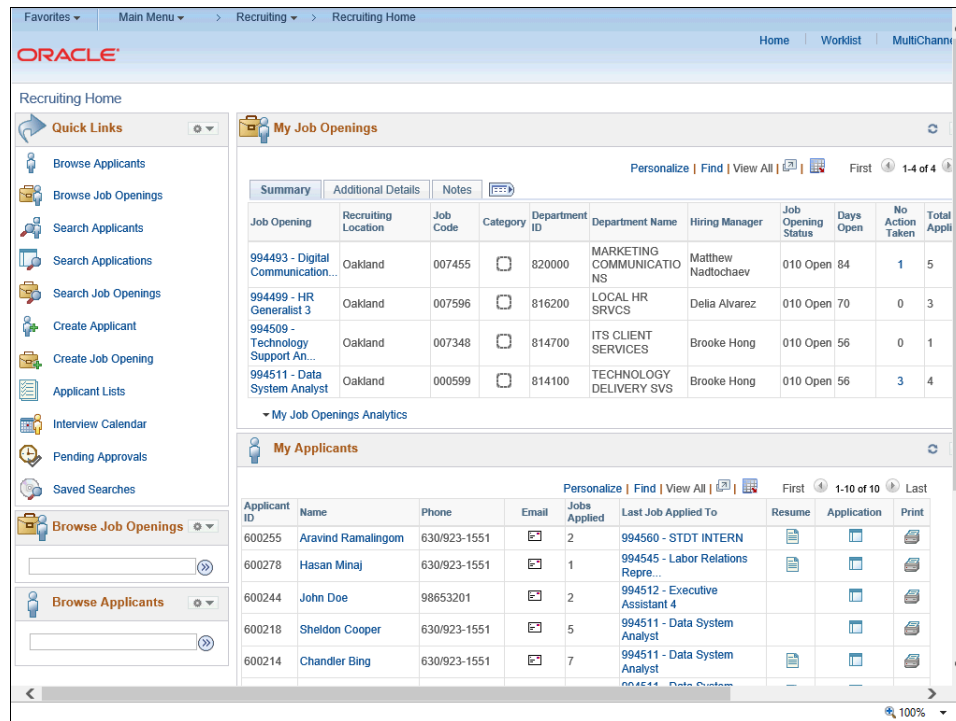


Use this task to navigate within the **Recruiting Home** page.

The **Recruiting Home** page provides a dashboard view of key recruiting activities and quick access to a variety of job and applicant tasks.

Navigation: PeopleSoft Menu > Recruiting > **Recruiting Home**



Step	Action
1.	This simulation demonstrates how to review data on the Recruiting Home page, access job and applicant analytics, and use quick links to access other recruiting pages. Access to this page and the information that appears is based on your assigned security role.
2.	Quick Links provides links to the most commonly used pages in the recruiting process. After accessing a page through Quick Links , you can easily return to the Recruiting Home page by clicking the Recruiting Home link in the upper left corner of the page.
3.	The Browse Job Openings section enables you to use a keyword search to locate a job opening.
4.	The Browse Applicants section enables you to use a keyword search to locate an applicant.

Step	Action
5.	The My Job Openings section displays job openings that are associated to you. You can review key information about each job opening.
6.	The Job Opening column displays the assigned job opening ID and the job opening's posting title.
7.	Use the Job Opening ID link to access the Manage Job Opening page. For this example, click the Job Opening ID 994493 link. 994493 - Digital Communication..

Manage Job Opening

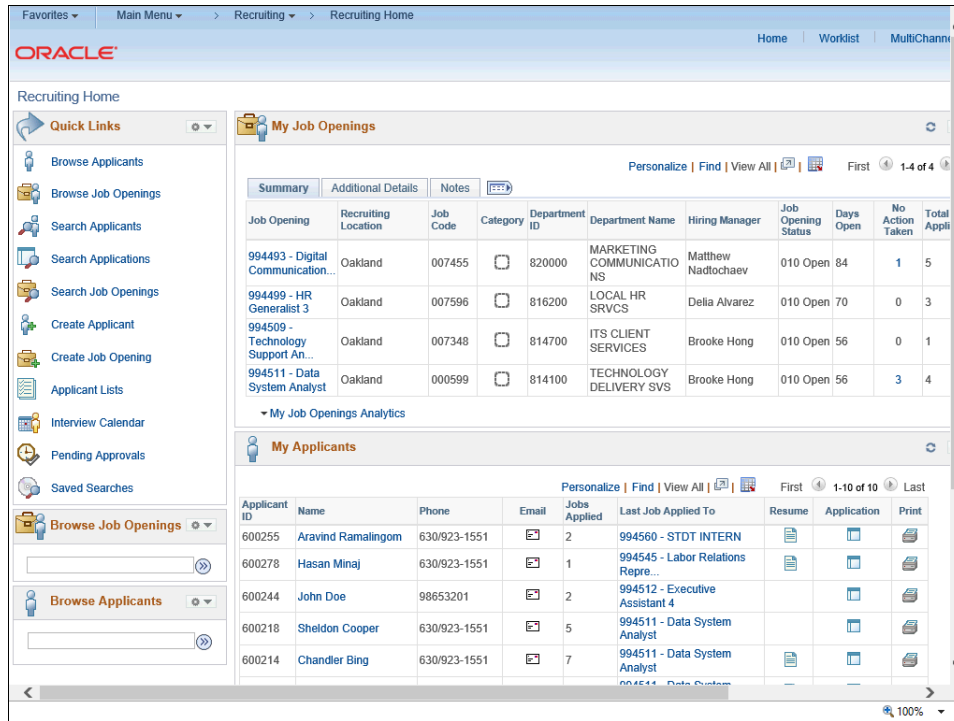
Job Opening ID 994493
Job Posting Title Digital Communication Specialist 3
Job Code 007455 (DIGITAL COMM SPEC 3)
Position Number 40000022 (DIGITAL COMM SPEC 3)

Status 010 Open
Business Unit UCOP1 (UC Office of President)
Department 820000 (MARKETING COMMUNICATIO

All (6)	Applied (1)	Reviewed (0)	Screen (0)	Route (2)	Interview (1)	Offer (0)	Hire (1)	Hold (0)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

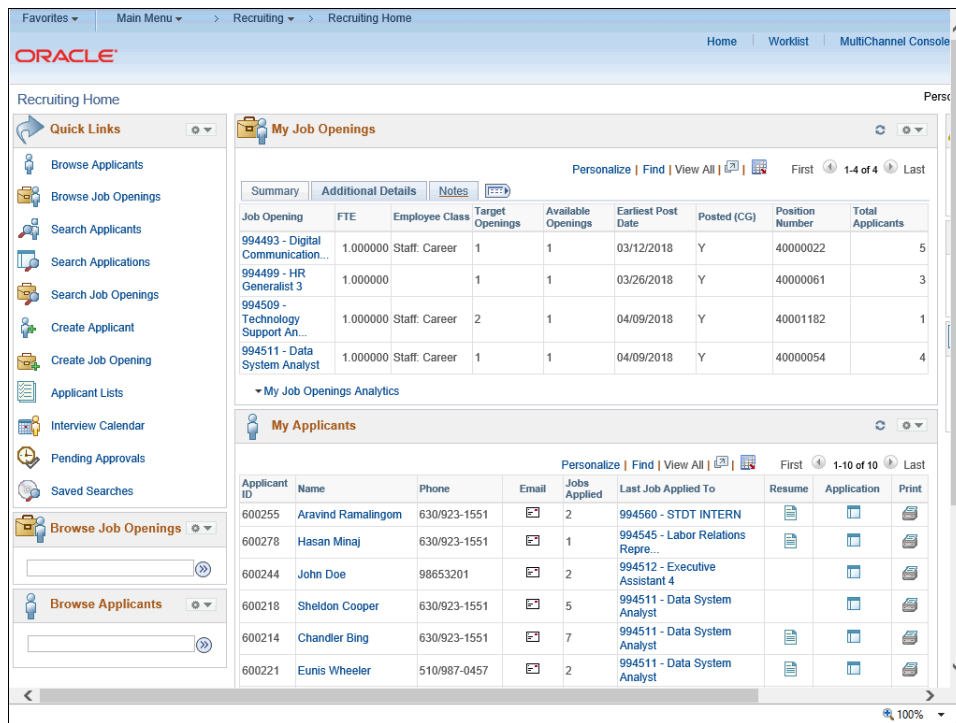
Select	Application Score	Assessment Status	View	Applicant Name	Applicant ID	Type	Disposition	Disposition Reason	Application Date	SPC	Emplo Refer
<input type="checkbox"/>		Incomplete	View	Aravind Ramalingom	600202	External	Reject	Selected for Other Position	04/08/2018		
<input type="checkbox"/>		Complete	View	Chandler Bing	600214	External	Ready		04/05/2018	MTH	
<input type="checkbox"/>		Complete	Upload	Sheldon Cooper	600218	External	Interview		04/18/2018	PRF	
<input type="checkbox"/>		Incomplete	Upload	James Bond	600222	External	Route		03/21/2018	LMP	
<input type="checkbox"/>		Complete	Upload	Sheldon Cooper	600218	External	Route		04/02/2018	PRF	
<input type="checkbox"/>		Incomplete	Upload	Phoebe Buffay	600220	External	Applied		03/13/2018	VOC	

Step	Action
8.	The Manage Job Opening page displays information for Job Opening ID 994493 . You can review the job opening and applicant details and navigate to the other page tabs and links. To return to the Recruiting Home page, click the Recruiting Home link. Recruiting Home



Step	Action
9.	The Recruiting Location displays the primary recruiting location for the job opening.
10.	The Job Code displays the job code associated to the job opening.
11.	The Category column, if categorization is enabled, allows you to view and change the category for the job opening. If you are not using categorization, you may want to hide this column.
12.	The Department ID and Department Name columns display the ID and name of the department associated to the job code.
13.	The Hiring Manager column displays the name of the hiring manager associated to the job opening.
14.	The Job Opening Status column displays the current status of the job opening.
15.	The Days Open column displays the number of days since the job opening's earliest posting date. This appears only for job openings in an open status.
16.	The No Action Taken column displays the number of applicants in the Applied phase.
17.	The Total Applicants column displays the number of applicants that have applied to the job.

Step	Action
18.	To see more information for the job opening, click the Additional Details tab.
19.	You can view the FTE allocation for the position, along with the assigned employee class. The Target Openings and Available Openings fields were defined when the job opening record was created. The Earliest Post Date field displays the date of posting for the job opening. The job's Position Number appears, along with the total number of applicants that have applied to the job opening.



Step	Action
20.	Click the Notes tab.

My Job Openings

Personalize | Find | View All | 1-21 | First 1-4 of 4 Last

Summary | Additional Details | Notes | PDF

Job Opening	Notes
994493 - Digital Communication...	
994499 - HR Generalist 3	
994509 - Technology Support An...	
994511 - Data System Analyst	

My Job Openings Analytics

My Applicants

Personalize | Find | View All | 1-10 | First 1-10 of 10 Last

Applicant ID	Name	Phone	Email	Jobs Applied	Last Job Applied To	Resume	Application	Print
600255	Aravind Ramalingom	630/923-1551		2	994560 - STDT INTERN			
600278	Hasan Minaj	630/923-1551		1	994545 - Labor Relations Repre...			
600244	John Doe	98653201		2	994512 - Executive Assistant 4			
600218	Sheldon Cooper	630/923-1551		5	994511 - Data System Analyst			
600214	Chandler Bing	630/923-1551		7	994511 - Data System Analyst			
600221	Eunis Wheeler	510/987-0457		2	994511 - Data System Analyst			
600222	James Bond	480/123-1234		1	994493 - Digital Communication...			
600220	Phoebe Buffay	630/923-1551		2	994498 - QA Release Management...			

Step	Action
21.	The Notes tab displays notes that were added for the job opening.

My Job Openings

Job Opening	Location	Phone	Email	Jobs Applied	Last Job Applied To	Applicant Name	Open	84	1	5	
994493 - Digital Communication...	Oakland	007455		820000	COMMUNICATIONS	Matthew Nadochaev	010	Open	84	1	5
994499 - HR Generalist 3	Oakland	007596		816200	LOCAL HR SRVCS	Delia Alvarez	010	Open	70	0	3
994509 - Technology Support An...	Oakland	007348		814700	ITS CLIENT SERVICES	Brooke Hong	010	Open	56	0	1
994511 - Data System Analyst	Oakland	000599		814100	TECHNOLOGY DELIVERY SVS	Brooke Hong	010	Open	56	3	4

My Job Openings Analytics

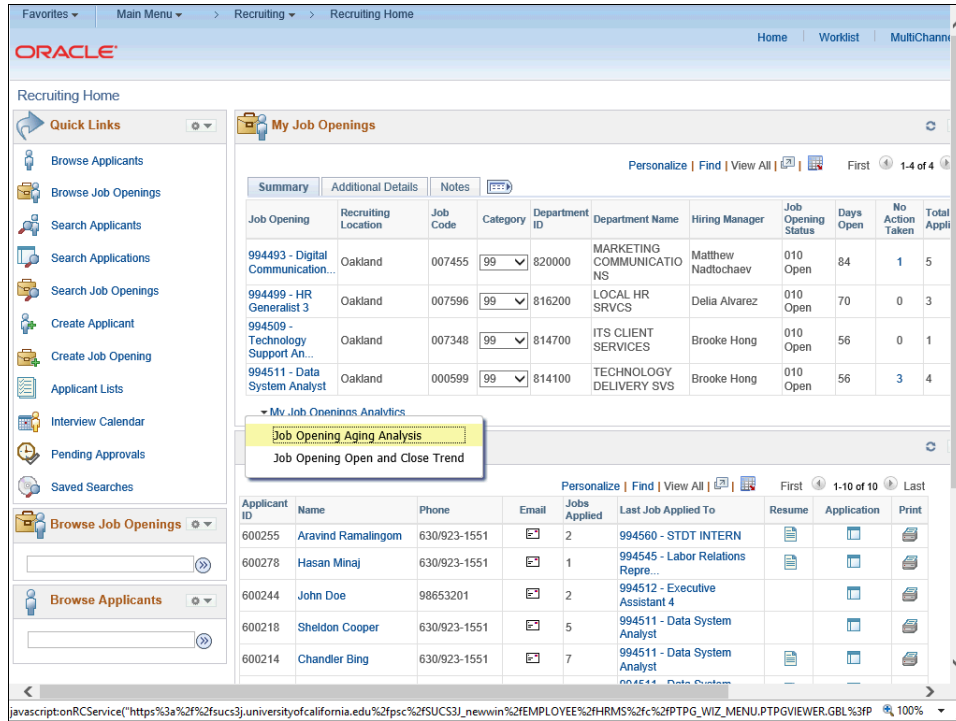
My Applicants

Personalize | Find | View All | 1-10 | First 1-10 of 10 Last

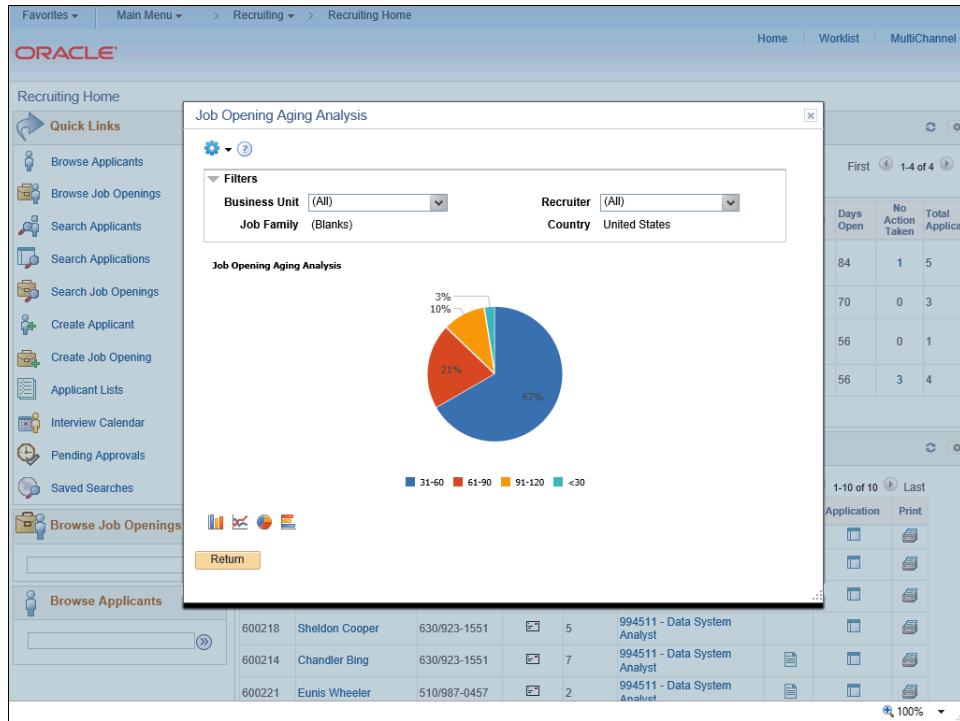
Applicant ID	Name	Phone	Email	Jobs Applied	Last Job Applied To	Resume	Application	Print
600255	Aravind Ramalingom	630/923-1551		2	994560 - STDT INTERN			
600278	Hasan Minaj	630/923-1551		1	994545 - Labor Relations Repre...			
600244	John Doe	98653201		2	994512 - Executive Assistant 4			
600218	Sheldon Cooper	630/923-1551		5	994511 - Data System Analyst			
600214	Chandler Bing	630/923-1551		7	994511 - Data System Analyst			
600221	Eunis Wheeler	510/987-0457		2	994511 - Data System Analyst			
600222	James Bond	480/123-1234		1	994493 - Digital Communication...			
600220	Phoebe Buffay	630/923-1551		2	994498 - QA Release Management...			
600215	Mark Zuckerberg	630/923-1551		2	994509 - Technology Support An...			
600208	Rachel Green	630/923-1551		2	994492 - QA Release Management...			

My Applicants Analytics

Step	Action
22.	<p>You can view actionable operational analytics in graphics for your job openings.</p> <p>Click the My Job Openings Analytics link.</p> <p>▾ My Job Openings Analytics</p>



Step	Action
23.	<p>Click the Job Opening Aging Analysis link.</p> <p>Job Opening Aging Analysis</p>



Step	Action
24.	<p>The Job Opening Aging Analysis page displays the number of open job openings in various ages in the pie chart.</p> <p>You can use the fields in the Filters section to narrow or expand the data in the results.</p>
25.	<p>You can change the display by selecting one of the other chart types. For example, instead of viewing the analytics in a pie chart, you can view it in a bar chart.</p>
26.	<p>Click the Return button.</p> <p>Return</p>

Recruiting Home

Quick Links

- Browse Applicants
- Browse Job Openings
- Search Applicants
- Search Applications
- Search Job Openings
- Create Applicant
- Create Job Opening
- Applicant Lists
- Interview Calendar
- Pending Approvals
- Saved Searches

My Job Openings

Personalize | Find | View All | First 1.4 of 4

Job Opening	Recruiting Location	Job Code	Category	Department ID	Department Name	Hiring Manager	Job Opening Status	Days Open	No Action Taken	Total Appl
994493 - Digital Communication...	Oakland	007455	99	820000	MARKETING COMMUNICATIO NS	Matthew Nadochaev	010 Open	84	1	5
994499 - HR Generalist 3	Oakland	007596	99	816200	LOCAL HR SRVCS	Delia Alvarez	010 Open	70	0	3
994509 - Technology Support An...	Oakland	007348	99	814700	ITS CLIENT SERVICES	Brooke Hong	010 Open	56	0	1
994511 - Data System Analyst	Oakland	000599	99	814100	TECHNOLOGY DELIVERY SVS	Brooke Hong	010 Open	56	3	4

My Job Openings Analytics

My Applicants

Personalize | Find | View All | First 1-10 of 10 | Last

Applicant ID	Name	Phone	Email	Jobs Applied	Last Job Applied To	Resume	Application	Print
600255	Aravind Ramalingom	630/923-1551		2	994560 - STDT INTERN			
600278	Hasan Minaj	630/923-1551		1	994545 - Labor Relations Repre...			
600244	John Doe	98653201		2	994512 - Executive Assistant 4			
600218	Sheldon Cooper	630/923-1551		5	994511 - Data System Analyst			
600214	Chandler Bing	630/923-1551		7	994511 - Data System Analyst			

Step	Action
27.	Click the My Job Openings Analytics link. <ul style="list-style-type: none"> My Job Openings Analytics

Recruiting Home

Quick Links

- Browse Applicants
- Browse Job Openings
- Search Applicants
- Search Applications
- Search Job Openings
- Create Applicant
- Create Job Opening
- Applicant Lists
- Interview Calendar
- Pending Approvals
- Saved Searches

My Job Openings

Personalize | Find | View All | First 1.4 of 4

Job Opening	Recruiting Location	Job Code	Category	Department ID	Department Name	Hiring Manager	Job Opening Status	Days Open	No Action Taken	Total Appl
994493 - Digital Communication...	Oakland	007455	99	820000	MARKETING COMMUNICATIO NS	Matthew Nadochaev	010 Open	84	1	5
994499 - HR Generalist 3	Oakland	007596	99	816200	LOCAL HR SRVCS	Delia Alvarez	010 Open	70	0	3
994509 - Technology Support An...	Oakland	007348	99	814700	ITS CLIENT SERVICES	Brooke Hong	010 Open	56	0	1
994511 - Data System Analyst	Oakland	000599	99	814100	TECHNOLOGY DELIVERY SVS	Brooke Hong	010 Open	56	3	4

My Job Openings Analytics

Job Opening Aging Analysis

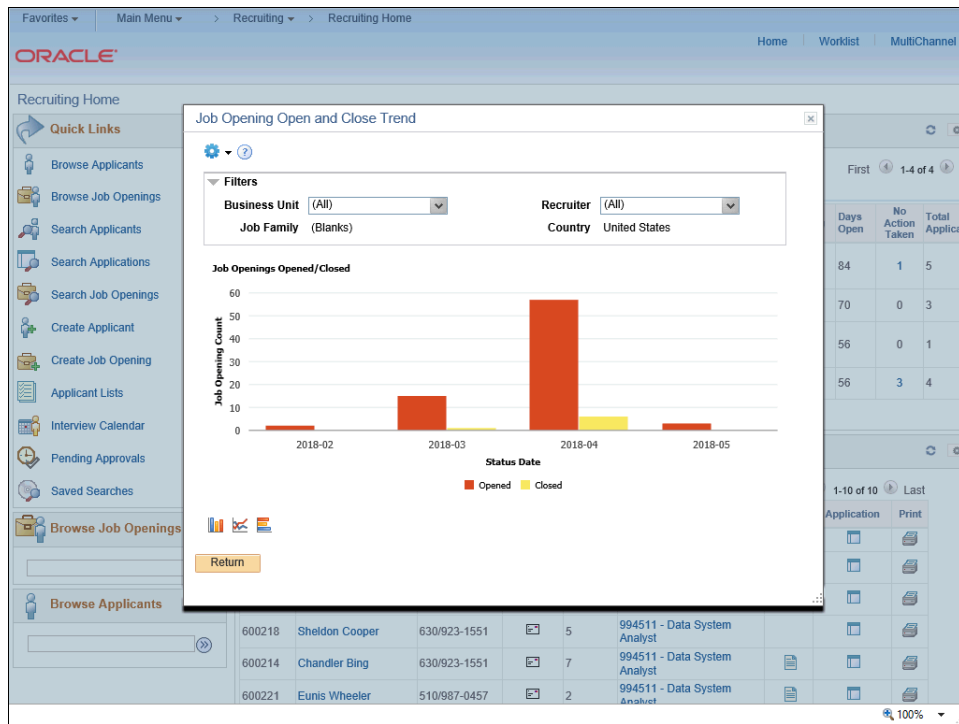
Job Opening Open and Close Trend

My Applicants

Personalize | Find | View All | First 1-10 of 10 | Last

Applicant ID	Name	Phone	Email	Jobs Applied	Last Job Applied To	Resume	Application	Print
600255	Aravind Ramalingom	630/923-1551		2	994560 - STDT INTERN			
600278	Hasan Minaj	630/923-1551		1	994545 - Labor Relations Repre...			
600244	John Doe	98653201		2	994512 - Executive Assistant 4			
600218	Sheldon Cooper	630/923-1551		5	994511 - Data System Analyst			
600214	Chandler Bing	630/923-1551		7	994511 - Data System Analyst			

Step	Action
28.	Click the Job Opening Open and Close Trend link. Job Opening Open and Close Trend



Step	Action
29.	The Job Opening Open and Close Trend page displays the number of job openings that were opened and closed each month in a bar chart. You can use the fields in the Filters section to narrow or expand the data in the results.
30.	You can change the display by selecting one of the other chart types.
31.	Click the Return button. Return

Recruiting Home

Quick Links


- Browse Applicants
- Browse Job Openings
- Search Applicants
- Search Applications
- Search Job Openings
- Create Applicant
- Create Job Opening
- Applicant Lists
- Interview Calendar
- Pending Approvals
- Saved Searches

My Job Openings

Job Opening	Recruiting Location	Job Code	Category	Department ID	Department Name	Hiring Manager	Job Opening Status	Days Open	No Action Taken	Total Appli
994493 - Digital Communication...	Oakland	007455	99	820000	MARKETING COMMUNICATIO NS	Matthew Nadochaev	010 Open	84	1	5
994499 - HR Generalist 3	Oakland	007596	99	816200	LOCAL HR SRVCS	Delia Alvarez	010 Open	70	0	3
994509 - Technology Support An...	Oakland	007348	99	814700	ITS CLIENT SERVICES	Brooke Hong	010 Open	56	0	1
994511 - Data System Analyst	Oakland	000599	99	814100	TECHNOLOGY DELIVERY SVS	Brooke Hong	010 Open	56	3	4


My Applicants

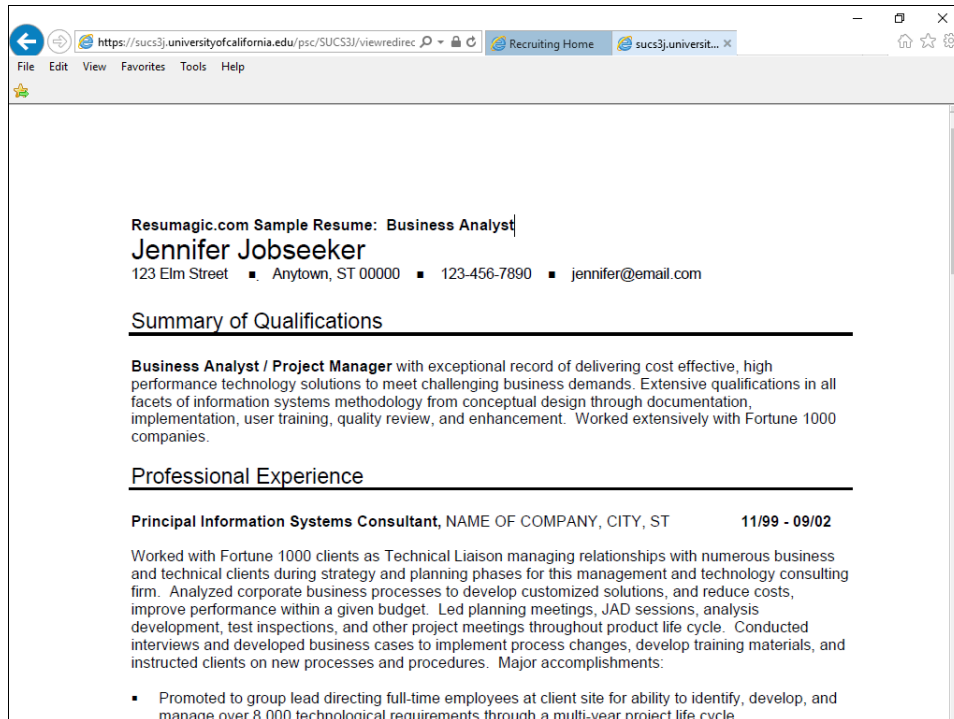
Applicant ID	Name	Phone	Email	Jobs Applied	Last Job Applied To	Resume	Application	Print
600255	Aravind Ramalingom	630/923-1551		2	994560 - STDT INTERN			
600278	Hasan Minaj	630/923-1551		1	994545 - Labor Relations Repre...			
600244	John Doe	98653201		2	994512 - Executive Assistant 4			
600218	Sheldon Cooper	630/923-1551		5	994511 - Data System Analyst			
600214	Chandler Bing	630/923-1551		7	994511 - Data System Analyst			


Step	Action
32.	<p>The My Applicants section displays the applicants who are associated with your job openings.</p> <p>You can review key information about each applicant.</p>
33.	<p>The Applicant ID, Name and Phone columns display identifying information about the applicant. The ID is assigned to the applicant through the Candidate Gateway.</p> <p>You can use the name link to access the Manage Applicant page.</p>
34.	<p>You can correspond with the applicant by email from the My Applicants section.</p> <p>For this example, click the Email button for the first applicant.</p> 

Step	Action
35.	Use the Send Correspondence page to compose an email and send it to the applicant's email address on record.
36.	Click the scroll bar.
37.	<p>You can add an attachment to the email correspondence.</p> <p>Use the buttons to preview the email, send the email or cancel the correspondence.</p> <p>For this example, click the Cancel button.</p> <p style="text-align: center;">Cancel</p>

The screenshot displays the UCPath Recruiting Home interface. At the top, there is a navigation menu with options like Home, Worklist, MultiChannel Console, Add to Favorites, and Sign out. Below this, the main content area is divided into several sections. The 'My Job Openings' section features a table with columns for Opening, Recruiting Location, Job Code, Category, Department ID, Department Name, Hiring Manager, Job Opening Status, Days Open, No Action Taken, and Total Applicants. The 'My Applicants' section below it has columns for Applicant Name, Phone, Email, Jobs Applied, Last Job Applied To, Resume, Application, and Print. On the right side, there are panels for 'My Alerts' (showing 3 Questionnaire Requests and 2 Interview Evaluations), 'Today's Interviews' (indicating no interviews are scheduled for today), and 'My Applicant Lists' (listing 'UCOP Applicant List Public').

Step	Action
38.	The Jobs Applied column displays the number of job applications submitted by the applicant.
39.	The Last Job Applied To column displays the job opening ID and title of the applicant's most recent application. You can use the Job Opening ID link to access the Manage Job Opening page and view the job opening details.
40.	If a resume icon appears in the Resume column, then the most recent application includes a resume and it is available to view. The resume opens in a separate window. For this example, click the Resume button for the applicant Chandler Bing. 




Step	Action
41.	<p>You can review, print or save the resume and then close the browser window when your actions are complete.</p> <p>Click X to close the browser window.</p> 

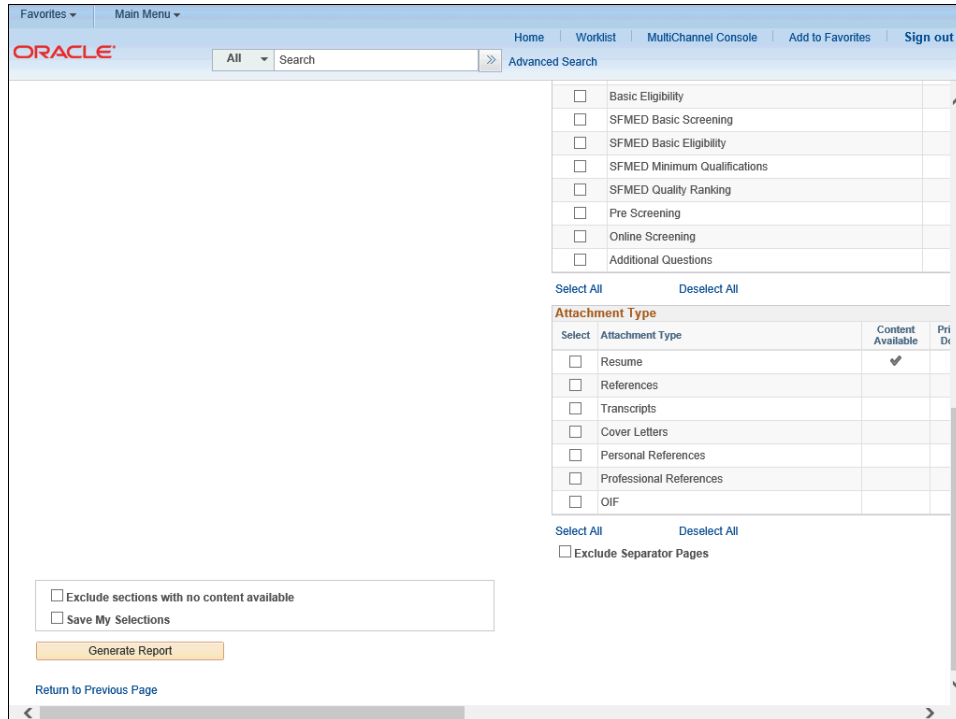
The screenshot shows the 'Recruiting Home' page with a navigation bar at the top containing 'Home', 'Worklist', 'MultiChannel Console', 'Add to Favorites', and 'Sign out'. Below the navigation bar, there are sections for 'My Job Openings' and 'My Applicants'. The 'My Job Openings' section includes a table with columns: Opening, Recruiting Location, Job Code, Category, Department ID, Department Name, Hiring Manager, Job Opening Status, Days Open, No Action Taken, and Total Applicants. The 'My Applicants' section includes a table with columns: Applicant Name, Phone, Email, Jobs Applied, Last Job Applied To, Resume, Application, and Print. On the right side, there are panels for 'My Alerts' (3 Questionnaire Requests, 2 Interview Evaluations), 'Today's Interviews' (No interviews scheduled for today), and 'My Applicant Lists' (UCOP Applicant List Public).

Step	Action
42.	Use the button in the Application column to access the Manage Application page, where you can perform a variety of activities for a single job application.

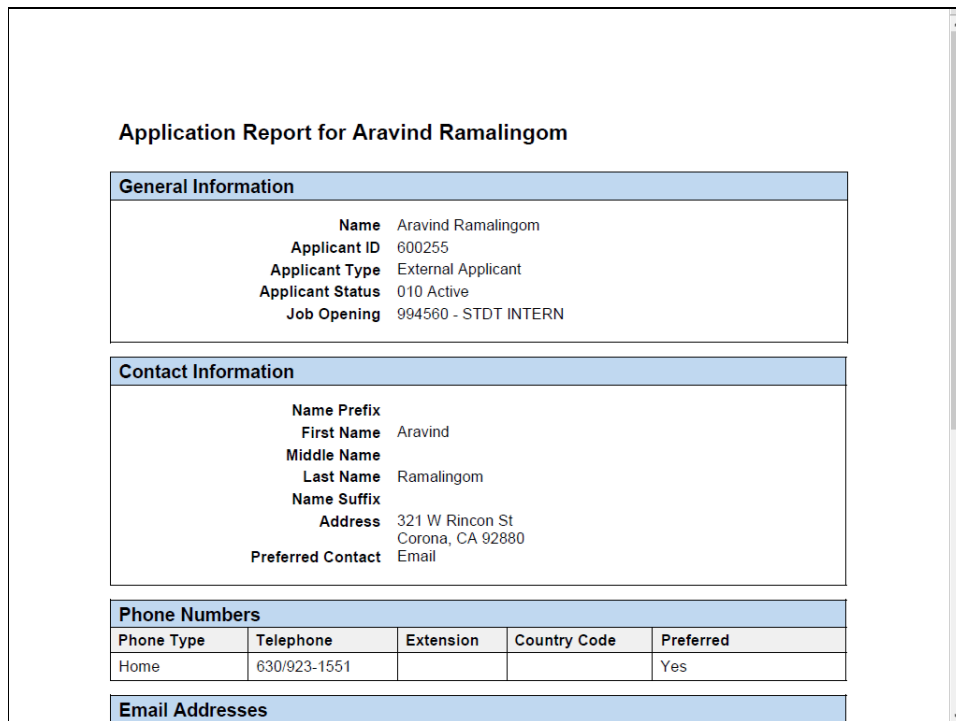
This screenshot shows the Oracle UCPath Recruiting Home page. It features a sidebar on the left with 'Quick Links' such as 'Browse Applicants', 'Browse Job Openings', 'Search Applicants', 'Search Applications', 'Search Job Openings', 'Create Applicant', 'Create Job Opening', 'Applicant Lists', 'Interview Calendar', 'Pending Approvals', and 'Saved Searches'. The main content area is divided into 'My Job Openings' and 'My Applicants' sections. The 'My Job Openings' table is identical to the one in the previous screenshot. The 'My Applicants' table is also identical, but includes an 'Applicant ID' column. The 'Application' column in both tables contains icons for managing individual applications.

Step	Action
43.	<p>The button in the Print column allows you to build a printable report with selected details.</p> <p>Click the Print button.</p> 

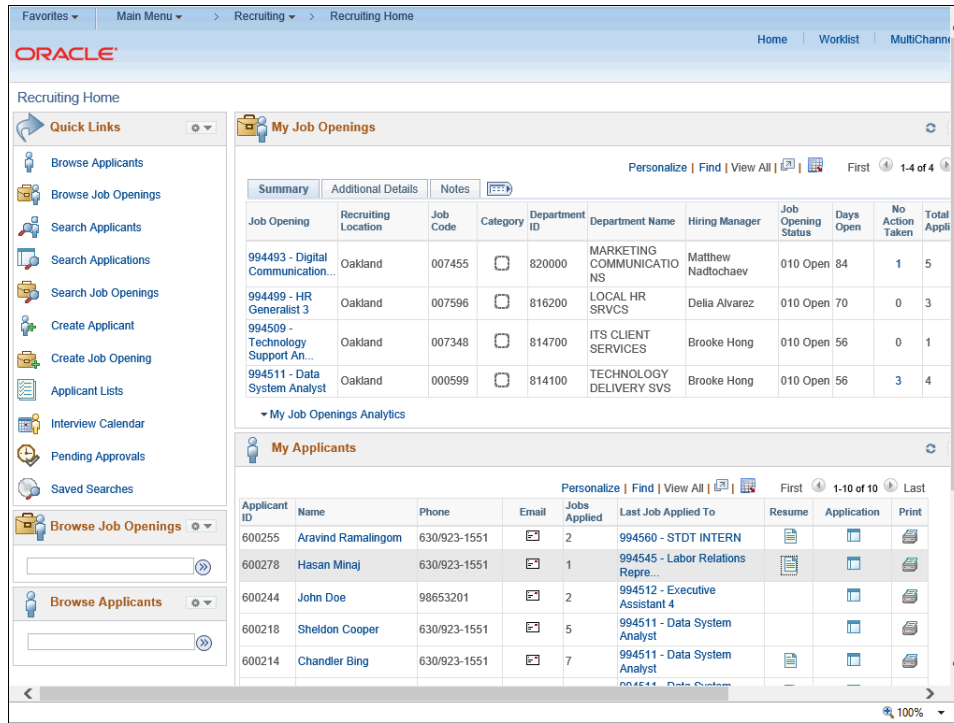
Step	Action
44.	<p>The Application Report Options page appears. You can select application details and other report criteria on this page.</p> <p>Click the scroll bar.</p>



Step	Action
45.	Click the Generate Report button.



Step	Action
46.	The report opens in a new window and displays application details for the applicant. You can review the information and then close the report window. For this example, the window will be closed for you.



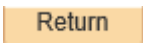
Step	Action
47.	Press Page Down .
48.	Click the My Applicants Analytics link. ▼ My Applicants Analytics

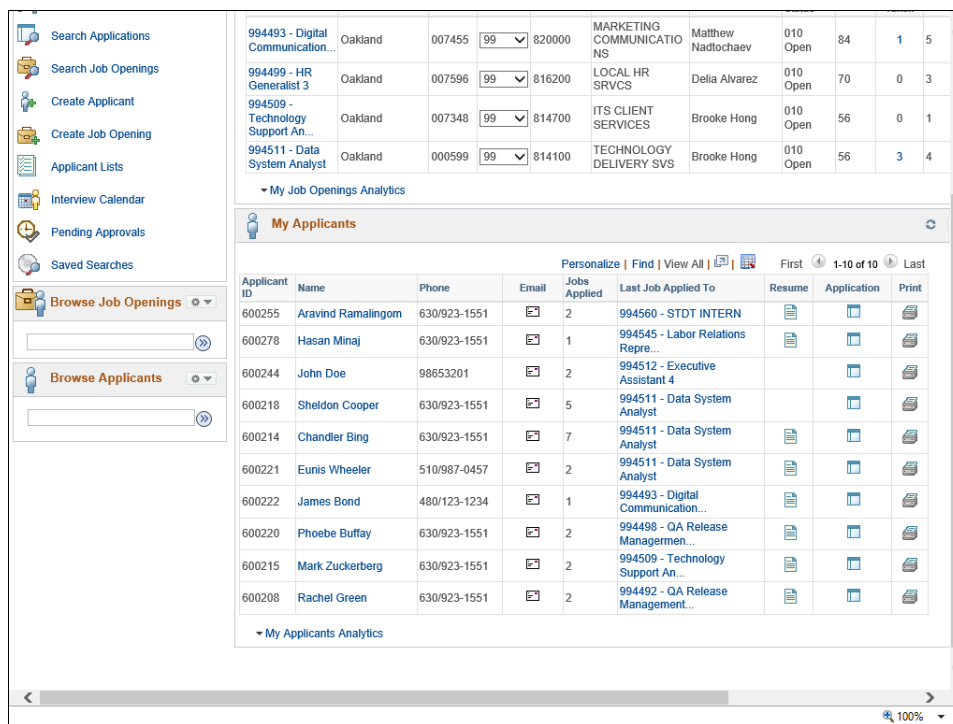
The screenshot shows the UCPath Recruiting Home Page. On the left is a navigation menu with options like 'Search Applications', 'Create Applicant', and 'Browse Job Openings'. The main area displays a table of job openings with columns for Job ID, Location, Phone, etc. Below this is the 'My Applicants' section, which includes a table of applicant details and a link for 'In Process Applicants' highlighted with a yellow box.

Step	Action
49.	Click the In Process Applicants link.

The screenshot shows the 'In Process Applicants' modal window. It features a 'Filters' section with dropdown menus for Country, Business Unit, Job Opening, Recruiter, Hiring Manager, and Job Family. Below the filters is a pie chart titled 'In Process Applicants' showing the distribution of applicant statuses. A legend below the chart identifies the status categories and their corresponding colors.

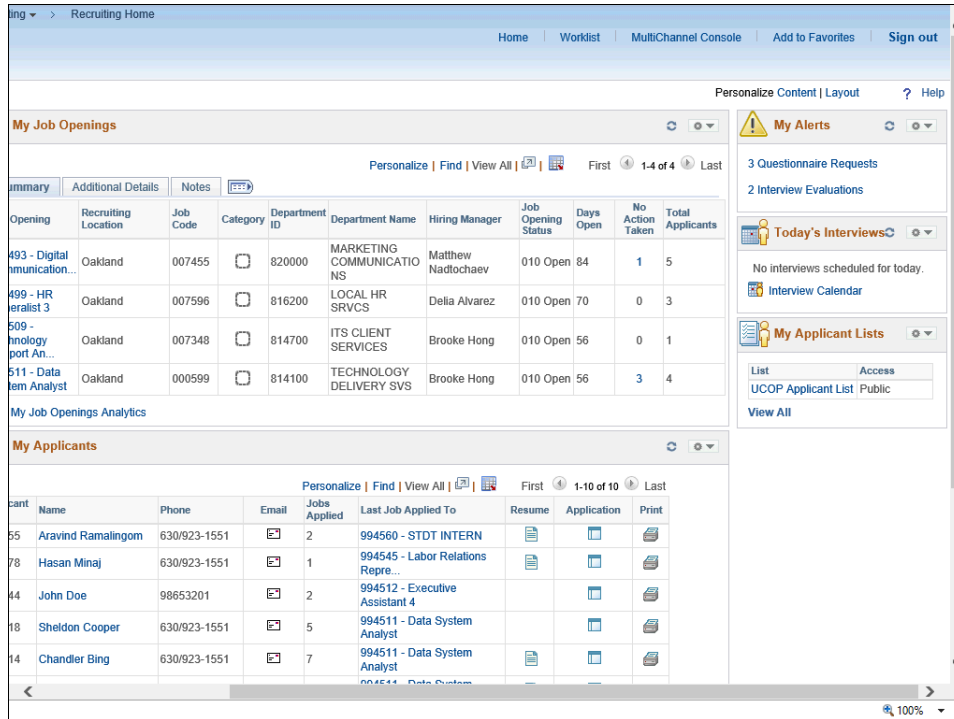
Status	Percentage
050 Route	38%
060 Interview	13%
070 Offer	13%
071 Offer Accepted	19%
080 Ready to Hire	6%
100 Hold	12%

Step	Action
50.	The In Process Applicants page displays the distribution of dispositions for your active applicants. You can use the fields in the Filters section to narrow or expand the data in the results.
51.	You can change the display by selecting one of the other chart types. For example, instead of viewing the analytics in a pie chart, you can select to view it in a bar chart.
52.	Click the Return button. 



Applicant ID	Name	Phone	Email	Jobs Applied	Last Job Applied To	Resume	Application	Print
600255	Aravind Ramalingom	630/923-1551		2	994560 - STDT INTERN			
600278	Hasan Minaj	630/923-1551		1	994545 - Labor Relations Repre...			
600244	John Doe	98653201		2	994512 - Executive Assistant 4			
600218	Sheldon Cooper	630/923-1551		5	994511 - Data System Analyst			
600214	Chandler Bing	630/923-1551		7	994511 - Data System Analyst			
600221	Eunis Wheeler	510/987-0457		2	994511 - Data System Analyst			
600222	James Bond	480/123-1234		1	994493 - Digital Communication...			
600220	Phoebe Buffay	630/923-1551		2	994498 - QA Release Management...			
600215	Mark Zuckerberg	630/923-1551		2	994509 - Technology Support An...			
600208	Rachel Green	630/923-1551		2	994492 - QA Release Management...			

Step	Action
53.	Click the scroll bar.



Step	Action
54.	<p>My Alerts provides a summary of information for your job openings. Links are provided to view more detailed information.</p> <p>Each alert label identifies the alert type and the number of alerts for that type. Click an alert label to open a page that lists the individual alerts. You can take action on the alert from that page.</p>
55.	Today's Interviews displays your interviews for the current day.
56.	The Interview Calendar link accesses your complete interview calendar.
57.	My Applicant Lists displays your active applicant lists. You can elect to view public, private or both types of lists.
58.	The View All link accesses the Applicant Lists page with all of your lists.
59.	<p>You have reviewed the Recruiting Home page, its use and the various elements contained on the page.</p> <p>End of Procedure.</p>