

Staff Requisitions

**Oracle HCM
End User Guide**

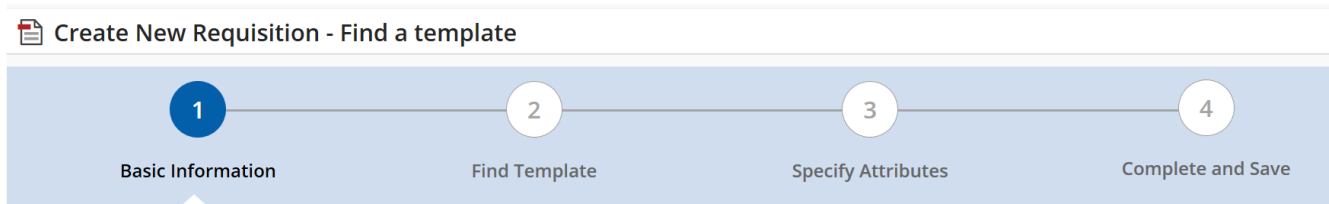
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STAFF – BACKFILL/REPLACEMENT

A. Manager creates a staff requisition

1. Sign on
2. Select Fluid Recruiting on the left tool bar. The Recruiting page will appear.
 - Click Create Requisition in upper right corner. A window will appear to select a Requisition template.
 - Click Next in lower right corner.
3. Progress bar for templates appears.



- Under Basic Information, on Hire Type, click Staff. If items expand select Staff Req File. Click Next at the bottom right. The Find Template section appears.
 - Under Find Template, click on search icon . Template selections will pop up.
 - Under Filters on the left side, type in your job code in the Job Code field. Click Apply Filter. The job code and title appears.
 - On the right side of the screen, click Select. The template appears. Click Next. The Specify Attributes section appears.
4. Specify Attributes
 - For job field, click Staff.
 - For Department, type in a name or select from the drop down.
 - For Organization, click TCNJ.
 - NOTE: The location should auto-populate based off department.
 - Scroll down to the right and click Next. The requisition template opens.
 5. Create the requisition
 - On the left side, under Requisition Settings, Requisition Structure, click Identification.
 - NOTE: **Red asterisks** are required fields.
 - Select Type of Request-Replacement/Backfill. Provide reason for vacancy as needed.
 - Under Structure section, confirm all fields are correct. Modify as needed.
 - Under Owners section, for Hiring Manager, click the search icon. Select the appropriate name.

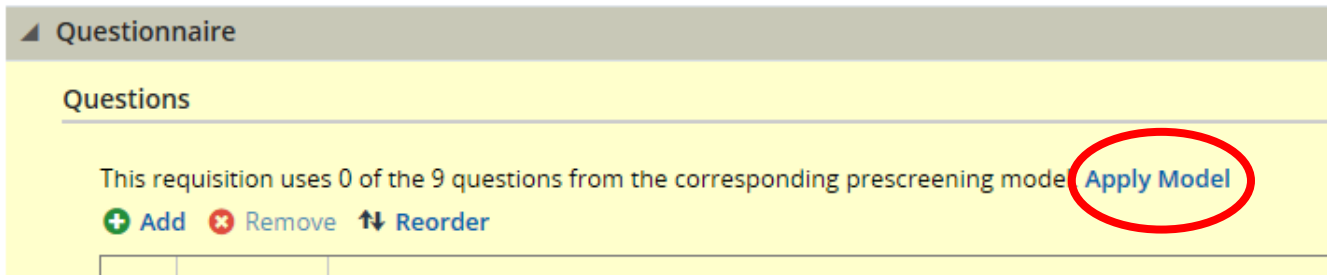
- Under Process section, confirm Staff is selected.
- For Job Information section, under Direct Hire, select Yes.
- For the Profile section, click the search icon. Find appropriate job title. Click Select. The profile is now populated.
- Enter the previous incumbent's name.
- Enter proposed salary.
- Answer question - directly supervise employees?
- Answer question - Job require driving vehicle?
- Answer question - Job work with minors etc .?

6. Job Description

- Follow the embedded template for external job description
- List the qualifications for external posting
- Follow the embedded template for internal job description
- List the qualifications for internal posting

7. Questionnaire

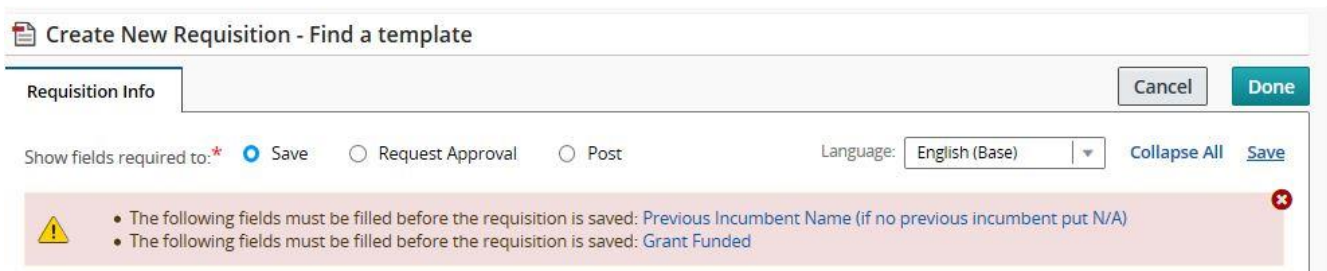
- Click Apply Model



8. Budget

- Under grant funded, click No
- For costing question, click No
 - NOTE: If budget fields are different the costing question would be marked as Yes and updated budget fields would be filled in for finance approval.

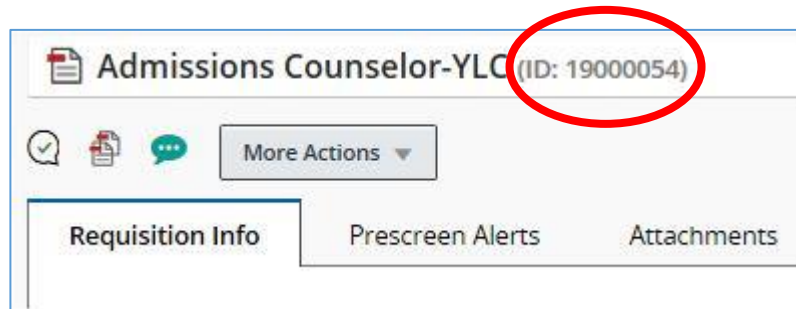
9. Scroll to the top of the requisition. Click Save. If you have missing fields you will get a message like this:



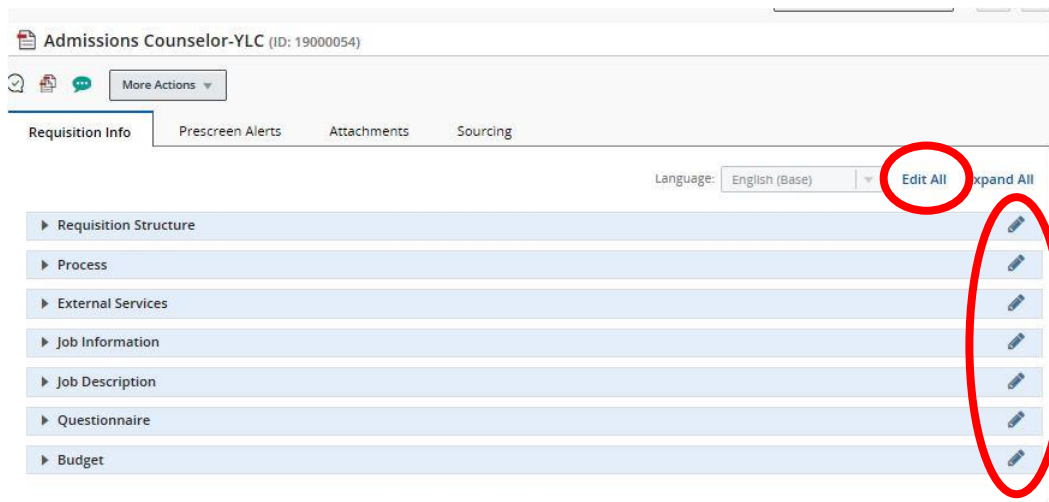
- Correct any errors, then click Save. You will get a message like this:



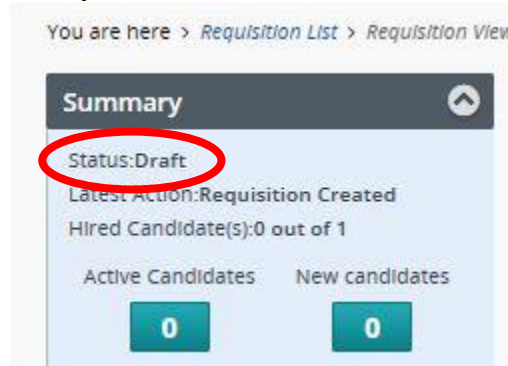
- Click Done. A new page appears with your requisition title and ID. The ID is your Requisition number.



- NOTE: to edit the requisition, click the pencil icons or Edit All.

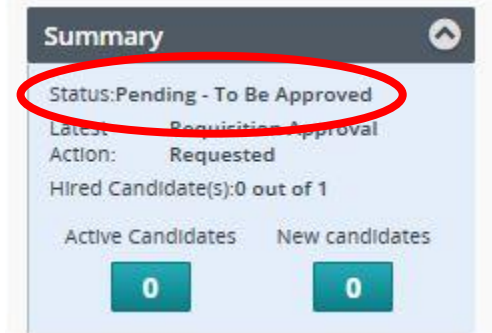


- On the left pane, the Requisition shows Draft status as shown below:



10. Submit for Approval.

- Click More Actions, then click Submit Approval. The prepopulated list of approvers appears.
- Scroll to the bottom, type in PLEASE APPROVE in the required comments section.
- Click Submit Approval. Requisition has been forwarded to the approval process.



- NOTE: you will receive an email notification once the requisition is approved. You can refresh your list by scrolling to the bottom and clicking Apply Filters.

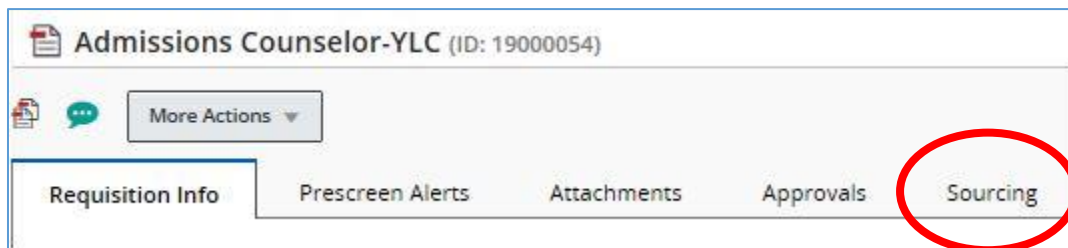
11. Sign out

B. Recruiter posts job (Sourcing)

1. Your job will be ready to post when it shows a Ready status.

Requisition Title	Requisition ID	Hiring Manager	Recruiter	Status Detail
Admissions Counselor-YLC	19000054	Puchon Amanda	Catino Yvonne	Ready (11/19/19)

- Click the requisition title. The tab Requisition Info will show along with other tabs.
- Click Sourcing. The Sourcing page opens.



2. Sourcing

The sourcing window opens. Click Career Sections.

Associate Professor-YLC (ID: 19000057)

More Actions

Requisition Info Prescreen Alerts Attachments Approvals **Sourcing** History

▲ Career Sections

Click Add to post job on external and internal career sections

Add career sections

▶ Job Boards

▶ Staffing Agents

▶ Invite Matching Candidates

- Click Add Career Sections. Select the appropriate career section for your position.
- Determine the posting length and enter the beginning and end dates. Click Save and Apply.
- Click Select Job Boards for Posting. Broadbean notification pops up. Click Next.
- Select Broadbean. Scroll to the bottom and click Continue.
 - NOTE: If you click All Sites Below, you will be required to enter in specific information for all job boards.
- For Broadcast As field, click the drop down and select appropriate name.
- For Industry & Sector Information, click the drop down and select Education & Training.
- Confirm the main description is properly formatted. Click Continue. The review page appears.
- If all is correct, scroll down and click Send Posting. Broadbean's acceptance is posted. Click Continue. Note the change in status to Posted.



3. Sign out

C. Candidate creates a profile and submits application (New User)

1. Find a job, click Apply. A login window appears.

2. Create a new user.

- Enter in a user name, password, and email address. Click Register. The main account page appears.
- You have the option of uploading a resume or creating a profile from scratch.
- Follow the automated steps until you are asked to review and submit. Click submit.
- Click View All Jobs. The main job list appears.

3. On the main job list page

- A list of Job Openings are displayed to the Candidate. Find your position, click Apply. A login window appears.
- To review the Job Posting click on the Job Posting title.
- Click Apply Online after reading the Job Description. The Sign In Page appears.
 - NOTE: The Candidate can directly click on Apply seen in the Job Search window if he/she does not wish to read the Job Description. Both of these methods can be used to apply to a Job Opening.
- The job application opens.

4. The process steps of applying to the job is listed across the top. You can navigate through the process by selecting the tiles.

- You can choose to upload a resume or you can skip this step.
 - NOTE: If you have submitted your resume before, you may not see a place to upload a resume. You can skip this step if that is the case.
- Click Save and Continue. The Personal Information page will appear.

5. Enter the required Personal Information. Click Save and Continue. The General Questions page will appear.

6. Answer the Job Specific Questions. Click Save and Continue. The Education information page will appear.
7. Progress through the application form by entering in the required information. The information is accepted.
8. You can add attachments including cover letters, references, or transcripts. (For testing purposes, you do not need to add any additional attachments). Click Save and Continue. The eSignature page will appear.
9. After reading the eSignature statement, acknowledge your agreement by entering your eSignature at the bottom of the page (type your name). Click Save and Continue. The Review and Submit page will appear.
10. Provide answers for the Diversity questions. All questions require an answer.
 - NOTE: if you have completed a different application in the past, your answers to these questions will be saved.
 - Click Save and Continue.
11. Review your information for completeness and accuracy. Click Submit.
 - After reading the note and the email message, explore the Career Section, your Jobpage, and view your profile as the Candidate.
 - This page provides the summary of all the details entered by the Candidate. The Candidate is then provided with an Online acknowledgement once they submit. The candidate will also receive a confirmation email.
12. Sign out

D. Manager adds an existing candidate to a requisition

1. Sign on
2. Click Requisitions to open the entire list of Requisitions. If you are a hiring manager, you will only be able to see the requisitions you own.

Welcome Yvonne Catino
Welcome to the Recruiting Center.

Show information for requisitions:
I own

Candidates

Create Candidate...

	▲	Total
In Selection Process on Open Requisitions	0	5
- New	0	4
- Manually Matched	0	5

Offers

There is no data to display.

	▲	Total
Recruiting	0	0
Tasks assigned to me	0	0

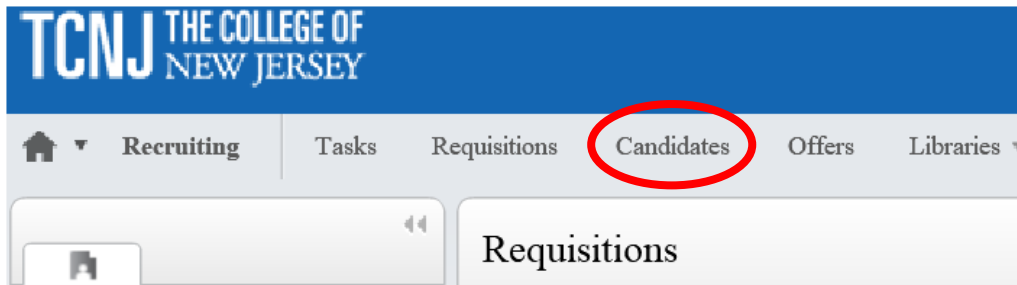
Requisitions

Create Requisition...

	▲	Total
Job Requisitions	0	3
Open	0	3

- Your list of reqs will appear.

3. On the top running tab, select Candidates.



4. On the left pane under Quick Filters, change I Own to All Candidates from the drop down. Candidates across all requisitions are now listed by requisition.

- Select a name by clicking on it. The candidate's profile appears. In the example below we used Brett Favre for Admissions Counselor.
- Click on the third icon from the left.

Favre, Brett applied for requisition:
Admissions Counselor (19000016)

📁
🔍
👤 (circled in red)
🖨️

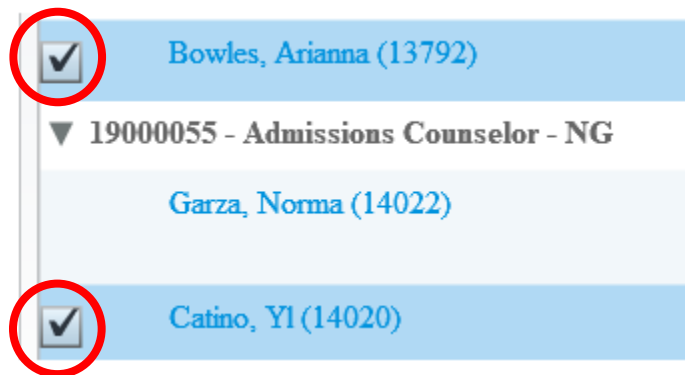
More Actions ▼

Job Submission ▼

Attachments

History

- NOTE: to select multiple names to add, click the box next to their name, then click the third icon from the left.



- A pop up window appears that shows all your active positions on the lower panel.
 - NOTE: the requisition panel will list only your available reqs unless you change it.

ID	Langua	Title	Recruiter	Status	
19000054	en	Admissions Counselor-YLC	Catino, Yvonne	Sourcing	Select

- On the left pane under Quick Filters, in the Ownership field, change I Own to All Requisitions from the drop down. All requisitions are now listed.
 - Find your position, and click Select button. The position appears in the top panel. Click Done.
 - NOTE: To search by title, click the Title tab. Under Quick Filters you can do other types of searches to find your titles.
 - A pop up window will ask if you want to send an email to the candidate letting them know that they have been matched to a requisition. Click Yes if you want the candidate to be notified of a match. An email will be sent with a link to review the position.
5. On the left pane under Job Submission, you will see the candidate is now active in the requisition.

Job Submission

Favre, Brett

ID 13861

Required 0 / 0

Assets 0 / 0

Step Screen

Status To be Interviewed

Other Submissions

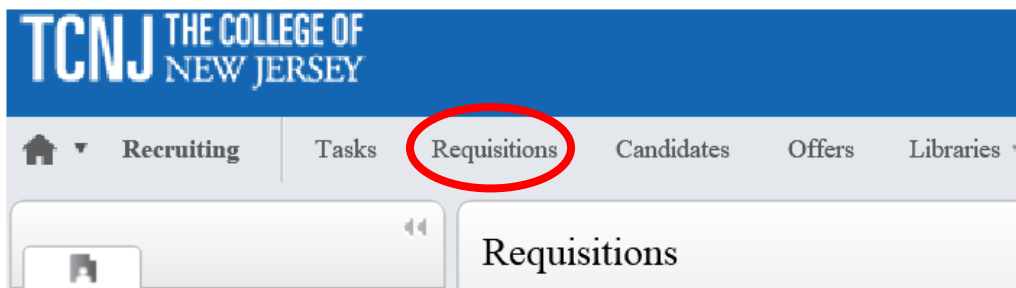
Pipeline (0)

[Active \(2\)](#)

[Inactive \(0\)](#)

E. Manager reviews candidates in a requisition

1. On the top running tab, select Requisitions.



- Your list of requisitions will appear.

2. Find the job title you created.

- You will see a number to the left of the title under a person icon. Click the number.
 - NOTE: If you hover over the number it will tell you it is the number of candidates for the requisition.

Requisitions


Create Requisition...

	Title	ID	1 ▼	Status	Status Detail	
0	Associate Professor-YLC	19000057		Pending	To Be Approved	
5	Admissions Counselor-YLC	19000054		Open	Posted (Ongoing)	


3. The candidate list appears.

Candidates for:
Admissions Counselor-YLC (19000054)

       More Actions ▾

Candidate							Step 1 ▲
Frater, Darrel (13788)							New
Canavos, Janelle (13790)							New
Bowles, Arianna (13792)							New
George, Eddie (13901)							New

4. Start with the first name. Click name to open the candidate profile.
- Click the drop down arrow to open each section as needed.

 **1. Personal Information**

Candidate Personal Information

First Name

Darrel

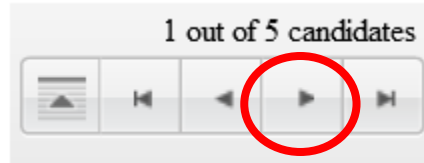
 **2. Submission Information**

Account Information

Account Status

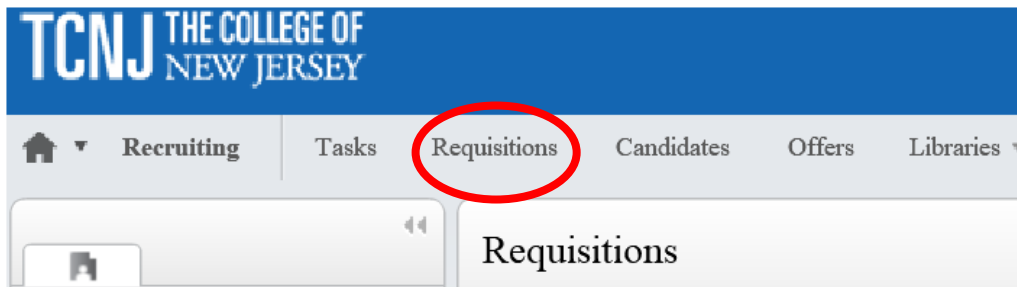
Not Locked

- After reviewing you can move the candidate to the next step (Section F) or move to the next candidate if you want to review all candidates before indicating interest/action.
 - To do this, in the upper right hand corner you will find directional arrows. Click the second from right to go to next candidate. The last arrow on the right will take you to the last candidate.



F. Manager progresses a candidate

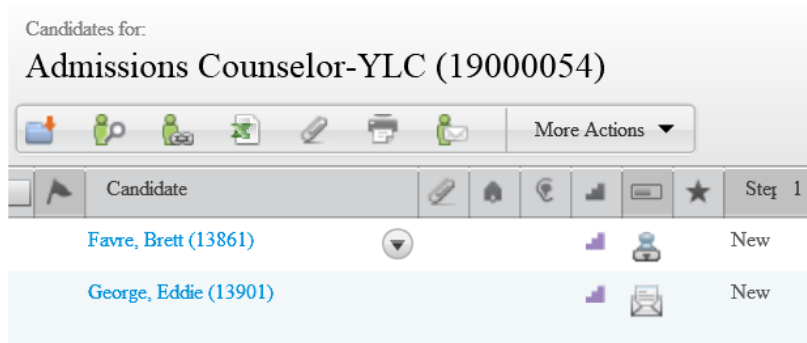
- On the top running tab, select Requisitions.



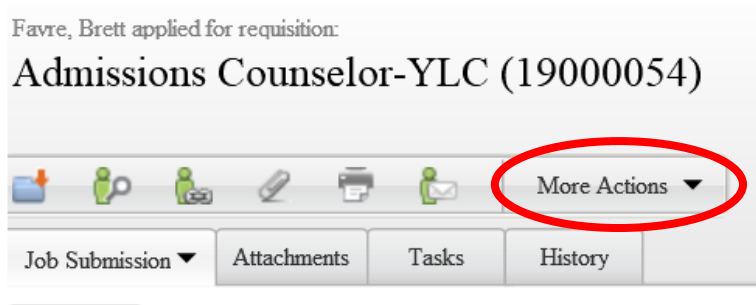
- Find the job title whose candidates you want to review.
 - You will see a number to the left of the title under a person icon. Click the number.
 - NOTE: If you hover over the number it will tell you it is the number of candidates for the requisition.

Requisitions				
Create Requisition...				
		Title	ID	1 ▼ Status
0		Associate Professor-YLC	19000057	Pending
2		Admissions Counselor-YLC	19000054	Open

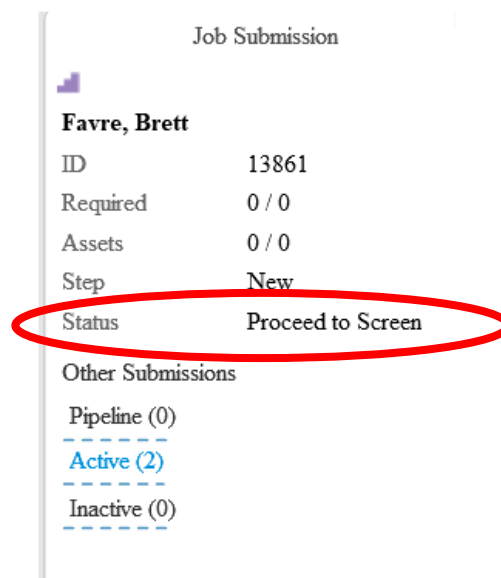
- Once you click the number, your candidate list appears.



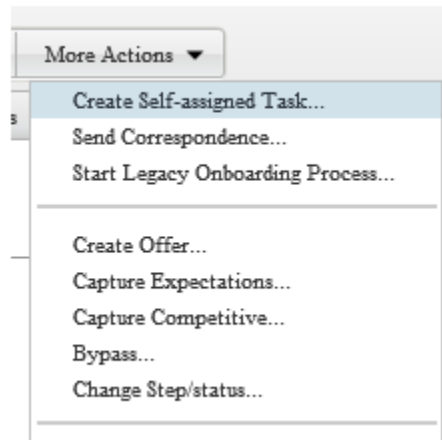
3. Click on the first name (this is a hyperlink) in the candidate list to open their application. The candidate file will appear.
 - Review the candidate information.
4. Click More Actions dropdown and select Change Step/Status.



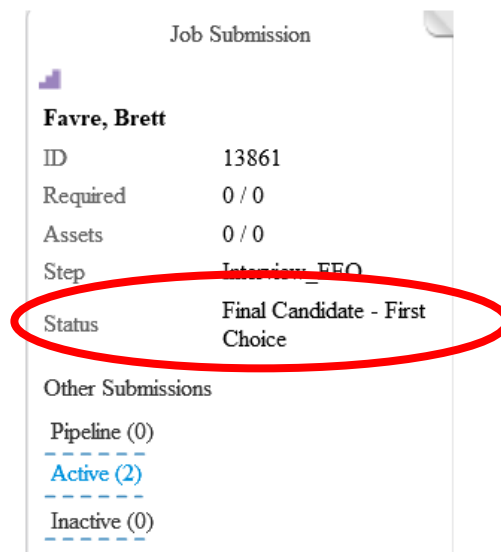
- Find the New Status dropdown, and Proceed to Screen is auto-populated. Disregard the Legacy error message.
- Scroll to the bottom to click Save and Close. You will see the status has changed.
 - NOTE: if you click Save and Continue, the window remains but it will change the status to the next step in the process.



- NOTE: More Actions drop down lists a variety of tasks that may adversely impact your candidate or the process. Please consult with your Recruiter **before** initiating any task other than what is required in the procedure.



- Click More Actions dropdown and select Change Step/Status to appropriate level:
 - Phone Screen
 - To Be Interviewed
 - 1st Interview
 - 2nd Interview
 - Final Candidate – First Choice
- Scroll to the bottom to click **Save and Close**. You will see the status has changed.



5. The Recruiter will then process the verbal and written offer.

G. Candidate accepts offer

1. The candidate will receive an email to view the offer. Follow the instructions in the email to open the offer letter. The candidate will electronically sign and date the offer letter.

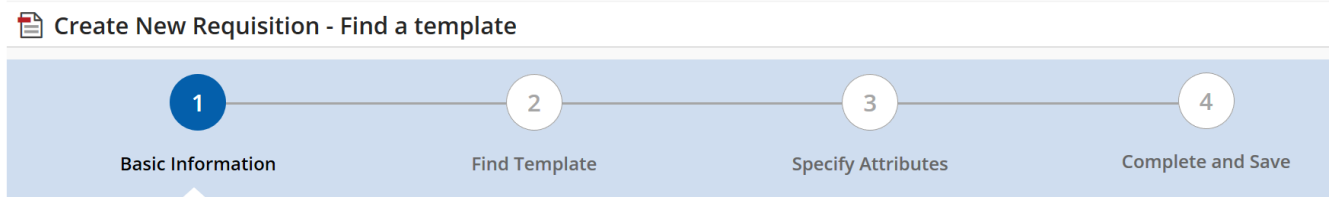
H. Candidate acceptance triggers onboarding task list


1. Use the Offer of Employment email to navigate to the candidate site and sign in.
 - After accepting the offer, your next task will appear.
 - Review the task and click Complete.
 - You should receive an email for some of the tasks.
 - Review each message for content, clarity, and functionality.
 - Make sure the links work properly and make sure there is no language that would be confusing.
 - The Task List appears and functions correctly.
2. Continue through each task by repeating the step above.
3. When all onboarding tasks are completed you will see a confirmation message through the portal stating you have completed the full process. You're now ready to start your new job!

STAFF – ADD NEW HEADCOUNT

A. Manager creates a staff requisition

1. Sign on
2. Select Fluid Recruiting on the left tool bar. The Recruiting page will appear.
 - Click Create Requisition in upper right corner. A window will appear with an auto-populated checked Use a template.
 - Click Next in lower right corner.
3. Progress bar for templates appears.



- Under Basic Information, on Hire Type, click Staff. If items expand select Staff Req File. Click Next at the bottom right. The Find Template section appears.
 - Click on search icon . Template selections will pop up.
 - Under Filters on the left side, type in your job code in the Job Code field. Click Apply Filter. The job code and title appears.
 - On the right side of the screen, click Select. The template auto-populates. Click Next. The Specify Attributes section appears.
4. Specify Attributes
 - For job field, click Staff.
 - For Department, type in a name or select from the drop down.
 - For Organization, click TCNJ.
 - NOTE: The location should auto-populate based off department.
 - Scroll down to the right and click Next. The requisition template opens.
 5. Create the requisition
 - On the left side, under Requisition Settings, Requisition Structure, click Identification.
 - NOTE: **Red asterisks** are required fields.
 - Select Type of Request-Addition. Provide reason for vacancy as needed.
 - Under Structure section, confirm all fields are correct. Modify as needed.
 - Under Owners section, for Hiring Manager, click the search icon. Select appropriate name.

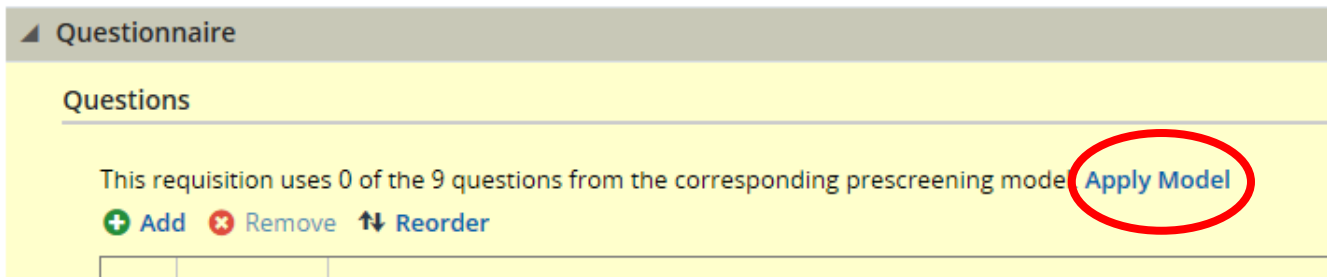
- Under Process section, confirm Staff is selected.
- For Job Information section, under Direct Hire, select Yes.
- For the Profile section, click the search icon for Position. Find job title. Click Select. The profile is now populated.
- Enter the previous incumbent's name, NA
- Enter the previous incumbent's title - NA
- Enter proposed salary
- Answer question - directly supervise employees?
- Answer question - Job require driving vehicle?
- Answer question - Job work with minors etc .?

6. Job Description

- Follow the embedded template for external job description
- List the qualifications for external posting
- Follow the embedded template for internal job description
- List the qualifications for internal posting

7. Questionnaire

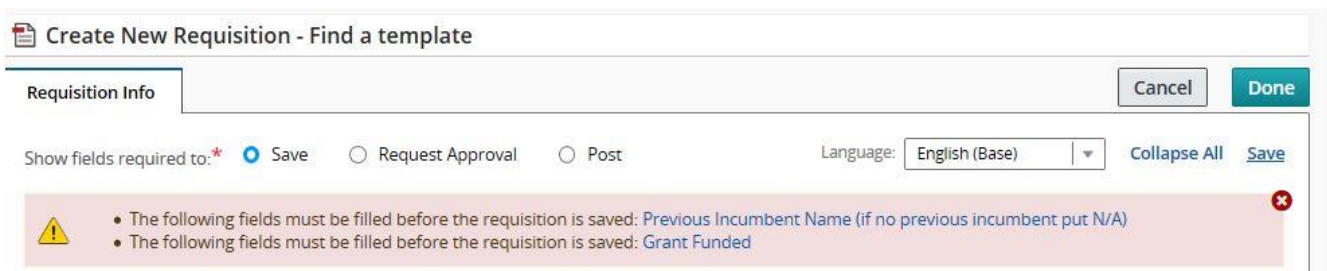
- Click Apply Model



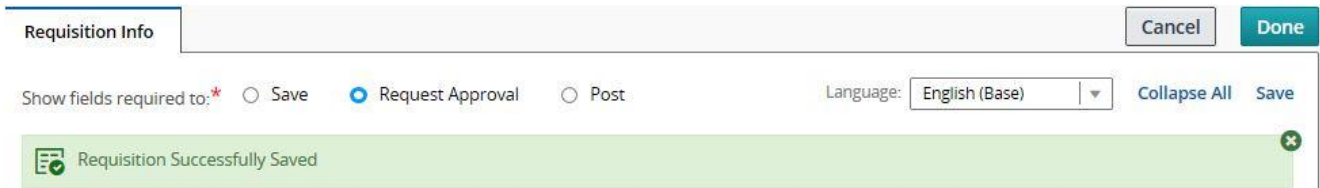
8. Budget

- Under grant funded, click No
- For costing question, click No
 - NOTE: If budget fields are different the costing question would be marked as Yes and updated budget fields would be filled in for finance approval.

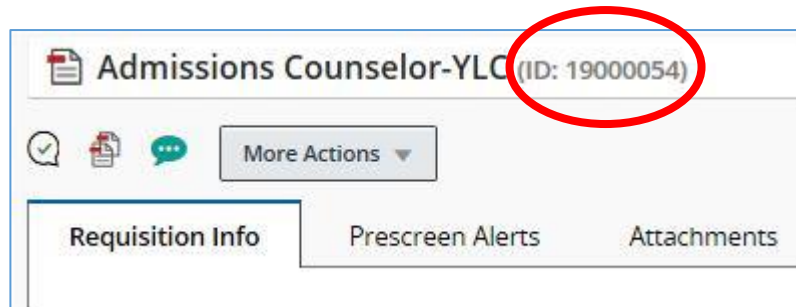
9. Scroll to the top of the requisition. Click Save. If you have missing fields you will get a message like this:



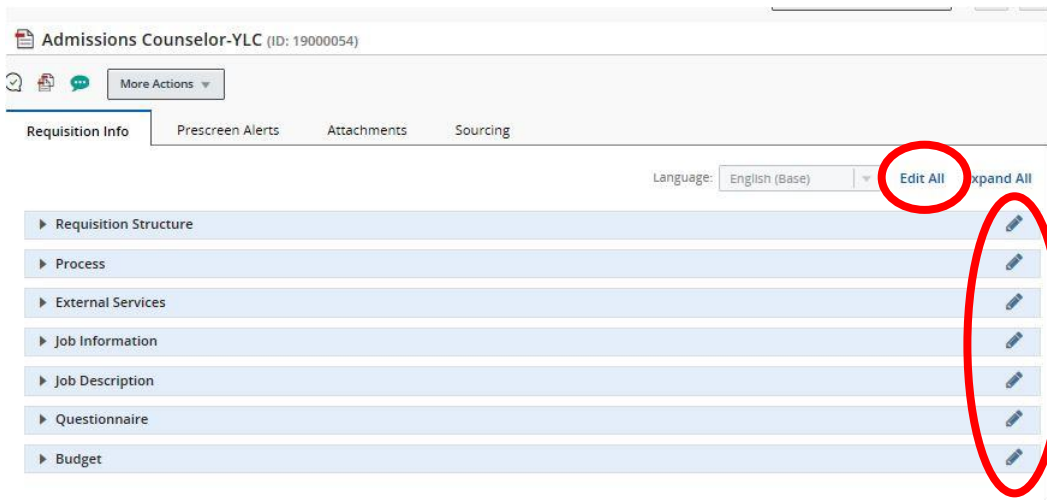
- Correct any errors, then click Save. You will get a message like this:



- Click Done. A new page appears with your requisition title and ID. The ID is your Requisition number.



- NOTE: to edit the requisition, click the pencil icons or Edit All.

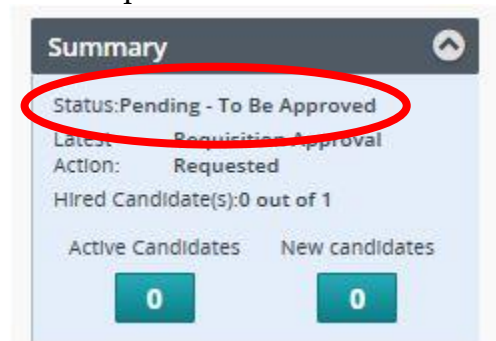


- On the left pane, the Requisition shows Draft status.



10. Submit for Approval.

- Click More Actions, then click Submit Approval. The prepopulated list of approvers appears.
- Scroll to the bottom, type in text in the required comments section.
- Click Submit Approval. Requisition has been forwarded to the approval process.



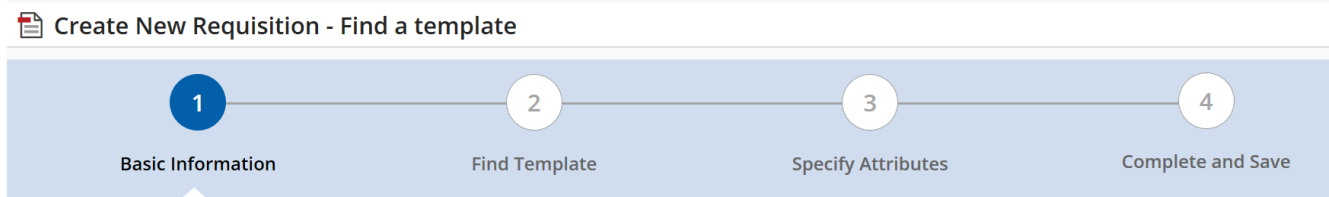
- NOTE: you will receive an email notification once the requisition is approved. You can refresh your list by scrolling to the bottom and clicking Back to Requisition List.


11. Sign out

STAFF – GRANT

A. Manager creates a staff requisition

1. Sign on
2. Select Fluid Recruiting on the left tool bar. The Recruiting page will appear.
 - Click Create Requisition in upper right corner. A window will appear to select a Requisition template.
 - Click Next in lower right corner.
3. Progress bar for templates appears.



- Under Basic Information, on Hire Type, click Staff. If items expand select Staff Req File. Click Next at the bottom right. The Find Template section appears.
 - Under Find Template, click on search icon . Template selections will pop up.
 - Under Filters on the left side, type in your job code in the Job Code field. Click Apply Filter. The job code and titles appear.
 - Find your job title, click Select. The template appears. Click Next. The Specify Attributes section appears.
4. Specify Attributes
 - For job field, click Temporary.
 - For Department, type in a name or select from the drop down.
 - For Organization, click the search icon, then select TCNJ.
 - NOTE: The location should auto-populate based off department.
 - Scroll down to the right and click Next. The requisition template opens.
 5. Create the requisition
 - On the left side, under Requisition Settings, Requisition Structure, click Identification.
 - NOTE: **Red asterisks** are required fields.
 - Select Type of Request-Grant. Provide reason for vacancy as needed.
 - Under Structure section, confirm all fields are correct. Modify as needed.
 - Under Owners section, for Hiring Manager, click the search icon. Select appropriate name.

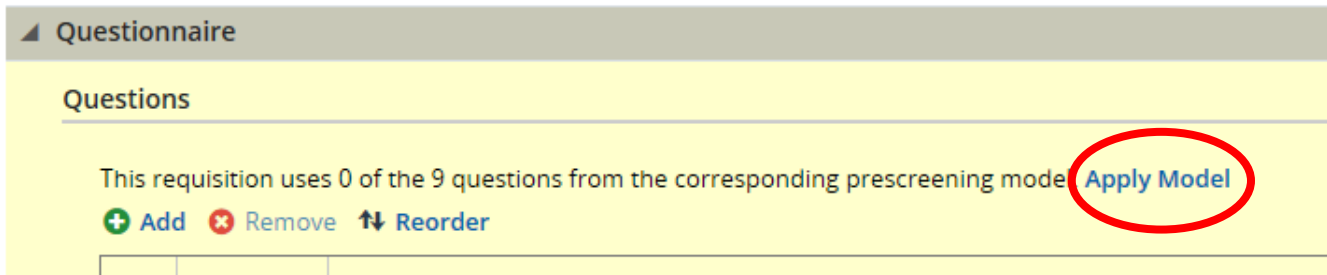
- Under Process section, confirm Temporary is selected.
- For Job Information section, under Direct Hire, select No
- For the Profile section, click the search icon. Find your job title, click Select. The profile is now populated.
- Enter the previous incumbent's name.
- Enter proposed salary.
- Answer question - directly supervise employees?
- Answer question - Job require driving vehicle?
- Answer question - Job work with minors etc .?

6. Job Description

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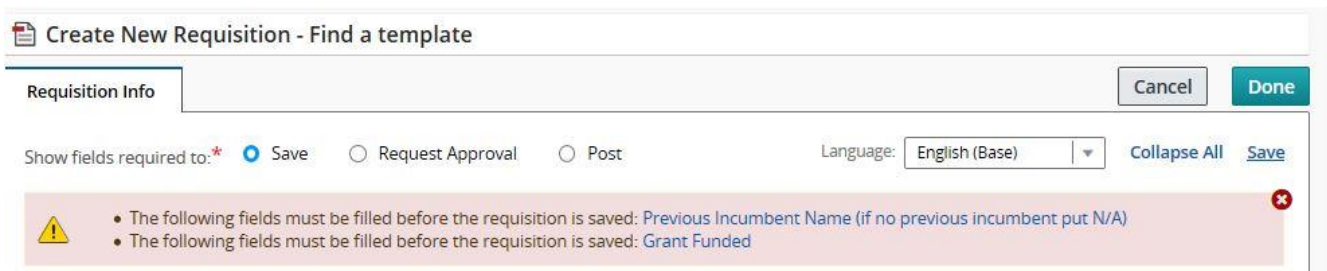
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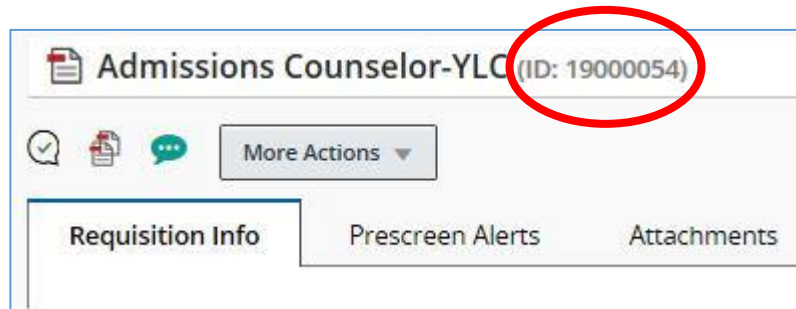
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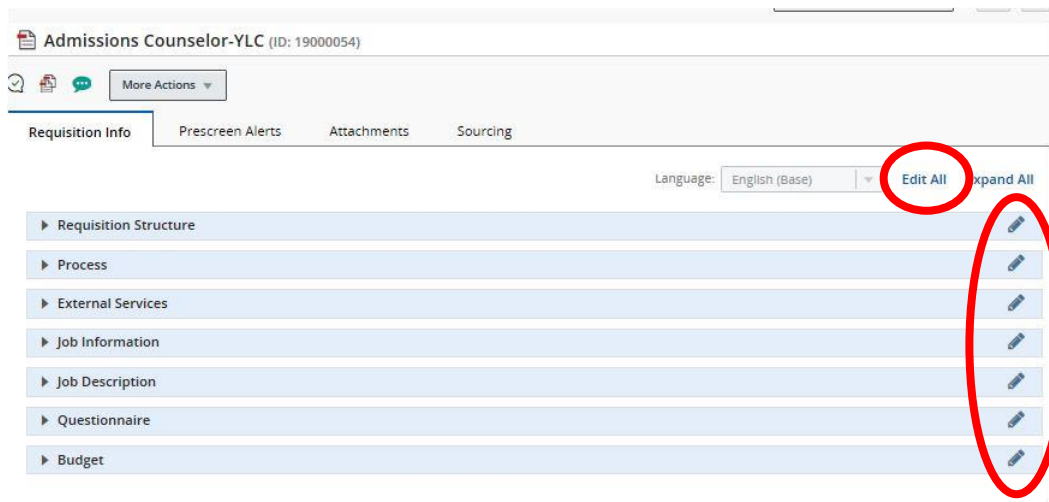
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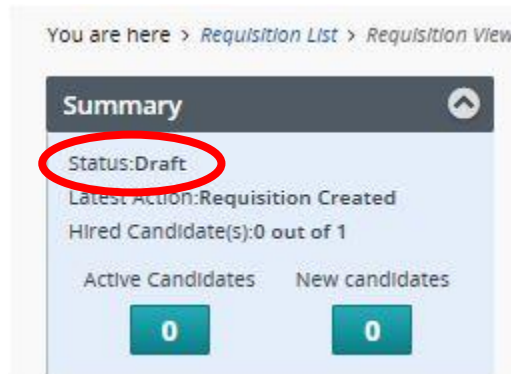
- Click Done. A new page appears with your requisition title and ID. The ID is your Requisition number.



- NOTE: to edit the requisition, click the pencil icons or Edit All.

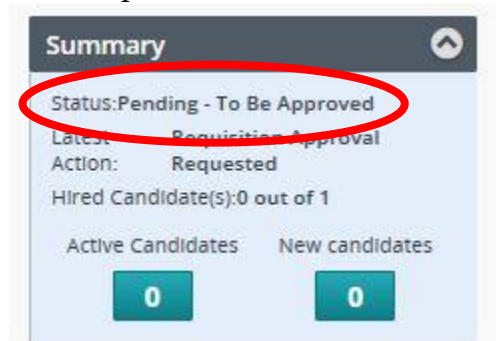


- On the left pane, the Requisition shows Draft status.



10. Submit for Approval.

- Click More Actions, then click Submit Approval. The prepopulated list of approvers appears.
- Scroll to the bottom, type in PLEASE APPROVE in the required comments section.
- Click Submit Approval. Requisition has been forwarded to the approval process.



- NOTE: you will receive an email notification once the requisition is approved. You can refresh your list by scrolling to the bottom and clicking Apply Filters.

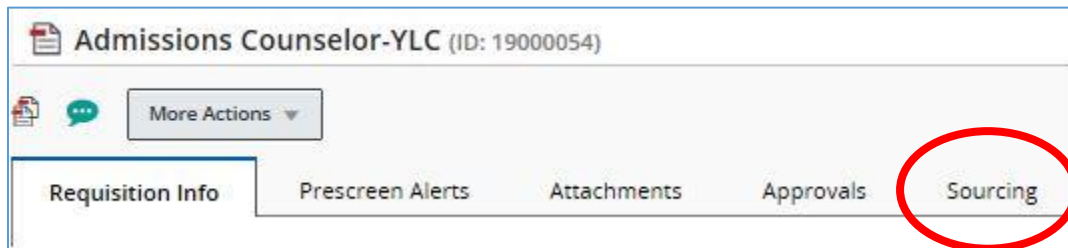
11. Sign out

B. Recruiter posts job (Sourcing)

1. Your job will be ready to post when it shows a Ready status.

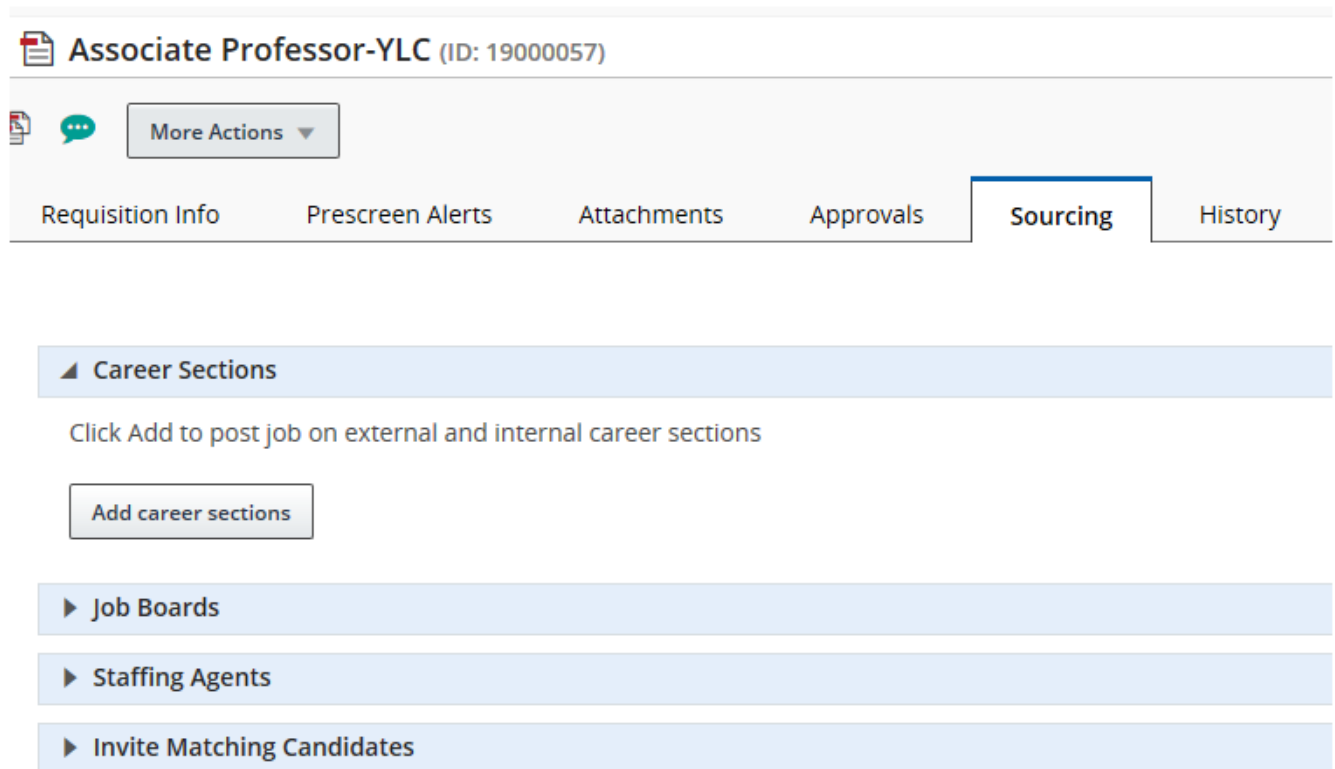
Requisitions (1)					
FILTERS Hire Type All Show requisitions: I own Clear All					
More Actions					
Requisition Title	Requisition ID	Hiring Manager	Recruiter	Status Detail	
Admissions Counselor-YLC	0 19000054	Puchon Amanda	Catino Yvonne	Ready (11/19/19)	

- Click the requisition title. The tab Requisition Info will show along with other tabs.
- Click Sourcing. The Sourcing page opens.



2. Sourcing

The sourcing window opens. Click Career Sections.



- Click Add Career Sections. Select the appropriate career section for your position.
- Determine the posting length and enter the beginning and end dates. Click Save and Apply.
- Click Select Job Boards for Posting. Broadbean notification pops up. Click Next.
- Select Broadbean. Scroll to the bottom and click Continue.
 - NOTE: If you click All Sites Below, you will be required to enter in specific information for job boards.
- For Broadcast As field, click the drop down and select Amanda Puchon.
- For Industry & Sector Information, click the drop down and select Education & Training.

- Confirm the main description is properly formatted. Click Continue. The review page appears.
- If all is correct, scroll down and click Send Posting. Broadbean's acceptance is posted. Click Continue. Note the change in status to Posted.



3. Sign out