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

CloudVergent 360

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

Analyze and Update a Hiring Requisition

Click on the **Requisitions** present at the bottom.

3

Analyze and Update a Hiring Requisition

Job Requisitions

Search by requisition title, number, or description

Phase   State   Hiring Manager   Generalist   Hiring Team Role   Location   Filters

6093 results   + Create

Requisition Title	Requisition Number	Requisition Status	Phase	State	New Applications	Applications
16848 - HR Testing Speci	30876	Draft - In Progress	Draft	In Progress	0	0
05602 - HRIS Specialist	30875	Approval - Pending	Approval	Pending	0	0
16848 - HR Testing Speci	30874	Posting - In Progress	Posting	In Progress	0	0
16848 - HR Testing Speci	30874	Posting - In Progress	Posting	In Progress	0	0

Activity Center   📋 Requisitions   Offers   Candidate Search   Pools   Events

4

Select the appropriate **Job Requisition** created by the Hiring Manager

Analyze and Update a Hiring Requisition

New Job Requisition

Basic info
16848 - HR Testing Specialist

Requisition Status	Requisition Type
Draft - In Progress	Standard
Requisition Number	Requisition Title
30876	16848 - HR Testing Specialist

Last updated 7 minutes ago   Cancel   Save and Close   Continue   Submit

1 | 11

Basic info ✓

Hiring team ✓

Requisition structure ✓

Details ✓

Posting description ✓

5

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

Analyze and Update a Hiring Requisition

Details
16848 - HR Testing Specialist

Worker Type ▼	Regular or Temporary Regular ▼	
Full Time or Part Time Full time ▼	List Type Open/Competitive ▼	
Time Limited Expires 📅	Grant Funded No ▼	
Grant Program Name	Double Fill Position No ▼	
Double Fill Pos. Expires 📅	Reason for Opening New Position ▼	
Sworn No ▼	Exam Code General Pre Employment Physical ▼	
Position Type Merit ▼	Register Exp. Date 📅	

Last updated 57 seconds ago   Cancel   Save and Close   Continue   **Submit**

4 | 11

- Requisition structure ✓
- Details ✓
- Posting description ✓
- Offer info ✓
- Attachments ✓
- Configuration ✓
- Prescreening questions ✓
- Interview questionnaires ✓
- Background checks ✓

6

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

Analyze and Update a Hiring Requisition

Details
16848 - HR Testing Specialist

4 | 11

Worker Type	Regular or Temporary: Regular
Full Time or Part Time: Full time	List Type: Open/Competitive
Time Limited Expires	Grant Funded: No
Grant Program Name	Double Fill Position: No
Double Fill Pos. Expires	Reason for Opening: New Position
Sworn: No	Exam Code: General Pre Employment Physical
Position Type: Merit	Register Exp. Date

Requisition structure ✓
Details ✓
Posting description ✓
Offer info ✓
Attachments ✓
Configuration ✓
Prescreening questions ✓
Interview questionnaires ✓
Background checks ✓

Last updated 57 seconds ago   Cancel   Save and Close   Continue   Submit

7

Select the **Continue** button to move to the next section

Analyze and Update a Hiring Requisition


8

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

⚠️ 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

Analyze and Update a Hiring Requisition

9

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

Click **+Add** and select appropriate questions

Analyze and Update a Hiring Requisition

Click **+Add** then a dialogue box will appear. select from the choices provided and click **Select**.

Analyze and Update a Hiring Requisition

12

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

Analyze and Update a Hiring Requisition

**13**

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

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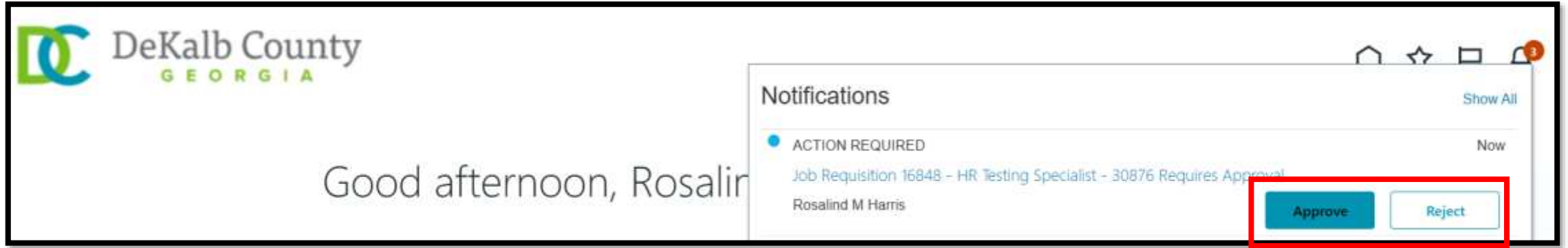
Requisitions can be Approved or Rejected. If you click the link for the requisition, you can view the Requisition details. Once the Requisition is approved, any additional Approvers will be notified

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 16848 - HR Testing Specialist - 30876 Requires Approval

Actions ▾   **Approve**   **Reject**

Approval Request for Requisition

16848 - HR Testing Specialist

30876

Basic Information

|	
Recruiting Type	Professional
Requisition Number	30876
Requisition Title	16848 - HR Testing Specialist
Openings	10

⚠️ 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

Job Requisition 16848 - HR Testing Specialist - 30876 Requires Approval

Actions ▼ | Approve | Reject

Approval Request for Requisition

16848 - HR Testing Specialist

30876

Basic Information

Recruiting Type	Professional
Requisition Number	30876
Requisition Title	16848 - HR Testing Specialist
Openings	10

Hiring Team

Hiring Manager

· Administrative Specialist

s@dekalbcountyga.gov

Recruiter

· Management Analyst III

@dekalbcountyga.gov

⚠️ If you clicked the link to view the requisition details, you can Approve or Reject the Requisition after viewing the details
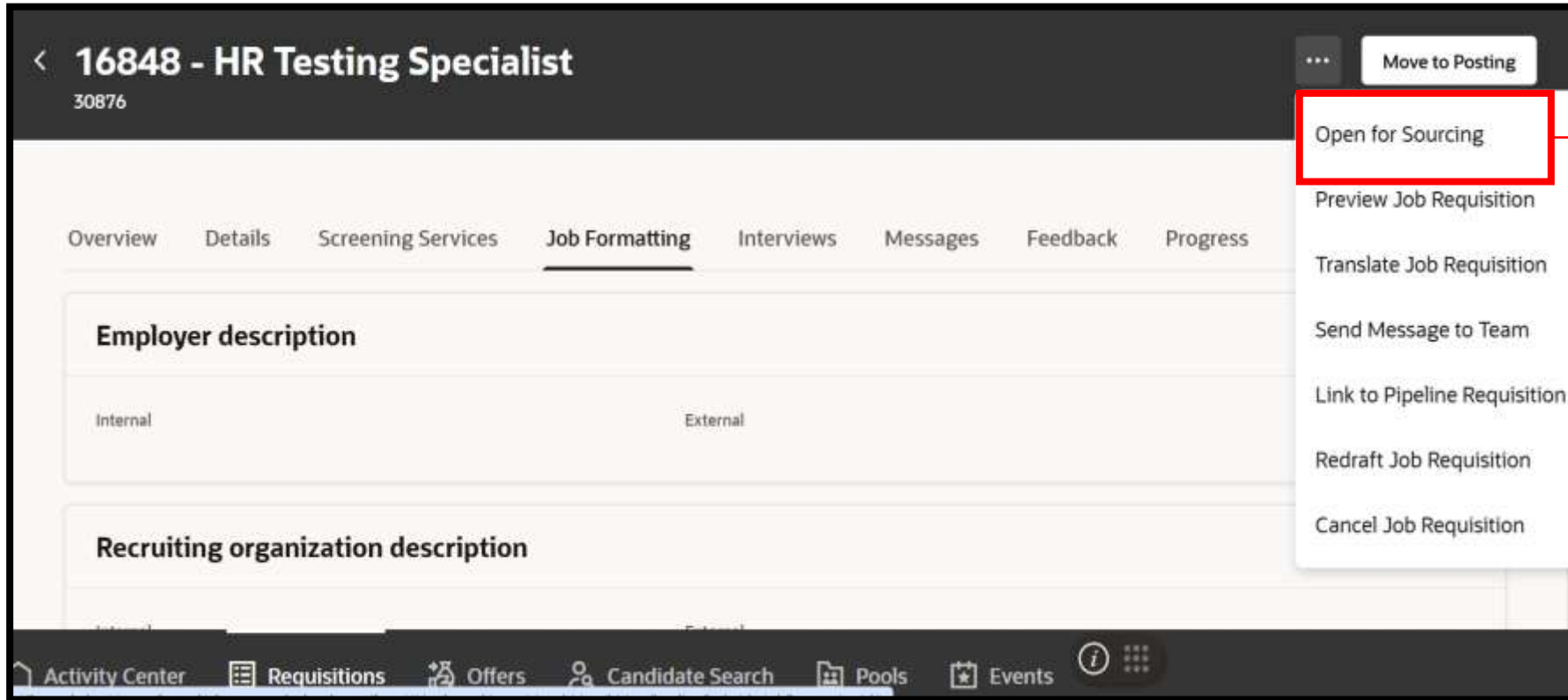
Analyze and Update a Hiring Requisition
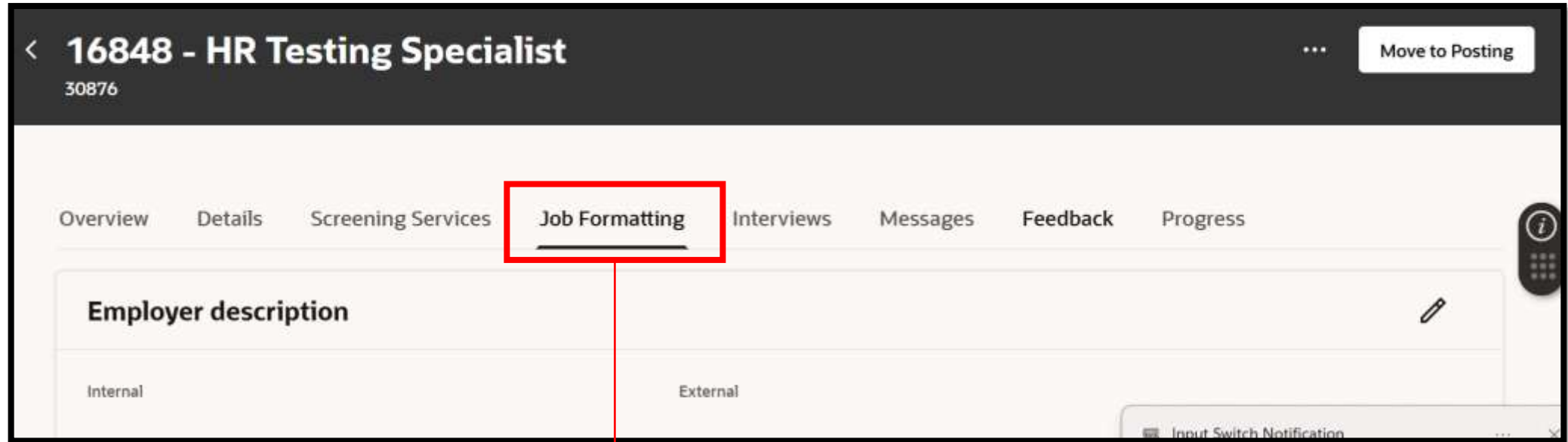
15 Click on the Requisition Title, then select Job Formatting.

Analyze and Update a Hiring Requisition

15

Using the Three dots, 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

CloudVergent 360

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
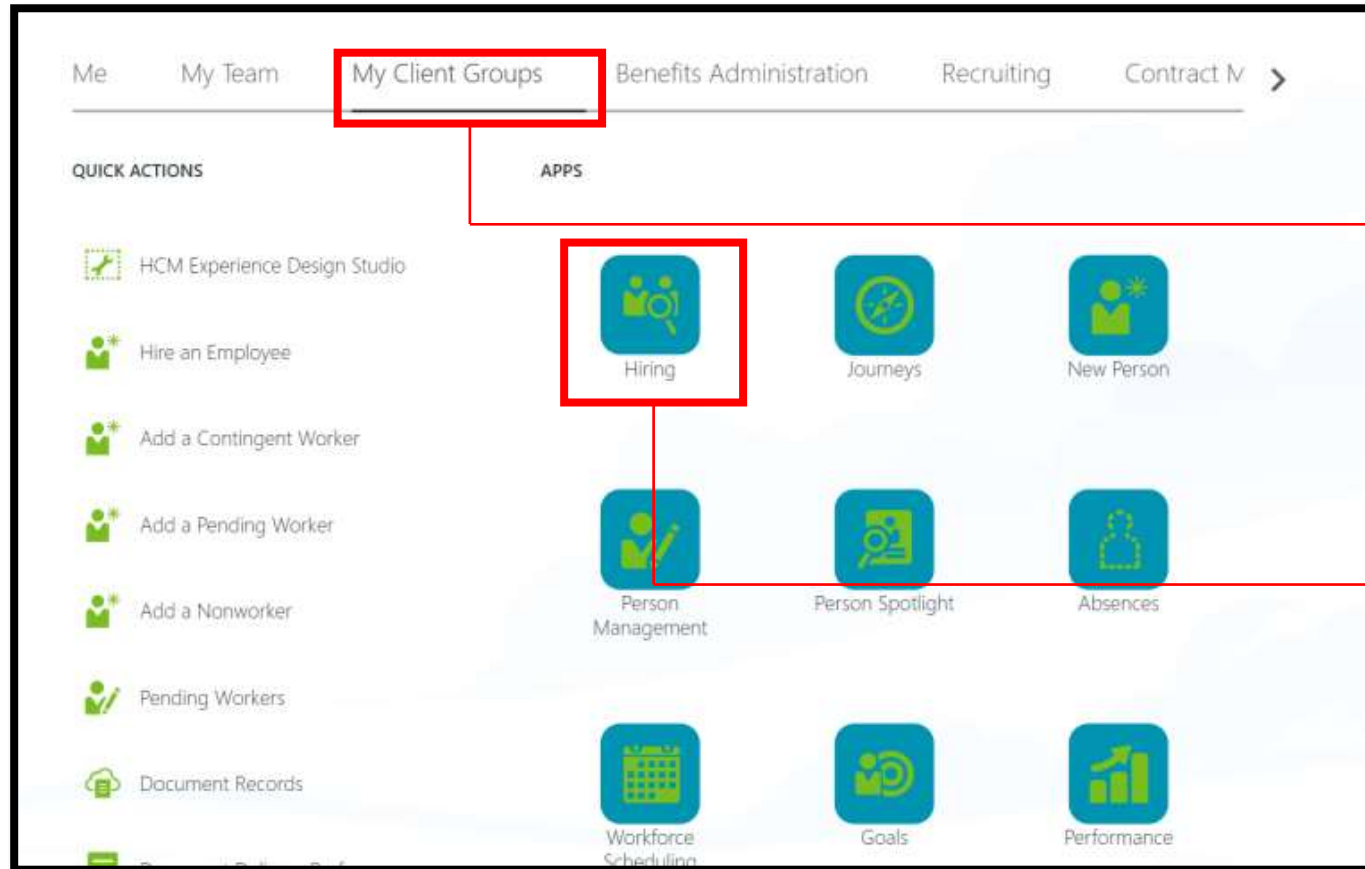
Only Recruiters/Generalists can create Pipeline (Register) Requisitions

1 The Recruiter/Generalist will select the **My Client Groups** tab
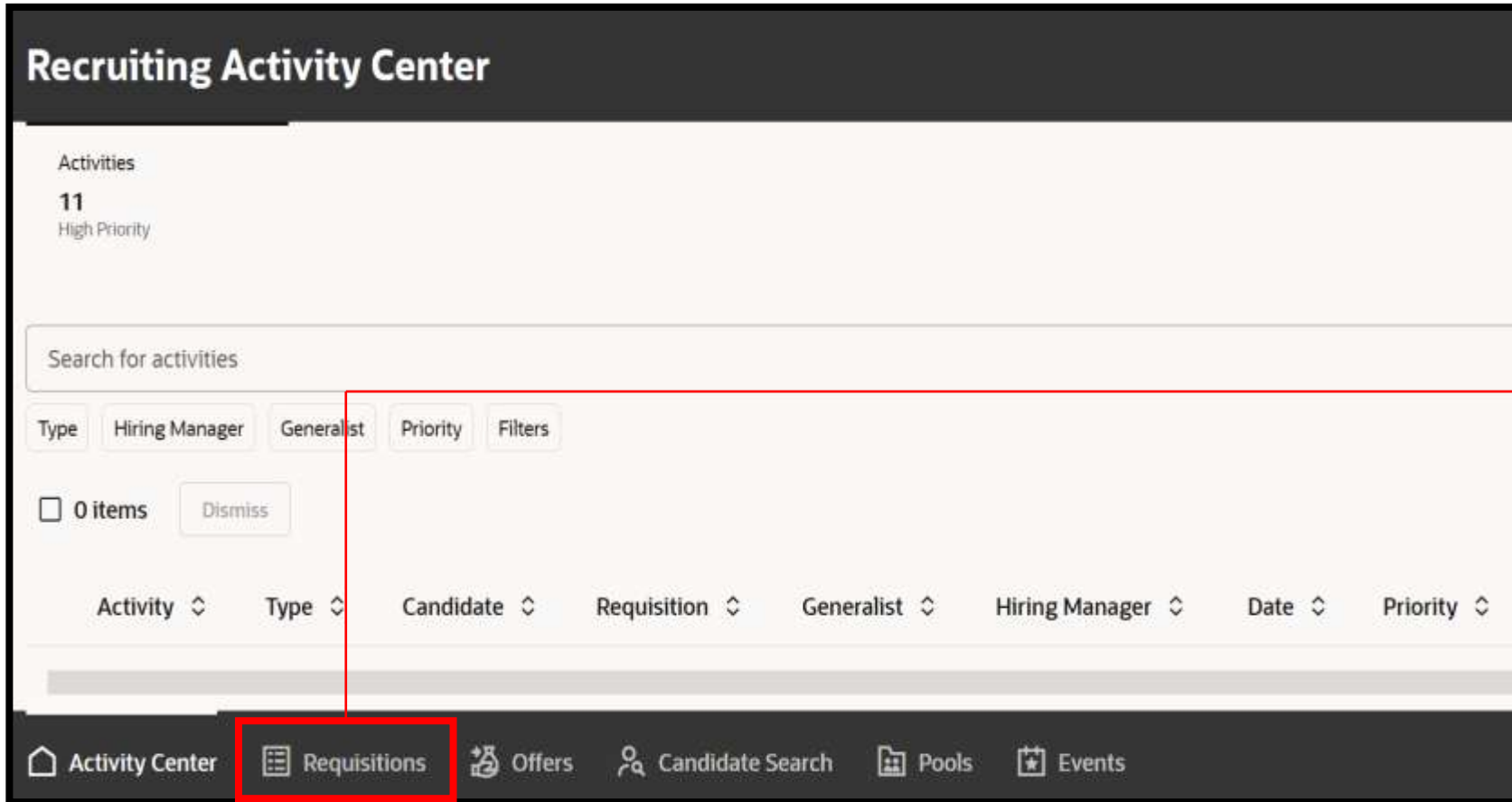
2 Select the **Hiring** tile

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

Create Requisition – Pipeline (Register) Requisition

3

Select the **Requisitions** option present at the bottom of the page

Create Requisition – Pipeline (Register) Requisition

Job Requisitions

Search by requisition title, number, or description

Phase | State | Hiring Manager | Generalist | Hiring Team Role | Location | Filters

6092 results | + Create

Requisition Title	Requisition Number	Requisition Status	Phase	State	New Applications
05602 - HRIS Specialist	30875	Approval - Pending	Approval	Pending	0
16848 - HR Testing Speci	30874	Posting - In Progress	Posting	In Progress	0
16848 - HR Testing Speci	30874	Posting - In Progress	Posting	In Progress	0

Activity Center | Requisitions | Offers | Candidate Search | Pools | Events

4

Select the **+Create** button to create a new **Requisition**

Create Requisition – Pipeline (Register) Requisition

New Job Requisition

How to start

$1 | 11$

- How to start

Requisition Type
Pipeline

Create Requisition Using
Position

- Basic info

Business Unit

Position

Required

- Hiring team

- Requisition structure

Cancel   Save and Close   Continue   Submit

- Details

5

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

Create Requisition – Pipeline (Register) Requisition

New Job Requisition

How to start

1 | 11

Requisition Type
Pipeline ▼

Create Requisition Using
Position ▼

How to start

Basic info

Business Unit
DeKalb County ▼

Position
▼
Required

Hiring team

Requisition structure

Cancel   Save and Close   Continue   Submit

Details

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

6

Select the appropriate Position from the drop-down list and then click the **Continue**.

Create Requisition – Pipeline (Register) Requisition

Basic info

Requisition Type
Pipeline

Requisition Title
00001 - Grounds Maintenance Worker

Position
00001 - Grounds Maintenance Worker (

Business Justification

Opening Type
◉ Limited

Number of Openings
1

○ Unlimited

Updated just now   Cancel   Save and Close   Continue   Submit

2 | 11

Basic info

Hiring team

Requisition structure

Details

Posting description

Offer info

7

The **Requisition Title** will be displayed by default from the Title of the selected Position

Create Requisition – Pipeline (Register) Requisition

Basic info

Requisition Type
Pipeline

Requisition Title
00001 - Grounds Maintenance Worker

Position
00001 - Grounds Maintenance Worker (

Business Justification

Opening Type

◉ Limited

Number of Openings
1

○ Unlimited

Updated just now   Cancel   Save and Close   Continue   Submit

2 | 11

Basic info

Hiring team

Requisition structure

Details

Posting description

Offer info

8

Select the appropriate **Number of Openings** needed for the Requisition. The default is 1 requisition per vacancy (one-to-one)

Create Requisition – Pipeline (Register) Requisition

9

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

For **Recruiting Type** select **Professional**

Organization should be defaulted to **DeKalb County Enterprise**

Create Requisition – Pipeline (Register) Requisition

11

Primary Location should be set to Decatur, GA, United States

12

Select the **Continue** button to move to the next section

Create Requisition – Pipeline (Register) Requisition

Details

Worker Type	Regular or Temporary: Regular
Full Time or Part Time: Full time	List Type — Required
Time Limited Expires	Grant Funded — Required
Grant Program Name	Double Fill Position — Required
Double Fill Pos. Expires	Reason for Opening — Required
Sworn — Required	Exam Code — Required
Position Type — Required	Register Exp. Date

Last updated 48 seconds ago   Cancel   Save and Close   **Continue**   Submit

5 | 12

- Requisition structure
- Details
- Posting description
- Offer info
- Attachments
- Configuration
- Prescreening questions
- Interview questionnaires
- Background checks

⚠ Any field which is written as **required** field must be populated

13

Add appropriate information in the fields and select the **Continue** button to move to the next section

Create Requisition – Pipeline (Register) Requisition

Posting description

6 | 12

How do you want to create this posting description?
- ● Create description
- ○ Select existing description

Short Description

Description

Last updated 55 seconds ago

Cancel   Save and Close   Continue   Submit

Basic info ✓
Hiring team ✓
Requisition structure ✓
Details ✓
Posting description
Offer info
Attachments
Configuration

14

Select the appropriate **Posting Description for Internal/External Candidates**.

Select the **Continue** button to move to the next section

Create Requisition – Pipeline (Register) Requisition

15

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

Attachments

Drag and Drop
Select or drop files here.

URL | Add URL

Last updated 1 second ago

Cancel   Save and Close   Continue   Submit

0 | 12

How to start ✓
Basic info ✓
Hiring team ✓
Requisition structure ✓
Details ✓
Posting description ✓
Offer info ✓
Attachments

16

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

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

Create Requisition – Pipeline (Register) Requisition

17

Select **Candidate Selection Process** and **External Application Flow** choose from the options in the drop-down list

Create Requisition – Pipeline (Register) Requisition

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

Create Requisition – Pipeline (Register) Requisition

19 There are **Internal** and **External Prescreening** questions. If needed, click **+Add** and choose from the drop-down list and then save it. Select the **Continue** button to move to the next section

Create Requisition – Pipeline (Register) Requisition

Interview questionnaires
00001 - Grounds Maintenance Worker

+ Add

Attachments

Configuration

Prescreening questions

Interview questionnaires

Background checks

Last updated 51 seconds ago   Cancel   Save and Close   Continue   Submit

20

The **Interview Questionnaire** section is only available to Recruiter/Generalists. Click **+Add** and choose from the drop-down list and then save it.

Create Requisition – Pipeline (Register) Requisition

21 Click **Submit** when have finished the entire process.

Create Requisition – Pipeline (Register) Requisition
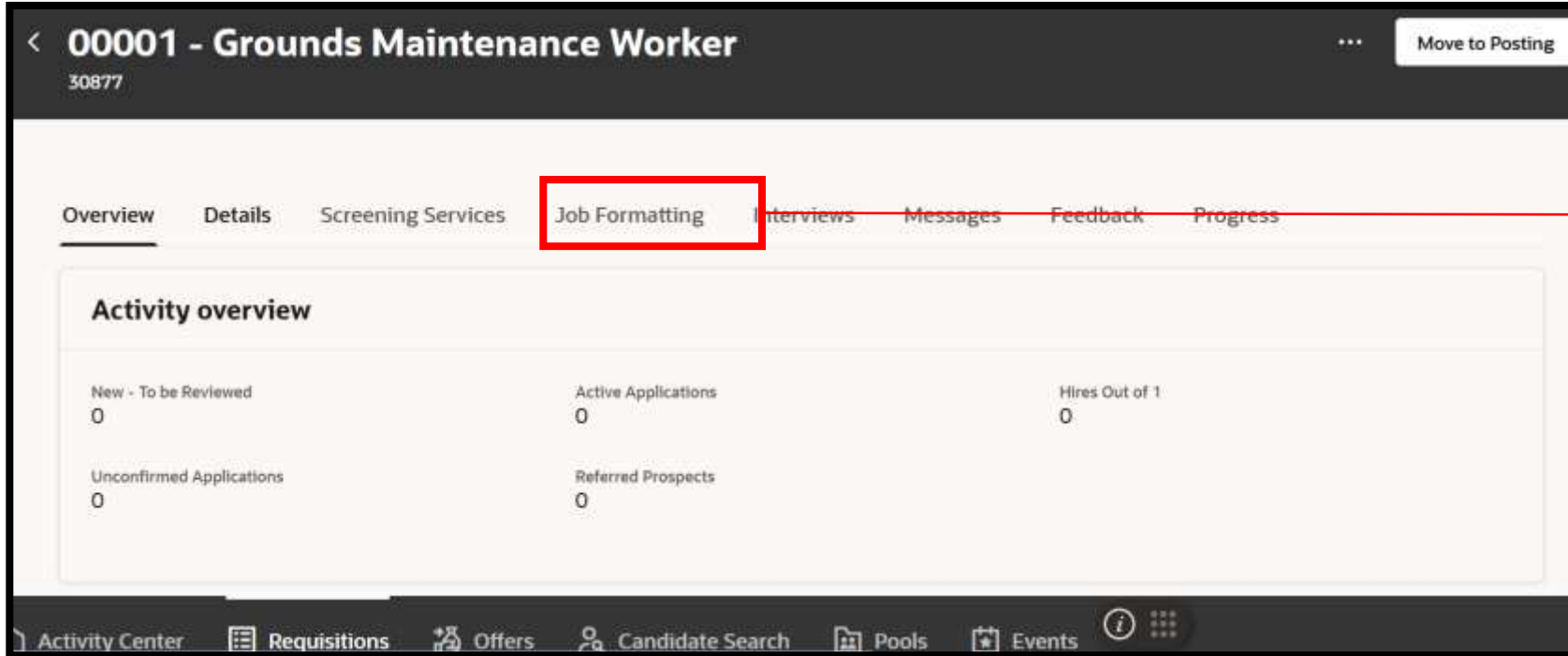
Select the In Progress Requisition

Create Requisition – Pipeline (Register) Requisition

23

Select the **Job Formatting** tab.

Create Requisition – Pipeline (Register) Requisition

00001 - Grounds Maintenance Worker
30877

Move to Posting

Overview   Details   Screening Services   **Job Formatting**   Interviews   Messages   Feedback   Progress

Employer description

Internal
Employer Description   ▼   View details

☑ External description same as internal description

Cancel   Save

Activity Center   Requisitions   Offers   Candidate Search   Pools   Events

24

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

Create Requisition – Pipeline (Register) Requisition

25

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

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

A. True

B. False

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

CloudVergent 360

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

Select the **Requisitions** option present at the bottom of the page

Posting Job

Select the **Requisition** that was created

Posting Job

5

Select Move to Posting for posting the job requisition in career sites.

Posting Job

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

Posting Job

00001 - Grounds Maintenance Worker
30877

Open for Sourcing

Overview   Details   Screening Services   Job Formatting   Interviews   **Posting**   Messages   Feedback   Progress

Internal career site

Posting Status
Not Posted

Posting Schedule
Post Later ▼

Start Date 📅
Required

End Date 📅

Time Zone
(UTC-5:00) US Eastern Time ▼

Cancel   Save

7

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

00001 - Grounds Maintenance Worker
30877

Open for Sourcing

Overview | Details | Screening Services | Job Formatting | Interviews | **Posting** | Messages | Feedback | Progress

Internal career site

| Posting Status | Posting Schedule | Start Date |
| Not Posted | Post Now | 6/5/25 12:00 AM |

| End Date | Time Zone |
| 9/5/25 12:00 AM | (UTC-5:00) US Eastern Time |

Cancel | Save

8

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

00001 - Grounds Maintenance Worker
30877

Fill Job Requisition

Overview   Details   Screening Services   Job Formatting   Interviews   **Posting**   Messages   Feedback   Progress

Internal career site

Posting Status
Posted

Start Date
6/5/25 6:03 AM

End Date
9/5/25 12:00 AM

Time Zone
(UTC-5:00) US Eastern Time

External career sites

Posting Status
Not Posted

9

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

Posting Job

00001 - Grounds Maintenance Worker
30877

Fill Job Requisition

Posted   6/5/25 6:03 AM   9/5/25 12:00 AM

Time Zone
(UTC-5:00) US Eastern Time

External career sites

Posting Status
Not Posted

Posting Schedule
Post Now

Start Date
6/5/25 12:00 AM

End Date
9/5/25 12:00 AM

Time Zone
(UTC-5:00) US Eastern Time

Cancel   Save

⚠️ To remove a job posting, select **Do Not Post** in the **Posting Schedule** field
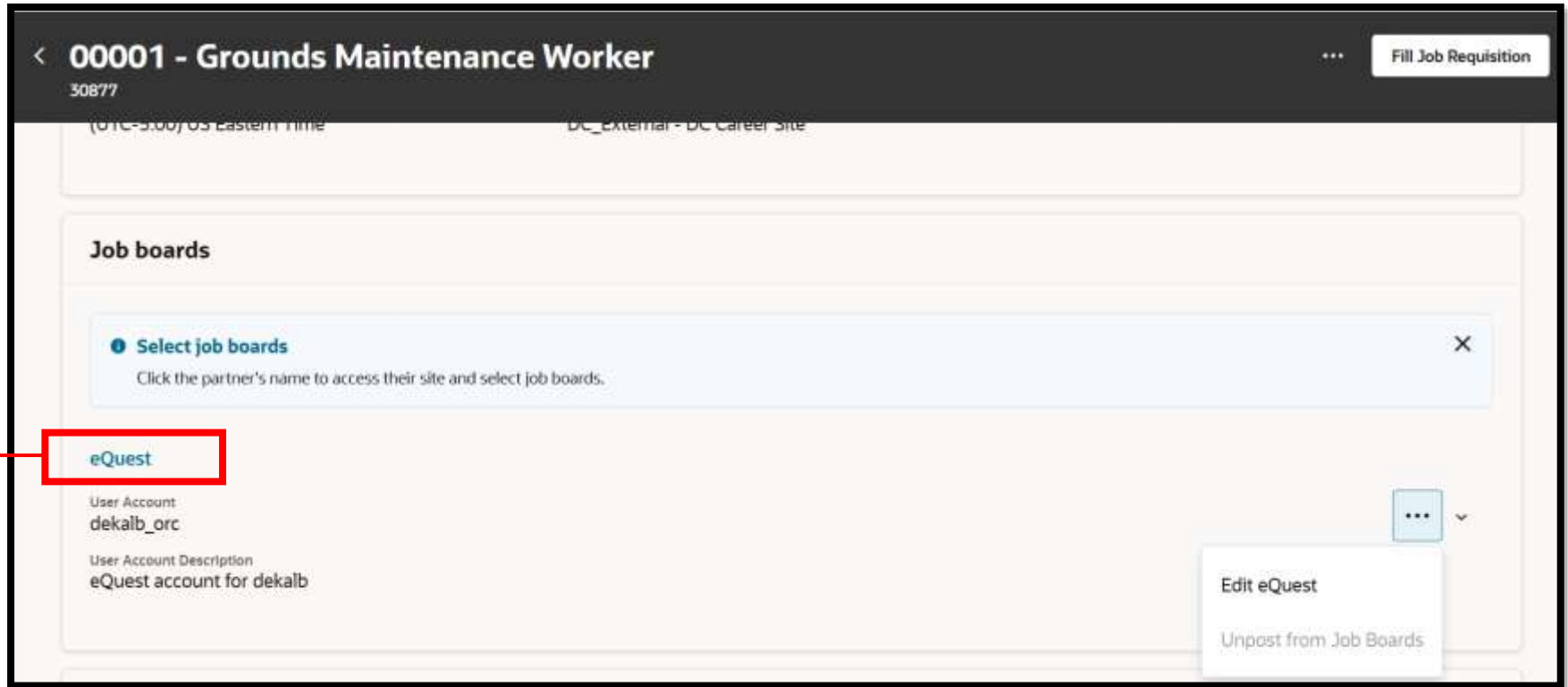
10

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

11

To post to Job Boards, select the **eQuest** link under **Job Boards** to be directed to the eQuest site
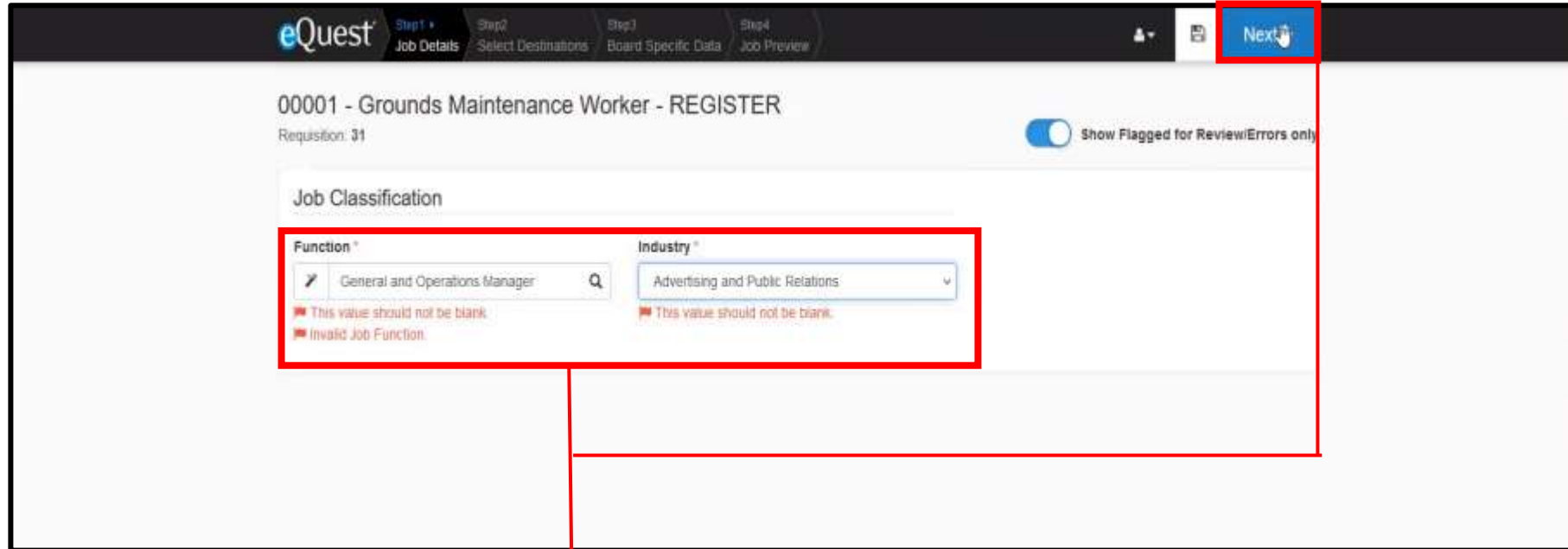
⚠️ If you want to change User Account and User Account Description, click **(...)Actions** and edit the fields

Posting Job

12 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

13 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

⚠️ 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

Summary of Job Board Actions

✔ **Post**
Post Job to Board

Test Board - 6 x Daily

Test Board - Deferral

Test Board - Once Daily

Test Board - Realtime

14

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

CloudVergent 360

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
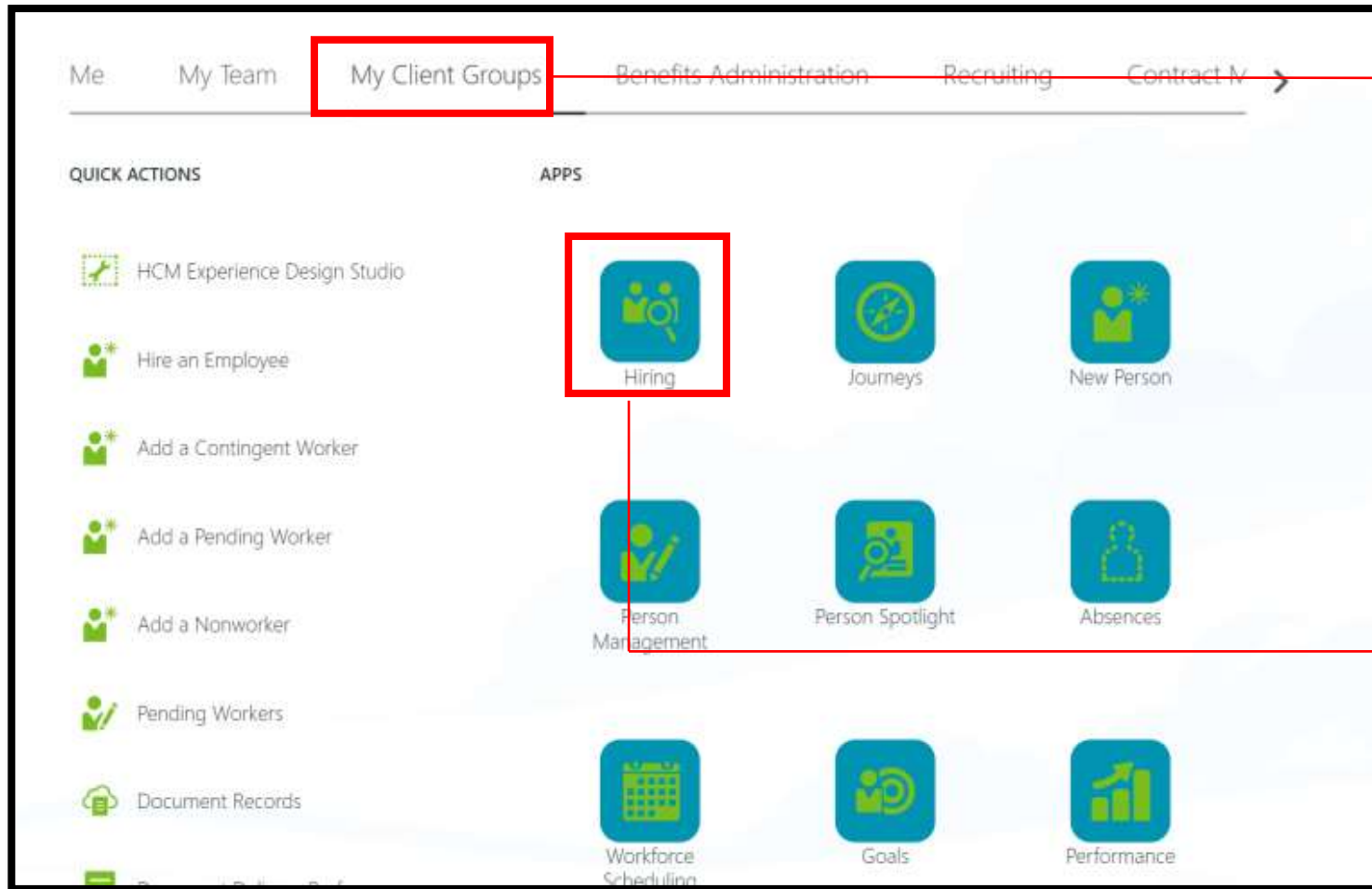
Select the **Hiring** tile

Manage Talent Pool

Recruiting Activity Center

Activities

11
High Priority

Search for activities

Type   Hiring Manager   Generalist   Priority   Filters

☐ 12 items   Dismiss

Activity ⬍	Type ⬍	Candic ⬍	Requisition ⬍	Genera ⬍	Hiring Manager ⬍	Date ⬍	Priority ⬍

⌂ **Activity Center**   ▦ **Requisitions**   Offers   Candidate Search   Pools   Events

Click on the **Requisitions** present at the bottom.

3

Manage Talent Pool

Applications link represents the number of active Applicants to a requisition

4

Select the **Applications** hyperlink

Manage Talent Pool

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

5

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

Manage Talent Pool
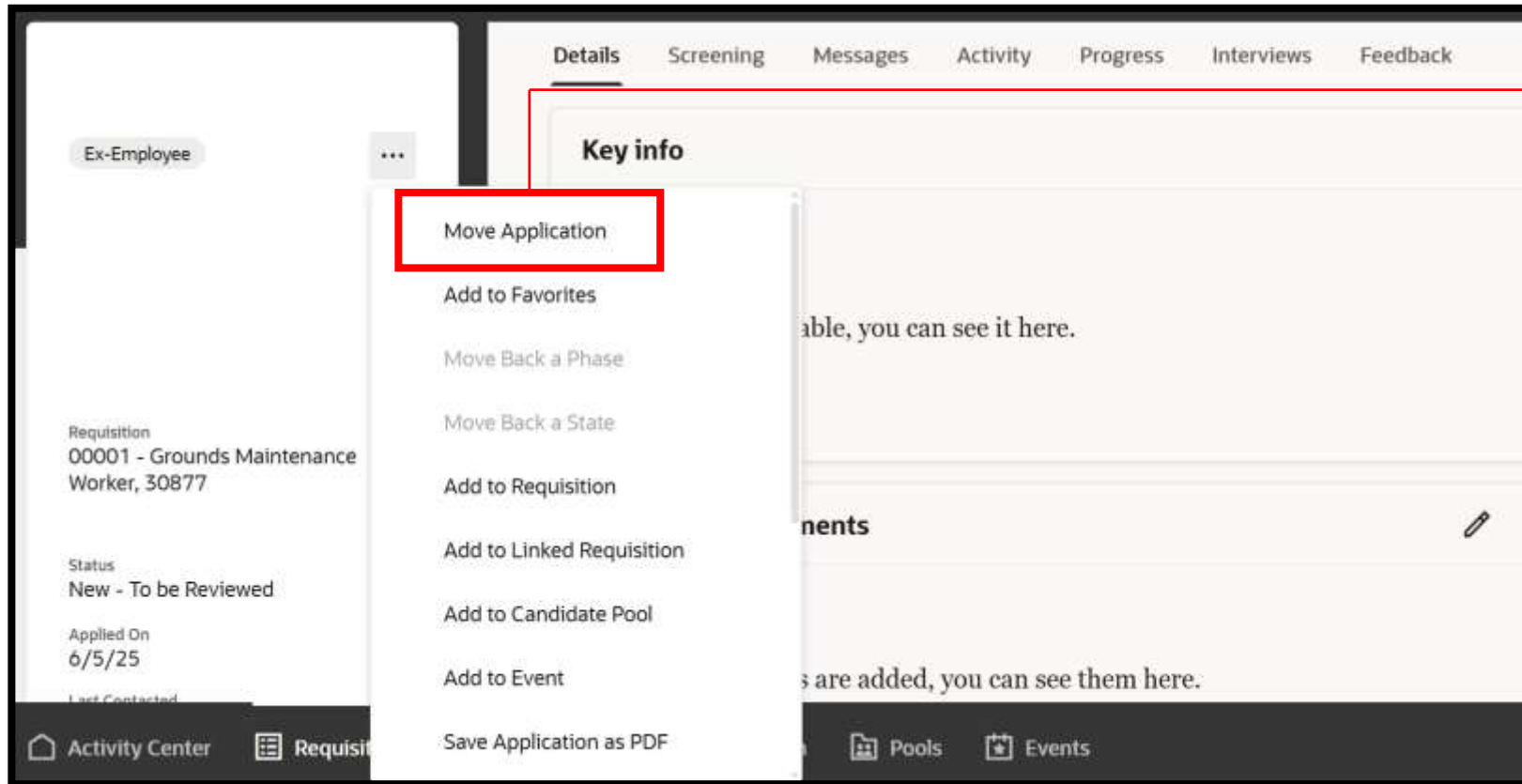
6

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, click on the (...)**Actions** and select Move from the drop-down list.

Manage Talent Pool

Move application

Phase
New

State
Meets Minimum Qualifications

Meets Minimum Qualifications

Not Minimally Qualified

Rejected by Employer

Withdrawn by Candidate

Comment

Cancel   Move

7

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

8

Select the **Move** button when done

Manage Talent Pool

Phase	New	Actions	Candidate Status	HM Review	Actions	Candidate Status	Interview	Actions	Candidate Status	Testing	Actions	Candidate Status
Candidate Selection Process (CSP) **Merit Register**												
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 Qualifiacations	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

Phase	Offer	Actions	Candidate Status	Pre-Hire	Actions	Candidate Status	HR	Actions	Candidate Status
	Candidate Selection Process (CSP) **Merit Hiring**								
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

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	To be Reviewed*	Move P/F Qualified FF, PreScreen to Not Min Qual FF	Under Consideration	HM Review in Process	Send Candidate Update HM Review Notification	Under Consideration
	Not Minimally Qualified	Send Not Min Qual email	Under Consideration	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			

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

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

Manage Talent Pool

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	Withdrawan	Withdrawn by Candidate	Send withdrawal email	Withdrawan
	Rejected by Employer	Send reject email	No Longer Under Consideration						
	Withdrawn by Candidate	Send withdrawal email	Withdrawan						

Table title: Candidate Selection Process (CSP) — Mass Hire (P/F)

⚠️ 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

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
Candidate Selection Process (CSP) Executive															
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

Move application

Phase
New

State
Rejected by Employer

Reason

The job requisition was filled

Work relationship was canceled

Does not meet minimum qualifications

Failed Backgound

Failed Critical Exam

Failed Equipment Skills Test

Failed Firefighter Written Exam

9

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

Move application

Phase
New

State
Withdrawn by Candidate

10

Comment

Cancel   Move

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

Move application

Phase
HM Review ▼

State ▼
Required

New

HM Review

Interview

Testing

Cancel   Move

11

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

Manage Talent Pool

Move application

Phase
HM Review ▼

State
HM Review in Process ▼

HM Review in Process

Schedule Interview

Comment

Cancel   Move

12

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

CloudVergent 360

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

Screen and Track Candidates

Click on the **Requisitions** present at the bottom.

3

Screen and Track Candidates

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

Screen and Track Candidates

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

Screen and Track Candidates
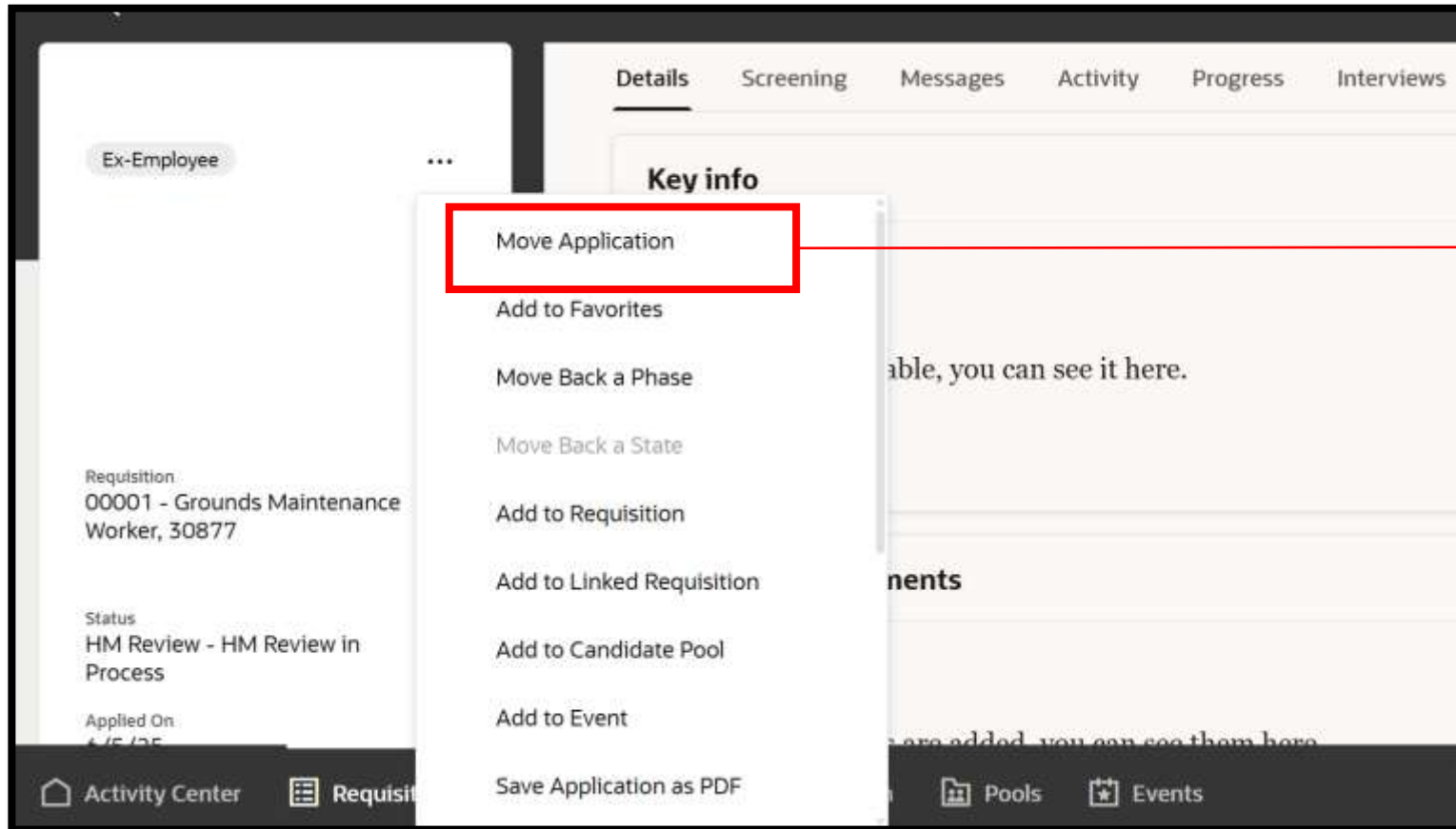
Select the **Move Application** button to progress the Requisition to the next phase

Screen and Track Candidates

Move application

Phase
HM Review

State
Schedule Interview

Comment

Cancel   Move

7

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

Screen and Track Candidates
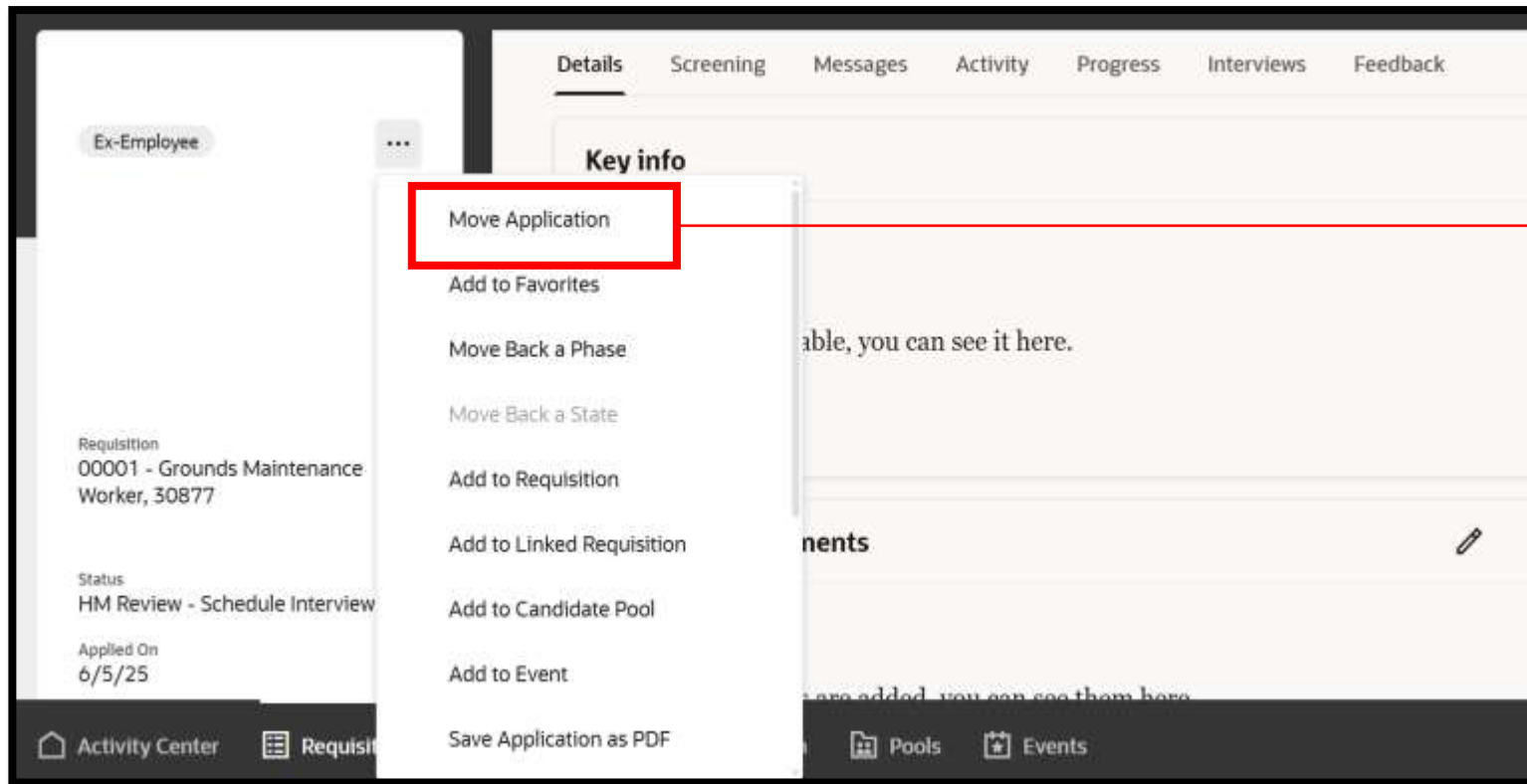
Select the **Move Application** button to progress the Requisition to the next phase

Screen and Track Candidates

Move application

Phase
Interview

State
Interview

9

Comment

Cancel   Move

Select **Interview** 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

CloudVergent 360

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
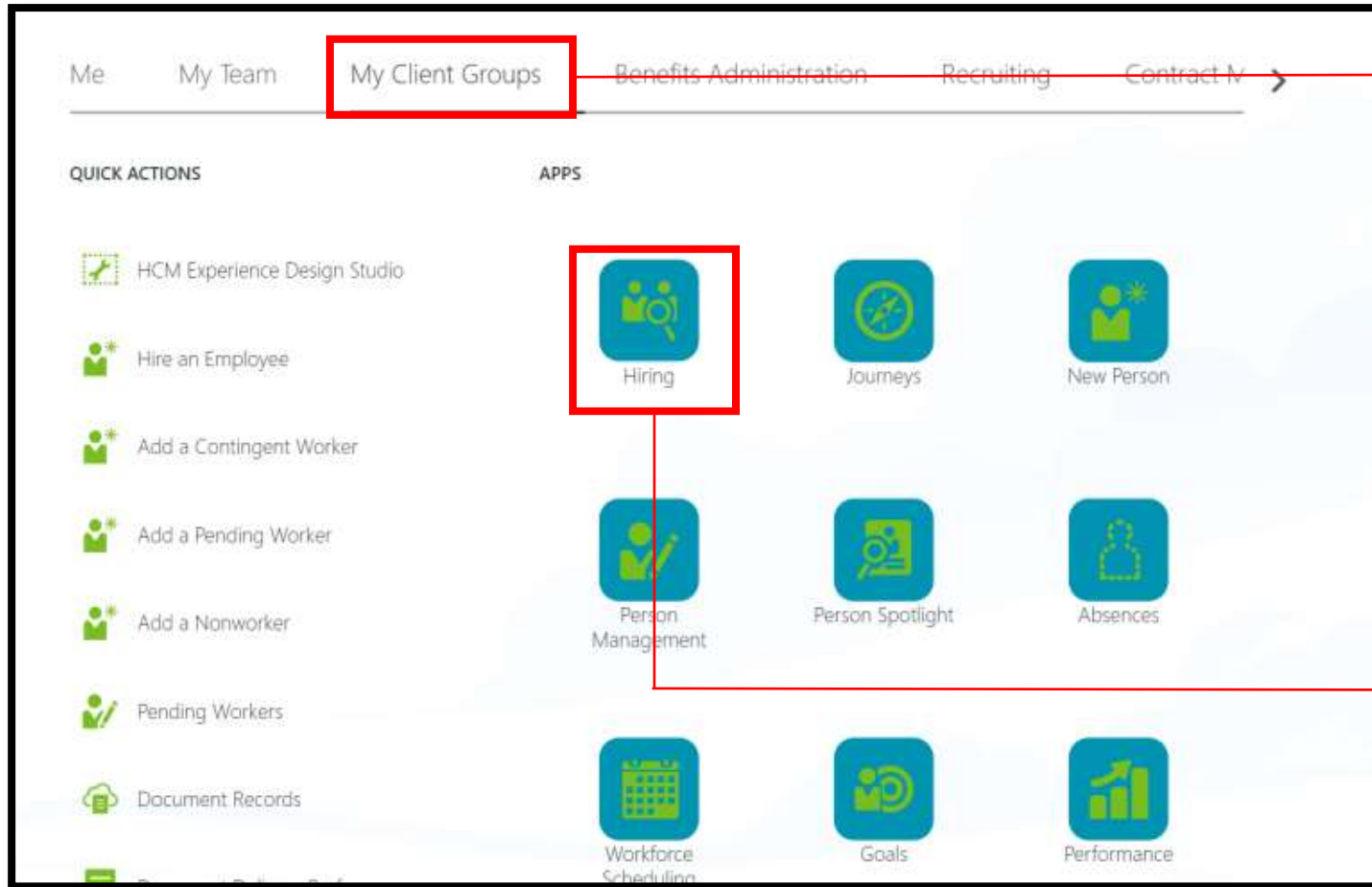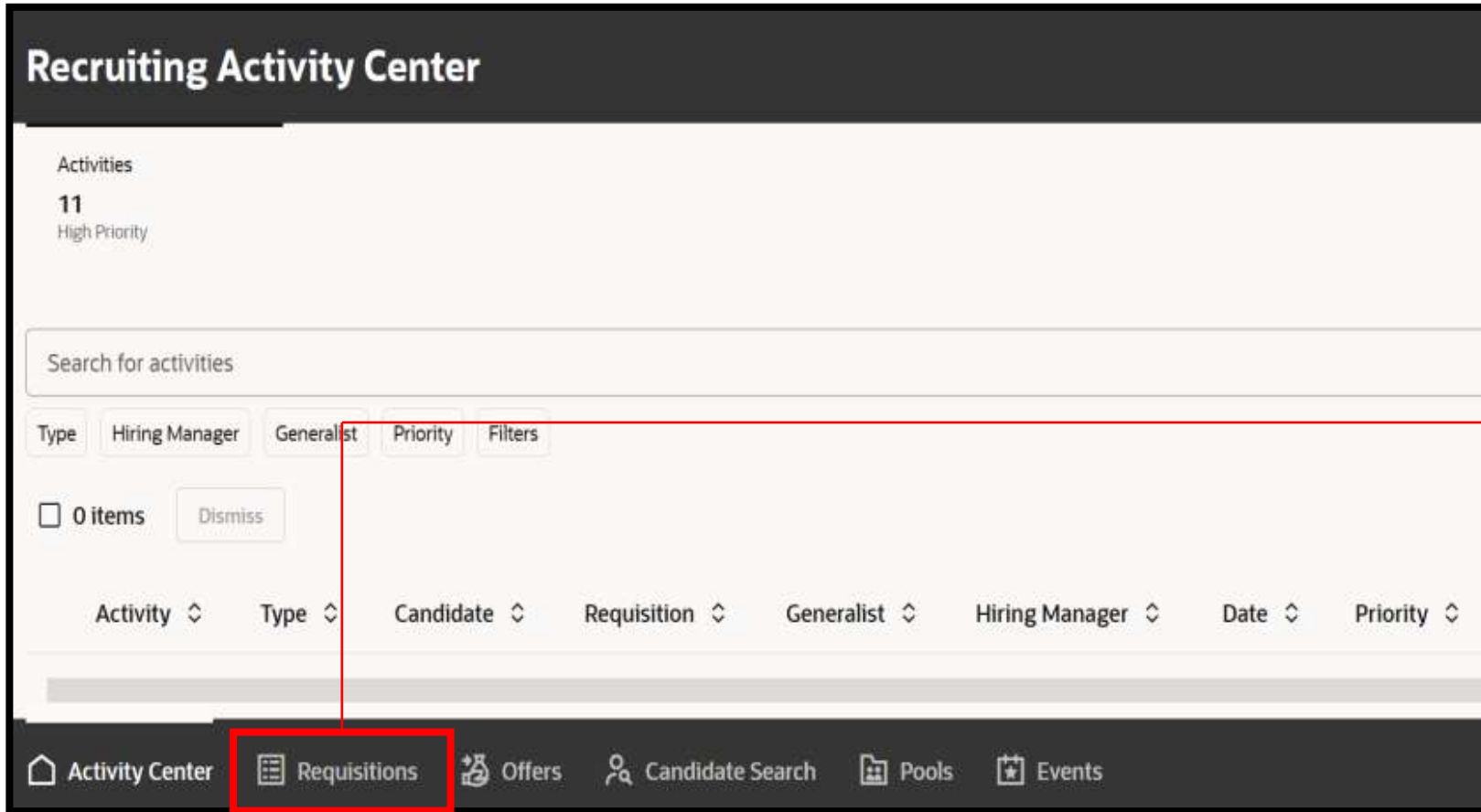
1

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

2

Select the **Hiring** tile

Add an Interview to a Requisition

Recruiting Activity Center

Activities

11
High Priority

Search for activities

Type | Hiring Manager | Generalist | Priority | Filters

☐ 0 items Dismiss

Activity ⌃	Type ⌃	Candidate ⌃	Requisition ⌃	Generalist ⌃	Hiring Manager ⌃	Date ⌃	Priority ⌃

⌂ Activity Center | ▤ Requisitions | Offers | ⌕ Candidate Search | Pools | Events

3

Select the **Requisitions** option present at the bottom of the page

Add an Interview to a Requisition

Job Requisitions

Search by requisition title, number, or description

Phase | State | Hiring Manager | Generalist | Hiring Team Role | Location | Filters

6094 results + Create

Requisition Title ⌃	Requisition Number ⌃	Requisition Status ⌃	Phase ⌃	State ⌃	New Applications ⌃	Applications ⌃
00001 – Grounds Mainter	30877	Open - Posted	Open	Posted	0	1
16848 – HR Testing Speci	30876	Open - Not Posted	Open	Not Posted	0	0
05602 – HRIS Specialist	30875	Open - Not Posted	Open	Not Posted	0	0
16848 – HR Testing Speci	30874	Posting - In Progress	Posting	In Progress	0	0

⌂ Activity Center   ▦ Requisitions   ⚒ Offers   ⚲ Candidate Search   ▣ Pools   ▦ Events

4

Select a Requisition

Add an Interview to a Requisition
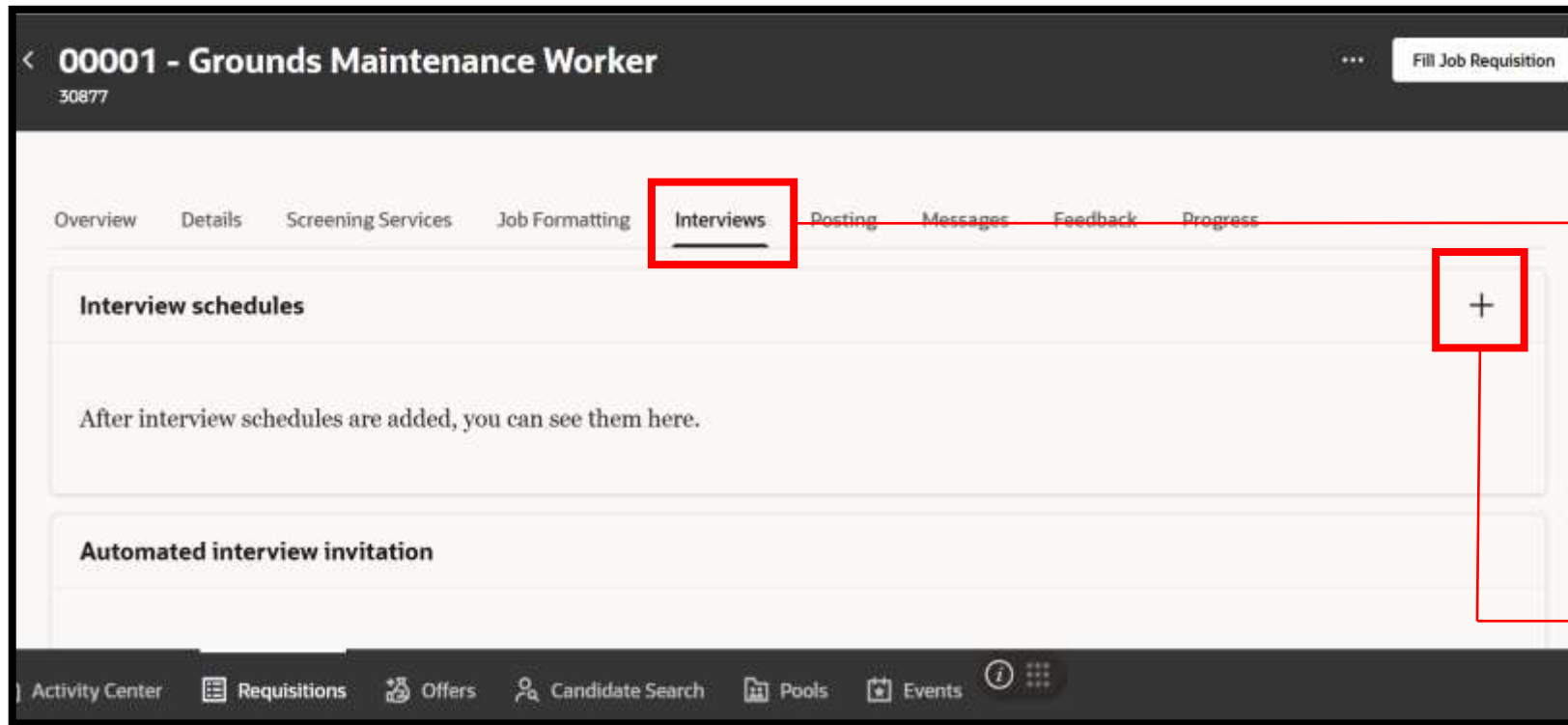
Select the **Interviews** tab

Select the **+** button

⚠️ Interviews can only be added after the Requisition has been approved

Add an Interview to a Requisition

00001 - Grounds Maintenance Worker
30877

Overview   Details   Screening Services   Progress

Interview schedules

After interview schedules are added

Automated interview invitation

Add interview schedule

◉ Create an interview schedule

○ Add a shared interview schedule

Cancel   **Continue**

7

Can **create or add a shared interview schedule.** Select Create an interview schedule and click **Continue.**

Add an Interview to a Requisition

Create Interview Schedule
00001 - Grounds Maintenance Worker (30877)

Save and Close   Cancel

1 Basic Information

*Template

*Schedule Title

*Schedule Owner
Rosalind M Harris

Schedule Type

Continue

8

Select the appropriate Interview Template from the drop-down list

Update the Schedule Title if necessary and select the Continue button

Add an Interview to a Requisition

9

Select **Save and Close** button when done

⚠️ 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

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

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

CloudVergent 360

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

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

2

Select the **Hiring** tile

Add an Interview for a Candidate on a Requisition

Recruiting Activity Center

Activities
11
High Priority

Search for activities

Type   Hiring Manager   Generalist   Priority   Filters

☐ 0 items   Dismiss

Activity ⌄	Type ⌄	Candidate ⌄	Requisition ⌄	Generalist ⌄	Hiring Manager ⌄	Date ⌄	Priority ⌄

⌂ Activity Center   ▤ Requisitions   Offers   Candidate Search   Pools   Events

3

Select the
Requisitions option
present at the
bottom of the page

Add an Interview for a Candidate on a Requisition

4

Select the **Applications** link

Add an Interview for a Candidate on a Requisition

5

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

⚠️ The **Hiring Manager** will <u>only</u> be able to see Candidates once the **Generalist** has moved the Candidate to the HM Review phase

Add an Interview for a Candidate on a Requisition

Details Screening Messages Activity Progress **Interviews** Feedback

6

Ex-Employee ...

Interviews +

After interviews are added, you can see them here.

Requisition
00001 - Grounds Maintenance
Worker, 30877

Status
Interview - Interview

Applied On
6/5/25
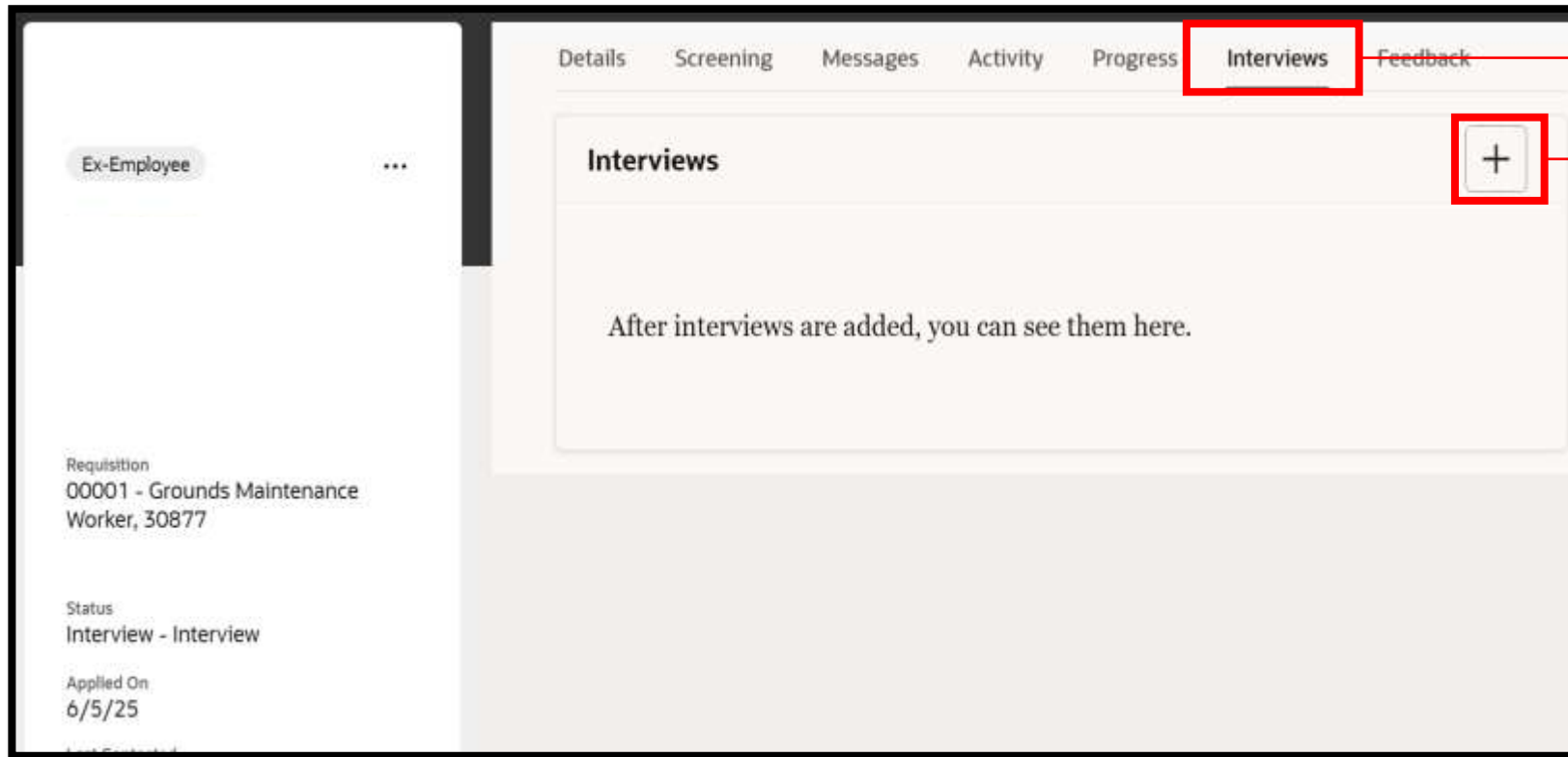
Select the **Interviews** tab and Select the **+** button to add Interview.

Add an Interview for a Candidate on a Requisition

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

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
Anna Walker (10018), 30877

Save and Close   Cancel

Interview Details

Requisition
00001 - Grounds Maintenance Worker (30877)

Format
Select a value

Candidate
Anna Walker (10018)

*Schedule Title

*Start Date and Time
m/d/yy h:mm aZ   (UTC-05:00) New Yor...

*End Date and Time
m/d/yy h:mm aZ   (UTC-05:00) New Yor...

Interviewers

Add Another Interviewer

10

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

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

Add an Interview for a Candidate on a Requisition

Move application

Phase
Interview

State

Comment

Phone Screen

Interviews in Process

Not Selected

Selected for Offer or Move to Testing

Rejected by Employer

Withdrawn by Candidate

Cancel | Move

11

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 **Move** button.

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

CloudVergent 360

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
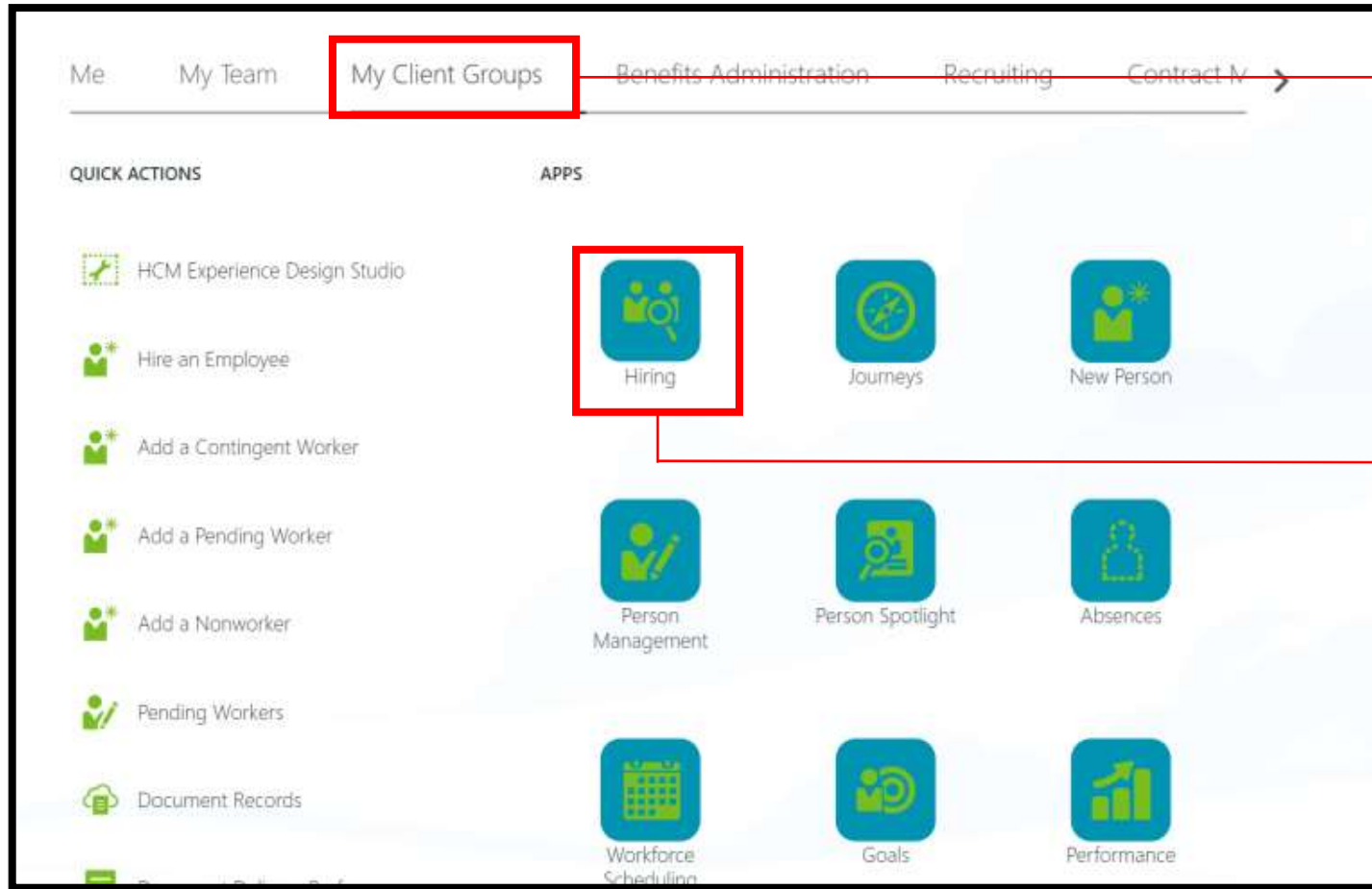
1

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

Select Candidates

Select the **Requisitions** option present at the bottom of the page

Select Candidates

Select the **Applications** hyperlink

Select Candidates

Select the **check box** next to the **Candidate's** Name and then select **Add to Requisition** option.

Select Candidates
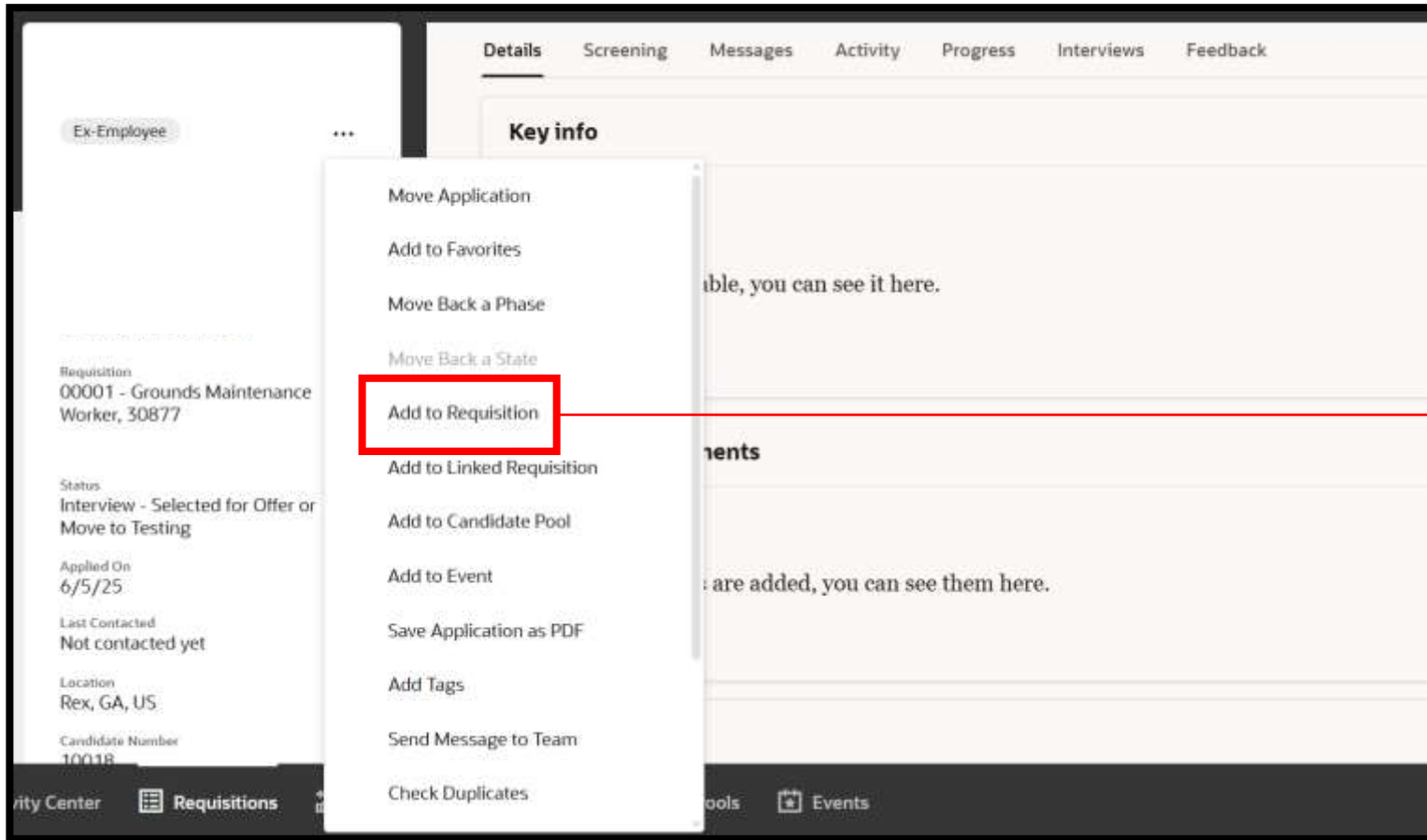
6

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

Add to requisition
1 candidates

☑ Create a job application on behalf of the candidate

Job Requisition ▾

Required

7

Cancel   Add

Select the check box labeled **Create job application on behalf of Candidate**. In the **Job Requisitions** section, either type the Requisition or select it from the drop-down list

Select Candidates

Add to requisition
1 candidates

☑ Create a job application on behalf of the candidate

➕ Add Requisition

Requisition
05602 - HRIS Specialist (30875)

Generalist
Rosalind M Harris   🗑

00001 - Grounds Maintenan
Job Applications

Keywords

hase   State   Employer   Position   Filters

1 item   Move Application   Add to Requisition

Favorite   Candidate

☆   10018
        Rex, GA, US

ctivity Center   📑 Requisitions   Offers

Cancel   **Add**

⚠ 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**

8

Select the **Add** button

Select Candidates

9

Navigate back by selecting the arrow on the left

Select Candidates

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

CloudVergent 360

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
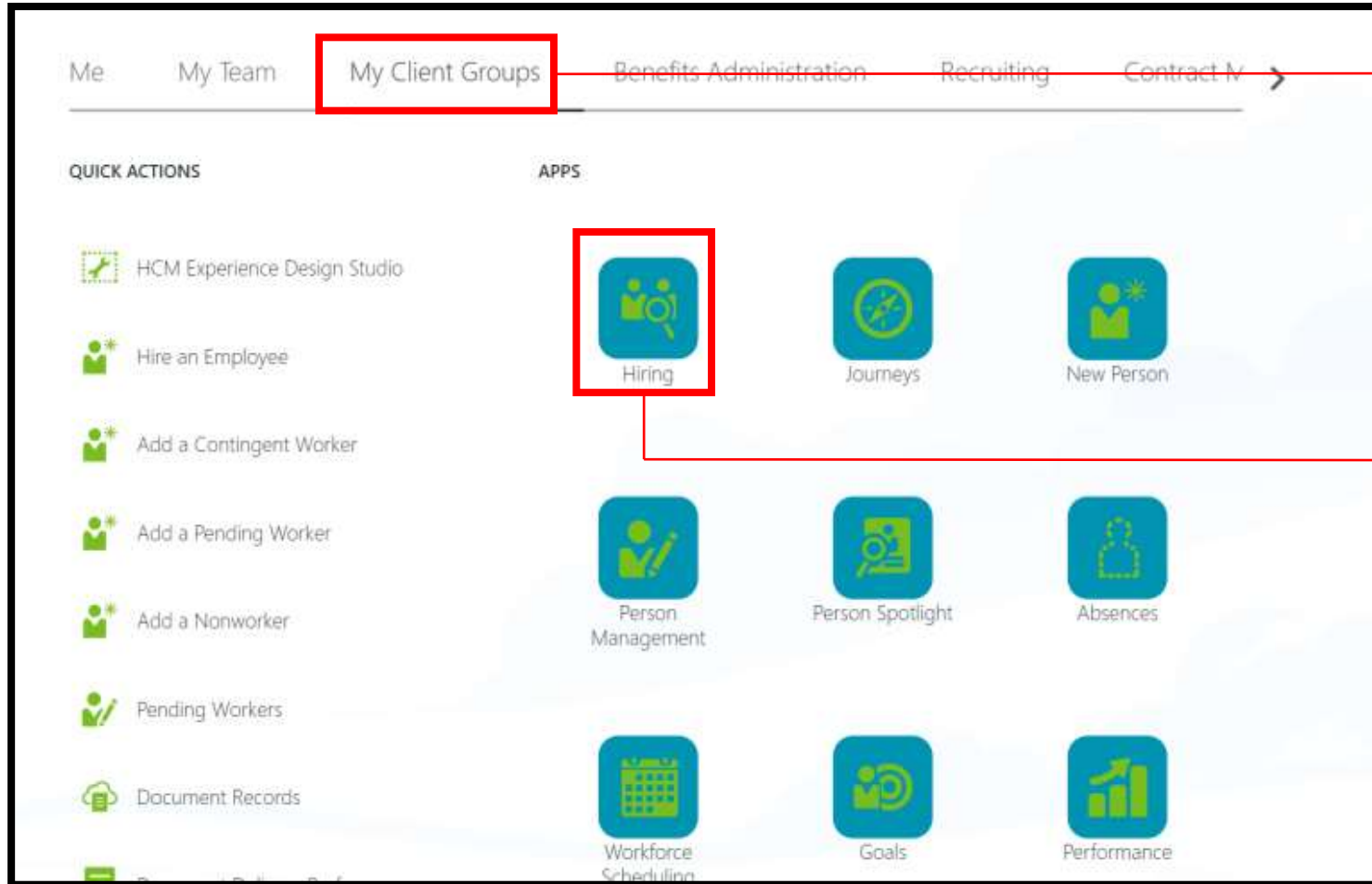
1

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

Select the **Requisitions** option present at the bottom of the page

Prepare Job Offer

Select the appropriate Requisition hyperlink

Prepare Job Offer

5

Select the candidate to create **Job offer**

Prepare Job Offer
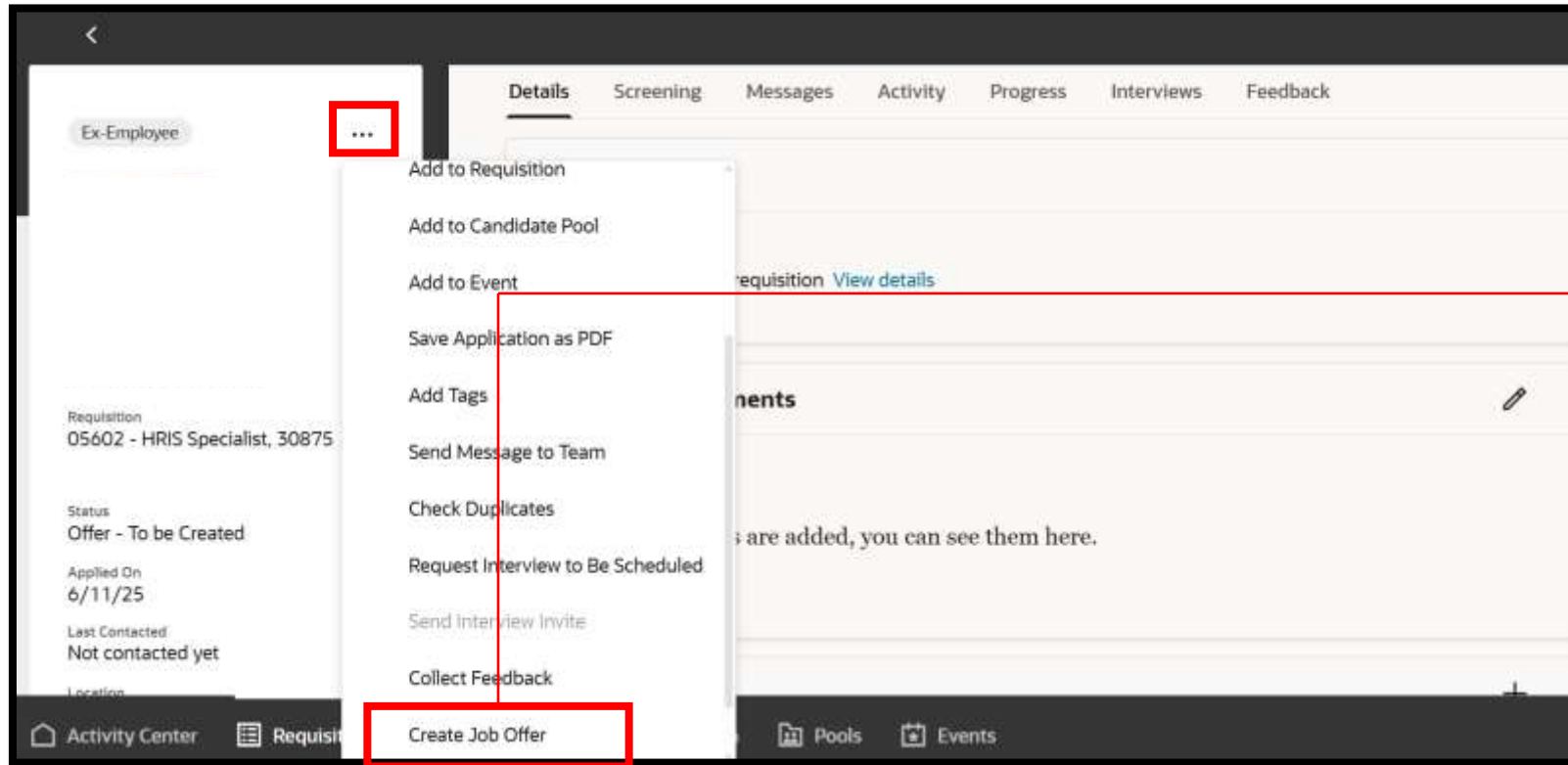
To create an Offer, select Create Job Offer from the **Three dots** drop-down list

6

Prepare Job Offer

Create Job Offer
(10018), 30875

Continue   Cancel

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

- ☐ Offer Team
- ☐ Payroll Info
- ☑ Salary
- ☐ Other Compensation
- ☐ Comments and Attachments
- ☐ Additional Info
- ☑ Offer Letter

7

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

⚠ Check the box for Attachments if you would like to attach any other documents to the Offer

Prepare Job Offer

8

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

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

Prepare Job Offer

Create Job Offer
(10018), 30875

Save and Close | Submit | Cancel

1 When and Why

*When is the employee start date?
6/11/25

*Action
Add Pending Work Relationship

*Legal Employer
DeKalb County GA

*Worker Type
Employee

Continue

2 Assignment Info

3 Salary

4 Offer Letter

9

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

Prepare Job Offer

10

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

11 All fields as auto populated. Review the **Assignment Info** fields. Confirm the appropriate Grade, Reporting Establishment from the drop-down list

Prepare Job Offer

12

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

Prepare Job Offer

13

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

14

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

Prepare Job Offer

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

Prepare Job Offer
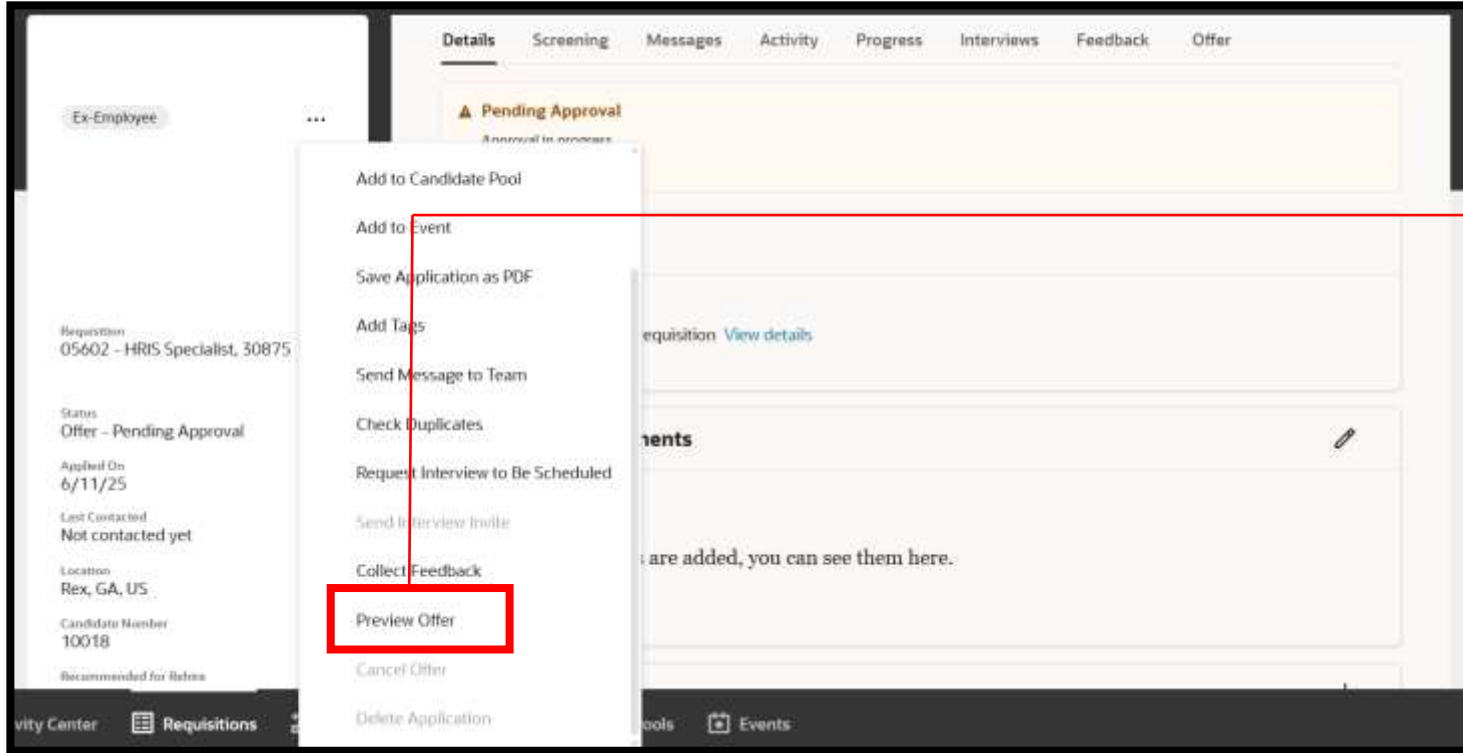
16

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

17

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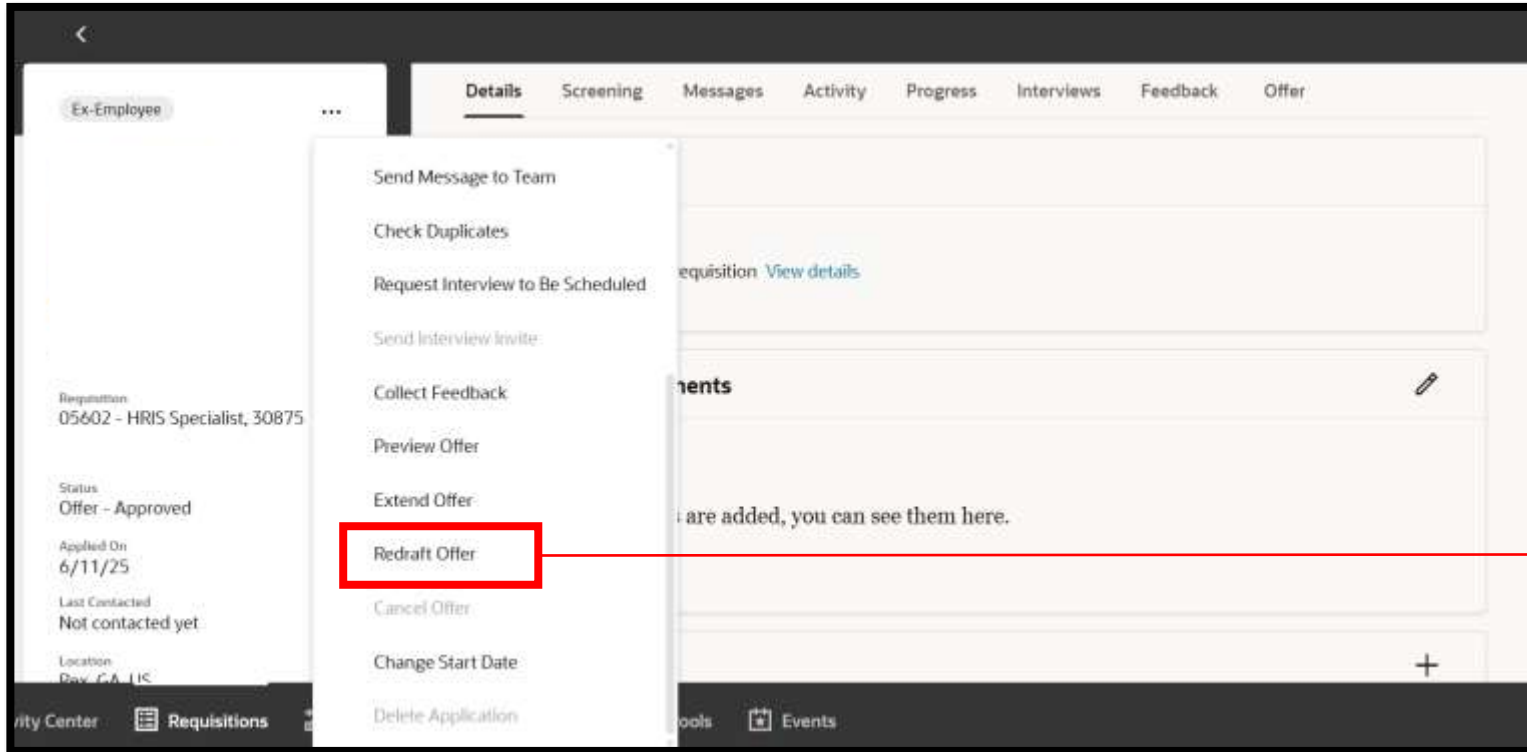
Prepare Job Offer

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

18
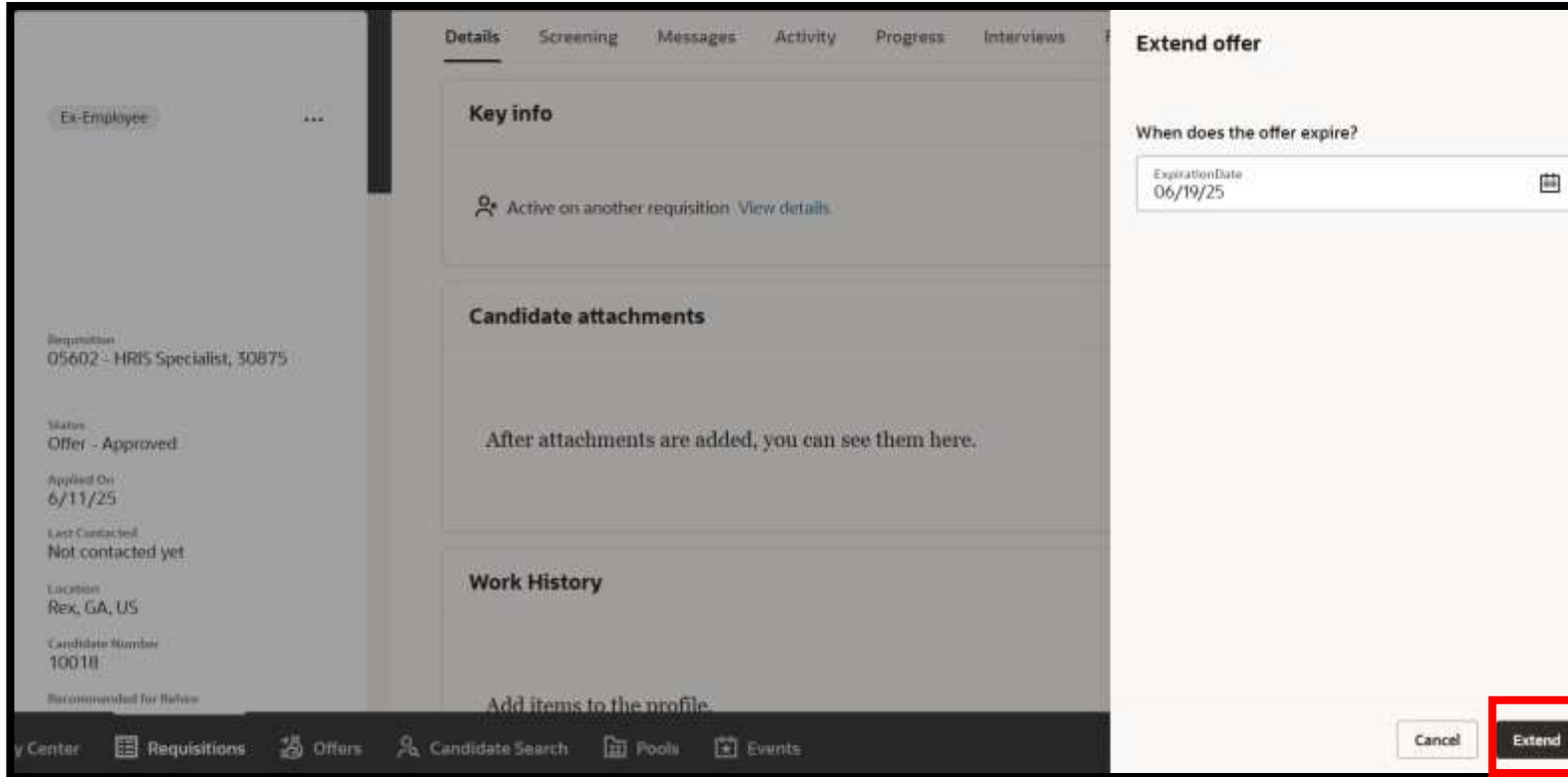
Prepare Job Offer
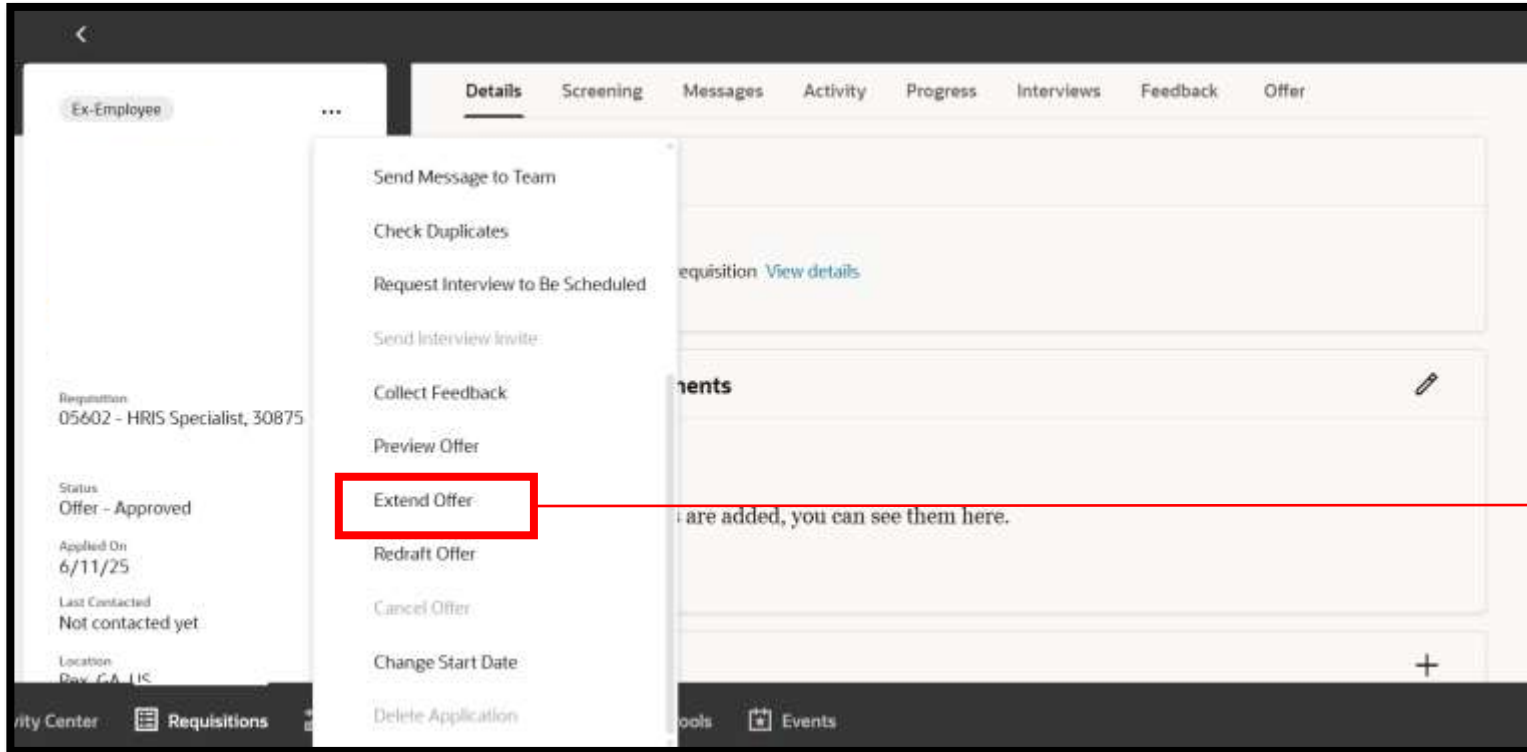
To Extend the Offer, select **Extend Offer** from the drop-down list

19

Prepare Job Offer

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

20

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
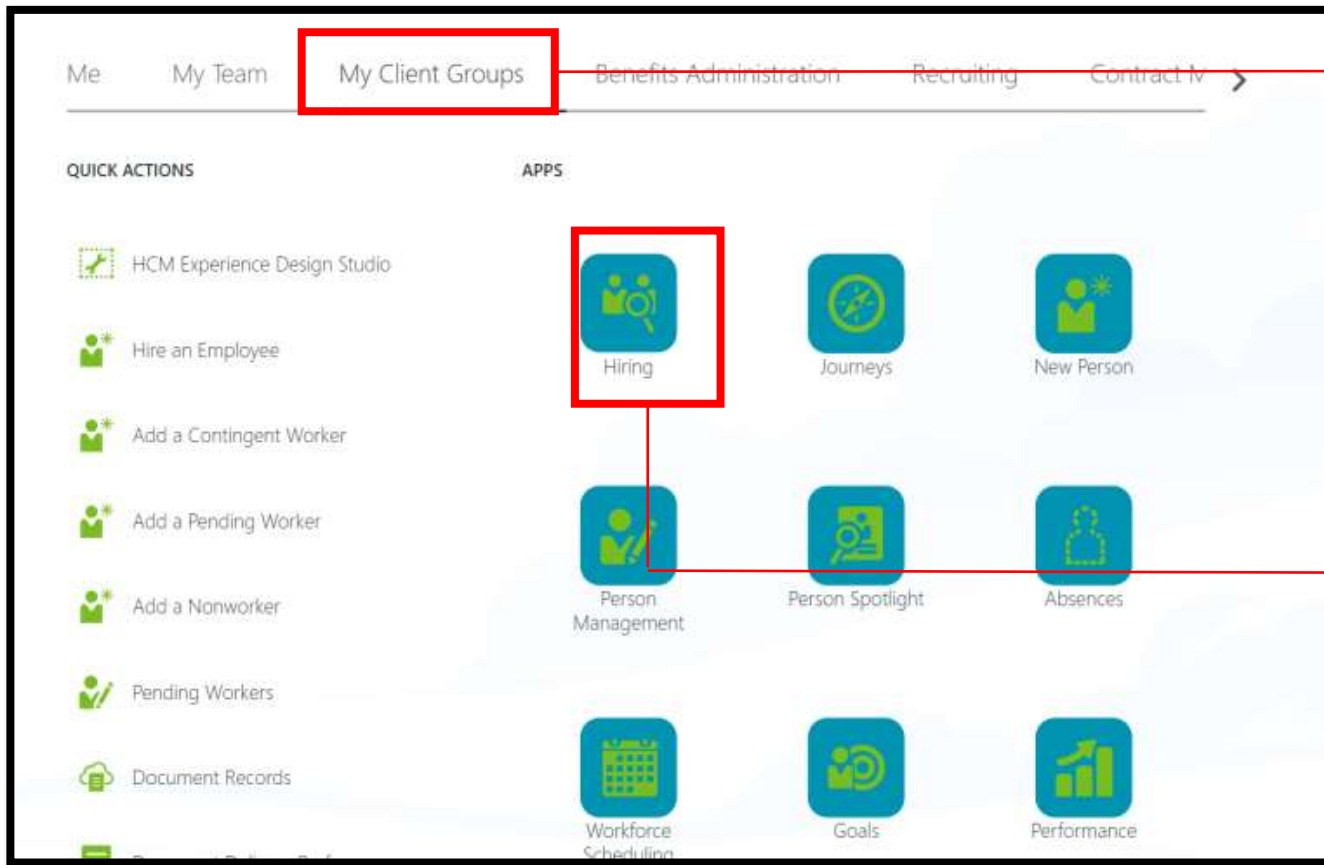
1

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

3

Select the **Requisitions** option present at the bottom of the page

Prepare for Hiring

Select the appropriate **Requisition hyperlink** in which the Candidate has accepted the Offer

Prepare for Hiring

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

5

Prepare for Hiring
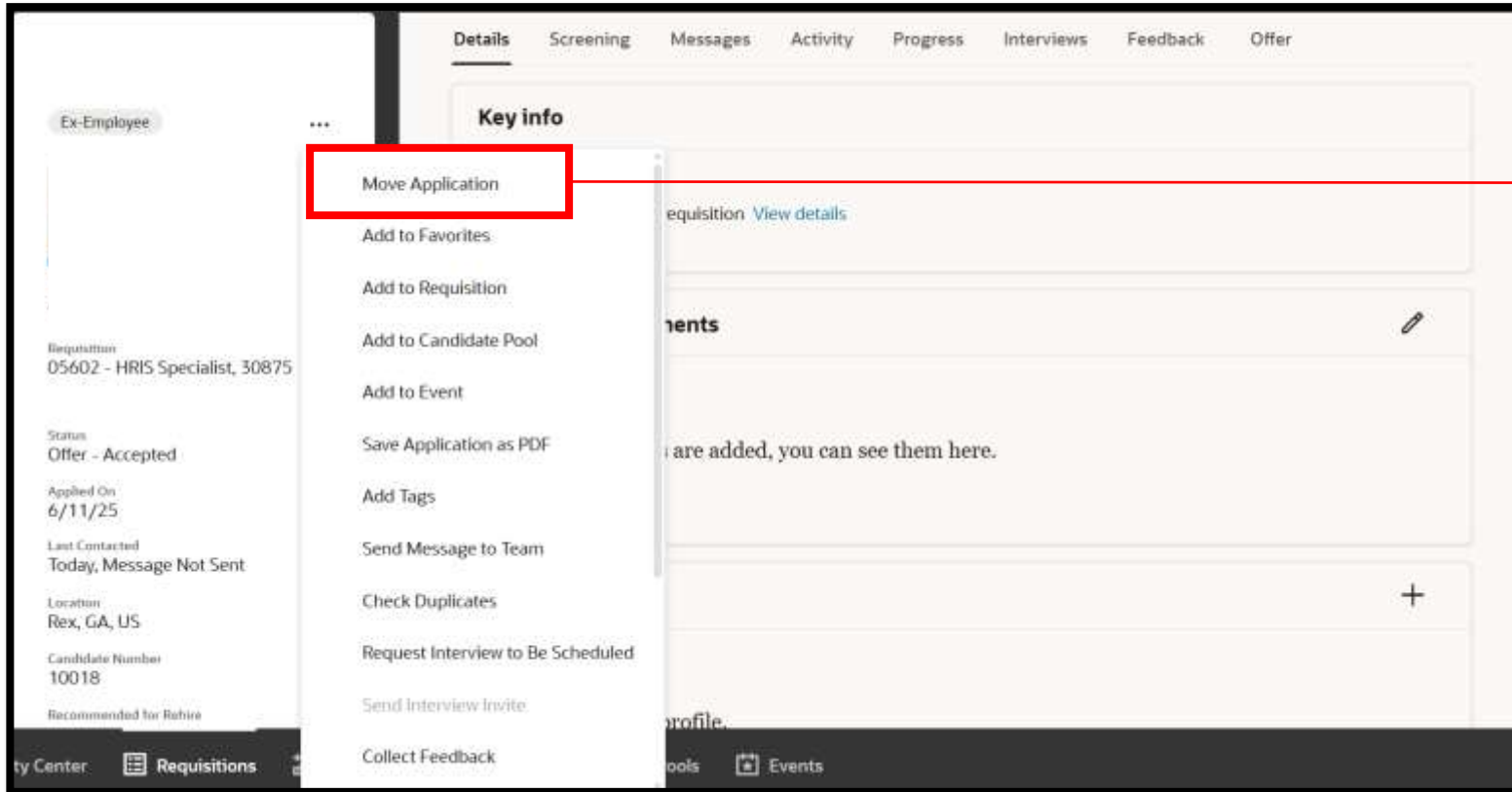
6

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

Move application

Phase
Pre-Hire

State
Send Request for Information

Comment

Cancel   **Move**

7

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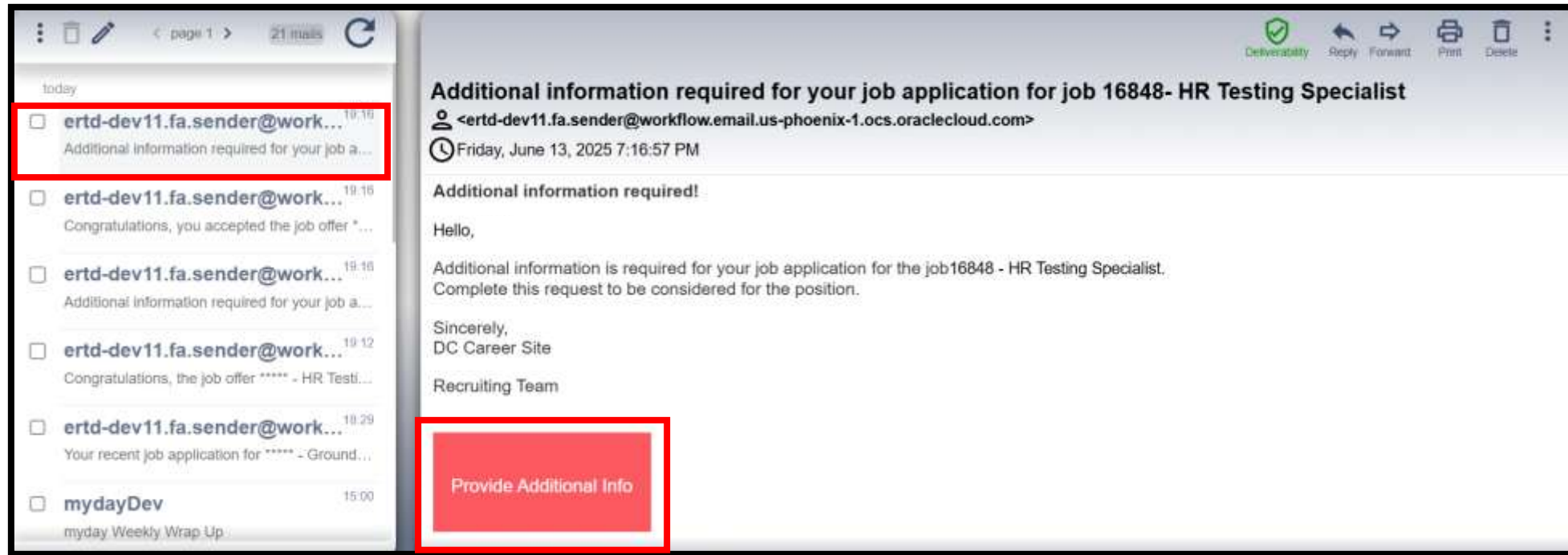
8 The Candidate will receive an email providing them with a link that has additional details. The Candidate will select **Provide Additional Info**

Prepare for Hiring

Enter the Verification code sent to the mail and click verify

9

Prepare for Hiring

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

10

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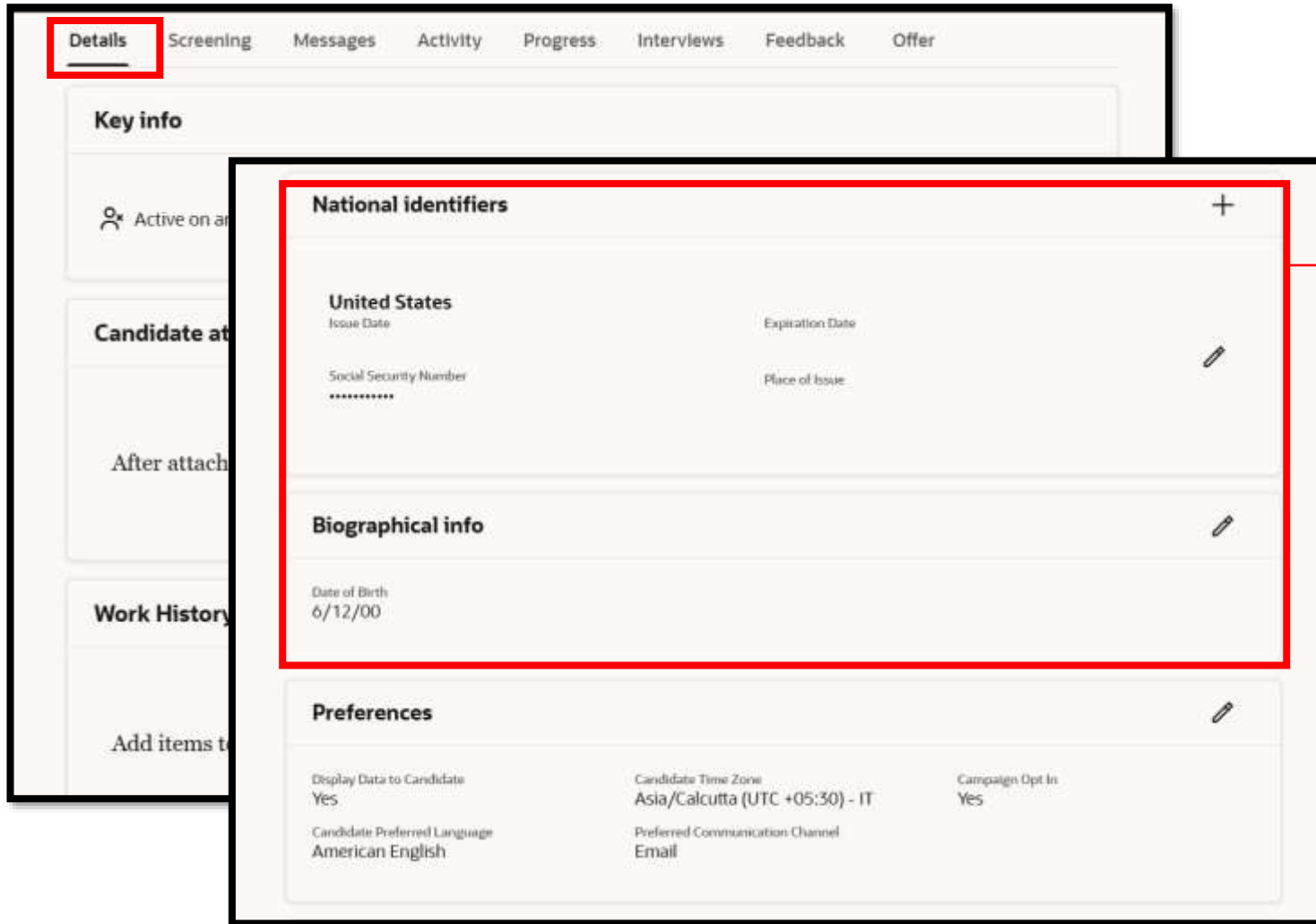
After the Candidate adds their **Date of Birth** and **Social Security Number**, they will enter their **Full Name** as the **E-Signature** and select the **Submit** button

11

Prepare for Hiring

12

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

Prepare for Hiring

Move application

Phase
Pre-Hire

State

Comment

Waiting for Information

Waiting for BKGD

Pre-Employment Exam Scheduled

Pre-Hire Passed

Rejected by Employer

Withdrawn by Candidate

Cancel   Move

13

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

Update State appropriately and select the **Move** button

Prepare for Hiring

14
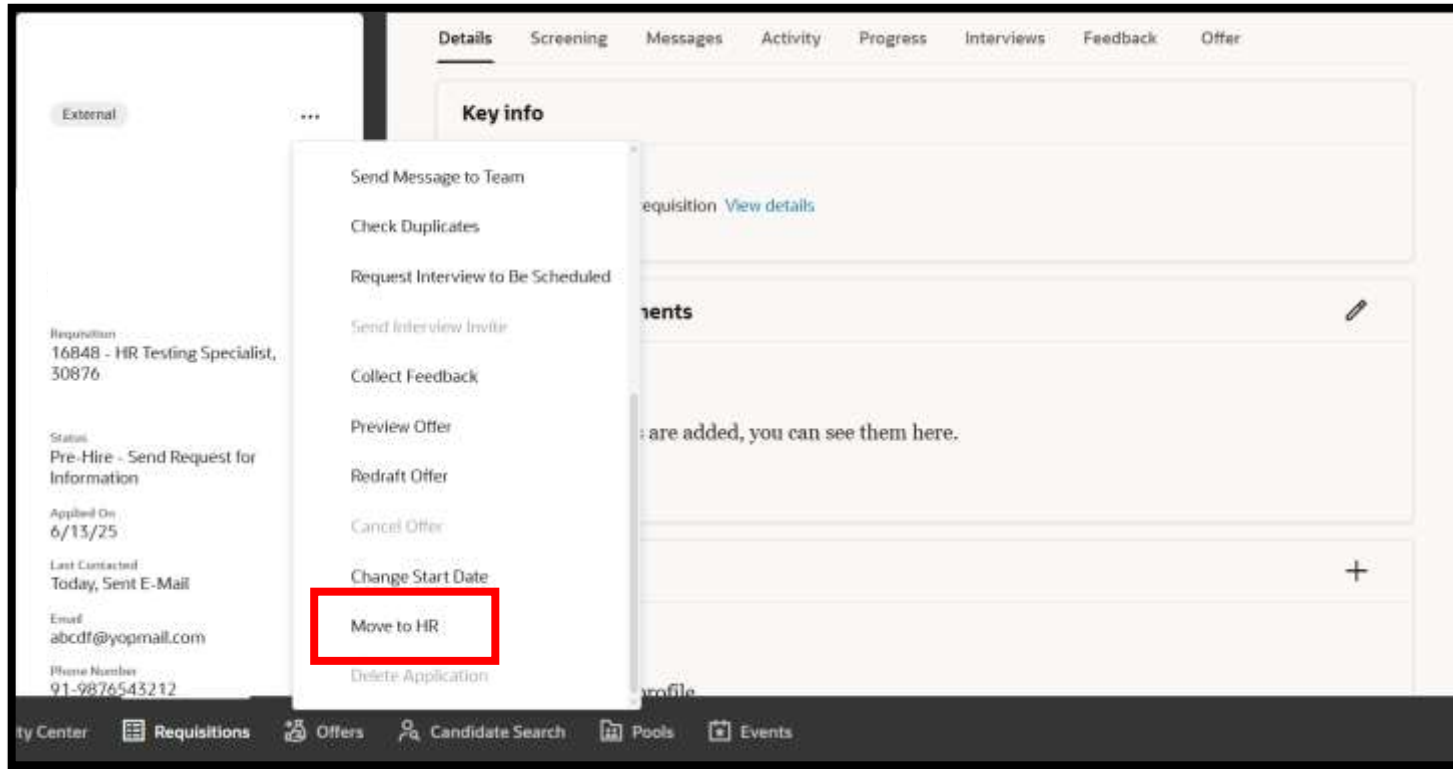
Once the Candidate has progressed through the additional Pre-Hire states, the Recruiter/Generalist is ready to hire the Candidate. Select Move to HR from the **Actions** drop-down list.

Upon completion, if you go back to the Requisition, Candidate will not be there because the Candidate moved to **Pending worker**

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

CloudVergent 360

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
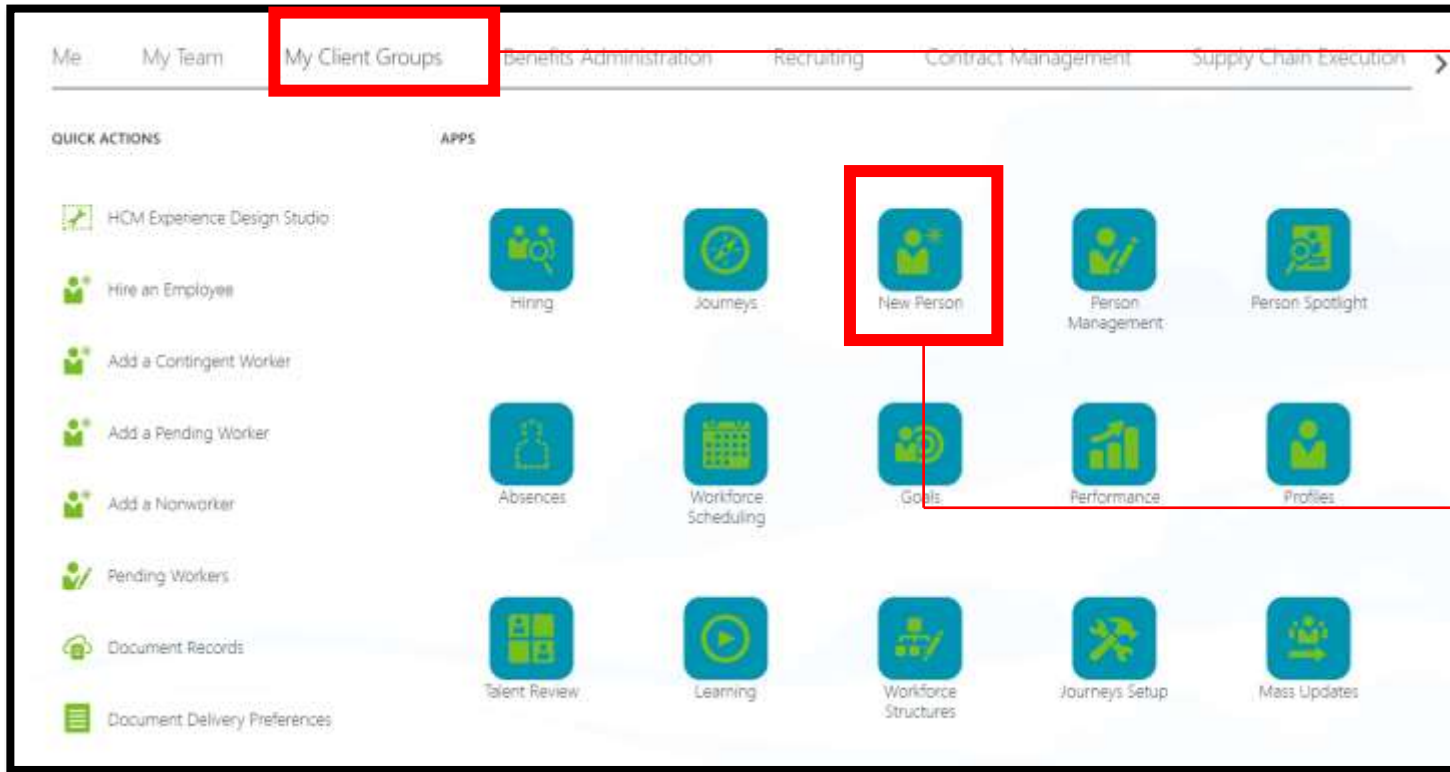
1

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

2

Select the **New Person** tile

Convert a Pending Worker

3

Select **Pending Workers**

Convert a Pending Worker

Select the **Ellipse (…)** to convert the Pending Worker. Once selected, a drop-down list will appear. Select Convert

Convert a Pending Worker

⚠️ Info to Include section can be used in three ways :
1. If you are confident that you will not need any of the sections shown on this page, you can continue without selecting any options here.
2. If you want to have the choice of all the 'Info to Include' section going forward in the transaction, you can select all the options on this page and further can choose to either fill in details or 'Continue' when not needed.
3. If you are sure of certain sections that you will be using and others are not required then you can choose sections accordingly and Continue.

Convert a Pending Worker

Convert Pending Worker

JW **When and why**
John walker, 15150 - HR Testing Specialist

When is the work relationship start date?
6/13/25

Legal Employer
DeKalb County GA

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

Why are you hiring an employee?

Business Unit
DeKalb County

Position
16848 – HR Testing Specialist

Why are you making changes to direct reports?

Cancel   Continue   Submit

2 | 24

When and why

Names

Biographical Info

National Identifiers

Phone details

Email details

Addresses

Legislative Info

Citizenship Info

5

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

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

6

Complete the remaining fields within the **When and Why** section with the appropriate information

Convert a Pending Worker

Convert Pending Worker

JW **When and why**
John walker, 15150 - HR Testing Specialist

When is the work relationship start date? 6/13/25	Legal Employer DeKalb County GA
What's the way to convert a pending worker? Hire	Why are you hiring an employee?
Business Unit DeKalb County	Position 16848 - HR Testing Specialist
Why are you making changes to direct reports?	

2 | 24

When and why

Names

Biographical Info

National Identifiers

Phone details

Email details

Addresses

Legislative Info

Citizenship Info

Cancel   Continue   Submit

7

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

Convert a Pending Worker

8

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

Edits to the Pending Worker Name may be made as needed

Convert a Pending Worker

Convert Pending Worker

JW **Biographical info**
John walker, 15150 - HR Testing Specialist

Date of Birth
6/12/00

Age
25 Years 0 Months 1 Days

4 | 25

When and why

Names

Biographical info

National identifiers

Phone details

Email details

Addresses

Legislative info

Citizenship info

Cancel | Continue | Submit

9

Validate the information in the **Biographical info** section and select the **Continue** button

Convert a Pending Worker

Validate the information in the **National identifiers** section and select the **Continue** button

Convert a Pending Worker

Validate the information in the **Phone details** section and select the **Continue** button

Convert a Pending Worker

Validate the information in the **Email details** section and select the **Continue** button

Convert a Pending Worker

13

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

Convert a Pending Worker

14

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

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

Convert a Pending Worker

Convert Pending Worker

JW **Citizenship info**
John walker, 15150 - HR Testing Specialist

10 | 25

+ Citizenship

Add citizenship information.

Citizenship info

Driver's licenses

Passport info

Visas and permits

Family and emergency contacts

Position override

Assignment

Additional assignment info

Managers

Cancel   Continue   Submit

15

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

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

Convert a Pending Worker

16

We can add **Driver's Licenses** to this section if we have requirement to update the Passport details for the employee.

Convert a Pending Worker

17

We can add **Passport info** to this section if we have requirement to update the Passport details for the employee.

Convert a Pending Worker

Convert Pending Worker

JW **Visas and permits**
John walker, 15150 - HR Testing Specialist

Add visa and permit information to identify countries approved for business travel or work.

Cancel   Continue   Submit

13 | 25

Citizenship info

Driver's licenses

Passport info

Visas and permits

Family and emergency contacts

Position override

Assignment

Additional assignment info

Managers

18

We can add **Visas and permits** to this section if we have requirement to update the Passport details for the employee.

Convert a Pending Worker

Convert Pending Worker

JW **Family and emergency contacts**
John walker, 15150 - HR Testing Specialist

Existing Contacts

Add any family or emergency contacts for benefits purposes or in case of work emergencies.

Add Contact

\+ Add

Add any family or emergency contacts for benefits purposes or in case of work emergencies.

Cancel   Continue   Submit

14 | 25

Citizenship info

Driver's licenses

Passport info

Visas and permits

Family and emergency contacts

Position override

Assignment

Additional assignment info

Managers

19

Review the Existing Contacts or Click the +**Add** button to **Add Contact** information as needed. Select the **Continue** button

Convert a Pending Worker

Position synchronization is being used by default, wherein when a position is selected the dependent fields such as Job, Grade, Department are auto synced from the position. This page helps confirm the data that has been selected for synchronization. If you need the Job, Department, grade or any of the fields to be editable, you have to turn off position synchronization from this page.

Convert a Pending Worker

Convert Pending Worker

JW **Assignment**
John walker, 15150 - HR Testing Specialist

Assignment Status: Active - Payroll Eligible	Person Type: Employee
Business Unit: DeKalb County	Job: 15150 - HR Testing Specialist
Business Title: 15150 – HR Testing Specialist	Grade: DK2_14
Department: 01510 - HUMAN RESOURCES & MERIT SYSTEM	Reporting Establishment: DeKalb County GA
Location: MALOOF – Administration Bldg	Working at Home
Regular or Temporary: Regular	Full Time or Part Time: Full time
Hourly Paid or Salaried: Salaried	
Working Hours: 40	Working Hours Frequency: Weekly
Overtime Period	

Cancel   Continue   Submit

16 | 25

Assignment

Additional assignment info

Managers

Work relationship info

Payroll details

Salary

Compensation

Direct reports

Comments and attachments

Need help? Contact us.

20

Validate the information in the **Assignment** and make edits as required and click **Continue**

Convert a Pending Worker

21

Validate the information in the **Additional assignment info** and make edits as required and then click **Continue**

Convert a Pending Worker

Convert Pending Worker

JW **Managers**
John walker, 15150 - HR Testing Specialist

+ Add

Jadia P Haynes
15005 - Deputy Director, ...   ACTIVE   Manager Type
E027985   Line manager

17 | 24

Family and emergency contacts

Assignment

Additional assignment info

Managers

Work relationship info

Payroll details

Salary

Compensation

Direct reports

Comments and attachments

Cancel   Continue   Submit

22

Validate the Manager details and if required another Manager by clicking on **+Add** and then click **Continue.**

Convert a Pending Worker

23

Validate the **Work Relationship Info** section and select the **Continue** button

⚠️ 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

24

Validate the information in the **Payroll Details** section and under **Payroll-** Regular Biweekly and under **other info** select Dekalb County GA and **select** the **Continue** button

Convert a Pending Worker

Complete the **Salary Information** section, as necessary

25

Click pencil icon to Add Salary

Select the appropriate **Salary Basis**

Convert a Pending Worker

Convert Pending Worker

JW **Compensation**
John walker, 15150 - HR Testing Specialist

[+ Add]

After individual compensations are added, you can see them here.

21 | 24

Assignment

Additional assignment info

Managers

Work relationship info

Payroll details

Salary

Compensation

Direct reports

Comments and attachments

Need help? Contact us.

Cancel   Continue   Submit

26

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

Convert a Pending Worker

27

Using drop-down you can **Add Reports** and the click **Continue.**

Convert a Pending Worker

Convert Pending Worker

JW **Comments and attachments**
John walker, 15150 - HR Testing Specialist

Comments

Drag and Drop
Select or drop files here.

URL   Add URL

Cancel   Continue   **Submit**

23 | 24

Family and emergency contacts

Assignment

Additional assignment info

Managers

Work relationship info

Payroll details

Salary

Compensation

Direct reports

Comments and attachments

Need help? Contact us.

28

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

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

CloudVergent 360

Lesson Objective:

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

Objectives
• Navigate and access the Recruiter Dashboard

Accessing Recruiter Dashboard

1 Select the **Recruiter** tab

2 Select the **Recruiter Dashboard** tile

Accessing Recruiter Dashboard

3 Review the different Requisition fields

Accessing Recruiter Dashboard

4 Select the **Requisition Type** field and select the appropriate Requisition Type

Accessing Recruiter Dashboard

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

Accessing Recruiter Dashboard

Select the appropriate Department Name from the drop-down list or Select More/Search to conduct an advanced search

6

Accessing Recruiter Dashboard

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

7

Accessing Recruiter Dashboard

Select the **Apply** button

8

Accessing Recruiter Dashboard

9

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

Accessing Recruiter Dashboard

10

Select the **Eligibility Tab** to review the **Eligibility Report**

Accessing Recruiter Dashboard

11

Select the **51 Day Report** tab

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

Accessing Recruiter Dashboard

12

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

Accessing Recruiter Dashboard

13

Select the **Onboarding Tab** to review the **Onboarding Report**

Accessing Recruiter Dashboard

14

Select the **Person Number** field to filter by Person Number

Accessing Recruiter Dashboard

15

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

Accessing Recruiter Dashboard

16

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

Accessing Recruiter Dashboard

17

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

Accessing Recruiter Dashboard

18

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

Accessing Recruiter Dashboard

19

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

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