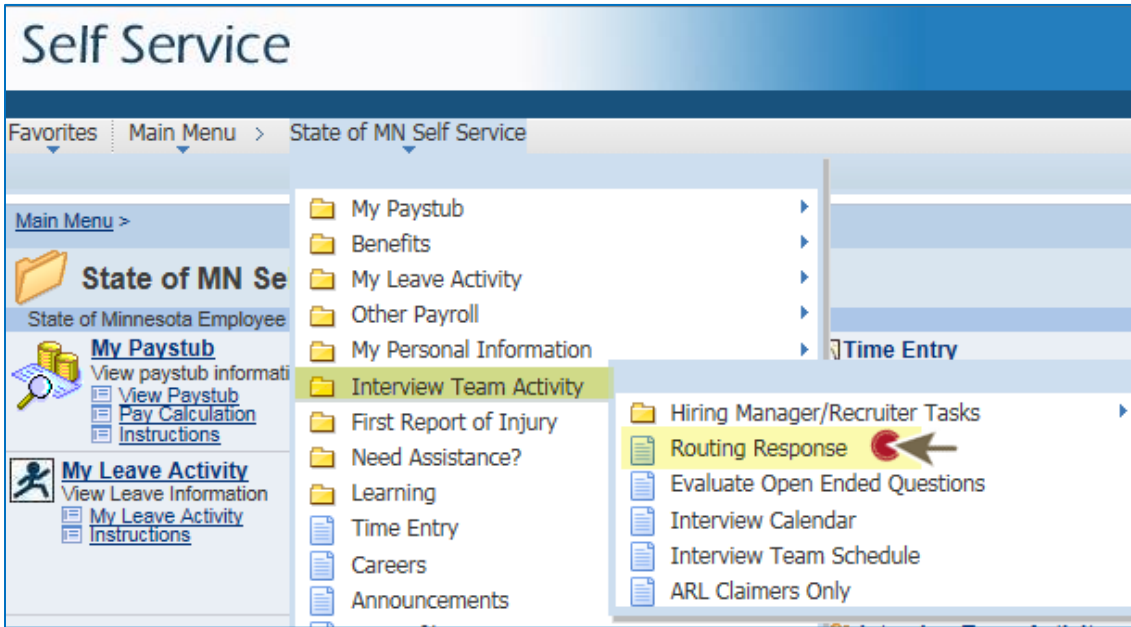
[Select All](#) [Deselect All](#) [Group Actions](#)

The next step is for the Recipient to review the Applicants and submit their recommendation in their Interview Team Activity folder in Self Service.

Routing Response

A Recruiter routes Applicants to the Hiring Manager. The Hiring Manager accesses Recruiting Solutions through their self-service account. Access the Interview Activity folder through self-service (the same page you see your paycheck information). Or, if you regularly log into the Administrative Portal to conduct other statewide system activities such as ELM approvals, you can log in through the portal. Logging into the system either way will bring you to the same information.

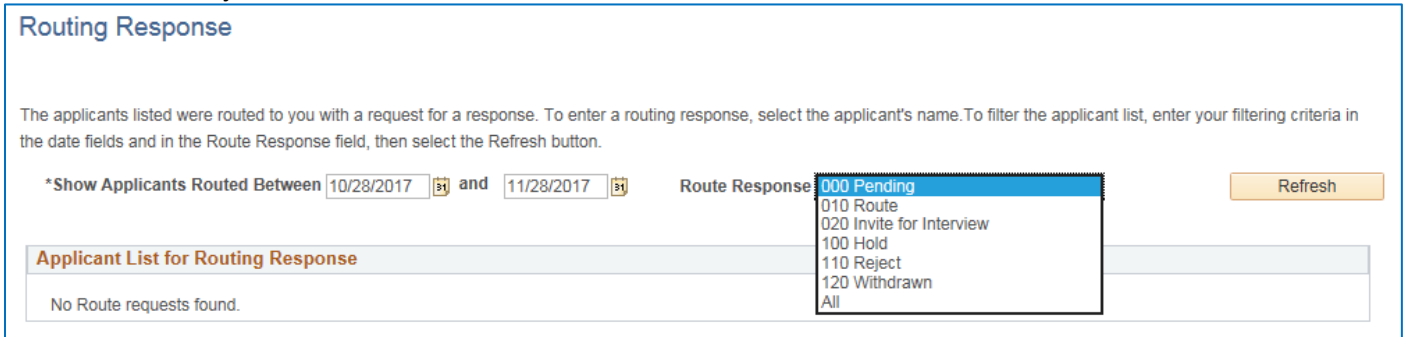
Navigation: State of MN Self Service > Interview Team Activity folder > Routing Response



When Applicants are routed by the Recruiter to the Hiring Manager they will be listed on the Routing Response page. There are also instructions on this page.

Information on this page can be filtered in two ways.

- 1) Show Applicants Routed Between: Select dates to narrow or expand your list of routed Applicants.
- 2) Route Response drop down: The default when you open the page is **Pending**. To see previous responses select **Route** or **Invite for Interview**. Select **ALL** to list all of the Applicants that have been routed to you.



Select the **Refresh** button once criteria has been selected.

Routing Response continued

The Routing Response page is used to indicate your Recommendation back to the Recruiter. For each Applicant, the Hiring Manger can review the Job Posting details, this includes the minimum and preferred qualifications, the screening questions and the Applicant’s answers.

Select the Applicants name link to open the Routing Response Details page.

Routing Response

The applicants listed were routed to you with a request for a response. To enter a routing response, select the applicant's name. To filter the applicant list, enter your filtering criteria in the date fields and in the Route Response field, then select the Refresh button.

*Show Applicants Routed Between and Route Response

Applicant List for Routing Response Personalize | Find | View All | | First 1-4 of 4 Last

Applicant ID	Name	Route ID	Route Response	Route Date	Posting Title	Initiator
1	1462 Bond, Jane		1200	12/17/2015	Customer Svcs Specialist	W
2	1078 St		1201	12/17/2015	Customer Svcs Specialist	W
3	1462 Bond, Jane		1202	12/17/2015	Customer Svcs Specialist	W
4	1434 Flower, Tulip		1181	12/09/2015	Customer Svcs Specialist	W

On the selected Applicants Response Details select the View Application link to open the application details for review. If the Applicant applied with a resume there will be a link to open the resume document.

There is also a link to View Job Posting. When you select on View Application or View Job Posting, a new browser window will open up and you will have to close it when you are finished reviewing the information.

Select your Recommendation options: **Route**, **Invite for Interview**, **Hold**, **Reject**, or **Withdrawn**. Please provide Comments back to the Recruiter so they edit the Applicant’s disposition appropriately on the Job Opening.

Routing Response

| | Personalize

Applicant Name Bond, Jane Job Opening ID 1451
 Applicant ID 1462 Job Opening Status 010 Open
 Job Posting Title Customer Svcs Specialist Business Unit E77AF (Mn Zoo-AFSCME)
 Job Code 003635 () Position Number 00065651

Response Details

Routing Date 12/17/2015 Response Due Date

*Recommendation

Comments

| | Top of Page

Select the Submit button to save your Recommendation and Comments.

You have successfully submitted your response. (18178,1262)

Select OK

Routing Response continued

On the Routing Response page you can select the next Applicant that is Pending review.

Routing Response

The applicants listed were routed to you with a request for a response. To enter a routing response, select the applicant's name. To filter the applicant list, enter your filtering criteria in the date fields and in the Route Response field, then select the Refresh button.

*Show Applicants Routed Between and Route Response

Applicant List for Routing Response

Applicant ID	Name	Route ID	Route Response	Route Date	Posting Title
1	1434 Flower, Tulip	1181		12/09/2015	Customer Svcs Specialist

To see the Applicants that you have entered responses for select either Invite for Interview or Route in the Route Response drop down and select the Refresh button.

Routing Response

The applicants listed were routed to you with a request for a response. To enter a routing response, select the applicant's name. To filter the applicant list, enter your filtering criteria in the date fields and in the Route Response field, then select the Refresh button.

*Show Applicants Routed Between and Route Response Refresh

Applicant List for Routing Response

Applicant ID	Name	Route ID	Route Response	Route Date	Posting Title	Initiator
1	1462 Bond, Jane	1200	020 Invite for Interview	12/17/2015	Customer Svcs Specialist	W

The Recruiter will see the Hiring Manager responses on the Manage Job Opening page in Recruiting Solutions and edit the Applicant's disposition according to the response.

Manage Job Opening – Review Responses

When routing responses have been sent and a final routing decision has been made, a Recruiter will change the Applicant's disposition on the Manage Application page.

Navigation: Search Job Opening > enter Job ID > Manage Job Opening

- 1) On the Manage Job Opening page select the Applicant's application icon.

Manage Job Opening



[Return](#) | [Recruiting Home](#) | [Search Job Openings](#) | [Create New](#) | [Clone](#) | [Refresh](#) | [Add Note](#) | [No Category](#)

Job Opening ID 1359 Sta
Job Posting Title Welder Business
Job Code 000761 (Welder) Departm
Position Number 00059150 (Welder)

Applicants | Applicant Screening | Activity & Attachments | Details

All (2)	Applied (0)	Reviewed (0)	Screen (0)	Route (2)	Interview (0)
---------	-------------	--------------	------------	-----------	---------------

Applicants

Select	Applicant Name	Applicant ID	Submitted Date Time	Type	Disposition	Reason	Application
<input type="checkbox"/>	Bunny1,Funny	1310	10/30/15 10:54AM	Employee	Route		
<input type="checkbox"/>	S	1408	10/30/15 10:57AM	Employee	Route		

- 2) On the Manage Application page select the Route tab

Manage Application

[Return](#) | [Recruiting Home](#) | [Search Applications](#) | [Next](#) | [Print](#) | [Refresh](#)

Applicant Job C

Name Bunny1,Funny **Preferred Contact** Email
Applicant ID 1310 **Phone** 651/555-5555
Applicant Type Employee **Email** @state.mn...
Status 010 Active **Address** 1122 Garden Patch Way
Saint Paul, MN 55103

Process Application ?

Disposition 050 Route
Reason **Interest** ★★☆☆✗ **Mark Reviewed**
Date 12/17/2015

Application and Resume | **Questionnaire** | Route

Manage Job Opening – Review Responses

- 3) In the Routing Summary section you will see the Recipients response. Select the Comments icon to view notes from the recipient.

Select	Status Date	Route Status	Responses Received	Responses Remaining
<input checked="" type="radio"/>	12/17/2015	010 Route	1	0

Route Date	Recipient	Assignment	Response Due Date	Response	Response Date	Comments
12/17/2015	Karich, Michael J	Manager		020 Invite for Interview	12/17/2015	

- 4) Based on the Response and Comments, edit the Applicants disposition to interview, or reject if they are no longer under consideration for this job. In the Process Application section of the Manage Application page select Other Actions > Recruiting Actions > Edit Disposition

Applicant
 Name: Canterbury, Ggreg
 Applicant ID: 148804
 Applicant Type: External Applicant
 Status: 010 Active

Job Opening
 Job Opening ID: 12553
 Job Posting Title: Customer Svcs Specialist
 Job Code: 003635 (Customer Svcs Specialist)
 Recruiter: Bailey, Cara L
 Salary Range: 15.100000 to 19.770000 USD/Hour

Process Application
 Disposition: 050 Route
 Reason: [empty]
 Date: 04/28/2017

Other Actions: **Recruiting Actions** > **Edit Disposition**

- 5) Select the New Disposition and Status Reason

Current Disposition: 050 Route
 *New Disposition: **050 Route**
 *Status Reason: **060 Interview**
 Date: [empty]

Buttons: Save, Cancel

- 6) Select Save
 7) Select the Next link to move on to the next Applicant to review and edit disposition.

Manage Job Opening – Review Responses

8) When complete with your review of responses select the Return link.

Manage Application

[Return](#) | [Recruiting Home](#) | [Search Applications](#) | [Next](#) | [Print](#) | [Refresh](#)

Applicant

Name Bunny1,Funny **Preferred Contact:** Email
Applicant ID 1310 **Phone** 651/555-5555
Applicant Type Employee **Email** @stat
Status 010 Active **Address** 1122 Garden Patch Wa

You are now back on the Manage Job Opening page. The Applicant have move to the phase progression bar based on their new disposition.

Manage Job Opening

[Return](#) | [Recruiting Home](#) | [Search Job Openings](#) | [Create New](#) | [Clone](#) | [Refresh](#) | [Add Note](#) | [No Category](#) | [Print Job Opening](#)

Job Opening ID 1359 **Status** 010 Open
Job Posting Title Welder **Business Unit** E77AF (Mn Zoo-AFSCME)
Job Code 000761 (Welder) **Department** E770214 (Facilities Maintenance)
Position Number 00059150 (Welder)

[Applicants](#) | [Applicant Screening](#) | [Activity & Attachments](#) | [Details](#)

All (2)	Applied (0)	Reviewed (0)	Screen (0)	Route (0)	Interview (1)	Offer (0)	Hire (0)
---------	-------------	--------------	------------	-----------	---------------	-----------	----------

Applicants Personalize

Select	Applicant Name	Applicant ID	Submitted Date Time	Type	Disposition	Reason	Application	Resume	Route	Interview
<input type="checkbox"/>	Bunny1,Funny	1310	10/30/15 10:54AM	Employee	Interview	Invite				

[Select All](#) [Deselect All](#) [Group Actions](#)

Preparing a Job Offer in Recruiting Solutions

The Prepare Job Offer page is used to enter job offer details, upload the job offer confirmation letter, and to send correspondence to the finalist by posting it on their Careers > My Notifications page. The finalist reviews the offer letter and will either accept or reject the job offer online. It is still best practice to make the offer verbally before sending the job offer letter.

Before making a job offer refer to [HR/LR Procedure #142IP](#)



Verify Former State Employment

Before the Prepare Job Offer step refer to [HR/LR Procedure #142IP](#).

Recruiter’s should always verify in SEMA4 if an external finalist is a former employee. When the finalist accepts the job offer online their SSN should be recognized as a former employee.

If the finalist is a former employee the Recruiter will need to add their old employee ID in their Applicant Data record in Recruiting Solutions. **If the employee ID is not entered for a former employee, the Prepare for Hire process will not populate the correct Hire Type and cannot be processed at the Manage Hires step in SEMA4.**

Navigate to the Manage Job Opening Page.

On the Manage Job Opening Page select the Applicants name link to open the **Manage Applicant** page.

- Select the **Applicant Data** tab.
- Enter the finalist’s Employee ID. **DO NOT CHANGE THE Applicant Type.**
- Select the **Save** button.
- Select the **Return** link.

Preparing a Job Offer in Recruiting Solutions continued

Are you a former employee?

Recruiters should also verify that the answer is “yes” on the finalist’s Application Details.

Navigate to Manage Job Opening. Select the finalist > Other Actions > Recruiting Actions > Edit Application Details

Manage Job Opening

Job Opening ID 12500
 Job Posting Title Health Care Program Invest - IE OE
 Job Code 002897 (Health Care Program Invest)
 Position Number 01102287 (Health Care Program Invest)

Status D10 Open
 Business Unit H12MP (Health Dept-MAPE)
 Department H12D201 (HOP Investigators)

All (9)	Applied (0)	Reviewed (0)	Screen (0)	Route (0)	Interview (1)	Offer (1)	Hire (2)	Hold (1)	Reject (4)
---------	-------------	--------------	------------	-----------	---------------	-----------	----------	----------	------------

Select	Applicant Name	Applicant ID	Submitted Date Time	Type	Disposition	Reason	View Notes	Application	Resume	Interest	Reject	Print	Other Actions
<input type="checkbox"/>	Canterbury, Greg	148804	04/28/2017 3:28PM	External	Offer					☆☆☆☆	<input type="checkbox"/>		<ul style="list-style-type: none"> Recruiting Actions Applicant Actions Prepare Job Offer Accept Offer Reject Offer Edit Application Details Edit Disposition

The question is found in the Personal Information section. If the answer is no change the answer to Yes.

Edit Application Details

Save | Return | Recruiting Home | Print

Name Testing, Brian
 Applicant ID 1504
 Applicant Type External Applicant
 Status 010 Active

Job Openings Personalize | Find | View All

Job Opening ID	Posting Title
1472	RTA test - multiple position numbers
1485	Prepare Job Offer demo II

Add Job Opening | Import Rateab

Job Families Personalize | Find | View All

Job Family

Personal Information

Eligible to Work in U.S.

Are you a former employee Yes

If the answer is No change to Yes.

Remember that the information on the **Applicant Data** and **Edit Application Details** tabs stays with the Applicant. Any changes will update this information on every job that they have applied to.

Prepare Job Offer

Before you Prepare Job Offer verify the Position Number (SEMA4 PCN) in the Job Details tab of the Job Opening. If you have created a job opening without a Position Number you must add the Position Number at this step. This is the last step in the Recruiting process that you are able to change or add the Position Number.

Note: Best practice is to use the Look up icon to search and add the Position Number.

Now that the Position number(s) have been added you can continue with the Prepare Job Offer process.

Navigation: Main Menu > Recruiting > Recruiting Home > Search Job Openings > Manage Job Opening

Select the Applicant that you are preparing the Job Offer for.

Manage Job Opening

[Return](#) | [Recruiting Home](#) | [Search Job Openings](#) | [Next](#) | [Create New](#) | [Clone](#) | [Refresh](#) | [Add Note](#) | [No Category](#) | [Print Job Opening](#) Personalize

Job Opening ID 1455 Status 010 Open
 Job Posting Title Customer Svcs Specialist Business Unit E AFSCME
 Job Code 003635 (Customer Svcs Specialist) Department E770205 (Guest Services)
 Position Number 00065651 (Customer Svcs Specialist)

[Applicants](#) | [Applicant Screening](#) | [Activity & Attachments](#) | [Details](#)

All (3)	Applied (0)	Reviewed (0)	Screen (0)	Route (0)	Interview (1)	Offer	Hire (0)	Hold (0)	Reject (1)
---------	-------------	--------------	------------	-----------	---------------	-------	----------	----------	------------

Applicants Personalize | Find | View All | First

Select	Applicant Name	Applicant ID	Submitted Date Time	Type	Disposition	Reason	Application	Resume	Route	Interview	Reject	Print	Other Actions
<input checked="" type="checkbox"/>	Test, Eric	1468	12/30/15 6:45AM	External	Interview								Other Actions

Select the **Other Actions > Recruiting Actions > Prepare Job Offer**.

Personalize | Find | View All | First 1 of 1 Last

Route	Interview	Reject	Print	Other Actions
				1

3 Prepare Job Offer Edit Application Details Edit Disposition	2 Recruiting Actions ▶ Applicant Actions ▶
--	--

Top of Page

Prepare Job Offer continued

On the Prepare Job Offer page, Offer Details section:

- Use the Look Up icon to select the Position Number.
- It is optional to add a Recruiter and Hiring Manager.
- **Status** will default as Extend. Reason is not being used by the state.

Prepare Job Offer

[Return](#) | [Recruiting Home](#)

Posting Title Baker
Job Opening Status 010 Open
Job Title Baker
Applicant Name Bunny1,Funny

Offer Details

Job Opening 1255 Baker
Position Number 🔍

Job Code 000113 Baker
Hiring Manager 🔍
Recruiter 🔍
***Status** 010 Extend ▼
Reason ▼

In the Job Offer Components section enter the following:

- **Component:** Base Salary is the only option
- **Offer Amount:** enter agreed upon amount
- **Currency and Frequency:** Do not change the default, this is populated based on the Position Number

Job Offer Components

*Component	Offer Amount	Payment Mode	Currency	Frequency	
Base Salary ▼	18.29 <input type="text"/>	Cash	USD ▼	Hourly ▼	🗑️

Add Offer Component

Recommended Salary Range

	Minimum	Midpoint	Maximum
Hourly	15.520000	18.290000	21.060000
Monthly	2700.000	3182.000	3664.000
Annual	32406.000	38190.000	43973.000

Comments [Find](#) | [View All](#) First 1 of 1 Last

The Recommended Salary Range section is view only and populated based on the Position Number. Comments related to this job offer, if any. Offer Comments are not shown on any other page.

Prepare Job Offer continued

In the Offer Details section enter the Start Date and the Offer Expiration Date.

- **Offer Date:** Defaults to current date.
- **Start Date:** Enter the agreed upon start date
- **Offer Expiration Date:** This date must be equal to or less than the Start Date
- Select the **Submit** link. This functions as save, nothing is sent to the Applicant yet.

Find | View All First 1 of 1 Last

Business Unit E77AF

Offer Date 01/21/2016

Start Date 02/10/2016

*Offer Expiration Date 02/10/2016

Applicant Type Employee

Preferred Contact Email

Notify Applicant

Save as Draft

Submit

Post

Unpost

Add Revised Offer

Delete Offer

Edit Offer

Notify Applicant defaults as checked. The Applicant will receive an email directing them to their Careers account to accept the Job Offer on their My Notification page.

Save as Draft link is available if the job offer needs to be completed at a later time.

Selecting the Submit link activates the Upload Letter button.

Select OK on the pop-up message. You have not submitted the job offer yet. The information you have added so far has been saved.

Message

You have successfully submitted Bunny1,Funny's job offer. (0,0)

OK

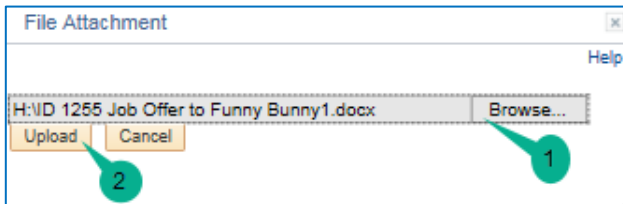
To attach your Job Offer letter select the **Upload Letter** button.

Offer Letter

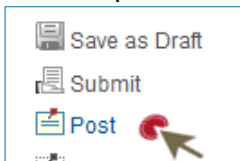
Letter	Date Printed
Generate Letter	Upload Letter
	Email Applicant

Prepare Job Offer continued

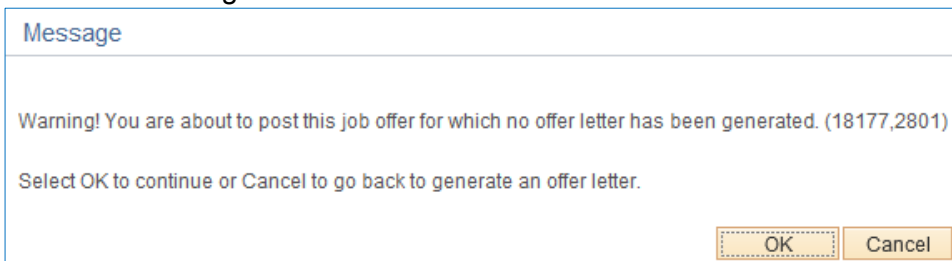
In the pop-up File Attachment window select **Browse**.
 Find your Job Offer letter in your documents.
 Select **Upload**.



Back on the Prepare Job Offer page, select the **Post** link.



Select OK on the message:



The Post Online Job Offer page is where the Recruiter reviews the Job Offer before sending it to the Applicant.

Post Online Job Offer

Review and Submit posting for this online job offer if the information is correct. To make changes, select Cancel to return to the offer page and edit the offer.

Offer Details

Applicant Name: Bunny1,Funny
 Applicant ID: 1310
 Job Opening: 1255 Baker
 Position Number: 01104875
 Job Code: 001695
 Offer Date: 01/21/2016
 Start Date: 01/21/2016
 Offer Expiration Date: 01/21/2016
 Status: 010 Extend
 Reason:

Job Offer Components				
Component	Offer Amount	Payment Mode	Currency	Frequency
Base Salary	21.060000	Cash	USD	Hourly

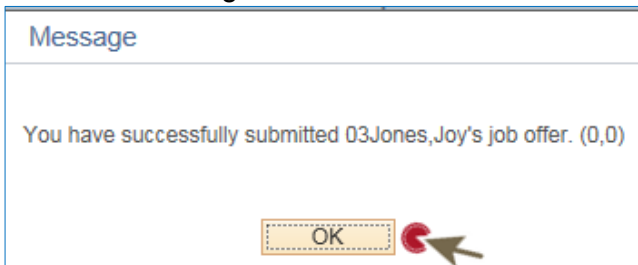
Prepare Job Offer continued

The **Job Offer Components**; base salary, offer amount, etc. appear on this page but they do not appear on the offer page in Careers for the finalist to see. The finalist will only see the job offer letter that you uploaded.

If you need to make changes, select the **Cancel** button now to return to the Prepare Job Offer page and edit the offer.

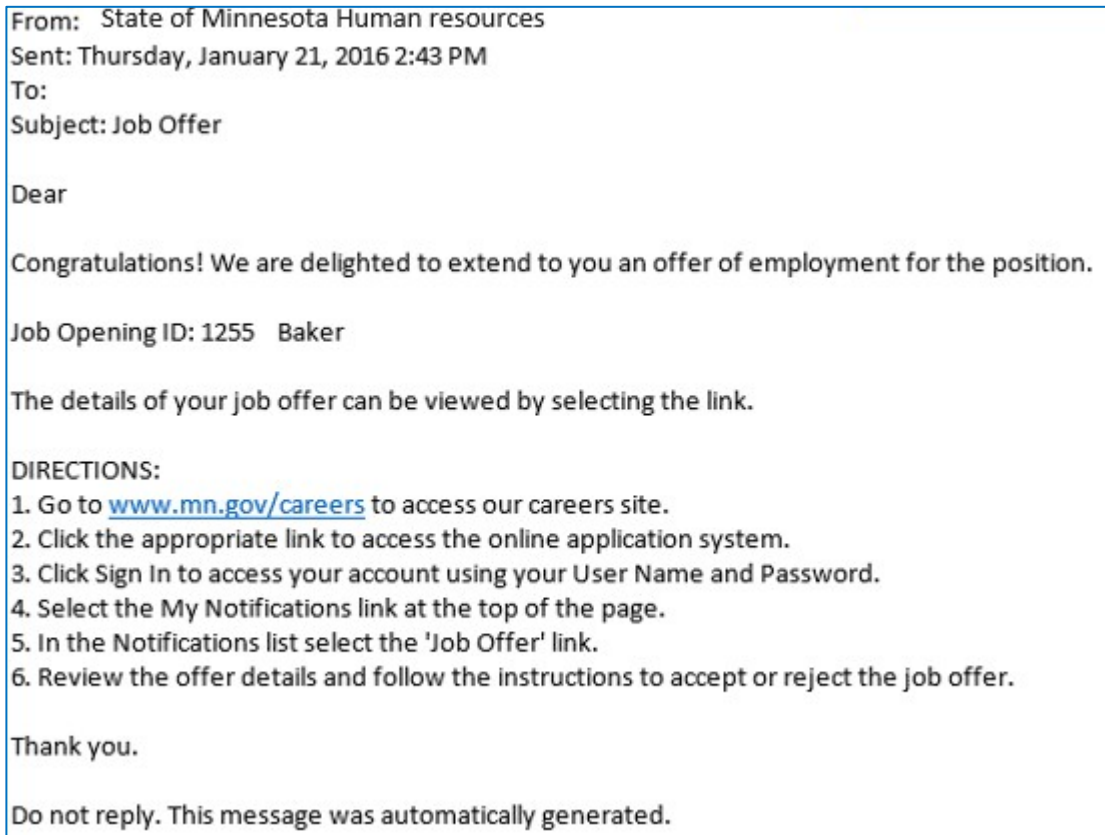
Select the **Submit** link.

Select OK on the message:



The offer letter has now been sent to the Applicant's online Careers account. Select the **Return** link to open the Manage Job Opening page.

Example of the system generated email that is sent to the finalist.



Job Offer progression

- ✓ The Applicant's Disposition has changed from Applied to Offer on the Manage Job Opening page
- ✓ The next step is for the finalist to log into their Careers account, My Notifications page to accept the job offer online and to enter personal information such as name, SSN, and address.
- ✓ After a finalist accepts a job offer, an email is sent to the Recruiter notifying them that the finalist has accepted their job offer.
- ✓ The finalist's disposition in Recruiting Solutions changes from Offer to Accepted.



Recruiters should **not** accept the Job Offer on behalf of the finalist. Employees and external Applicants should accept their own job offers in Careers. If a Recruiter accepts a job offer this will cause errors on the Manage Hire step in SEMA4 and create dual entry in SEMA4.

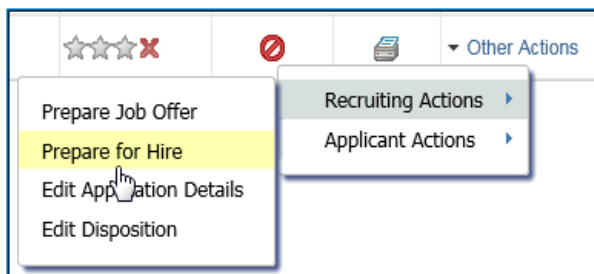
If a finalist rejects a job offer, the Recruiter will receive an email notifying them that the finalist has rejected the job offer. The finalist's disposition in Recruiting Solutions changes from Offer to Reject. If the candidate accidentally rejects the offer the Recruiter can re-send the offer letter on the Prepare Job Offer page.

Prepare for Hire

The discussion of hiring a finalist remains between the Hiring Manager and finalist. Recruiters will initiate the hiring process in Recruiting Solutions on the Prepare for Hire page. Recruiters will verify job opening data, enter a start date, and choose a hire type. At this point a Recruiter should have already entered the Position Number, prepared a job offer, and acknowledged the finalist's job offer. A finalist's disposition in Recruiting Solutions must be **Accepted** in order to prepare for hire.

To Prepare for Hire navigate to the Manage Job Opening Page.

On the Manage Job Opening Page select the Applicants **Other Actions > Recruiting Actions > Prepare for Hire**.



Select the **Type of Hire**

For active State employees:

- **Transfer:** select for most current State employee hires. The Recruiting Solutions term Transfer is used when a current employee accepts another State position; promotion or demotion.
- **Add Concurrent Job** - this hire type is used when the employee will maintain their current active job row in SEMA4. Some examples of this include: Work out of class, when an employee is placed on leave from their permanent job to accept a temporary unclassified job; when an employee accepts a temporary job while on Seasonal Layoff; when an employee works 2 Part-Time jobs simultaneously.

For external Applicants:

- **Hire** - Select for new hires to State service.
- **Rehire** - This option will only appear if the Recruiter has verified the finalists employee ID in SEMA4 and entered it in the Applicants Data tab. Rehire is the only hire type option available for former State employees that are returning to state service.

Enter the **Start Date**. **This must be the actual start date in SEMA4 for the Manage Hire process.**

Enter **Hire Comments** if any.

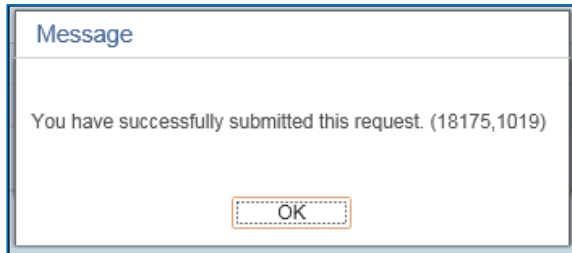
Select the **Submit Request to HR** button to send to Manage Hires (in SEMA4)



The **Verify Employee ID** link on the Prepare for Hire page is not being used by the state. It has been disabled.

Prepare for Hire continued

Select **OK** on the message.



On the Manage Job Opening page the finalists Disposition has changed to Ready.

The Applicant has been sent to your agencies HR transactions staff to start the Manage Hires process in SEMA4. This is the first step to onboard new hires and rehires.

- Automatically change the status of the job opening to Closed when all the target openings are filled.
 - Recruiters should wait until the finalist's disposition is "hired" before they change the job opening status to "closed."
- Update the finalist's disposition Hired. The Recruiter should not change the Applicant's disposition to Hired.
 - When the onboarding process is complete in SEMA4 it will change the finalists disposition in Recruiting Solutions to Hired.
- Change remaining Applicants' disposition to reject with the reason of "another Applicant was hired."
 - At this stage the system does not send an automatic rejection letter to these Applicants when their dispositions are set to Rejected. The Recruiters should send letters in a timely manner. The Applicant will see they are no longer under consideration for this job in their My Activities page in Careers.
 - To access all the rejected Applicants select the Reject progression bar on the Manage Job Opening page. The Recruiter can send each Applicant a rejection letter individually or use the group action feature and send correspondence to the rejected Applicants at the same time.
 - Best Practice is to call candidates that were interviewed in addition to sending a letter.
- If the finalist is a new hire, the system assigned Employee ID number will also update the finalist's Applicant record with their new Employee ID in Recruiting Solutions.

All new hires will receive an email after the hire transaction is completed in SEMA4 with instructions on how to complete the New Hire Activity Guide in Self Service. This email is automatically generated in a nightly batch process. After the new hire completes their online New Hire Activity Guide, they are instructed to call the person in their offer letter so you can monitor and ensure they complete it before their first day of work.

Recruiters can also send additional agency specific onboarding documents at this time.

Communicating to Applicants

Recruiting Solutions provides many ways for users (Recruiters and Hiring Managers) to communicate with Applicants to keep them informed at various stages of the hiring process. Best practices for communicating with Applicants are covered in the *Selection and Recruitment Guide* available in the HR Toolbox.

Recruiting Solutions communications to Applicants are primarily emails, but are sometimes delivered as online messages the Applicant views in Careers. Emails are sent to the Applicant's email address as indicated in their Careers account. Employees can indicate their primary email address on their Careers My Contact Information page in Self Service.

Some notices are system-generated and cannot be turned off. In many cases, users can choose whether or not to send an email.

Tips and general information

- When you send emails using Recruiting Solutions, you will have a record of it in the system except when sending group emails.
- Some emails sent from Recruiting Solutions are also saved to the Applicant's My Notifications page on Careers. These include:
 - You are scheduled for a job interview (initiated by user from Interview page),
 - You have a job offer (initiated by user from Prepare Job Offer),
 - You are invited to apply for a job (initiated by employee or user from Email a Friend),
 - Your automated job search has returned results (initiated by Applicant who saved a job search).
- When using Send Correspondence, users/senders can:
 - Send an email by choosing an available system template from the drop-down menu (text cannot be modified),
 - Send an email with a free-form text message,
 - Send a letter attachment generated and customized from an available system template
 - Add attachments.
- In Send Correspondence emails, always indicate in the Subject field: Job Title, Agency, and Job Opening ID, so that recipients can easily identify emails about State jobs.
- Send Correspondence emails are sent from the users/senders Statewide Systems email address or the business address listed in the SEMA4 Personal Data field. Typically, these email addresses are, and should be, identical. All email bounce-backs will return to sender. Recipients can reply to these emails. If the sender is not the correct person to respond to an Applicant's inquiry, the sender should forward the email to the correct person. For example, if you are the sender but you do not handle appeals for your agency, forward the email to the correct HR staff who handles appeals.

Communicating to Applicants continued

Templates

Samples of many of the available templates in Recruiting Solutions are in the HR Toolbox, currently located on MMB's extranet, at <https://mmb.extranet.mn.gov/mmb-extranet/hr-toolbox/>

Letter templates in the HR Toolbox which are also available in the Send Correspondence template drop-down menu are:

- Application Under Review
- Applied to job over 45 days ago
- Not qualified (includes appeal language)
- Qualified - Not selected for interview
- Qualified and Interviewed - Not selected (includes veterans language)
- Qualified - AFSCME hired more senior bidder

The HR Toolbox also offers “best practice” templates that can be customized and uploaded to Recruiting Solutions for:

- Job Offer Confirmation (sent to new hires and rehires in Prepare Job Offer)
- Preparing for Your First Day (companion to Job Offer Confirmation)
- Interview Invite
- Interview Confirmation

Tennessee notices used in Recruiting Solutions are also included in the HR Toolbox.

Note: Always include the Job Title, Agency name, and Job Opening ID in the subject line for Send Correspondence emails so recipients can easily identify correspondence about State jobs.

Send Correspondence Action

The Send Correspondence action is available from the following pages:

- Search Applicants (all types of searches)
- Manage Applicant
- Search Applications
- Manage Application
- Manage Job Opening
- Manage Applicant List

The Send Correspondence action allows you to send Applicant notices individually or in groups using one of three methods as follows:

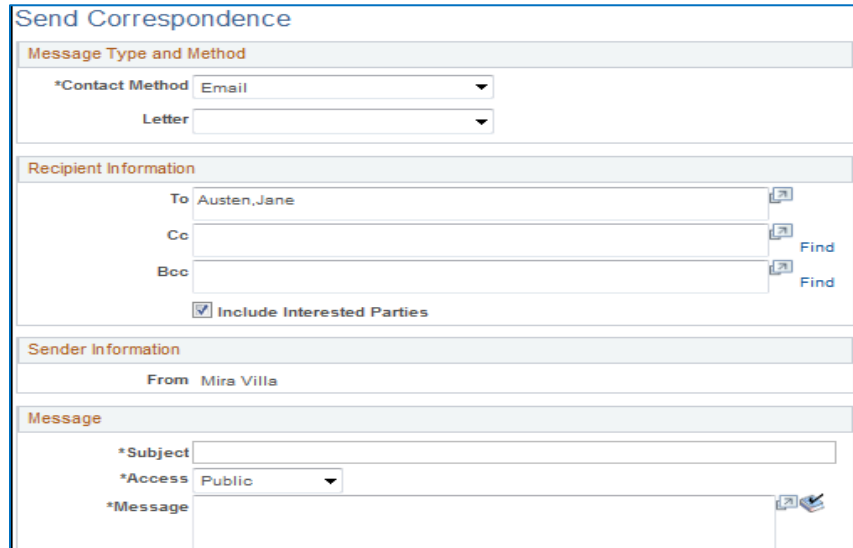
1. An email with message text that you manually enter.
2. An email with text that the system generates based on a letter template you select. You cannot edit the message text in this kind of email.
3. A letter based on a template that you generate, modify, and then attach to an email to the Applicant.

Note: You should not use the Send Correspondence action to send Job Offer letters. These notices should be sent in the Prepare Job Offer component of Recruiting Solutions.

Sending Emails

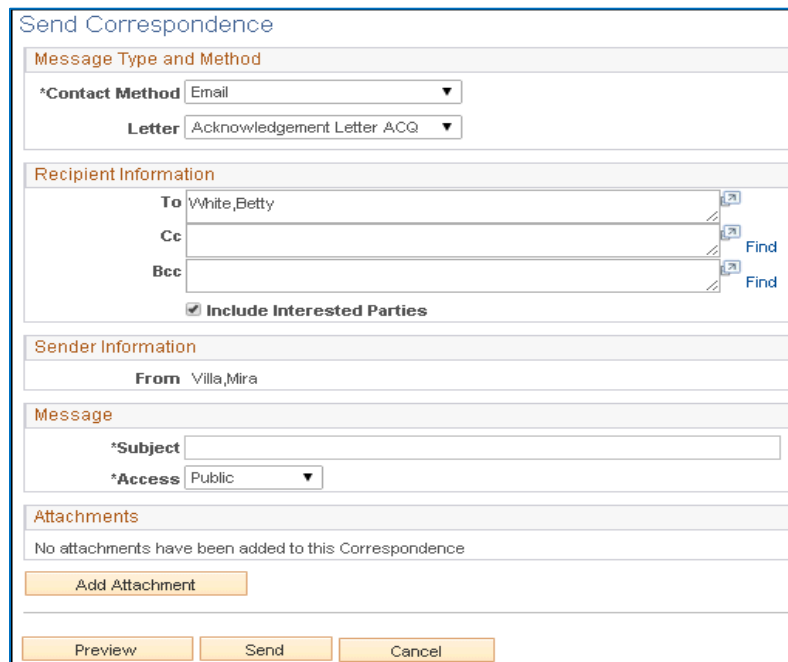
When you select the Send Correspondence action, a Send Correspondence page appears with Email as the default contact method.

1. **Contact Method** field defaults as Email.
2. The **Letter** field:
 - a. To send an email with message text that you **manually enter**, leave the Letter field blank.




The screenshot shows the 'Send Correspondence' form. The 'Message Type and Method' section has '*Contact Method' set to 'Email' and the 'Letter' dropdown menu is blank. The 'Recipient Information' section has 'To' set to 'Austen, Jane', 'Cc' and 'Bcc' are empty, and 'Include Interested Parties' is checked. The 'Sender Information' section has 'From' set to 'Mira Villa'. The 'Message' section has '*Subject' empty, '*Access' set to 'Public', and '*Message' empty.

- b. To send an email with message text that the system generates based on a letter template you select, use the Letter drop down menu to select the message you want to send.

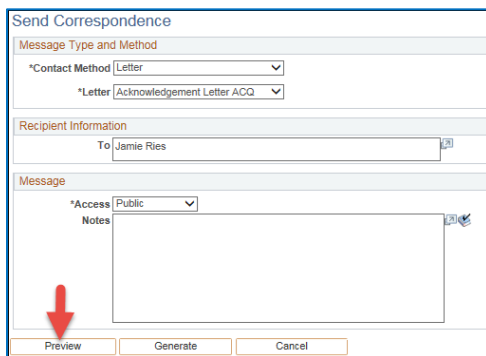


The screenshot shows the 'Send Correspondence' form. The 'Message Type and Method' section has '*Contact Method' set to 'Email' and the 'Letter' dropdown menu is set to 'Acknowledgement Letter ACQ'. The 'Recipient Information' section has 'To' set to 'White, Betty', 'Cc' and 'Bcc' are empty, and 'Include Interested Parties' is checked. The 'Sender Information' section has 'From' set to 'Villa, Mira'. The 'Message' section has '*Subject' empty, '*Access' set to 'Public', and '*Message' empty. There is an 'Attachments' section with the text 'No attachments have been added to this Correspondence' and an 'Add Attachment' button. At the bottom, there are 'Preview', 'Send', and 'Cancel' buttons.

3. The system automatically includes the Applicants name (and email address which is hidden) in the **To** field. This email is sent to the Applicants email address as indicated in their Careers account. Applicants will be able to reply to this email, and it will go to the sender.
4. Add additional email recipients, if needed, in the **To**, **Cc**, and **Bcc** fields. Select the **Find** link to search for employees and their email addresses in Recruiting Solutions/SEMA4.
5. The **Sender** information field displays the name of the sender (current user) and cannot be changed. The email is sent from the senders email address or business address listed in the SEMA4 Personal Data field. "Bounce backs" will return to sender.
6. In the **Subject** line always include the job opening ID and job opening name.
7. The **Access** drop down refers to who can see or who has access to this correspondence once it has been sent. At this time, the only option is *Public*. This means that everyone with access to this Applicant's record will be able to see this correspondence on the Applicants Contact Notes page.
8. The **Message** field:
 - a. For an email with message text that you **manually enter** (i.e., Letter field left blank), the **Message** field allows to you to enter free-form text. Select the  icon to expand the **Message** field into a modal window or to perform spell check.
 - b. For an email with message text that the system generates, the **Message** field will auto-populate from the selected letter template.
9. Select the **Add Attachment** button to upload documents and send with this email.
10. Select the **Preview** button to preview the email before you send it. Selecting the **Cancel** button deletes this correspondence without email it.
11. Select **Send** to email this correspondence.

Sending Letters

You may attach a letter to an email with text that the system generates based on a template you select and customize. Follow the steps above, but change the **Contact Method** drop down to *Letter*. Then you must select a letter template from the **Letter** drop down menu. You can add freeform notes in the **Notes** field. Select the **Preview** button to preview the letter template you selected.



The screenshot shows the 'Send Correspondence' interface. It includes a 'Message Type and Method' section with dropdowns for '*Contact Method' (set to 'Letter') and '*Letter' (set to 'Acknowledgement Letter ACQ'). Below is the 'Recipient Information' section with a 'To' field containing 'Jamie Ries'. The 'Message' section has an '*Access' dropdown set to 'Public' and a large text area for 'Notes'. At the bottom, there are three buttons: 'Preview', 'Generate', and 'Cancel'. A red arrow points to the 'Preview' button.

Selecting the **Cancel** button deletes this correspondence without sending it.

Selecting the **Generate** button generates the letter you selected in the Letter field. A Word file is opened in a new browser window where you can modify and print it.

Send Correspondence

Message Type and Method

*Contact Method Letter

*Letter Acknowledgement Letter ACQ

Recipient Information

To Jamie Ries

Message

*Access Public

Dear Jamie Ries,

Thank you for submitting your application for the following job with the State of Minnesota:

Zoo Keeper at Minnesota Zoological Garden, Birds. Job Id: 1095.

We are reviewing your application and will notify you when we have made a decision.

You may view the status of your application on the My Activities page in your Careers account at www.mn.gov/careers or in Self-Service if you are a current State of Minnesota employee. Contact me if you have questions.

Sincerely,

Katharine Engdahl
Minnesota Zoological Garden

Notes

Preview
Generate
Cancel

A copy of the letter you created is stored in the Applicant's record on their **Notes** tab:

Manage Applicant

Save | Return | Recruiting Home | Search Applicants | Previous | Next | Create Applicant | Add Note | Add to List | Add Application | >> Personalize

Name Jane Austen Preferred Contact Email

Applicant ID 1087 Phone

Applicant Type External Applicant Email jausten02@gmail.com

Status 010 Active Address

Applicant Activity | **Notes** | Applicant Data | Interested Parties

Notes Summary Personalize

Select	Subject and Details	Note Date	Author
<input checked="" type="radio"/>	Application letter	03/23/2015 6:21PM	

Note Details Find | View All

Author Engdahl, Katharine M L Contact Date 03/23/2015

Contact Method Outbound Letter Audience Public

Subject Application letter [Edit Note](#)

Attachments

File Name	Description	Date Added	Added By
2015-03-23-18.21.31.0000001029HRS_APP_LET_rtf	Application letter	03/23/2015 6:21PM	

Add Applicant Note

Save | Return | Recruiting Home | Search Applicants | Previous | Next | Create Applicant | Add Note | Add to List | Add Application | >> Top of Page