

Onboarding / Recruiting

Recruiting
Lifecycle
Management for
Generalists



Before we begin...

The following guidelines will support a successful learning experience.



Check-In for Attendance



Refrain from side-conversations



Silence cell phones



Check E-mail during breaks ONLY



Complete post-training survey
prior to leaving this session



Enjoy!

Training Icons

Throughout training, you will come across the following icons:



Instructor Demos: View a live demonstration of the system functionality



Important: Emphasizes information that can impact how you handle a specific area



Remember: Reminds you about previous important information



Quick Tip: Provides extra instructions intended to give immediate, practical advice



Take Note: Recommends that you take note of information needed for future activities



System Exercises: Indicates that you will be participating in a group or paired activity



Repeat Steps : Indicates a time in which previous steps you learned will be repeated related to accomplish a new objective



Knowledge Checks: Test your knowledge of key concepts

Course Overview

Welcome to the Recruiting Lifecycle Management training course. This course is designed to provide DeKalb County Recruiters/Generalists with an overview of Recruiting within CV360.

Who should take this course?

- Recruiters/Generalist



Prerequisites:

- We require the following prerequisite before taking this course:
- CV360 Navigation Training



Duration:

- 2.5 Hours



Course Objectives:

Upon the completion of the Recruiting Lifecycle Management, you will be able to:

Objectives

- Analyze and Update a Standard (Hiring) Requisition
- Create a Pipeline (Register) Requisition
- Move Candidates to proceed through the Candidate Selection Process
- Create a Job posting on an Internal and External career sites
- Add Candidates to a Hiring requisition
- Create an Interview Schedule for the Requisition
- Create an Interview for the Candidate on the Requisition
- Prepare a Job Offer for Candidates
- Move Candidates through the Recruiting process
- Complete the Hiring Process
- Convert the Pending Workers

Course Agenda

Below is a list of the sections within this course as well as an estimated duration of each.

#	Recruiting Lifecycle Management (Steps/Phases)	Duration
1	Analyze and Update Standard (Hiring) Requisition	15 min
2	Create a Pipeline (Register) Requisition	15 min
3	Post Job	15 min
4	Manage Talent Pool	15 min
5	Screen and Track Candidates	15 min
6	a. Create an Interview Schedule for the Requisition b. Create an Interview for the Candidate on the Requisition	15 min
7	Select Candidates	15 min
8	Prepare Job Offer	15 min
9	Prepare for Hiring	15 min
10	Convert a Pending Worker	15 min
11	Accessing Recruiter Dashboard	15 min

Recruiting Lifecycle Management

Lesson 1: Analyze and Update a Standard (Hiring) Requisition

Lesson Objectives:

Upon the completion of the Analyze, Update and Create Requisitions lessons, you will be able to:

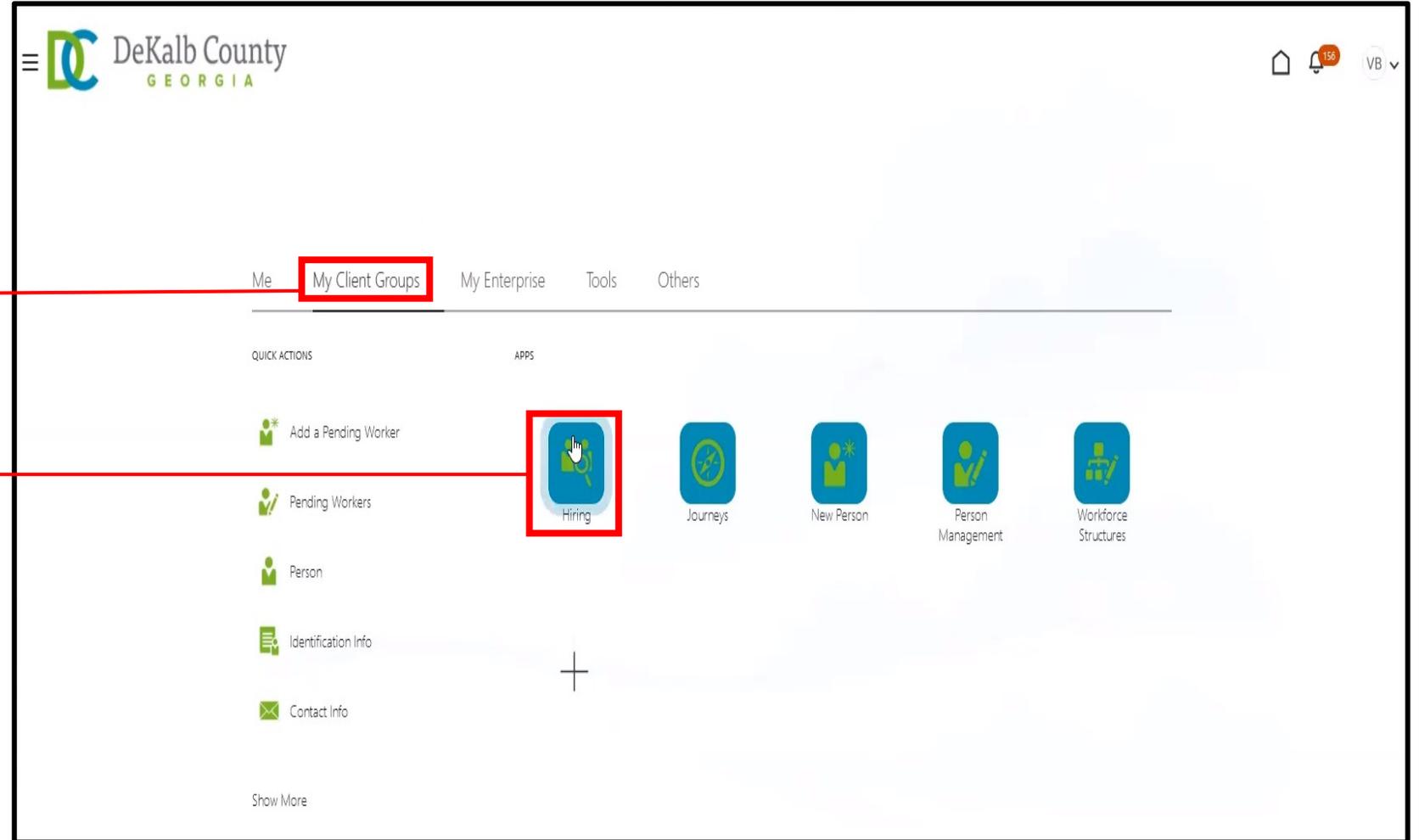
Objectives

- Analyze and Update a Hiring Requisition as a Generalist
- Create a Pipeline (Register) Requisition as a Generalist

Analyze and Update a Hiring Requisition

1 The Recruiter/Generalist will select the My Client Groups tab

2 Select the Hiring tile

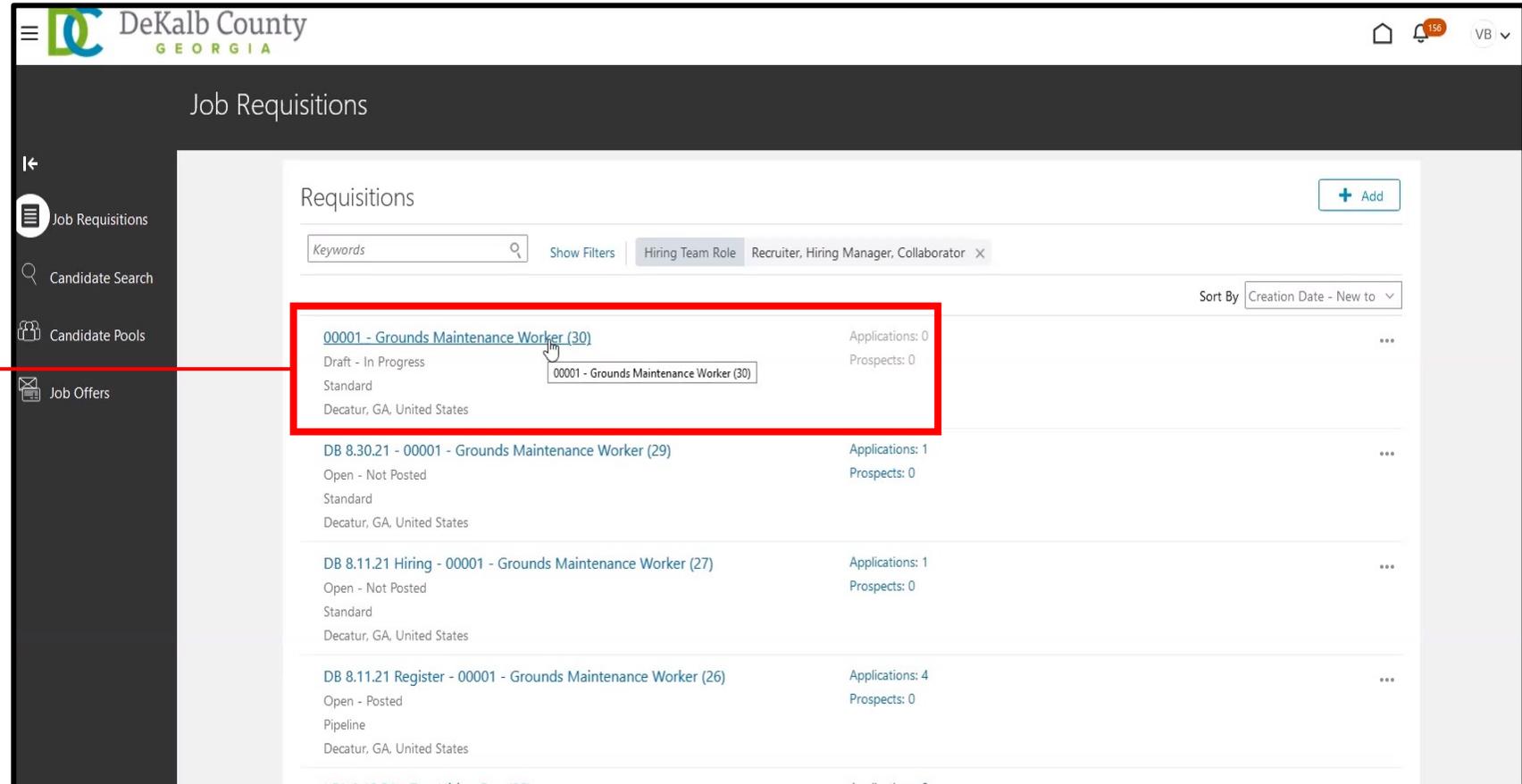


The screenshot displays the DeKalb County Georgia HR system interface. At the top left is the DeKalb County Georgia logo. The navigation bar includes tabs for 'Me', 'My Client Groups', 'My Enterprise', 'Tools', and 'Others'. The 'My Client Groups' tab is highlighted with a red box. Below the navigation bar, there are two columns: 'QUICK ACTIONS' and 'APPS'. The 'QUICK ACTIONS' column lists 'Add a Pending Worker', 'Pending Workers', 'Person', 'Identification Info', and 'Contact Info'. The 'APPS' column lists 'Hiring', 'Journeys', 'New Person', 'Person Management', and 'Workforce Structures'. The 'Hiring' tile is highlighted with a red box. A red line connects the number '1' in the first text block to the 'My Client Groups' tab, and another red line connects the number '2' in the second text block to the 'Hiring' tile.

Analyze and Update a Hiring Requisition

3

Select the appropriate Job Requisition created by the Hiring Manager



DeKalb County GEORGIA

Job Requisitions

Requisitions + Add

Keywords Show Filters Hiring Team Role Recruiter, Hiring Manager, Collaborator X

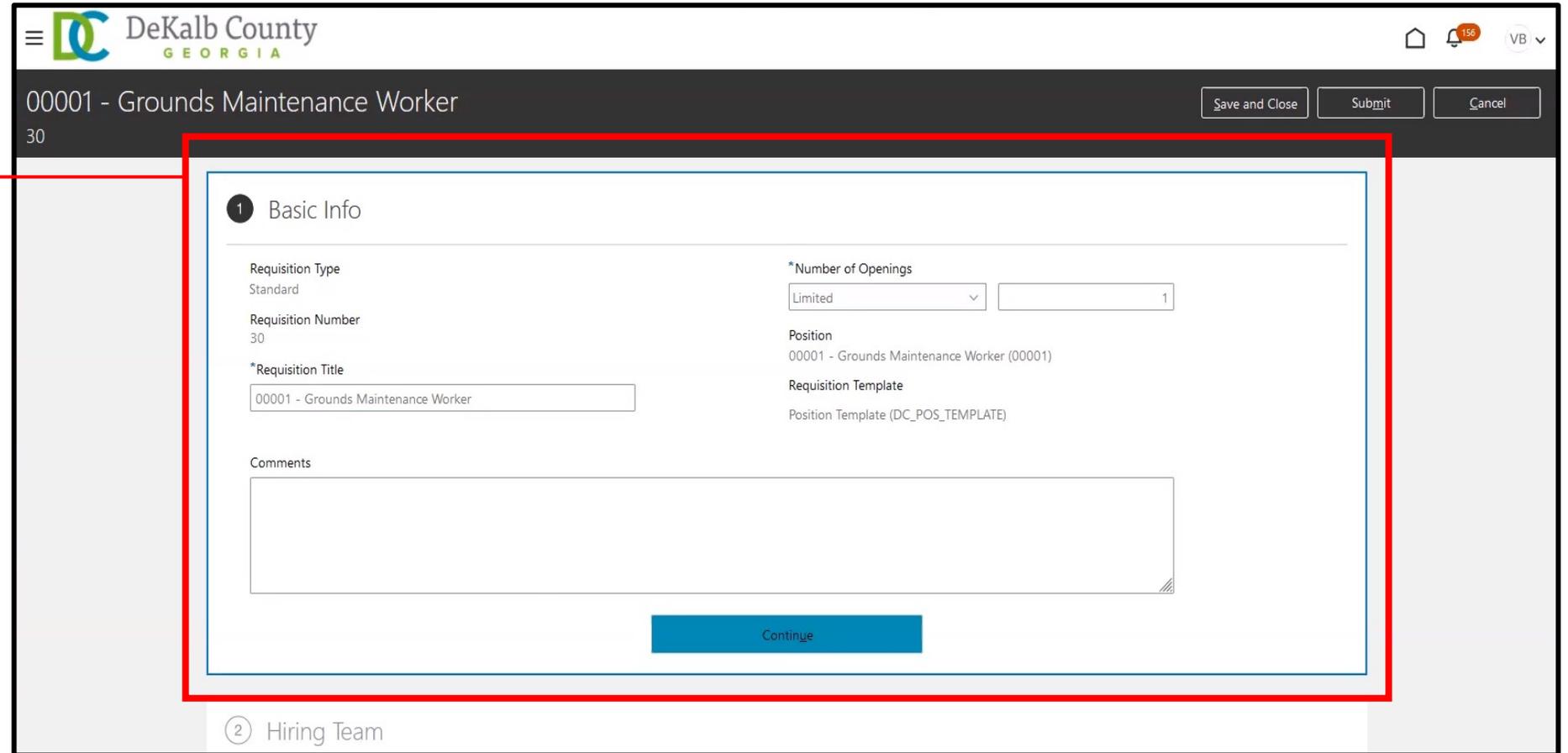
Sort By Creation Date - New to

00001 - Grounds Maintenance Worker (30)	Applications: 0 Prospects: 0	...
Draft - In Progress Standard Decatur, GA, United States		
DB 8.30.21 - 00001 - Grounds Maintenance Worker (29)	Applications: 1 Prospects: 0	...
Open - Not Posted Standard Decatur, GA, United States		
DB 8.11.21 Hiring - 00001 - Grounds Maintenance Worker (27)	Applications: 1 Prospects: 0	...
Open - Not Posted Standard Decatur, GA, United States		
DB 8.11.21 Register - 00001 - Grounds Maintenance Worker (26)	Applications: 4 Prospects: 0	...
Open - Posted Pipeline Decatur, GA, United States		

Analyze and Update a Hiring Requisition

4

As a Recruiter/Generalist, review the **Requisition** created by the Hiring Manager and make updates to fields that the Hiring Manager does not have access to



The screenshot displays the DeKalb County Georgia HR system interface. At the top, the logo and name 'DeKalb County GEORGIA' are visible. The page title is '00001 - Grounds Maintenance Worker' with a sub-header '30'. In the top right corner, there are navigation icons for home, notifications (156), and user profile (VB). Below the title, there are three buttons: 'Save and Close', 'Submit', and 'Cancel'. The main content area is titled '1 Basic Info' and contains the following fields:

- Requisition Type:** Standard
- Requisition Number:** 30
- *Requisition Title:** 00001 - Grounds Maintenance Worker
- *Number of Openings:** Limited (dropdown menu) and 1 (input field)
- Position:** 00001 - Grounds Maintenance Worker (00001)
- Requisition Template:** Position Template (DC_POS_TEMPLATE)
- Comments:** A large text area for additional information.

At the bottom of the form, there is a blue 'Continue' button. Below the form, the next step in the process is labeled '2 Hiring Team'.

Analyze and Update a Hiring Requisition

5

There are two fields in the **Details** section only visible to the Recruiter/Generalist. In the **Exam Code** field, select from the choices provided. Enter the appropriate **Register Expiration Date** if necessary

00001 - Grounds Maintenance Worker
30

Save and Close Submit Cancel

3 Requisition Structure Edit

4 Details

Worker Type Employee	* Full Time or Part Time Full time
Regular or Temporary Regular	* Reason for Opening New Position
* List Type Open/Competitive	Sworn No
Time Limited Expires m/d/yyyy	* Exam Code
* Grant Funded No	* Position Type Merit
Grant Program Name	Register Exp. Date m/d/yyyy
* Double Fill Position No	
Double Fill Pos. Expires m/d/yyyy	

Analyze and Update a Hiring Requisition

00001 - Grounds Maintenance Worker
30

Save and Close Submit Cancel

3 Requisition Structure Edit

4 Details

Worker Type
Employee

Regular or Temporary
Regular

*List Type
Open/Competitive

Time Limited Expires
m/d/yyyy

*Grant Funded
No

Grant Program Name

*Double Fill Position
No

Double Fill Pos. Expires
m/d/yyyy

* Full Time or Part Time
Full time

*Reason for Opening
New Position

Sworn
No

*Exam Code
General Pre-Employment

*Position Type
Merit

Register Exp. Date
m/d/yyyy

Exam Code

Continue

6 Select the Continue button to move to the next section

Analyze and Update a Hiring Requisition

00001 - Grounds Maintenance Worker
30

Save and Close Submit Cancel

3 Requisition Structure Edit

4 Details Edit

5 Posting Description

Posting Description for Internal Candidates
Admin Depart

Enter Custom Internal Posting Description

Short Description for Internal Candidates
Admin short desc

Description for Internal Candidates
This is the Admin long description

Same Posting Description for Internal and External Candidates

Continue



The Posting Descriptions would be added by an Administrator. By selecting the check box, the Recruiter/Generalist can make the description available to both internal and external Candidates

7

The **Posting Description** section is only available to the Recruiter/Generalist. The Posting Description is about the department itself. Select the **Continue** button to move to the next section

Analyze and Update a Hiring Requisition

00001 - Grounds Maintenance Worker
30

Save and Close Submit Cancel

5 Posting Description [Edit](#)

6 Offer Info

Legal Employer
DeKalb County GA

Primary Work Location
P&R-CANNEX - P&R Central Annex

Business Unit
DC Business Unit

Other Work Locations

Department
06116 - PARKS - DISTRICT I SERVICE CENTER

Add Another Work Location

Job
61250 - Grounds Maintenance Worker (61250)

Continue

8

The **Offer Info** section is only available to the Recruiter/Generalist. The fields will be pre-populated and can be edited if necessary. Select the **Continue** button to move to the next section

Analyze and Update a Hiring Requisition

9

00001 - Grounds Maintenance Worker
30

Save and Close Submit Cancel

9 Questionnaires

Internal Prescreening Questionnaire

Add Question

 Do you require an H1-B visa?	Question Classification Disqualification
Question Code DC_DQ_999	✓ Requires Response
Question Type Single Choice	Score 1
 Can you, after employment, submit proof of your legal right to work in the United States?	Question Classification Disqualification
Question Code DC_DQ_0002	✓ Requires Response
Question Type Single Choice	
 Select your work authorization:	Question Classification Disqualification
Question Code DC_DQ_0002_A	✓ Requires Response
Question Type Single Choice	

Controlled by 300000007278753

The Questionnaire is a section only available to the Recruiter/Generalist. There are Disqualification and Prescreening Questions that can be setup as required



The Disqualification Questions cannot be added or removed and are on all Requisitions. The Disqualification questions are marked with the Lock Icon. The Prescreening questions can be added, removed, and made mandatory

Analyze and Update a Hiring Requisition

10

There are Internal and External Prescreening Questions. If the question is applicable to Internal and External, it needs to be added to both

00001 - Grounds Maintenance Worker
30

Save and Close Submit Cancel

Question Type: Single Choice Requires Response Score: 1
Maximum Possible Score: 5

External Prescreening Questionnaire

Add Question
Do you have a valid driver's license?

Do you require an H1-B visa?
Question Code: DC_DQ_999
Question Classification: Disqualification
Question Type: Single Choice Requires Response Score: 1

Can you, after employment, submit proof of your legal right to work in the United States?
Question Code: DC_DQ_0002
Question Classification: Disqualification
Question Type: Single Choice Requires Response

Select your work authorization:
Question Code: DC_DQ_0002_A
Question Classification: Disqualification
Question Type: Single Choice Requires Response

Controlled by 300000007278753

Analyze and Update a Hiring Requisition

11

00001 - Grounds Maintenance Worker
30

Save and Close Submit Cancel

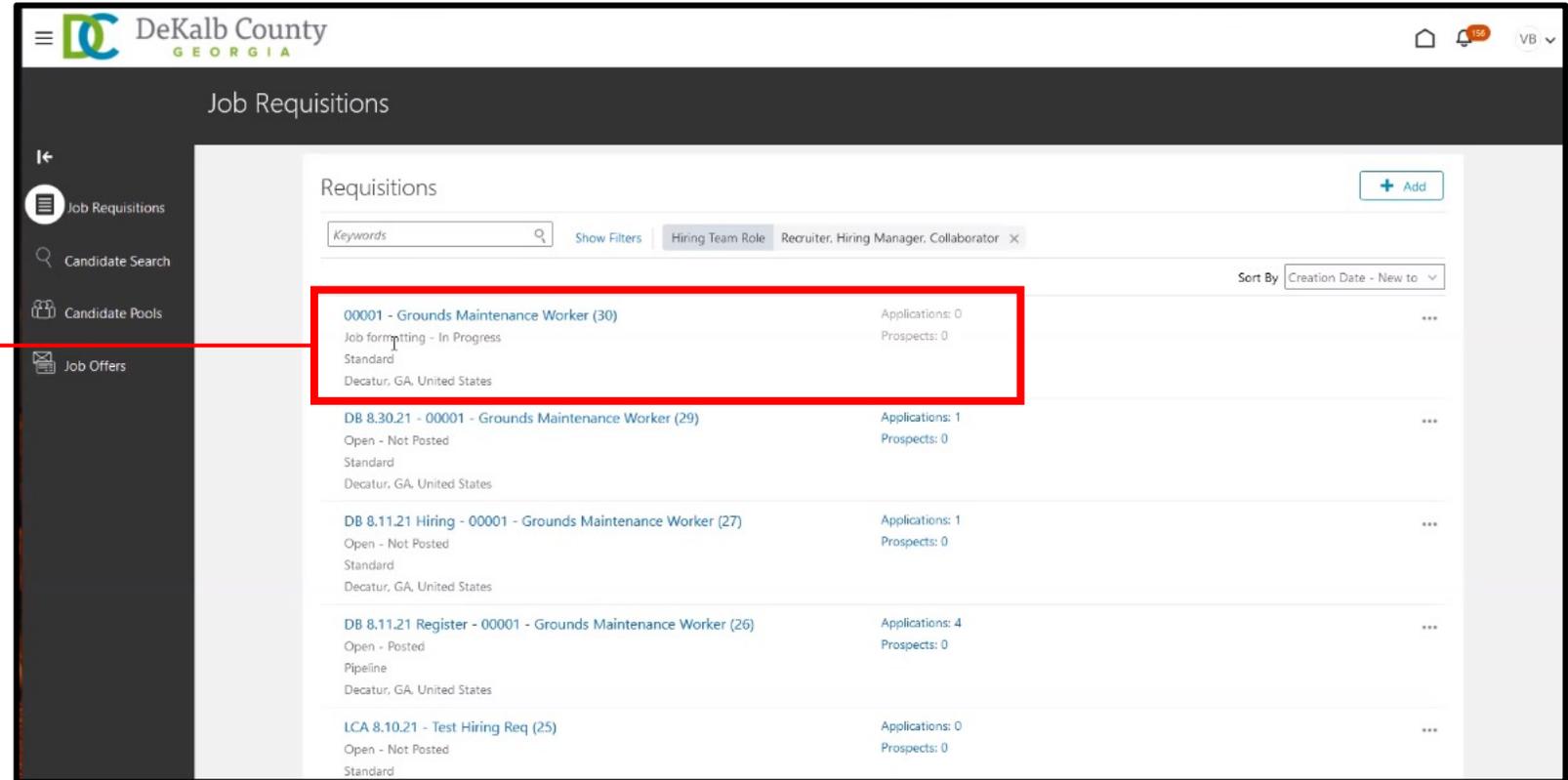
<p>Do you advocate, or have ever advocated, or are now, or have ever been, a member of any organization that advocated the overthrow of the government of the United States, the State of Georgia, or any political subdivision thereof by force or violence?</p> <p>Question Code DC_DQ_0001</p> <p>Question Type Single Choice</p>	<p>Question Classification Disqualification</p> <p>✓ Requires Response</p>	<p>Score 0</p>
<p>Please Explain:</p> <p>Question Code DC_DQ_0001_A</p> <p>Question Type Text</p> <p>Controlled by 300000007278749</p>	<p>Question Classification Disqualification</p> <p>✓ Requires Response</p>	
<p>Are you a US Citizen?</p> <p>Question Code DC_PSQ_US_CITIZEN</p> <p>Question Type Single Choice</p>	<p>Question Classification Prescreening Question Added by User</p> <p>✓ Requires Response</p>	<p>Score 1</p>

Upon final review, the Recruiter/Generalist can select **Submit** button and the Requisition will be submitted through the approval process

Analyze and Update a Hiring Requisition

12

Upon approval from the Hiring Manager, the Recruiter/Generalist can select the **Requisition** to make edits and updates



DeKalb County GEORGIA

Job Requisitions

Requisitions + Add

Keywords Show Filters Hiring Team Role Recruiter, Hiring Manager, Collaborator X

Sort By Creation Date - New to

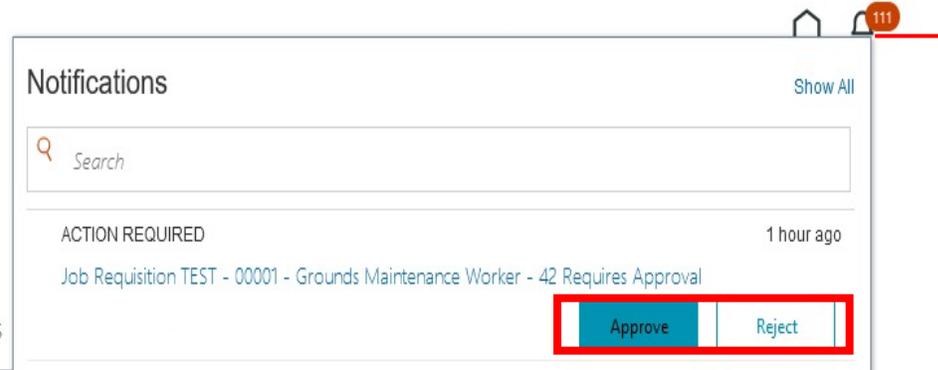
00001 - Grounds Maintenance Worker (30)	Applications: 0	...
Job formatting - In Progress	Prospects: 0	
Standard		
Decatur, GA, United States		
DB 8.30.21 - 00001 - Grounds Maintenance Worker (29)	Applications: 1	...
Open - Not Posted	Prospects: 0	
Standard		
Decatur, GA, United States		
DB 8.11.21 Hiring - 00001 - Grounds Maintenance Worker (27)	Applications: 1	...
Open - Not Posted	Prospects: 0	
Standard		
Decatur, GA, United States		
DB 8.11.21 Register - 00001 - Grounds Maintenance Worker (26)	Applications: 4	...
Open - Posted	Prospects: 0	
Pipeline		
Decatur, GA, United States		
LCA 8.10.21 - Test Hiring Req (25)	Applications: 0	...
Open - Not Posted	Prospects: 0	
Standard		

Analyze and Update a Hiring Requisition



Good afternoon,

Me My Team My Client Groups Benefits Administration Tools



Requisitions can be Approved or Rejected. If you click the link for the requisition, you can view the Requisition details. Once the Requisition is approved, any additional Approvers will be notified

14

The Recruiter/Generalist will receive a Bell notification to approve the requisition after the Hiring Manager has approved it

Analyze and Update a Hiring Requisition

Job Requisition TEST - 00001 - Grounds Maintenance Worker - 42 Requires Approval

Actions ▾

Approve

Reject

Approval Request for Requisition

TEST - 00001 - Grounds Maintenance Worker

42

Basic Information

Recruiting Type Professional
Requisition Number 42
Requisition Title TEST - 00001 - Grounds Maintenance Worker
Openings 1
Comments

Hiring Team

Name

Hiring Manager

- Deputy Director, Finance
@dekalbcountyga.gov

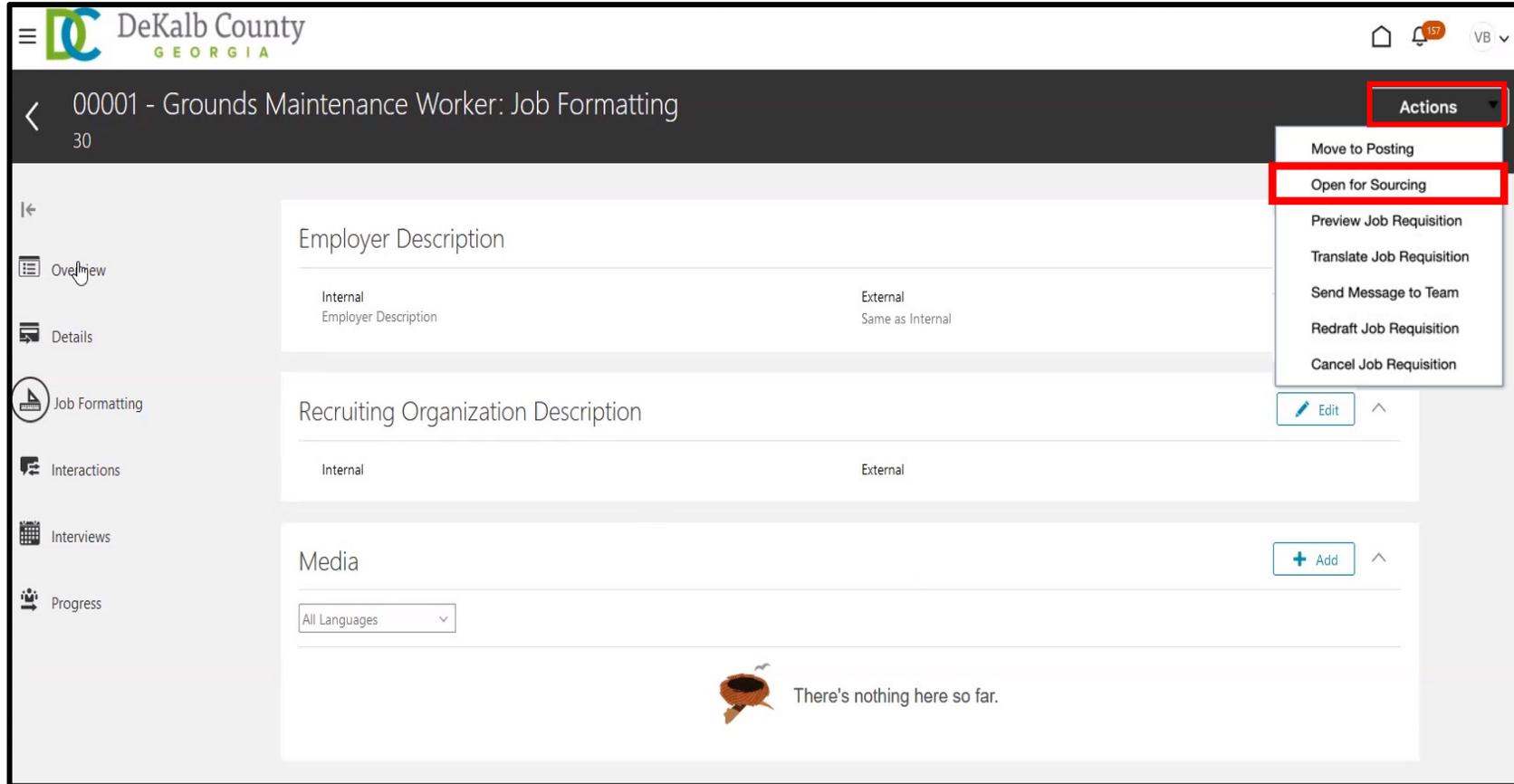
Recruiter

- Director, HR & Merit System
@dekalbcountyga.gov



If you clicked the link to view the requisition details, you can Approve or Reject the Requisition after viewing the details

Analyze and Update a Hiring Requisition



DeKalb County
GEORGIA

00001 - Grounds Maintenance Worker: Job Formatting
30

Actions

- Move to Posting
- Open for Sourcing
- Preview Job Requisition
- Translate Job Requisition
- Send Message to Team
- Redraft Job Requisition
- Cancel Job Requisition

Employer Description

Internal Employer Description	External Same as Internal
----------------------------------	------------------------------

Recruiting Organization Description

Internal	External
----------	----------

Media

All Languages

There's nothing here so far.

13

Using the **Actions** button, select the **Open for Sourcing** option. The requisition will go into an **Open – Not Posted** status.

Analyze and Create Requisitions Knowledge Check

The Hiring Manager can create a Standard (Hiring) Requisition. True or False?

A. True

B. False



Analyze and Create Requisitions Knowledge Check

The Hiring Manager can create a Standard (Hiring) Requisition. True or False?

A. True

B. False



The correct answer is A. The Hiring Manager can create a Standard (Hiring) Requisition

Recruiting Lifecycle Management

Lesson 2: Create a Pipeline (Register) Requisition

Lesson Objectives:

Upon the completion of the Create Requisition lesson, you will be able to:

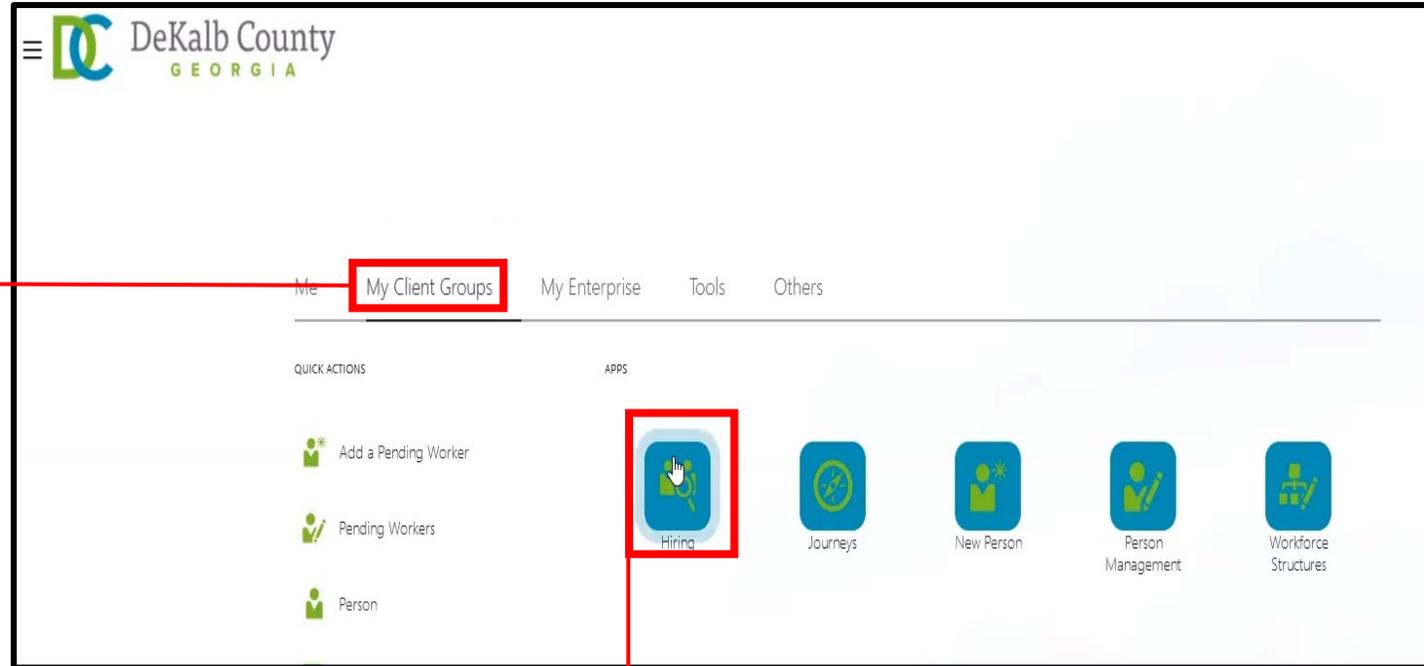
Objectives

- Create a Pipeline (Register) Requisition

Create Requisition – Pipeline (Register) Requisition

1

The Recruiter/Generalist will select the **My Client Groups** tab



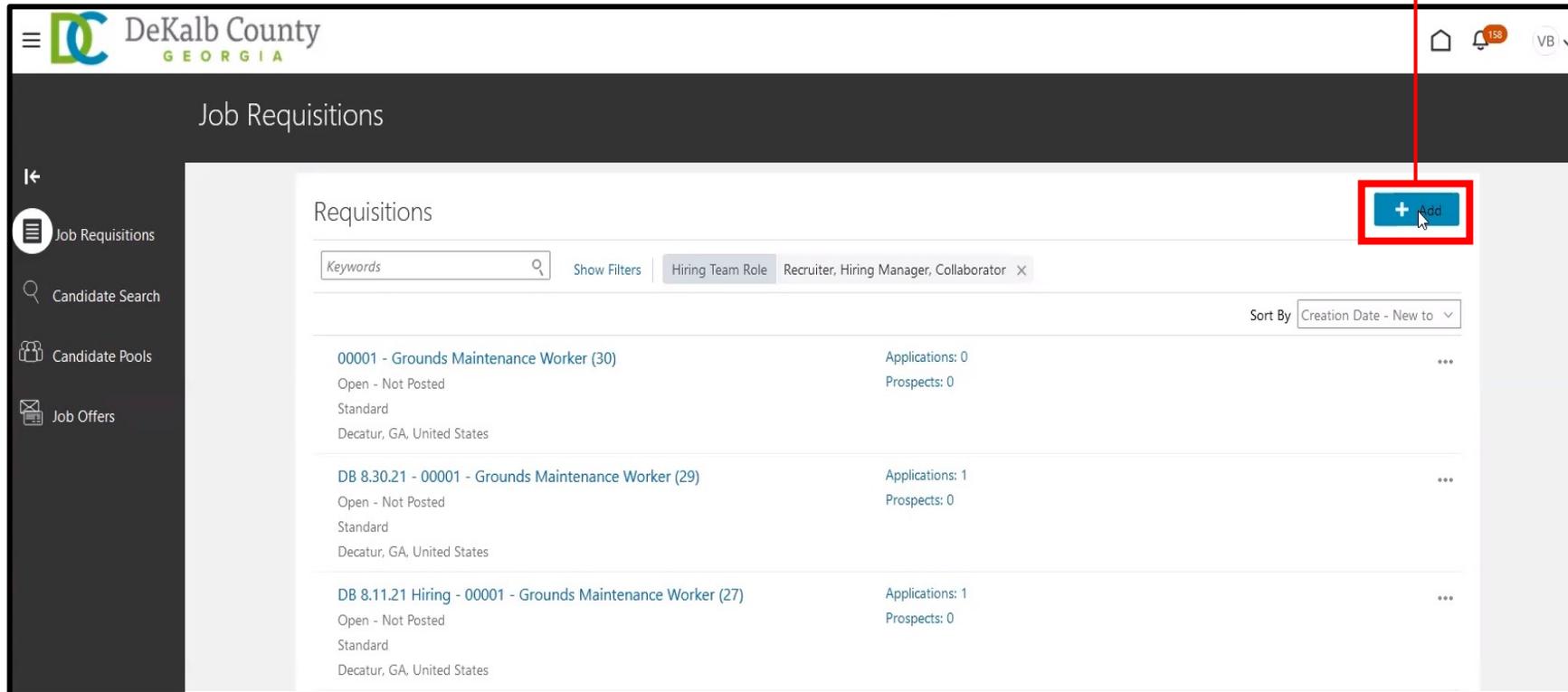
2

Select the **Hiring** tile

! Pipeline Requisitions are Sourcing Requisitions and are posted to the career site. Standard Requisitions are used for positions to be filled and not posted to career sites

! Only Recruiters/Generalists can create Pipeline (Register) Requisitions

Create Requisition - Pipeline (Register) Requisition



DeKalb County
GEORGIA

Job Requisitions

Requisitions

Keywords Show Filters Hiring Team Role Recruiter, Hiring Manager, Collaborator X

Sort By Creation Date - New to

00001 - Grounds Maintenance Worker (30) Open - Not Posted Standard Decatur, GA, United States	Applications: 0 Prospects: 0	...
DB 8.30.21 - 00001 - Grounds Maintenance Worker (29) Open - Not Posted Standard Decatur, GA, United States	Applications: 1 Prospects: 0	...
DB 8.11.21 Hiring - 00001 - Grounds Maintenance Worker (27) Open - Not Posted Standard Decatur, GA, United States	Applications: 1 Prospects: 0	...

+ Add

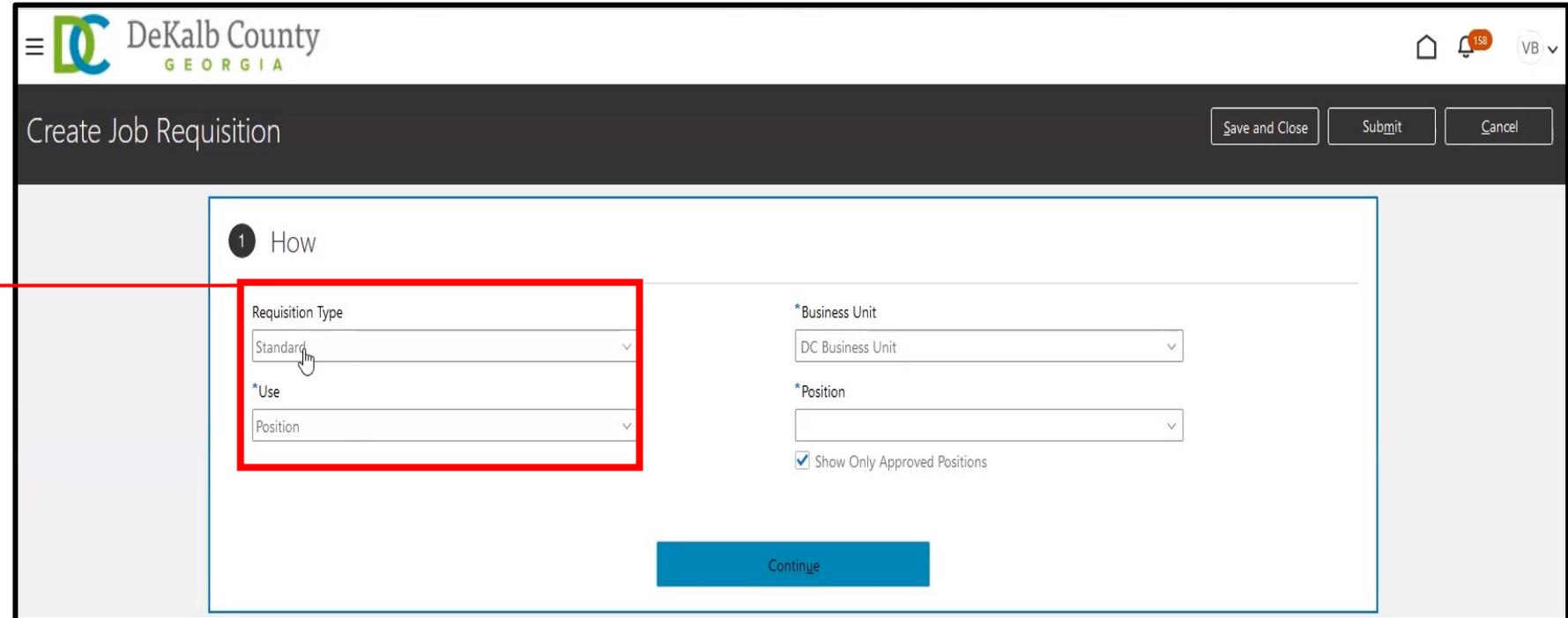
3

Select the **Add** button to create a new Requisition

Create Requisition – Pipeline (Register) Requisition

4

For Requisition Type select **Pipeline**. For the Use field confirm it is defaulted to **Position**



DeKalb County
GEORGIA

Create Job Requisition

Save and Close Submit Cancel

1 How

Requisition Type
Standard

*Use
Position

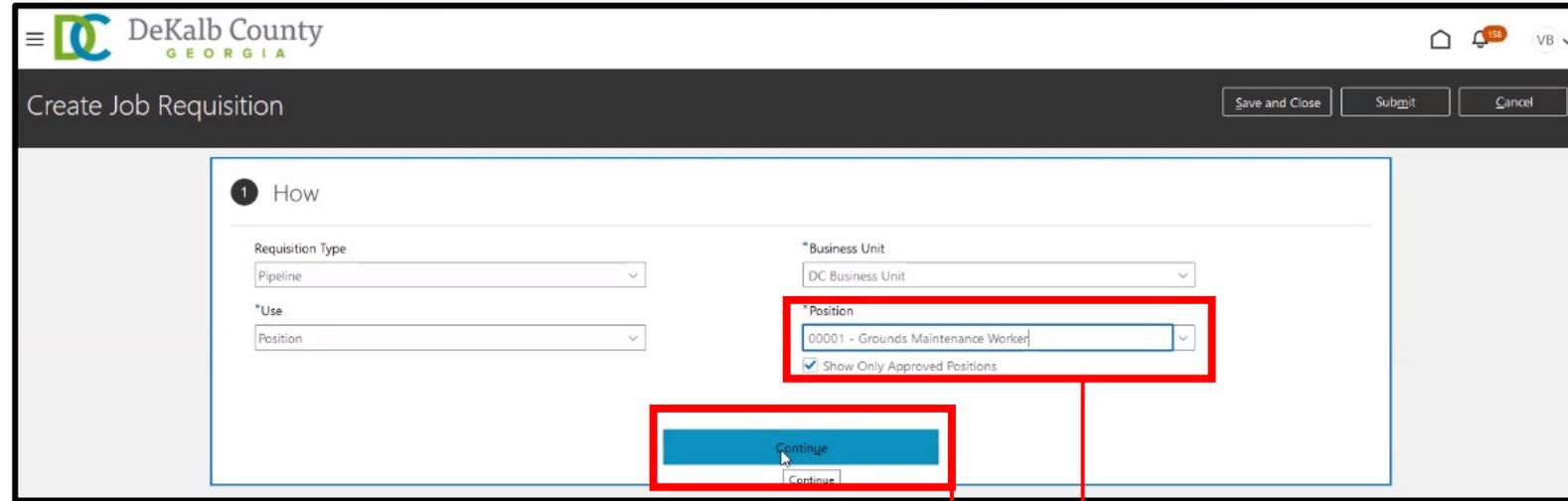
*Business Unit
DC Business Unit

*Position

Show Only Approved Positions

Continue

Create Requisition – Pipeline (Register) Requisition



DeKalb County
GEORGIA

Create Job Requisition

Save and Close Submit Cancel

1 How

Requisition Type
Pipeline

*Business Unit
DC Business Unit

*Use
Position

*Position
00001 - Grounds Maintenance Worker

Show Only Approved Positions

Continue

! Sometimes, **Business Unit** will auto-populate but needs to be verified. Business Unit should always be set to **DC Business Unit**

5

Select the appropriate **Position** from the drop-down list and then select the **Continue** button

Create Requisition – Pipeline (Register) Requisition

Create Job Requisition

Save and Close Submit Cancel

1 How Edit

2 Basic Info

Requisition Type Pipeline

*Requisition Title
00001 - Grounds Maintenance Worker - REGISTER

*Number of Openings
Limited 1

Position
00001 - Grounds Maintenance Worker (00001)

Comments

Continue

6

Enter the appropriate **Requisition Title** and select the **Continue** button when finished

Create Requisition – Pipeline (Register) Requisition

Create Job Requisition

Save and Close Submit Cancel

1 How Edit

2 Basic Info Edit

3 Hiring Team

*Hiring Manager
Preston L Stephens 21005 - Deputy Director, Finance

*Generalist
Vernessa E Barnes 9000 - Polling Place Clerk *

Add Collaborator Type

Continue

7

Review and/or confirm the information in the **Hiring Manager** and **Generalist** fields. A Collaborator Type can be added if needed. Select the **Continue** button to move to the next section

Create Requisition – Pipeline (Register) Requisition

Create Job Requisition

Save and Close Submit Cancel

① How Edit

② Basic Info Edit

③ Hiring Team Edit

④ Requisition Structure

*Recruiting Type
Professional

*Organization
DeKalb County Enterprise

*Primary Location
Decatur, GA, United States

Other Locations

Add Another Location

Job Family

Continue

⑤ Details



While not required, it is recommended to add a **Job Family** for the Requisition

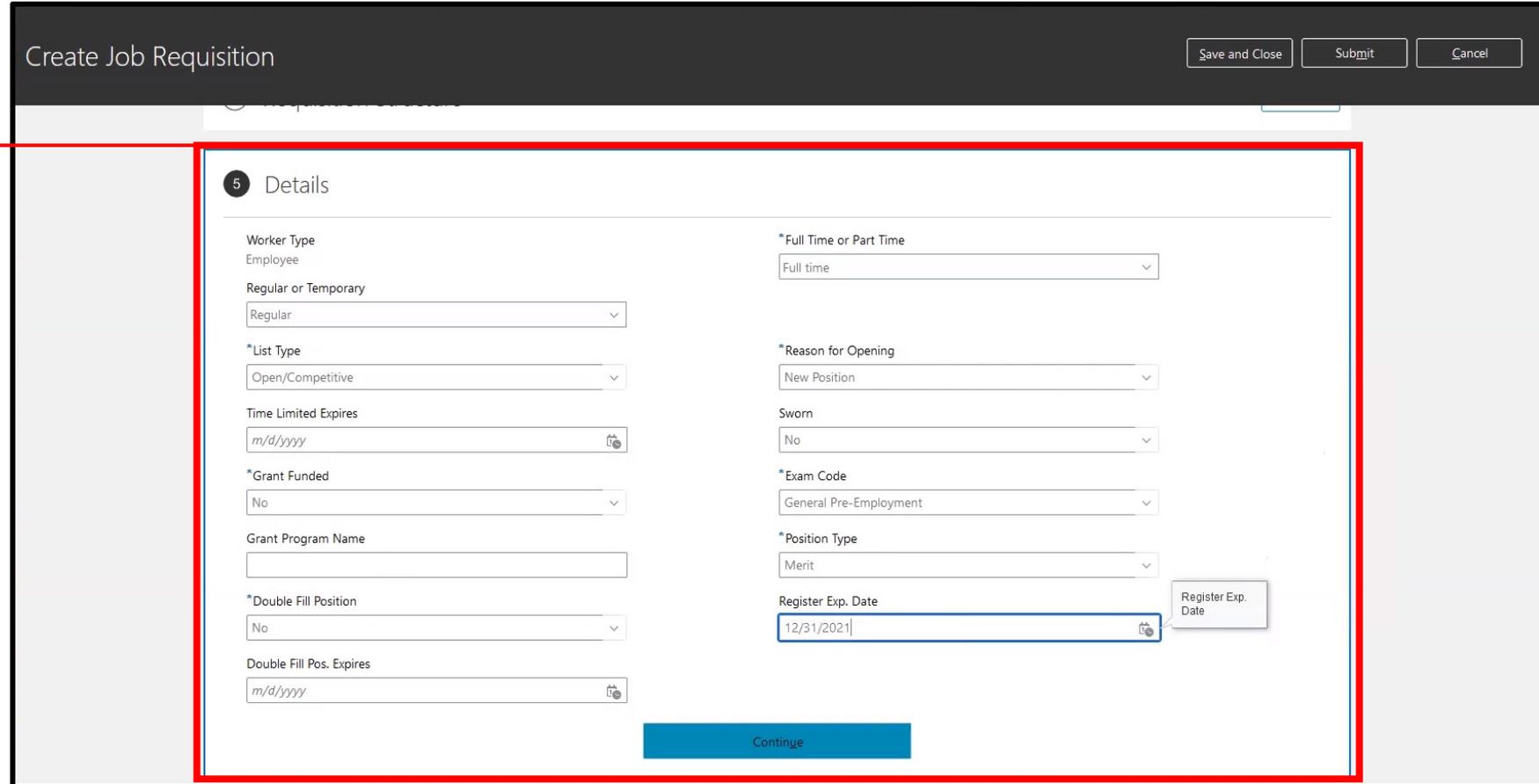


Review the fields within the **Requisition Structure** section. Make any necessary updates. Select the **Continue** button to move to the next section

Create Requisition – Pipeline (Register) Requisition

9

Review the required fields in the **Details** section. **List Type**, **Exam Code**, and **Position Type** are mandatory. The **Register Exp Date** is optional, but it is recommended to be added. Select the **Continue** button to move to the next section



Create Job Requisition

Save and Close Submit Cancel

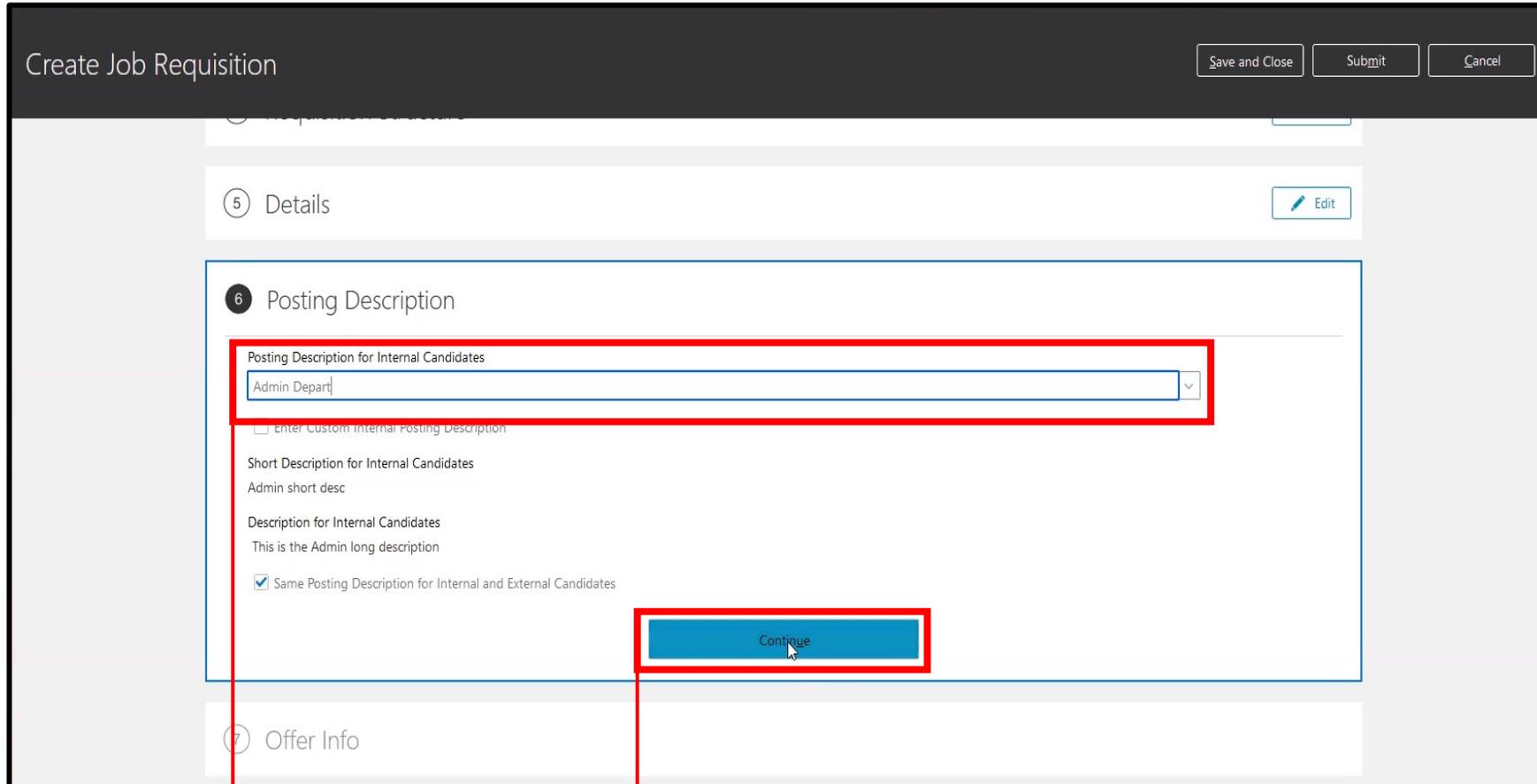
5 Details

Worker Type Employee	*Full Time or Part Time Full time
Regular or Temporary Regular	*Reason for Opening New Position
*List Type Open/Competitive	Sworn No
Time Limited Expires m/d/yyyy	*Exam Code General Pre-Employment
*Grant Funded No	*Position Type Merit
Grant Program Name	Register Exp. Date 12/31/2021
*Double Fill Position No	
Double Fill Pos. Expires m/d/yyyy	

Continue

Register Exp. Date

Create Requisition – Pipeline (Register) Requisition



Create Job Requisition

Save and Close Submit Cancel

5 Details Edit

6 Posting Description

Posting Description for Internal Candidates
Admin Depart

Enter Custom Internal Posting Description

Short Description for Internal Candidates
Admin short desc

Description for Internal Candidates
This is the Admin long description

Same Posting Description for Internal and External Candidates

Continue

7 Offer Info

10

Select the appropriate Posting Description for Internal Candidates from the drop-down list. Select the **Continue** button to move to the next section

Create Requisition – Pipeline (Register) Requisition

Create Job Requisition

Save and Close Submit Cancel

6 Posting Description Edit

7 Offer Info

Legal Employer
DeKalb County GA

Business Unit
DC Business Unit

Department
06116 - PARKS - DISTRICT I SERVICE CENTER

Primary Work Location
P&R-CANNEX - P&R Central Annex

Other Work Locations

Add Another Work Location

Job
61250 - Grounds Maintenance Worker (61250)

Continue

11

Review the **Offer Info** section **fields** that have been auto-populated. If needed, make updates to these **fields**. Select the **Continue** button to move to the next section

Create Requisition – Pipeline (Register) Requisition

Create Job Requisition

Save and Close Submit Cancel

⑤ Details Edit

⑥ Posting Description Edit

⑦ Offer Info Edit

⑧ Attachments

Drag files here or click to add attachment

Continue

⑨ Configuration

! All File types are accepted, File size limit is 1 megabyte

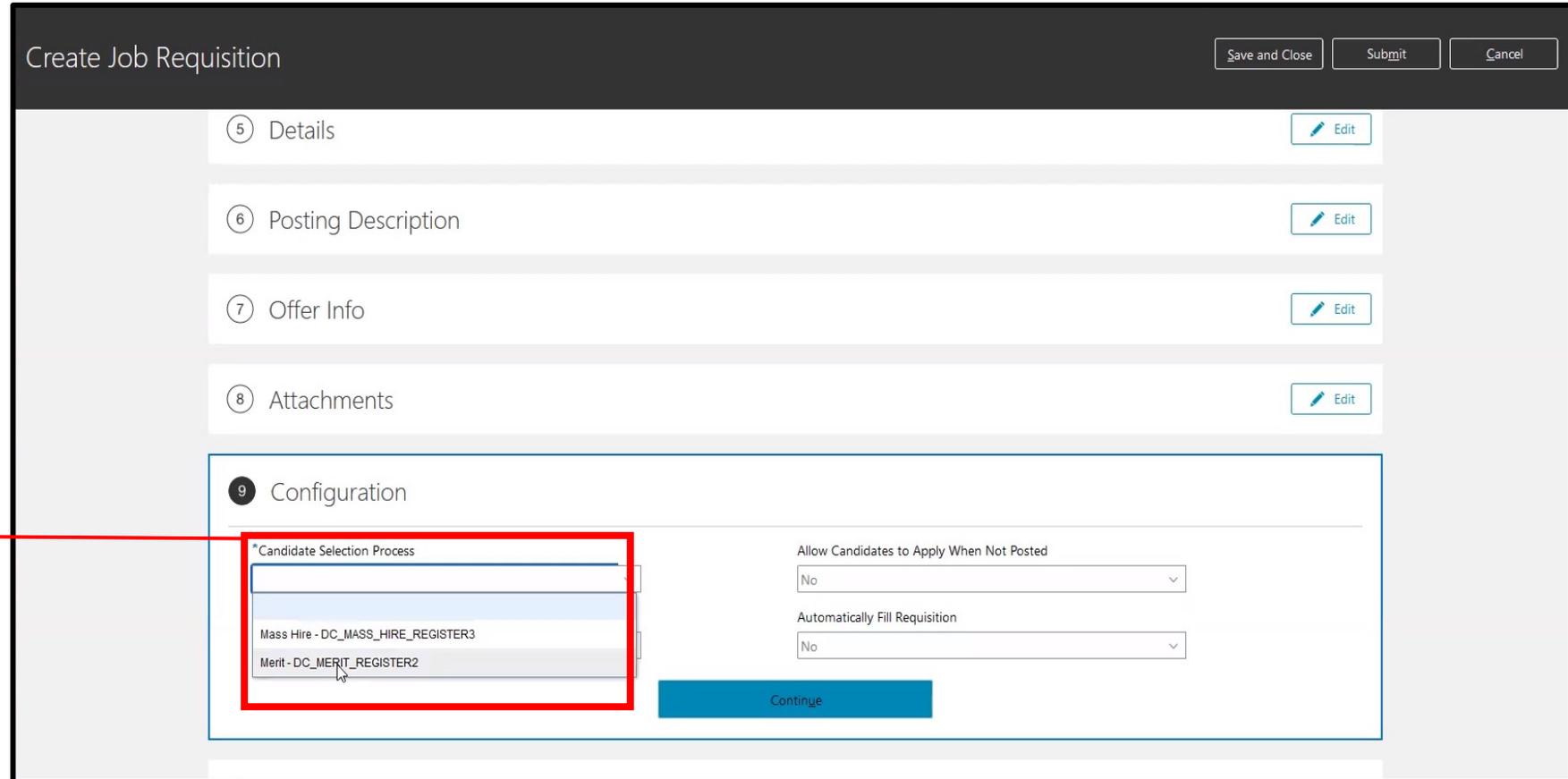
12

Drag any necessary files to the Attachments section. Select the **Continue** button to move on to the next section

Create Requisition – Pipeline (Register) Requisition

13

Select Candidate Selection Process and choose from the options in the drop-down list



Create Job Requisition

Save and Close Submit Cancel

5 Details Edit

6 Posting Description Edit

7 Offer Info Edit

8 Attachments Edit

9 Configuration

*Candidate Selection Process

Mass Hire - DC_MASS_HIRE_REGISTER3

Merit - DC_MERIT_REGISTER2

Allow Candidates to Apply When Not Posted

No

Automatically Fill Requisition

No

Continue

Create Requisition – Pipeline (Register) Requisition

Create Job Requisition

Save and Close Submit Cancel

5 Details Edit

6 Posting Description Edit

7 Offer Info Edit

8 Attachments Edit

9 Configuration

*Candidate Selection Process
Merit - DC_MERIT_REGISTER2

Allow Candidates to Apply When Not Posted
Yes

*External Application Flow
DC Application Flow - DC_APPL_FLOW

Automatically Fill Requisition
No

Continue

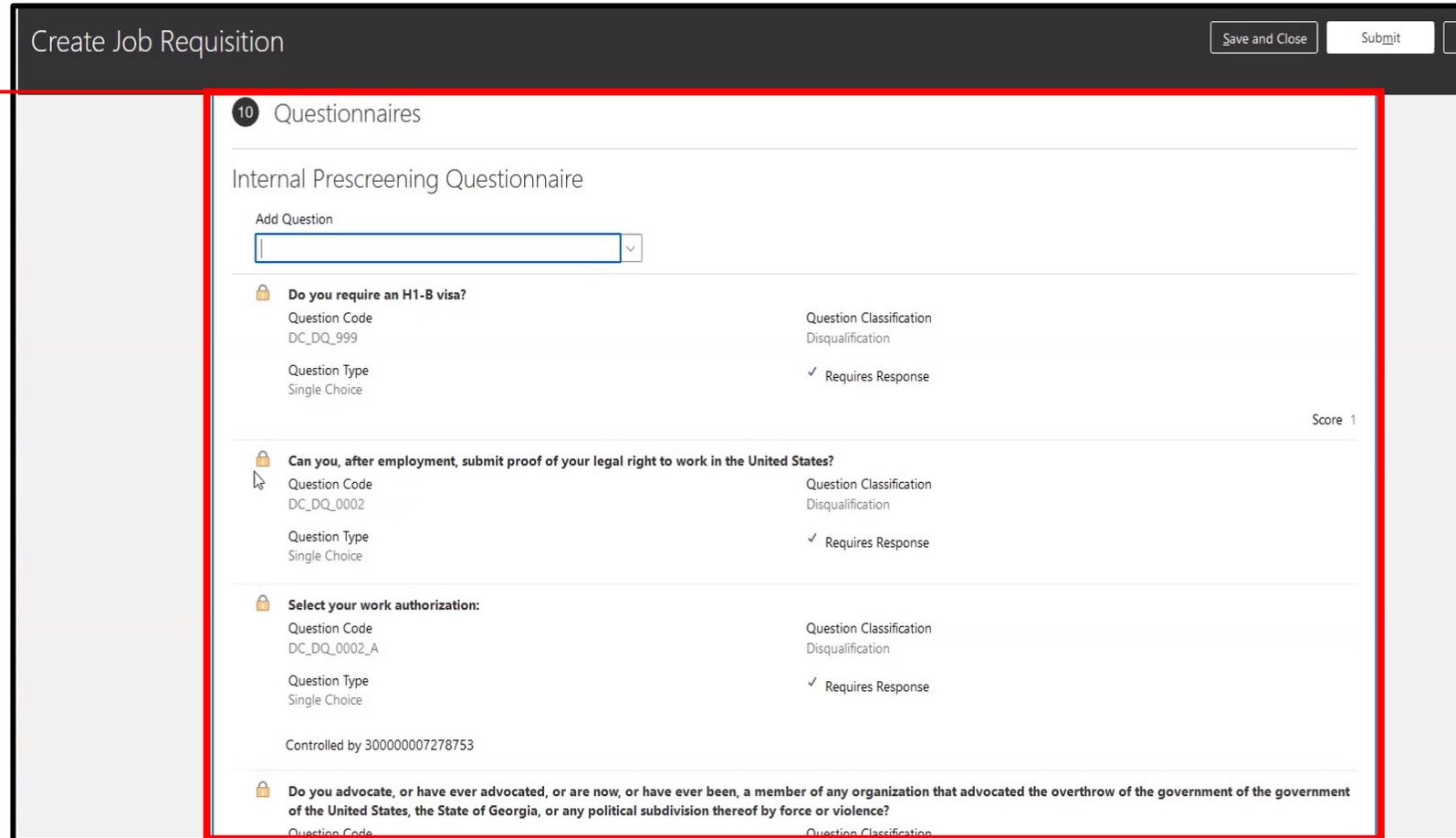
14

Review the remaining fields in the Configuration section. Select the Continue button to move to the next section

Create Requisition – Pipeline (Register) Requisition

15

The Questionnaire section is only available to Recruiter/Generalists. The Disqualification Questions will be displayed as well as Prescreening Questions that can be setup as required



! The Disqualification questions can't be added or removed and are on all Requisitions. The Disqualification questions are marked with the Lock Icon. The Prescreening Questions can be added or removed

Create Requisition – Pipeline (Register) Requisition

Create Job Requisition

Save and Close **Submit** Cancel

DC_PSQ_US_CITIZEN Prescreening Question Added by User

Question Type Single Choice Requires Response Score 1
Maximum Possible Score 4

External Prescreening Questionnaire

Add Question

Do you require an H1-B visa?

Question Code DC_DQ_999 Question Classification Disqualification
Question Type Single Choice Requires Response Score 1

Can you, after employment, submit proof of your legal right to work in the United States?

Question Code DC_DQ_0002 Question Classification Disqualification
Question Type Single Choice Requires Response

Select your work authorization:

Question Code DC_DQ_0002_A Question Classification Disqualification
Question Type Single Choice Requires Response

Controlled by 300000007278753

17

Click Submit when finished

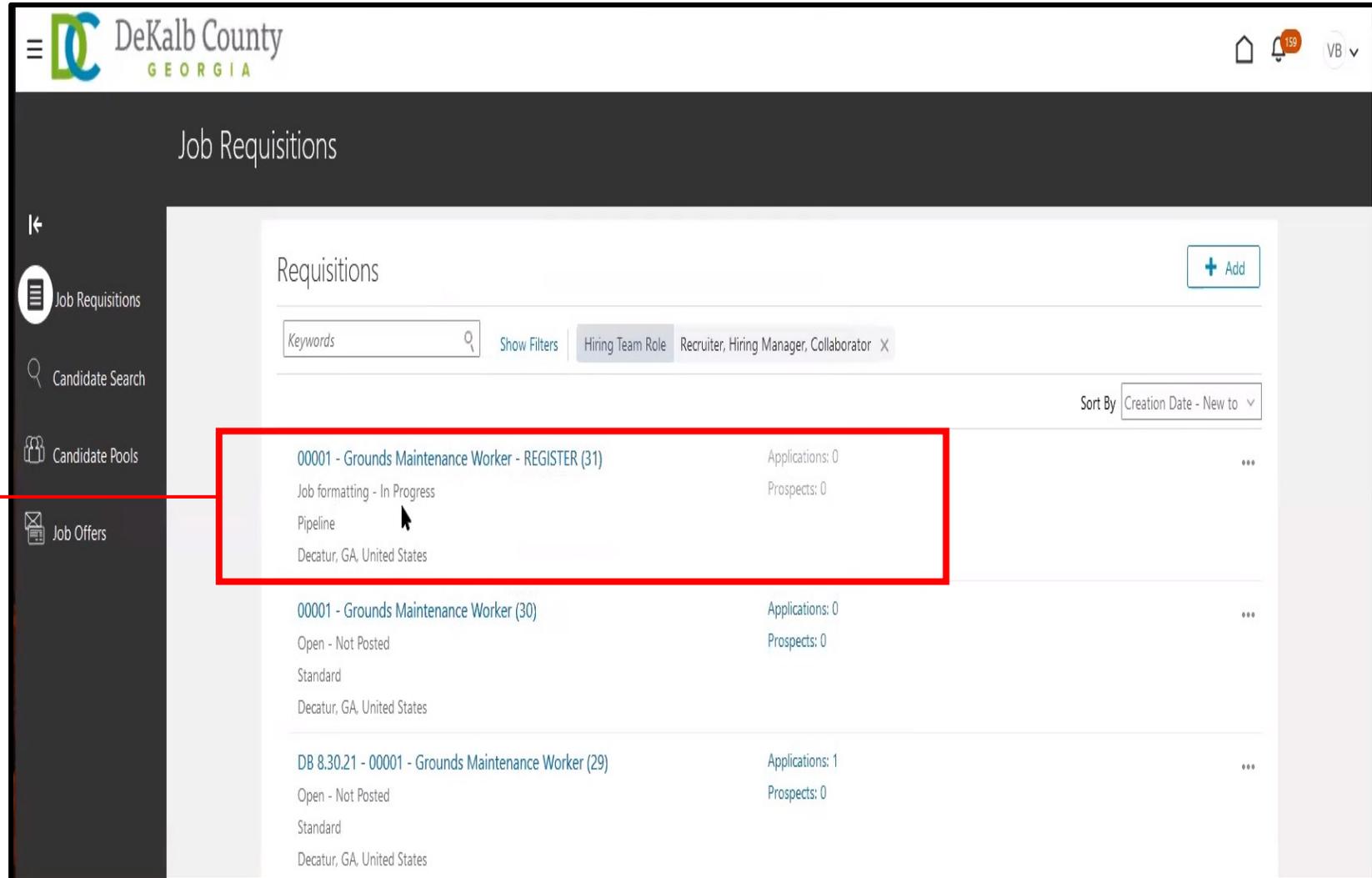
16

There are Internal and External Prescreening questions. If the question is applicable to Internal and External, it needs to be added to both

Create Requisition – Pipeline (Register) Requisition

19

Select the In Progress Requisition



DeKalb County
GEORGIA

Job Requisitions

Requisitions + Add

Keywords Show Filters Hiring Team Role Recruiter, Hiring Manager, Collaborator X

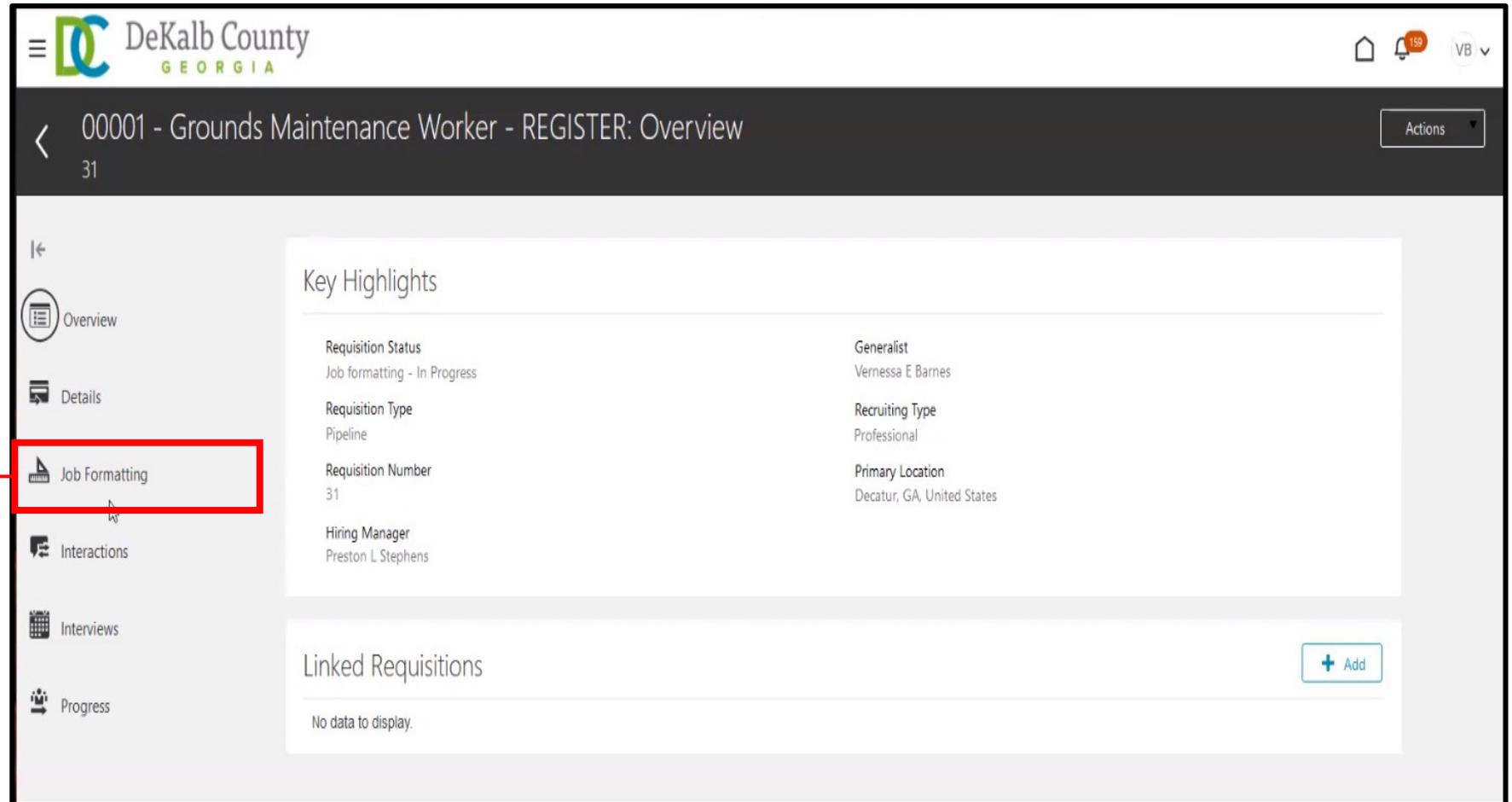
Sort By Creation Date - New to

00001 - Grounds Maintenance Worker - REGISTER (31)	Applications: 0	...
Job formatting - In Progress	Prospects: 0	
Pipeline		
Decatur, GA, United States		
00001 - Grounds Maintenance Worker (30)	Applications: 0	...
Open - Not Posted	Prospects: 0	
Standard		
Decatur, GA, United States		
DB 8.30.21 - 00001 - Grounds Maintenance Worker (29)	Applications: 1	...
Open - Not Posted	Prospects: 0	
Standard		
Decatur, GA, United States		

Create Requisition – Pipeline (Register) Requisition

20

Select the Job Formatting tab on the left-hand side



The screenshot displays the DeKalb County Georgia HR system interface. The top navigation bar includes the DeKalb County logo, a home icon, a notification bell with '159' alerts, and a user profile icon 'VB'. The main header shows a breadcrumb trail: '< 00001 - Grounds Maintenance Worker - REGISTER: Overview' and an 'Actions' dropdown menu. The left-hand navigation menu contains several tabs: Overview, Details, Job Formatting (highlighted with a red box), Interactions, Interviews, and Progress. The main content area is titled 'Key Highlights' and contains a table of requisition details:

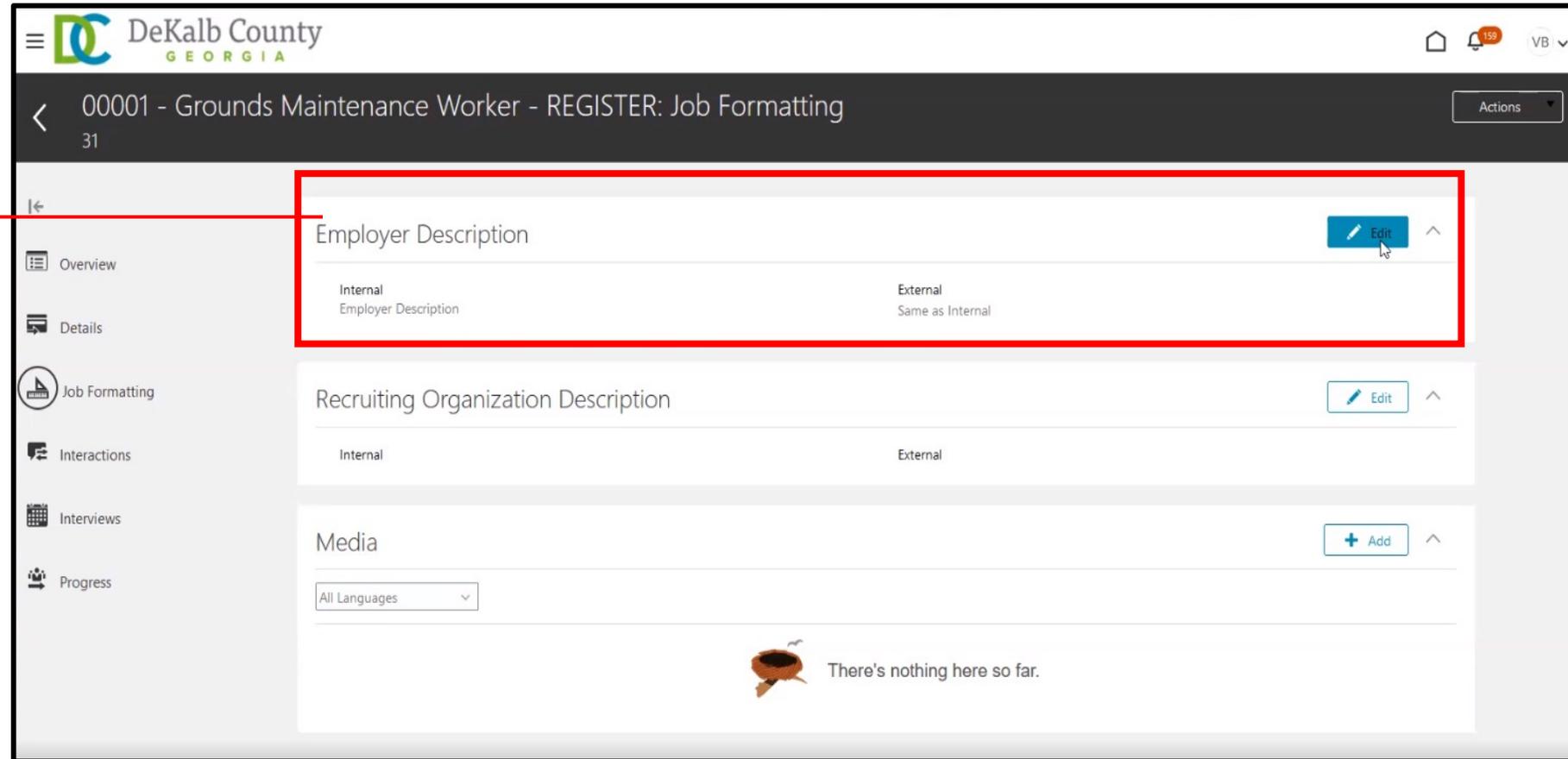
Property	Value
Requisition Status	Generalist
Job formatting - In Progress	Vernessa E Barnes
Requisition Type	Recruiting Type
Pipeline	Professional
Requisition Number	Primary Location
31	Decatur, GA, United States
Hiring Manager	
Preston L Stephens	

Below the key highlights is a 'Linked Requisitions' section with a '+ Add' button and the text 'No data to display.'

Create Requisition – Pipeline (Register) Requisition

21

Select the **Edit** button on the **Employer Description** and select the **Internal Employer Description** from the drop-down list. Check the **Same as Internal** check box to duplicate the description for External or create a separate description. Select the **Save** button

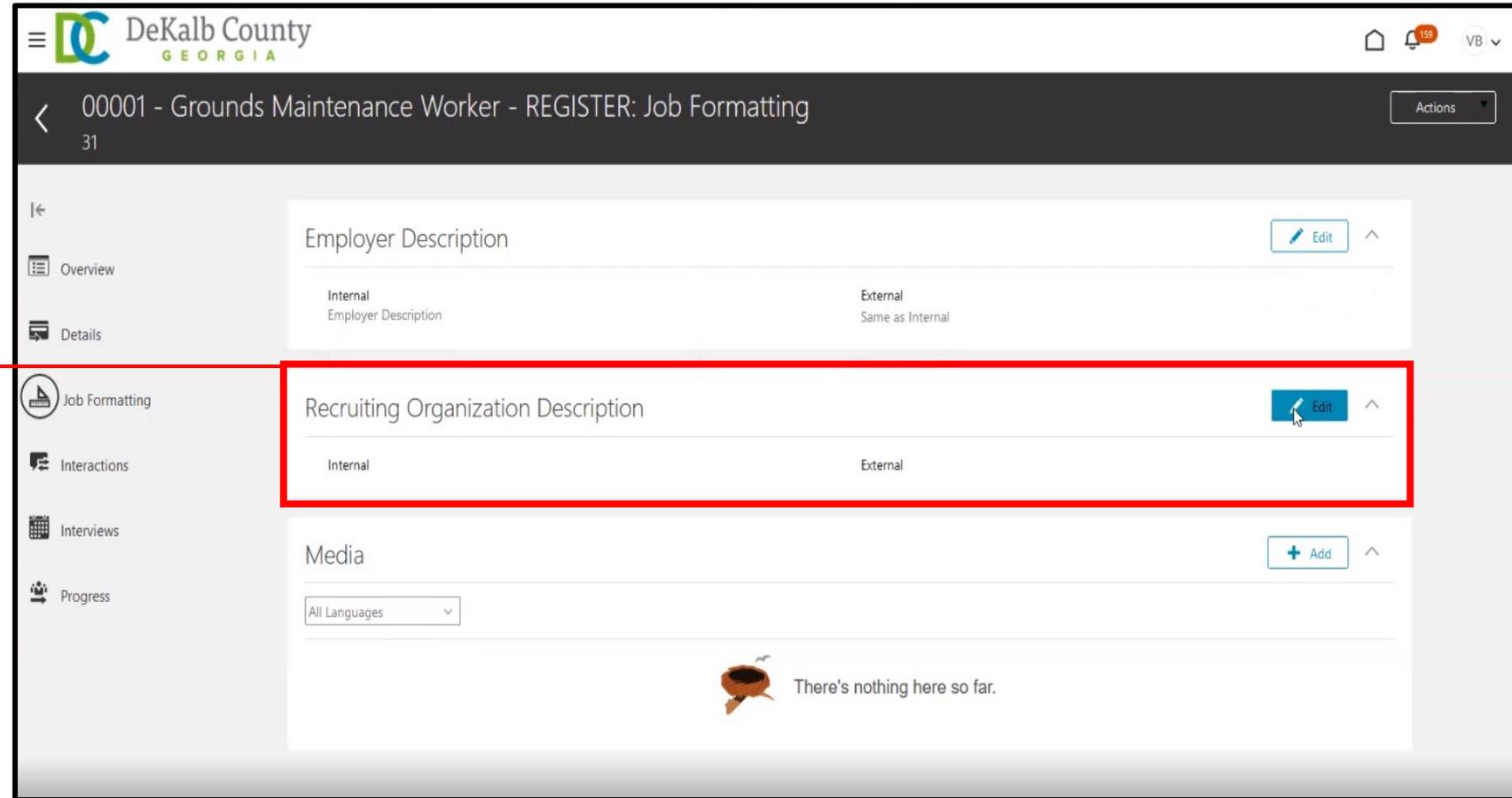


The screenshot displays the DeKalb County Georgia HR system interface. The top navigation bar includes the DeKalb County logo and the text 'DeKalb County GEORGIA'. The main header shows the breadcrumb '00001 - Grounds Maintenance Worker - REGISTER: Job Formatting' with a back arrow and an 'Actions' dropdown menu. A sidebar on the left contains navigation options: Overview, Details, Job Formatting (selected), Interactions, Interviews, and Progress. The main content area is divided into sections: 'Employer Description' (highlighted with a red box), 'Recruiting Organization Description', and 'Media'. The 'Employer Description' section has a table with columns for 'Internal' and 'External' descriptions, and an 'Edit' button. The 'Recruiting Organization Description' section has a table with columns for 'Internal' and 'External' descriptions, and an 'Edit' button. The 'Media' section has a '+ Add' button and a dropdown menu for 'All Languages'. A message at the bottom says 'There's nothing here so far.' with a coffee cup icon.

Create Requisition – Pipeline (Register) Requisition

22

Select the **Edit** button in the **Recruiting Organization** section and select the **Internal** organization from the drop-down list. Check the **Same as Internal** check box to duplicate the description for External or create a separate description. Select the **Save** button



The screenshot displays the DeKalb County Georgia job requisition system interface. The page title is "00001 - Grounds Maintenance Worker - REGISTER: Job Formatting". The left sidebar contains navigation options: Overview, Details, Job Formatting (selected), Interactions, Interviews, and Progress. The main content area is divided into sections: "Employer Description" with an "Edit" button, "Recruiting Organization Description" with an "Edit" button (highlighted by a red box), and "Media" with an "Add" button. The "Recruiting Organization Description" section shows a table with columns for "Internal" and "External" descriptions. Below the table, there is a "Media" section with a dropdown menu set to "All Languages" and a message "There's nothing here so far." with a magnifying glass icon.

Analyze and Create Requisition – Pipeline (Register) Requisition Knowledge Check



Disqualification Questions can be added or removed. True or False?

A. True

B. False



Analyze and Create Requisition – Pipeline (Register) Requisition Knowledge Check



Disqualification Questions can be added or removed. True or False?

A. True

B. False



The correct answer is B. Disqualification Questions are on all Requisitions and cannot be added or removed

Recruiting Lifecycle Management Course Exercises:

Please complete the following exercises:

Assignment:

- Update a Hiring Requisition
- Create a Register Requisition

Recruiting Lifecycle Management

Lesson 3: Posting Job

Lesson Objective:

Upon the completion of the Posting Job lesson, you will be able to:

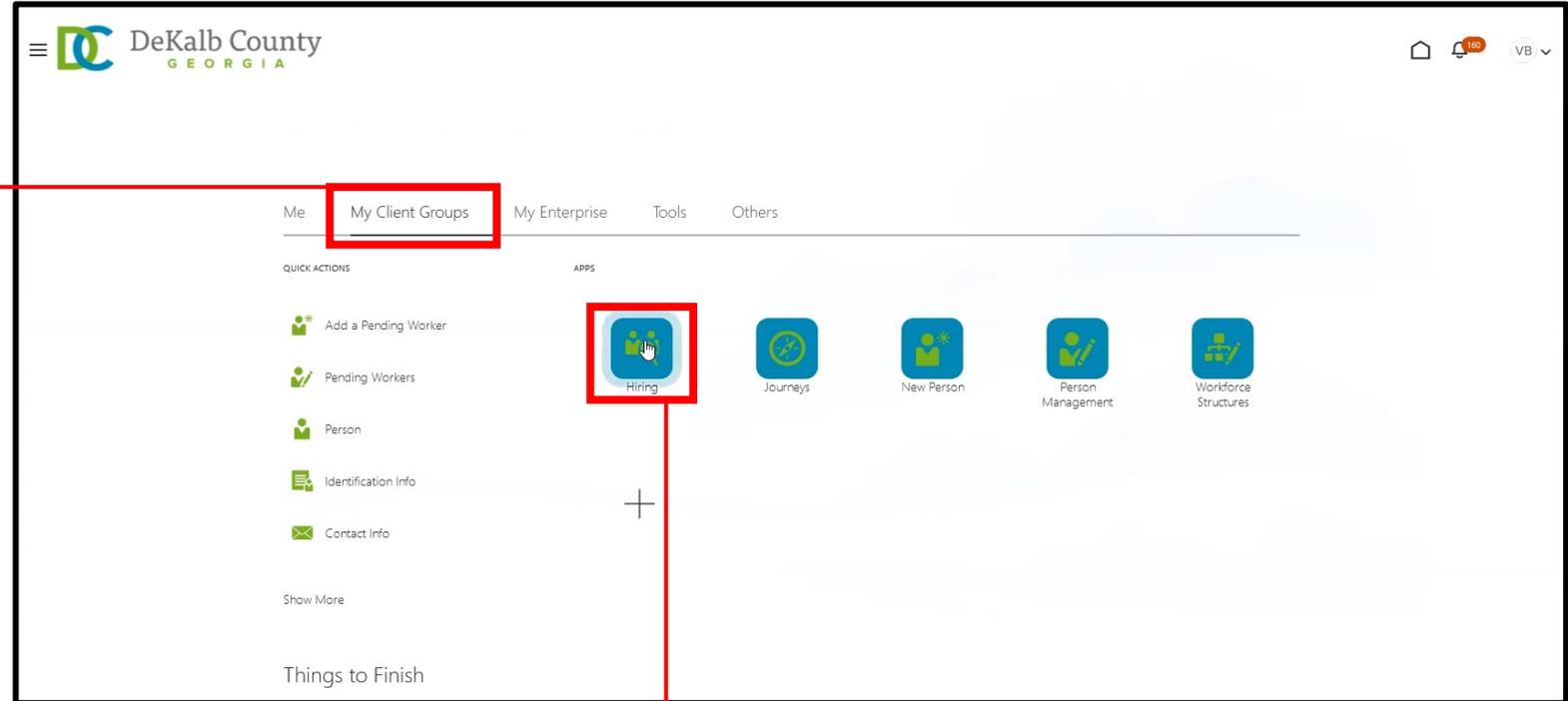
Objectives

- Create a Job posting on Internal and External Career sites

Posting Job

1

The Recruiter/Generalist will select the My Client Groups tab



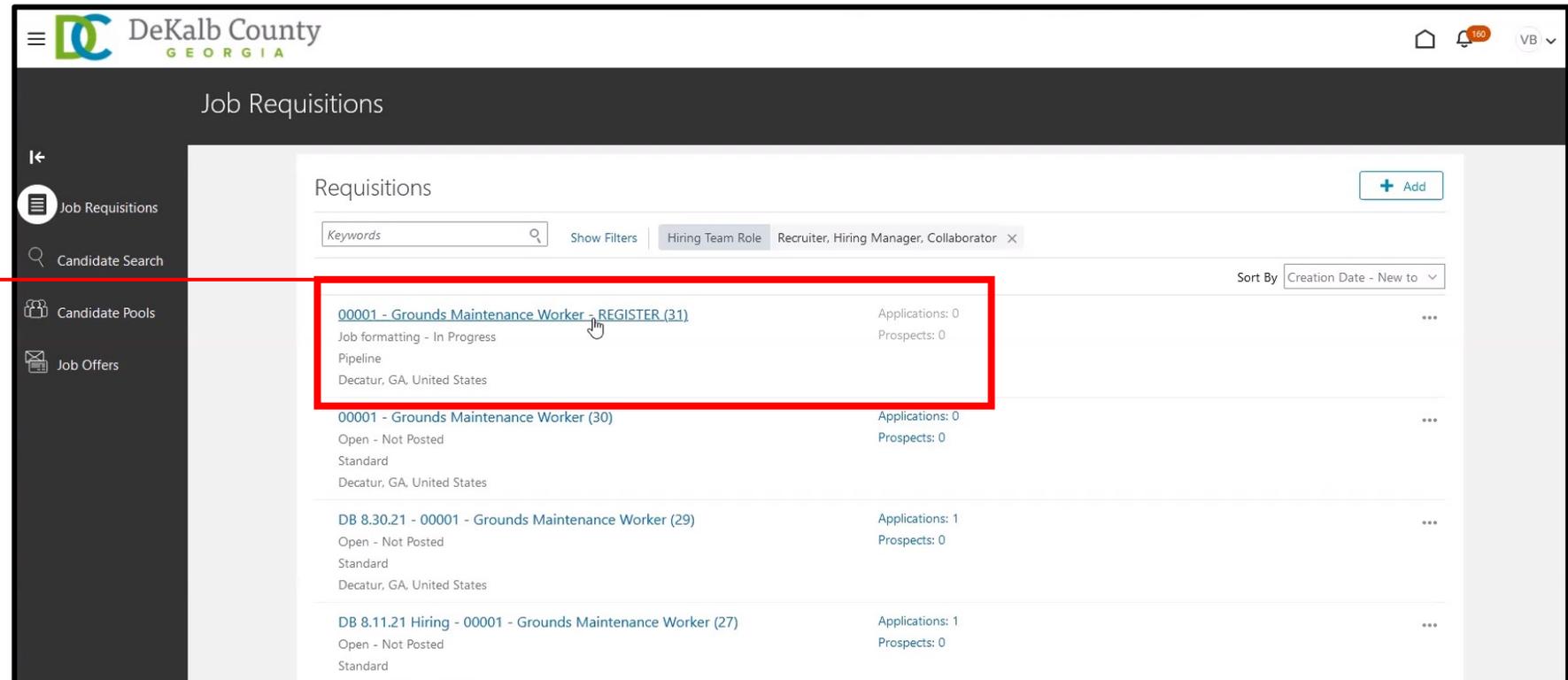
2

Select the Hiring tile

Posting Job

3

Select the Requisition that was created



DeKalb County
GEORGIA

Job Requisitions

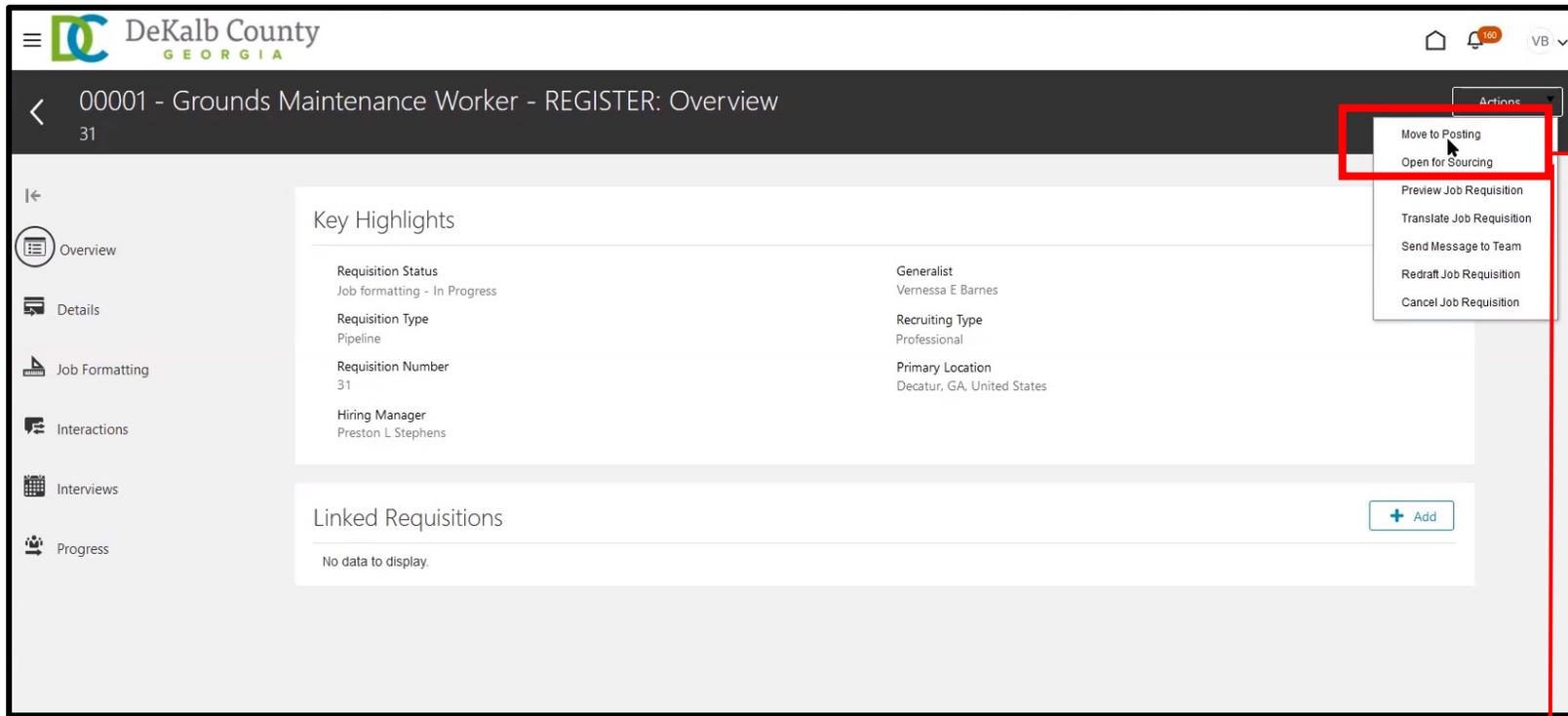
Requisitions + Add

Keywords Show Filters Hiring Team Role Recruiter, Hiring Manager, Collaborator X

Sort By Creation Date - New to

00001 - Grounds Maintenance Worker - REGISTER (31)	Applications: 0 Prospects: 0	...
Job formatting - In Progress Pipeline Decatur, GA, United States		
00001 - Grounds Maintenance Worker (30)	Applications: 0 Prospects: 0	...
Open - Not Posted Standard Decatur, GA, United States		
DB 8.30.21 - 00001 - Grounds Maintenance Worker (29)	Applications: 1 Prospects: 0	...
Open - Not Posted Standard Decatur, GA, United States		
DB 8.11.21 Hiring - 00001 - Grounds Maintenance Worker (27)	Applications: 1 Prospects: 0	...
Open - Not Posted Standard		

Posting Job



The screenshot shows the '00001 - Grounds Maintenance Worker - REGISTER: Overview' page. The 'Key Highlights' section contains the following information:

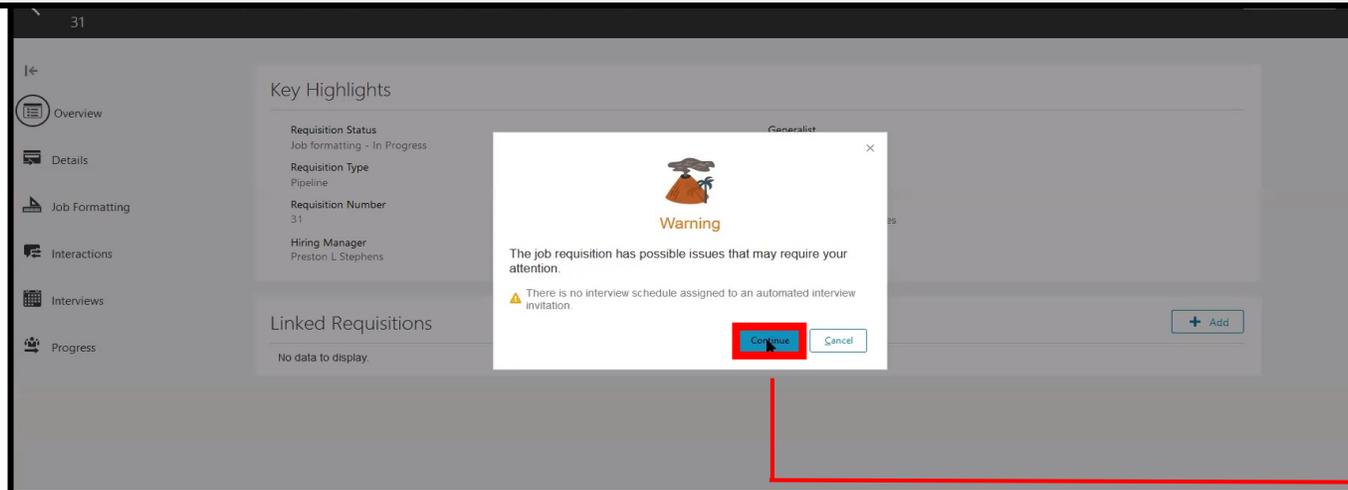
Requisition Status Job formatting - In Progress	Generalist Vernessa E Barnes
Requisition Type Pipeline	Recruiting Type Professional
Requisition Number 31	Primary Location Decatur, GA, United States
Hiring Manager Preston L Stephens	

The 'Actions' menu is open, showing the following options:

- Move to Posting
- Open for Sourcing
- Preview Job Requisition
- Translate Job Requisition
- Send Message to Team
- Redraft Job Requisition
- Cancel Job Requisition



Select the **Actions** drop-down list and select **Move to Posting**. A pop-up window will appear asking the Recruiter/Generalist to schedule an interview, but the interview can be scheduled after posting the Requisition. Select the **Continue** button



The screenshot shows the same overview page as above, but with a warning pop-up dialog box in the foreground. The dialog box contains the following text:

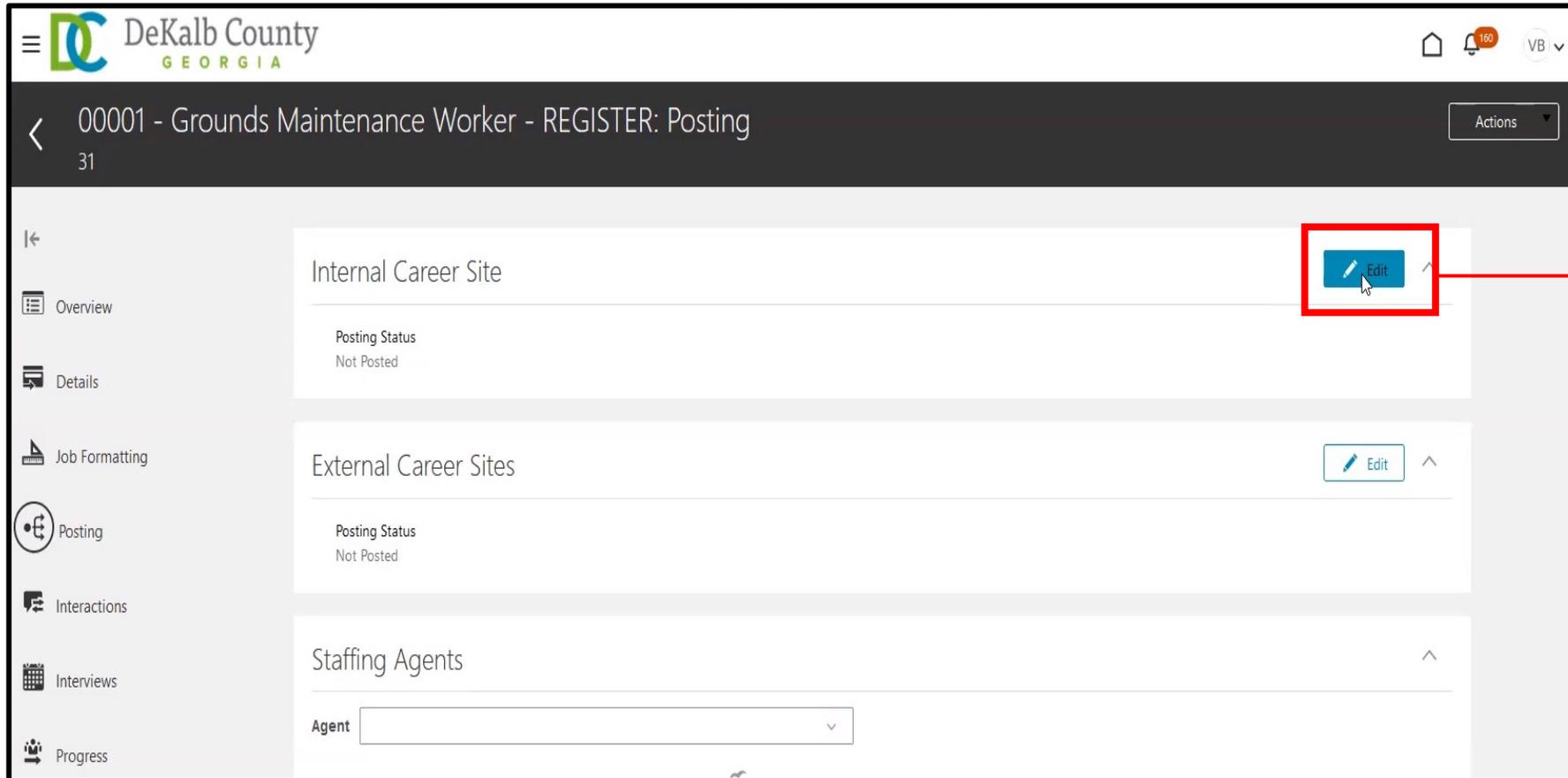
Warning

The job requisition has possible issues that may require your attention.

⚠ There is no interview schedule assigned to an automated interview invitation.

Continue **Cancel**

Posting Job



DeKalb County
GEORGIA

00001 - Grounds Maintenance Worker - REGISTER: Posting
31

Internal Career Site

Posting Status
Not Posted

External Career Sites

Posting Status
Not Posted

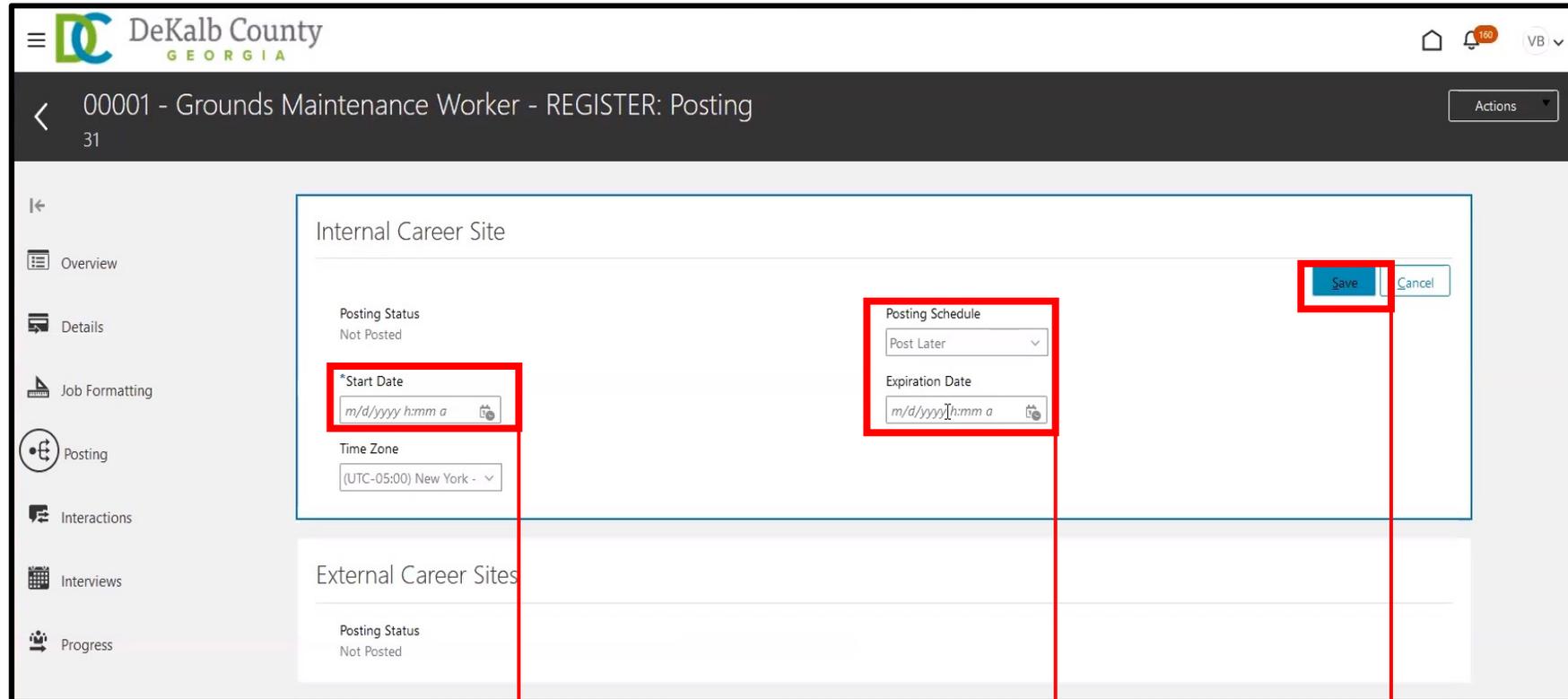
Staffing Agents

Agent

5

Select the **Edit** button to post the job on the Internal Career Site

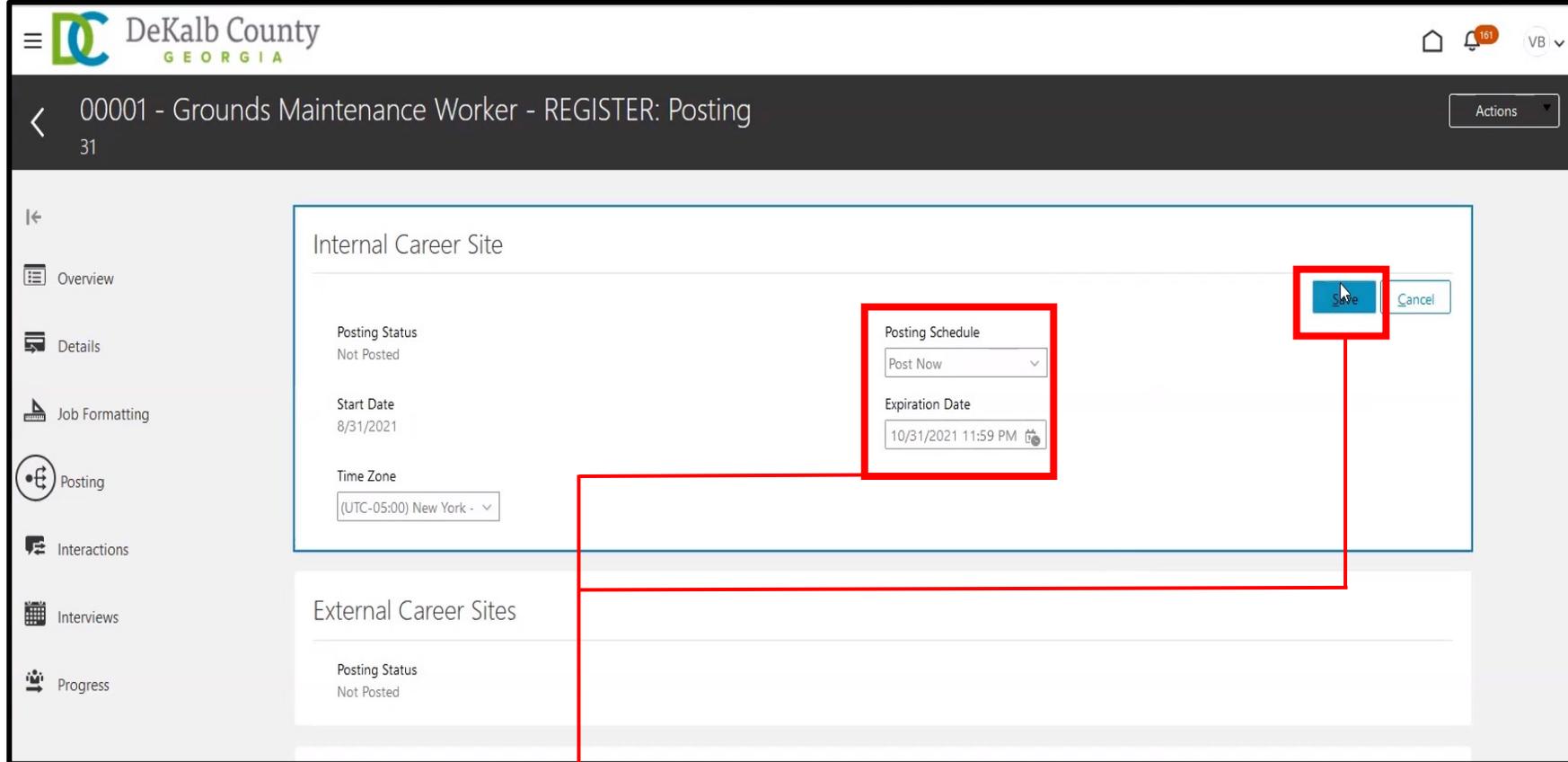
Posting Job



6

If the Recruiter/Generalist requests to post the Job on a later date, select **Post Later** from the **Posting Schedule** drop-down list. Enter the appropriate **Start Date** and **Expiration Date**. Select the **Save** button

Posting Job



DeKalb County
GEORGIA

00001 - Grounds Maintenance Worker - REGISTER: Posting
31

Internal Career Site

Posting Status
Not Posted

Start Date
8/31/2021

Time Zone
(UTC-05:00) New York -

Posting Schedule
Post Now

Expiration Date
10/31/2021 11:59 PM

External Career Sites

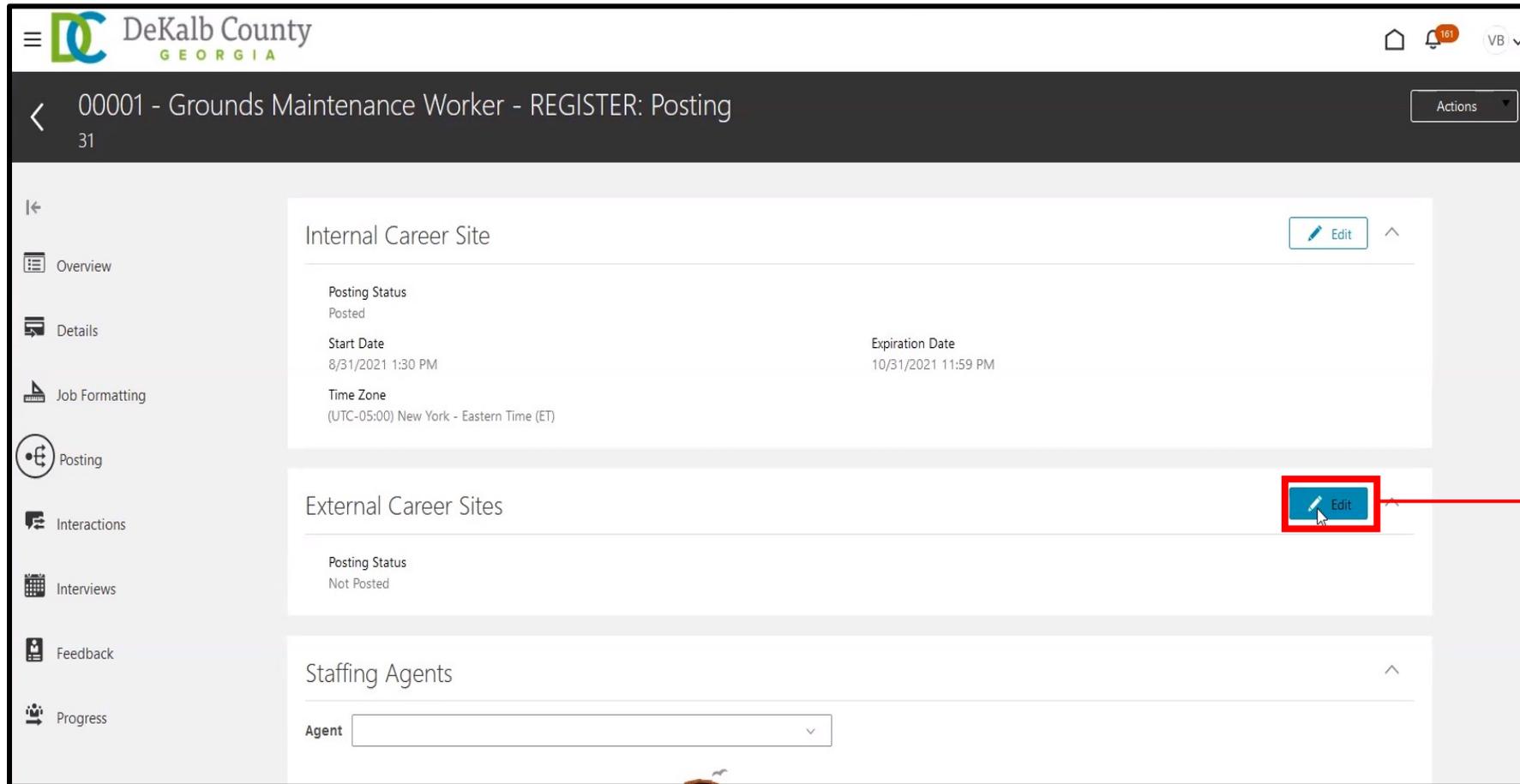
Posting Status
Not Posted

! Time Zone should be defaulted to the recruiter's Time Zone

7

If the Recruiter/Generalist requests to post the Job after creating it, they will select **Post Now** from the **Posting Schedule** drop-down. Enter an **Expiration Date** and adjust **Time Zone** if necessary. Select the **Save** button

Posting Job

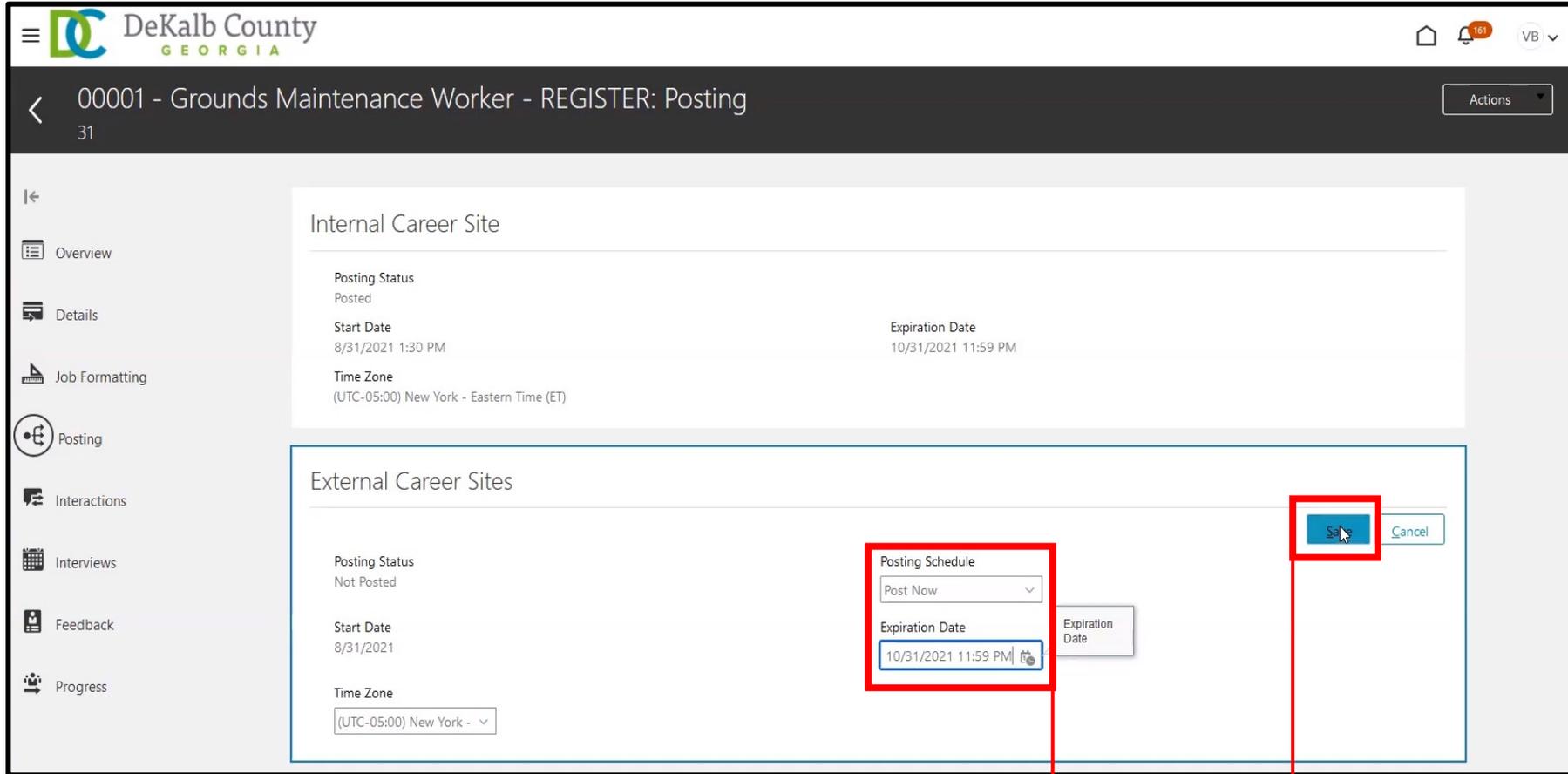


The screenshot shows the DeKalb County job posting interface. At the top, the DeKalb County logo and name are visible. The main header displays the job title "00001 - Grounds Maintenance Worker - REGISTER: Posting" and the number "31". A navigation menu on the left includes options like Overview, Details, Job Formatting, Posting, Interactions, Interviews, Feedback, and Progress. The main content area is divided into three sections: "Internal Career Site", "External Career Sites", and "Staffing Agents". The "Internal Career Site" section shows a "Posting Status" of "Posted", a "Start Date" of "8/31/2021 1:30 PM", an "Expiration Date" of "10/31/2021 11:59 PM", and a "Time Zone" of "(UTC-05:00) New York - Eastern Time (ET)". The "External Career Sites" section shows a "Posting Status" of "Not Posted". The "Staffing Agents" section has a dropdown menu for "Agent". A red box highlights the "Edit" button in the "External Career Sites" section, with a red line pointing to a callout box.



Select the **Edit** button to post the job on the External Career Site

Posting Job



DeKalb County
GEORGIA

00001 - Grounds Maintenance Worker - REGISTER: Posting
31

Internal Career Site

Posting Status
Posted

Start Date
8/31/2021 1:30 PM

Expiration Date
10/31/2021 11:59 PM

Time Zone
(UTC-05:00) New York - Eastern Time (ET)

External Career Sites

Posting Status
Not Posted

Start Date
8/31/2021

Time Zone
(UTC-05:00) New York -

Posting Schedule
Post Now

Expiration Date
10/31/2021 11:59 PM

Expiration Date

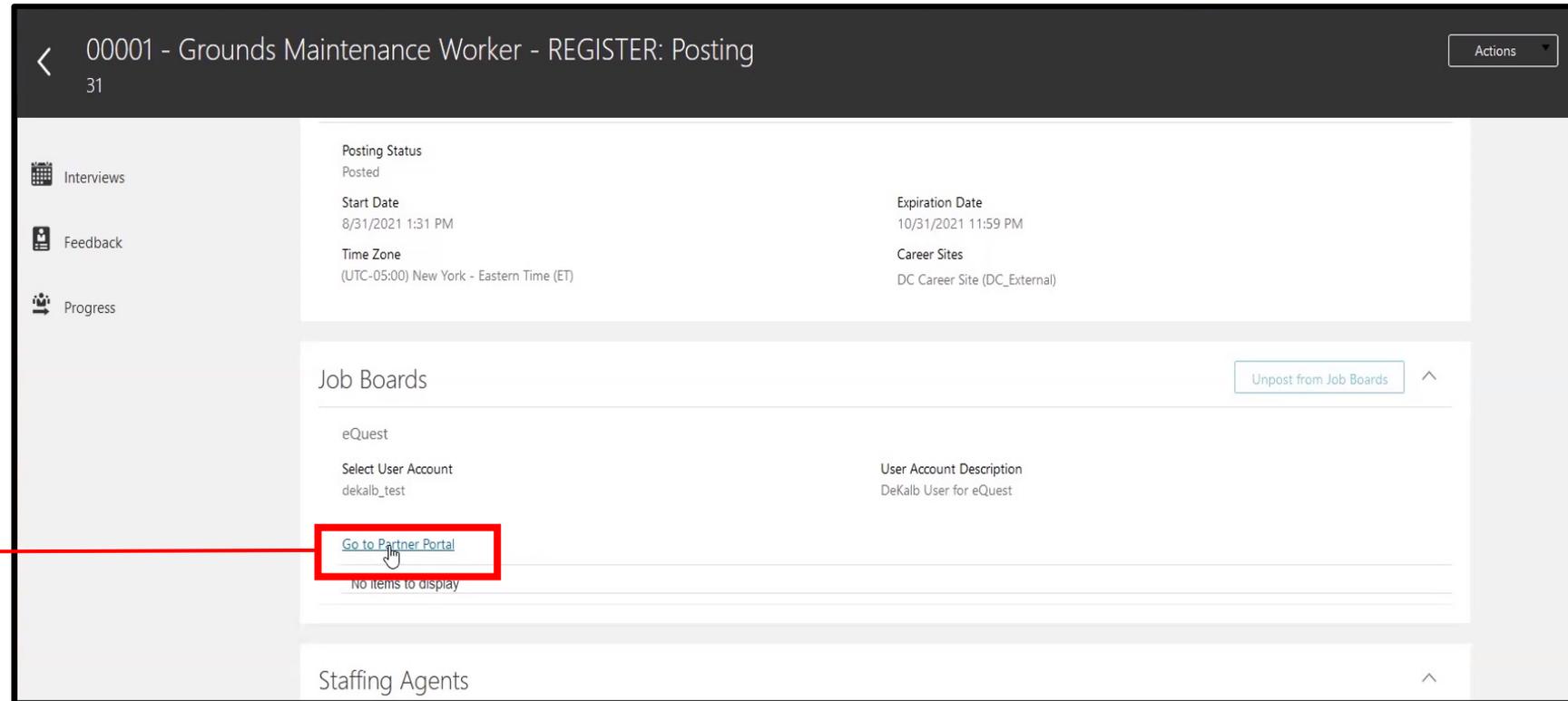
Save Cancel

To remove a job posting, select **Do Not Post** in the **Posting Schedule** field

9

In the **Posting Schedule** field, select **Post Now**. Enter the appropriate **Expiration Date** and adjust **Time Zone**, if necessary. Select the **Save** button

Posting Job



The screenshot shows a job posting page with the following details:

- Posting Status:** Posted
- Start Date:** 8/31/2021 1:31 PM
- Expiration Date:** 10/31/2021 11:59 PM
- Time Zone:** (UTC-05:00) New York - Eastern Time (ET)
- Career Sites:** DC Career Site (DC_External)

The **Job Boards** section includes a table with the following information:

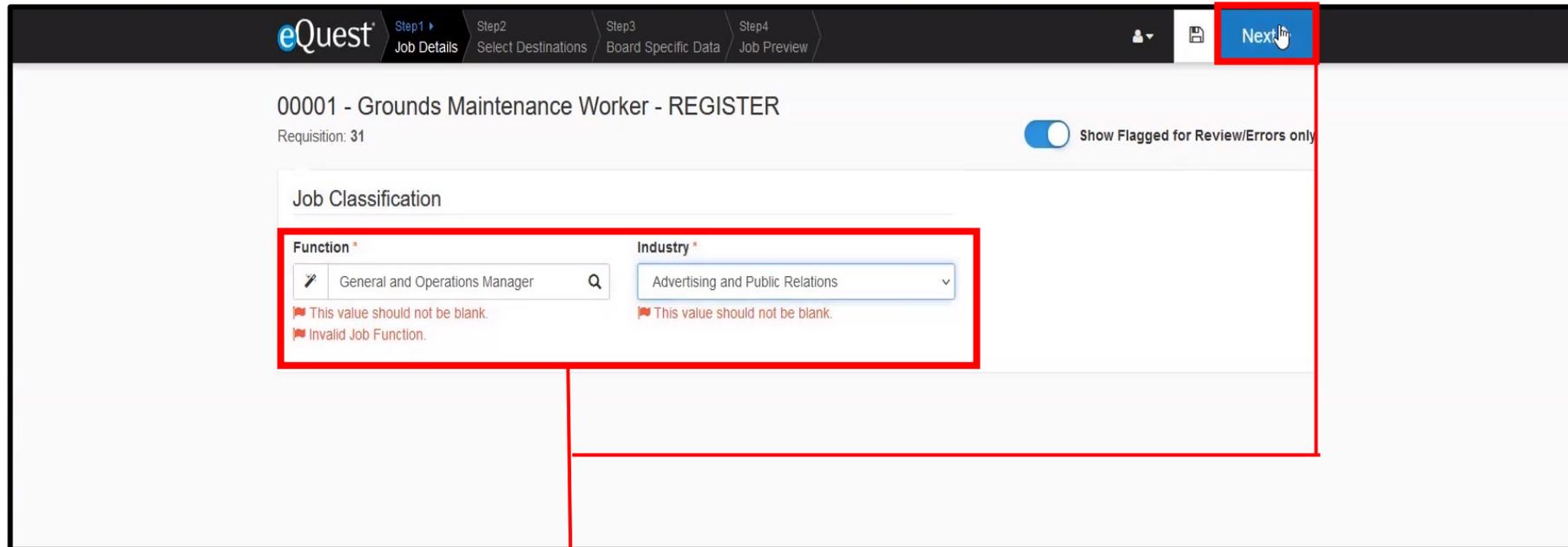
Select User Account	User Account Description
dekalb_test	DeKalb User for eQuest

A red box highlights the [Go to Partner Portal](#) link in the Job Boards section. A red line connects this link to a blue circle containing the number 10.

10

To post to Job Boards, select the **Go to Partner Portal** link under **Job Boards** to be directed to the eQuest site

Posting Job



eQuest Step 1 Job Details Step 2 Select Destinations Step 3 Board Specific Data Step 4 Job Preview

00001 - Grounds Maintenance Worker - REGISTER
Requisition: 31

Show Flagged for Review/Errors only

Job Classification

Function *
General and Operations Manager
This value should not be blank.
Invalid Job Function.

Industry *
Advertising and Public Relations
This value should not be blank.

Next

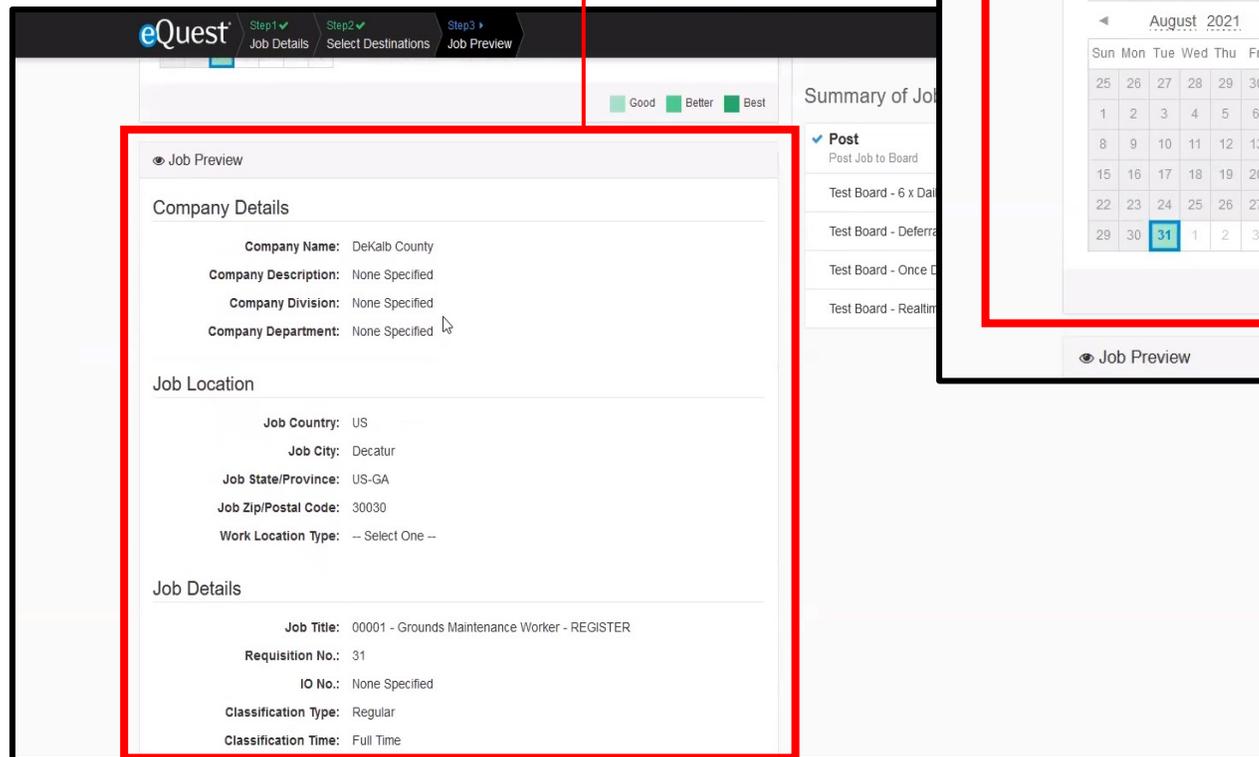
11

On the eQuest page, in the **Job Classification** section, select the appropriate **Function** and **Industry** from the drop-down list. Select the **Next** button

Posting Job/Position

12

Review the dates the jobs will be posted on each of the Job Boards. Scroll down to review the Company Details, Job Location, and Job Details sections



Company Details

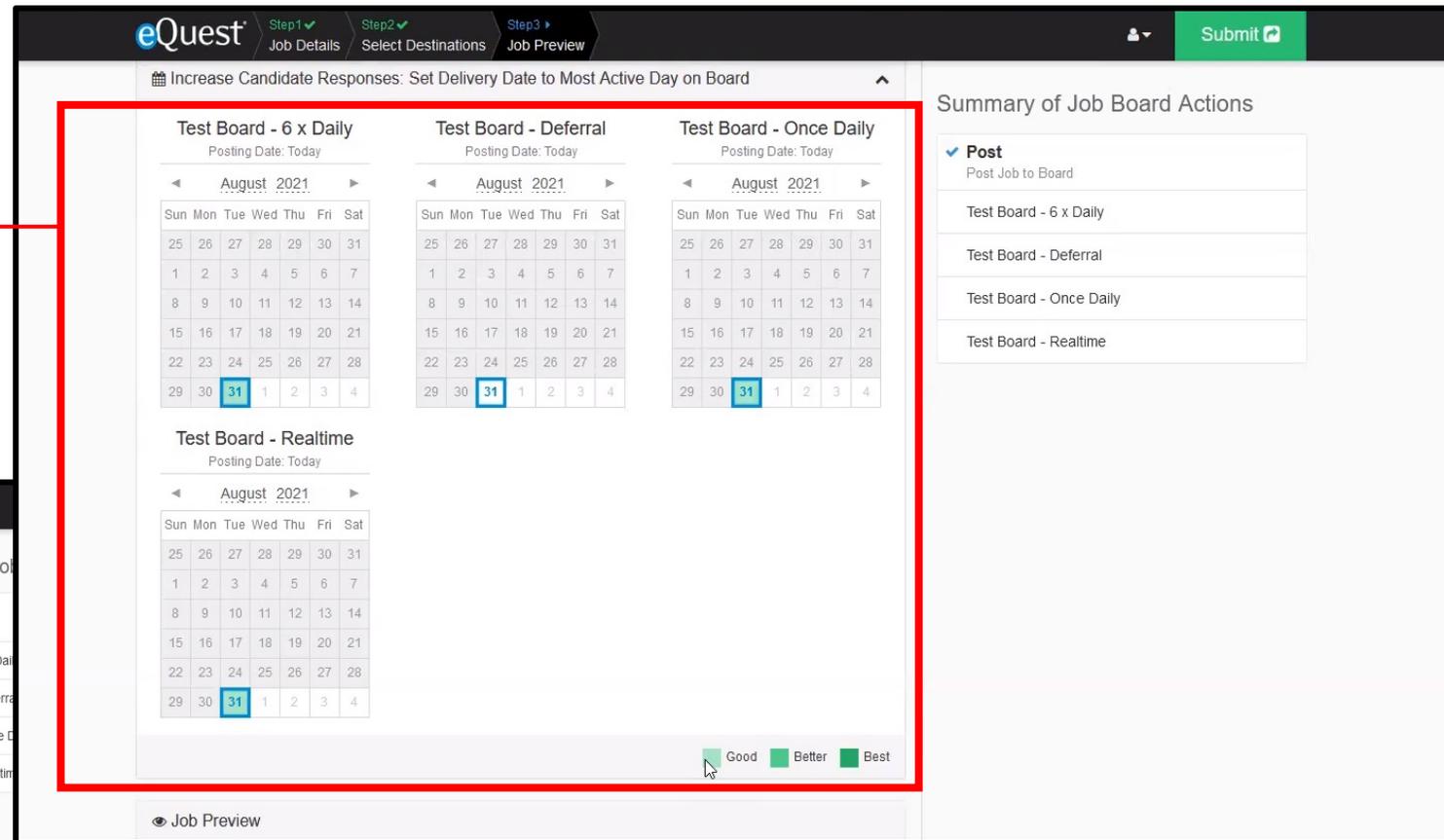
- Company Name: DeKalb County
- Company Description: None Specified
- Company Division: None Specified
- Company Department: None Specified

Job Location

- Job Country: US
- Job City: Decatur
- Job State/Province: US-GA
- Job Zip/Postal Code: 30030
- Work Location Type: -- Select One --

Job Details

- Job Title: 00001 - Grounds Maintenance Worker - REGISTER
- Requisition No.: 31
- IO No.: None Specified
- Classification Type: Regular
- Classification Time: Full Time



Test Board - 6 x Daily
Posting Date: Today

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Test Board - Deferral
Posting Date: Today

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Test Board - Once Daily
Posting Date: Today

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Test Board - Realtime
Posting Date: Today

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Legend: Good Better Best

eQuest will provide recommendations when to post on the Job Boards using the legend under the calendars

Posting Job/Position

eQuest Step1 ✓ Job Details Step2 ✓ Select Destinations Step3 ▶ Job Preview Submit

Good Better Best

Job Preview

Company Details

Company Name: DeKalb County
Company Description: None Specified
Company Division: None Specified
Company Department: None Specified

Job Location

Job Country: US
Job City: Decatur
Job State/Province: US-GA
Job Zip/Postal Code: 30030
Work Location Type: -- Select One --

Job Details

Job Title: 00001 - Grounds Maintenance Worker - REGISTER
Requisition No.: 31
IO No.: None Specified
Classification Type: Regular
Classification Time: Full Time

13

Select the **Submit** button

Posting Job/Position Knowledge Check

Which option under the Posting Schedule drop-down list is chosen in order to remove a Job Posting?

A. Post Now

B. Do Not Post

C. Post Later

D. Take down Post



Posting Job/Position Knowledge Check

Which option under the Posting Schedule drop-down list is chosen in order to remove a Job Posting?

A. *Post Now*

B. *Do Not Post*

C. *Post Later*

D. *Take down Post*



The correct answer is B. Select Do Not Post to take down a Job Posting

Recruiting Lifecycle Management Course Exercises:

Please complete the following exercises:

Assignment:

- Post a Requisition

Recruiting Lifecycle Management

Lesson 4: Manage Talent Pool

Lesson Objective:

Upon the completion of the Manage Talent Pool lesson, you will be able to:

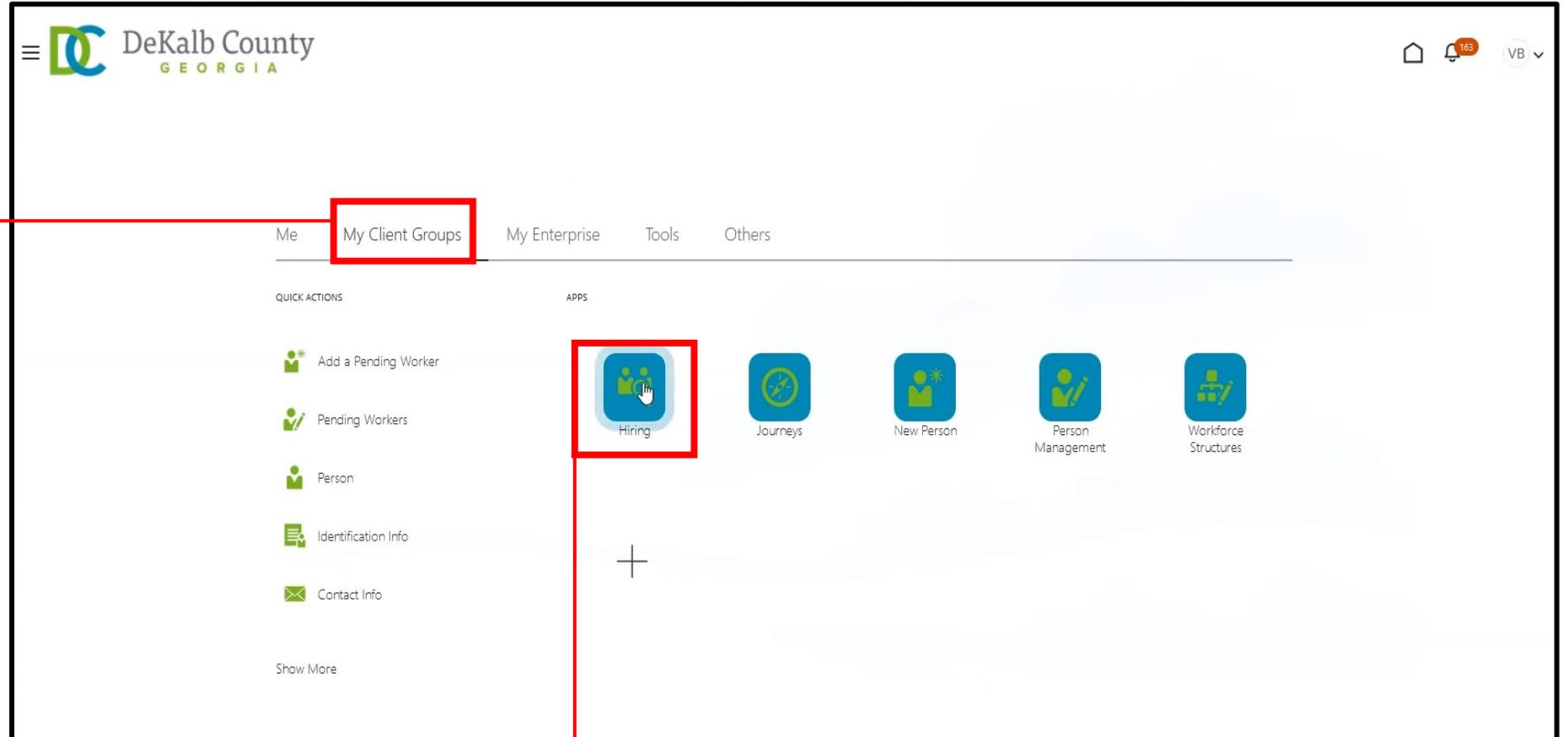
Objectives

- Move Candidates through the Candidate Selection Process

Manage Talent Pool

1

The Recruiter/Generalist will select the My Client Groups tab



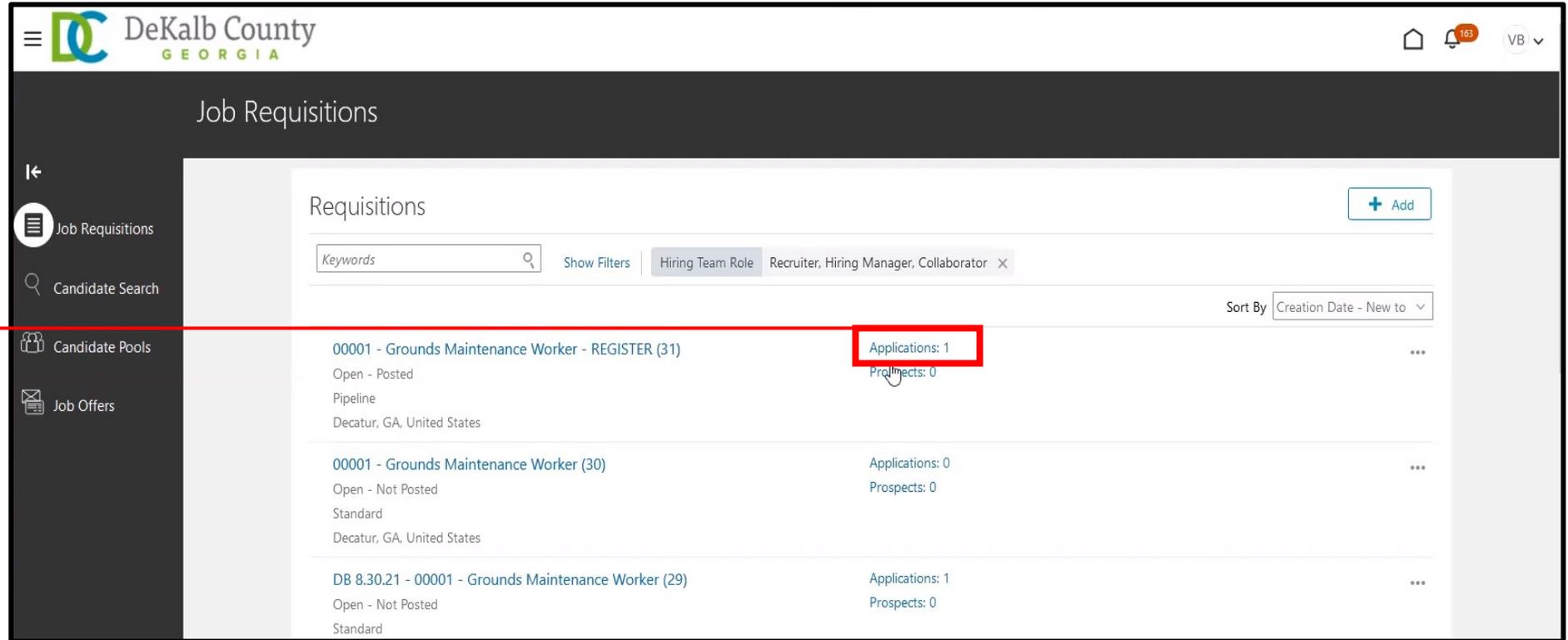
2

Select the Hiring tile

Manage Talent Pool

3

Select the Applications hyperlink



DeKalb County GEORGIA

Job Requisitions

Requisitions + Add

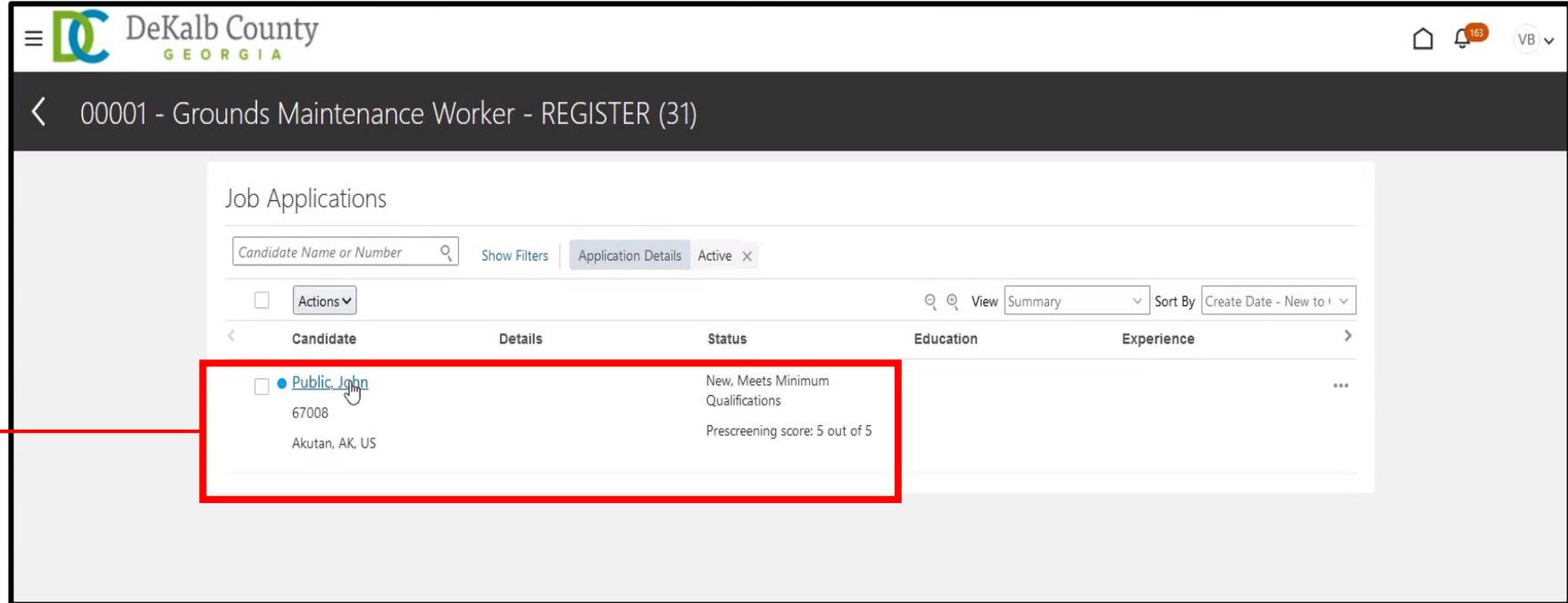
Keywords Show Filters Hiring Team Role Recruiter, Hiring Manager, Collaborator X

Sort By Creation Date - New to v

00001 - Grounds Maintenance Worker - REGISTER (31)	Applications: 1	Prospects: 0
00001 - Grounds Maintenance Worker (30)	Applications: 0	Prospects: 0
DB 8.30.21 - 00001 - Grounds Maintenance Worker (29)	Applications: 1	Prospects: 0

Applications link represents the number of active Applicants to a requisition

Manage Talent Pool



DeKalb County
GEORGIA

00001 - Grounds Maintenance Worker - REGISTER (31)

Job Applications

Candidate Name or Number Search Show Filters Application Details Active X

Actions View Summary Sort By Create Date - New to

Candidate	Details	Status	Education	Experience
<input type="checkbox"/> Public, John 67008 Akutan, AK, US		New, Meets Minimum Qualifications Prescreening score: 5 out of 5		

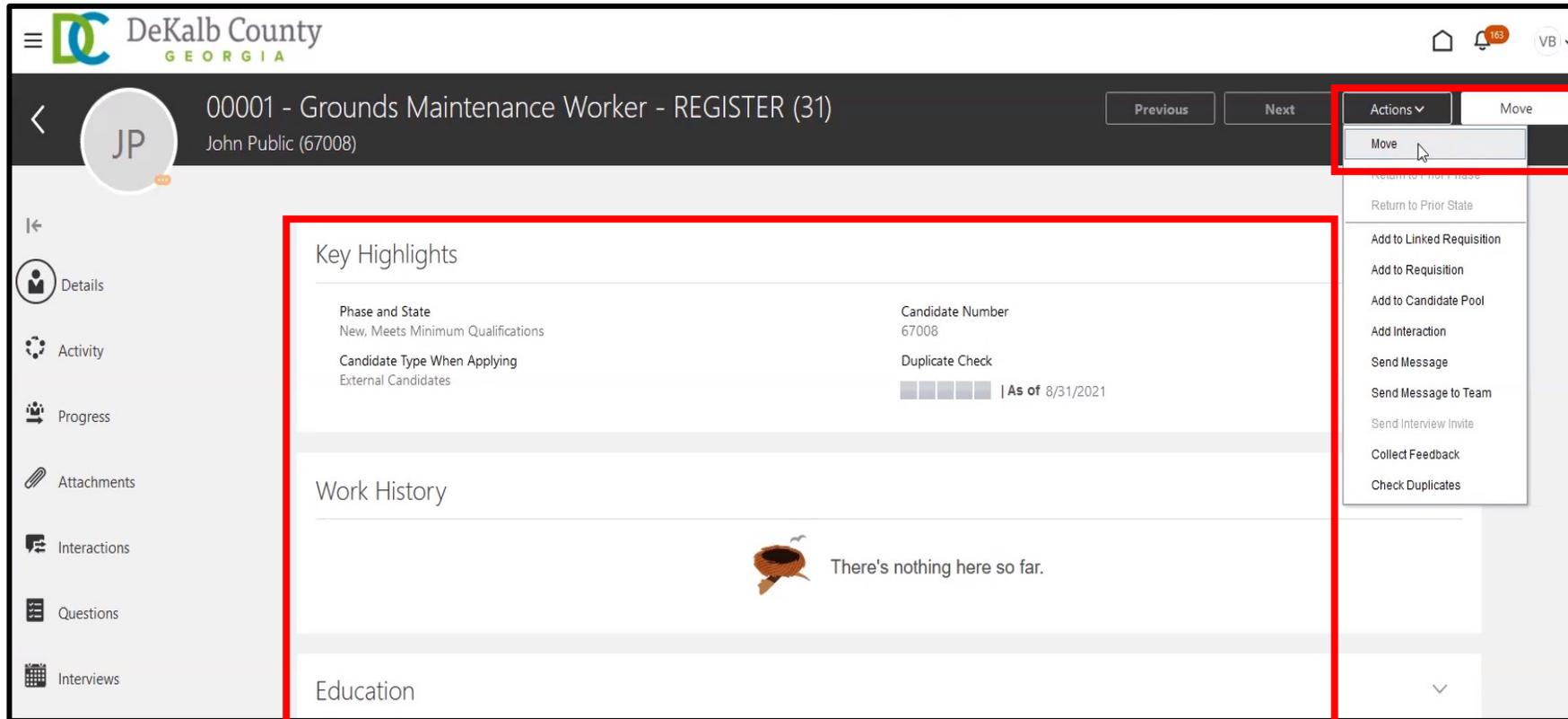
4

Select the **Candidate's Name** to view his/her details



The blue dot on the LEFT of the Candidate's Name means the application has not been viewed by the Recruiter/Generalist

Manage Talent Pool



DeKalb County
GEORGIA

00001 - Grounds Maintenance Worker - REGISTER (31)
John Public (67008)

Previous Next

Actions Move

Move

Return to Prior Phase

Return to Prior State

Add to Linked Requisition

Add to Requisition

Add to Candidate Pool

Add Interaction

Send Message

Send Message to Team

Send Interview Invite

Collect Feedback

Check Duplicates

Key Highlights

Phase and State
New, Meets Minimum Qualifications

Candidate Number
67008

Candidate Type When Applying
External Candidates

Duplicate Check
As of 8/31/2021

Work History

There's nothing here so far.

Education

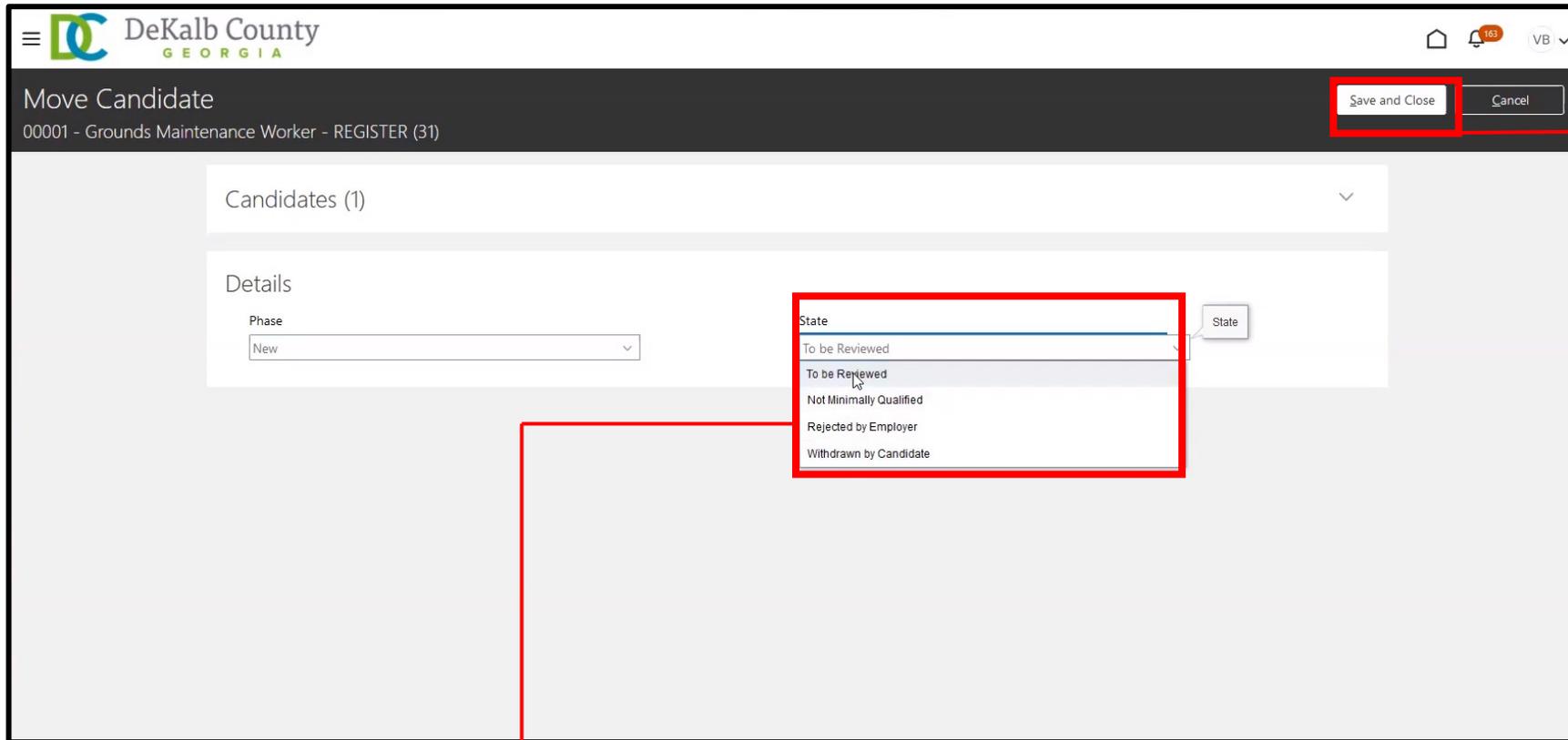
5

In this section, we can view the Candidate's information prior to moving them through the Hiring Process. To move the Candidate to the Hiring Process, select the **Actions** drop-down list to view the options. For this example, select **Move**



The Duplicate Check is automatic in the Candidate selection process, but can be invoked manually

Manage Talent Pool



DeKalb County
GEORGIA

Move Candidate
00001 - Grounds Maintenance Worker - REGISTER (31)

Candidates (1)

Details

Phase
New

State
To be Reviewed
Not Minimally Qualified
Rejected by Employer
Withdrawn by Candidate

Save and Close Cancel

7

Select the Save and Close button when done

6

On the Move Candidate page, users can select the different States for the Candidate. Select from **To be Reviewed**, **Not Minimally Qualified**, **Rejected by Employer**, or **Withdrawn by Candidate** from the State drop-down list

Manage Talent Pool

Candidate Selection Process (CSP) Merit Register												
Phase	New	Actions	Candidate Status	HM Review	Actions	Candidate Status	Interview	Actions	Candidate Status	Testing	Actions	Candidate Status
Requirement	Mandatory			Optional			Mandatory			Optional		
HM Access	Restricted			Unrestricted			Unrestricted			Unrestricted		
Entering Phase				Send HM Notification								
Leaving Phase												
State	To be Reviewed	Move Qualified FF, PreScreen to Not Min Qual FF	Under Consideration	HM Review in Process	Send Candidate Update HM Review Notification	Under Consideration	Interview	Send Candidate Update Interview Notification	Under Consideration	Testing in Process	Send Candidate Update Testing Notification	Under Consideration
	Meets Minimum Qualifications	Send Candidate Update New/Qualified Notification, Initiate Duplicate Check	Under Consideration	Schedule Interview		Under Consideration	Phone Screen	Send Phone Interview Invite	Under Consideration	Admin/Clerical Testing (Self Schedule)*	Send Admin/Clerical Invite	Under Consideration
	Not Minimally Qualified	Send Not Qual email	Under Consideration	Rejected by Employer	Send reject email	Not Retained	Interviews in Process		Under Consideration	Equipment Testing (Self Schedule)*	Send Equipment Invite	Under Consideration
	Rejected by Employer	Send reject email	Not Retained	Withdrawn by Candidate	Send withdrawal email	Withdrawn	Selected for Offer or Move to Testing		Under Consideration	Passed Testing - Selected for Offer		Under Consideration
	Withdrawn by Candidate	Send withdrawal email	Withdrawn				Rejected by Employer	Send reject email	Not Retained	Rejected by Employer	Send reject email	Not Retained
							Withdrawn by Candidate	Send withdrawal email	Withdrawn	Withdrawn by Candidate	Send withdrawal email	Withdrawn

! The Image above is from the Configuration Workbook and explains the Candidate Selection Process and specifically the Merit Register

Manage Talent Pool

Candidate Selection Process (CSP) Merit Hiring									
Phase	Offer	Actions	Candidate Status	Pre-Hire	Actions	Candidate Status	HR	Actions	Candidate Status
Requirement	Mandatory			Mandatory			Mandatory		
HM Access	View			View			View		
Entering Phase									
Leaving Phase									
State	To be Created		Final Candidate Selection Activity in Progress	Send Request for Information	Request More Information	Personal Information being Requested	Pending Automated Processing		Offer Accepted
	Draft		Final Candidate Selection Activity in Progress	Waiting for BKGD		Post-Offer Processing	Pending Manual Processing		Offer Accepted
	Pending Approval		Final Candidate Selection Activity in Progress	Pre-Employment Exam Scheduled (Self Schedule)		Post-Offer Processing	Error During Processing		Offer Accepted
	Approval Rejected		Final Candidate Selection Activity in Progress	Pre-Hire Passed		Post-Offer Processing	Processing in Progress		Offer Accepted
	Approved		Final Candidate Selection Activity in Progress	Rejected by Employer	Send reject email	No Longer Under Consideration	Processed		Offer Accepted
	Extended		Offer Made	Withdrawn by Candidate	Send withdrawal email	Withdrawan	Rejected by Employer	Send reject email	No Longer Under Consideration
	Accepted		Offer of Employment Accepted				Withdrawn by Candidate	Send withdrawal email	Withdrawan
	Rejected by Employer	Send reject email	No Longer Under Consideration						
	Withdrawn by Candidate	Send withdrawal email	Withdrawan						

The Image above is from the Configuration Workbook and explains the Candidate Selection Process and specifically the Merit Hiring

Manage Talent Pool

Candidate Selection Process (CSP) Mass Hire (P/F)

Phase / Step	New	Actions	Candidate Status	HM Review	Actions	Candidate Status
Requirement	Mandatory			Optional		
HM Access	Restricted			View		
Entering Phase				Send HM Notification		
Leaving Phase						
State / Status	<i>To be Reviewed*</i>	<i>Move P/F Qualified FF, PreScreen to Not Min Qual FF</i>	<i>Under Consideration</i>	<i>HM Review in Process</i>	Send Candidate Update HM Review Notification	<i>Under Consideration</i>
	Not Minimally Qualified	Send Not Min Qual email	<i>Under Consideration</i>	Rejected by Employer	Send reject email	Not Retained
	Rejected by Employer	Send reject email	Not Retained	Withdrawn by Candidate	Send withdrawal email	Withdrawn
	Withdrawn by Candidate	Send withdrawal email	Withdrawn			

The Image above is from the Configuration Workbook and explains the Candidate Selection Process and specifically the Mass Hire Process Flow

Manage Talent Pool

Candidate Selection Process (CSP) Mass Hire (P/F)									
Phase / Step	Offer	Actions	Candidate Status	Pre-Hire	Actions	Candidate Status	HR (Hired)	Actions	Candidate Status
Requirement	Mandatory			Optional			Mandatory		
HM Access	View			View			View		
Entering Phase									
Leaving Phase									
State / Status	To be Created		Final Candidate Selection Activity in Progress	Send Request for Information	Request More Information	Send Request for Information	Pending Automated Processing		Offer Accepted
	Draft		Final Candidate Selection Activity in Progress	Waiting for Clearance		Post-Offer Processing	Pending Manual Processing		Offer Accepted
	Pending Approval		Final Candidate Selection Activity in Progress	Pre-Employment Exam Scheduled (Self Schedule)		Post-Offer Processing	Error During Processing		Offer Accepted
	Approval Rejected		Final Candidate Selection Activity in Progress	Waiting for BKGD		Post-Offer Processing	Processing in Progress		Offer Accepted
	Approved		Final Candidate Selection Activity in Progress	Testing in Process (Self Schedule)*		Post-Offer Processing	Processed		Offer Accepted
	Extended		Offer Made	Rejected by Employer	Send reject email	No Longer Under Consideration	Rejected by Employer	Send reject email	No Longer Under Consideration
	Accepted		Offer of Employment Accepted	Withdrawn by Candidate	Send withdrawal email	Withdrawn	Withdrawn by Candidate	Send withdrawal email	Withdrawn
	Rejected by Employer	Send reject email	No Longer Under Consideration						
	Withdrawn by Candidate	Send withdrawal email	Withdrawn						

The Image above is from the Configuration Workbook and explains the Candidate Selection Process and specifically the Mass Hire Process Flow

Manage Talent Pool

Candidate Selection Process (CSP)															
Non-Merit															
Phase / Step	New	Actions	Candidate Status	HM Review	Actions	Candidate Status	Offer	Actions	Candidate Status	Pre-Hire	Actions	Candidate Status	HR (Hired)	Actions	Candidate Status
Requirement	Mandatory			Optional			Optional			Mandatory			Mandatory		
HM Access	Restricted			View			View			View			View		
Entering Phase				Send HM Notification											
Leaving Phase															
State / Status	To be Reviewed	Move to HM Review, PreScreen to Not Min Qual FF	Application Received	HM Review in Process	Send Candidate Update HM Review Notification	Application Evaluation in Progress	To be Created		Final Candidate Selection Activity in Progress	Send Request for Information	Request More Information	Personal Information being Requested	Pending Automated Processing		Offer Accepted
	Not Minimally Qualified		No Longer Under Consideration	Rejected by Employer	Send reject email	No Longer Under Consideration	Draft		Final Candidate Selection Activity in Progress	Pre-Employment Exam Scheduled (Self Scheduled)		Post-Offer Processing	Pending Manual Processing		Offer Accepted
	Rejected by Employer	Send reject email	No Longer Under Consideration	Withdrawn by Candidate	Send withdrawal email	Withdrawn	Pending Approval		Final Candidate Selection Activity in Progress	Waiting for BKGD		Post-Offer Processing	Error During Processing		Offer Accepted
	Withdrawn by Candidate	Send withdrawal email	Withdrawn				Approval Rejected		Final Candidate Selection Activity in Progress	Exam Results to be Verified		Post-Offer Processing	Processing in Progress		Offer Accepted
							Approved		Final Candidate Selection Activity in Progress	Rejected by Employer	Send reject email	No Longer Under Consideration	Processed		Offer Accepted
							Extended		Offer Made	Withdrawn by Candidate	Send withdrawal email	Withdrawn	Rejected by Employer	Send reject email	No Longer Under Consideration
							Accepted		Offer of Employment Accepted				Withdrawn by Candidate	Send withdrawal email	Withdrawn
							Rejected by Employer	Send reject email	No Longer Under Consideration						
							Withdrawn by Candidate	Send withdrawal	Withdrawn						



The Image above is from the Configuration Workbook and explains the Candidate Selection Process and specifically the Non-Merit process

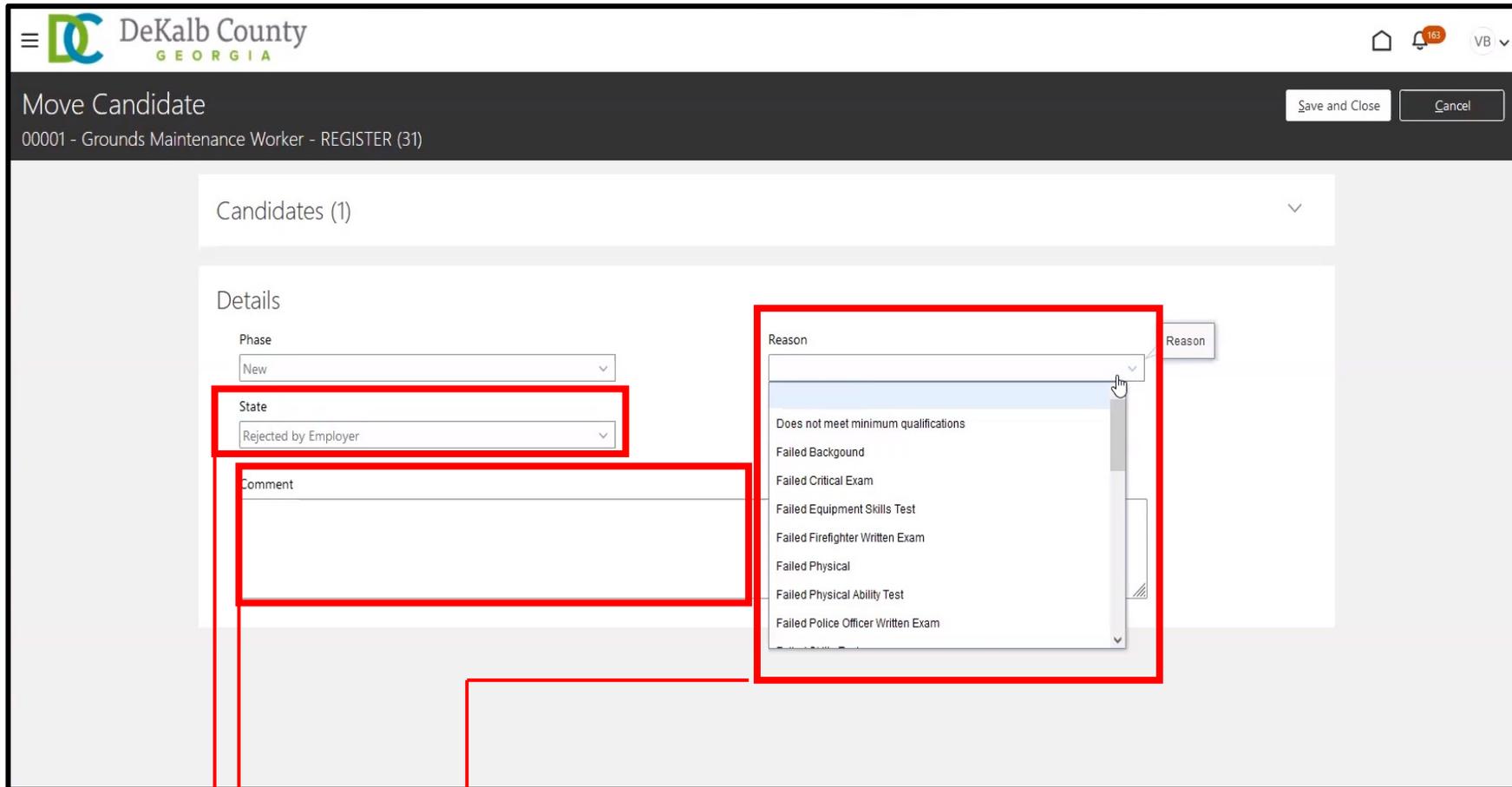
Manage Talent Pool

Candidate Selection Process (CSP)															
Executive															
Phase / Step	New	Actions	Candidate Status	HM Review	Actions	Candidate Status	Offer	Actions	Candidate Status	Pre-Hire	Actions	Candidate Status	HR (Hired)	Actions	Candidate Status
Requirement	Mandatory			Optional			Optional			Mandatory			Mandatory		
HM Access	Restricted			View			View			View			View		
Entering Phase				Send HM Notification											
Leaving Phase															
State / Status	To be Reviewed*	Move to HM Review, PreScreen to Reject FF	Application Received	HM Review in Process		Application Evaluation in Progress	To be Created		Final Candidate Selection Activity in Progress	Send Request for Information	Request More Information	Personal Information being Requested	Pending Automated Processing		Offer Accepted
	Not Minimally Qualified		No Longer Under Consideration	Rejected by Employer		No Longer Under Consideration	Draft		Final Candidate Selection Activity in Progress	Pre-Employment Exam Scheduled (Self)		Post-Offer Processing	Pending Manual Processing		Offer Accepted
	Rejected by Employer		No Longer Under Consideration	Withdrawn by Candidate	Send withdrawal email	Withdrawn	Pending Approval		Final Candidate Selection Activity in Progress	Waiting for BKGD		Post-Offer Processing	Error During Processing		Offer Accepted
	Withdrawn by Candidate	Send withdrawal email	Withdrawn				Approval Rejected		Final Candidate Selection Activity in Progress	Exam Results to be Verified		Post-Offer Processing	Processing in Progress		Offer Accepted
							Approved		Final Candidate Selection Activity in Progress	Rejected by Employer		No Longer Under Consideration	Processed		Offer Accepted
							Extended		Offer Made	Withdrawn by Candidate	Send withdrawal email	Withdrawn	Rejected by Employer		No Longer Under Consideration
							Accepted		Offer of Employment Accepted				Withdrawn by Candidate		Withdrawn
							Rejected by Employer		No Longer Under Consideration						
							Withdrawn by Candidate	Send withdrawal	Withdrawn						



The Image above is from the Configuration Workbook and explains the Candidate Selection Process and specifically the Executive process

Manage Talent Pool



DeKalb County
GEORGIA

Move Candidate

00001 - Grounds Maintenance Worker - REGISTER (31)

Candidates (1)

Details

Phase
New

State
Rejected by Employer

Comment

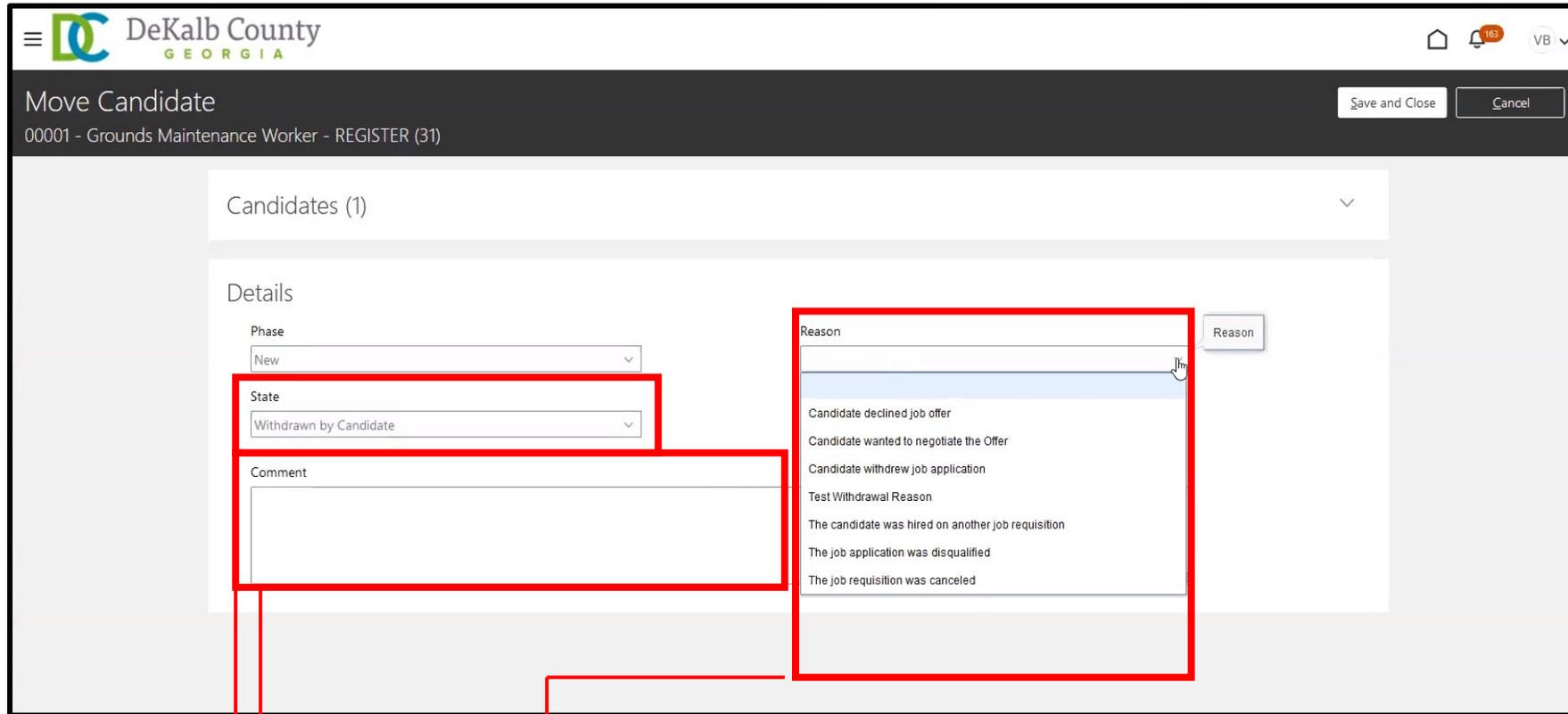
Reason

- Does not meet minimum qualifications
- Failed Background
- Failed Critical Exam
- Failed Equipment Skills Test
- Failed Firefighter Written Exam
- Failed Physical
- Failed Physical Ability Test
- Failed Police Officer Written Exam

8

To reject the Candidate, select **Rejected by Employer** from the **State** drop-down list and then you will be prompted to select a **Reason** from the drop-down list for rejecting the Candidate. Enter the appropriate **Comments** in the **Comments** section

Manage Talent Pool



DeKalb County
GEORGIA

Move Candidate
00001 - Grounds Maintenance Worker - REGISTER (31)

Save and Close Cancel

Candidates (1)

Details

Phase
New

State
Withdrawn by Candidate

Comment

Reason

- Candidate declined job offer
- Candidate wanted to negotiate the Offer
- Candidate withdrew job application
- Test Withdrawal Reason
- The candidate was hired on another job requisition
- The job application was disqualified
- The job requisition was canceled

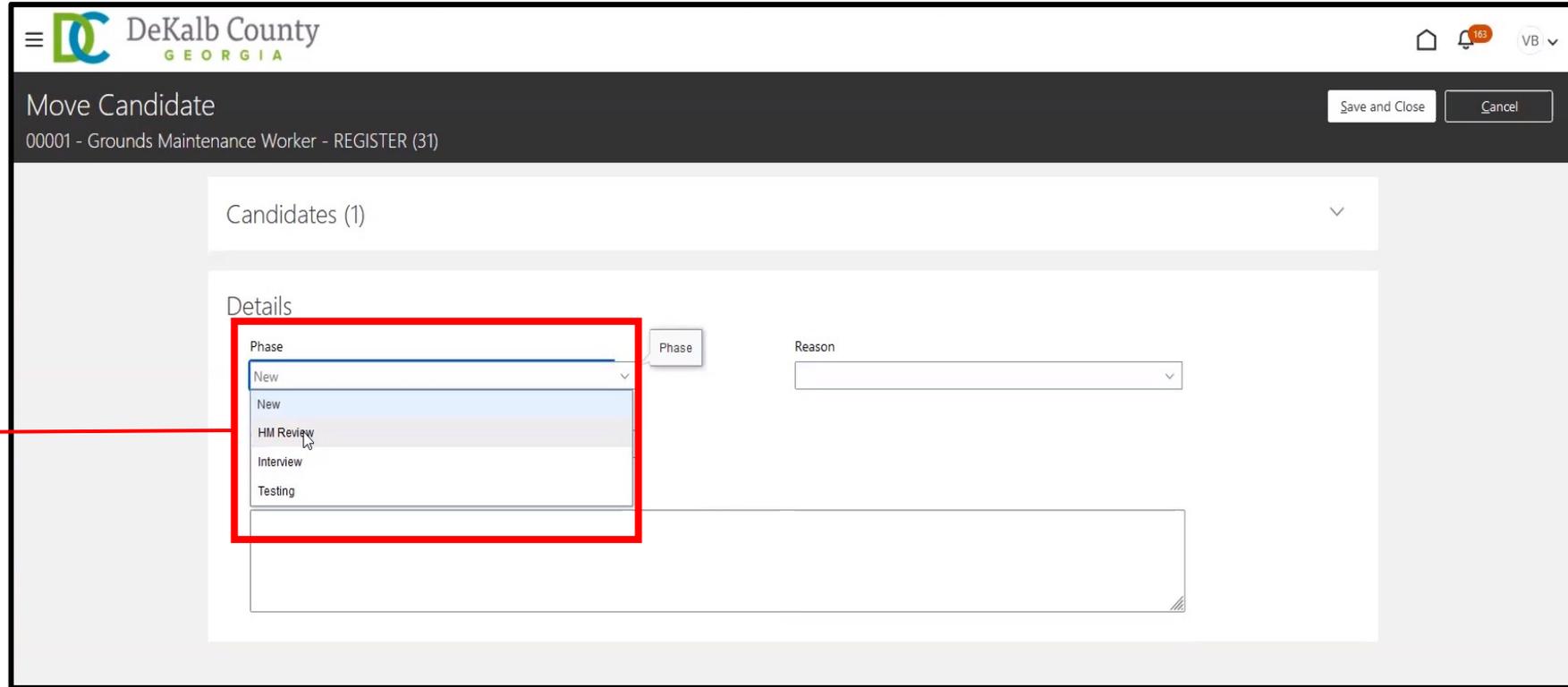


The Candidate can also withdraw on his or her own from the Career Site and select a reason

9

If the Candidate would like to be withdrawn from the Requisition, select **Withdrawn by Candidate** in **State** drop-down list and then you will be prompted to select a **Reason** from the drop-down list. Add the appropriate **Comments** in the **Comments** section

Manage Talent Pool



DeKalb County
GEORGIA

Move Candidate

00001 - Grounds Maintenance Worker - REGISTER (31)

Save and Close Cancel

Candidates (1)

Details

Phase

New

New

HM Review

Interview

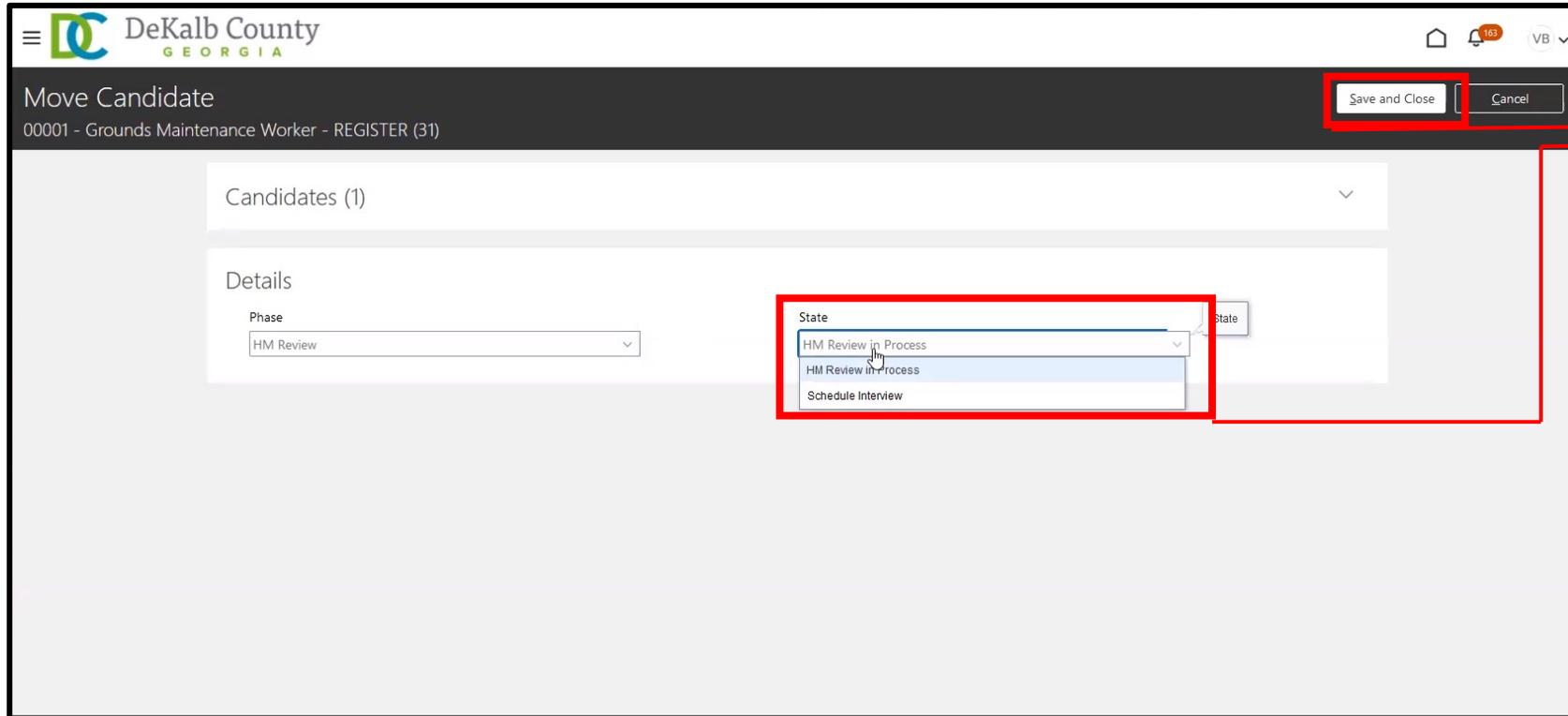
Testing

Reason

10

Candidate will move through the Hiring Process by selecting **HM Review** (Hiring Manager Review) from the Phase drop-down list

Manage Talent Pool



DeKalb County
GEORGIA

Move Candidate
00001 - Grounds Maintenance Worker - REGISTER (31)

Candidates (1)

Details

Phase
HM Review

State
HM Review in Progress
HM Review in Progress
Schedule Interview

Save and Close Cancel

11

Once the phase has been selected, select either **HM Review in Progress** or **Schedule Interview**. For the purpose of this training, we will select **HM Review in Progress**. Select the **Save and Close** button



Hiring Managers cannot see Candidates in the New phase they must be in the HM Review phase

Manage Talent Pool Knowledge Check

What does the Blue Dot on the left of a Candidate's Name represent?

A. Candidate's Application has been reviewed

B. Candidate's Application has not been reviewed

C. Candidate has been Hired

D. Candidate has been Rejected



Manage Talent Pool Knowledge Check

What does the Blue Dot on the left of a Candidate's Name represent?

A. Candidate's Application has been reviewed

B. Candidate's Application has not been reviewed

C. Candidate has been Hired

D. Candidate has been Rejected



The correct answer is B. The Blue Dot on the left of the Candidate's Name represents that the application has not been reviewed

Recruiting Lifecycle Management Course Exercises:

Please complete the following exercises:

Assignment:

- Move Candidates through the Candidate Selection Process

Recruiting Lifecycle Management

Lesson 5: Screen and Track Candidates

Lesson Objective:

Upon the completion of the Screen and Track Candidates lesson, you will be able to:

Objectives

- Execute Candidate Interview Process

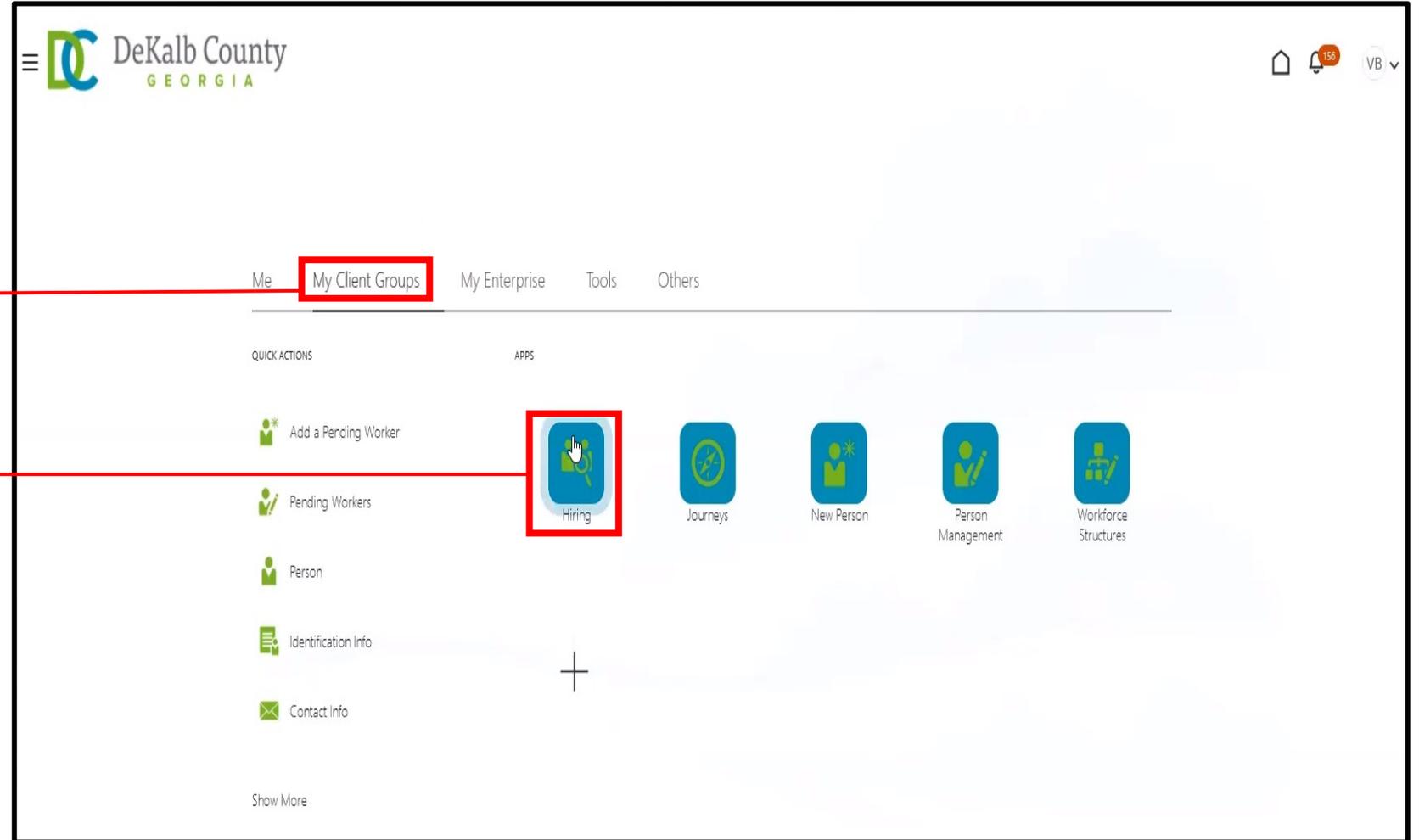
Screen and Track Candidates

1

The Recruiter/Generalist will select the My Client Groups tab

2

Select the Hiring tile



DeKalb County
GEORGIA

Me **My Client Groups** My Enterprise Tools Others

QUICK ACTIONS

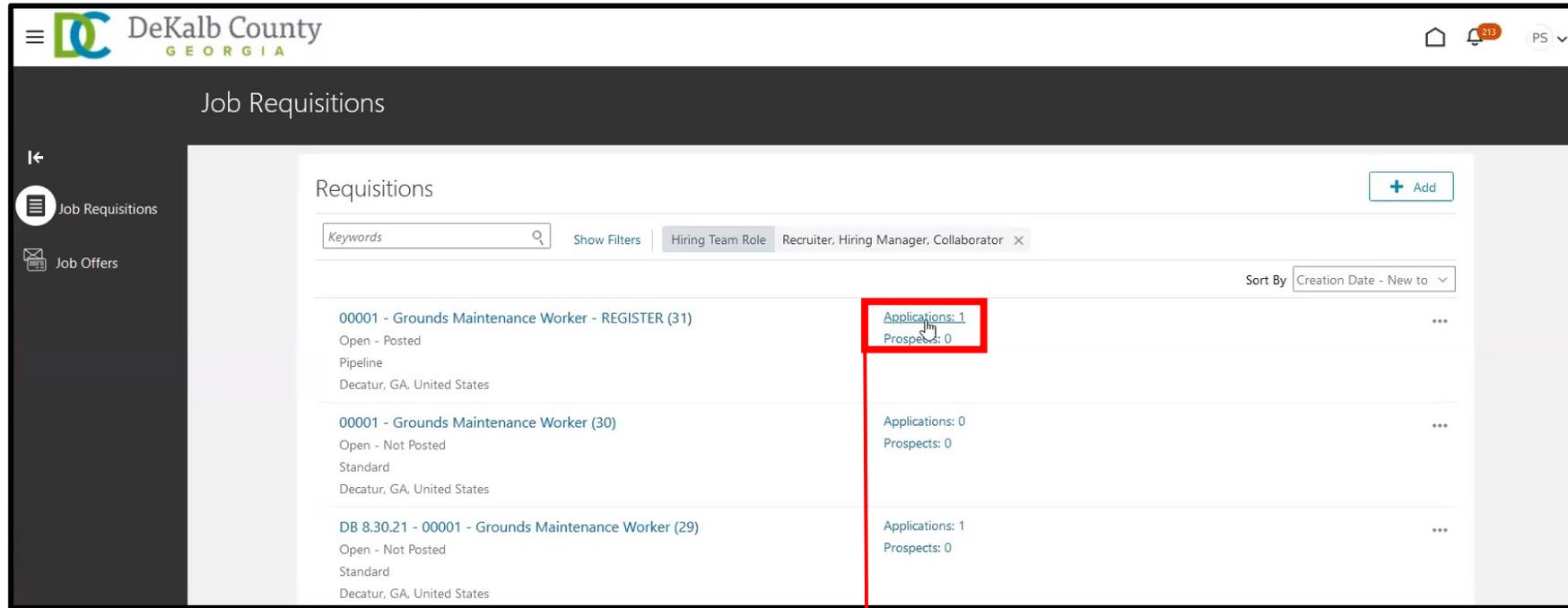
- Add a Pending Worker
- Pending Workers
- Person
- Identification Info
- Contact Info

APPS

- Hiring**
- Journeys
- New Person
- Person Management
- Workforce Structures

Show More

Screen and Track Candidates



DeKalb County
GEORGIA

Job Requisitions

Requisitions + Add

Keywords Show Filters Hiring Team Role Recruiter, Hiring Manager, Collaborator X

Sort By Creation Date - New to

00001 - Grounds Maintenance Worker - REGISTER (31) Open - Posted Pipeline Decatur, GA, United States	Applications: 1 Prospects: 0	...
00001 - Grounds Maintenance Worker (30) Open - Not Posted Standard Decatur, GA, United States	Applications: 0 Prospects: 0	...
DB 8.30.21 - 00001 - Grounds Maintenance Worker (29) Open - Not Posted Standard Decatur, GA, United States	Applications: 1 Prospects: 0	...

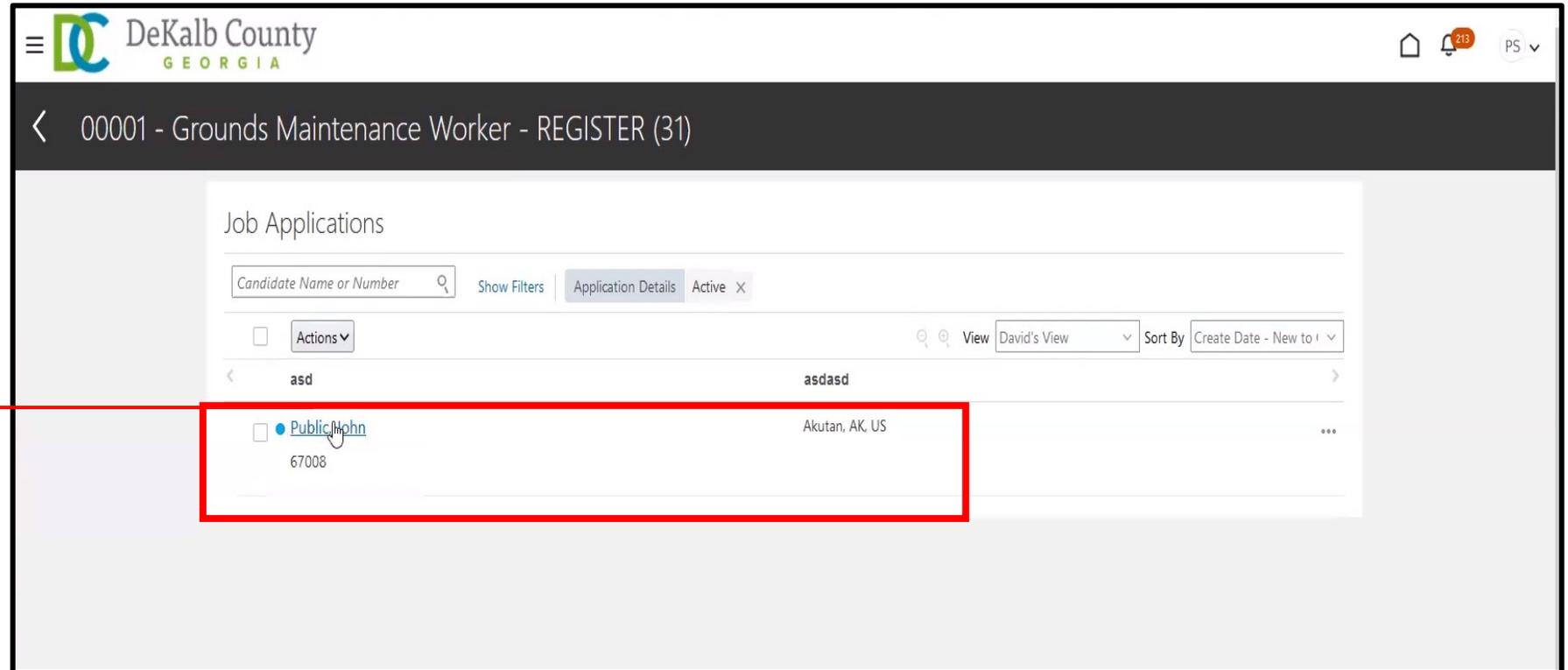
3

The Recruiter/Generalist will select the **Applications** hyperlink

Screen and Track Candidates

4

The Recruiter/Generalist will select the Candidate's Name to view the application



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< 00001 - Grounds Maintenance Worker - REGISTER (31)

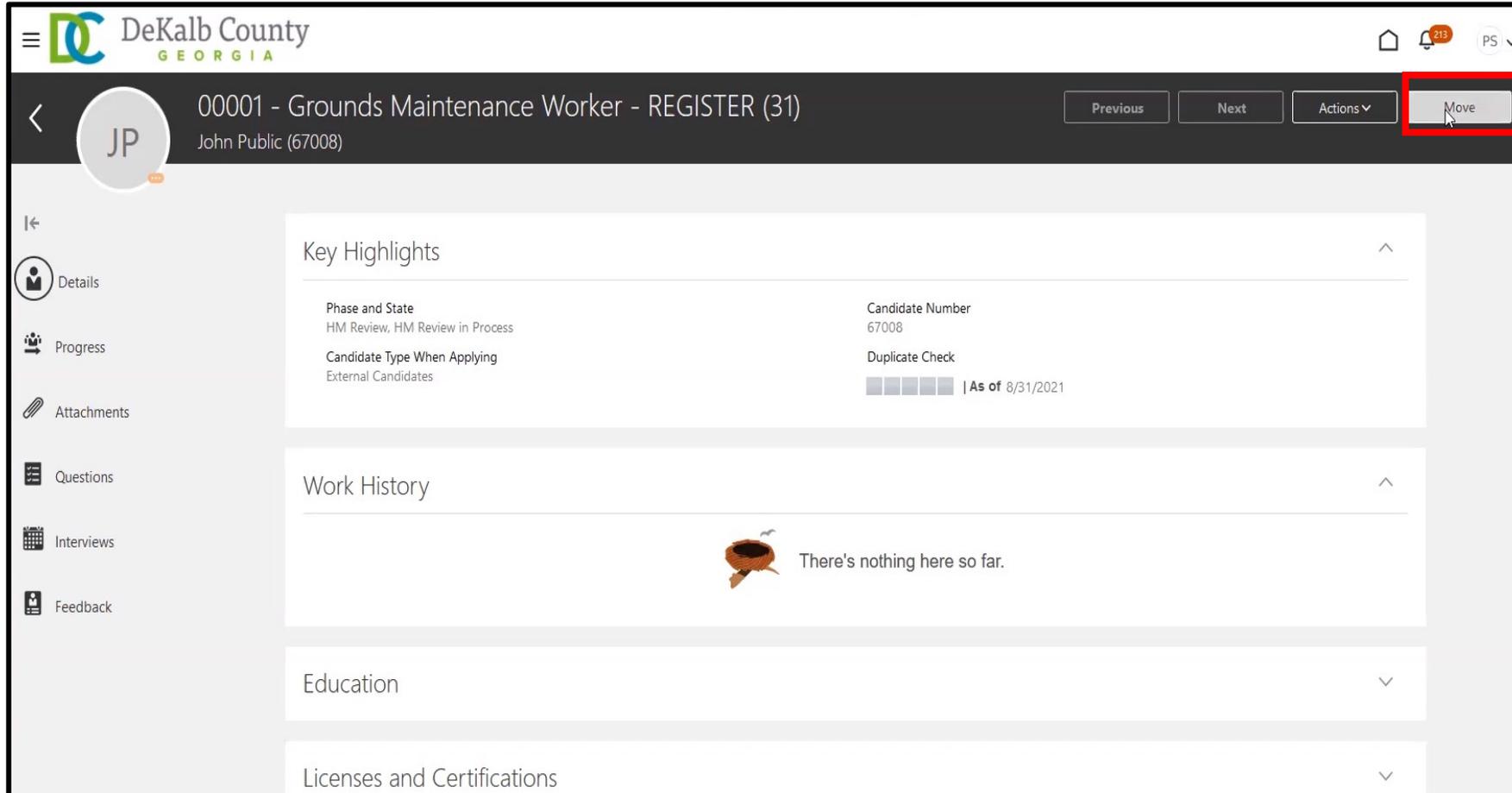
Job Applications

Candidate Name or Number Show Filters Application Details Active x

Actions View David's View Sort By Create Date - New to I

	asd	asdasd	
<input type="checkbox"/>	Public Mphn 67008	Akutan, AK, US	...

Screen and Track Candidates



DeKalb County
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00001 - Grounds Maintenance Worker - REGISTER (31)
John Public (67008)

Previous Next Actions **Move**

JP

Details
Progress
Attachments
Questions
Interviews
Feedback

Key Highlights

Phase and State HM Review, HM Review in Process	Candidate Number 67008
Candidate Type When Applying External Candidates	Duplicate Check As of 8/31/2021

Work History

There's nothing here so far.

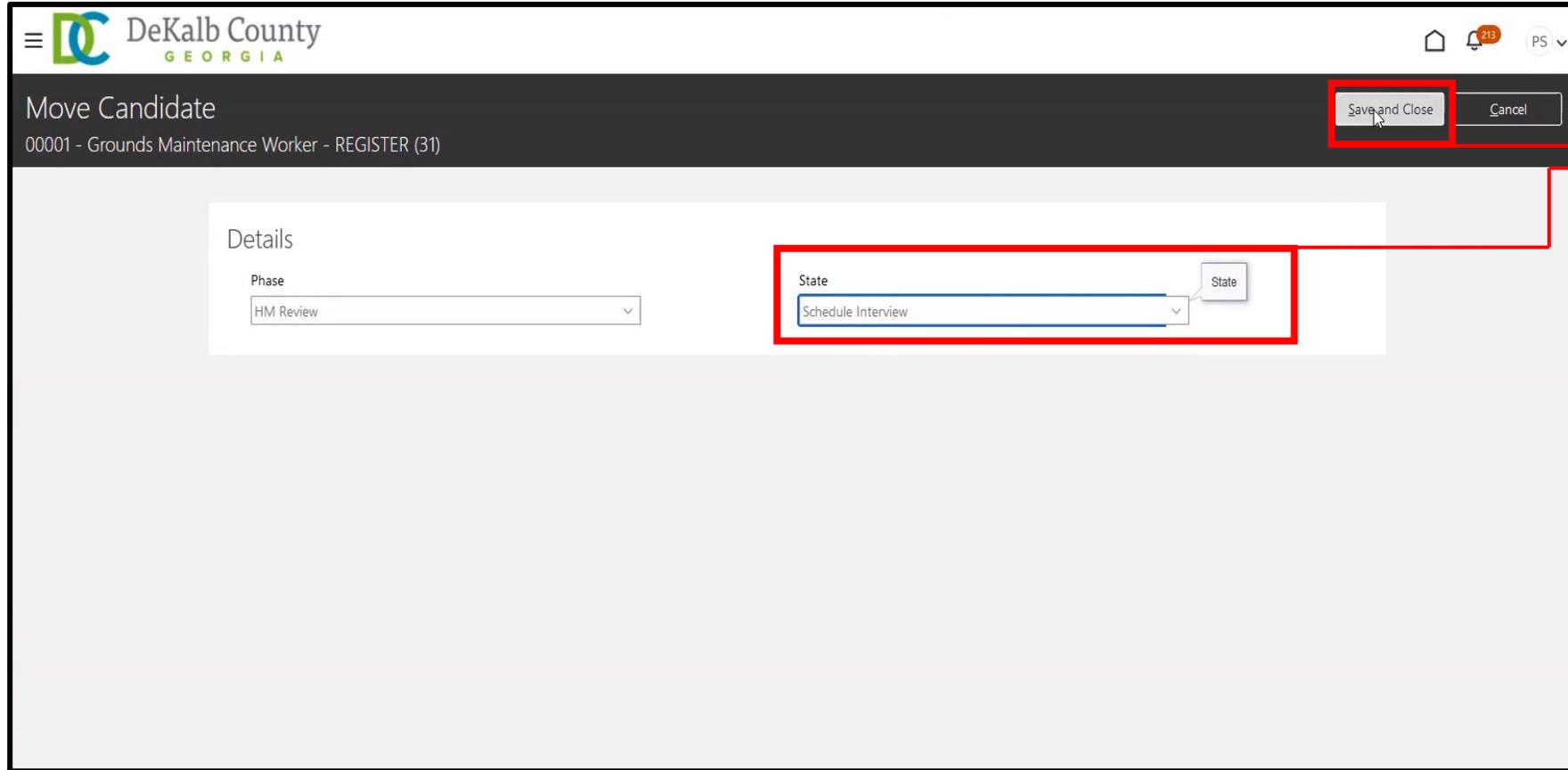
Education

Licenses and Certifications

5

Select the **Move** button to progress the Requisition to the next phase

Screen and Track Candidates



DeKalb County
GEORGIA

Move Candidate
00001 - Grounds Maintenance Worker - REGISTER (31)

Save and Close Cancel

Details

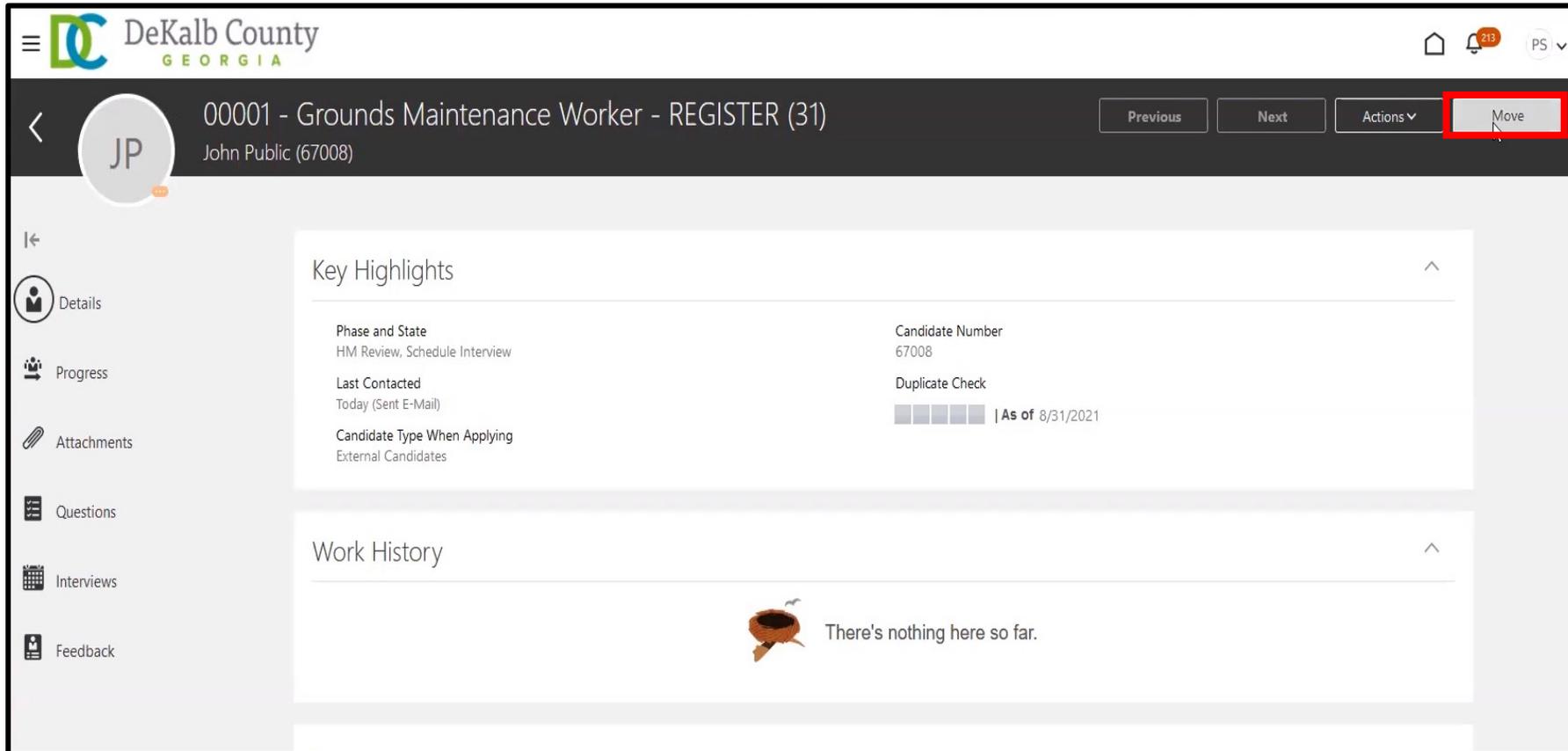
Phase
HM Review

State
Schedule Interview

6

Select **Schedule Interview** the **State** drop-down list. Select the **Save and Close** button to move to the next step

Screen and Track Candidates



DeKalb County
GEORGIA

00001 - Grounds Maintenance Worker - REGISTER (31)
John Public (67008)

Previous Next Actions **Move**

JP

Details
Progress
Attachments
Questions
Interviews
Feedback

Key Highlights

Phase and State HM Review, Schedule Interview	Candidate Number 67008
Last Contacted Today (Sent E-Mail)	Duplicate Check As of 8/31/2021
Candidate Type When Applying External Candidates	

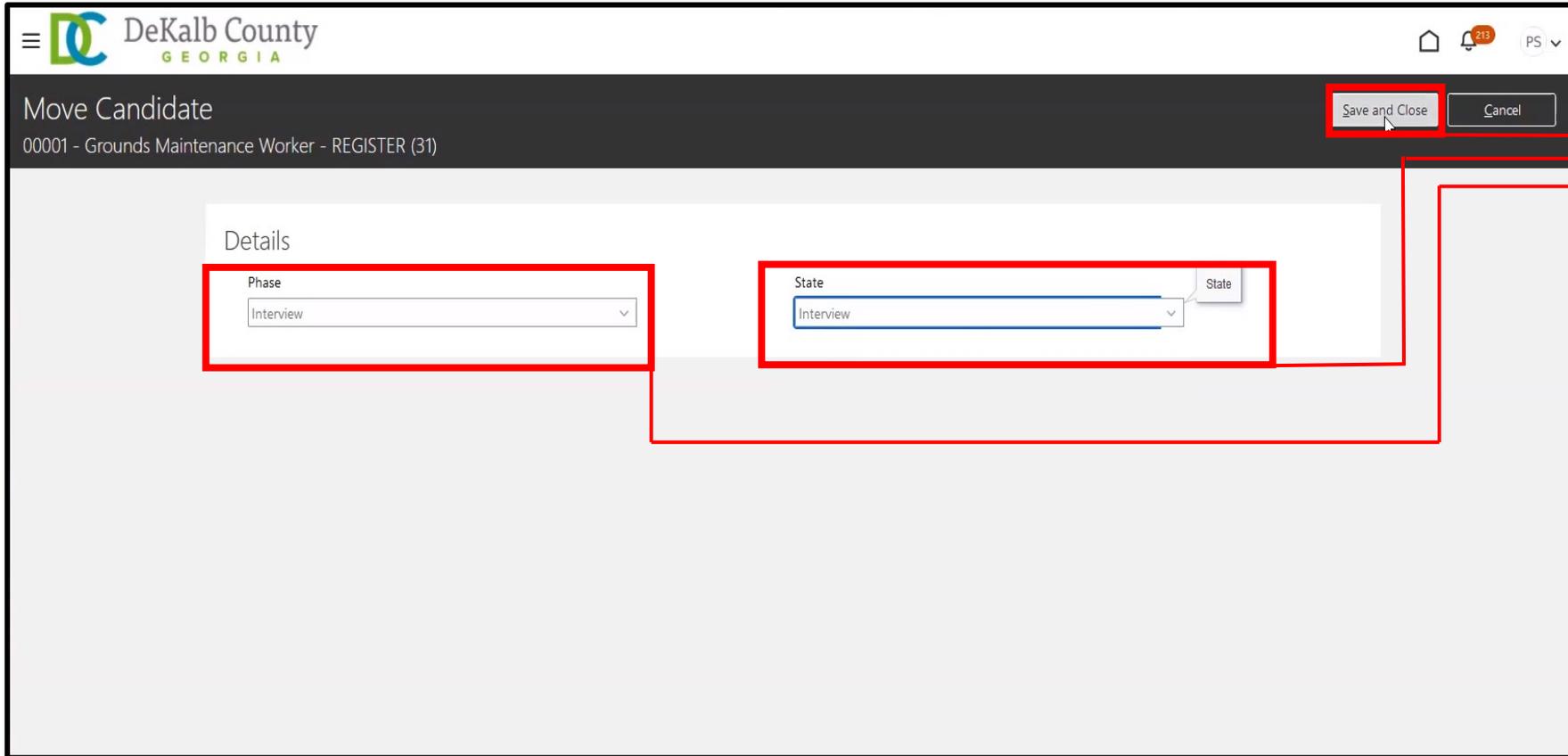
Work History

There's nothing here so far.



Select the **Move** button to proceed to the next step

Screen and Track Candidates



DeKalb County
GEORGIA

Move Candidate
00001 - Grounds Maintenance Worker - REGISTER (31)

Save and Close Cancel

Details

Phase
Interview

State
Interview

8

Select **Interview** in the **Phase** drop-down list and the **State** drop-down list. Select the **Save and Close** button

Screen and Track Candidates Knowledge Check

You can use the Actions or Move button to progress a Candidate forward in the Hiring Process.
True or False?

A. True

B. False



Screen and Track Candidates Knowledge Check

You can use the Actions or Move button to progress a Candidate forward in the Hiring Process.
True or False?

A. True

B. False



The correct answer is A. True. Actions or Move can be used to progress a Candidate forward in the hiring process

Recruiting Lifecycle Management Course Exercises:

Please complete the following exercises:

Assignment:

- Move a Candidate through the Register Selection Process

Recruiting Lifecycle Management – Hiring Managers

Lesson 6a: Add an Interview to a Requisition

Lesson Objective:

Upon the completion of the Add an Interview to a Requisition lesson, you will be able to:

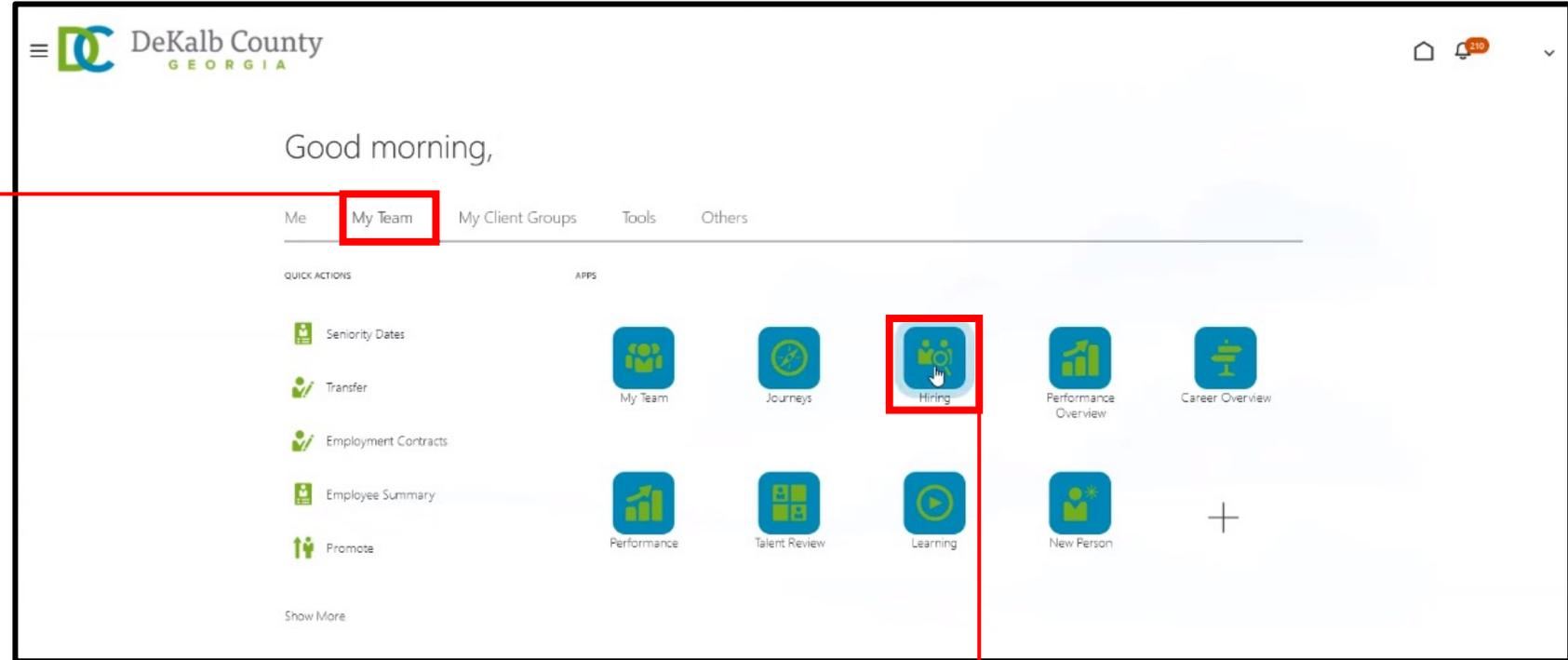
Objective

- Add an Interview to a Requisition

Add an Interview to a Requisition

1

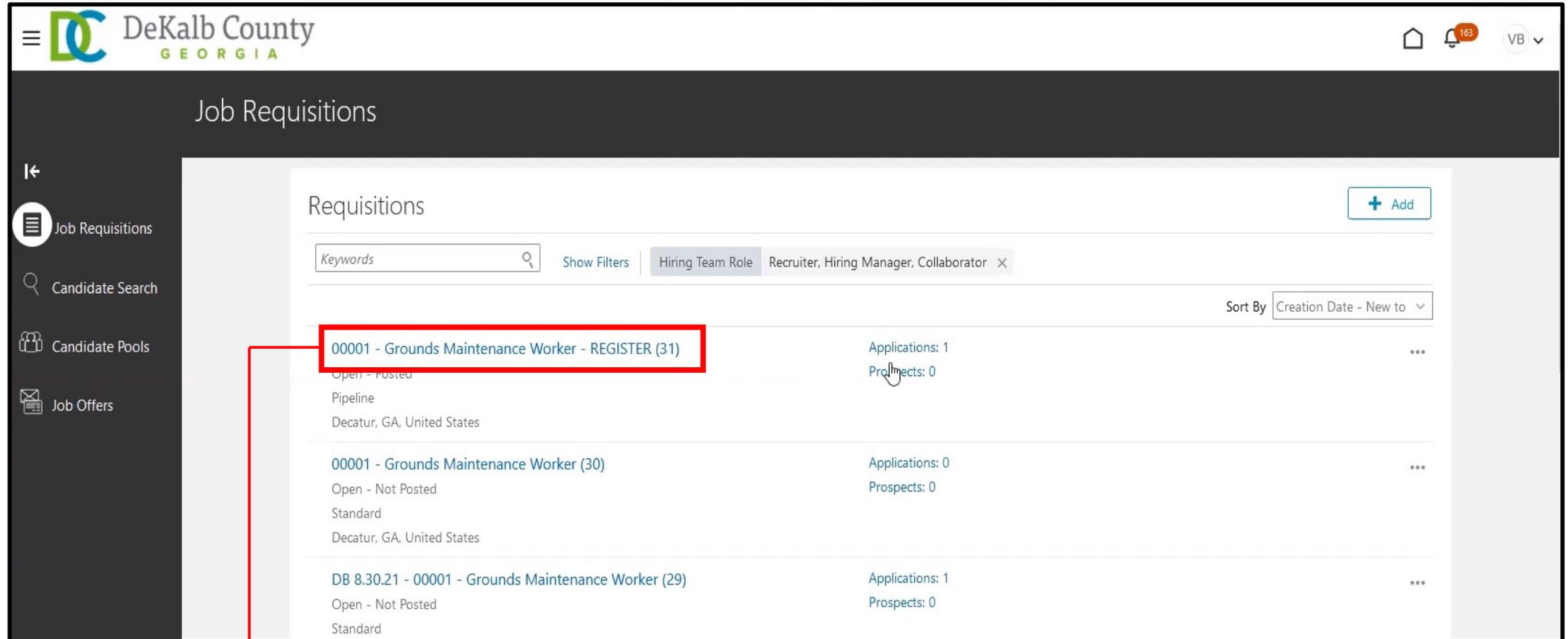
Select the My Team tab from the CV360 home page



2

Select the Hiring tile

Add an Interview to a Requisition



DeKalb County
GEORGIA

Job Requisitions

Requisitions + Add

Keywords Show Filters Hiring Team Role Recruiter, Hiring Manager, Collaborator X

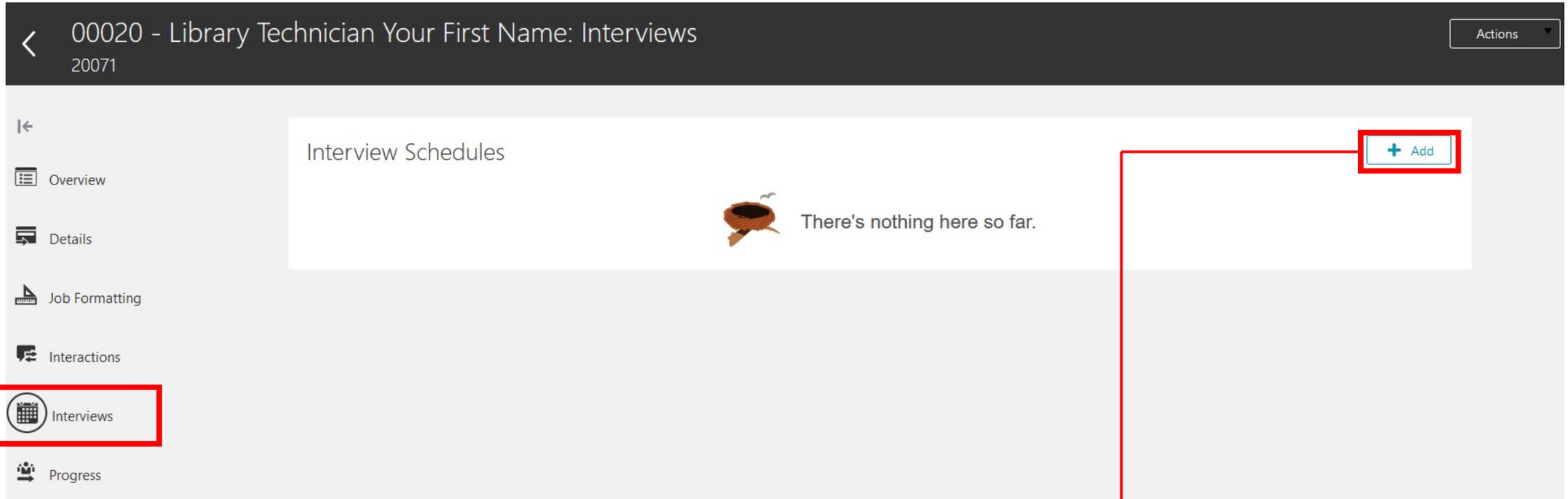
Sort By Creation Date - New to

00001 - Grounds Maintenance Worker - REGISTER (31)	Applications: 1 Prospects: 0	...
Open - Posted Pipeline Decatur, GA, United States		
00001 - Grounds Maintenance Worker (30)	Applications: 0 Prospects: 0	...
Open - Not Posted Standard Decatur, GA, United States		
DB 8.30.21 - 00001 - Grounds Maintenance Worker (29)	Applications: 1 Prospects: 0	...
Open - Not Posted Standard		

3

Select a Requisition

Add an Interview to a Requisition



4

Select the Interviews tab

5

Select the +Add button



Interviews can only be added after the Requisition has been approved

Add an Interview to a Requisition

Create Interview Schedule

00020 - Library Technician Your First Name (20071)

Save and Close

Cancel

1 Basic Information

*Template

*Schedule Title

Schedule Type

Continue

6

Select the **appropriate Interview Template** from the drop-down list

7

Update the **Schedule Title** if necessary and select the **Continue** button

Add an Interview to a Requisition

Create Interview Schedule
00020 - Library Technician Your First Name (20071)

1 Basic Information

*Template
Phone Screen (DC_PHO ▾)

*Schedule Title
Phone Screen

Schedule Type
Hiring Team Managed

Continue

2 Location Details

3 Settings

4 Candidate Info

5 Interviewer Documents

Save and Close Cancel



Defaults from the Template will appear in the remaining sections. Continue to make any adjustments in each section and then select the **Save and Close** button when finished



Select **Save and Close** button when done

Add an Interview to a Requisition Knowledge Check

Which tab is used to add Interviews?

A. Interactions

B. Interviews

C. Details

D. Progress



Add an Interview to a Requisition Knowledge Check

Which tab is used to add Interviews?

A. Interactions

B. Interviews

C. Details

D. Progress



The correct answer is B. The Interviews tab is used to add Interviews to the Requisition

Course Exercise:

Identify a Participant in the audience to share their screen and complete the following exercise:

Assignment:

- Add an Interview to a Requisition

Recruiting Lifecycle Management – Hiring Managers

Lesson 6b: Add an Interview for a Candidate on a Requisition

Lesson Objective:

Upon the completion of the Add an Interview for a Candidate on a Requisition lesson, you will be able to:

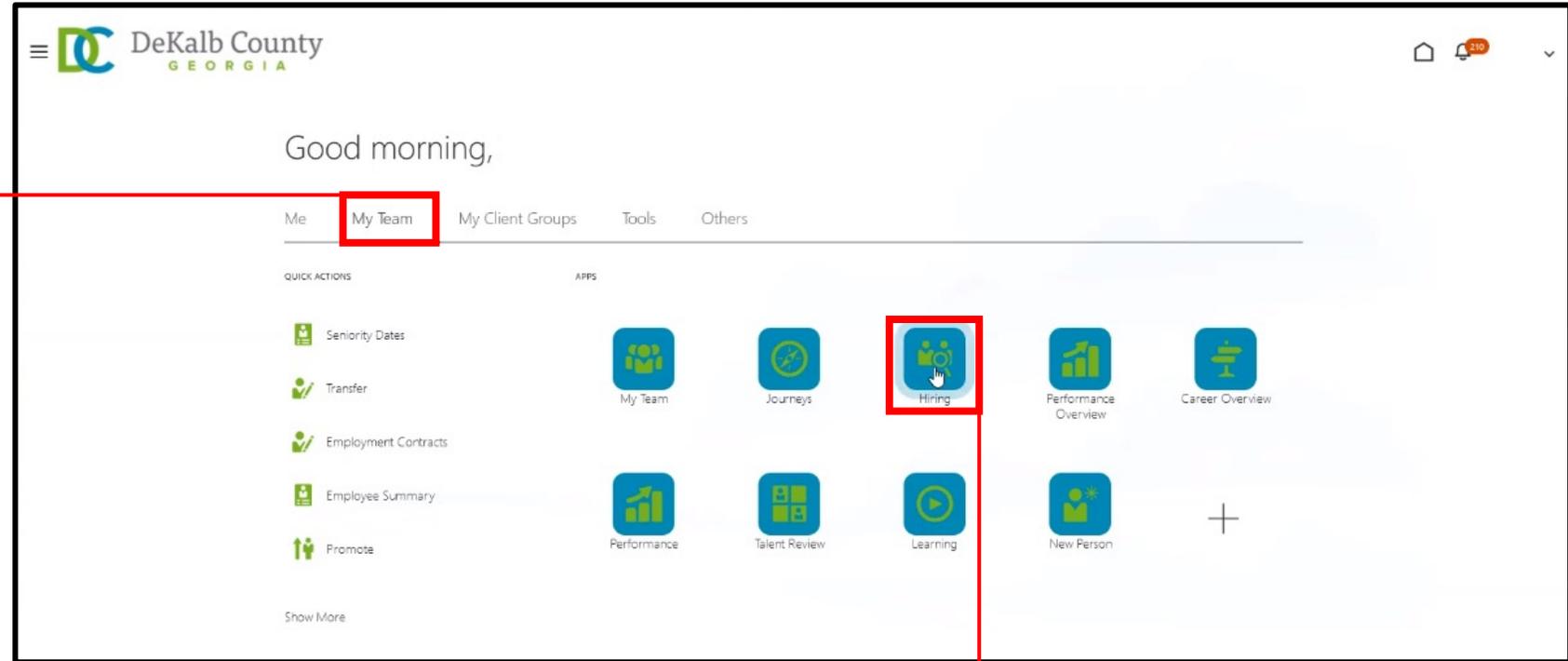
Objective

- Add an Interview for a Candidate on a Requisition

Add an Interview for a Candidate on a Requisition

1

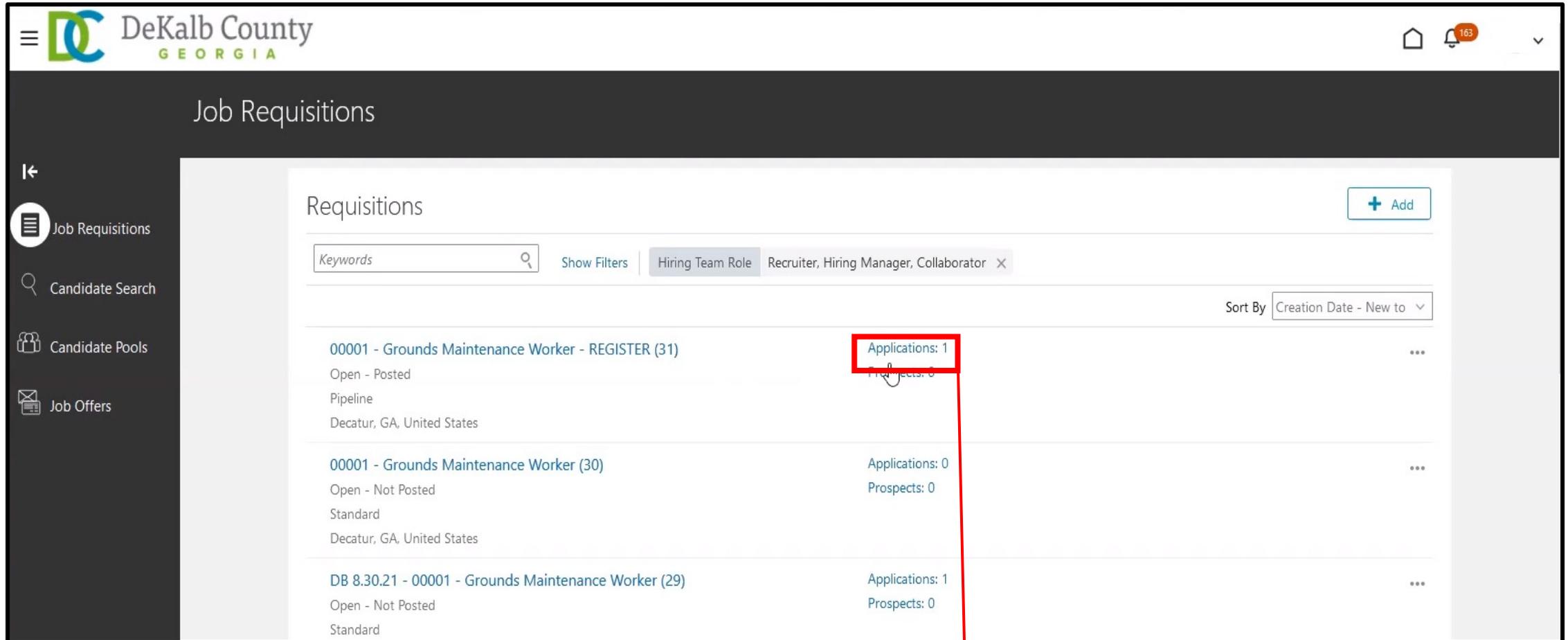
Select the My Team tab from the CV360 home page



2

Select the Hiring tile

Add an Interview for a Candidate on a Requisition



DeKalb County
GEORGIA

Job Requisitions

Requisitions + Add

Keywords Show Filters Hiring Team Role Recruiter, Hiring Manager, Collaborator X

Sort By Creation Date - New to

00001 - Grounds Maintenance Worker - REGISTER (31)	Applications: 1	...
00001 - Grounds Maintenance Worker (30)	Applications: 0 Prospects: 0	...
DB 8.30.21 - 00001 - Grounds Maintenance Worker (29)	Applications: 1 Prospects: 0	...

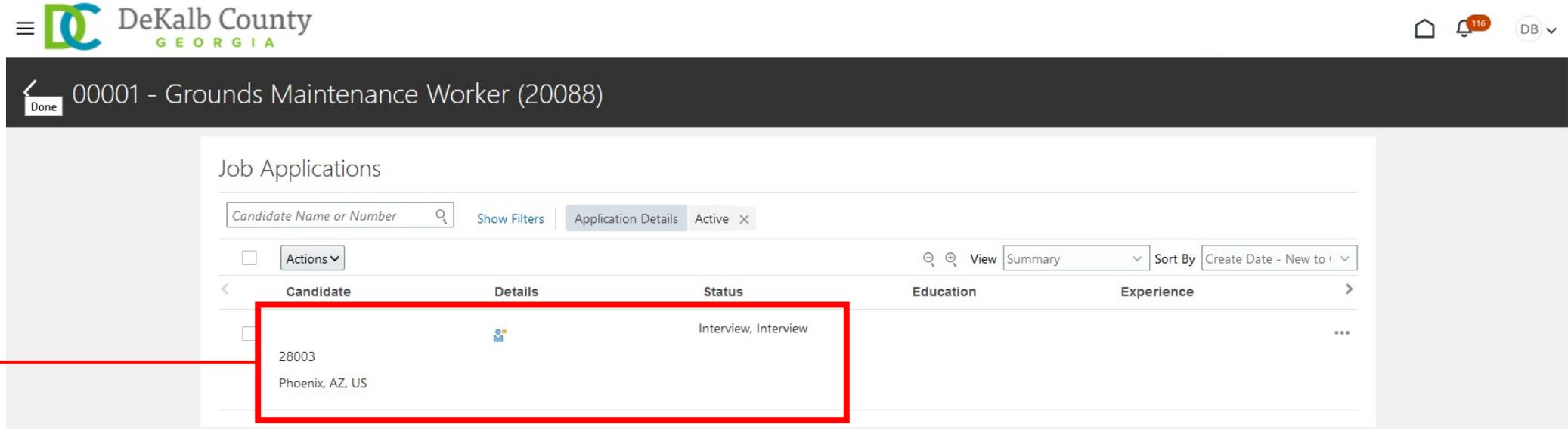


The Hiring Manager will only be able to see Candidates once the Generalist has moved the Candidate to the HM Review phase

3

Select the Applications link

Add an Interview for a Candidate on a Requisition



DeKalb County
GEORGIA

00001 - Grounds Maintenance Worker (20088)

Job Applications

Candidate Name or Number Show Filters Application Details Active

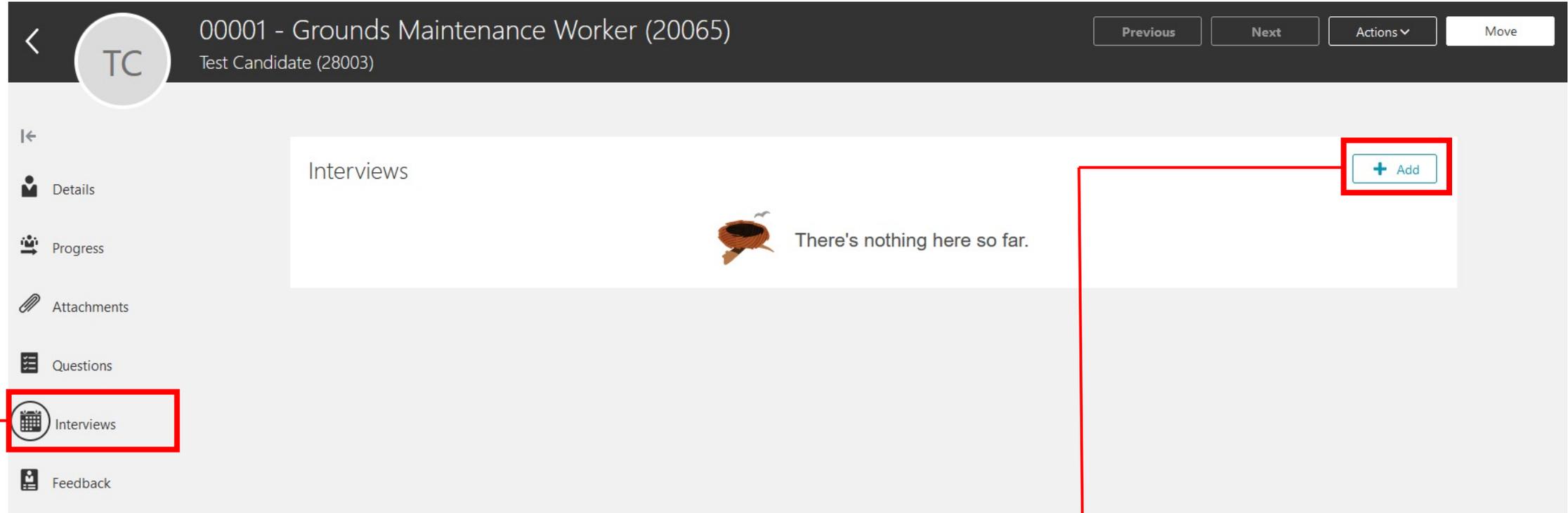
Actions View Summary Sort By Create Date - New to

Candidate	Details	Status	Education	Experience
<input type="checkbox"/> 28003 Phoenix, AZ, US		Interview, Interview		...

4

Select the Candidate's name to view his/her details

Add an Interview for a Candidate on a Requisition



The screenshot shows the user interface for a candidate's requisition. At the top, there is a header bar with a back arrow, a circular profile icon labeled 'TC', and the text '00001 - Grounds Maintenance Worker (20065)' and 'Test Candidate (28003)'. To the right of the header are buttons for 'Previous', 'Next', 'Actions', and 'Move'. Below the header is a left sidebar with navigation options: 'Details', 'Progress', 'Attachments', 'Questions', 'Interviews', and 'Feedback'. The 'Interviews' option is highlighted with a red box. The main content area is titled 'Interviews' and contains a message: 'There's nothing here so far.' with a nest icon. A '+ Add' button is highlighted with a red box in the top right corner of the main content area.

5

Select the Interviews tab

6

Select the +Add button

Add an Interview for a Candidate on a Requisition

Create Interview

Test Candidate (28003), 20065

Save and Close

Cancel

Requisition
00001 - Grounds Maintenance Worker (20065)

Format

Select a value

Candidate
Test Candidate (28003)

*Schedule Title

*Start Date and Time

*End Date and Time

*Interviewers

[Add Another Interviewer](#)

Notes to Candidate

Rich text editor toolbar with icons for bold, italic, underline, strikethrough, bulleted list, numbered list, link, unlink, and other text formatting options.

Text area for entering notes to the candidate.

7

Select the appropriate **Schedule Title** from the drop-down list. This will present a list of Interviews that have been added to the Requisition

Add an Interview for a Candidate on a Requisition

Create Interview

Test Candidate (28003), 20065

Save and Close

Cancel

Requisition
00001 - Grounds Maintenance Worker (20065)

Format

Select a value

Candidate
Test Candidate (28003)

*Schedule Title

*Start Date and Time

m/d/yy h:mm a

*End Date and Time

m/d/yy h:mm a

*Interviewers

[Add Another Interviewer](#)

Notes to Candidate

Rich text editor toolbar with icons for bold, italic, underline, text color, background color, bulleted list, numbered list, indent, outdent, link, unlink, and help.

Rich text editor toolbar with icons for bold, italic, underline, text color, background color, bulleted list, numbered list, indent, outdent, link, unlink, and help.

Rich text editor toolbar with icons for bold, italic, underline, text color, background color, bulleted list, numbered list, indent, outdent, link, unlink, and help.

8

Enter the appropriate **Start Date and Time** and **End Date and Time**

9

Select the appropriate **Interviewers** from the drop-down list and enter any **necessary comments** in the **Notes to Candidate** field

Add an Interview for a Candidate on a Requisition

Create Interview

Test Candidate (28003), 20065

Save and Close

Cancel

Requisition
00001 - Grounds Maintenance Worker (20065)

Format

Select a value

Candidate
Test Candidate (28003)

*Schedule Title

*Start Date and Time

*End Date and Time

*Interviewers

[Add Another Interviewer](#)

Notes to Candidate

Rich text editor toolbar with icons for bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, and help.



An email will be sent to the Candidate with the Interview details.

10

Select the **Save and Close** button when finished

Manage Talent Pool

Move Candidate

00001 - Grounds Maintenance Worker (20088)

Save and Close

Cancel

Candidates (1)

Details

Phase

Interview

State

Phone Screen

Phone Screen

Interviews in Process

Not Selected

Selected for Offer or Move to Testing

Rejected by Employer

Withdrawn by Candidate

State

After the interview, a candidate can be moved to the 'Not Selected' or the 'Selected for Offer or Move to Testing' state. After selecting the appropriate state, select the **Save and Close** button

11

Add an Interview for a Candidate on a Requisition Knowledge Check

Candidates can be added to more than one Interview Schedule?
True or False?

A. True

B. False



Add an Interview for a Candidate on a Requisition Knowledge Check

Candidates can be added to more than one Interview Schedule?
True or False?

A. True

B. False



The correct answer is A. The Candidate CAN be added to more than one Interview Schedule

Course Exercise:

Identify a Participant in the audience to share their screen and complete the following exercise:

Assignment:

- Add an Interview for a Candidate on a Requisition

Recruiting Lifecycle Management

Lesson 7: Select Candidates

Lesson Objective:

Upon the completion of the Select Candidates, you will be able to:

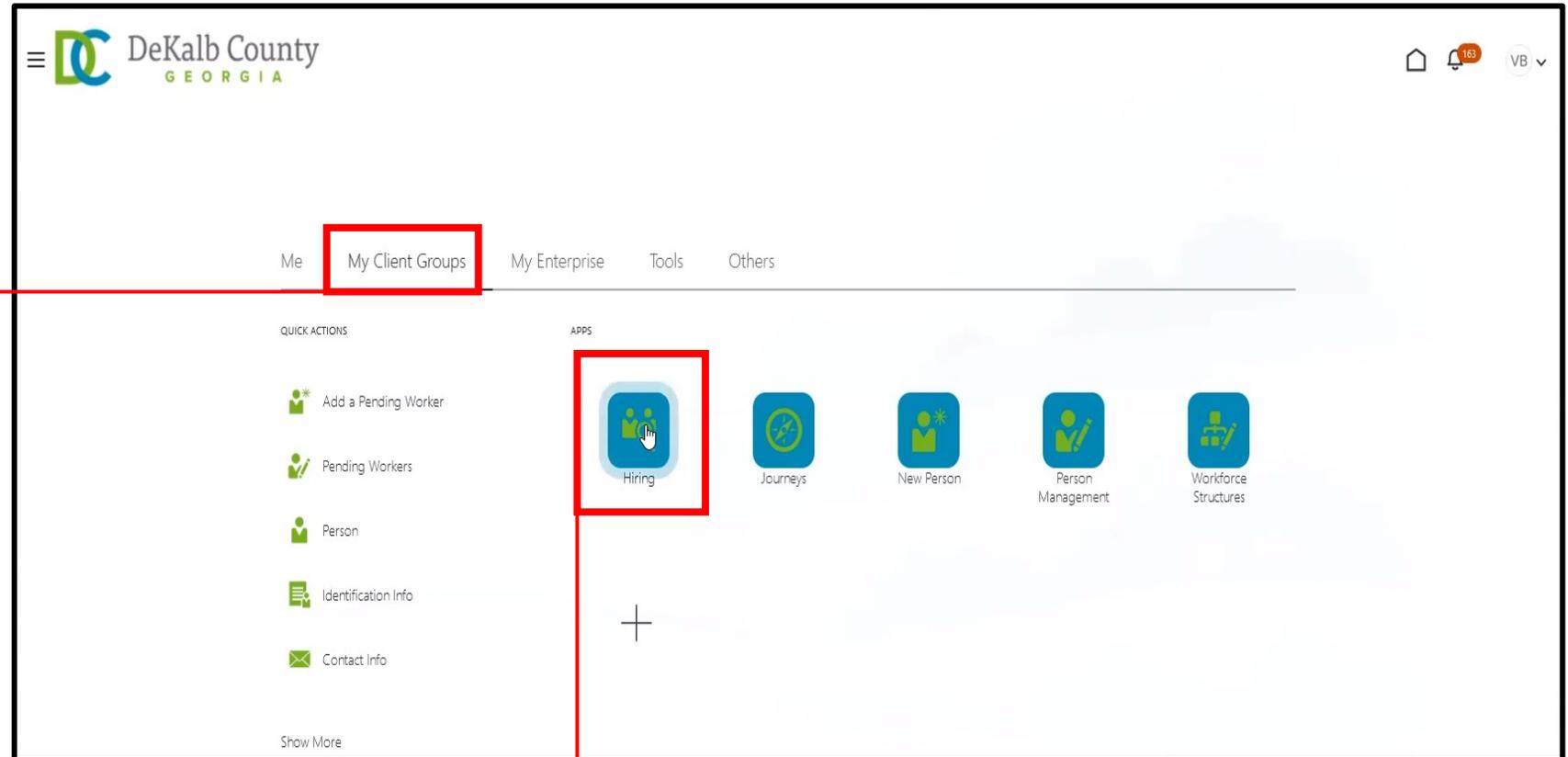
Objectives

- Select Candidates to be added to the Hiring Requisition

Select Candidates

1

In this Section, Candidates will be moved from a Register Requisition to a Hiring Requisition. The Recruiter/Generalist will select the **My Client Groups** tab

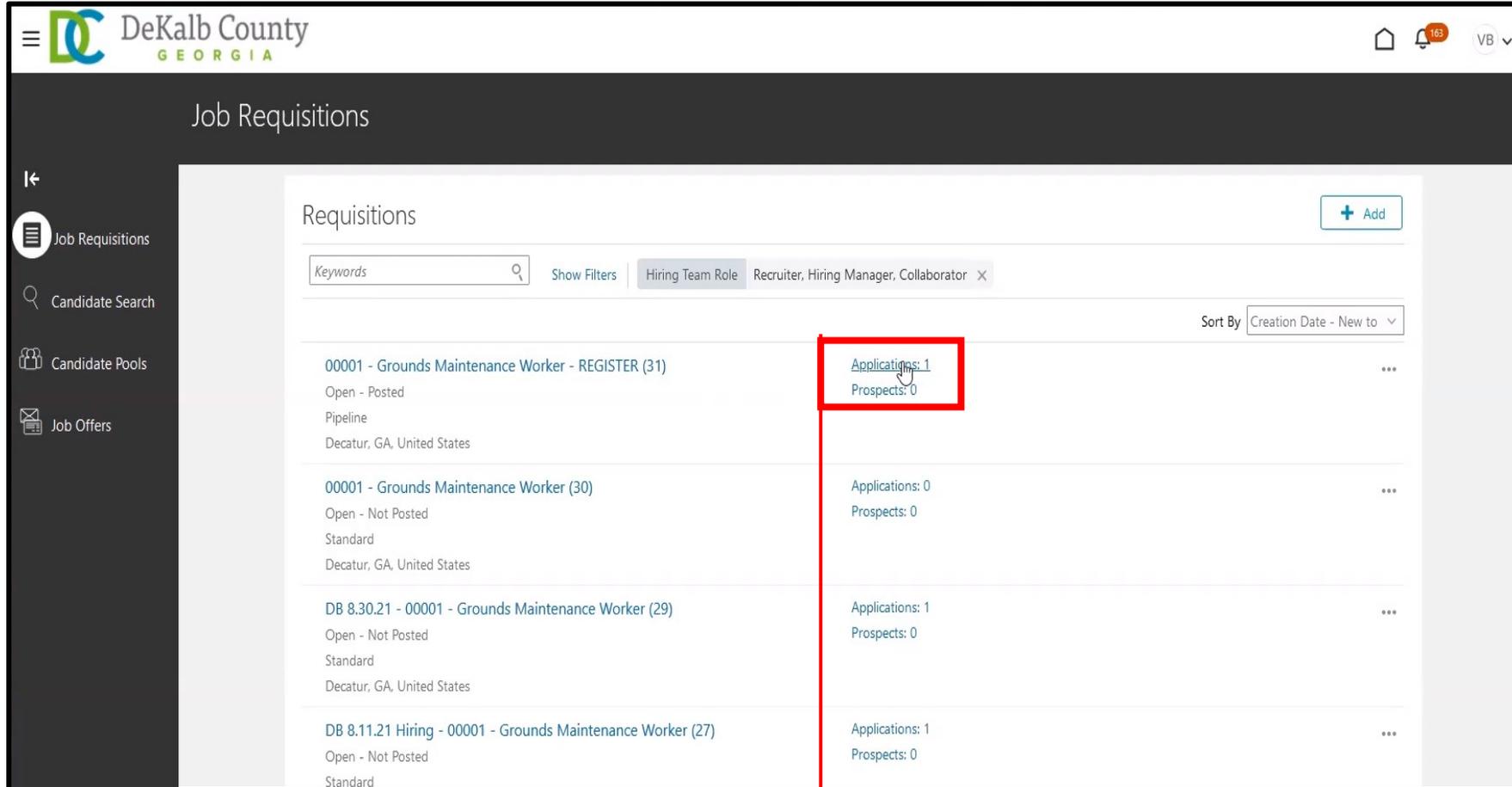


! This can only be done by the Recruiter/Generalist, not by the Hiring Manager

2

Select the **Hiring** tile

Select Candidates



DeKalb County
GEORGIA

Job Requisitions

Requisitions

Keywords Show Filters Hiring Team Role Recruiter, Hiring Manager, Collaborator X

Sort By Creation Date - New to

00001 - Grounds Maintenance Worker - REGISTER (31)	Applications: 1 Prospects: 0	...
00001 - Grounds Maintenance Worker (30)	Applications: 0 Prospects: 0	...
DB 8.30.21 - 00001 - Grounds Maintenance Worker (29)	Applications: 1 Prospects: 0	...
DB 8.11.21 Hiring - 00001 - Grounds Maintenance Worker (27)	Applications: 1 Prospects: 0	...

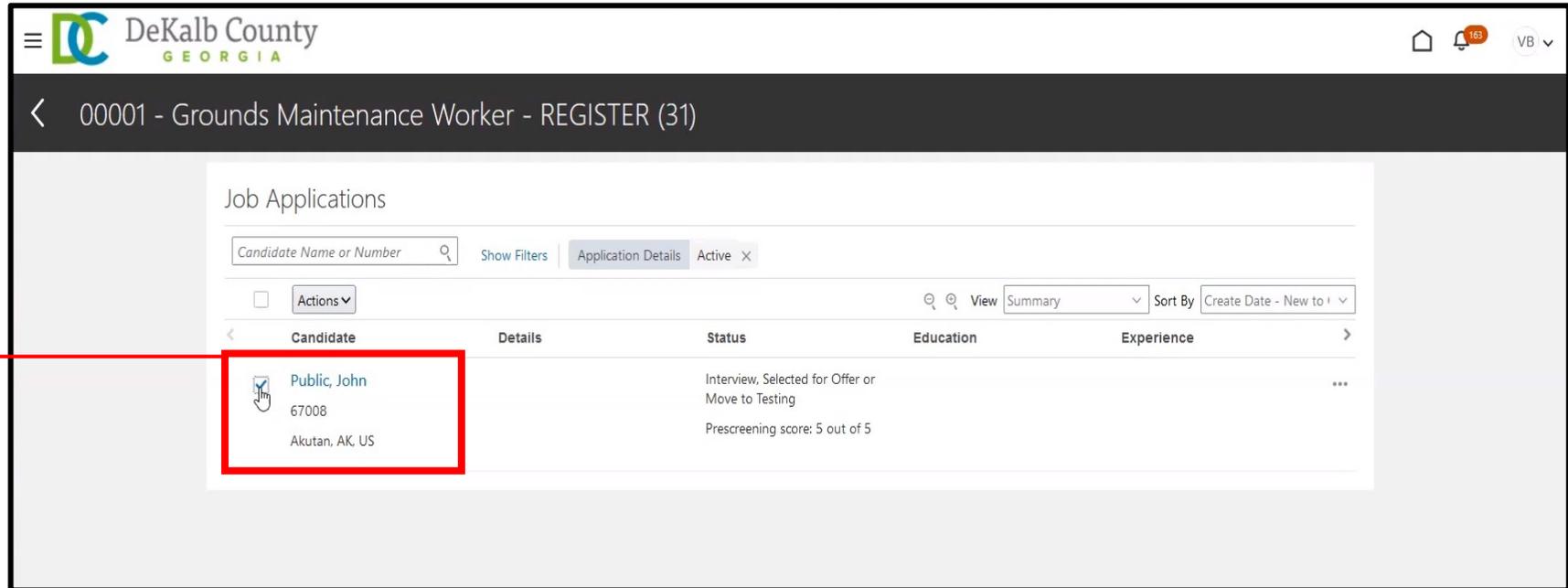
3

Select the
Applications hyperlink

Select Candidates

4

Select the check box
next to the
Candidate's Name



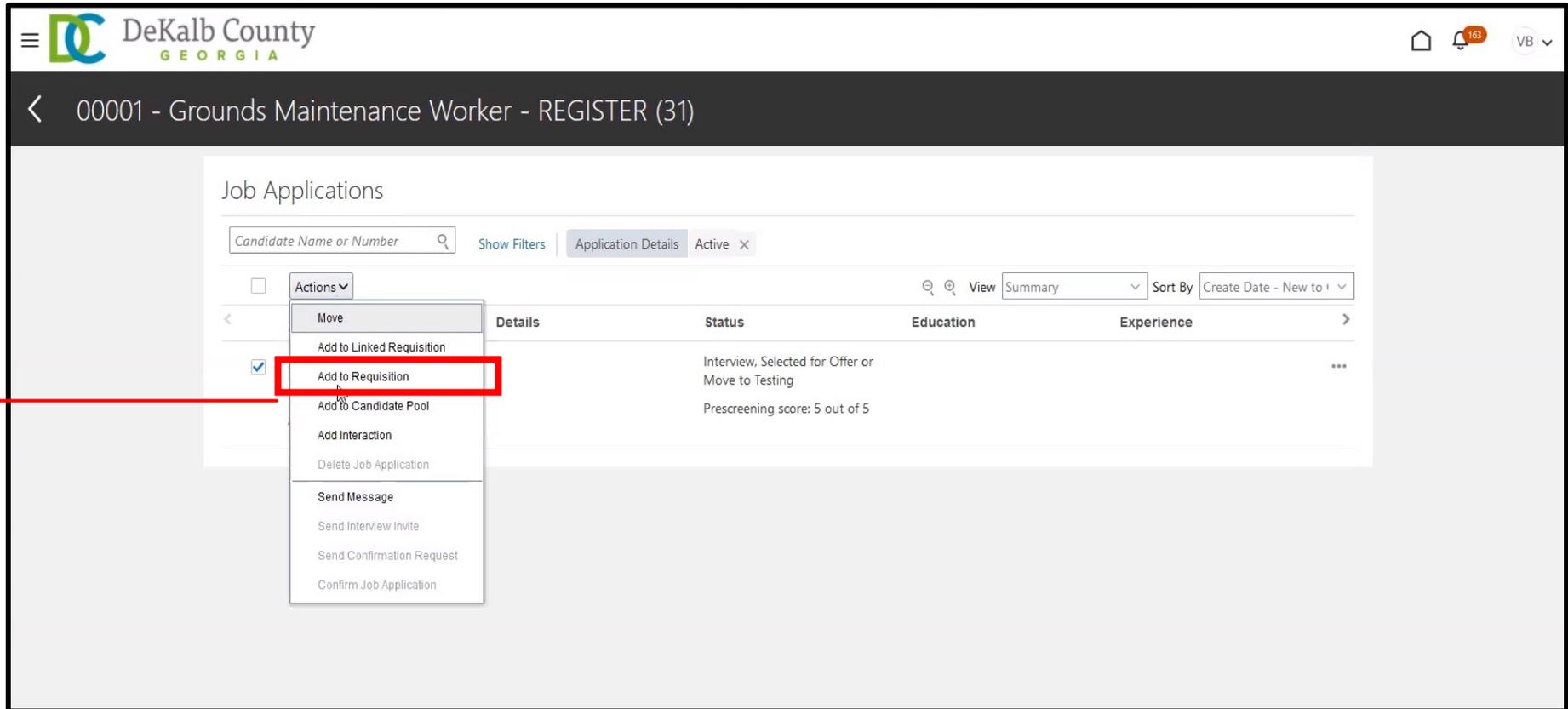
The screenshot shows the DeKalb County Job Applications interface. The page title is "00001 - Grounds Maintenance Worker - REGISTER (31)". The "Job Applications" section includes a search bar for "Candidate Name or Number", "Show Filters", and tabs for "Application Details" and "Active". Below this is a table with columns: Candidate, Details, Status, Education, and Experience. The first row is highlighted with a red box, containing the candidate "Public, John" with ID "67008" and location "Akutan, AK, US". The status is "Interview, Selected for Offer or Move to Testing" and the prescreening score is "5 out of 5". A red line connects the number "4" in the text to the check box in the "Candidate" column of the table.

Candidate	Details	Status	Education	Experience
<input type="checkbox"/> Public, John 67008 Akutan, AK, US		Interview, Selected for Offer or Move to Testing Prescreening score: 5 out of 5		

Select Candidates

5

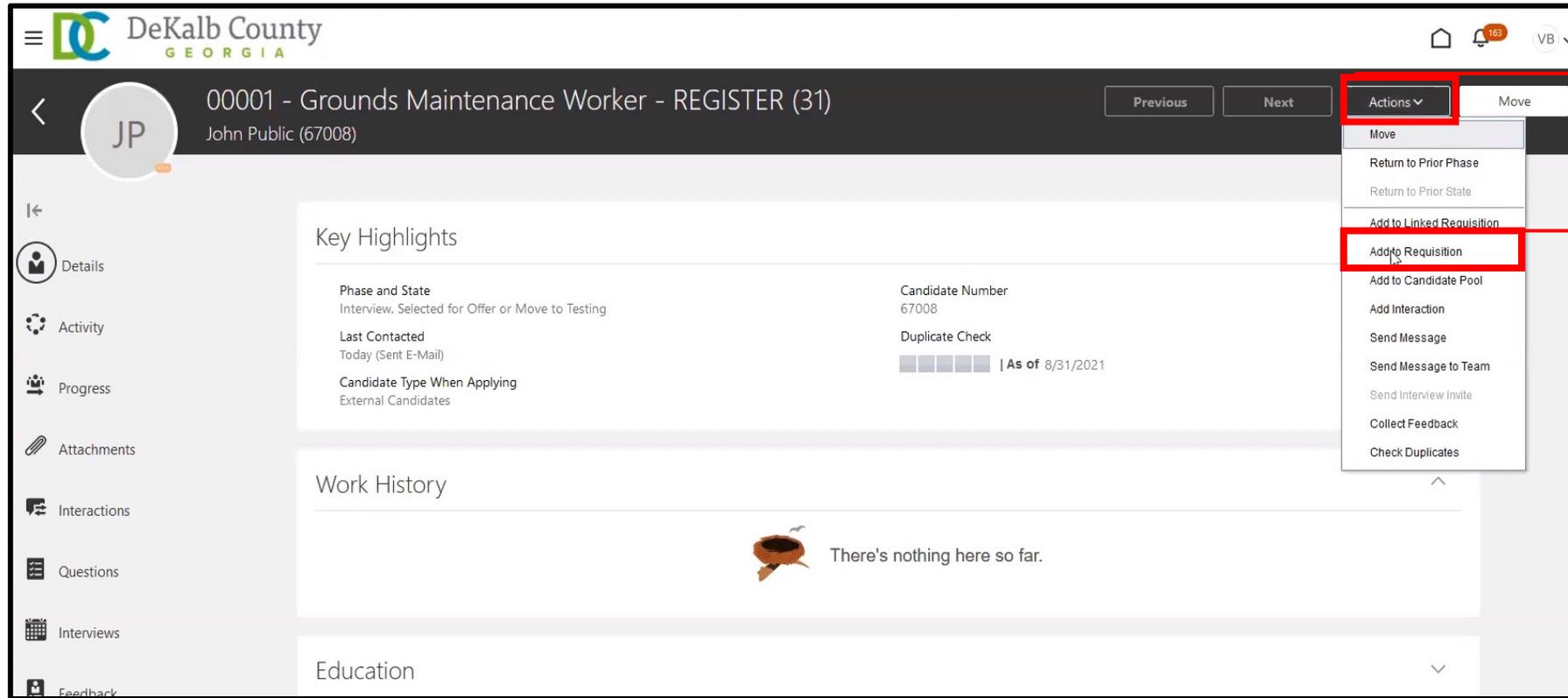
Select **Add to Requisition** from the **Actions** drop-down list



The screenshot shows the DeKalb County Job Applications interface. The page title is "00001 - Grounds Maintenance Worker - REGISTER (31)". The "Job Applications" section includes a search bar for "Candidate Name or Number", "Show Filters", and "Application Details" tabs. A table of job applications is displayed with columns for "Details", "Status", "Education", and "Experience". The "Add to Requisition" option in the "Actions" dropdown menu is highlighted with a red box. A red line connects this option to the number "5" in a blue circle on the left side of the image.

Details	Status	Education	Experience
	Interview, Selected for Offer or Move to Testing		
	Prescreening score: 5 out of 5		

Select Candidates

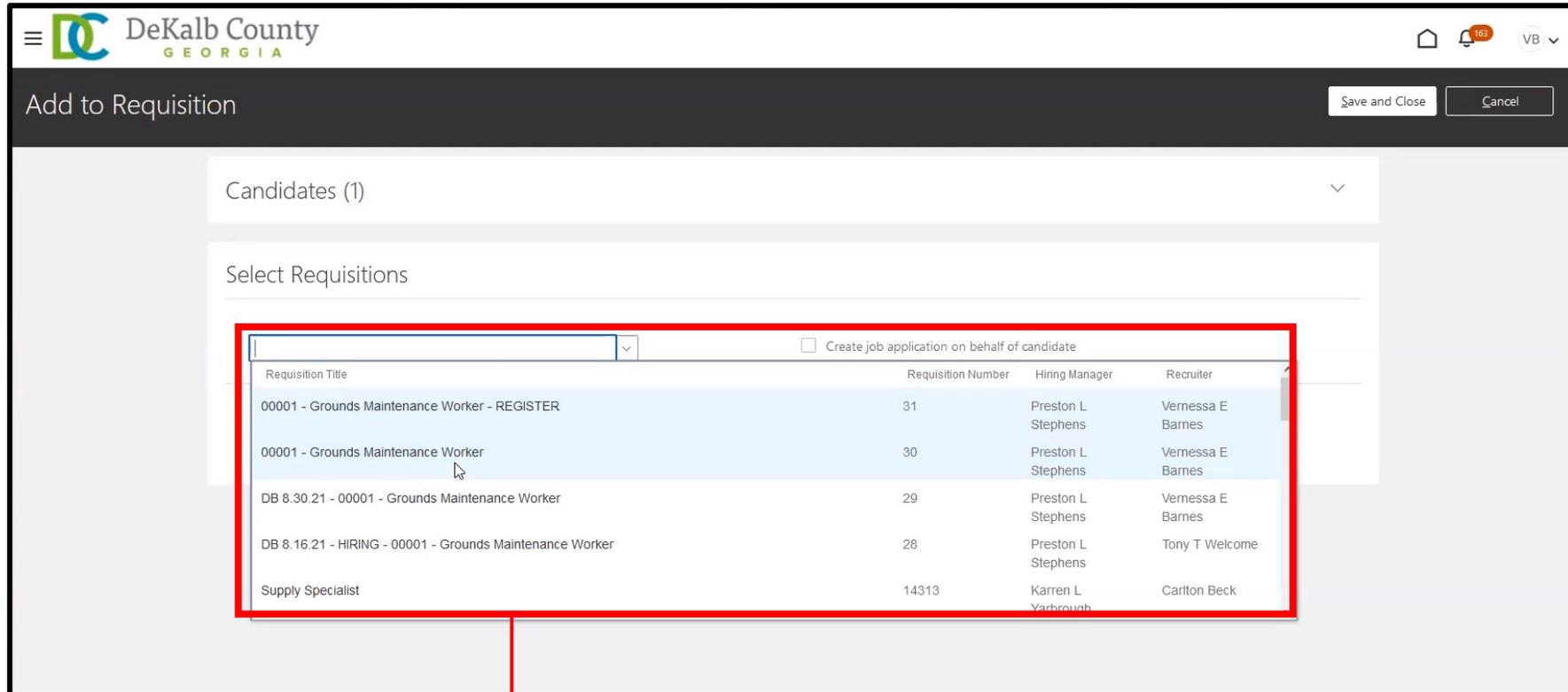


The screenshot shows the DeKalb County HR system interface. At the top, the DeKalb County logo and name are visible. The main header displays the candidate's name, 'John Public (67008)', and the job title, '00001 - Grounds Maintenance Worker - REGISTER (31)'. A navigation bar includes 'Previous' and 'Next' buttons, and an 'Actions' dropdown menu. The 'Actions' menu is open, showing several options: 'Move', 'Return to Prior Phase', 'Return to Prior State', 'Add to Linked Requisition', 'Add to Requisition', 'Add to Candidate Pool', 'Add Interaction', 'Send Message', 'Send Message to Team', 'Send Interview Invite', 'Collect Feedback', and 'Check Duplicates'. The 'Add to Requisition' option is highlighted with a red box. A red line connects this box to a blue circle containing the number '6'. The main content area is divided into sections: 'Key Highlights', 'Work History', and 'Education'. The 'Key Highlights' section shows 'Phase and State' as 'Interview, Selected for Offer or Move to Testing', 'Candidate Number' as '67008', 'Last Contacted' as 'Today (Sent E-Mail)', and 'Candidate Type When Applying' as 'External Candidates'. The 'Work History' section is empty, with a message 'There's nothing here so far.' and a small icon of a bowl. The 'Education' section is partially visible at the bottom.

6

This is another way to add a Candidate to a Requisition. Select the Candidate's name and select **Add to Requisition** from the Actions drop-down list

Select Candidates



DeKalb County
GEORGIA

Add to Requisition

Save and Close Cancel

Candidates (1)

Select Requisitions

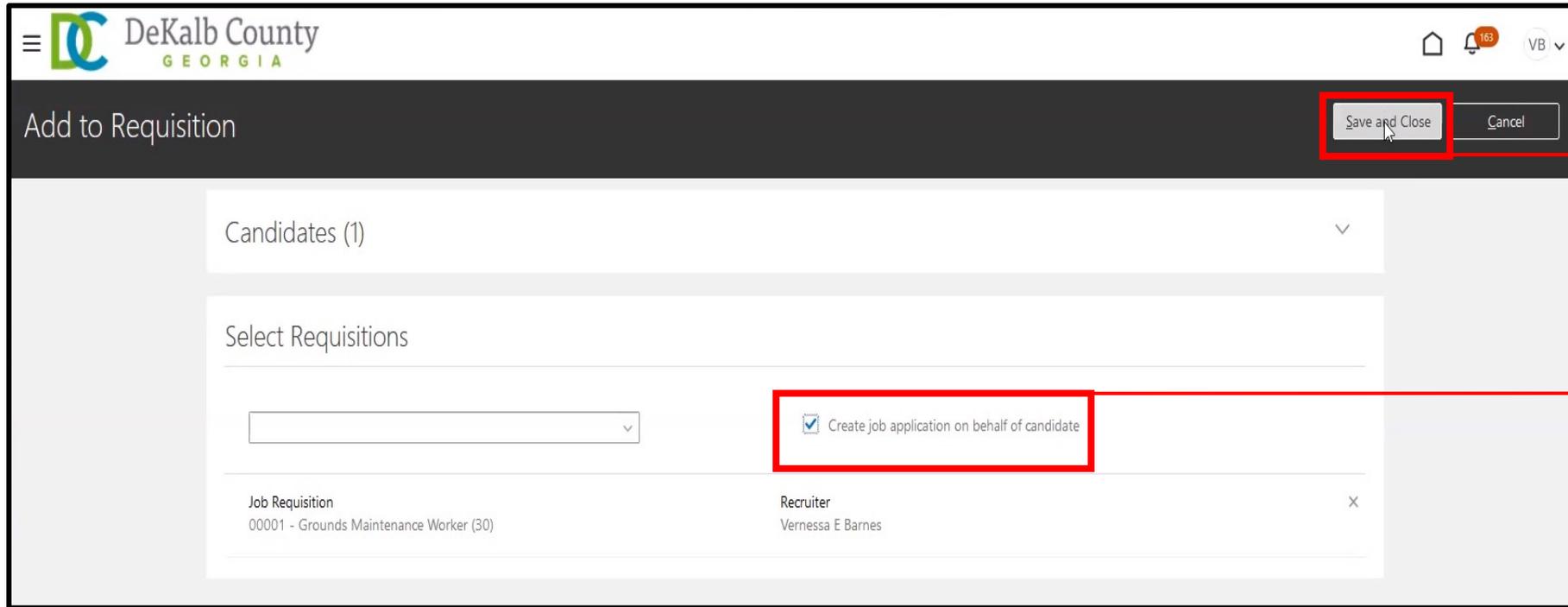
Create job application on behalf of candidate

Requisition Title	Requisition Number	Hiring Manager	Recruiter
00001 - Grounds Maintenance Worker - REGISTER	31	Preston L Stephens	Vernessa E Barnes
00001 - Grounds Maintenance Worker	30	Preston L Stephens	Vernessa E Barnes
DB 8.30.21 - 00001 - Grounds Maintenance Worker	29	Preston L Stephens	Vernessa E Barnes
DB 8.16.21 - HIRING - 00001 - Grounds Maintenance Worker	28	Preston L Stephens	Tony T Welcome
Supply Specialist	14313	Karren L Yarbrough	Carlton Beck

7

In the **Select Requisitions** section, either type the **Requisition** or select it from the drop-down list

Select Candidates



DeKalb County
GEORGIA

Add to Requisition

Save and Close Cancel

Candidates (1)

Select Requisitions

Create job application on behalf of candidate

Job Requisition 00001 - Grounds Maintenance Worker (30)	Recruiter Vernessa E Barnes	x
--	--------------------------------	---

8

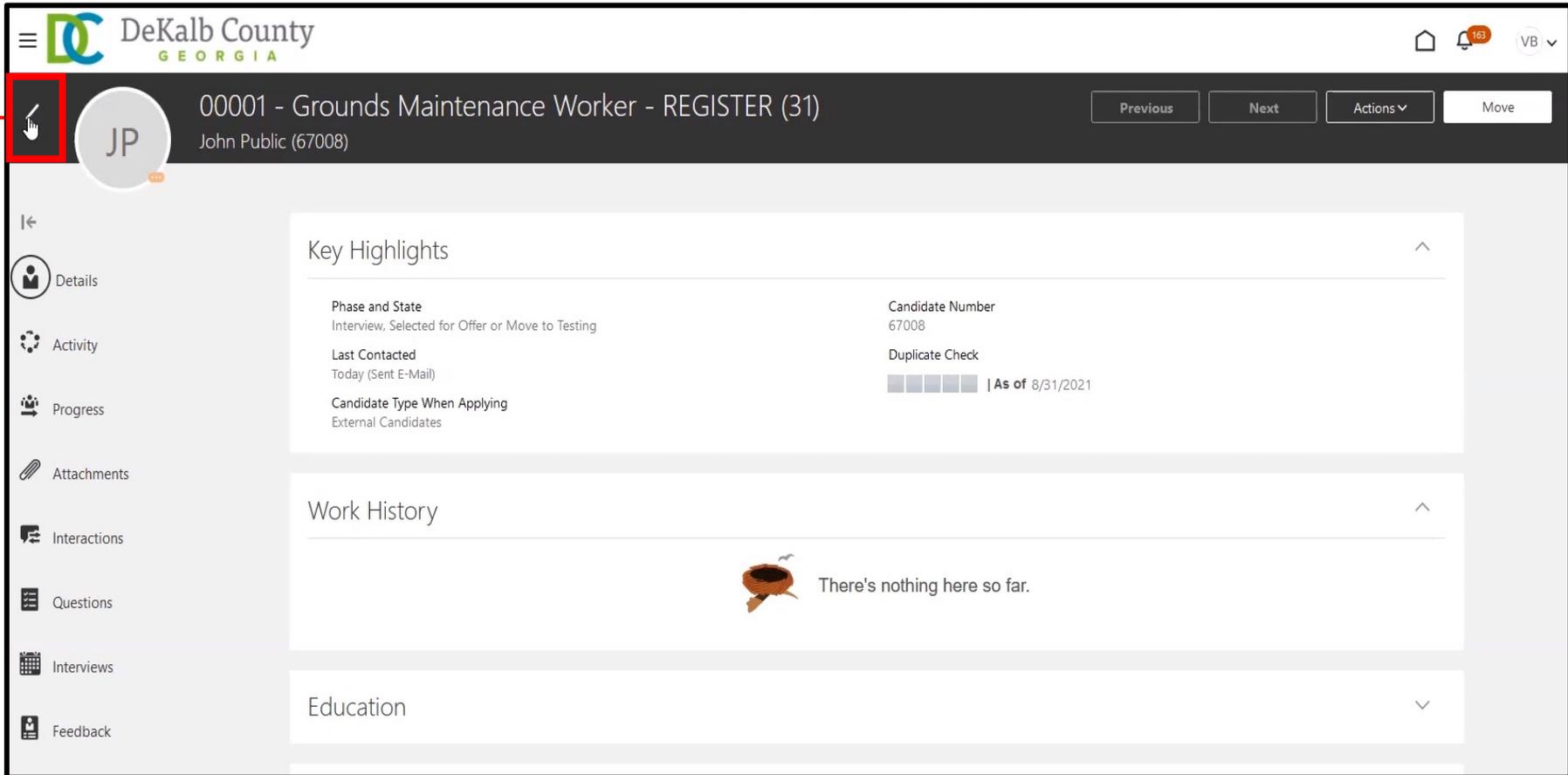
Select the check box labeled **Create job application on behalf of Candidate**. Select the **Save and Close** button



If the Recruiter/Generalist requires the Candidate to fill out additional Prescreening or Disqualification Questions, then they do not select the check box and instead select **Save and Close**

Select Candidates

9



DeKalb County
GEORGIA

00001 - Grounds Maintenance Worker - REGISTER (31)
John Public (67008)

Previous Next Actions Move

JP

←

- Details
- Activity
- Progress
- Attachments
- Interactions
- Questions
- Interviews
- Feedback

Key Highlights

Phase and State Interview, Selected for Offer or Move to Testing	Candidate Number 67008
Last Contacted Today (Sent E-Mail)	Duplicate Check As of 8/31/2021
Candidate Type When Applying External Candidates	

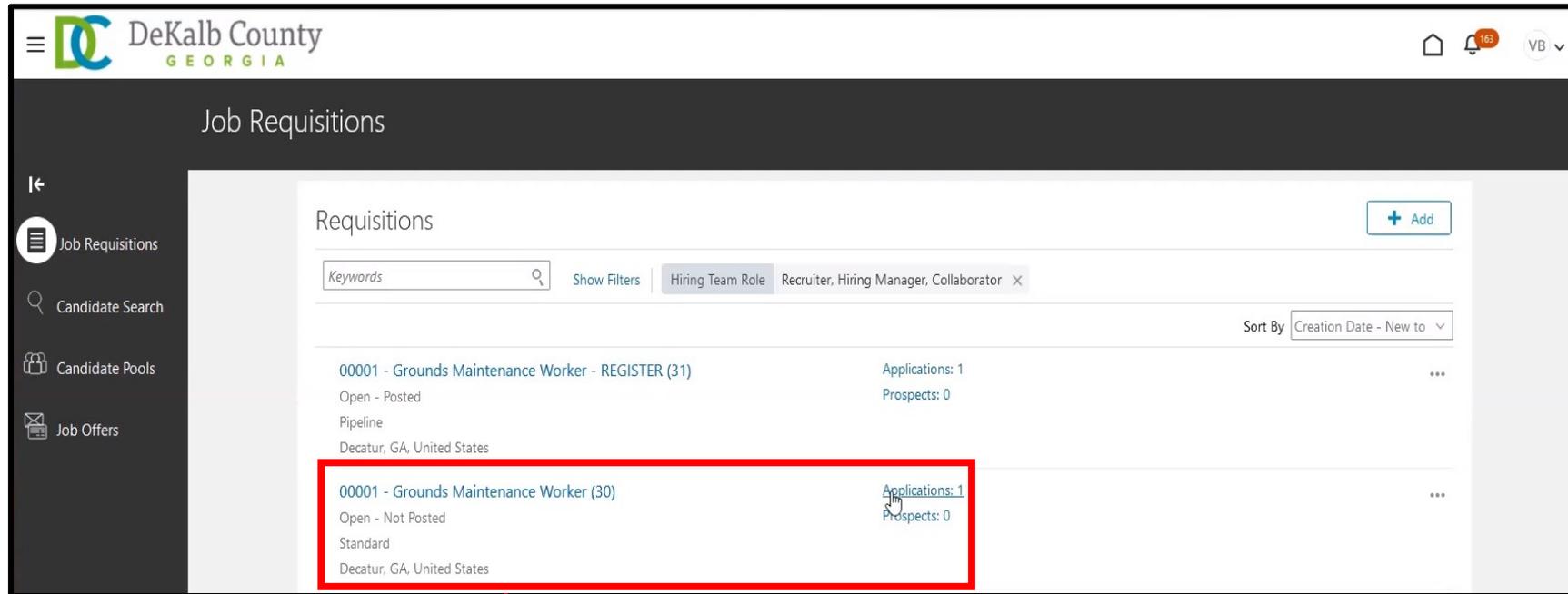
Work History

There's nothing here so far.

Education

Navigate back by selecting the arrow on the left

Select Candidates



DeKalb County
GEORGIA

Job Requisitions

Requisitions

Keywords Show Filters Hiring Team Role Recruiter, Hiring Manager, Collaborator X

Sort By Creation Date - New to

00001 - Grounds Maintenance Worker - REGISTER (31)	Applications: 1	Prospects: 0
Open - Posted		
Pipeline		
Decatur, GA, United States		
00001 - Grounds Maintenance Worker (30)	Applications: 1	Prospects: 0
Open - Not Posted		
Standard		
Decatur, GA, United States		

10

Verify if both Requisitions have an application associated with them by checking if the Application count increased

Select Candidates Knowledge Check

The Hiring Manager can complete the steps in the Select Candidates section.
True or False?

A. True

B. False



Select Candidates Knowledge Check

The Hiring Manager can complete the steps in the Select Candidates section.
True or False?

A. True

B. False



The correct answer is B. The Hiring Manager cannot complete the steps in the Select Candidates section as this can only be done by Recruiter/Generalists

Recruiting Lifecycle Management Course Exercises:

Please complete the following exercises:

Assignment:

- Add a Candidate from the Register Requisition to the Hiring Requisition

Recruiting Lifecycle Management

Lesson 8: Prepare Job Offer

Lesson Objective:

Upon the completion of the Prepare Job Offer lessons, you will be able to:

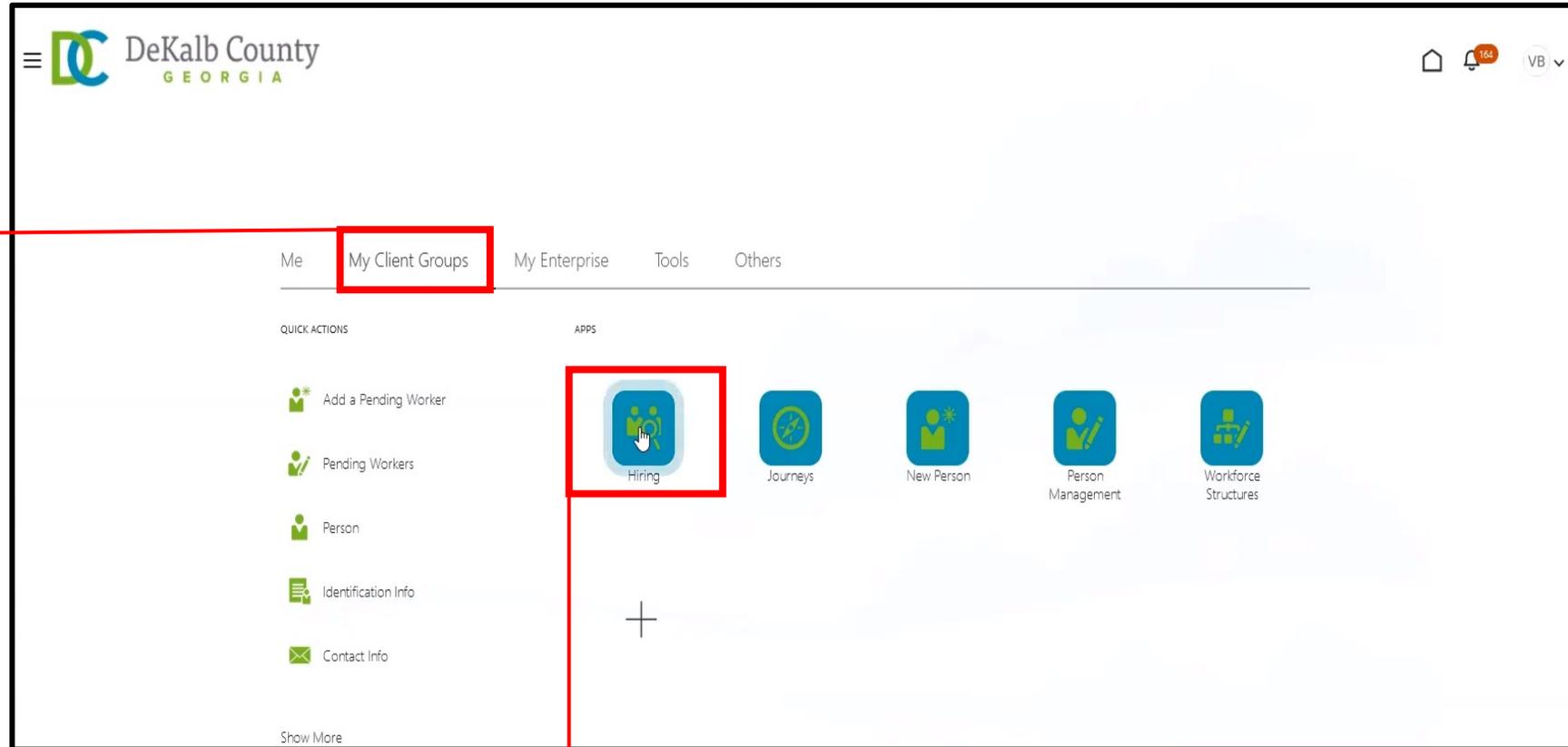
Objectives

- Prepare a Job Offer for a Candidate

Prepare Job Offer

1

In this Section we will be creating a Job Offer. The Recruiter/Generalist will select the **My Client Groups** tab



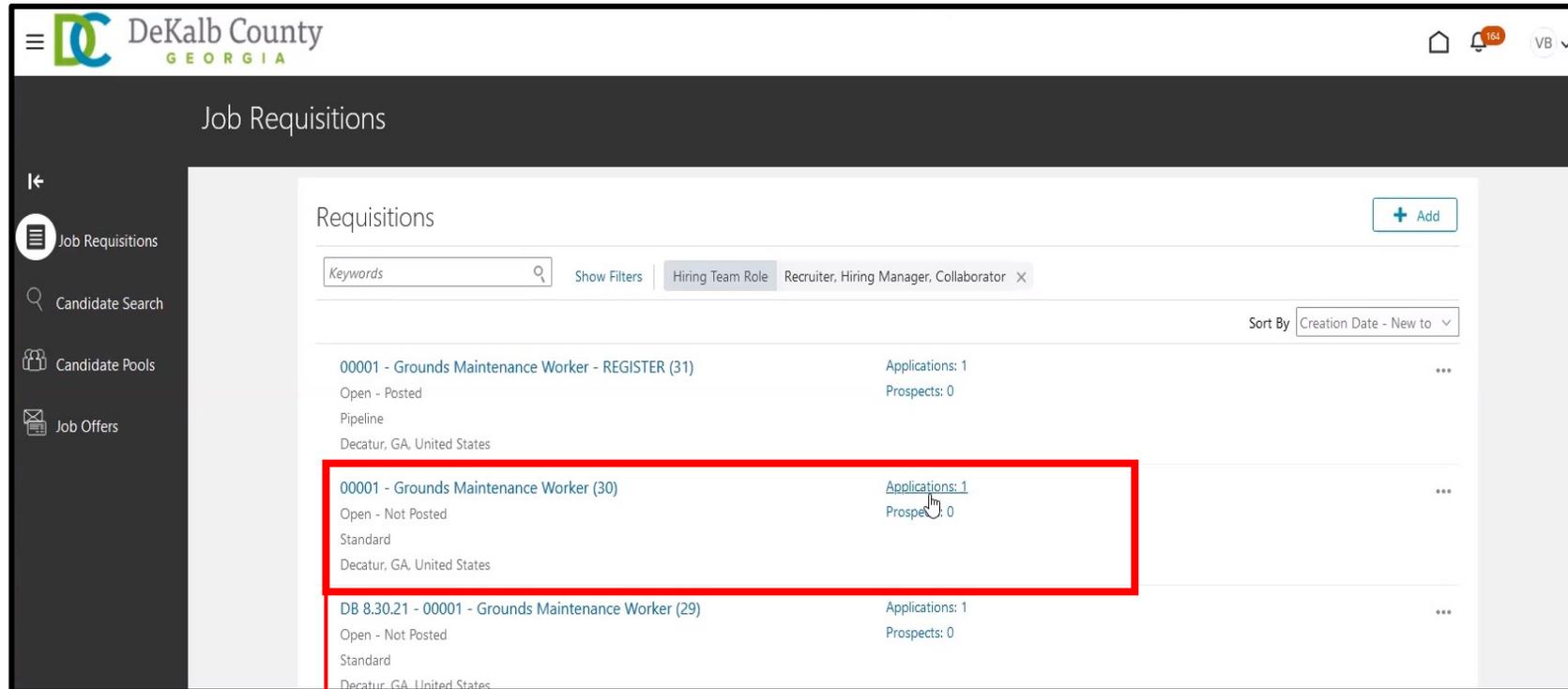
2

Select the **Hiring** tile



This can only be done by the Recruiter/Generalist, not by the Hiring Manager

Prepare Job Offer



DeKalb County
GEORGIA

Job Requisitions

Requisitions + Add

Keywords Show Filters Hiring Team Role Recruiter, Hiring Manager, Collaborator X

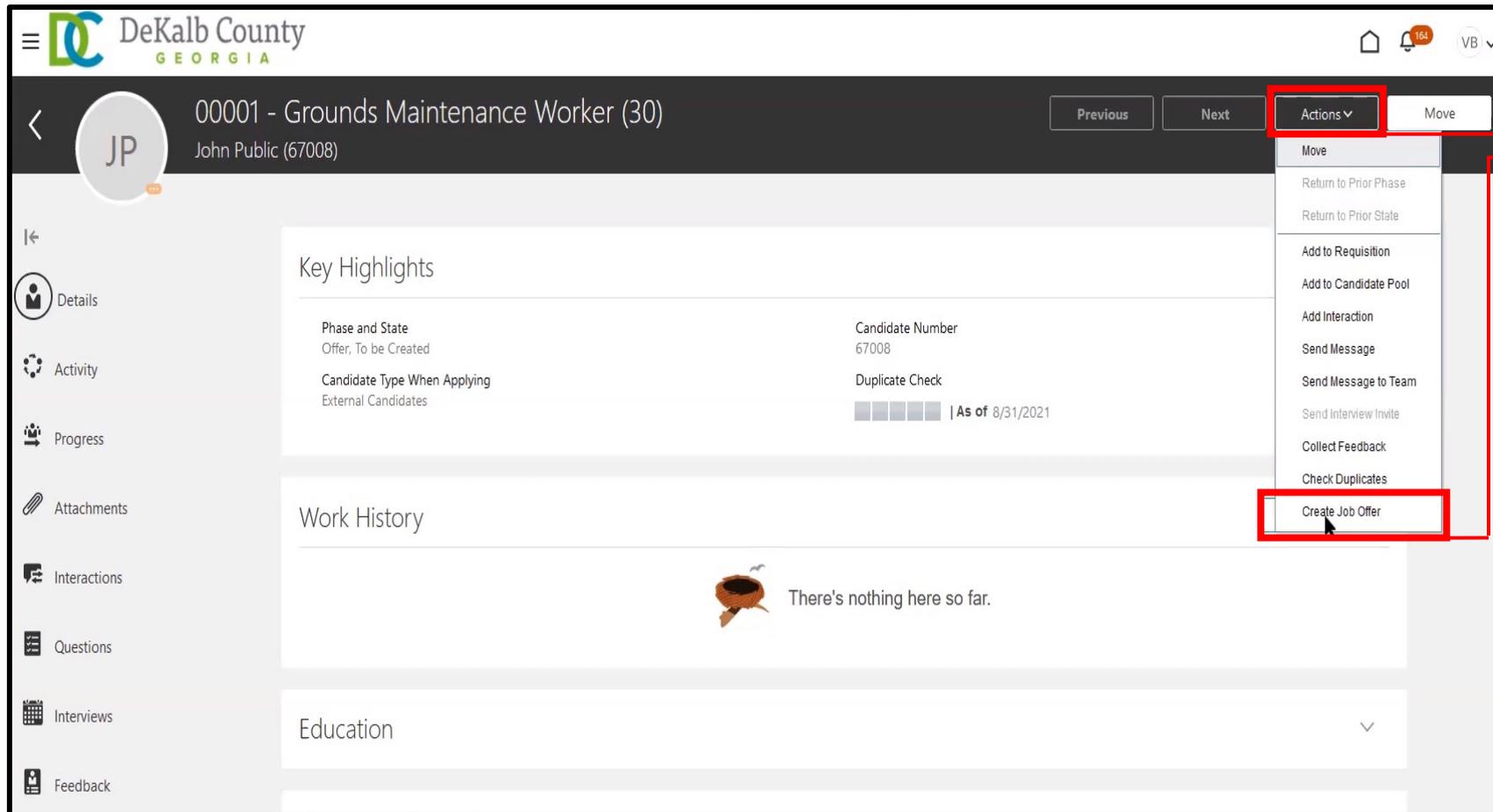
Sort By Creation Date - New to

00001 - Grounds Maintenance Worker - REGISTER (31)	Applications: 1 Prospects: 0	...
00001 - Grounds Maintenance Worker (30)	Applications: 1 Prospects: 0	...
DB 8.30.21 - 00001 - Grounds Maintenance Worker (29)	Applications: 1 Prospects: 0	...

3

Select the appropriate Requisition

Prepare Job Offer

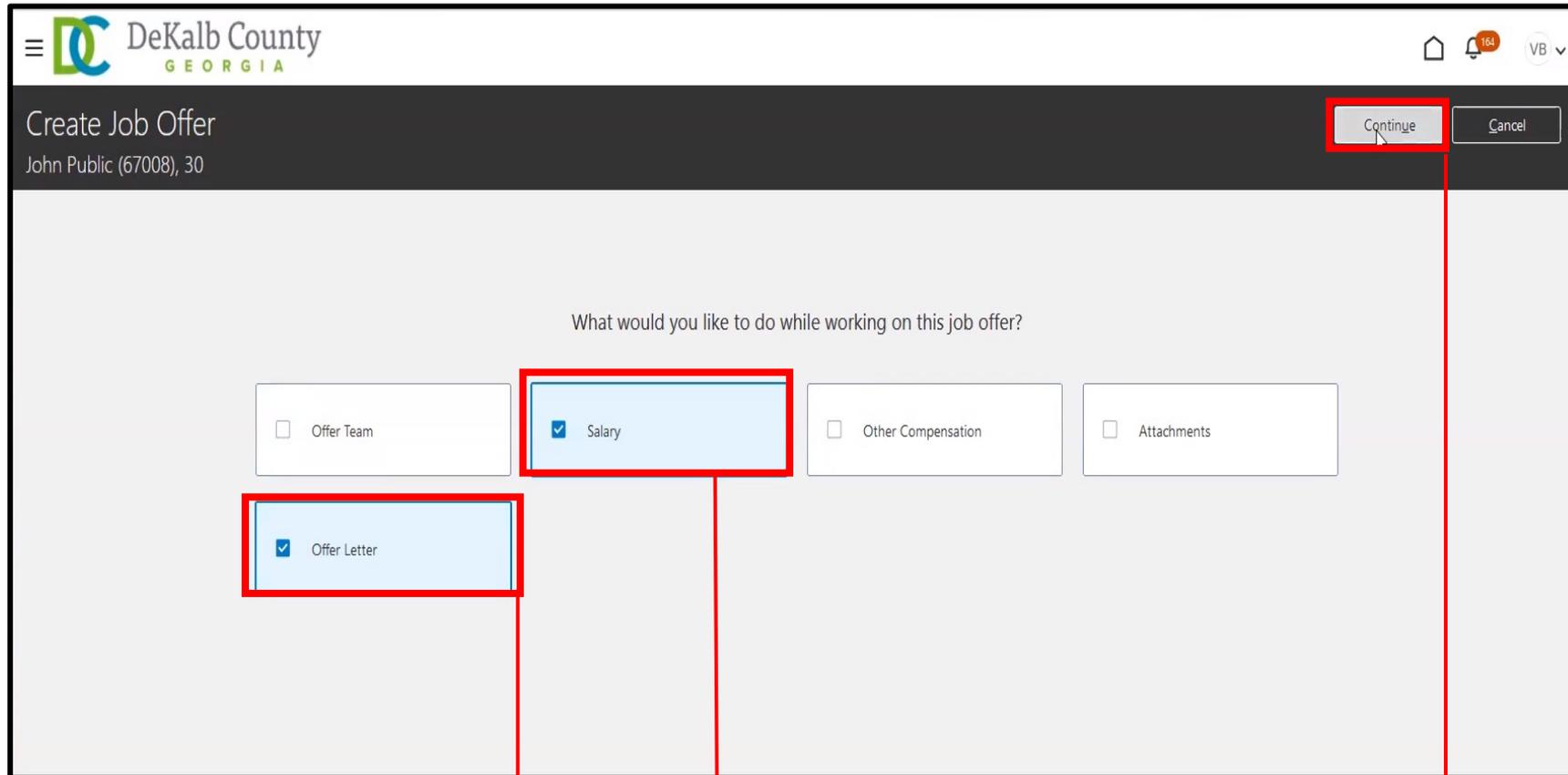


The screenshot shows the DeKalb County HR system interface. The top navigation bar includes the DeKalb County logo, a home icon, a notification bell with '164', and a user profile 'VB'. The main header displays '00001 - Grounds Maintenance Worker (30)' and 'John Public (67008)'. A sidebar on the left contains navigation options: Details, Activity, Progress, Attachments, Interactions, Questions, Interviews, and Feedback. The main content area is divided into sections: 'Key Highlights' with fields for 'Phase and State' (Offer, To be Created), 'Candidate Number' (67008), and 'Candidate Type When Applying' (External Candidates); 'Work History' with a message 'There's nothing here so far.'; and 'Education'. A red box highlights the 'Actions' dropdown menu, which is open and shows options: Move, Return to Prior Phase, Return to Prior State, Add to Requisition, Add to Candidate Pool, Add Interaction, Send Message, Send Message to Team, Send Interview Invite, Collect Feedback, Check Duplicates, and 'Create Job Offer'. The 'Create Job Offer' option is highlighted with a red box and a red arrow pointing to a blue circle with the number '4'.

4

To create an Offer, select **Create Job Offer** from the **Actions** drop-down list

Prepare Job Offer



DeKalb County
GEORGIA

Create Job Offer
John Public (67008), 30

Continue Cancel

What would you like to do while working on this job offer?

Offer Team

Salary

Other Compensation

Attachments

Offer Letter

Check the box for **Attachements** if you would like to attach any other documents to the Offer

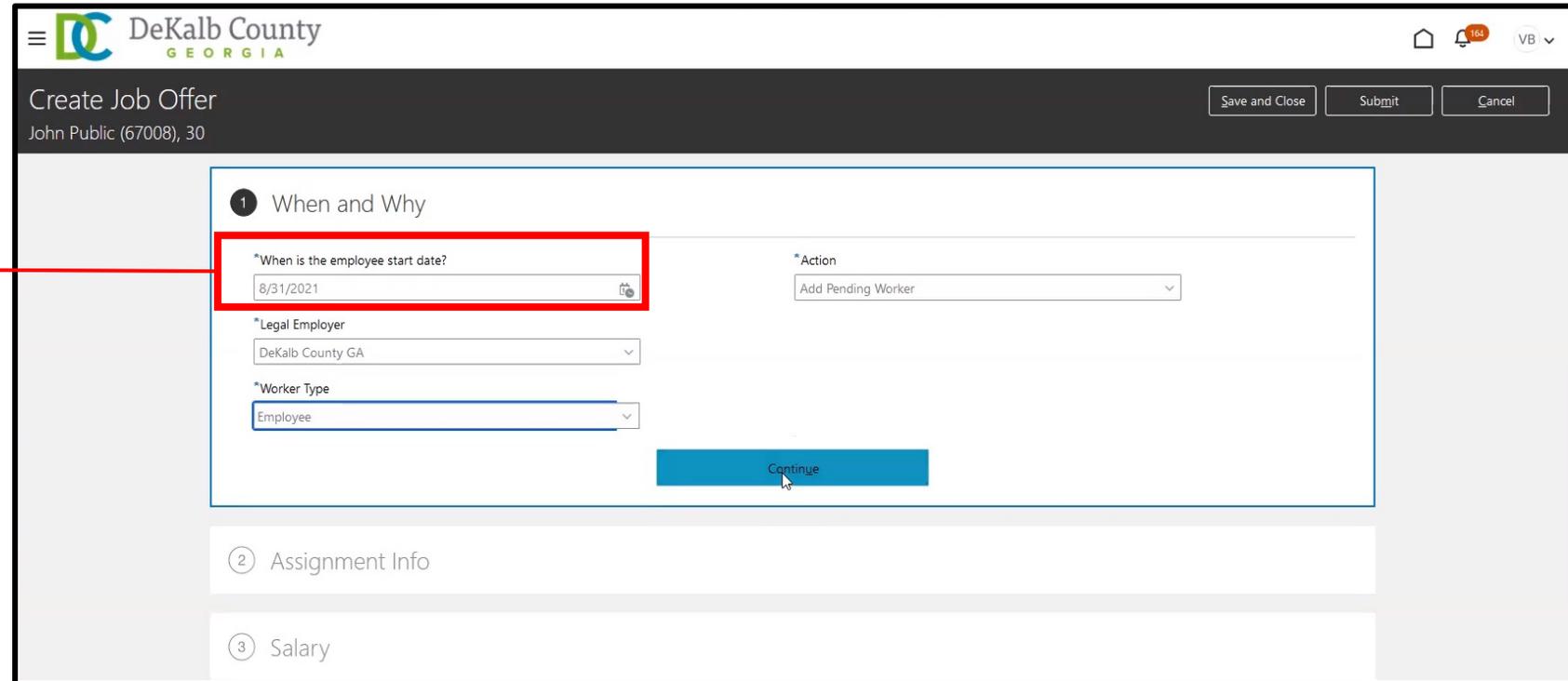
5

Select the check boxes you need for creating the Offer. Select the check boxes for **Salary** and **Offer Letter**. Select the **Continue** button to proceed to the next step

Prepare Job Offer

6

Enter the appropriate Employee start date from the When is the employee start date field



DeKalb County
GEORGIA

Create Job Offer
John Public (67008), 30

Save and Close Submit Cancel

1 When and Why

*When is the employee start date?
8/31/2021

*Action
Add Pending Worker

*Legal Employer
DeKalb County GA

*Worker Type
Employee

Continue

2 Assignment Info

3 Salary

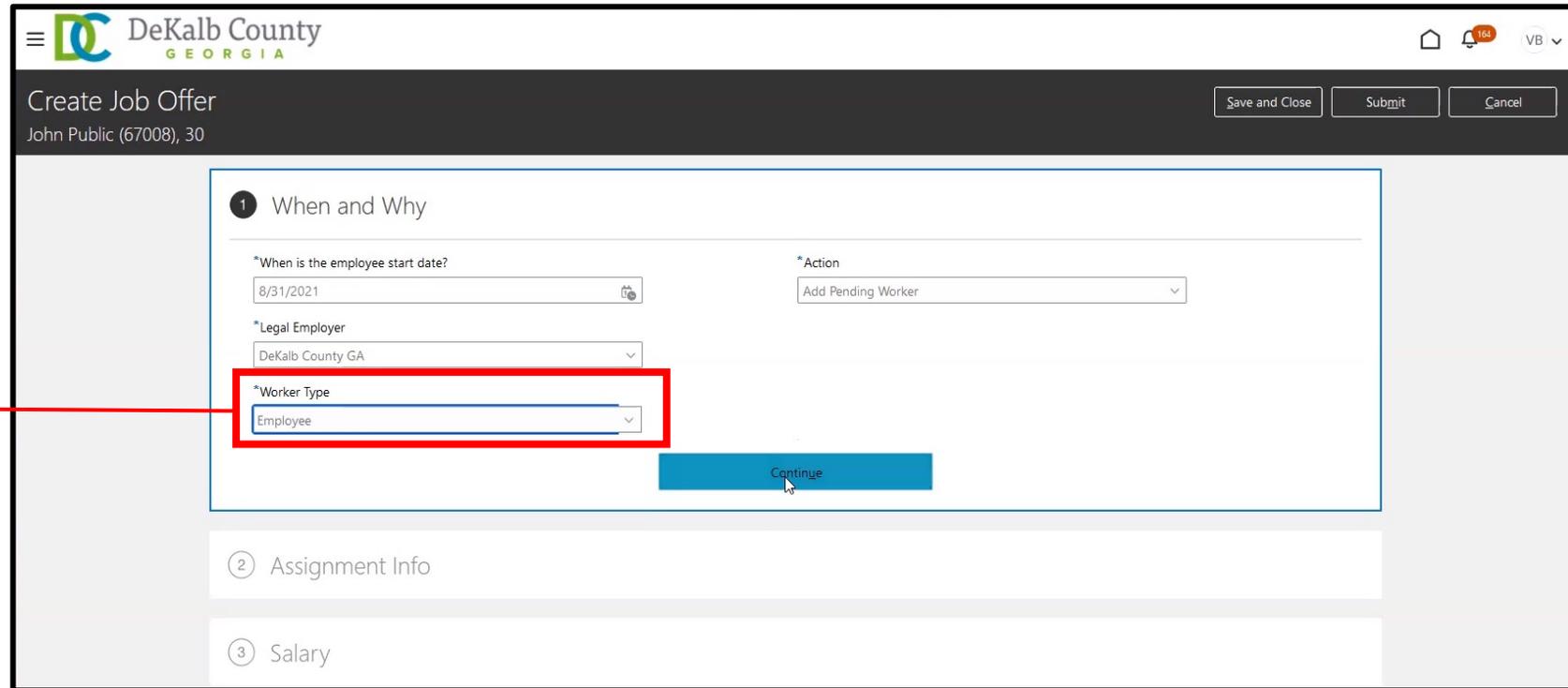


DeKalb County has a rolling two-week window for start dates

Prepare Job Offer

7

Select **Employee** from the **Worker Type** drop-down list



DeKalb County
GEORGIA

Create Job Offer
John Public (67008), 30

Save and Close Submit Cancel

1 When and Why

*When is the employee start date? 8/31/2021

*Action Add Pending Worker

*Legal Employer DeKalb County GA

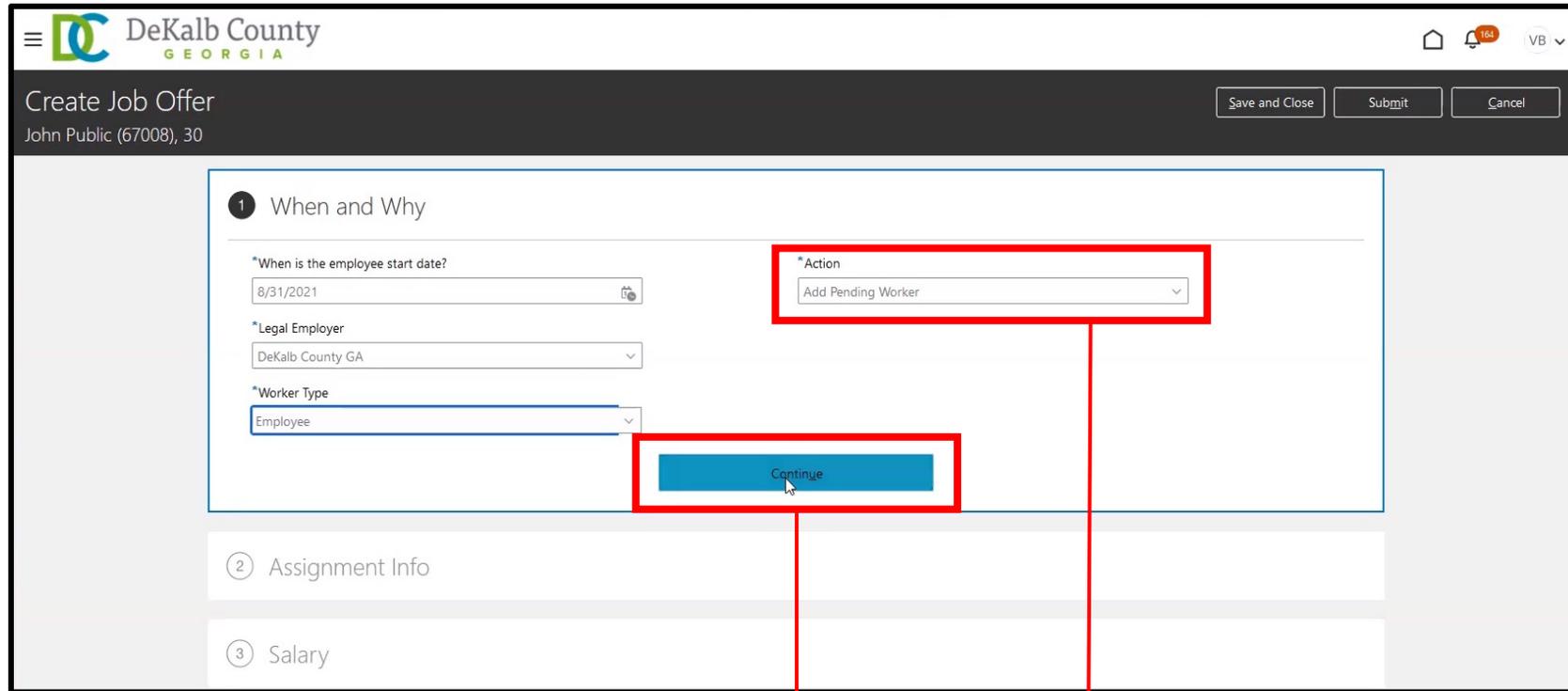
*Worker Type Employee

Continue

2 Assignment Info

3 Salary

Prepare Job Offer



DeKalb County
GEORGIA

Create Job Offer
John Public (67008), 30

Save and Close Submit Cancel

1 When and Why

*When is the employee start date?
8/31/2021

*Action
Add Pending Worker

*Legal Employer
DeKalb County GA

*Worker Type
Employee

Continue

2 Assignment Info

3 Salary

8

The **Action** field should default to **Add Pending Worker**. If the person receiving the Offer is an Ex-Employee, the **Action** should be **Adding Pending Work Relationship**. Select the **Continue** button to move to the next section

Prepare Job Offer

9

Review the Assignment Info fields. Confirm the appropriate **Grade** from the drop-down list

Create Job Offer
John Public (67008), 30

1 When and Why [Edit](#)

2 Assignment Info

*Business Unit DC Business Unit	Department 06116 - PARKS - DISTRICT I SERVICE CENTER
Job 61250 - Grounds Maintenance Worker	Reporting Establishment Select a value
Business Title 61250 - Grounds Maintenance Worker	Location P&R-CANNEX - P&R Central Annex
*Grade 06	

[Continue](#)

Prepare Job Offer

Create Job Offer
John Public (67008), 30

Save and Close Submit Cancel

1 When and Why Edit

2 Assignment Info

*Business Unit DC Business Unit	Department 06116 - PARKS - DISTRICT I SERVICE CENTER
Job 61250 - Grounds Maintenance Worker	Reporting Establishment Select a value
Business Title 61250 - Grounds Maintenance Worker	Location P&R-CANNEX - P&R Central Annex
*Grade 06	

Continue

10

Select the appropriate Reporting Establishment. Select the Continue button to move to the next section

Prepare Job Offer

11

In the **Salary Basis** drop-down list, choose the appropriate **basis**. After selecting the **Salary Basis**, the **Salary Range** and **Salary Midpoint** fields will appear

Create Job Offer
John Public (67008), 30

Save and Close Submit Cancel

1 When and Why Edit

2 Assignment Info Edit

3 Salary

*Salary Basis
Annual Salary Basis

*Salary Amount
35,000.00 USD Annually

Annual Salary
35,000.00 USD (FTE 1)

Grade Name
06

New Salary
35,000.00 USD Annually
27,468.00 - 42,576.00

Salary Range
27,468.00 - 42,576.00 USD Annually

Salary Range Midpoint
35,022.00 USD

Compa-Ratio
99.94

Continue

Prepare Job Offer

Create Job Offer

John Public (67008), 30

Save and Close Submit Cancel

1 When and Why Edit

2 Assignment Info Edit

3 Salary

*Salary Basis
Annual Salary Basis

*Salary Amount
35,000.00 USD Annually

Annual Salary
35,000.00 USD (FTE 1)

Grade Name
06

New Salary
35,000.00 USD Annually
27,468.00 - 42,576.00

Salary Range
27,468.00 - 42,576.00 USD Annually

Salary Range Midpoint
35,022.00 USD

Compa-Ratio
99.94

Continue

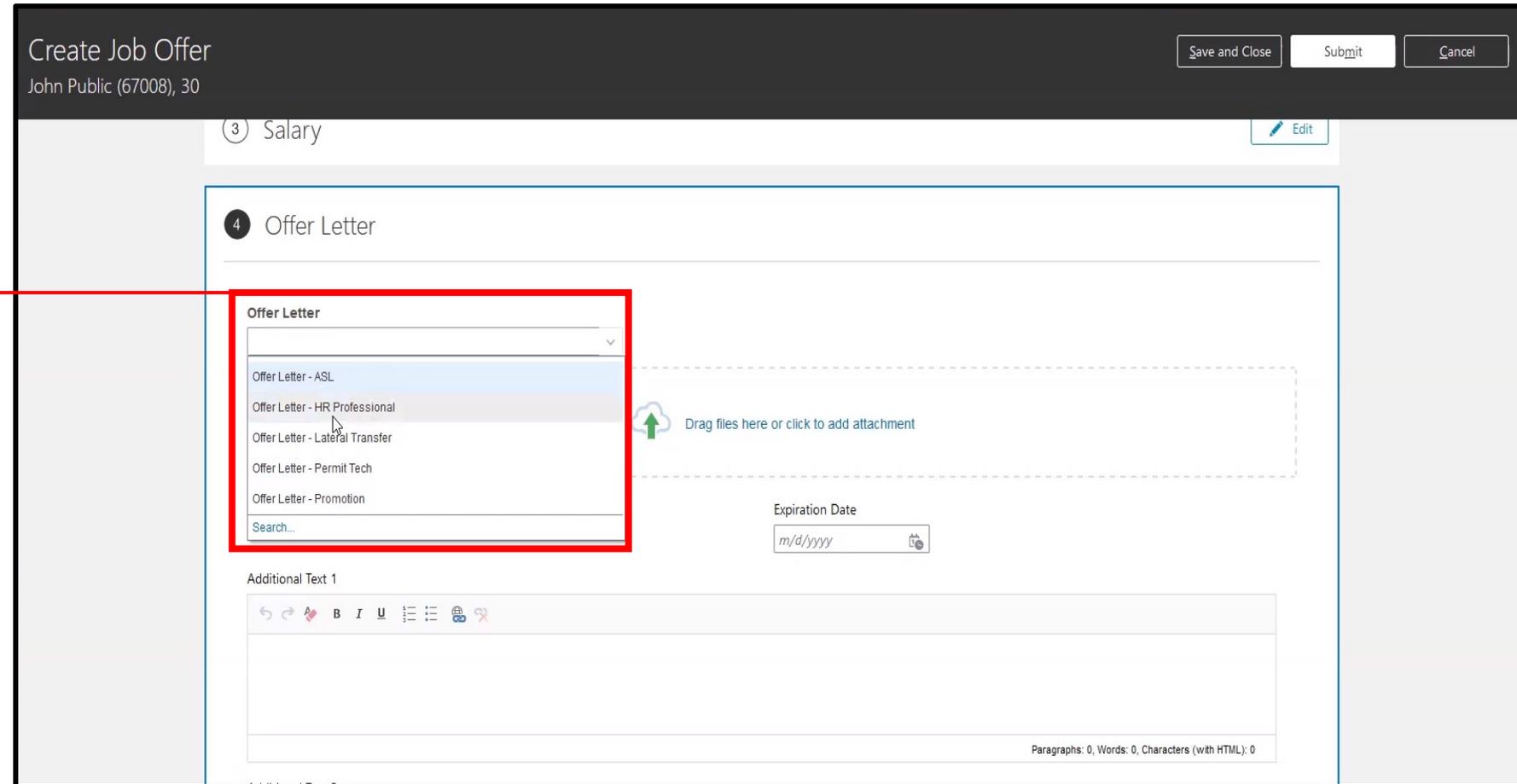
12

Enter the appropriate **Salary Amount**. The **Annual Amount** and **Compa-Ratio** will auto populate, and the salary range graph will appear. Select the **Continue** button to move to the next section

Prepare Job Offer

13

Select the appropriate **Offer Letter type** from the **Offer Letter** drop-down list or select **search** to view more options



The screenshot shows the 'Create Job Offer' interface. At the top, it says 'Create Job Offer' and 'John Public (67008), 30'. There are buttons for 'Save and Close', 'Submit', and 'Cancel'. The main content area is divided into steps: '3 Salary' and '4 Offer Letter'. The 'Offer Letter' section is active and contains a dropdown menu labeled 'Offer Letter'. The dropdown menu is open, showing several options: 'Offer Letter - ASL', 'Offer Letter - HR Professional', 'Offer Letter - Lateral Transfer', 'Offer Letter - Permit Tech', 'Offer Letter - Promotion', and 'Search...'. A red box highlights the dropdown menu. To the right of the dropdown menu is an attachment area with a dashed border and the text 'Drag files here or click to add attachment'. Below the attachment area is an 'Expiration Date' field with a calendar icon and the placeholder text 'm/d/yyyy'. At the bottom of the form is an 'Additional Text 1' field with a rich text editor toolbar. The status bar at the bottom right indicates 'Paragraphs: 0, Words: 0, Characters (with HTML): 0'.

Prepare Job Offer

Create Job Offer
John Public (67008), 30

Save and Close Submit Cancel

3 Salary Edit

4 Offer Letter

Offer Letter

- Offer Letter - ASL
- Offer Letter - HR Professional
- Offer Letter - Lateral Transfer
- Offer Letter - Permit Tech
- Offer Letter - Promotion
- Search...

Drag files here or click to add attachment

Expiration Date
m/d/yyyy

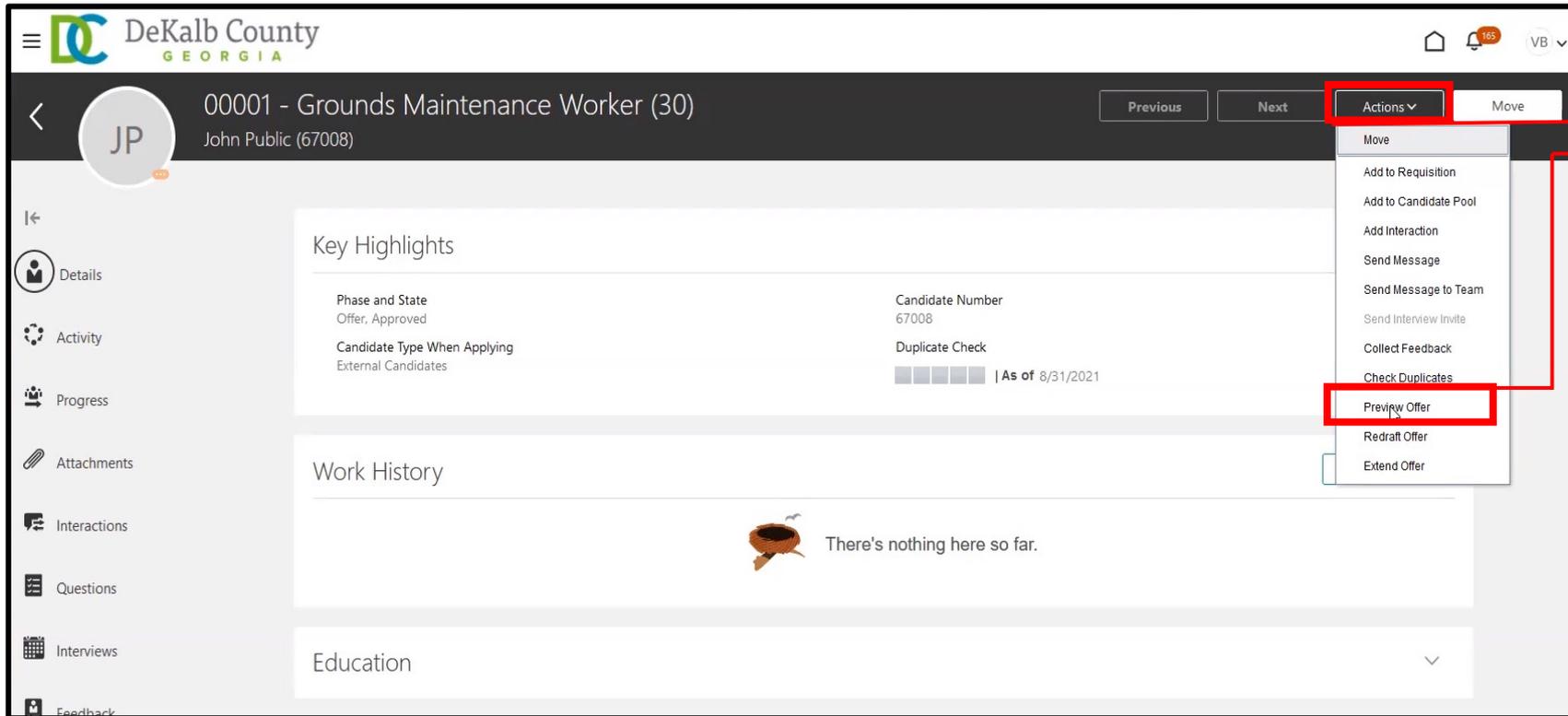
Additional Text 1

Paragraphs: 0, Words: 0, Characters (with HTML): 0

14

The **Expiration Date** for the Offer Letter is optional. Select the **Submit** button and the Offer will be submitted for approval

Prepare Job Offer



To Preview the Offer, select **Preview Offer** from the **Actions** drop-down list. The Offer will be displayed in the same format the Candidate will see

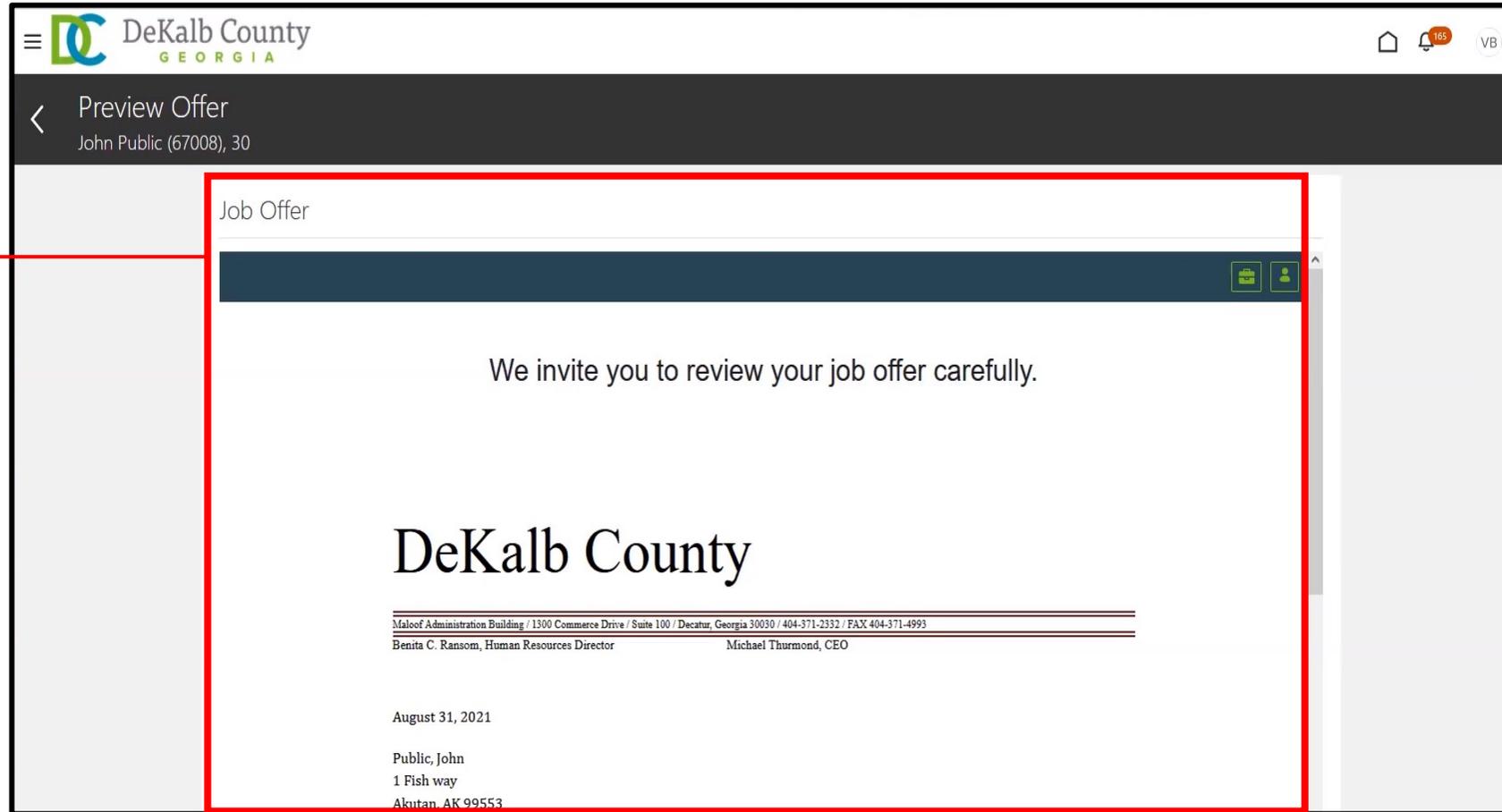


The Candidate, when viewing the Offer, can download, decline, or accept the Offer

Prepare Job Offer

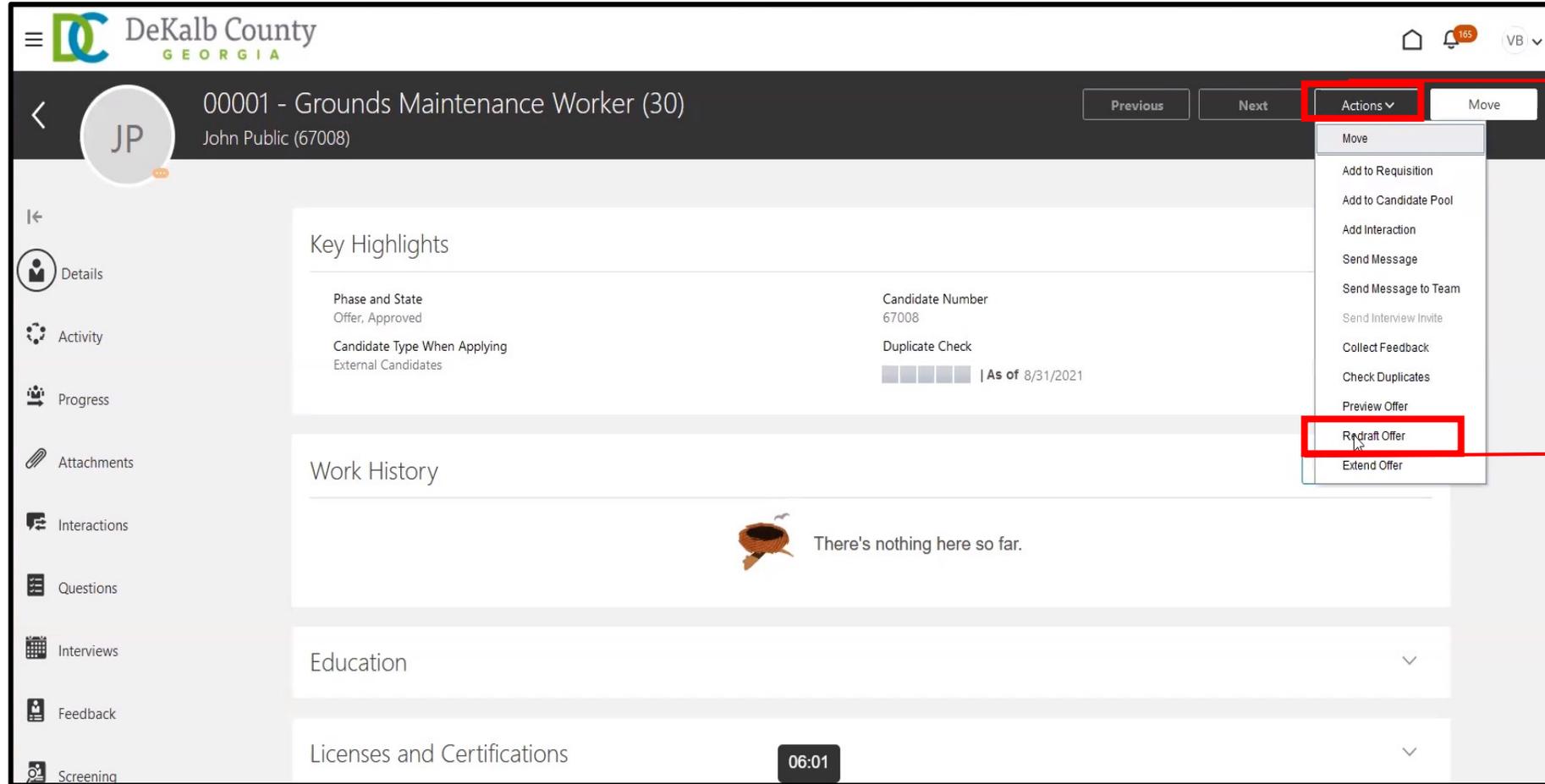
16

This is what the Offer Letter looks like for the Candidate. Candidates have the option to download, decline or accept the Offer



The screenshot shows a web interface for DeKalb County, Georgia. At the top left is the DeKalb County logo and name. To the right are navigation icons for home, notifications (165), and user profile (VB). Below the header is a dark navigation bar with a back arrow and the text 'Preview Offer' and 'John Public (67008), 30'. The main content area is titled 'Job Offer' and contains a dark blue bar with two icons. The central text reads: 'We invite you to review your job offer carefully.' Below this is the 'DeKalb County' logo. A horizontal line separates the header from the footer. The footer contains contact information: 'Maloolf Administration Building / 1300 Commerce Drive / Suite 100 / Decatur, Georgia 30030 / 404-371-2352 / FAX 404-371-4993', 'Benita C. Ransom, Human Resources Director', and 'Michael Thurmond, CEO'. The date 'August 31, 2021' is displayed, followed by the candidate's name and address: 'Public, John', '1 Fish way', 'Akutan, AK 99553'.

Prepare Job Offer

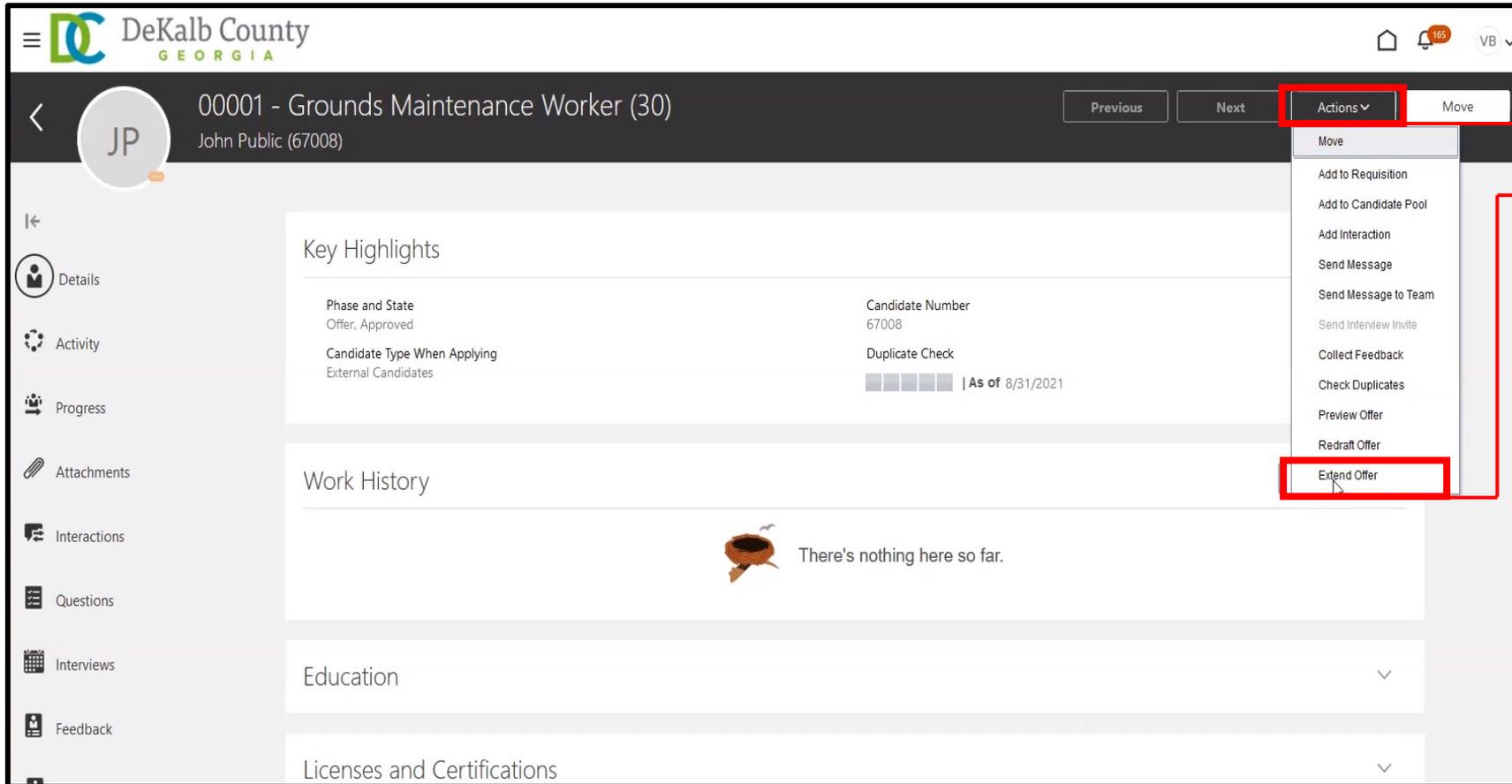


The screenshot shows the DeKalb County HR system interface. The top navigation bar includes the DeKalb County logo, the job title "00001 - Grounds Maintenance Worker (30)", and the candidate name "John Public (67008)". The "Actions" dropdown menu is open, and the "Redraft Offer" option is highlighted with a red box. The main content area displays "Key Highlights" with details such as "Phase and State: Offer, Approved", "Candidate Number: 67008", and "Candidate Type When Applying: External Candidates". Below this is the "Work History" section, which is currently empty and displays a message: "There's nothing here so far." The bottom of the screen shows sections for "Education" and "Licenses and Certifications".

17

To Redraft the Offer, select **Redraft Offer** from the Actions drop-down

Prepare Job Offer

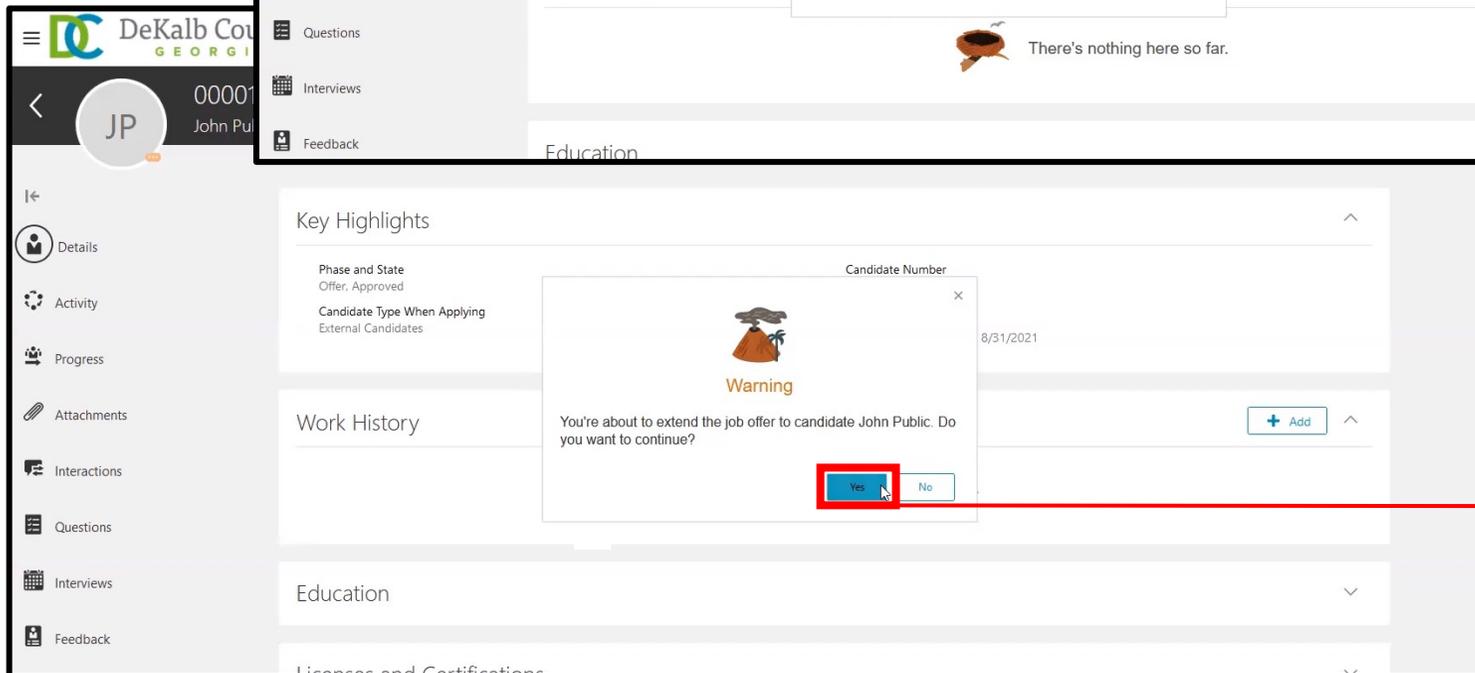
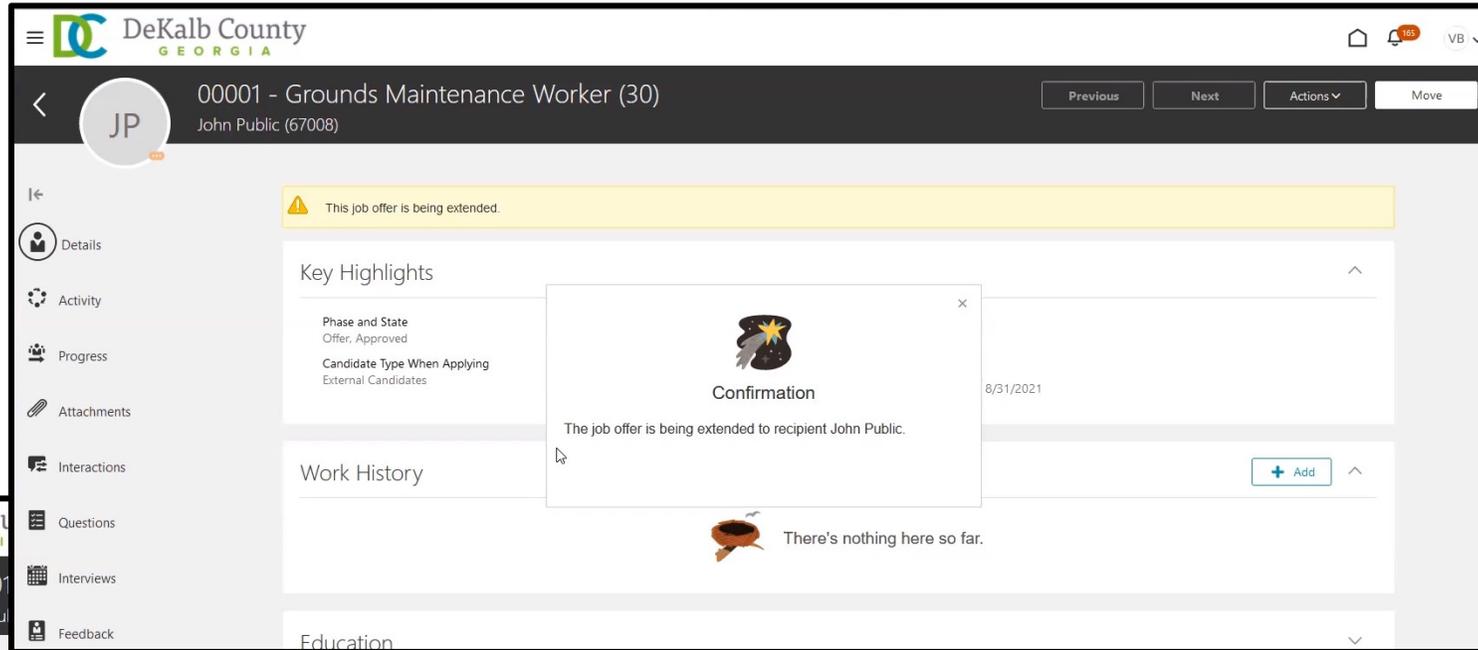


The screenshot displays the DeKalb County HR system interface. At the top, the DeKalb County Georgia logo is visible. The main header shows the candidate's name, 'John Public (67008)', and the job title, '00001 - Grounds Maintenance Worker (30)'. A navigation bar includes 'Previous', 'Next', 'Actions', and 'Move' buttons. The 'Actions' dropdown menu is open, listing various actions such as 'Add to Requisition', 'Add to Candidate Pool', 'Add Interaction', 'Send Message', 'Send Message to Team', 'Send Interview Invite', 'Collect Feedback', 'Check Duplicates', 'Preview Offer', 'Redraft Offer', and 'Extend Offer'. The 'Extend Offer' option is highlighted with a red box. The candidate's profile includes sections for 'Key Highlights', 'Work History', 'Education', and 'Licenses and Certifications'. The 'Key Highlights' section shows 'Phase and State: Offer, Approved' and 'Candidate Number: 67008'. The 'Work History' section is empty, displaying a message: 'There's nothing here so far.'

18

To Extend the Offer, select **Extend Offer** from the **Actions** drop-down list

Prepare Job Offer



19

After selecting **Extend Offer**, a pop-up window will appear asking for confirmation. Select the **Yes** button. An email will be sent to the Candidate with the Job Offer information

Prepare Job Offer Knowledge Check

What is the correct selection from the Worker Type drop-down list?

A. Employee

B. Full Time

C. Part Time

D. Contract



Prepare Job Offer Knowledge Check

What is the correct selection from the Worker Type drop-down list?

A. Employee

B. Full Time

C. Part Time

D. Contract



The correct answer is **A. Employee** is the correct Worker Type

Recruiting Lifecycle Management Course Exercises:

Please complete the following exercises:

Assignment:

- Prepare a Job Offer

Recruiting Lifecycle Management

Lesson 9: Prepare for Hiring

Lesson Objective(s):

Upon the completion of the Prepare for Hiring lesson, you will be able to:

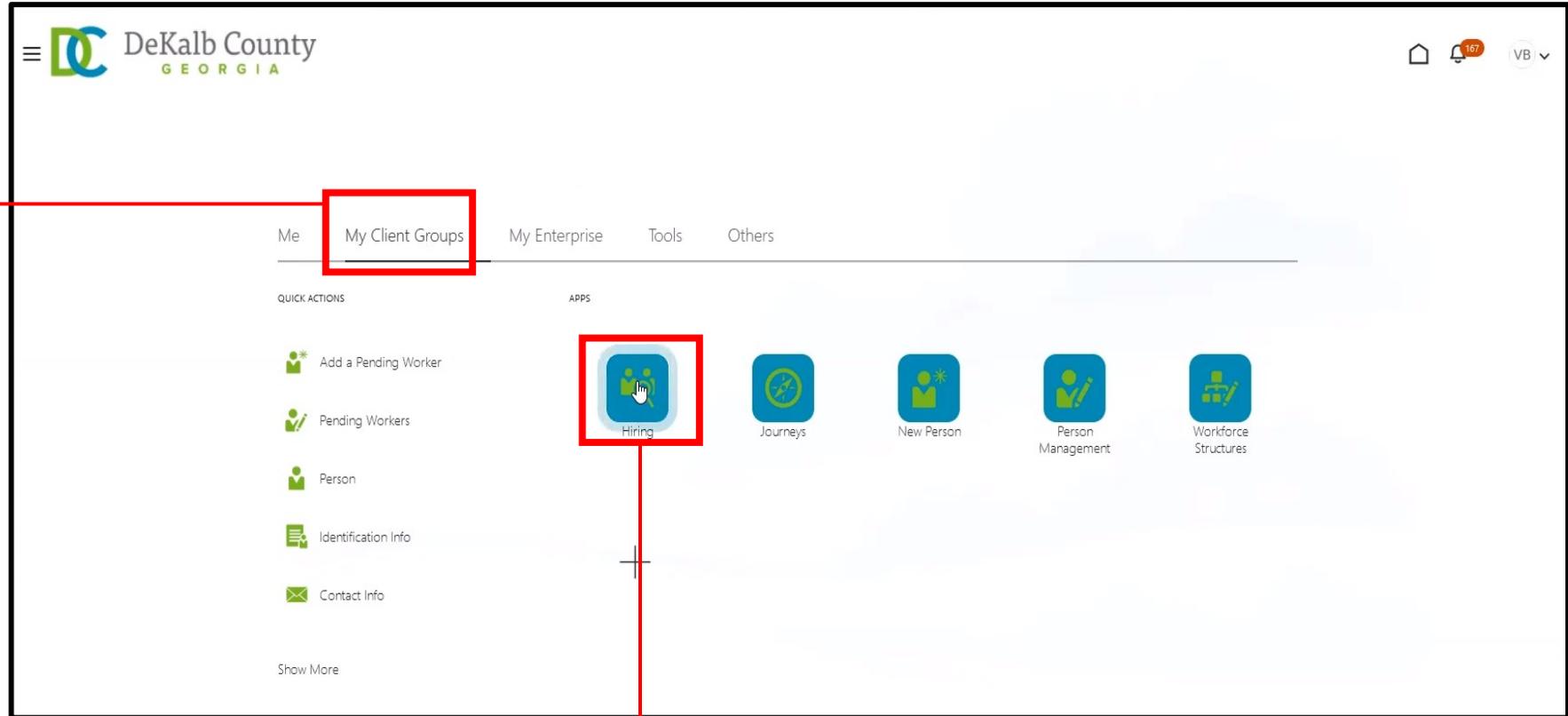
Objectives

- Execute the Hiring Process in the system

Prepare for Hiring

1

After the Candidate has accepted the Offer, the Recruiter/Generalist needs to progress the Candidate in the selection process. The Recruiter/Generalist will select the **My Client Groups** tab



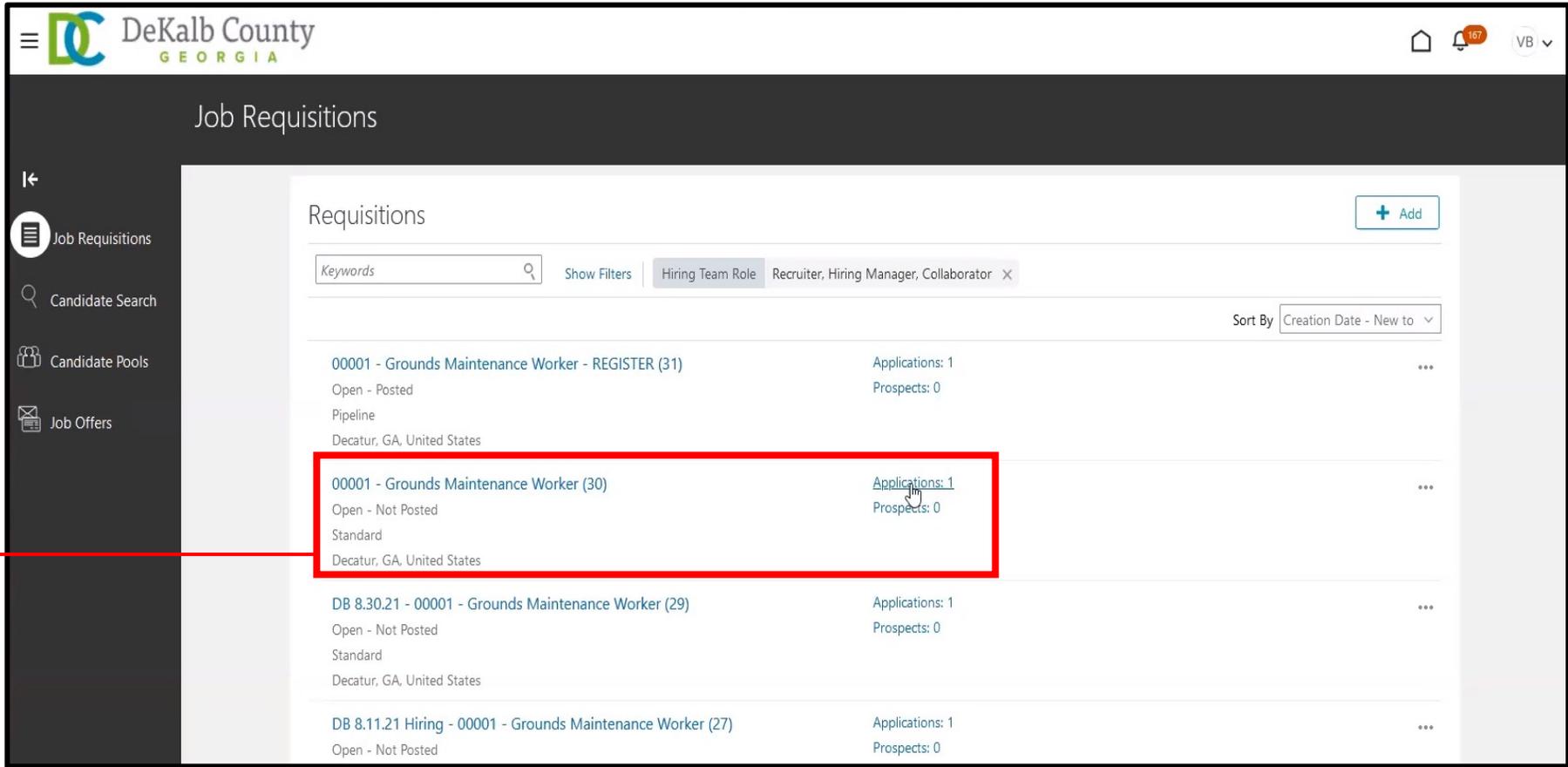
2

Select the **Hiring** tile



This can only be done by the Recruiter/Generalist, not by the Hiring Manager

Prepare for Hiring



DeKalb County
GEORGIA

Job Requisitions

← Job Requisitions
Candidate Search
Candidate Pools
Job Offers

Requisitions + Add

Keywords Show Filters Hiring Team Role Recruiter, Hiring Manager, Collaborator X

Sort By Creation Date - New to ▾

00001 - Grounds Maintenance Worker - REGISTER (31)	Applications: 1 Prospects: 0	...
Open - Posted Pipeline Decatur, GA, United States		
00001 - Grounds Maintenance Worker (30)	Applications: 1 Prospects: 0	...
Open - Not Posted Standard Decatur, GA, United States		
DB 8.30.21 - 00001 - Grounds Maintenance Worker (29)	Applications: 1 Prospects: 0	...
Open - Not Posted Standard Decatur, GA, United States		
DB 8.11.21 Hiring - 00001 - Grounds Maintenance Worker (27)	Applications: 1 Prospects: 0	...
Open - Not Posted		

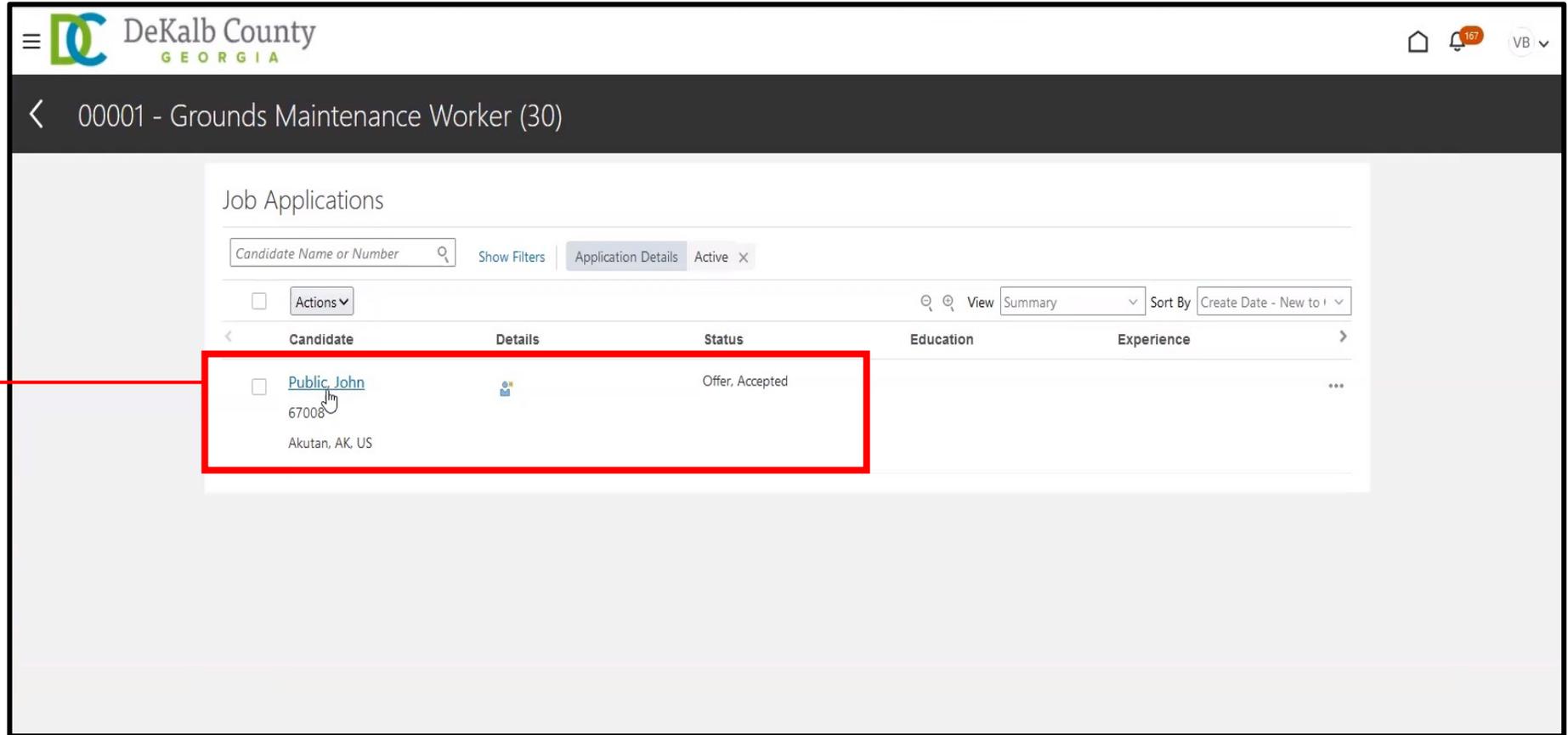
3

Select the **Applications** hyperlink in which the Candidate has accepted the Offer

Prepare for Hiring

4

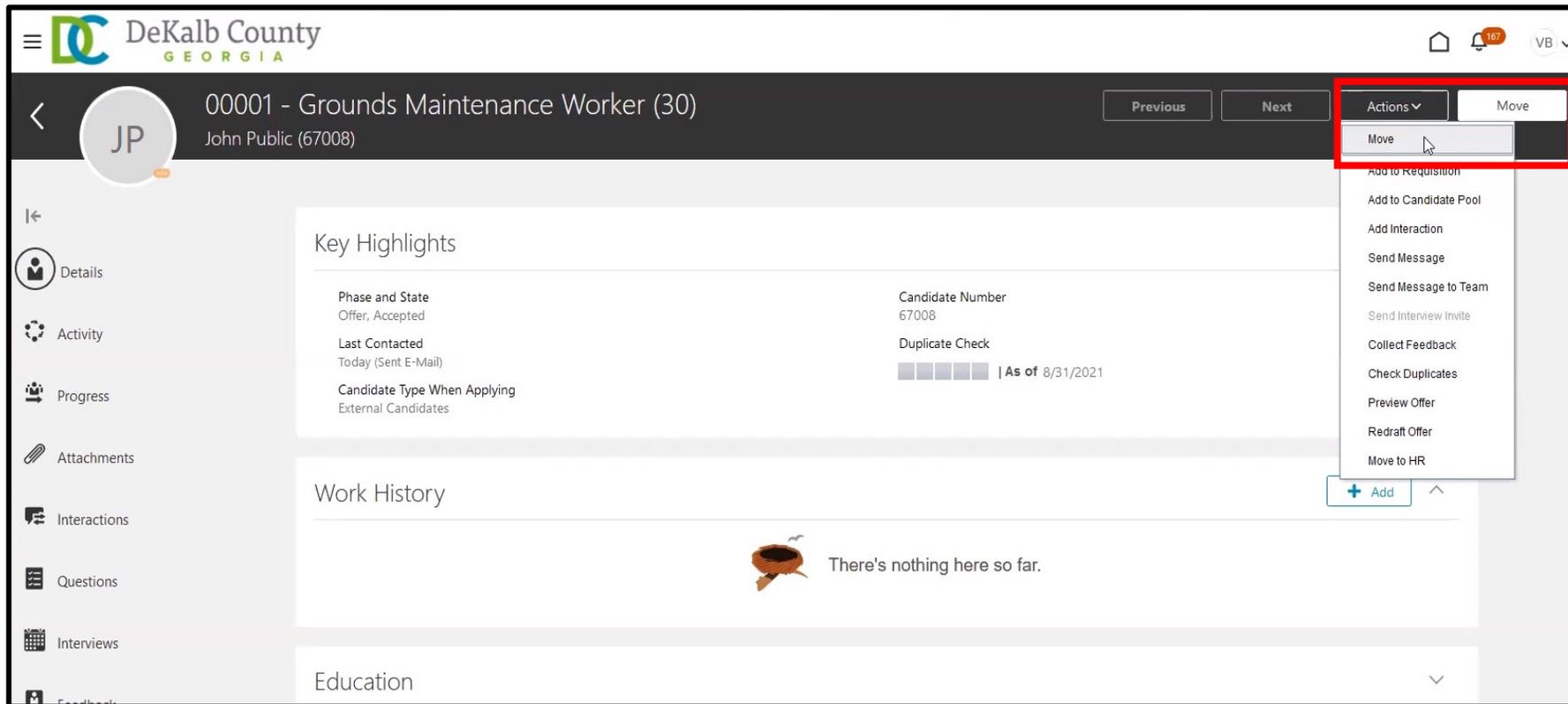
Select the Candidate that has accepted the Offer to begin the pre-hiring process



The screenshot shows the DeKalb County Job Applications interface. The page title is "00001 - Grounds Maintenance Worker (30)". The "Job Applications" section includes a search bar for "Candidate Name or Number", a "Show Filters" button, and tabs for "Application Details" and "Active". A table lists applications with columns for Candidate, Details, Status, Education, and Experience. One application is highlighted with a red box:

Candidate	Details	Status	Education	Experience
<input type="checkbox"/> Public John 67008 Akutan, AK, US		Offer, Accepted		

Prepare for Hiring



DeKalb County
GEORGIA

00001 - Grounds Maintenance Worker (30)
John Public (67008)

Previous Next

Actions Move

Move

- Add to Requisition
- Add to Candidate Pool
- Add Interaction
- Send Message
- Send Message to Team
- Send Interview Invite
- Collect Feedback
- Check Duplicates
- Preview Offer
- Redraft Offer
- Move to HR

Key Highlights

Phase and State Offer, Accepted	Candidate Number 67008
Last Contacted Today (Sent E-Mail)	Duplicate Check As of 8/31/2021
Candidate Type When Applying External Candidates	

Work History

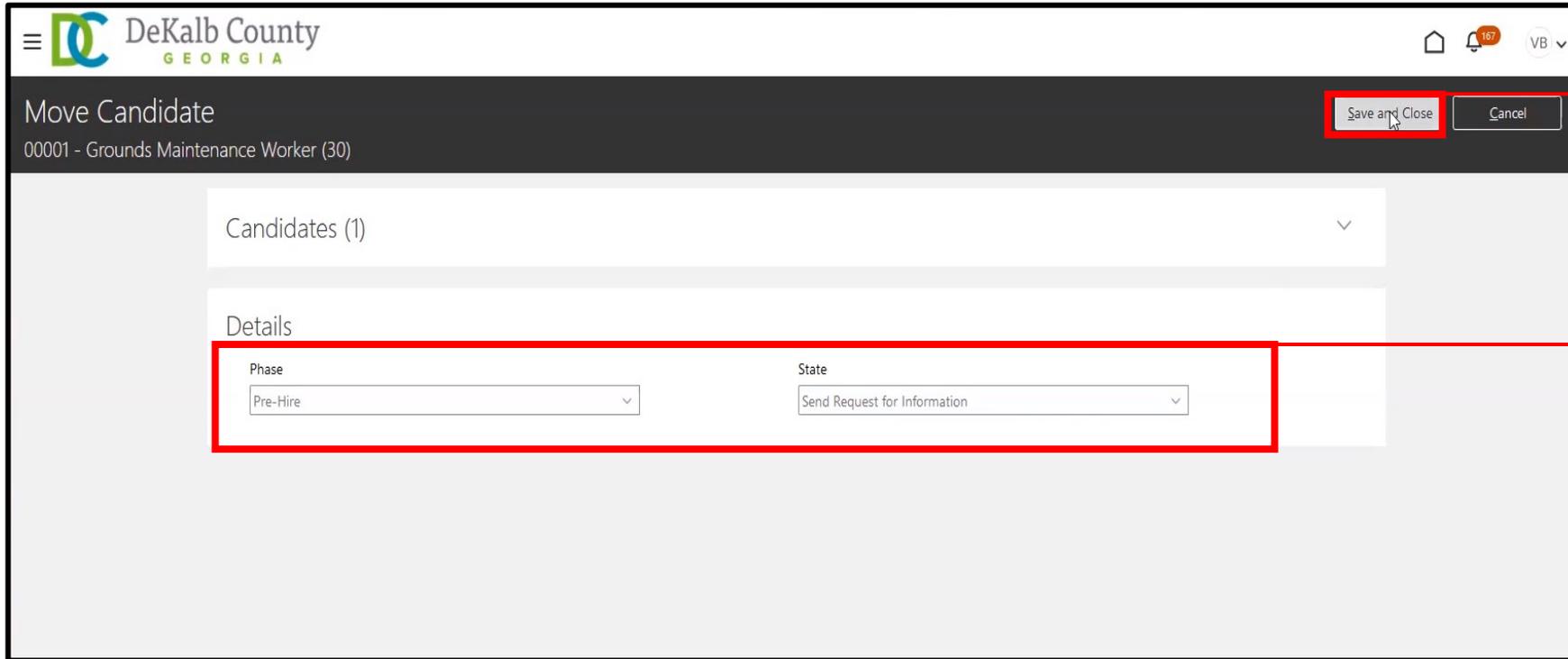
There's nothing here so far.

Education

5

Select **Move** to proceed to the next step in the Hiring Process. Another option is to select **Move** from the **Actions** drop-down list

Prepare for Hiring



DeKalb County
GEORGIA

Move Candidate
00001 - Grounds Maintenance Worker (30)

Candidates (1)

Details

Phase	State
Pre-Hire	Send Request for Information

Save and Close Cancel

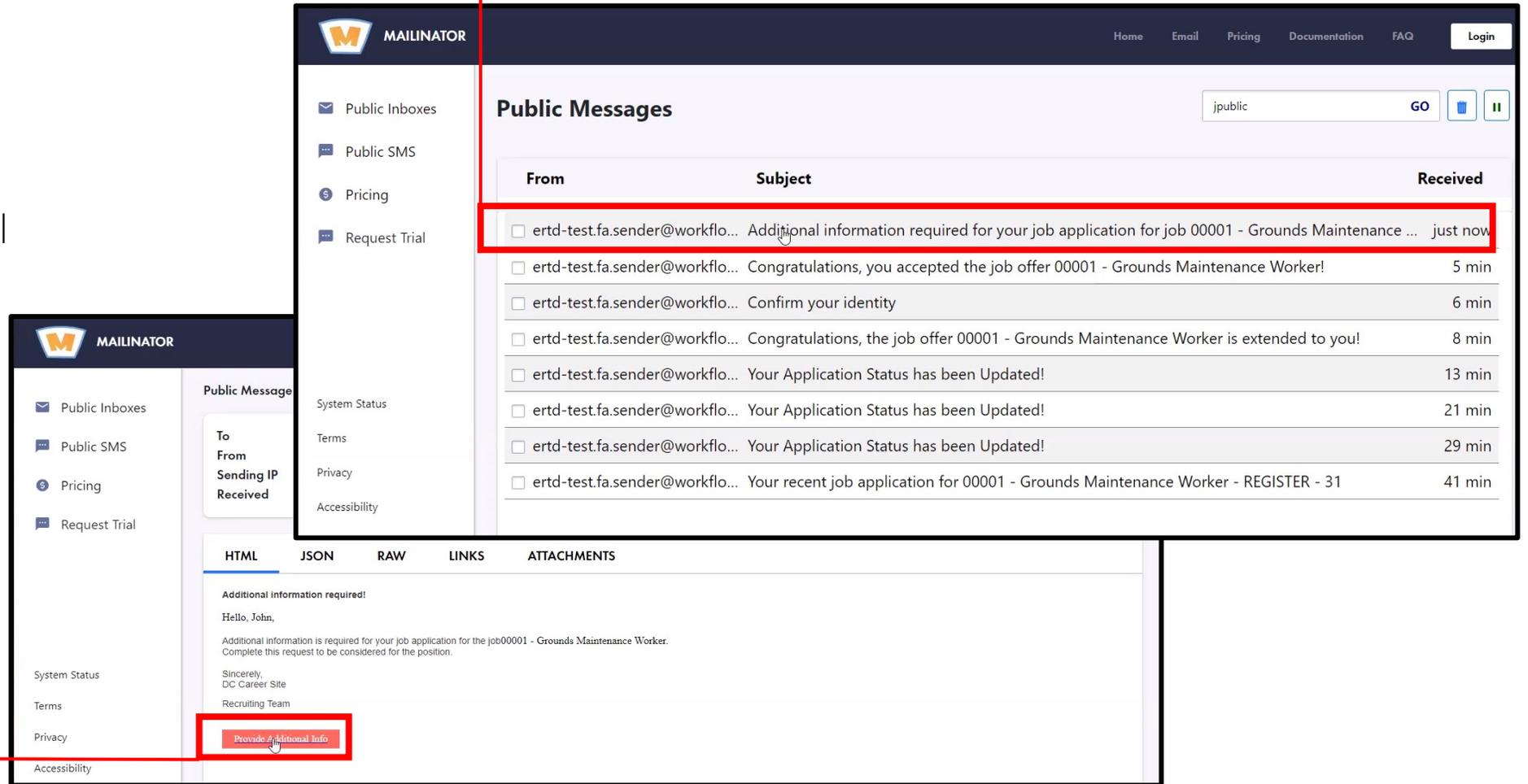
6

In the **Details** section, select **Pre-Hire** from the **Phase** drop-down list. In the **State** drop-down list, make sure it is defaulted to **Send Request for Information**, and select the **Save and Close** button

Prepare for Hiring

7

The Candidate will receive an email providing them with a link that has additional details. The Candidate will select **Provide Additional Info**



The screenshot displays the Mailinator web interface. The top navigation bar includes links for Home, Email, Pricing, Documentation, and FAQ, along with a Login button. A search bar on the right contains the text 'jpublic'. The main content area is titled 'Public Messages' and features a table with columns for 'From', 'Subject', and 'Received'. The first row in the table is highlighted with a red border and contains the following information:

From	Subject	Received
<input type="checkbox"/> ertd-test.fa.sender@workflo...	Additional information required for your job application for job 00001 - Grounds Maintenance ...	just now
<input type="checkbox"/> ertd-test.fa.sender@workflo...	Congratulations, you accepted the job offer 00001 - Grounds Maintenance Worker!	5 min
<input type="checkbox"/> ertd-test.fa.sender@workflo...	Confirm your identity	6 min
<input type="checkbox"/> ertd-test.fa.sender@workflo...	Congratulations, the job offer 00001 - Grounds Maintenance Worker is extended to you!	8 min
<input type="checkbox"/> ertd-test.fa.sender@workflo...	Your Application Status has been Updated!	13 min
<input type="checkbox"/> ertd-test.fa.sender@workflo...	Your Application Status has been Updated!	21 min
<input type="checkbox"/> ertd-test.fa.sender@workflo...	Your Application Status has been Updated!	29 min
<input type="checkbox"/> ertd-test.fa.sender@workflo...	Your recent job application for 00001 - Grounds Maintenance Worker - REGISTER - 31	41 min

Below the table, there are tabs for 'HTML', 'JSON', 'RAW', 'LINKS', and 'ATTACHMENTS'. The 'HTML' tab is selected, showing the content of the highlighted message. The message body includes the following text:

Additional Information required!
Hello, John,
Additional information is required for your job application for the job00001 - Grounds Maintenance Worker. Complete this request to be considered for the position.
Sincerely,
DC Career Site
Recruiting Team

A red box highlights a button labeled 'Provide Additional Info' at the bottom of the message content.

Prepare for Hiring

8

After selecting the link in the email, the Candidate will be redirected to the Career Site where they will be prompted to provide their **Date of Birth** and **Social Security Number**

00001 - Grounds Maintenance Worker

Email Address
jpublic@mailinator.com

Phone Number *
+1 (333) 112-1313

SENSITIVE PERSONAL INFORMATION

Please enter your Date of Birth and Social Security Number, no dates required.

Date of Birth *
April 1 1980
The date isn't valid.

ADD NATIONAL IDENTIFIER +

The national identifier is required.

Prepare for Hiring

00001 - Grounds Maintenance Worker

April 1 1980

Country *
United States

National ID Type *
Social Security Number

National ID *
333451234

Issue Date
Month Day Year

Expiration Date
Month Day Year

Place of Issue

REMOVE DONE

00001 - Grounds Maintenance Worker

Social Security Number *****34
United States

ADD NATIONAL IDENTIFIER +

E-SIGNATURE

Please read the following statement carefully, then acknowledge that you have read and approved it by providing the information requested at the bottom of the page. Please note that E-Signature is

Show More

Full Name *

SUBMIT

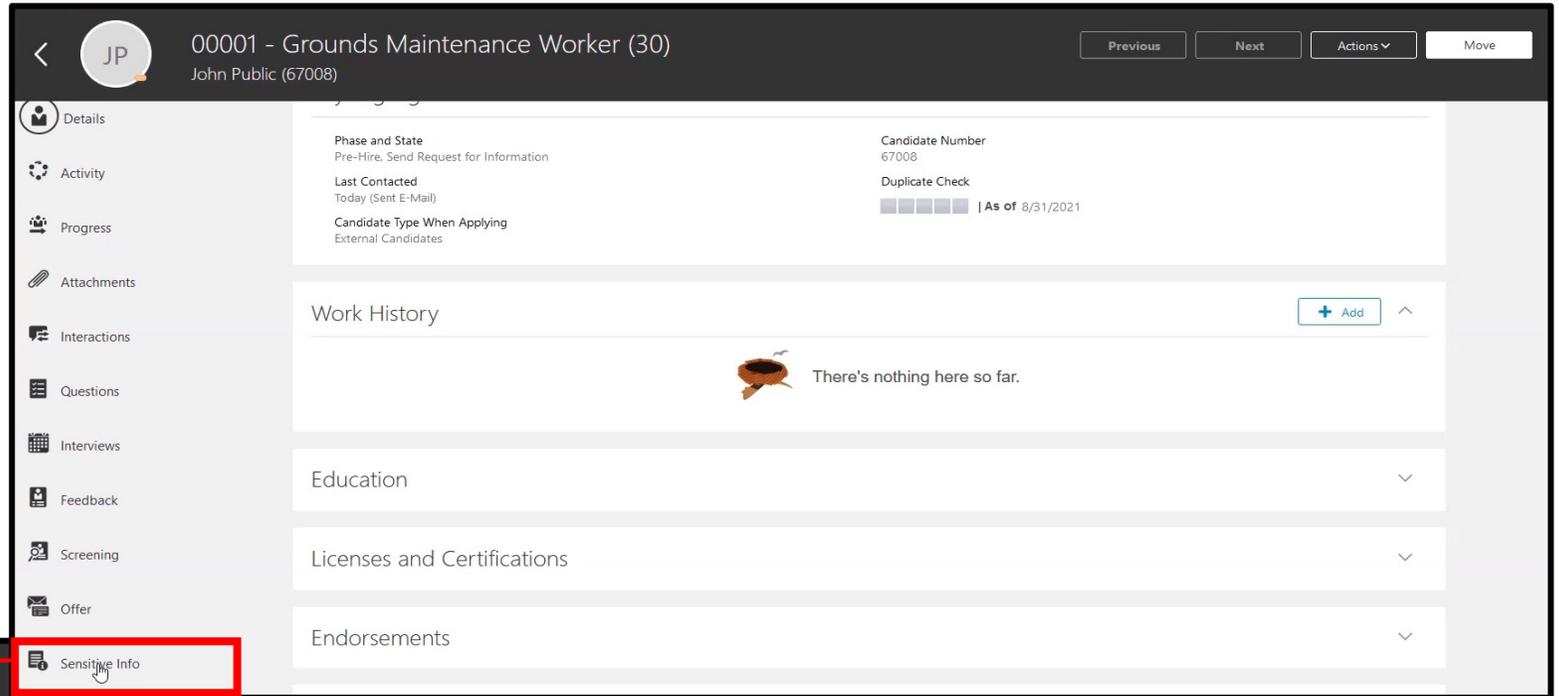
9

After the Candidate adds their **Date of Birth** and **Social Security Number**, they will enter their **Full Name** as the **E-Signature** and select the **Submit** button

Prepare for Hiring

10

After the Candidate has submitted their personal information, the Recruiter/Generalist can select **Sensitive Info** to edit the Candidate's application



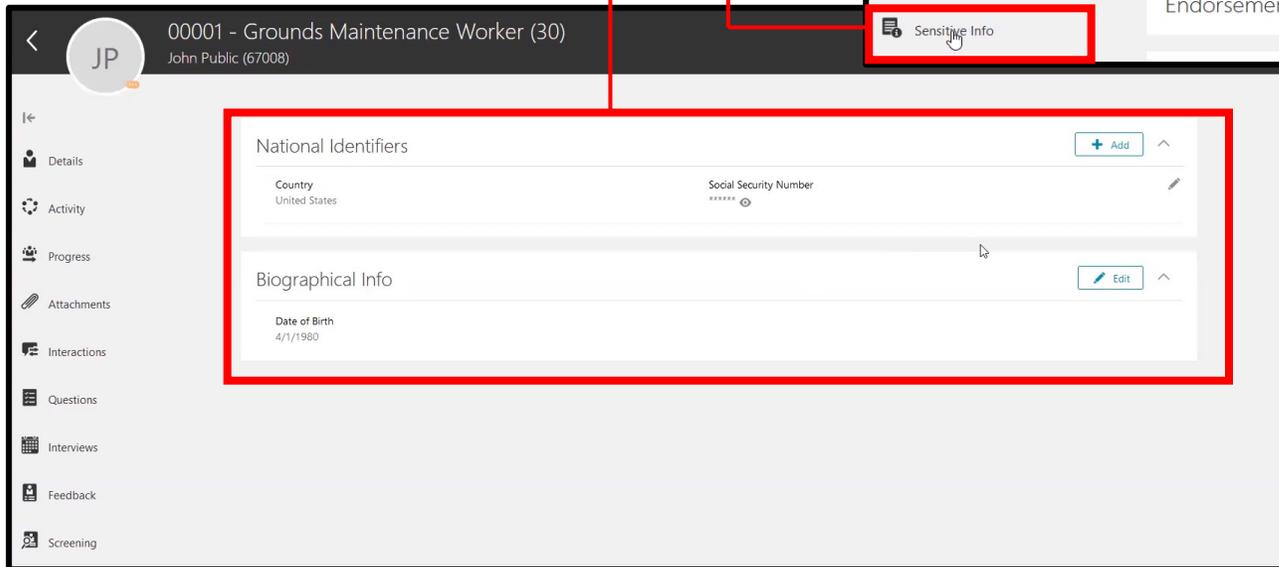
00001 - Grounds Maintenance Worker (30)
John Public (67008)

Phase and State: Pre-Hire, Send Request for Information
Candidate Number: 67008
Last Contacted: Today (Sent E-Mail)
Candidate Type When Applying: External Candidates
Duplicate Check: | As of 8/31/2021

Work History: + Add ^
There's nothing here so far.

Education: ^
Licenses and Certifications: ^
Endorsements: ^

Sensitive Info

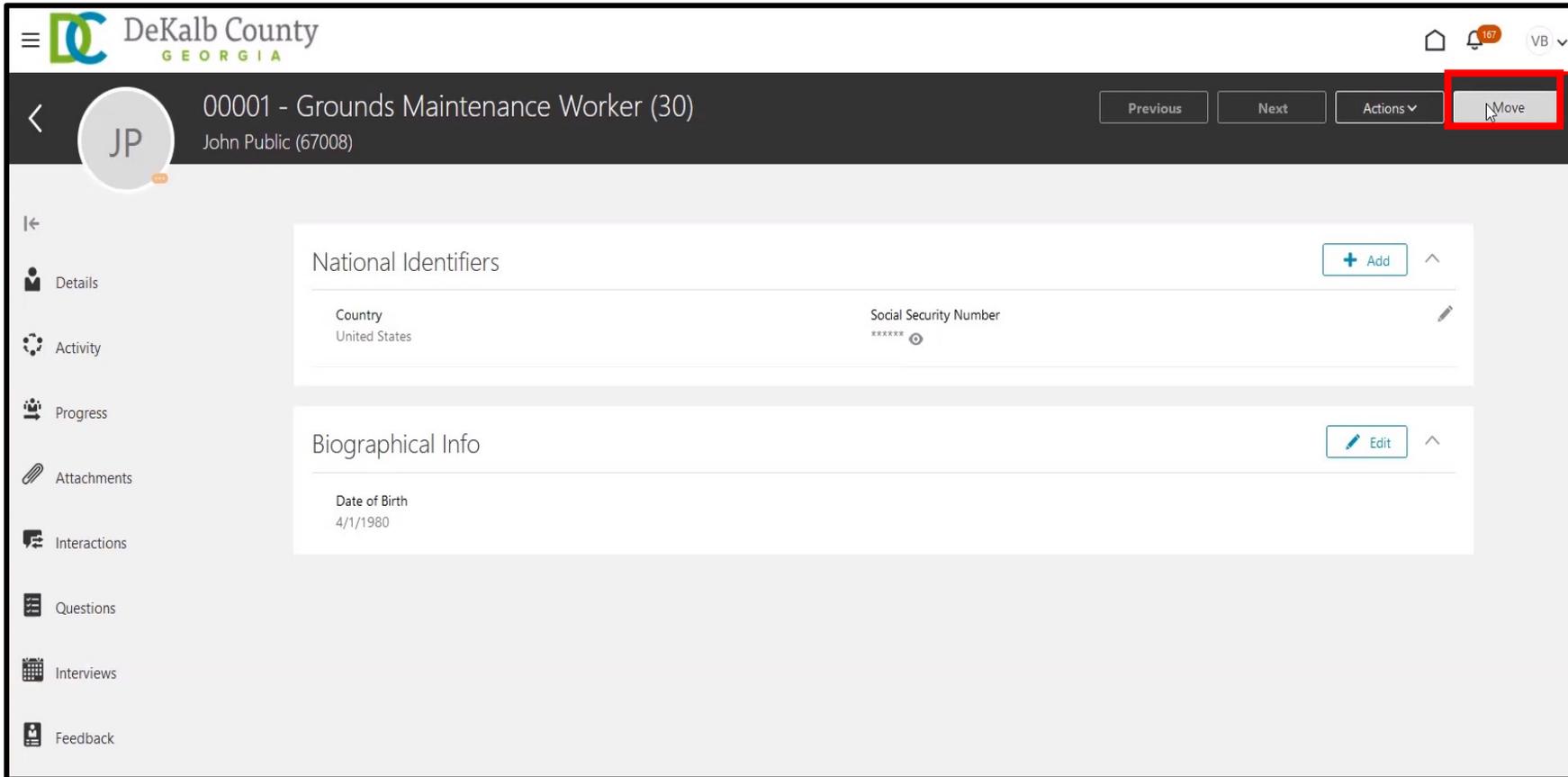


00001 - Grounds Maintenance Worker (30)
John Public (67008)

National Identifiers: + Add ^
Country: United States
Social Security Number: *****

Biographical Info: Edit ^
Date of Birth: 4/1/1980

Prepare for Hiring

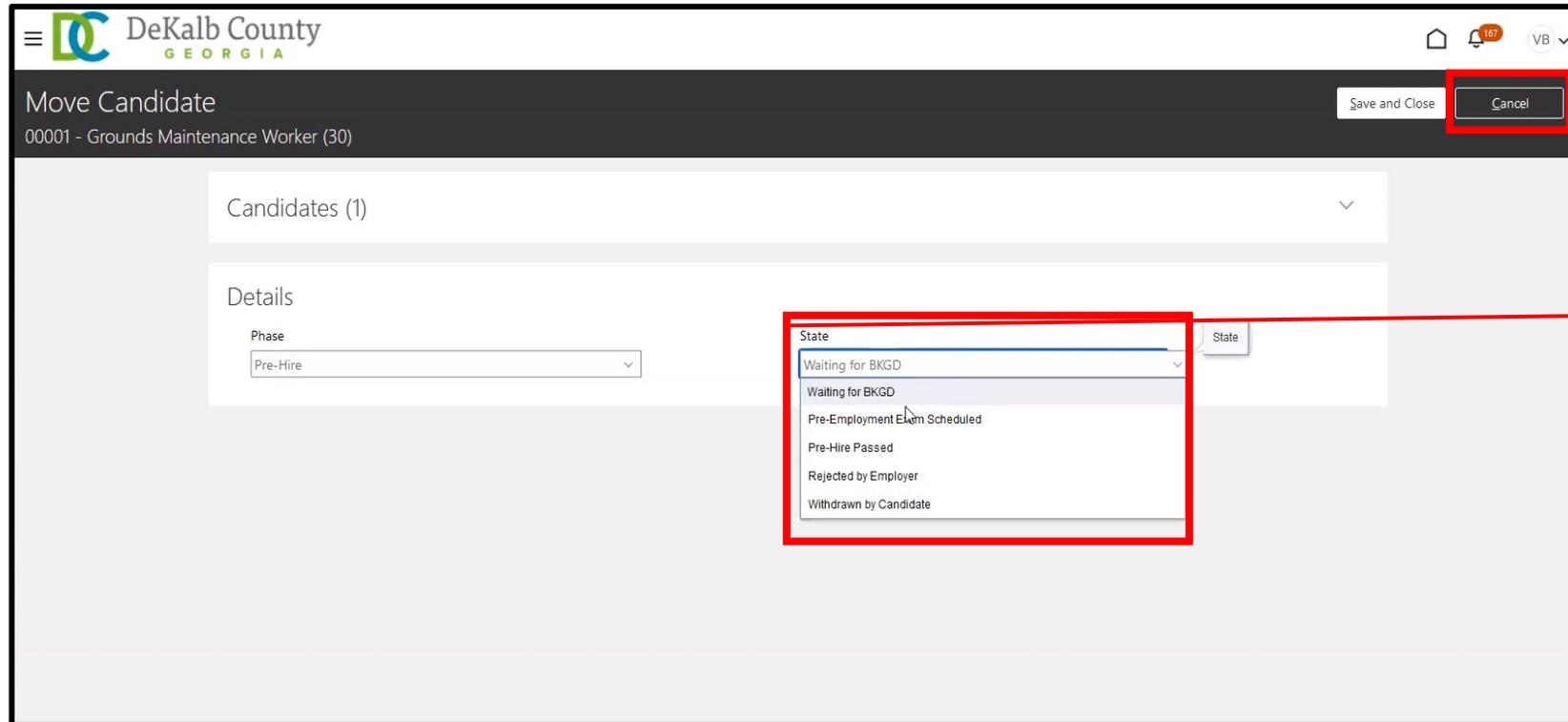


The screenshot shows the DeKalb County HR system interface. At the top left is the DeKalb County Georgia logo. The main header displays the candidate ID '00001 - Grounds Maintenance Worker (30)' and the name 'John Public (67008)'. A navigation bar contains 'Previous', 'Next', 'Actions', and a highlighted 'Move' button. The main content area is divided into sections: 'National Identifiers' with fields for 'Country' (United States) and 'Social Security Number' (masked), and 'Biographical Info' with a 'Date of Birth' field (4/1/1980). A left sidebar lists navigation options: Details, Activity, Progress, Attachments, Interactions, Questions, Interviews, and Feedback.

11

After the Recruiter/Generalist has completed any edits, select the **Move** button to progress the Candidate through the selection process

Prepare for Hiring



DeKalb County
GEORGIA

Move Candidate
00001 - Grounds Maintenance Worker (30)

Candidates (1)

Details

Phase
Pre-Hire

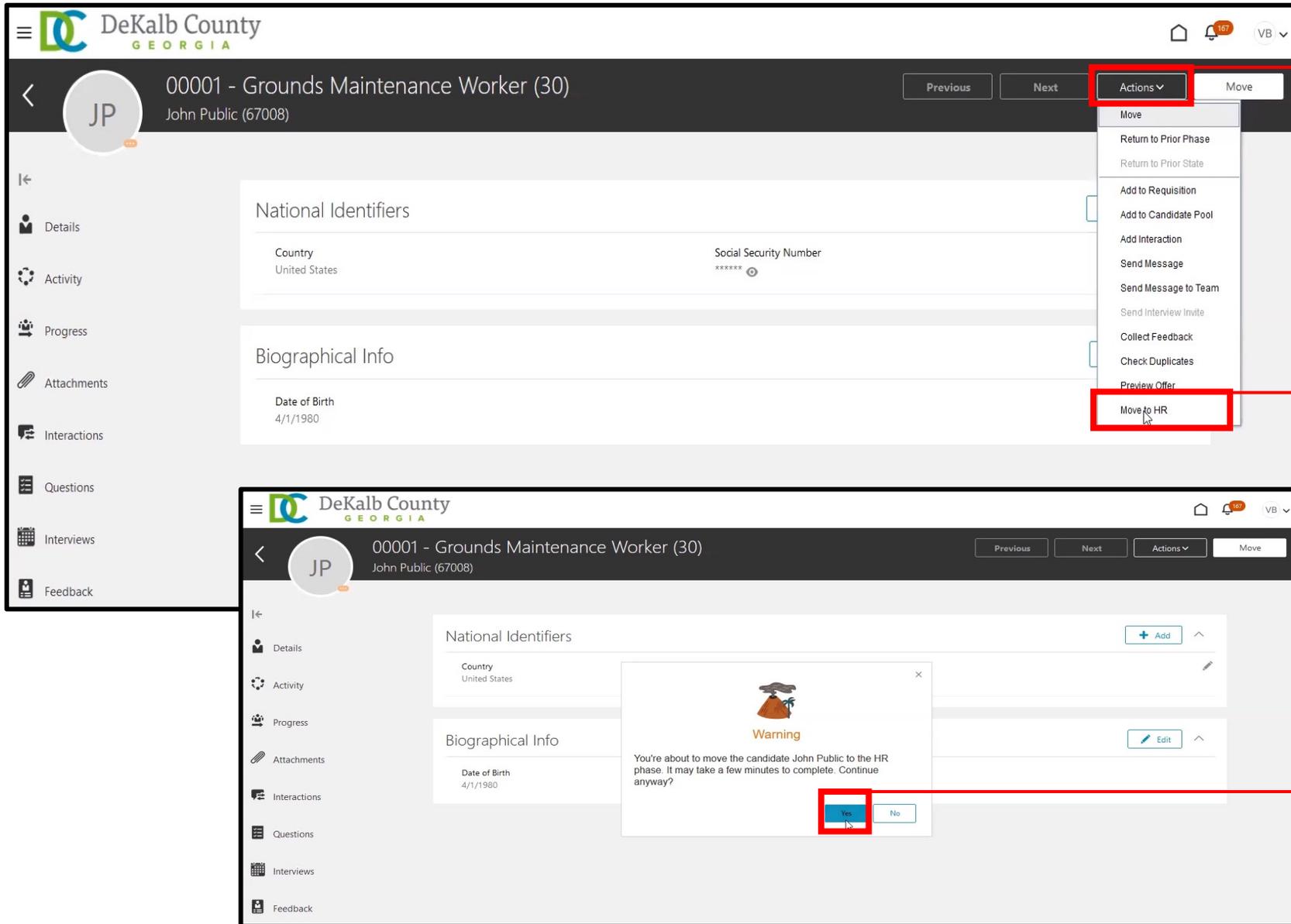
State
Waiting for BKGD
Waiting for BKGD
Pre-Employment Exam Scheduled
Pre-Hire Passed
Rejected by Employer
Withdrawn by Candidate

Save and Close Cancel

12

In the **Details** section, update **State** appropriately and select the **Save and Close** button

Prepare for Hiring

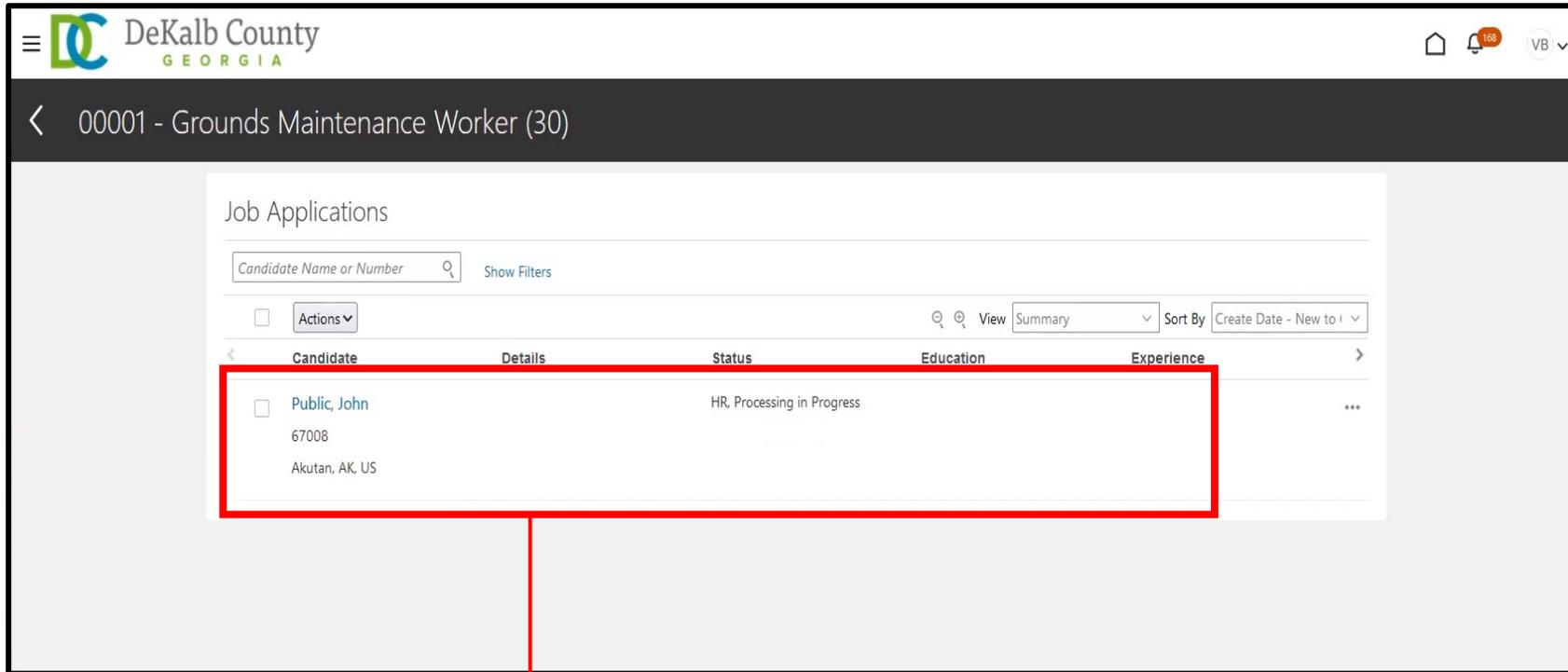


The image shows two screenshots of the DeKalb County HR system. The top screenshot displays the candidate profile for John Public (67008) in the '00001 - Grounds Maintenance Worker (30)' position. The 'Actions' dropdown menu is open, and the 'Move to HR' option is highlighted. The bottom screenshot shows the same candidate profile with a confirmation dialog box overlaid, asking for confirmation to move the candidate to the HR phase. The 'Yes' button in the dialog is highlighted.

13

Once the Candidate has progressed through the additional Pre-Hire states, the Recruiter/Generalist is ready to hire the Candidate. Select **Move to HR** from the **Actions** drop-down list. When the pop-up appears asking for confirmation, select **Yes** to confirm

Prepare for Hiring



DeKalb County
GEORGIA

00001 - Grounds Maintenance Worker (30)

Job Applications

Candidate Name or Number Show Filters

Actions View Summary Sort By Create Date - New to

Candidate	Details	Status	Education	Experience
<input type="checkbox"/> Public, John 67008 Akutan, AK, US		HR, Processing in Progress		...

14

Upon completion, if you go back to the Requisition, you will see that the Candidate's status has changed to HR, Processing in Progress

Prepare for Hiring Knowledge Check

The Candidate will receive an email prompting them to provide their Date of Birth and Social Security Number when they are moved into the Pre-Hire/Send Request for Information Phase/State. True or False?

A. True

B. False



Prepare for Hiring Knowledge Check

The Candidate will receive an email prompting them to provide their Date of Birth and Social Security Number when they are moved into the Pre-Hire/Send Request for Information Phase/State. True or False?

A. True

B. False



The correct answer is A. The Candidates will receive an email prompting them to provide their Date of Birth and Social Security Number

Recruiting Lifecycle Management Course Exercises:

Please complete the following exercises:

Assignment:

- Move Candidate through Hiring Selection Process
- Have the Candidate enter their Personal Information
- Hire the Candidate

Recruiting Life Cycle Management Manage Person

Lesson 10: Convert Pending Workers

Lesson Objective(s):

Upon the completion of the Convert Pending Workers lesson, you will be able to:

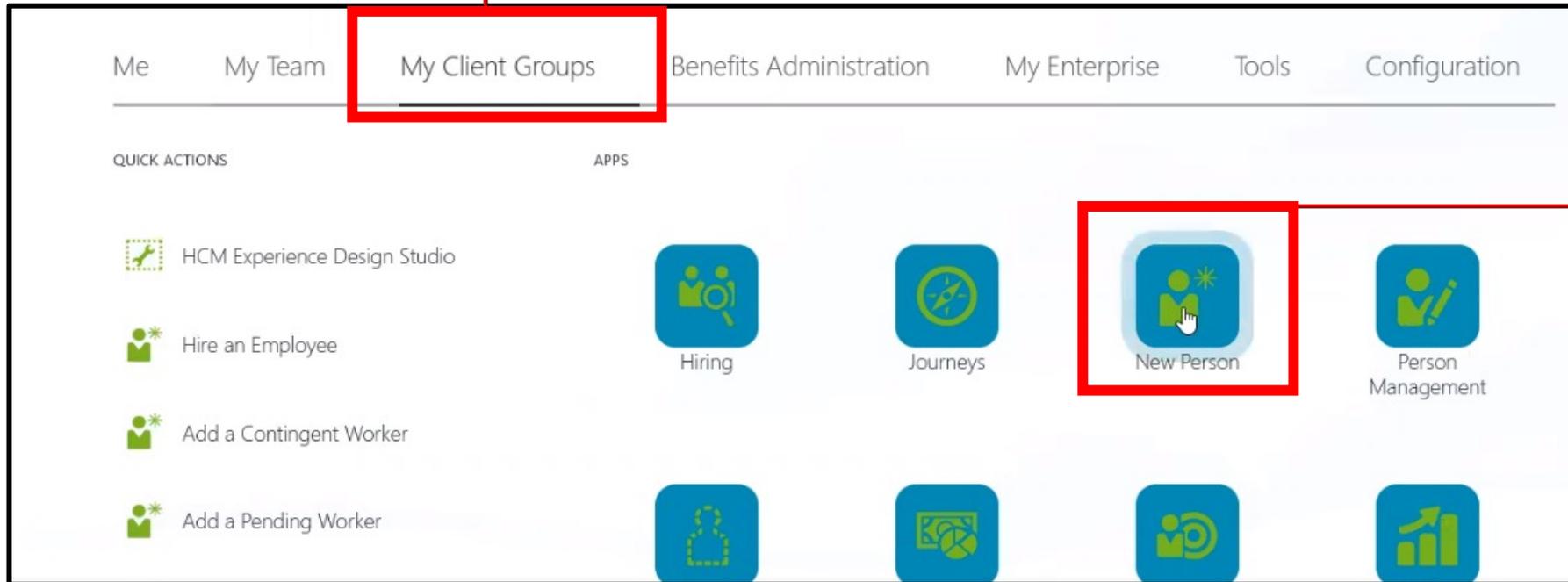
Objectives

- Convert a Pending Worker into an Employee

Convert a Pending Worker

1

From the CV360 Home Page, select the My Client Groups tab



2

Select the New Person tile

Convert a Pending Worker

What do you want to do or manage?

Search for tasks

-  New Person Dashboard
-  Hire an Employee
-  Add a Contingent Worker
-  Add a Pending Worker
-  Add a Nonworker
-  Pending Workers

3

Select Pending Workers

Convert a Pending Worker

Pending Workers + Add

Enter person name, job, departme

Actions Sort By Planned Start Date - Latest t

<input type="checkbox"/>	Test H Hire Planned Start Date 8/30/21	100114	⋮
<input type="checkbox"/>	Mary Jane Planned Start Date 8/26/21	100098	
<input type="checkbox"/>	Don John Planned Start Date 8/26/21	100111	
<input type="checkbox"/>	Mary Poppins Planned Start Date 8/25/21	100112	



Select the Ellipse (...) to convert the Pending Worker

Sort By Planned Start Date - Latest t

- Convert
- Quick Convert
- Edit Pending Worker
- Cancel Work Relationship
- Include in Autoconversion
- Exclude from Autoconversion

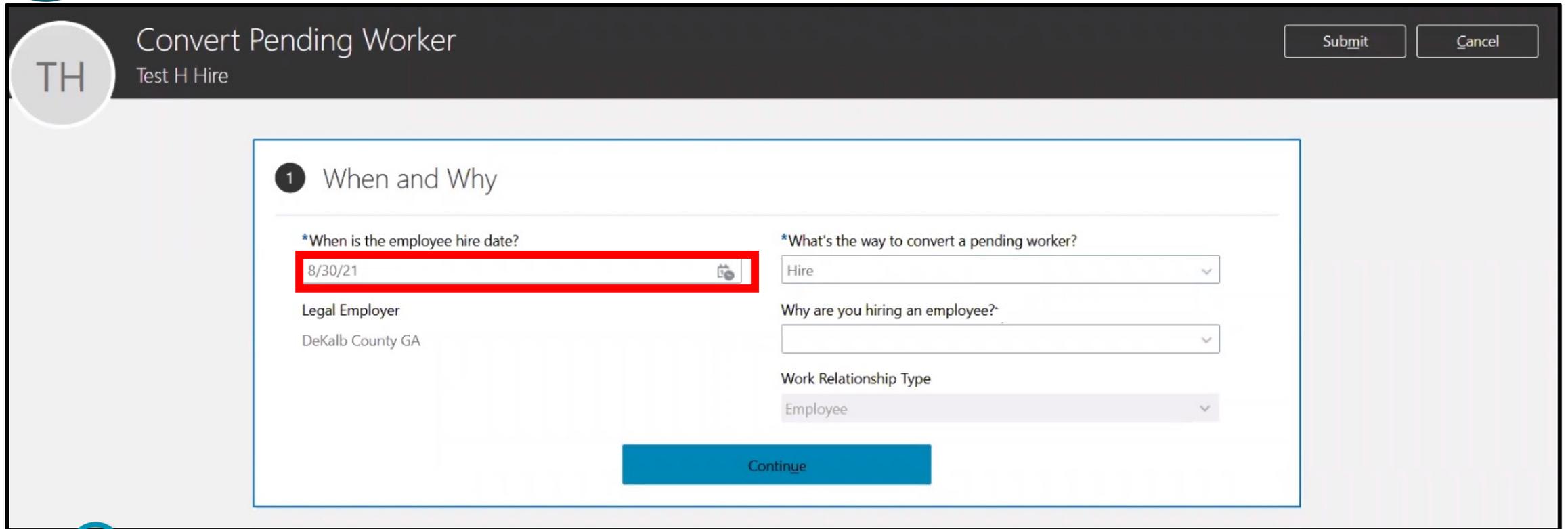


Once selected, a drop-down list will appear. Select **Convert**

Convert a Pending Worker

6

Begin the Convert Pending Worker process by selecting the **Employee's hire date**



Convert Pending Worker
Test H Hire

Submit Cancel

1 When and Why

*When is the employee hire date?
8/30/21

Legal Employer
DeKalb County GA

*What's the way to convert a pending worker?
Hire

Why are you hiring an employee?
[Empty dropdown]

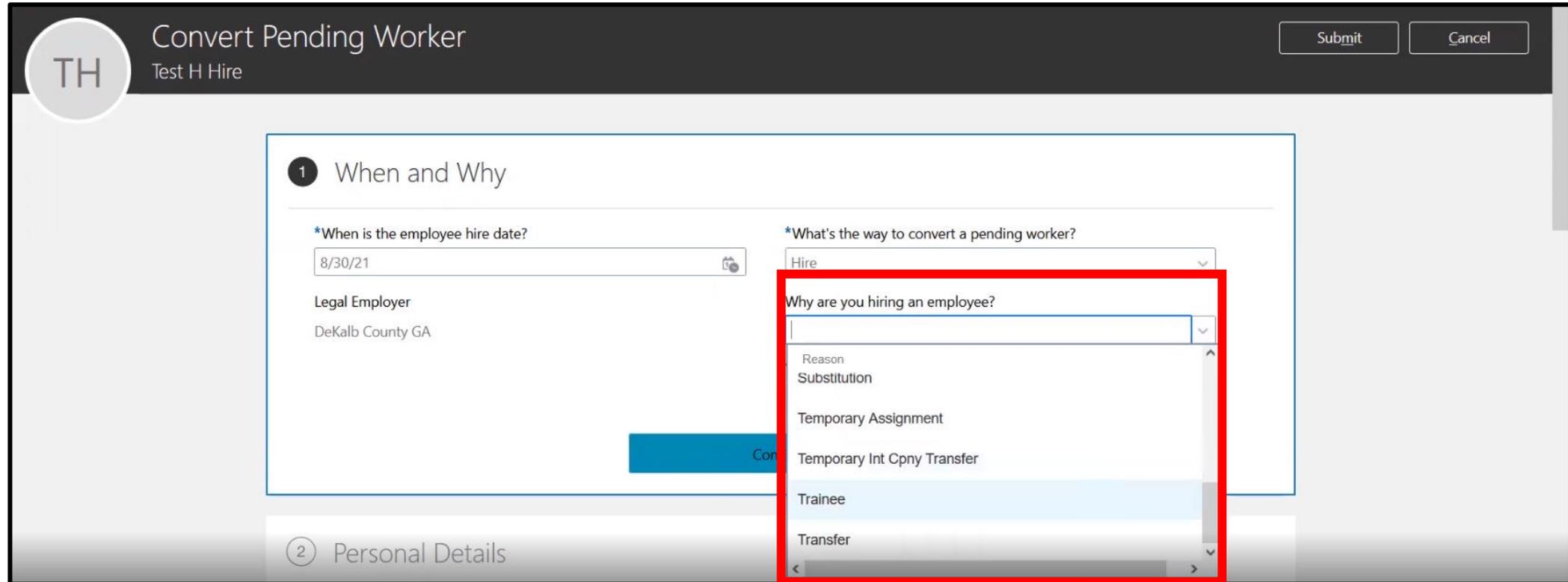
Work Relationship Type
Employee

Continue



Employee hire date may be changed to a future start date. Dates from the past cannot be used for a Pending Worker

Convert a Pending Worker



TH

Convert Pending Worker

Test H Hire

Submit Cancel

1 When and Why

*When is the employee hire date?
8/30/21

Legal Employer
DeKalb County GA

*What's the way to convert a pending worker?
Hire

Why are you hiring an employee?

- Reason
- Substitution
- Temporary Assignment
- Temporary Int Cpany Transfer
- Trainee
- Transfer

2 Personal Details



Continue with Step 1 and complete the remaining fields within the **When and Why** section with the [appropriate information](#)

Convert a Pending Worker

TH

Convert Pending Worker

Test H Hire

Submit Cancel

1 When and Why

*When is the employee hire date?
8/30/21

Legal Employer
DeKalb County GA

*What's the way to convert a pending worker?
Hire

Why are you hiring an employee?
[Dropdown]

Work Relationship Type
Employee

Continue



8 Select the **Continue** button after completing the When and Why section

Convert a Pending Worker

Name

First Name Test	Middle Name H	
Last Name Hire		

Biographical Info

Date of Birth 7/8/81	
-------------------------	---

National Identifiers

[+ Add](#)

<input checked="" type="checkbox"/> Country United States	National ID 412-09-8987	
National ID Type Social Security Number		

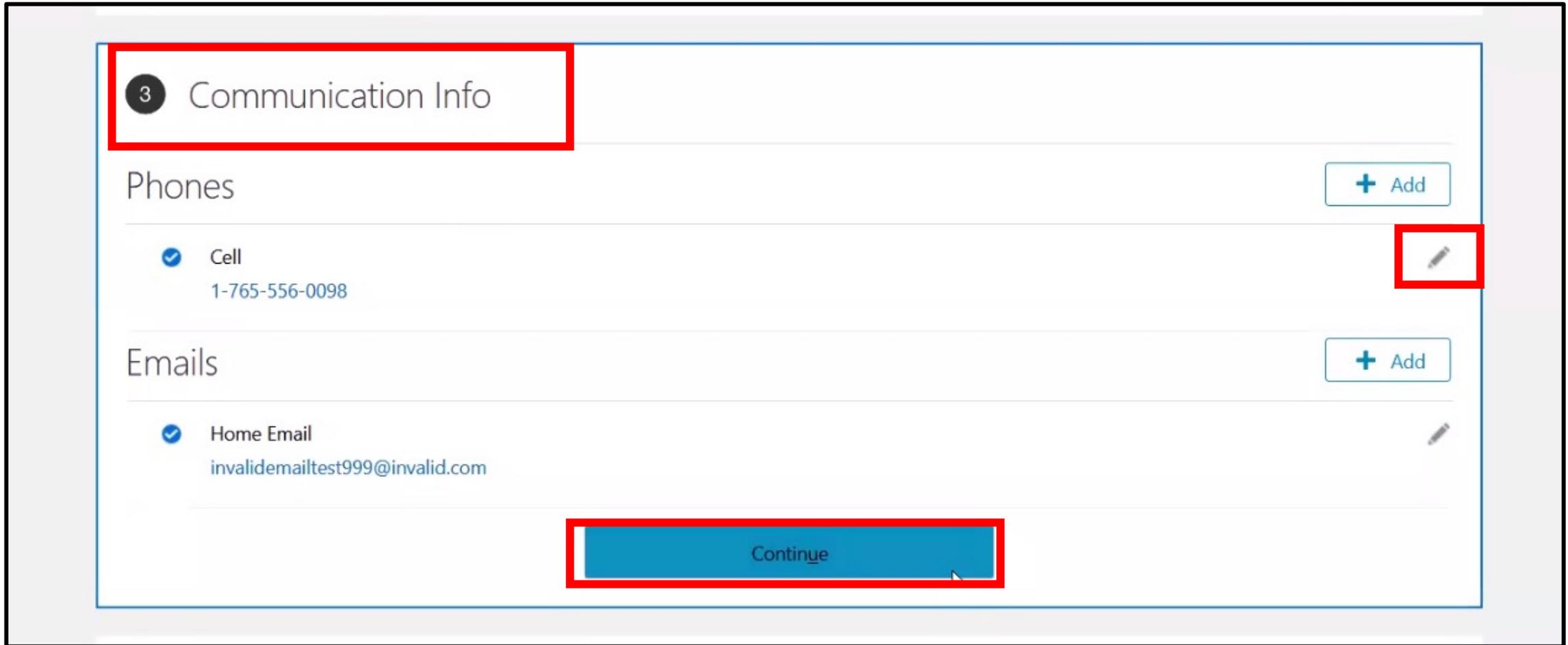
[Continue](#)

Edits to the Pending Worker Name may be made as needed

9

Validate the information in the **Personal Details** section and select the **Continue** button

Convert a Pending Worker



3 Communication Info

Phones + Add

Cell
1-765-556-0098

Emails + Add

Home Email
invalidemailtest999@invalid.com

Continue

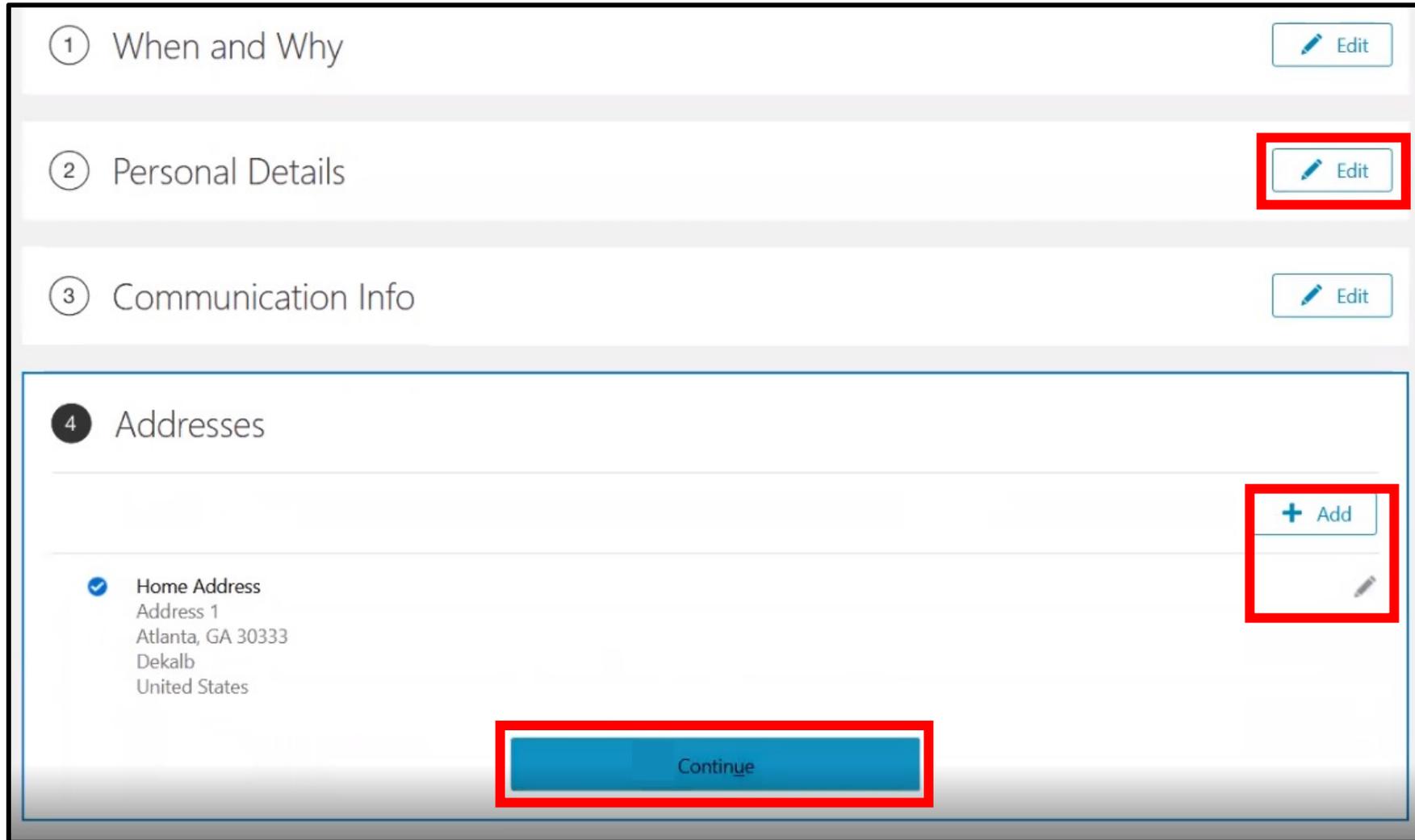
10

Validate the information in the **Communication Info** section and select the **Continue** button



Edits to the Pending Worker **Phone** and **Email** may be made as needed

Convert a Pending Worker



The screenshot shows a multi-step form with the following sections:

- 1 When and Why (Edit button)
- 2 Personal Details (Edit button)
- 3 Communication Info (Edit button)
- 4 Addresses (Add button, Home Address: Address 1, Atlanta, GA 30333, Dekalb, United States)

Red boxes highlight the 'Edit' button for Personal Details, the 'Add' button for Addresses, and the 'Continue' button at the bottom.

Edits to the Personal Details - Addresses section may be made as needed

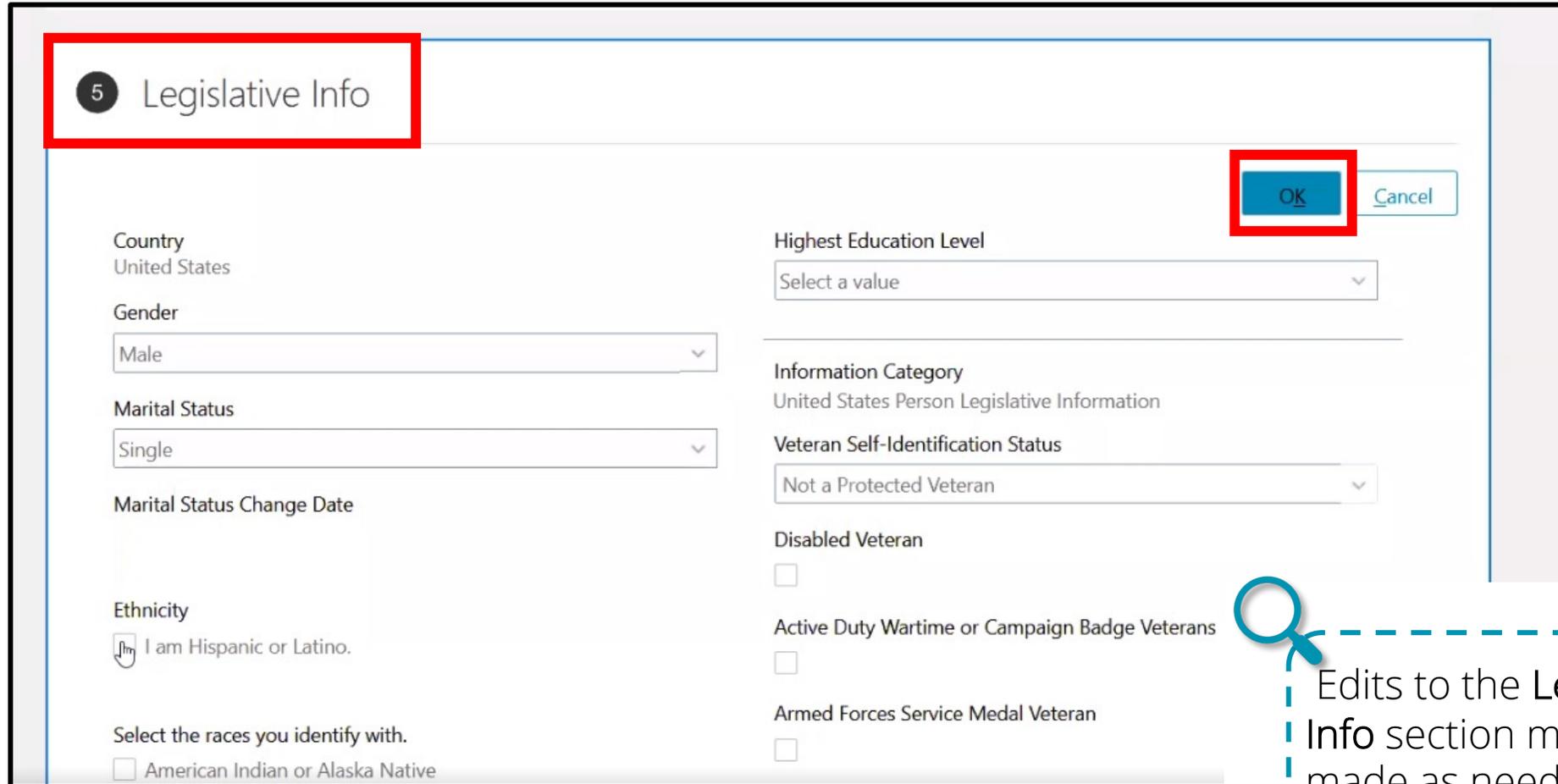
11

Validate the information in the **Addresses** section and select the **Continue** button

Convert a Pending Worker

12

Validate the information the **Legislative Info** section and select the **OK** button. Continue to the next section



5 Legislative Info

Country
United States

Gender
Male

Marital Status
Single

Marital Status Change Date

Ethnicity
 I am Hispanic or Latino.

Select the races you identify with.
 American Indian or Alaska Native

Highest Education Level
Select a value

Information Category
United States Person Legislative Information

Veteran Self-Identification Status
Not a Protected Veteran

Disabled Veteran

Active Duty Wartime or Campaign Badge Veterans

Armed Forces Service Medal Veteran

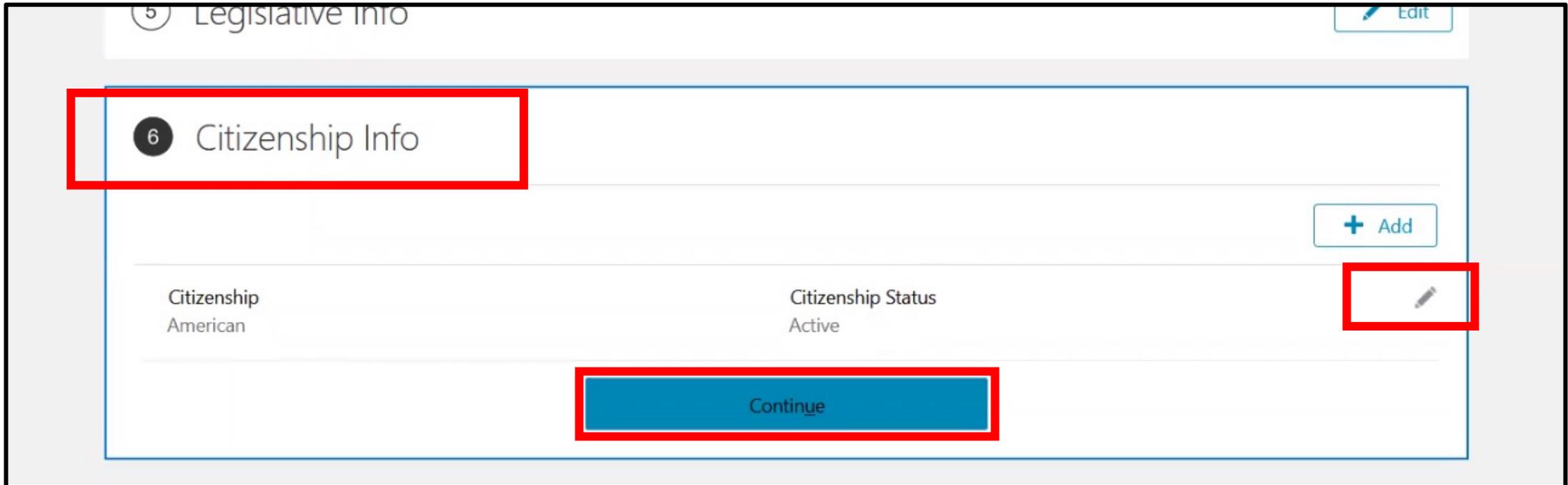
OK Cancel

Edits to the **Legislative Info** section may be made as needed

Convert a Pending Worker

13

Validate the information in the **Citizenship Info** section and select the **Continue** button



5 Legislative Info Edit

6 Citizenship Info

+ Add

Citizenship American	Citizenship Status Active	
-------------------------	------------------------------	---

Continue



Edits to the **Citizenship Info** section may be made as needed

Convert a Pending Worker

14

Validate the information in the Driver's Licenses section and select the Continue button

7 Driver's Licenses

OK Cancel

*Issuing Country
United States

Issuing Authority

License Type
CDL B

From Date
m/d/yy

License Number

Continue

Edits to the Driver's Licenses section may be made as needed

Convert a Pending Worker

15

Validate the information in the Employment Details and make edits as required

8 Employment Details

<p>*Assignment Status</p> <p>Active - Payroll Eligible</p>	<p>Worker Category</p> <p>Select a value</p>
<p>Person Type</p> <p>Employee</p>	<p>Assignment Category</p> <p>Full-time regular</p>
<p>Proposed Person Type</p> <p></p>	<p>Regular or Temporary</p> <p>Regular</p>
<p>*Business Unit</p> <p>DC Business Unit</p>	<p>Full Time or Part Time</p> <p>Full time</p>
<p>Primary Assignment</p> <p>Yes</p>	<p>Hourly Paid or Salaried</p> <p>Hourly</p>
<p>Position</p> <p>00005 - Office Assistant</p>	<p>Standard Working Hours</p> <p>40 Weekly</p>
	<p>FTE</p> <p>1</p>

Convert a Pending Worker

16

Scroll down to finish reviewing the Employment Details. Select the Division Code and select the Continue button

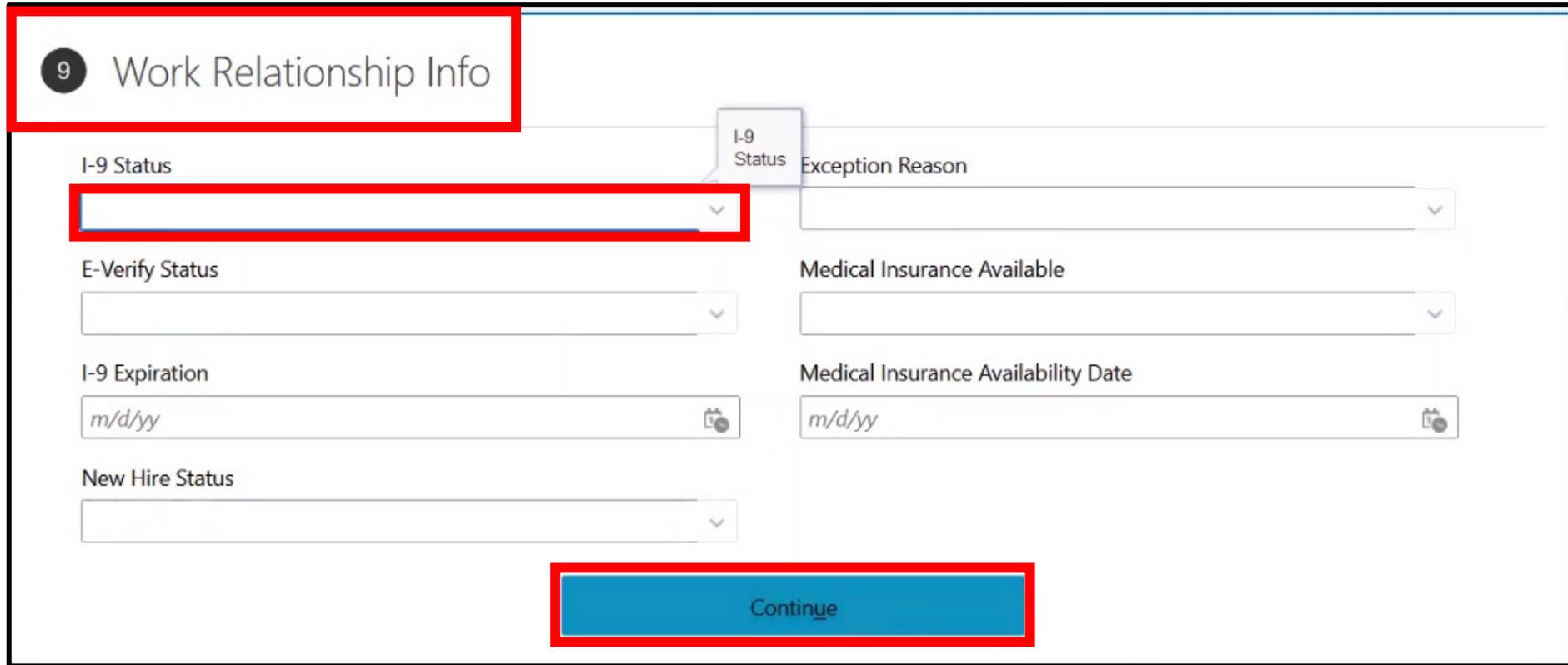
Department 01525 - HUMAN RESOURCES & MERIT SYSTEM - TRAINING & DEVELOPMENT	Merit Status Y
Reporting Establishment DeKalb County GA	Company 001
Location PIC - DeKalb WorkSource	Division Code 01500 - HUMAN RESOURCES & MERIT SYSTEM
Working at Home No	AD Account Required? Yes

Continue

Convert a Pending Worker

17

Validate the Work Relationship Info section and select the Continue button



9 Work Relationship Info

I-9 Status

Exception Reason

E-Verify Status

Medical Insurance Available

I-9 Expiration

Medical Insurance Availability Date

New Hire Status

Continue

! I-9 Information will typically come from Oracle Recruiting. In the case of a manual conversion, complete the **I-9 Status** information accordingly

Convert a Pending Worker

18

Validate the information in the Payroll Details section and select the Continue button

10 Payroll Details

Payroll Frequency

*Payroll
Regular Biweekly

Time Card Required for Payroll

Overtime Period for Payroll

Other Info

Tax Reporting Unit
DeKalb County GA

Time Card Required for Assignment
Yes

Overtime Period for Assignment

Convert a Pending Worker

19

Validate the information in the Salary section

11 Salary

Currency

Worker local currency

Use the Set Preferences link at the top of the page to manage your preferred currency

*Salary Basis

40 Hourly Salary Basis

*Salary Amount

36,000.00 USD Hourly

Salary Range Midpoint

35,022.00 USD

Annual Salary

74,880,000.00 USD (FTE 1)

Range Position

56.47

Annualized Full-Time Salary

74,880,000.00 USD

Compa-Ratio

102.79

Grade Name

06

Quartile

3

Convert a Pending Worker

Complete the Salary Information section, as necessary

Do **NOT** enter a percentage for Longevity as the field will be based on employee's eligibility

Select the appropriate Salary Basis

Salary Information

Currency: Worker local currency

Start Date: 9/6/21

Salary Basis: DC 40 Hourly Salary Basis

Salary Amount: 0.00 USD Hourly

Annual Salary: 0.00 USD (FTE 1)

Annualized Full-Time Salary: 0.00 USD

Next Salary Review Date: m/d/yy

Grade Name: 06

Salary Range: Hourly

Salary Range Midpoint:

Compa-Ratio:

Range Position:

Quartile:

Quintile:

Component Name	Percentage	Amount	Annual Amount	Annualized Full-Time Amount
Basic salary		0.00 USD	0.00	0.00
Longevity		0.00 USD	0.00	0.00
Paramedic (Basic salary)	0.00	0.00 USD	0.00	0.00
Hazard Pay		0.00 USD	0.00	0.00
Education		0.00 USD	0.00	0.00
Shift Differential		0.00 USD	0.00	0.00

Only update Paramedic Percentage if applicable - 8% as of 2021

Convert a Pending Worker

20

Click the **Add** button to add **Compensation** information as needed. Select the **Continue** button

12 Compensation

[+ Add](#)

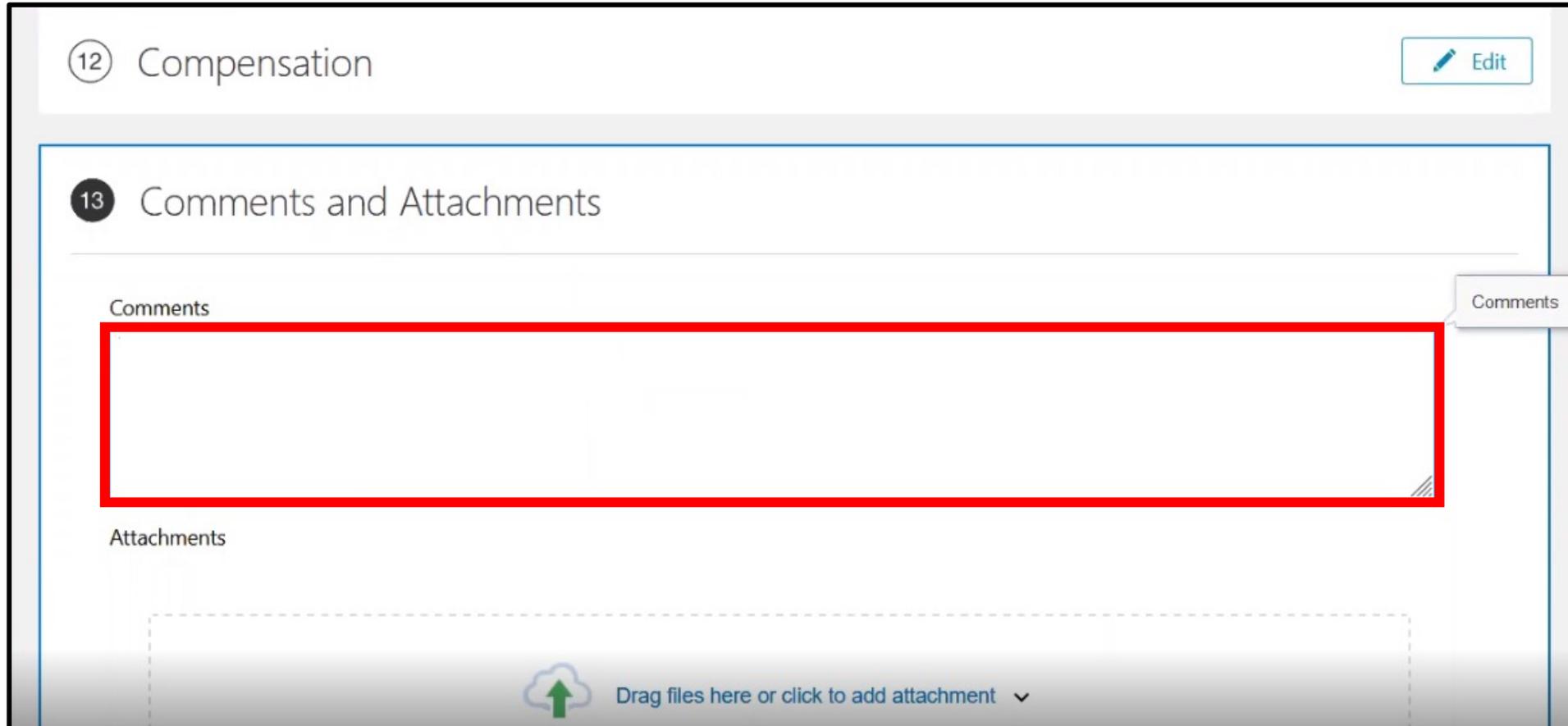
 There's nothing here so far.

[Continue](#)

Convert a Pending Worker

21

Review the Comments and Attachments section to add any details as needed



12 Compensation Edit

13 Comments and Attachments

Comments

Attachments

Drag files here or click to add attachment

Convert a Pending Worker



TH
Test H Hire

Convert Pending Worker

Submit Cancel

1 When and Why Edit

2 Personal Details Edit

3 Communication Info Edit

22

After reviewing all **Pending Worker** information, select the **Submit** button

Convert a Pending Worker Knowledge Check

Which section allows you to add additional information for a Pending Worker?

A. Personal Details

B. Comments and Attachments

C. Legislative Info

D. Driver's Licenses



Convert a Pending Worker Knowledge Check

Which section allows you to add additional information for a Pending Worker?

A. *Personal Details*

B. *Comments and Attachments*

C. *Legislative Info*

D. *Driver's Licenses*



The correct answer is **B**. The **Comments and Attachments** section allows you to add supplemental information for a Pending Worker

Recruiting Lifecycle Management

Lesson 11: Accessing Recruiter Dashboard

Lesson Objective:

Upon the completion of the Accessing Recruiter Dashboard, you will be able to:

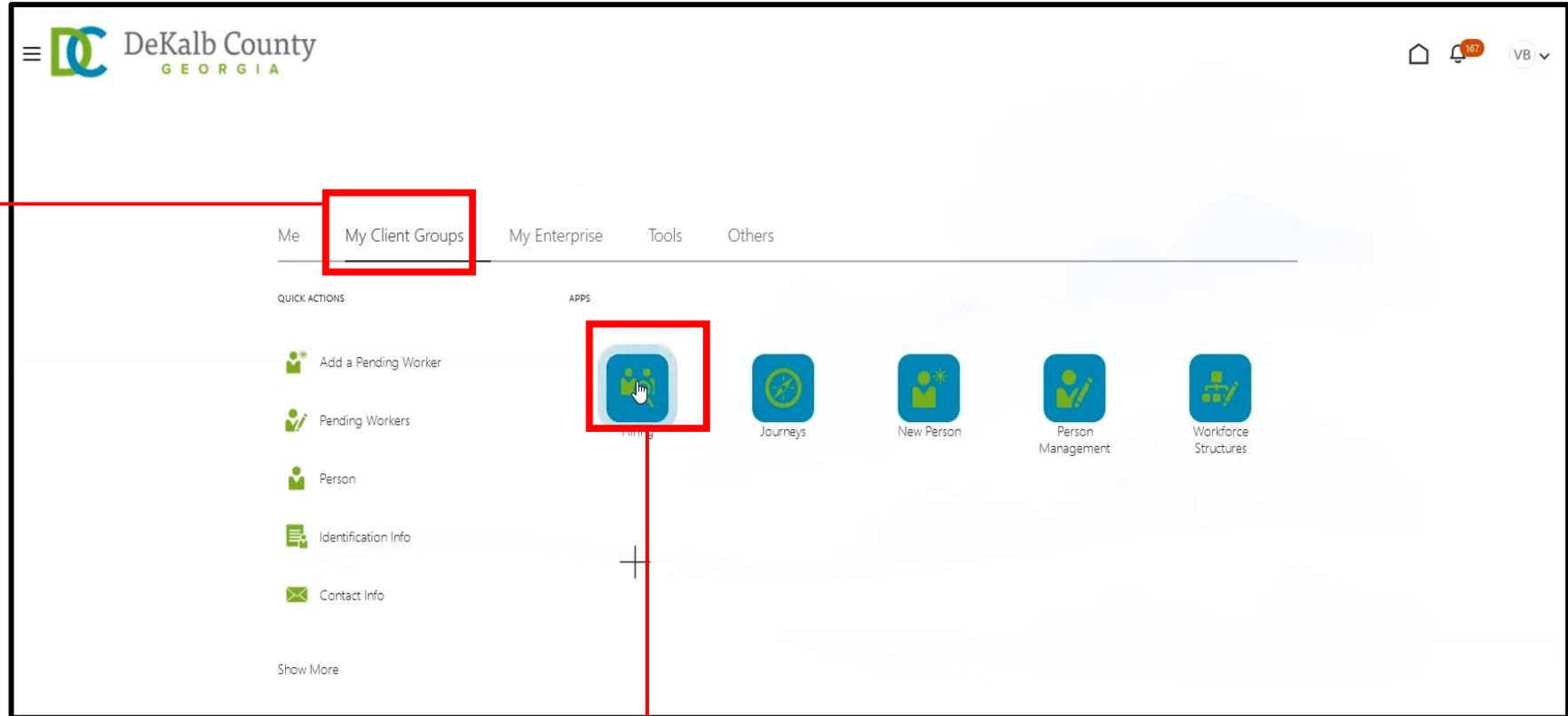
Objectives

- Navigate and access the Recruiter Dashboard

Accessing the Recruiter Dashboard

1

Select the My Client Groups tab



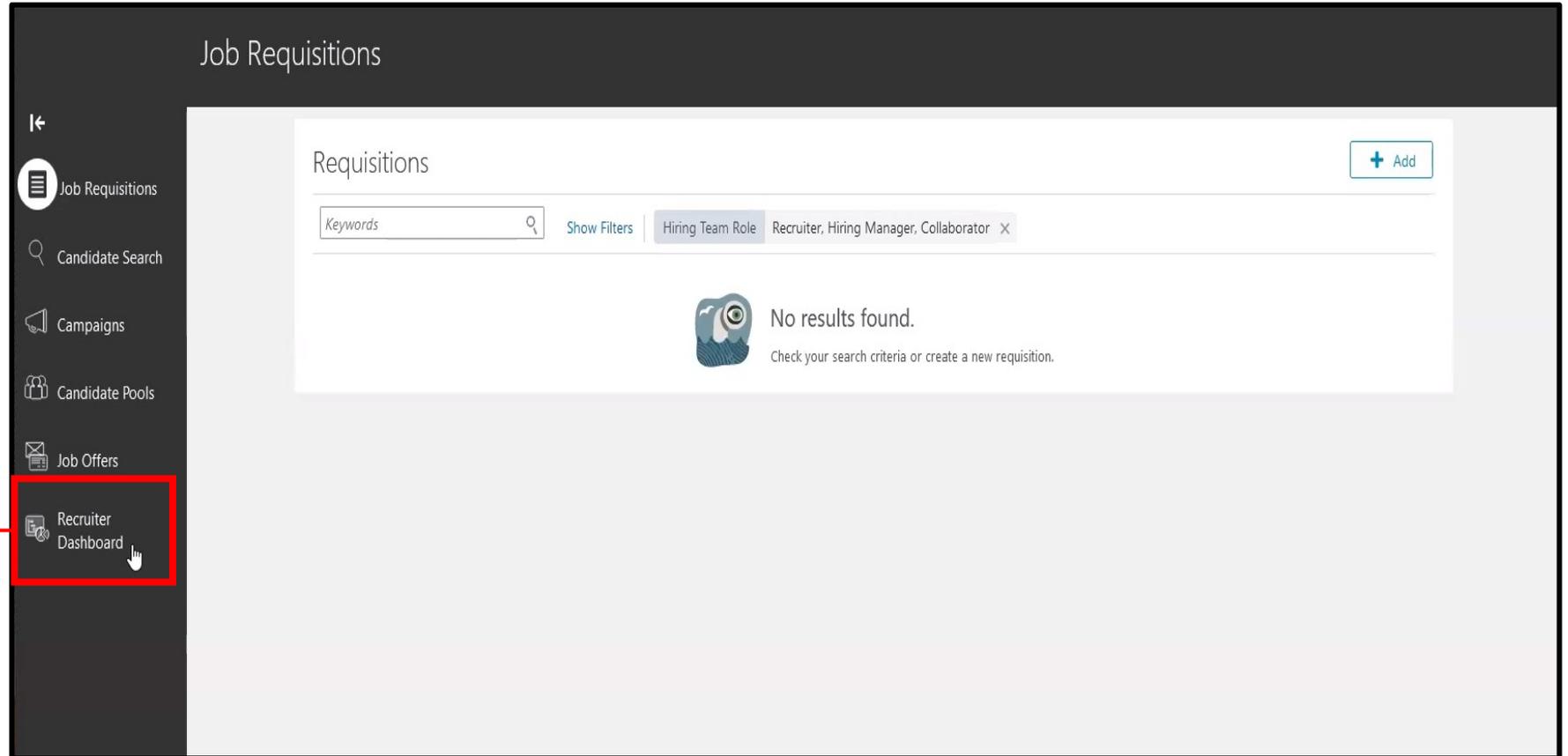
2

Select the Hiring tile

Accessing the Recruiter Dashboard

3

Select the Recruiter Dashboard section on the left-hand side



The screenshot shows the 'Job Requisitions' dashboard. On the left-hand side, there is a dark sidebar menu with several options: 'Job Requisitions', 'Candidate Search', 'Campaigns', 'Candidate Pools', 'Job Offers', and 'Recruiter Dashboard'. The 'Recruiter Dashboard' option is highlighted with a red rectangular box, and a red line connects it to the number '3' in a blue circle. The main content area of the dashboard is titled 'Requisitions' and features a search bar with the text 'Keywords', a 'Show Filters' button, and a filter for 'Hiring Team Role' set to 'Recruiter, Hiring Manager, Collaborator'. Below the search bar, there is a message that says 'No results found. Check your search criteria or create a new requisition.' with a magnifying glass icon.

Accessing the Recruiter Dashboard



Recruiter Dashboard

Requisitions Offers Eligibility 51 Day Report Onboarding Candidate CSP

281

Aged less than 30 days

[Print - Export](#)

0

Aged between 30-60 days

[Print - Export](#)

0

Aged greater than 60 days

[Print - Export](#)

Selections

Requisition Type: (All Column Val ▼)
 Job Requisition Open Date: Between -
 Department Name: (All Column Val ▼)
 Current State: (All Column Val ▼)
 Current Phase: (All Column Val ▼)

[Apply](#) [Reset ▼](#)

Requisition Number	Requisition Title	Total Candidates	Requisition Type	Open Date	Department	Current State	Current Phase
11984	Records Technician (Medical Examiner)	226	Pipeline	10/29/2021 2:47 AM	04310 - MEDICAL EXAMINER	Expired	Open
11994	Accountant Principal	75	Pipeline	10/29/2021 2:46 AM	02120 - FINANCE - ACCOUNTING SERVICES	Expired	Open
12094	Public Education Specialist	110	Pipeline	10/29/2021 2:47 AM	04667 - POLICE SERVICES - UNIFORM DIVISION	Expired	Open
12122	Benefits Specialist	124	Pipeline	10/29/2021 2:46 AM	01025 - INSURANCE - OTHER	Expired	Open
12202	Emergency 911 Shift Supervisor	7	Pipeline	10/29/2021 2:47 AM	02646 - E-911 WIRED	Expired	Open
12203	Emergency 911 Watch Commander	3	Pipeline	10/29/2021 2:46 AM	02646 - E-911 WIRED	Expired	Open
12252	Records Technician, Lead - Register	8	Pipeline	10/29/2021 2:47 AM	02124 - FINANCE - RECORDS AND MICROFILMING	Expired	Open
12256	Deputy Chief Investigator, Medical Examiner-Register	2	Pipeline	10/29/2021 2:47 AM	04310 - MEDICAL EXAMINER	Expired	Open
12274	Chief Deputy Clerk Juvenile Court	8	Pipeline	10/29/2021 2:47 AM	03410 - JUVENILE COURT - ADMINISTRATION	Expired	Open
12278	Probation Supervisor	10	Pipeline	10/29/2021 2:47 AM	03420 - JUVENILE COURT - PROBATION SERVICES	Expired	Open
12280	Departmental Systems Administrator	20	Pipeline	10/29/2021 2:46 AM	04110 - PROBATE COURT	Expired	Open
12309	Land Development Inspector, Senior	45	Pipeline	10/29/2021 2:46 AM	05160 - PLAN & SUST - ENV PLANS REVIEW & INSPECTION	Posted	Open
12478	Billing Specialist Register Expires 11/25/2020	384	Pipeline	10/29/2021 2:47 AM	02132 - FINANCE-UTILITY CUSTOMER OPERATIONS	Expired	Open
12494	Accounting Technician Senior	4	Pipeline	10/29/2021 2:46 AM	00005 - HCM Conversion	Expired	Open
12567	Management Analyst I	162	Pipeline	10/29/2021 2:47 AM	02132 - FINANCE-UTILITY CUSTOMER OPERATIONS	Expired	Open

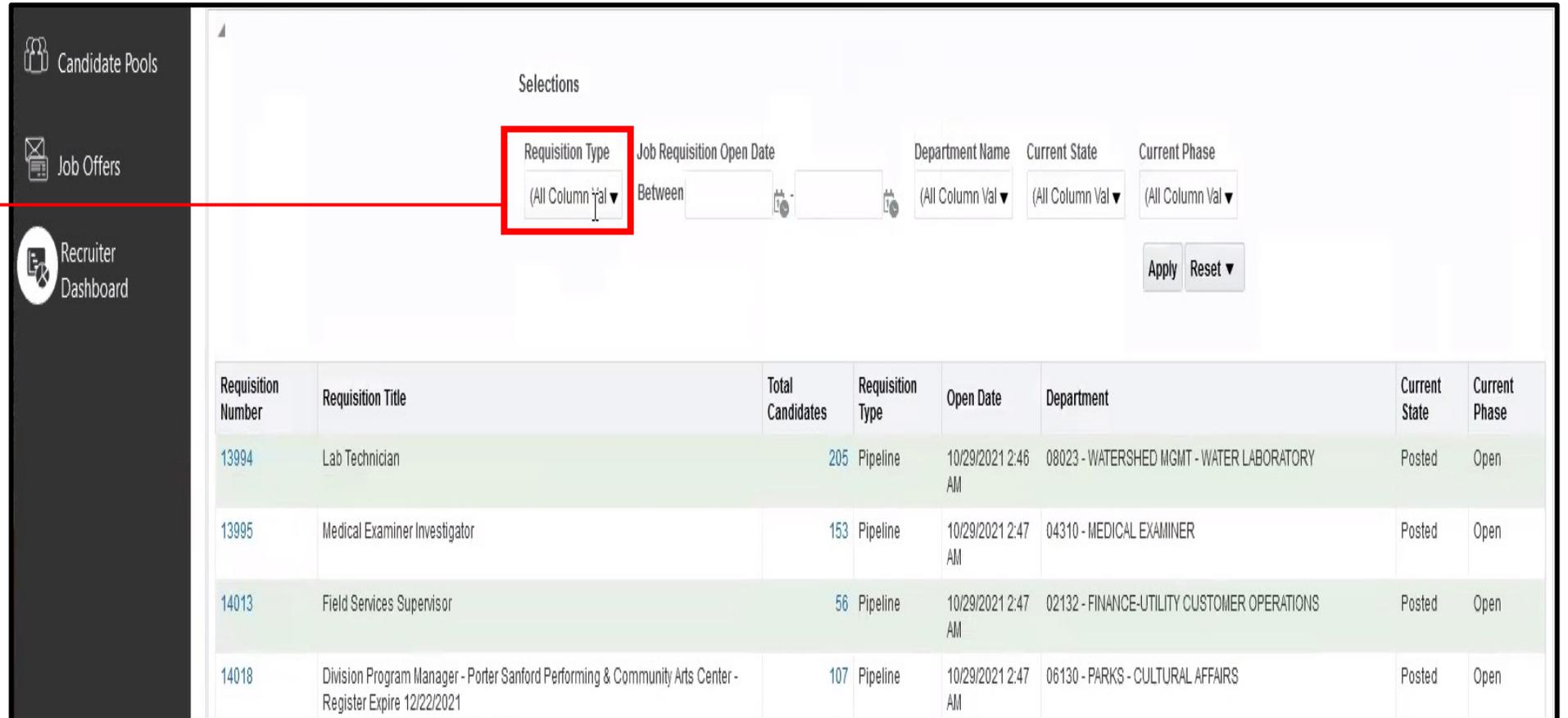


Review the different Requisition fields

Accessing the Recruiter Dashboard

5

Select the Requisition Type field and select the appropriate Requisition Type



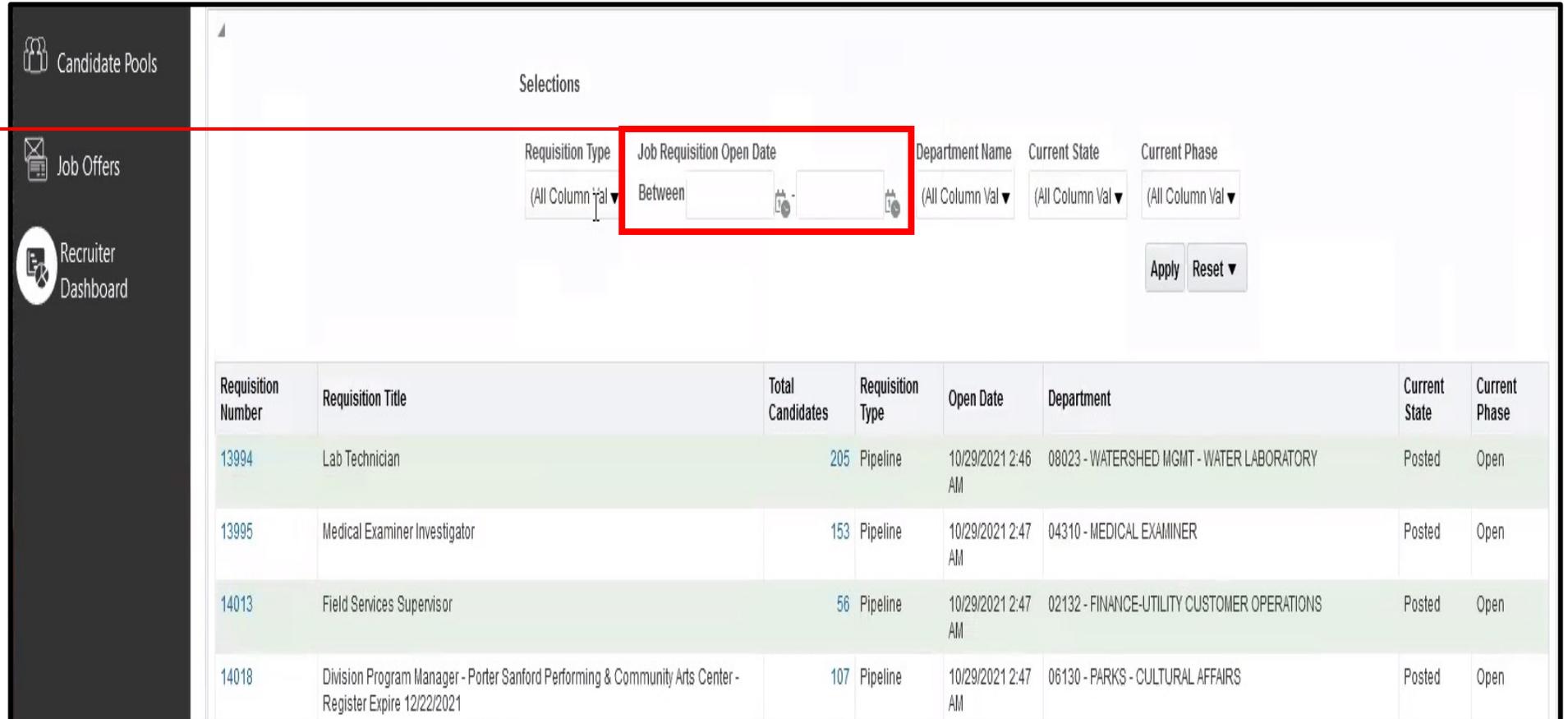
The screenshot shows the Recruiter Dashboard interface. On the left is a dark sidebar with navigation icons for 'Candidate Pools', 'Job Offers', and 'Recruiter Dashboard'. The main area is titled 'Selections' and contains several filter fields: 'Requisition Type' (highlighted with a red box), 'Job Requisition Open Date' (with a 'Between' range selector), 'Department Name', 'Current State', and 'Current Phase'. Each filter field has a dropdown menu currently set to '(All Column Val)'. Below the filters are 'Apply' and 'Reset' buttons. At the bottom of the dashboard is a table with the following data:

Requisition Number	Requisition Title	Total Candidates	Requisition Type	Open Date	Department	Current State	Current Phase
13994	Lab Technician	205	Pipeline	10/29/2021 2:46 AM	08023 - WATERSHED MGMT - WATER LABORATORY	Posted	Open
13995	Medical Examiner Investigator	153	Pipeline	10/29/2021 2:47 AM	04310 - MEDICAL EXAMINER	Posted	Open
14013	Field Services Supervisor	56	Pipeline	10/29/2021 2:47 AM	02132 - FINANCE-UTILITY CUSTOMER OPERATIONS	Posted	Open
14018	Division Program Manager - Porter Sanford Performing & Community Arts Center - Register Expire 12/22/2021	107	Pipeline	10/29/2021 2:47 AM	06130 - PARKS - CULTURAL AFFAIRS	Posted	Open

Accessing the Recruiter Dashboard

6

Enter a date range for the Job Requisition Open Date to search



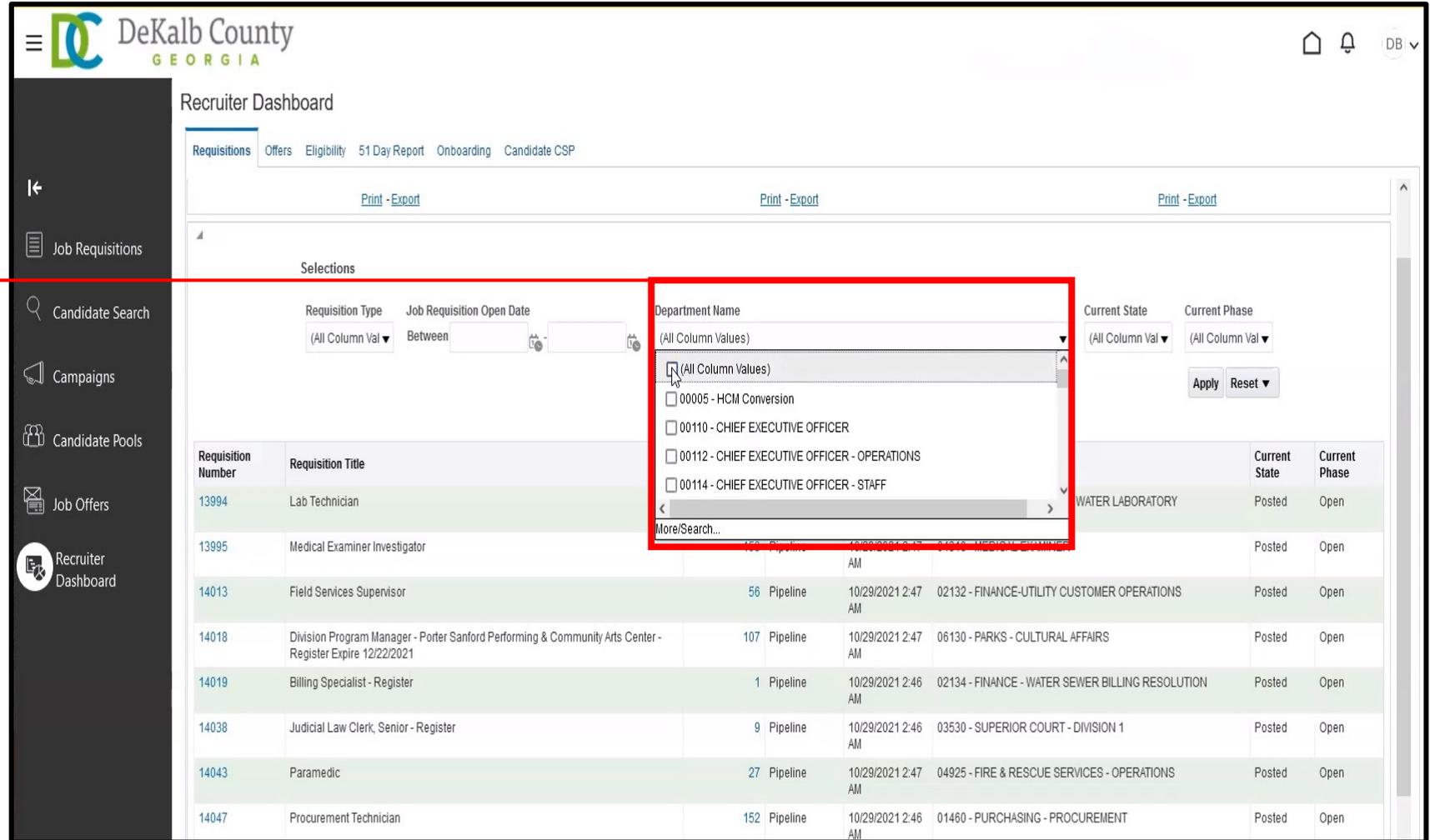
The screenshot shows the Recruiter Dashboard interface. On the left is a dark sidebar with navigation icons for 'Candidate Pools', 'Job Offers', and 'Recruiter Dashboard'. The main area is titled 'Selections' and contains several filter fields: 'Requisition Type' (set to '(All Column Val)'), 'Job Requisition Open Date' (highlighted with a red box and set to 'Between'), 'Department Name' (set to '(All Column Val)'), 'Current State' (set to '(All Column Val)'), and 'Current Phase' (set to '(All Column Val)'). There are 'Apply' and 'Reset' buttons below the filters. Below the filters is a table with the following data:

Requisition Number	Requisition Title	Total Candidates	Requisition Type	Open Date	Department	Current State	Current Phase
13994	Lab Technician	205	Pipeline	10/29/2021 2:46 AM	08023 - WATERSHED MGMT - WATER LABORATORY	Posted	Open
13995	Medical Examiner Investigator	153	Pipeline	10/29/2021 2:47 AM	04310 - MEDICAL EXAMINER	Posted	Open
14013	Field Services Supervisor	56	Pipeline	10/29/2021 2:47 AM	02132 - FINANCE-UTILITY CUSTOMER OPERATIONS	Posted	Open
14018	Division Program Manager - Porter Sanford Performing & Community Arts Center - Register Expire 12/22/2021	107	Pipeline	10/29/2021 2:47 AM	06130 - PARKS - CULTURAL AFFAIRS	Posted	Open

Accessing the Recruiter Dashboard

7

Select the appropriate **Department Name** from the drop-down list



DeKalb County
GEORGIA

Recruiter Dashboard

Requisitions Offers Eligibility 51 Day Report Onboarding Candidate CSP

Print - Export Print - Export Print - Export

Selections

Requisition Type: (All Column Val) Job Requisition Open Date: Between [] []

Department Name: (All Column Values)

- (All Column Values)
- 00005 - HCM Conversion
- 00110 - CHIEF EXECUTIVE OFFICER
- 00112 - CHIEF EXECUTIVE OFFICER - OPERATIONS
- 00114 - CHIEF EXECUTIVE OFFICER - STAFF

Current State: (All Column Val) Current Phase: (All Column Val)

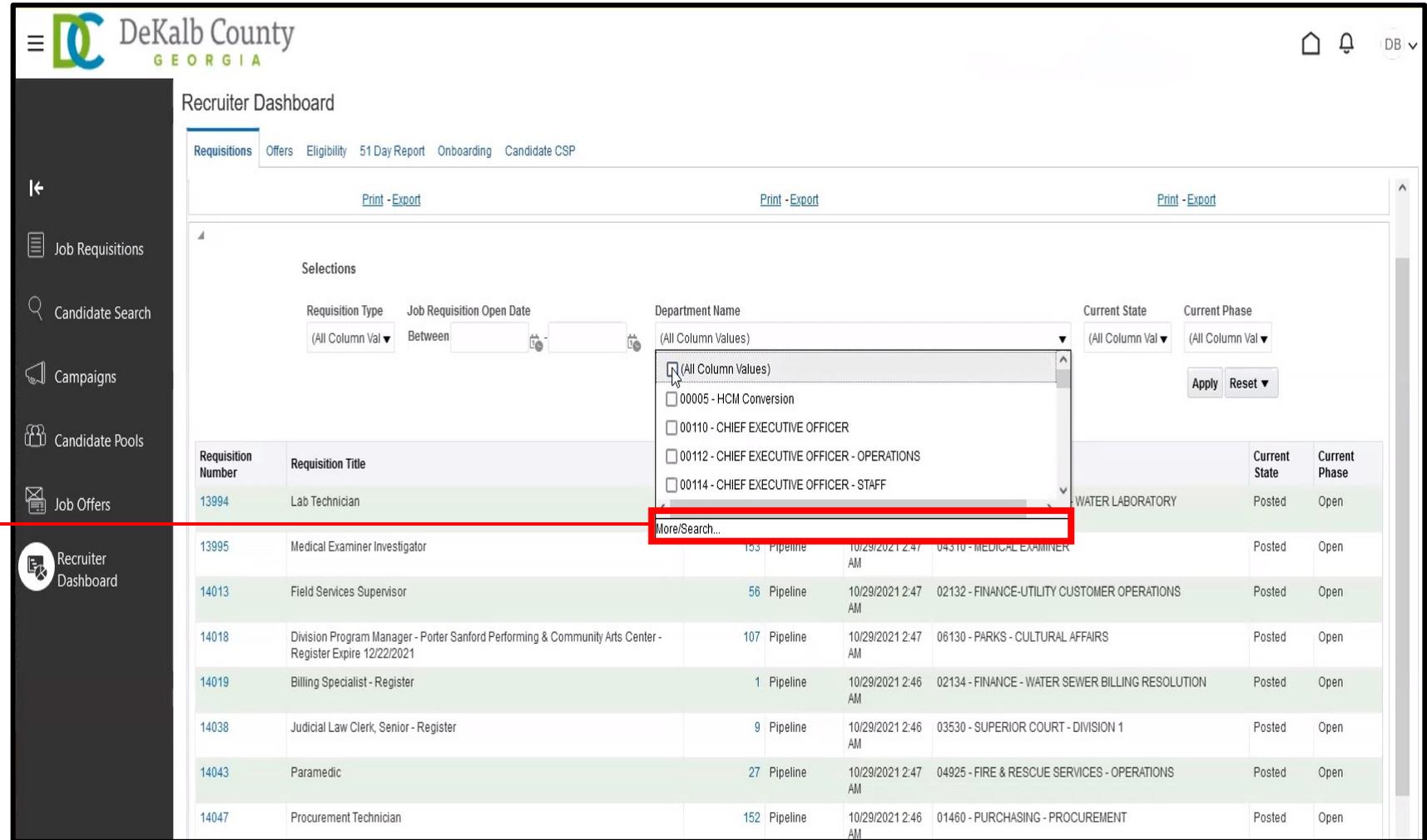
Apply Reset

Requisition Number	Requisition Title	Current State	Current Phase
13994	Lab Technician	Posted	Open
13995	Medical Examiner Investigator	Posted	Open
14013	Field Services Supervisor	Posted	Open
14018	Division Program Manager - Porter Sanford Performing & Community Arts Center - Register Expire 12/22/2021	Posted	Open
14019	Billing Specialist - Register	Posted	Open
14038	Judicial Law Clerk, Senior - Register	Posted	Open
14043	Paramedic	Posted	Open
14047	Procurement Technician	Posted	Open

Accessing the Recruiter Dashboard

8

Select More/Search to conduct an advanced search



DeKalb County
GEORGIA

Recruiter Dashboard

Requisitions Offers Eligibility 51 Day Report Onboarding Candidate CSP

Print - Export Print - Export Print - Export

Selections

Requisition Type Job Requisition Open Date Department Name Current State Current Phase

(All Column Val) Between (All Column Val) (All Column Val) (All Column Val) (All Column Val)

Apply Reset

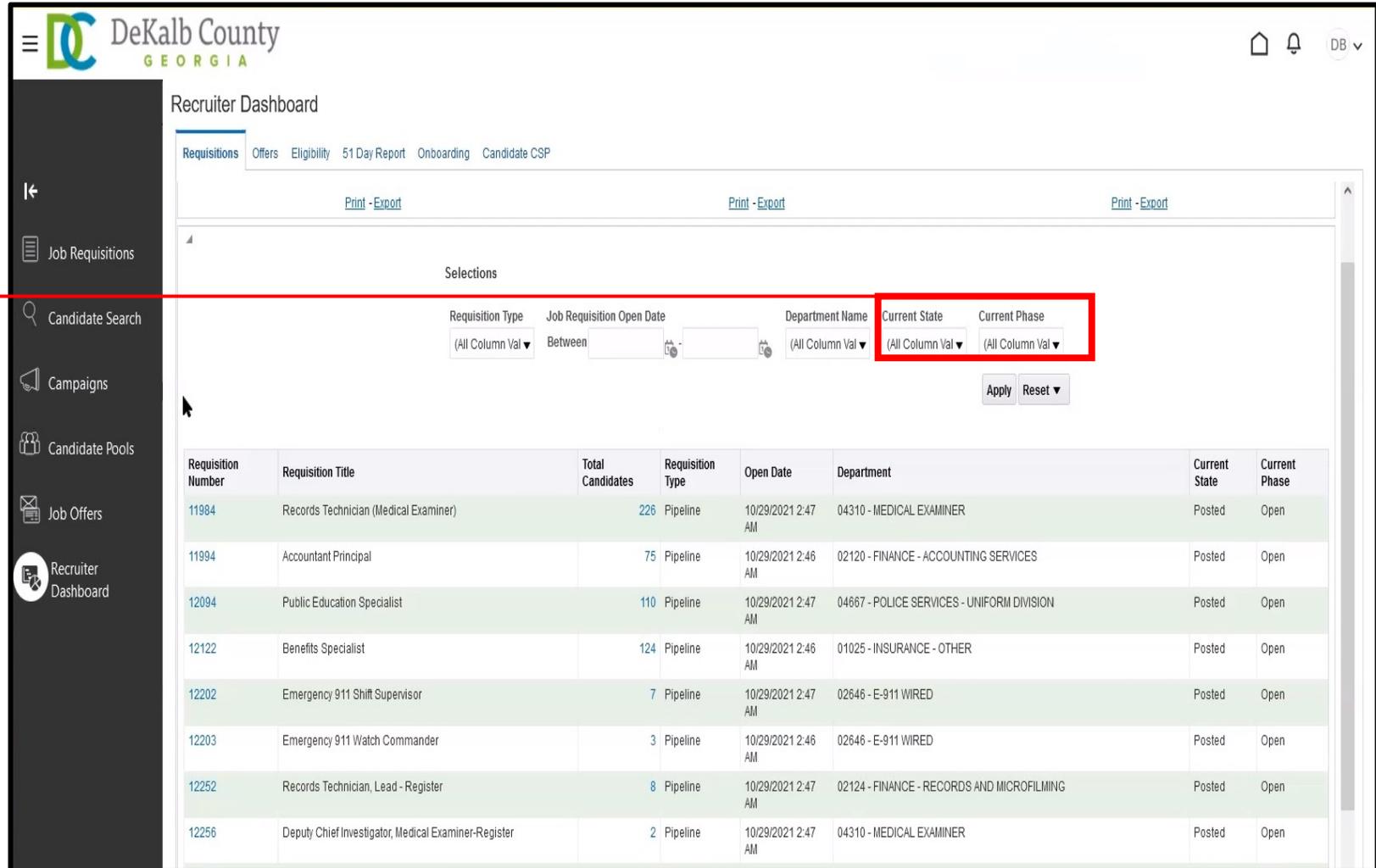
Requisition Number	Requisition Title	Department Name	Current State	Current Phase
13994	Lab Technician	WATER LABORATORY	Posted	Open
13995	Medical Examiner Investigator	04310 - MEDICAL EXAMINER	Posted	Open
14013	Field Services Supervisor	02132 - FINANCE-UTILITY CUSTOMER OPERATIONS	Posted	Open
14018	Division Program Manager - Porter Sanford Performing & Community Arts Center - Register Expire 12/22/2021	06130 - PARKS - CULTURAL AFFAIRS	Posted	Open
14019	Billing Specialist - Register	02134 - FINANCE - WATER SEWER BILLING RESOLUTION	Posted	Open
14038	Judicial Law Clerk, Senior - Register	03530 - SUPERIOR COURT - DIVISION 1	Posted	Open
14043	Paramedic	04925 - FIRE & RESCUE SERVICES - OPERATIONS	Posted	Open
14047	Procurement Technician	01460 - PURCHASING - PROCUREMENT	Posted	Open

More/Search...

Accessing the Recruiter Dashboard

9

Select the Current State and Phase fields to filter based on State and Phase



DeKalb County
GEORGIA

Recruiter Dashboard

Requisitions Offers Eligibility 51 Day Report Onboarding Candidate CSP

Print - Export Print - Export Print - Export

Selections

Requisition Type Job Requisition Open Date Department Name **Current State** **Current Phase**

(All Column Val) Between (All Column Val) (All Column Val) (All Column Val)

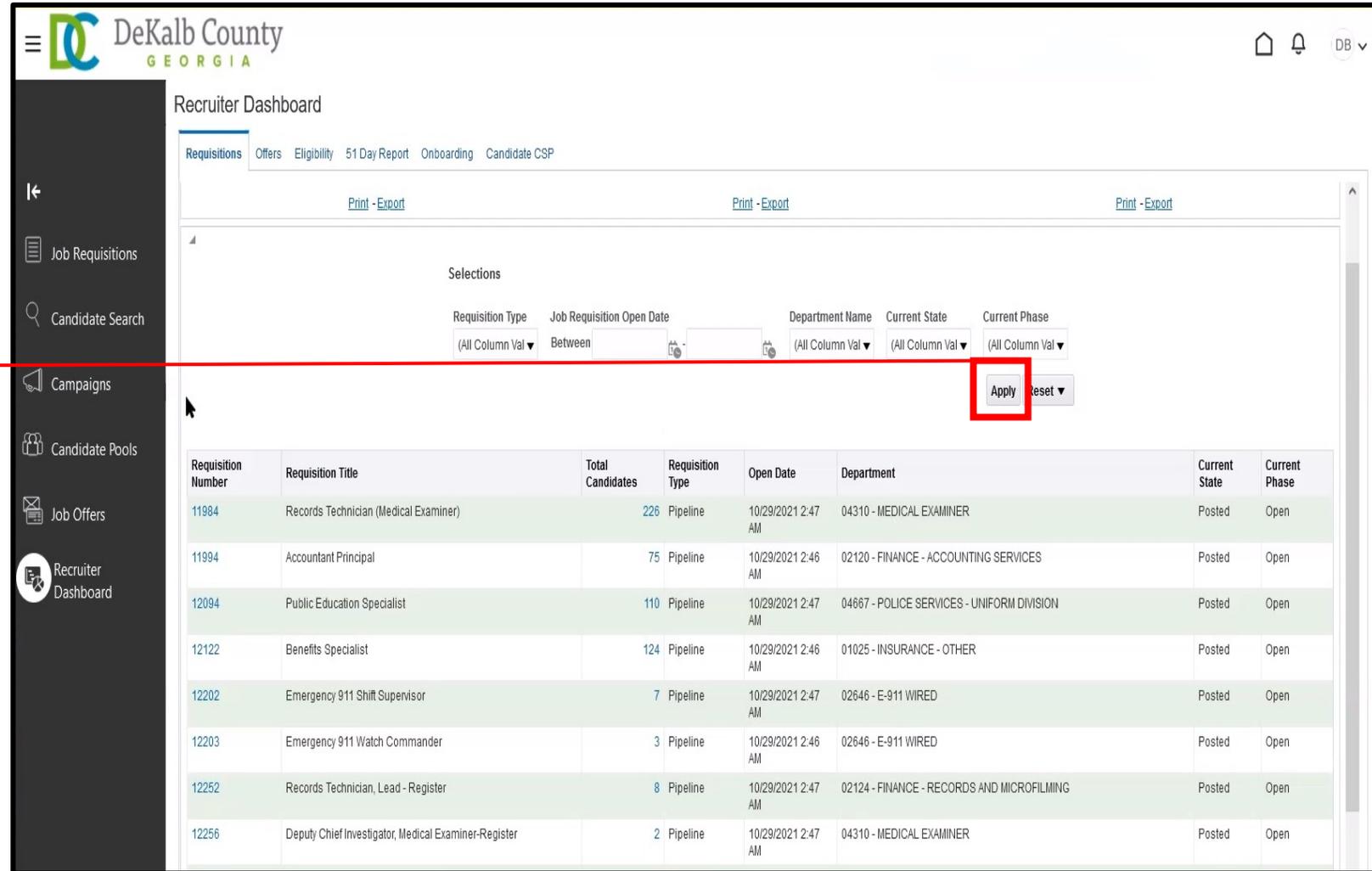
Apply Reset

Requisition Number	Requisition Title	Total Candidates	Requisition Type	Open Date	Department	Current State	Current Phase
11984	Records Technician (Medical Examiner)	226	Pipeline	10/29/2021 2:47 AM	04310 - MEDICAL EXAMINER	Posted	Open
11994	Accountant Principal	75	Pipeline	10/29/2021 2:46 AM	02120 - FINANCE - ACCOUNTING SERVICES	Posted	Open
12094	Public Education Specialist	110	Pipeline	10/29/2021 2:47 AM	04667 - POLICE SERVICES - UNIFORM DIVISION	Posted	Open
12122	Benefits Specialist	124	Pipeline	10/29/2021 2:46 AM	01025 - INSURANCE - OTHER	Posted	Open
12202	Emergency 911 Shift Supervisor	7	Pipeline	10/29/2021 2:47 AM	02646 - E-911 WIRED	Posted	Open
12203	Emergency 911 Watch Commander	3	Pipeline	10/29/2021 2:46 AM	02646 - E-911 WIRED	Posted	Open
12252	Records Technician, Lead - Register	8	Pipeline	10/29/2021 2:47 AM	02124 - FINANCE - RECORDS AND MICROFILMING	Posted	Open
12256	Deputy Chief Investigator, Medical Examiner-Register	2	Pipeline	10/29/2021 2:47 AM	04310 - MEDICAL EXAMINER	Posted	Open

Accessing the Recruiter Dashboard

9

Select the Apply button



DeKalb County
GEORGIA

Recruiter Dashboard

Requisitions Offers Eligibility 51 Day Report Onboarding Candidate CSP

Print - Export

Selections

Requisition Type: (All Column Val) Job Requisition Open Date: Between Department Name: (All Column Val) Current State: (All Column Val) Current Phase: (All Column Val)

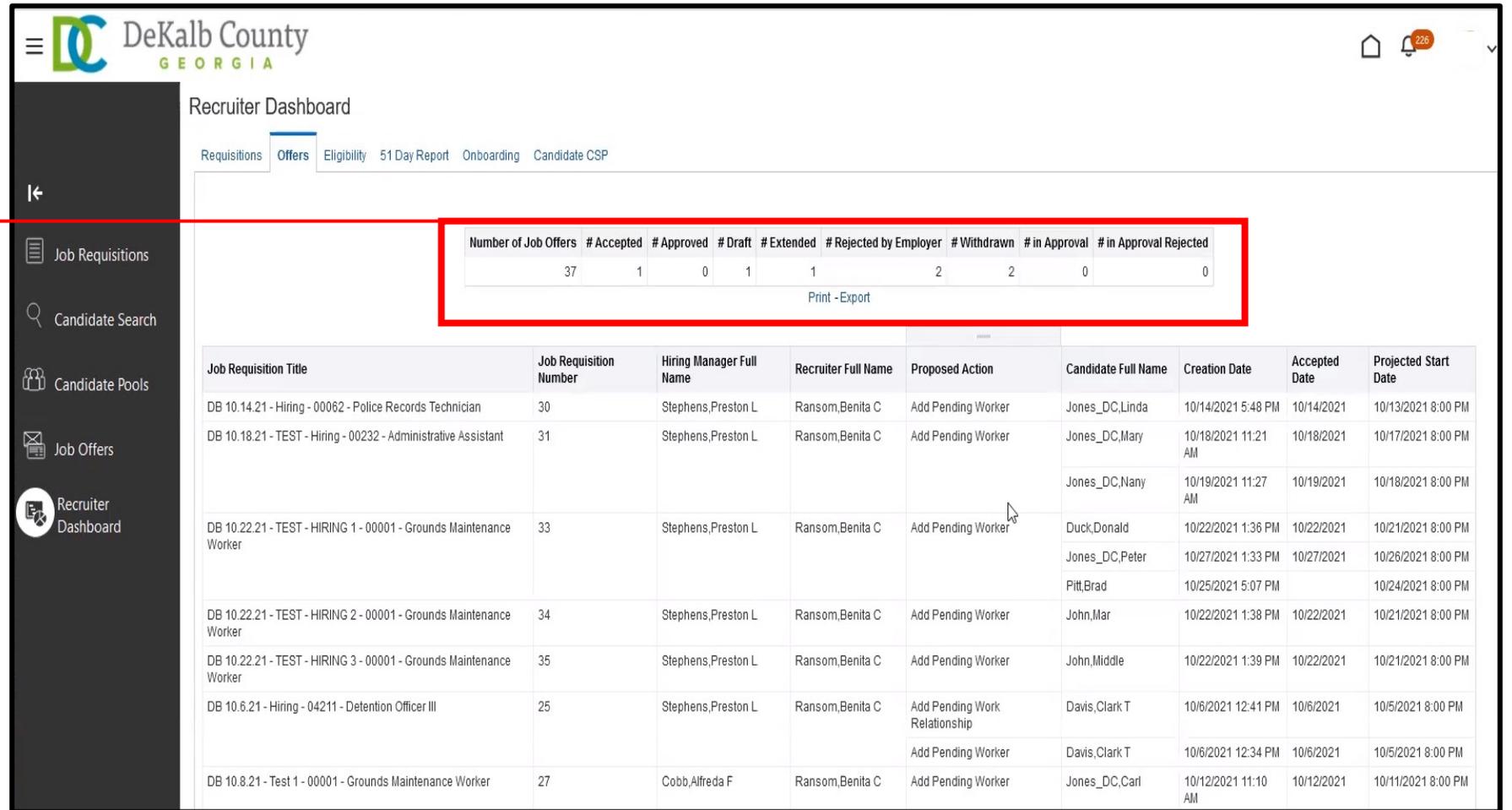
Apply Reset

Requisition Number	Requisition Title	Total Candidates	Requisition Type	Open Date	Department	Current State	Current Phase
11984	Records Technician (Medical Examiner)	226	Pipeline	10/29/2021 2:47 AM	04310 - MEDICAL EXAMINER	Posted	Open
11994	Accountant Principal	75	Pipeline	10/29/2021 2:46 AM	02120 - FINANCE - ACCOUNTING SERVICES	Posted	Open
12094	Public Education Specialist	110	Pipeline	10/29/2021 2:47 AM	04667 - POLICE SERVICES - UNIFORM DIVISION	Posted	Open
12122	Benefits Specialist	124	Pipeline	10/29/2021 2:46 AM	01025 - INSURANCE - OTHER	Posted	Open
12202	Emergency 911 Shift Supervisor	7	Pipeline	10/29/2021 2:47 AM	02646 - E-911 WIRED	Posted	Open
12203	Emergency 911 Watch Commander	3	Pipeline	10/29/2021 2:46 AM	02646 - E-911 WIRED	Posted	Open
12252	Records Technician, Lead - Register	8	Pipeline	10/29/2021 2:47 AM	02124 - FINANCE - RECORDS AND MICROFILMING	Posted	Open
12256	Deputy Chief Investigator, Medical Examiner-Register	2	Pipeline	10/29/2021 2:47 AM	04310 - MEDICAL EXAMINER	Posted	Open

Accessing the Recruiter Dashboard

10

Select the Offers tab and to review Number of Offers, # Accepted, # Approved, # Draft, # Extended, # Rejected by Employer, # Withdrawn, # In Approval, # In Approval Rejected



DeKalb County
GEORGIA

Recruiter Dashboard

Requisitions Offers Eligibility 51 Day Report Onboarding Candidate CSP

Number of Job Offers	# Accepted	# Approved	# Draft	# Extended	# Rejected by Employer	# Withdrawn	# in Approval	# in Approval Rejected
37	1	0	1	1	2	2	0	0

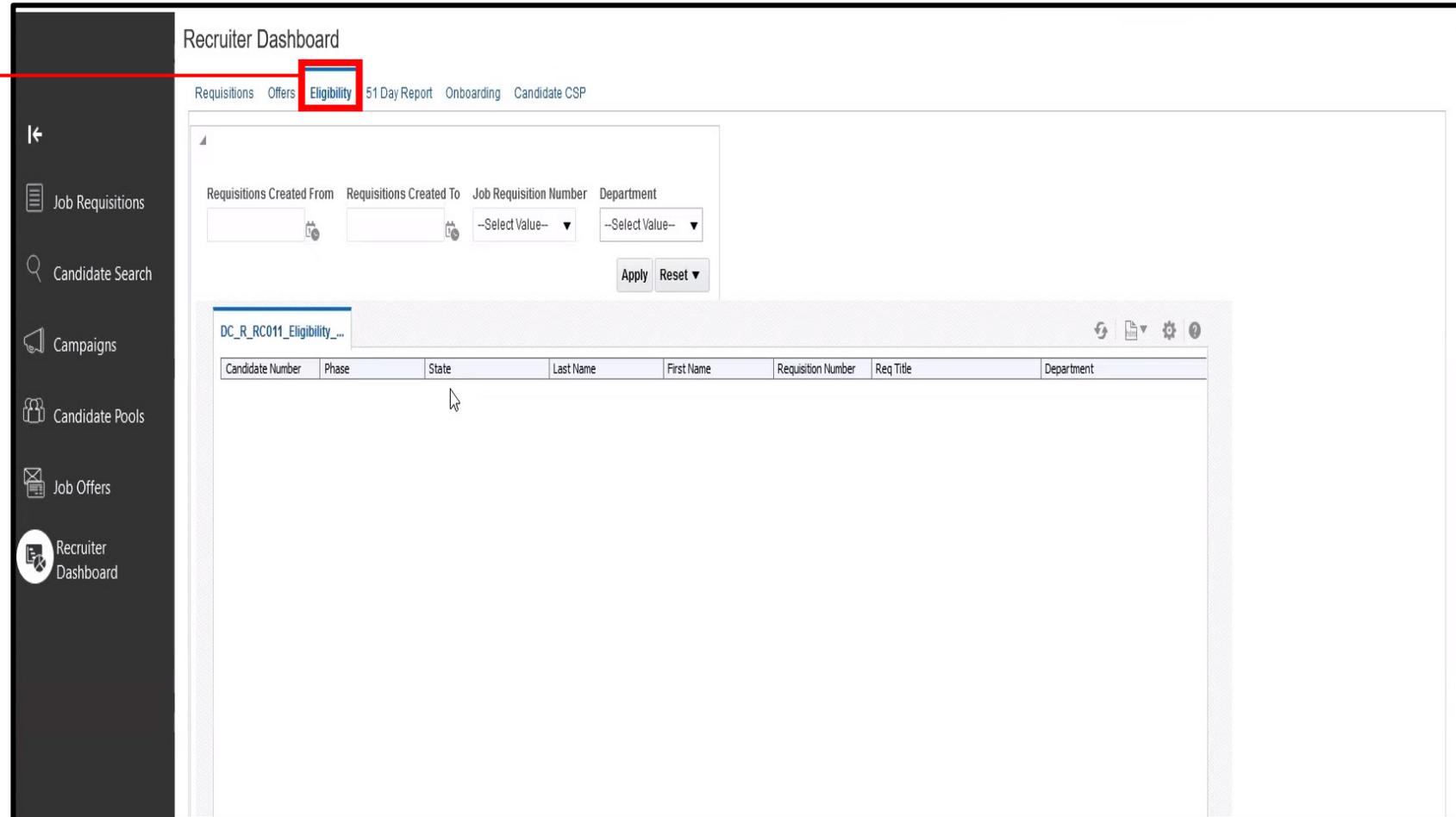
Print - Export

Job Requisition Title	Job Requisition Number	Hiring Manager Full Name	Recruiter Full Name	Proposed Action	Candidate Full Name	Creation Date	Accepted Date	Projected Start Date
DB 10.14.21 - Hiring - 00062 - Police Records Technician	30	Stephens,Preston L	Ransom,Benita C	Add Pending Worker	Jones_DC,Linda	10/14/2021 5:48 PM	10/14/2021	10/13/2021 8:00 PM
DB 10.18.21 - TEST - Hiring - 00232 - Administrative Assistant	31	Stephens,Preston L	Ransom,Benita C	Add Pending Worker	Jones_DC,Mary	10/18/2021 11:21 AM	10/18/2021	10/17/2021 8:00 PM
					Jones_DC,Nany	10/19/2021 11:27 AM	10/19/2021	10/18/2021 8:00 PM
DB 10.22.21 - TEST - HIRING 1 - 00001 - Grounds Maintenance Worker	33	Stephens,Preston L	Ransom,Benita C	Add Pending Worker	Duck,Donald	10/22/2021 1:36 PM	10/22/2021	10/21/2021 8:00 PM
					Jones_DC,Peter	10/27/2021 1:33 PM	10/27/2021	10/26/2021 8:00 PM
					Pitt,Brad	10/25/2021 5:07 PM		10/24/2021 8:00 PM
DB 10.22.21 - TEST - HIRING 2 - 00001 - Grounds Maintenance Worker	34	Stephens,Preston L	Ransom,Benita C	Add Pending Worker	John,Mar	10/22/2021 1:38 PM	10/22/2021	10/21/2021 8:00 PM
DB 10.22.21 - TEST - HIRING 3 - 00001 - Grounds Maintenance Worker	35	Stephens,Preston L	Ransom,Benita C	Add Pending Worker	John,Middle	10/22/2021 1:39 PM	10/22/2021	10/21/2021 8:00 PM
DB 10.6.21 - Hiring - 04211 - Detention Officer III	25	Stephens,Preston L	Ransom,Benita C	Add Pending Work Relationship	Davis,Clark T	10/6/2021 12:41 PM	10/6/2021	10/5/2021 8:00 PM
					Davis,Clark T	10/6/2021 12:34 PM	10/6/2021	10/5/2021 8:00 PM
DB 10.8.21 - Test 1 - 00001 - Grounds Maintenance Worker	27	Cobb,Alfreda F	Ransom,Benita C	Add Pending Worker	Jones_DC,Carl	10/12/2021 11:10 AM	10/12/2021	10/11/2021 8:00 PM

Accessing the Recruiter Dashboard

11

Select the Eligibility Tab to review the Eligibility Report



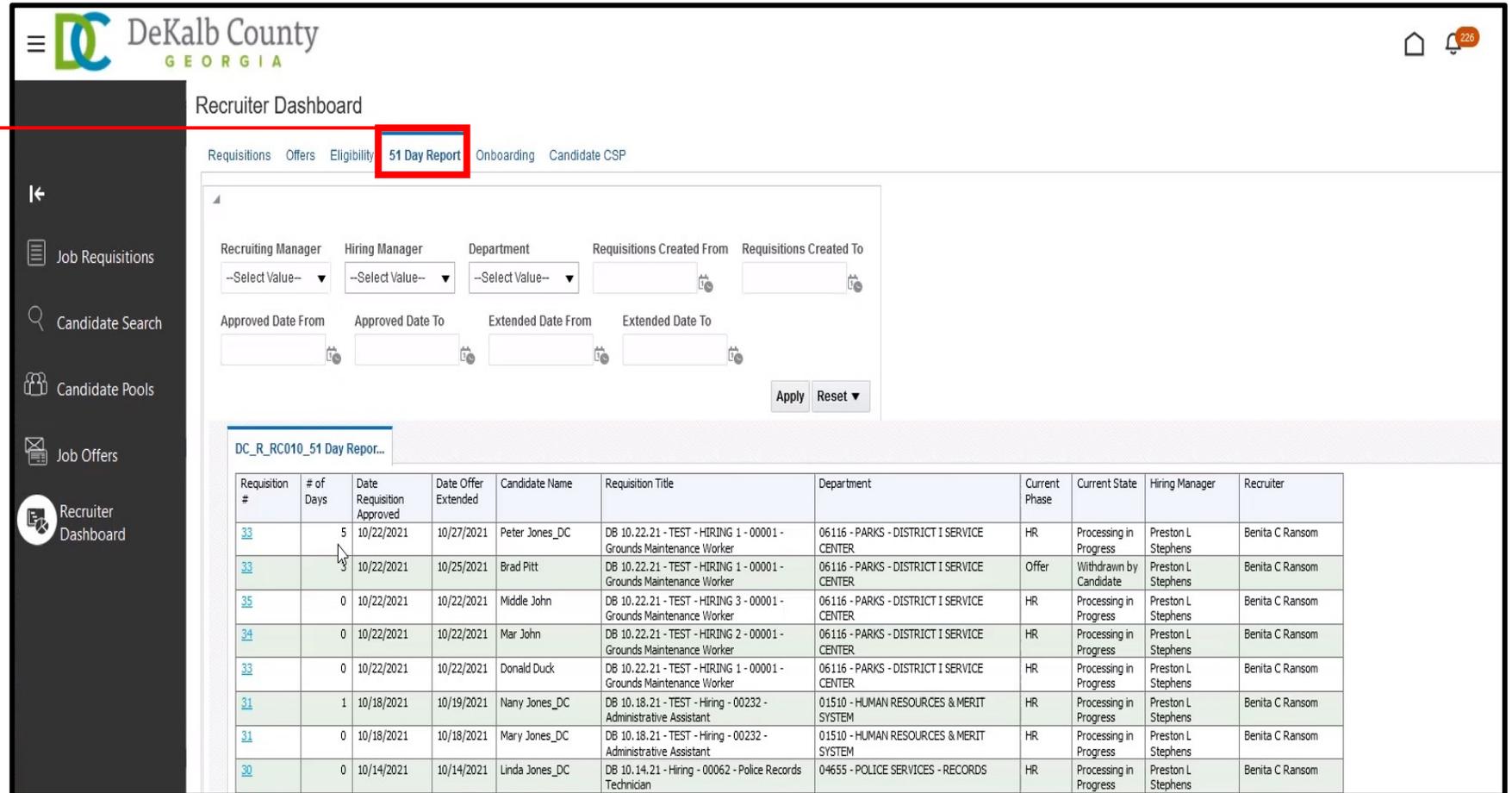
The screenshot displays the Recruiter Dashboard interface. The top navigation bar includes tabs for Requisitions, Offers, Eligibility (highlighted with a red box), 51 Day Report, Onboarding, and Candidate CSP. Below the navigation bar, there are filter fields for Requisitions Created From, Requisitions Created To, Job Requisition Number, and Department, along with Apply and Reset buttons. A table titled "DC_R_RC011_Eligibility_..." is visible, with columns for Candidate Number, Phase, State, Last Name, First Name, Requisition Number, Req Title, and Department. A mouse cursor is positioned over the State column header.

Accessing the Recruiter Dashboard

12

Select the 51 Day Report tab

The 51 Day Report is the time when a requisition is approved to when there is an offer

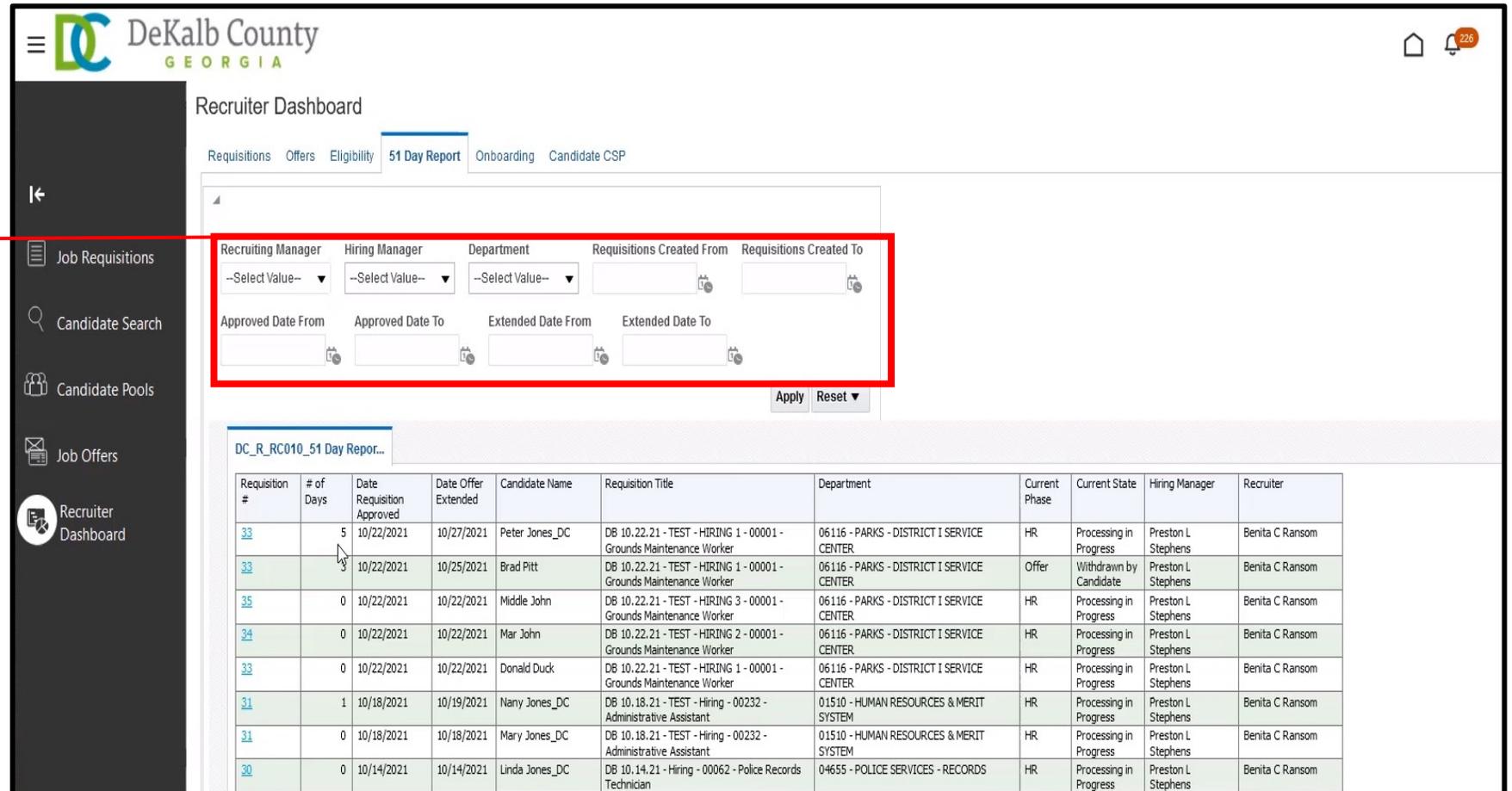


Requisition #	# of Days	Date Requisition Approved	Date Offer Extended	Candidate Name	Requisition Title	Department	Current Phase	Current State	Hiring Manager	Recruiter
33	5	10/22/2021	10/27/2021	Peter Jones_DC	DB 10.22.21 - TEST -HIRING 1 - 00001 - Grounds Maintenance Worker	06116 - PARKS - DISTRICT I SERVICE CENTER	HR	Processing in Progress	Preston L Stephens	Benita C Ransom
33		10/22/2021	10/25/2021	Brad Pitt	DB 10.22.21 - TEST -HIRING 1 - 00001 - Grounds Maintenance Worker	06116 - PARKS - DISTRICT I SERVICE CENTER	Offer	Withdrawn by Candidate	Preston L Stephens	Benita C Ransom
35	0	10/22/2021	10/22/2021	Middle John	DB 10.22.21 - TEST -HIRING 3 - 00001 - Grounds Maintenance Worker	06116 - PARKS - DISTRICT I SERVICE CENTER	HR	Processing in Progress	Preston L Stephens	Benita C Ransom
34	0	10/22/2021	10/22/2021	Mar John	DB 10.22.21 - TEST -HIRING 2 - 00001 - Grounds Maintenance Worker	06116 - PARKS - DISTRICT I SERVICE CENTER	HR	Processing in Progress	Preston L Stephens	Benita C Ransom
33	0	10/22/2021	10/22/2021	Donald Duck	DB 10.22.21 - TEST -HIRING 1 - 00001 - Grounds Maintenance Worker	06116 - PARKS - DISTRICT I SERVICE CENTER	HR	Processing in Progress	Preston L Stephens	Benita C Ransom
31	1	10/18/2021	10/19/2021	Nany Jones_DC	DB 10.18.21 - TEST -Hiring - 00232 - Administrative Assistant	01510 - HUMAN RESOURCES & MERIT SYSTEM	HR	Processing in Progress	Preston L Stephens	Benita C Ransom
31	0	10/18/2021	10/18/2021	Mary Jones_DC	DB 10.18.21 - TEST -Hiring - 00232 - Administrative Assistant	01510 - HUMAN RESOURCES & MERIT SYSTEM	HR	Processing in Progress	Preston L Stephens	Benita C Ransom
30	0	10/14/2021	10/14/2021	Linda Jones_DC	DB 10.14.21 - Hiring - 00062 - Police Records Technician	04655 - POLICE SERVICES - RECORDS	HR	Processing in Progress	Preston L Stephens	Benita C Ransom

Accessing the Recruiter Dashboard

13

Recruiter/Generalist can filter the 51 Day Report using any of the fields



The screenshot shows the DeKalb County Georgia Recruiter Dashboard. The '51 Day Report' tab is selected. A red box highlights the filter fields for the report, which include:

- Recruiting Manager: --Select Value--
- Hiring Manager: --Select Value--
- Department: --Select Value--
- Requisitions Created From: [Date Picker]
- Requisitions Created To: [Date Picker]
- Approved Date From: [Date Picker]
- Approved Date To: [Date Picker]
- Extended Date From: [Date Picker]
- Extended Date To: [Date Picker]

Buttons for 'Apply' and 'Reset' are located below the filter fields.

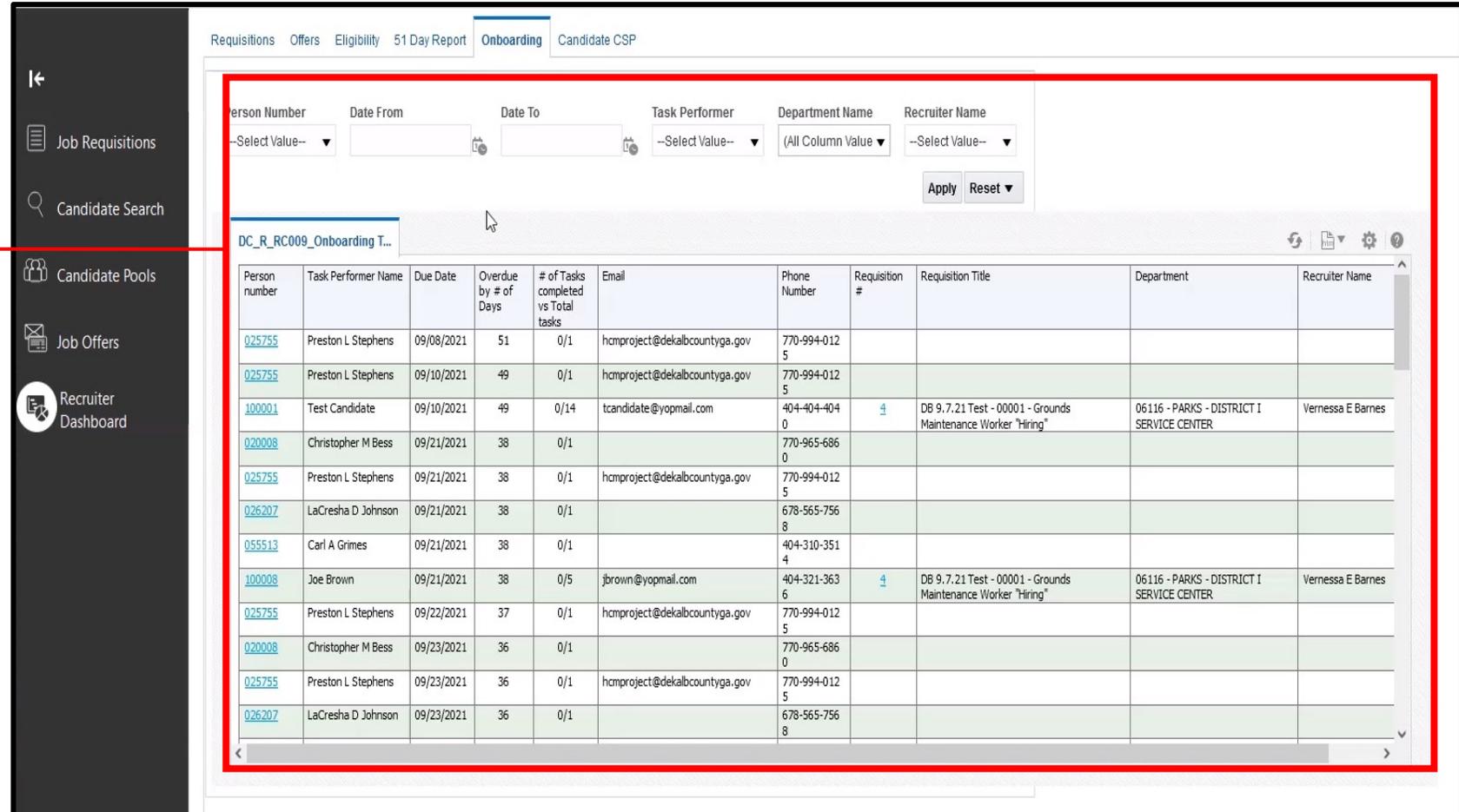
The table below shows the results of the 51 Day Report:

Requisition #	# of Days	Date Requisition Approved	Date Offer Extended	Candidate Name	Requisition Title	Department	Current Phase	Current State	Hiring Manager	Recruiter
33	5	10/22/2021	10/27/2021	Peter Jones_DC	DB 10.22.21 - TEST -HIRING 1 - 00001 - Grounds Maintenance Worker	06116 - PARKS - DISTRICT I SERVICE CENTER	HR	Processing in Progress	Preston L Stephens	Benita C Ransom
33		10/22/2021	10/25/2021	Brad Pitt	DB 10.22.21 - TEST -HIRING 1 - 00001 - Grounds Maintenance Worker	06116 - PARKS - DISTRICT I SERVICE CENTER	Offer	Withdrawn by Candidate	Preston L Stephens	Benita C Ransom
35	0	10/22/2021	10/22/2021	Middle John	DB 10.22.21 - TEST -HIRING 3 - 00001 - Grounds Maintenance Worker	06116 - PARKS - DISTRICT I SERVICE CENTER	HR	Processing in Progress	Preston L Stephens	Benita C Ransom
34	0	10/22/2021	10/22/2021	Mar John	DB 10.22.21 - TEST -HIRING 2 - 00001 - Grounds Maintenance Worker	06116 - PARKS - DISTRICT I SERVICE CENTER	HR	Processing in Progress	Preston L Stephens	Benita C Ransom
33	0	10/22/2021	10/22/2021	Donald Duck	DB 10.22.21 - TEST -HIRING 1 - 00001 - Grounds Maintenance Worker	06116 - PARKS - DISTRICT I SERVICE CENTER	HR	Processing in Progress	Preston L Stephens	Benita C Ransom
31	1	10/18/2021	10/19/2021	Nany Jones_DC	DB 10.18.21 - TEST -Hiring - 00232 - Administrative Assistant	01510 - HUMAN RESOURCES & MERIT SYSTEM	HR	Processing in Progress	Preston L Stephens	Benita C Ransom
31	0	10/18/2021	10/18/2021	Mary Jones_DC	DB 10.18.21 - TEST -Hiring - 00232 - Administrative Assistant	01510 - HUMAN RESOURCES & MERIT SYSTEM	HR	Processing in Progress	Preston L Stephens	Benita C Ransom
30	0	10/14/2021	10/14/2021	Linda Jones_DC	DB 10.14.21 - Hiring - 00062 - Police Records Technician	04655 - POLICE SERVICES - RECORDS	HR	Processing in Progress	Preston L Stephens	Benita C Ransom

Accessing the Recruiter Dashboard

14

Select the Onboarding Tab to review the Onboarding Report



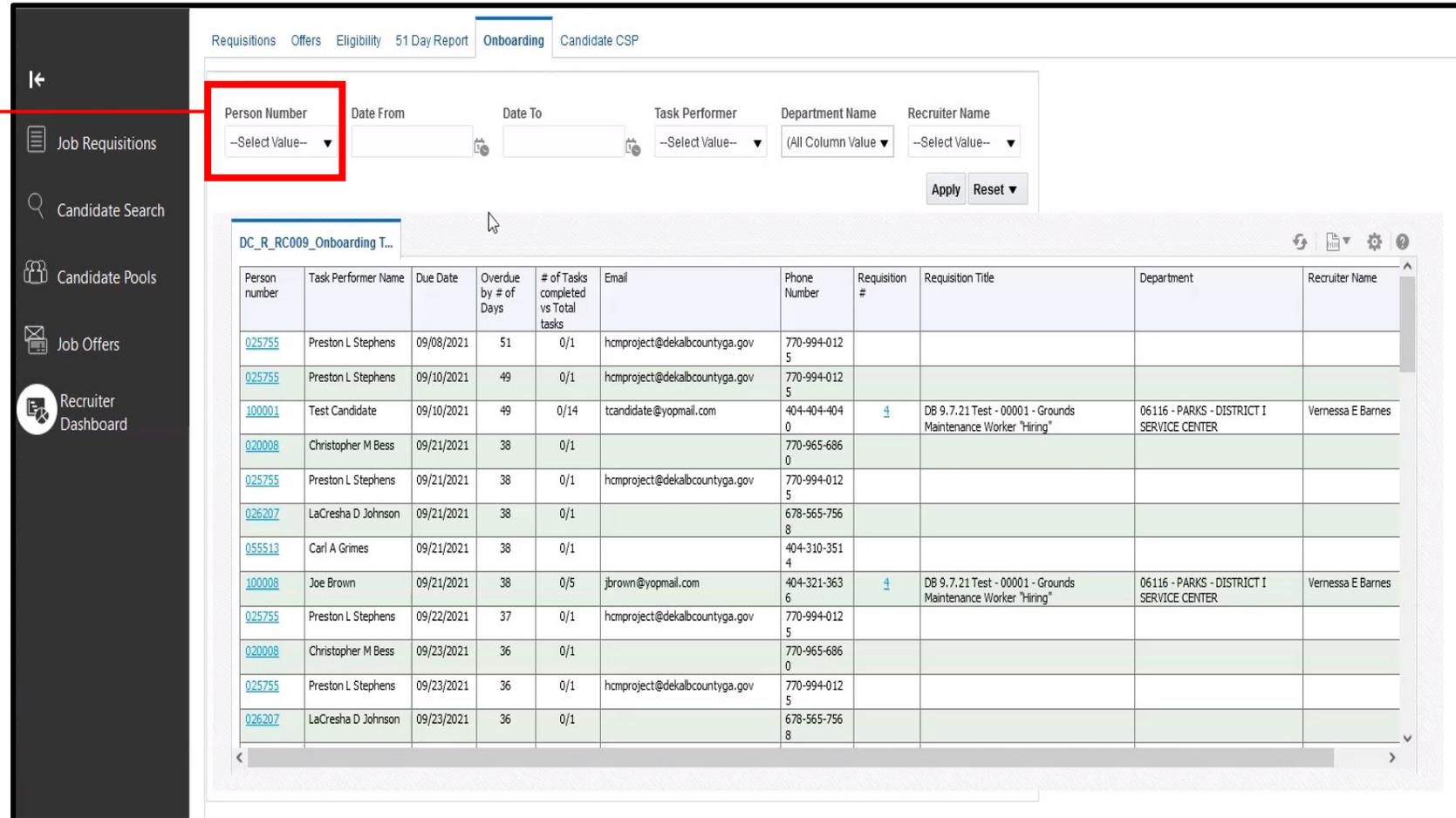
The screenshot shows the Recruiter Dashboard with the 'Onboarding' tab selected. The dashboard includes a sidebar with navigation options: Job Requisitions, Candidate Search, Candidate Pools, Job Offers, and Recruiter Dashboard. The main content area displays an 'Onboarding' report for 'DC_R_RC009_Onboarding T...'. The report includes a filter section with fields for Person Number, Date From, Date To, Task Performer, Department Name, and Recruiter Name. Below the filters is a table with the following columns: Person number, Task Performer Name, Due Date, Overdue by # of Days, # of Tasks completed vs Total tasks, Email, Phone Number, Requisition #, Requisition Title, Department, and Recruiter Name. The table contains 14 rows of data.

Person number	Task Performer Name	Due Date	Overdue by # of Days	# of Tasks completed vs Total tasks	Email	Phone Number	Requisition #	Requisition Title	Department	Recruiter Name
025755	Preston L Stephens	09/08/2021	51	0/1	hcmproject@dekalbcountyga.gov	770-994-0125				
025755	Preston L Stephens	09/10/2021	49	0/1	hcmproject@dekalbcountyga.gov	770-994-0125				
100001	Test Candidate	09/10/2021	49	0/14	tcandidate@yopmail.com	404-404-4040	4	DB 9.7.21 Test - 00001 - Grounds Maintenance Worker "Hiring"	06116 - PARKS - DISTRICT I SERVICE CENTER	Vernessa E Barnes
020008	Christopher M Bess	09/21/2021	38	0/1		770-965-6860				
025755	Preston L Stephens	09/21/2021	38	0/1	hcmproject@dekalbcountyga.gov	770-994-0125				
026207	LaCresha D Johnson	09/21/2021	38	0/1		678-565-7568				
055513	Carl A Grimes	09/21/2021	38	0/1		404-310-3514				
100008	Joe Brown	09/21/2021	38	0/5	jbrown@yopmail.com	404-321-3636	4	DB 9.7.21 Test - 00001 - Grounds Maintenance Worker "Hiring"	06116 - PARKS - DISTRICT I SERVICE CENTER	Vernessa E Barnes
025755	Preston L Stephens	09/22/2021	37	0/1	hcmproject@dekalbcountyga.gov	770-994-0125				
020008	Christopher M Bess	09/23/2021	36	0/1		770-965-6860				
025755	Preston L Stephens	09/23/2021	36	0/1	hcmproject@dekalbcountyga.gov	770-994-0125				
026207	LaCresha D Johnson	09/23/2021	36	0/1		678-565-7568				

Accessing the Recruiter Dashboard

15

Select the Person Number field to filter by Person Number



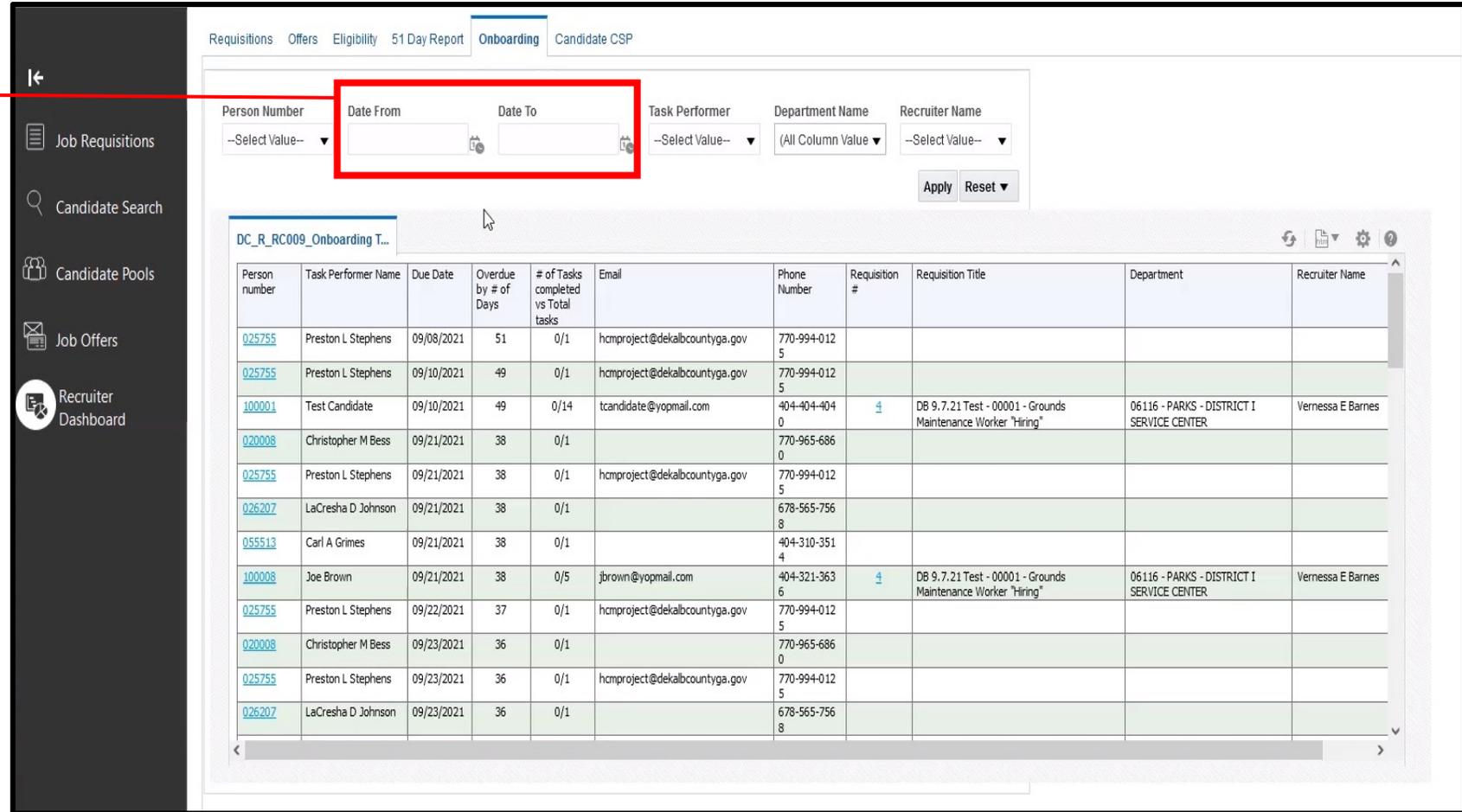
The screenshot displays the Recruiter Dashboard interface. The top navigation bar includes tabs for Requisitions, Offers, Eligibility, 51 Day Report, Onboarding (selected), and Candidate CSP. Below the navigation bar, there are several filter fields: Person Number (highlighted with a red box), Date From, Date To, Task Performer, Department Name, and Recruiter Name. The main content area shows a table titled "DC_R_RC009_Onboarding T...".

Person number	Task Performer Name	Due Date	Overdue by # of Days	# of Tasks completed vs Total tasks	Email	Phone Number	Requisition #	Requisition Title	Department	Recruiter Name
025755	Preston L Stephens	09/08/2021	51	0/1	hcproject@dekalbcountyga.gov	770-994-0125				
025755	Preston L Stephens	09/10/2021	49	0/1	hcproject@dekalbcountyga.gov	770-994-0125				
100001	Test Candidate	09/10/2021	49	0/14	tcandidate@yopmail.com	404-404-4040	4	DB 9.7.21 Test - 00001 - Grounds Maintenance Worker "Hiring"	06116 - PARKS - DISTRICT I SERVICE CENTER	Vernessa E Barnes
020008	Christopher M Bess	09/21/2021	38	0/1		770-965-6860				
025755	Preston L Stephens	09/21/2021	38	0/1	hcproject@dekalbcountyga.gov	770-994-0125				
026207	LaCresha D Johnson	09/21/2021	38	0/1		678-565-7568				
055513	Carl A Grimes	09/21/2021	38	0/1		404-310-3514				
100008	Joe Brown	09/21/2021	38	0/5	jbrown@yopmail.com	404-321-3636	4	DB 9.7.21 Test - 00001 - Grounds Maintenance Worker "Hiring"	06116 - PARKS - DISTRICT I SERVICE CENTER	Vernessa E Barnes
025755	Preston L Stephens	09/22/2021	37	0/1	hcproject@dekalbcountyga.gov	770-994-0125				
020008	Christopher M Bess	09/23/2021	36	0/1		770-965-6860				
025755	Preston L Stephens	09/23/2021	36	0/1	hcproject@dekalbcountyga.gov	770-994-0125				
026207	LaCresha D Johnson	09/23/2021	36	0/1		678-565-7568				

Accessing the Recruiter Dashboard

16

Select the Date From and Date To field to filter by the Date Range



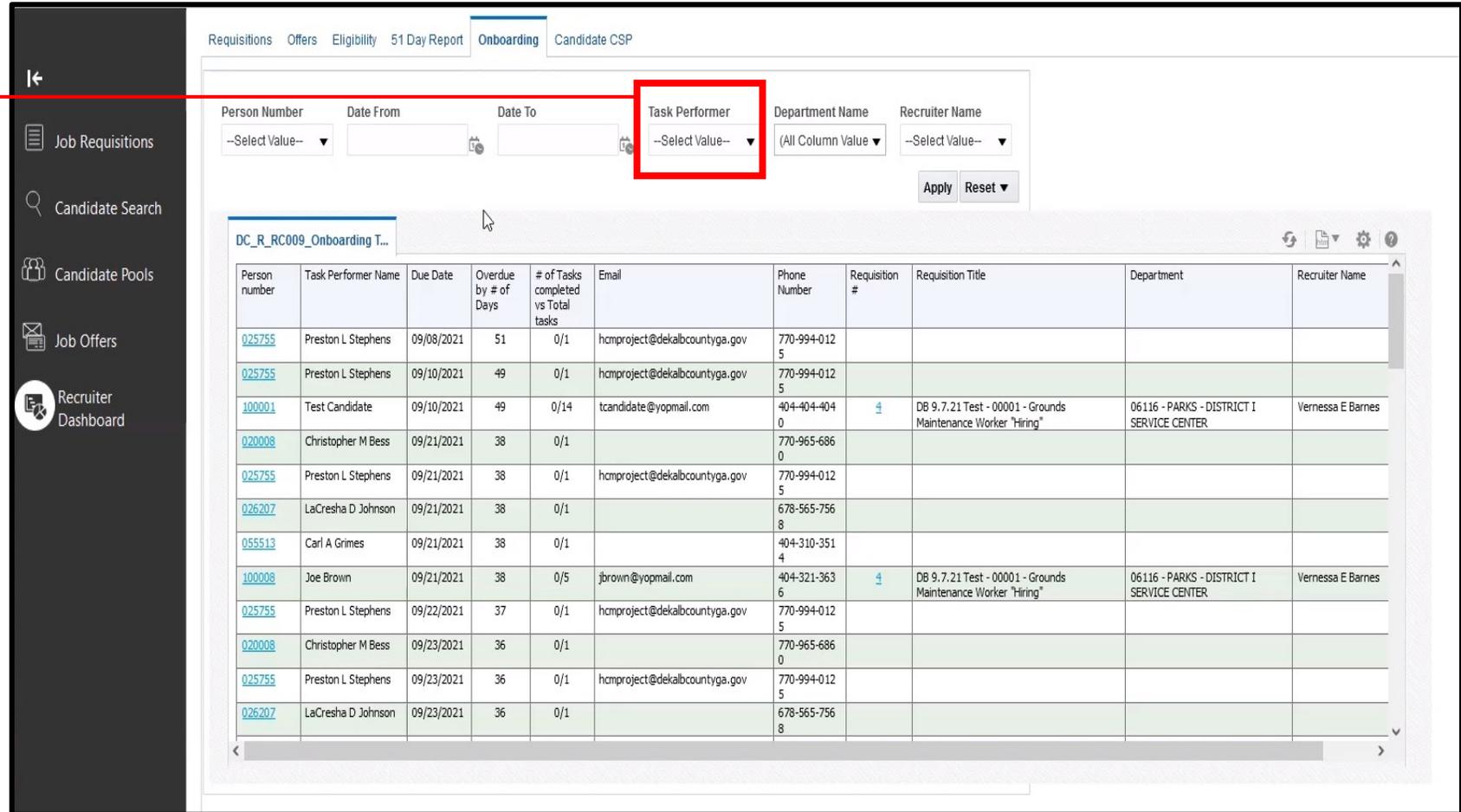
The screenshot displays the Recruiter Dashboard interface. The top navigation bar includes tabs for Requisitions, Offers, Eligibility, 51 Day Report, Onboarding (selected), and Candidate CSP. A left sidebar contains navigation icons for Job Requisitions, Candidate Search, Candidate Pools, Job Offers, and Recruiter Dashboard. The main content area shows a filter section with fields for Person Number, Date From, Date To, Task Performer, Department Name, and Recruiter Name. The Date From and Date To fields are highlighted with a red box. Below the filters is a table titled "DC_R_RC009_Onboarding T...".

Person number	Task Performer Name	Due Date	Overdue by # of Days	# of Tasks completed vs Total tasks	Email	Phone Number	Requisition #	Requisition Title	Department	Recruiter Name
025755	Preston L Stephens	09/08/2021	51	0/1	hcmproject@dekalbcountyga.gov	770-994-0125				
025755	Preston L Stephens	09/10/2021	49	0/1	hcmproject@dekalbcountyga.gov	770-994-0125				
100001	Test Candidate	09/10/2021	49	0/14	tcandidate@yopmail.com	404-404-4040	4	DB 9.7.21 Test - 00001 - Grounds Maintenance Worker "Hiring"	06116 - PARKS - DISTRICT 1 SERVICE CENTER	Vernessa E Barnes
020008	Christopher M Bess	09/21/2021	38	0/1		770-965-6860				
025755	Preston L Stephens	09/21/2021	38	0/1	hcmproject@dekalbcountyga.gov	770-994-0125				
026207	LaCresha D Johnson	09/21/2021	38	0/1		678-565-7568				
055513	Carl A Grimes	09/21/2021	38	0/1		404-310-3514				
100008	Joe Brown	09/21/2021	38	0/5	jbrown@yopmail.com	404-321-3636	4	DB 9.7.21 Test - 00001 - Grounds Maintenance Worker "Hiring"	06116 - PARKS - DISTRICT 1 SERVICE CENTER	Vernessa E Barnes
025755	Preston L Stephens	09/22/2021	37	0/1	hcmproject@dekalbcountyga.gov	770-994-0125				
020008	Christopher M Bess	09/23/2021	36	0/1		770-965-6860				
025755	Preston L Stephens	09/23/2021	36	0/1	hcmproject@dekalbcountyga.gov	770-994-0125				
026207	LaCresha D Johnson	09/23/2021	36	0/1		678-565-7568				

Accessing the Recruiter Dashboard

17

Select the **Task Performer** field to filter by the Task Performers Name



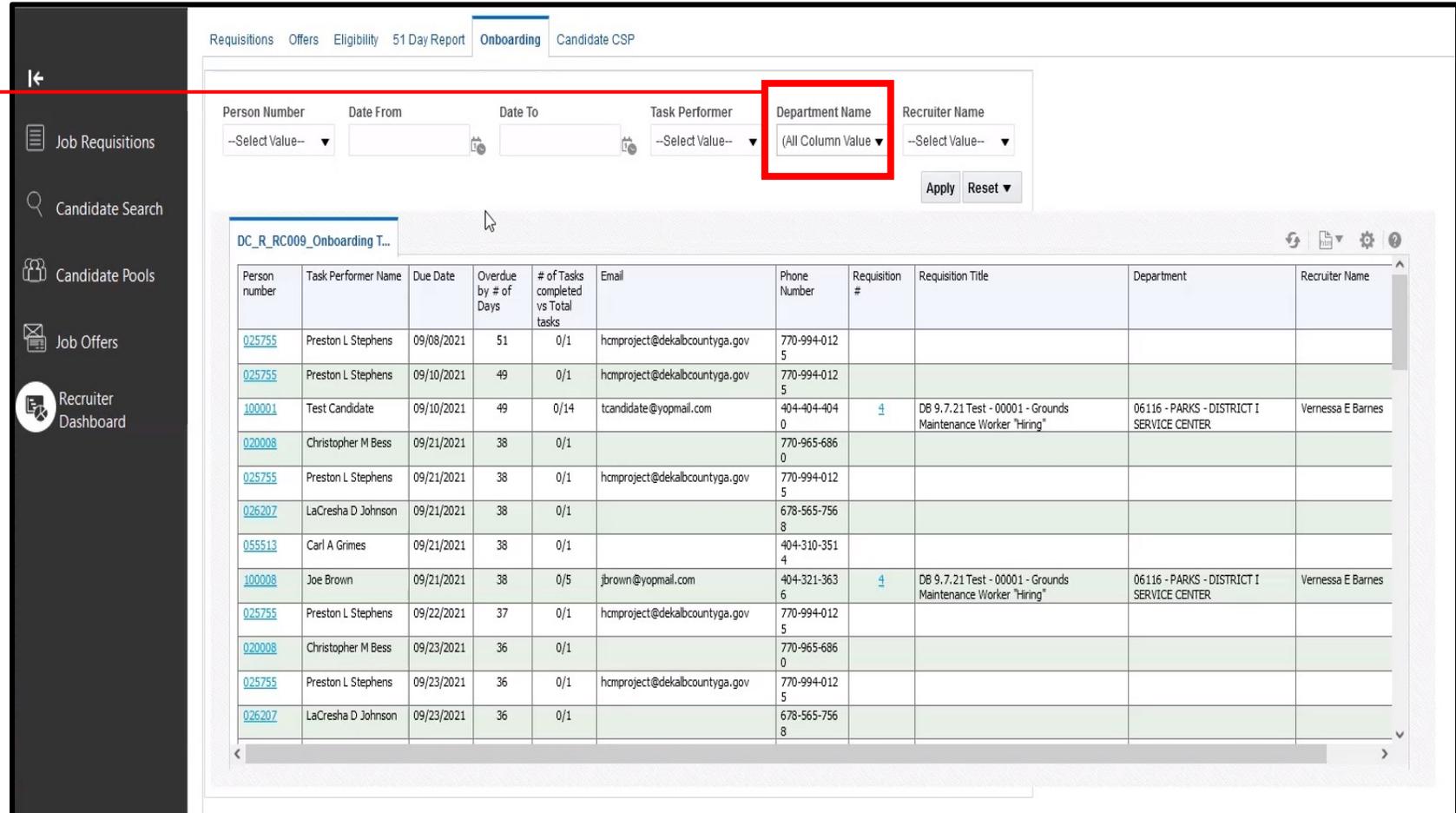
The screenshot shows the Recruiter Dashboard interface. The left sidebar contains navigation options: Job Requisitions, Candidate Search, Candidate Pools, Job Offers, and Recruiter Dashboard. The main content area is titled 'Onboarding' and includes a filter bar with fields for Person Number, Date From, Date To, Task Performer (highlighted with a red box), Department Name, and Recruiter Name. Below the filter bar is a table titled 'DC_R_RC009_Onboarding T...' with the following columns: Person number, Task Performer Name, Due Date, Overdue by # of Days, # of Tasks completed vs Total tasks, Email, Phone Number, Requisition #, Requisition Title, Department, and Recruiter Name. The table contains 14 rows of data.

Person number	Task Performer Name	Due Date	Overdue by # of Days	# of Tasks completed vs Total tasks	Email	Phone Number	Requisition #	Requisition Title	Department	Recruiter Name
025755	Preston L Stephens	09/08/2021	51	0/1	hcmproject@dekalbcountyga.gov	770-994-0125				
025755	Preston L Stephens	09/10/2021	49	0/1	hcmproject@dekalbcountyga.gov	770-994-0125				
100001	Test Candidate	09/10/2021	49	0/14	tcandidate@yopmail.com	404-404-4040	4	DB 9.7.21 Test - 00001 - Grounds Maintenance Worker "Hiring"	06116 - PARKS - DISTRICT I SERVICE CENTER	Vernessa E Barnes
020008	Christopher M Bess	09/21/2021	38	0/1		770-965-6860				
025755	Preston L Stephens	09/21/2021	38	0/1	hcmproject@dekalbcountyga.gov	770-994-0125				
026207	LaCresha D Johnson	09/21/2021	38	0/1		678-565-7568				
055513	Carl A Grimes	09/21/2021	38	0/1		404-310-3514				
100008	Joe Brown	09/21/2021	38	0/5	jbrown@yopmail.com	404-321-3636	4	DB 9.7.21 Test - 00001 - Grounds Maintenance Worker "Hiring"	06116 - PARKS - DISTRICT I SERVICE CENTER	Vernessa E Barnes
025755	Preston L Stephens	09/22/2021	37	0/1	hcmproject@dekalbcountyga.gov	770-994-0125				
020008	Christopher M Bess	09/23/2021	36	0/1		770-965-6860				
025755	Preston L Stephens	09/23/2021	36	0/1	hcmproject@dekalbcountyga.gov	770-994-0125				
026207	LaCresha D Johnson	09/23/2021	36	0/1		678-565-7568				

Accessing the Recruiter Dashboard

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Select the Department Name field to filter by the Department Name



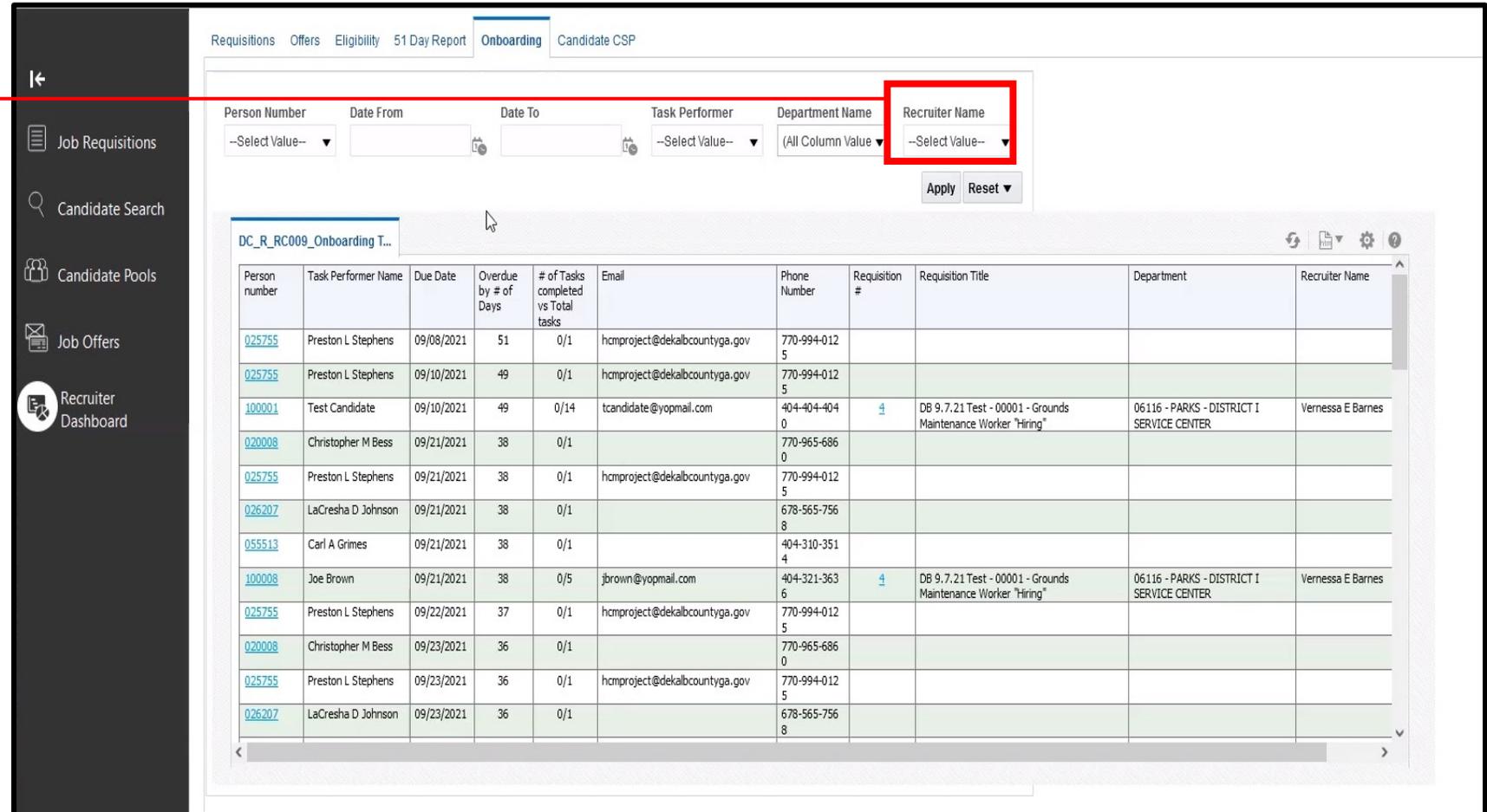
The screenshot shows the Recruiter Dashboard interface. The 'Onboarding' tab is selected. The filter section at the top includes fields for Person Number, Date From, Date To, Task Performer, Department Name, and Recruiter Name. The 'Department Name' dropdown is highlighted with a red box and contains the text '(All Column Value)'. Below the filters is a table titled 'DC_R_RC009_Onboarding T...' with the following columns: Person number, Task Performer Name, Due Date, Overdue by # of Days, # of Tasks completed vs Total tasks, Email, Phone Number, Requisition #, Requisition Title, Department, and Recruiter Name.

Person number	Task Performer Name	Due Date	Overdue by # of Days	# of Tasks completed vs Total tasks	Email	Phone Number	Requisition #	Requisition Title	Department	Recruiter Name
025755	Preston L Stephens	09/08/2021	51	0/1	hcmproject@dekalcountygva.gov	770-994-0125				
025755	Preston L Stephens	09/10/2021	49	0/1	hcmproject@dekalcountygva.gov	770-994-0125				
100001	Test Candidate	09/10/2021	49	0/14	tcandidate@yopmail.com	404-404-4040	4	DB 9.7.21 Test - 00001 - Grounds Maintenance Worker "Hiring"	06116 - PARKS - DISTRICT I SERVICE CENTER	Vernessa E Barnes
020008	Christopher M Bess	09/21/2021	38	0/1		770-965-6860				
025755	Preston L Stephens	09/21/2021	38	0/1	hcmproject@dekalcountygva.gov	770-994-0125				
026207	LaCresha D Johnson	09/21/2021	38	0/1		678-565-7568				
055513	Carl A Grimes	09/21/2021	38	0/1		404-310-3514				
100008	Joe Brown	09/21/2021	38	0/5	jbrown@yopmail.com	404-321-3636	4	DB 9.7.21 Test - 00001 - Grounds Maintenance Worker "Hiring"	06116 - PARKS - DISTRICT I SERVICE CENTER	Vernessa E Barnes
025755	Preston L Stephens	09/22/2021	37	0/1	hcmproject@dekalcountygva.gov	770-994-0125				
020008	Christopher M Bess	09/23/2021	36	0/1		770-965-6860				
025755	Preston L Stephens	09/23/2021	36	0/1	hcmproject@dekalcountygva.gov	770-994-0125				
026207	LaCresha D Johnson	09/23/2021	36	0/1		678-565-7568				

Accessing the Recruiter Dashboard

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Select the Recruiter Name field to filter by the Recruiter Name



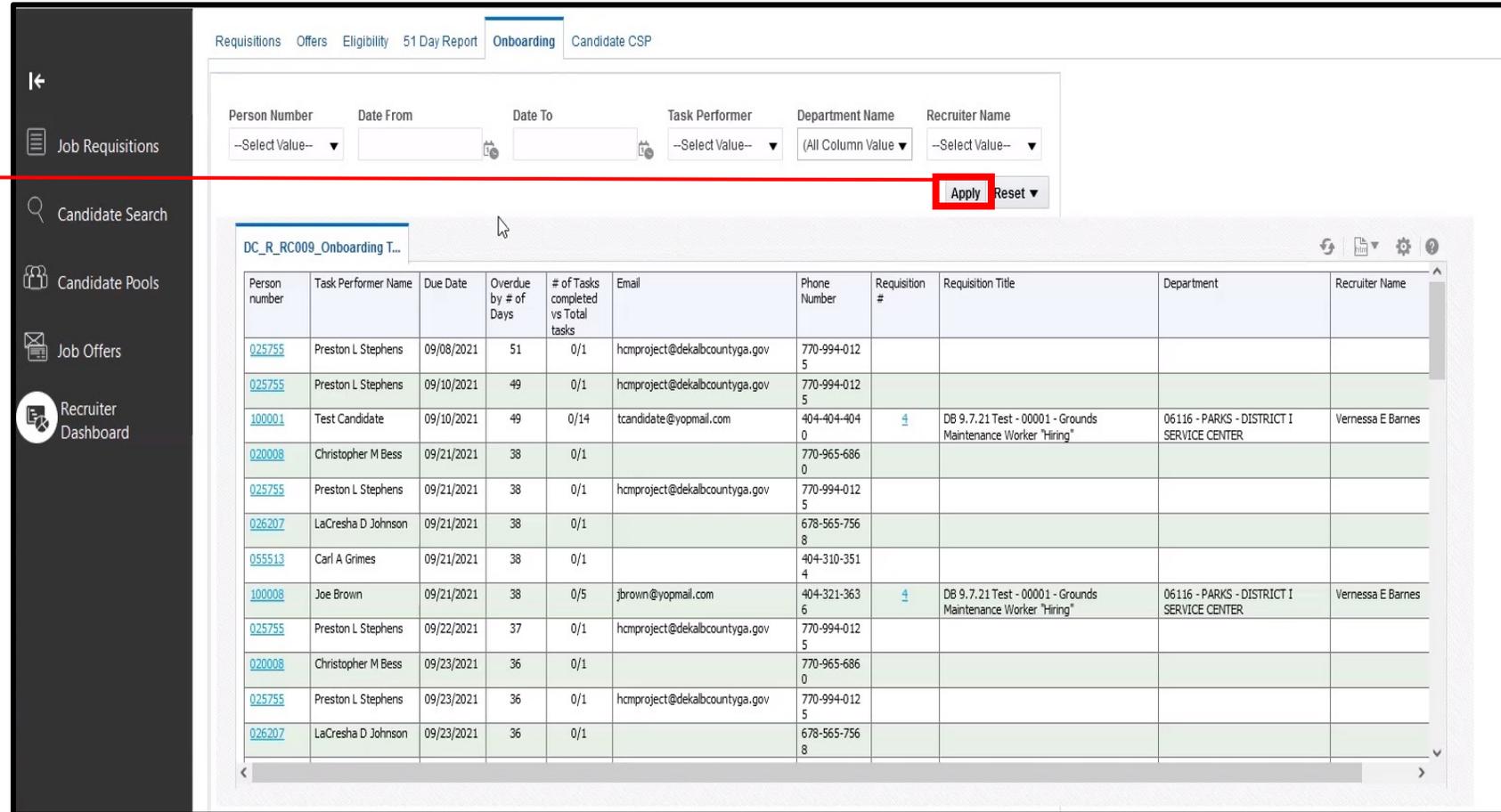
The screenshot shows the 'Onboarding' tab of the Recruiter Dashboard. A filter menu is open, and the 'Recruiter Name' field is highlighted with a red box. Below the filter menu is a table of onboarding tasks.

Person number	Task Performer Name	Due Date	Overdue by # of Days	# of Tasks completed vs Total tasks	Email	Phone Number	Requisition #	Requisition Title	Department	Recruiter Name
025755	Preston L Stephens	09/08/2021	51	0/1	hcmproject@dekalbcountyga.gov	770-994-0125				
025755	Preston L Stephens	09/10/2021	49	0/1	hcmproject@dekalbcountyga.gov	770-994-0125				
100001	Test Candidate	09/10/2021	49	0/14	tcandidate@yopmail.com	404-404-4040	4	DB 9.7.21 Test - 00001 - Grounds Maintenance Worker "Hiring"	06116 - PARKS - DISTRICT I SERVICE CENTER	Vernessa E Barnes
020008	Christopher M Bess	09/21/2021	38	0/1		770-965-6860				
025755	Preston L Stephens	09/21/2021	38	0/1	hcmproject@dekalbcountyga.gov	770-994-0125				
026207	LaCresha D Johnson	09/21/2021	38	0/1		678-565-7568				
055513	Carl A Grimes	09/21/2021	38	0/1		404-310-3514				
100008	Joe Brown	09/21/2021	38	0/5	jbrown@yopmail.com	404-321-3636	4	DB 9.7.21 Test - 00001 - Grounds Maintenance Worker "Hiring"	06116 - PARKS - DISTRICT I SERVICE CENTER	Vernessa E Barnes
025755	Preston L Stephens	09/22/2021	37	0/1	hcmproject@dekalbcountyga.gov	770-994-0125				
020008	Christopher M Bess	09/23/2021	36	0/1		770-965-6860				
025755	Preston L Stephens	09/23/2021	36	0/1	hcmproject@dekalbcountyga.gov	770-994-0125				
026207	LaCresha D Johnson	09/23/2021	36	0/1		678-565-7568				

Accessing the Recruiter Dashboard

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Select the **Apply** button once all filters have been selected



The screenshot shows the 'Onboarding' tab of the Recruiter Dashboard. At the top, there are navigation tabs: Requisitions, Offers, Eligibility, 51 Day Report, Onboarding, and Candidate CSP. Below these are filter fields for Person Number, Date From, Date To, Task Performer, Department Name, and Recruiter Name. The 'Apply' button is highlighted with a red box. Below the filters is a table titled 'DC_R_RC009_Onboarding T...' with the following columns: Person number, Task Performer Name, Due Date, Overdue by # of Days, # of Tasks completed vs Total tasks, Email, Phone Number, Requisition #, Requisition Title, Department, and Recruiter Name.

Person number	Task Performer Name	Due Date	Overdue by # of Days	# of Tasks completed vs Total tasks	Email	Phone Number	Requisition #	Requisition Title	Department	Recruiter Name
025755	Preston L Stephens	09/08/2021	51	0/1	hcproject@dekalbcountyga.gov	770-994-0125				
025755	Preston L Stephens	09/10/2021	49	0/1	hcproject@dekalbcountyga.gov	770-994-0125				
100001	Test Candidate	09/10/2021	49	0/14	tcandidate@yopmail.com	404-404-4040	4	DB 9.7.21 Test - 00001 - Grounds Maintenance Worker "Hiring"	06116 - PARKS - DISTRICT I SERVICE CENTER	Vernessa E Barnes
020008	Christopher M Bess	09/21/2021	38	0/1		770-965-6860				
025755	Preston L Stephens	09/21/2021	38	0/1	hcproject@dekalbcountyga.gov	770-994-0125				
026207	LaCresha D Johnson	09/21/2021	38	0/1		678-565-7568				
055513	Carl A Grimes	09/21/2021	38	0/1		404-310-3514				
100008	Joe Brown	09/21/2021	38	0/5	jbrown@yopmail.com	404-321-3636	4	DB 9.7.21 Test - 00001 - Grounds Maintenance Worker "Hiring"	06116 - PARKS - DISTRICT I SERVICE CENTER	Vernessa E Barnes
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025755	Preston L Stephens	09/23/2021	36	0/1	hcproject@dekalbcountyga.gov	770-994-0125				
026207	LaCresha D Johnson	09/23/2021	36	0/1		678-565-7568				

Accessing Recruiter Dashboard Knowledge Check

Select the Person Management tile on the CV360 Home page to access the Recruiter Dashboard.
True or False?

A. True

B. False



Accessing Recruiter Dashboard Knowledge Check

Select the Person Management tile on the CV360 Home page to access the Recruiter Dashboard.
True or False?

A. True

B. False



The correct answer is B. Select the Hiring Tile to access the Recruiter Dashboard

Recruiting Lifecycle Management Course Exercises:

Please complete the following exercises:

Assignment:

- Access the Recruiter Dashboard

Recruiting Lifecycle Management Summary

You have completed of the Recruiting Lifecycle Management course. You should now be able to:

- ✓ Create and Analyze a Hiring Requisition
- ✓ Create and Analyze a Pipeline Requisition
- ✓ Move Candidates to proceed through the Candidate Selection Process
- ✓ Create a Job posting on an Internal and External career sites
- ✓ Add Candidates to a Hiring requisition
- ✓ Prepare a job Offer for Candidates
- ✓ Move Candidates through the recruiting process
- ✓ Complete the hiring process
- ✓ Convert a Pending Worker

Recruiting Lifecycle Management Summary

For additional information on the topics covered in this course, please consider using the following resources:

- QRG (If Applicable)
- DeKalb POC:
 - Catrina Rives, carives@dekalbcountyga.gov
 - Rosalind Harris Brown rmharris@dekalbcountyga.gov
 - Katherine Furlong, kdfurlong@dekalbcountyga.gov